

**Memorandum of Understanding**

**Between Community Services Consortium (CSC) and AFSCME Local 3563**

**Whereas, Community Services Consortium ("Agency") and AFSCME Local 3563 ("Union") are parties to a labor agreement ("LA");**

**Whereas, the LA expires on June 30, 2015;**

**Whereas the parties agree to not open the contract for negotiations, but agree to roll over the existing contract for two years (June 30, 2015 to July 1, 2017);**

**Whereas, the parties agree to changes to Articles 16 – Wages and Salaries, and Article 25 - Term of Agreement;**

**Therefore, all other Articles in the 2014-2015 LA remain in full force and effect;**

**Therefore, the parties agree to the following changes:**

**Article 16: Wages and Salaries**

**Section 7: Deferred Compensation Plan**

**A) CSC shall make available to bargaining unit members an approved deferred compensation plan(s). Eligibility for membership and regulations governing participating shall follow all IRS regulations and all appropriate state and federal statutes.**

**B) ~~Effective July 1, 2014 through June 30, 2015~~ July 1, 2015 through June 30, 2016, CSC will contribute into an employer-offered deferred compensation account \$25 to all employees at .5 FTE or above. ~~In addition, CSC will contribute an additional \$25 per month for every employee (at .5 FTE or above) who contributes a minimum of \$25 into an employer offered deferred compensation account, effective July 1, 2014~~ July 1, 2015 through June 30, 2015 June 30, 2016.**

**C) Effective July 1, 2016 through June 30, 2017, CSC will contribute into an employer-offered deferred compensation account \$50 to all employees at .5 FTE or above. In addition, CSC will contribute an additional \$25 per month for every employee (at .5 FTE or above) who contributes a minimum of \$25 into an employer offered deferred compensation account, effective July 1, 2016 through June 30, 2017**

**Article 25: Term of Agreement**

**Section 1: Term of Contract**

**(00440928; 1 )Albany  
Regional Office  
250 Broadalbin St. SW,  
Suite 2A  
Albany, OR 97321  
541.928.6335**

**Corvallis Regional Office  
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Corvallis, OR 97333  
541.752.1010**

**Lebanon Regional Office  
380 Market St.  
Lebanon, OR 97355  
541.451.1071**

**Newport Regional Office  
120 NW Avery St.  
Newport, OR 97365  
541.265.8505**

**Lincoln County Head Start  
2130 SW Lee St., P.O. Box G  
Lincoln City, OR 97367  
541.996.3028**

This agreement covers the period of ~~July 1, 2014, through June 30, 2015~~ July 1, 2015 through June 30, 2017. This agreement shall be effective as of the date of execution, and shall remain in full force until June 30, ~~2015~~ 2017. In the event that notice is given under one of the cited provisions, negotiations shall begin not later than ten (10) calendar days following notification. This agreement may be amended at any time by mutual agreement of the parties. All such amended language must be in writing and signed by the parties.

#### Section 2: Successor Agreement

Either party may notify the other of their desire to negotiate a successor agreement. Such notification must be given no later than February 1, ~~2015~~ 2017. Should neither party open negotiations for a successor agreement, this Agreement shall automatically renew from year to year.

Therefore, there will be no cost of living increase for the life of the contract;

Therefore, the cover page of the LA dated July 1, 2014 to June 30, 2015 shall be modified to read: "July 1, 2015 to June 30, 2017";

Therefore, the Memorandum of Understanding issued on December 5, 2011 regarding sick leave shall remain in effect until June 30, 2017.

#### Signatures

Effective upon execution July 1, 2015 in their respective names by their duly authorized representative of CSC and, on this 6TH day of FEBRUARY, 2015.



Bill Hall, Chair, CSC Governing Board



Martha Lyon, CSC Executive Director



Brian Balzer, AFSCME Council No. 75, AFL-CIO and Local No. 3563 Representative



Kellie Oxford, AFSCME Local No. 3563 Acting President

Memorandum of Understanding between CSC and AFSCME Local 3563

Date: Effective Dec 5, 2011. (Valid for the duration of the current Labor Collective Bargaining Agreement, 6/30/2012)

RE: Sick Employees at Work

The workplace can act as a means of transmission of illness if contagious employees spread germs to coworkers and community members. When sick employees come to work they can endanger the health of others and cause more employee absences. Sick employees pose a health risk to everyone. Therefore, CSC actively encourages employees to stay home if they are sick.

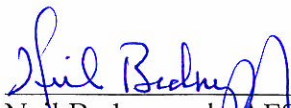
If a supervisor believes an employee is contagious and/or unfit for work due to illness, the supervisor has the right to ask the employee to take the rest of the day off work. If the employee agrees with the supervisor, the employee will follow the agency sick leave policy.

If the employee does not agree with the supervisor's evaluation of their current health condition, the supervisor may send the employee to urgent care for a medical care provider examination and release to work. The employee's time in carrying out this exam will continue to be paid work time until the medical provider has determined the employee's fitness for work.

If the medical care provider releases the employee back to work because the employee's condition is not contagious and the employee can perform the duties of their position adequately, the employee can return to work. The supervisor will accept the opinion of the health care provider.

For employees NOT deemed contagious or unfit for work due to illness, any out of pocket costs to the employee associated with the medical examination, after the employee submits any claim to the applicable health insurance providers will be paid by CSC via CSC's reimbursement procedure (which includes proper documentation).

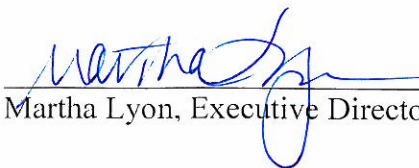
If the medical care provider deems the employee contagious and/or unable to perform the duties of their position, the supervisor, will send the employee home for the amount of time the medical care provider designates. Upon presenting documentation to the supervisor, the employee is required to go home and follow the agency sick leave policy. Out of pocket costs will not be reimbursed to the employee if the medical care provider deems the employee contagious and/or unfit to return to work.



Neil Bednarczyk, AFSCME Representative

12-5-11

Date



Martha Lyon, Executive Director, CSC

12/5/11

Date

# LABOR AGREEMENT



## Community Services Consortium



## AFSCME Local #3563 AFL-CIO

Contract Term  
~~July 1, 2014 to June 30, 2015~~  
July 1, 2015 to June 30, 2017

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## **PREAMBLE**

This agreement is entered into between the Community Services Consortium, hereinafter referred to as "CSC" and Local 3563, affiliated with Council 75 of the American Federation of State, County and Municipal Employees, AFL - CIO, hereinafter referred to as the "Union."

The purpose of the agreement is to set forth those matters pertaining to rates of pay, hours of work, fringe benefits and other matters pertaining to employment.

## **ARTICLE 1: RECOGNITION**

### **Union Recognized**

The Community Services Consortium recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, hours and other conditions of employment for all employees of the Community Services Consortium except temporary employees (those employees who work fewer than 1,040 hours in any fiscal year), part-time employees (regularly working a schedule of fewer than 20 hours per week), and employees who, because of their supervisory or confidential status, do not have statutory bargaining rights.

## **ARTICLE 2: GENERAL PROVISIONS**

### **Section 1: Zipper Clause**

Nothing herein shall preclude CSC and the Union from meeting during the term of this agreement at the request of either party to discuss procedures for avoiding grievances and for generally improving relations between the parties; however, CSC shall have the unqualified right to unilaterally modify any employment condition not covered by the terms of this agreement, and to do so without bargaining either the decision to do so, or its impact on the bargaining unit.

### **Section 2: Gender Definition**

For the purposes of this agreement, the word "employee" shall refer only to CSC employees who are members of the bargaining unit as defined in Section 1 of Article 1. All references to employees designate both sexes, and whenever either gender is used it shall be construed to include both male and female employees.

## **ARTICLE 3: MANAGEMENT RIGHTS**

Except as otherwise expressly limited by the terms of this agreement, CSC shall retain all the customary, usual and exclusive rights, decision-making prerogatives, functions

and authority connected with or in any way incident to its responsibility to manage the affairs of CSC or any division or part thereof. Without limitation, but by way of illustration, the exclusive prerogatives, functions and rights of CSC shall include the following:

- A. To determine the services to be provided to the citizens of the tri-county (Linn, Benton, and Lincoln) area.
- B. To determine CSC's financial, budgetary and accounting procedures.
- C. To direct and supervise all operations, functions and policies of the program in which the employees in the bargaining unit are employed.
- D. To close or liquidate any office, branch, operation or facility or combination of facilities, or to relocate, reorganize or combine the work of programs, offices, branches, operations or facilities.
- E. To manage and direct the work force, including but not limited to, the right to determine the methods, processes and manner of performing work; the right to hire, promote and retain employees; the right to determine schedules of work; the right to purchase, dispose of and assign equipment or supplies.
- F. To contract out any work it deems necessary in the interest of efficiency, economy, improved work product, or emergency, when it is in the public interest, subject to the provisions of Article XXII, Section 5, Contract Work.
- G. To determine the need for a reduction or an increase in the work force.
- H. To establish, revise and implement reasonable standards for hiring, classification, promotion, quality of work, safety materials and equipment.
- I. To implement new and to revise or discard, wholly or in part, old methods, procedures, materials, equipment, facilities and standards.
- J. To assign shifts, workdays, hours of work and work locations.
- K. To designate and to assign all work duties.
- L. To determine the need for and the qualifications of new, transferred or promoted employees.

- M. To discipline, suspend, demote or discharge post-probationary employees, so long as such action does not lack just cause. Probationary employees shall serve at the discretion of CSC.
- N. To determine the need for additional educational courses, training programs, on- the-job training, and/or cross-training, and to assign employees to such duties for such periods as determined by CSC.

## **ARTICLE 4: UNION RIGHTS**

### **Section 1: Dues**

While this agreement is in effect, CSC agrees to deduct membership dues each pay period from each union member and each fair share member as directed by the union treasurer. The union treasurer will certify to CSC the amount to be deducted as the pay as approved by the members of the union. The union agrees that all money collected and/or distributed herein shall comply with the provisions of ORS 260.432(1).

### **Section 2: Fair Share Agreement**

- A. All employees in the bargaining unit who have not joined the union within thirty (30) days of employment will be considered "fair share". As it is required that the Union represent every employee within the bargaining unit, making each employee a recipient of the Union's services, it is mutually agreed and recognized by the parties that each employee shall proportionately and fairly share in the cost of the collective bargaining process.
- B. A like amount in lieu of dues shall be automatically deducted from all employees in the bargaining unit who have not signed an authorization form requesting Union membership dues deduction.
- C. Individual employee objections to membership or deduction of dues based on bona fide religious tenets or the teachings of a church or religious body of which the employee is a member shall require the employee to inform the Union of the objection. The employee shall meet with representatives of the Union to determine a satisfactory distribution of a contribution equivalent to regular Union membership dues to a charity selected by the employee.
- D. The Union shall indemnify, defend, and save CSC and/or any of its management employees harmless, for any costs incurred through any court or other legal proceeding instituted by any employee in the bargaining unit as a result of the

application of this Section. The Union hereby certifies that this Article has been approved by a majority of the employees in the bargaining unit.

### **Section 3: Employee Listing**

CSC agrees to furnish the Union office and the local's president with a monthly listing of all new bargaining unit employees hired during the month, all employees who change their names or move and all bargaining unit employees who are terminated during the month. Such listing shall contain the names and home addresses of the employees along with their job classifications and work locations.

### **Section 4: New Employee Orientation**

The union shall be allowed fifteen (15) minutes during the new employee's orientation.

## **ARTICLE 5: UNION ACTIVITY**

### **Section 1: Union Activity**

Except as herein expressly permitted or agreed to by CSC, Union business other than grievances shall be transacted outside of normal working hours. (An exception may be granted if a request is made to the CSC Executive Director by the Union president.) A Union representative may enter CSC property to conduct Union business provided that notice is given to the appropriate program director or authorized CSC representative.

### **Section 2: Officers and Stewards**

The Union agrees to provide written notification to CSC within ten (10) working days following election of Union officers, representatives, stewards, or other Union officials. The chief steward or an alternate steward may conduct Union business directly related to the filing and subsequent processing of an employee's grievance during working hours without loss of compensation, provided that reasonable notice is given to the program director.

Duties required by the Union of its stewards, except attendance at meetings with CSC supervisory personnel and aggrieved employees concerning grievance issues, shall not interfere with their or other employees' regular work assignments. Union officers and stewards are allowed to hold brief discussions during work hours with represented employees regarding contract enforcement; such conversations shall be no more than five minutes in length and shall not interfere with the operation of the employer.

### **Section 3: Bulletin Boards**

CSC agrees to provide bulletin boards for the Union's use in all its worksites. These bulletin boards are to be used by the Union for material of a non-controversial and non-

political nature. The Union agrees to maintain material on the bulletin boards in a neat and orderly fashion and promptly remove outdated information. CSC retains ownership of these bulletin boards.

#### **Section 4: Union Responsibility**

The Union acknowledges responsibility as the bargaining agent and agrees to represent all employees with respect to grievances as herein defined. Such representation shall be afforded every employee in the bargaining unit. Nothing in this Section shall be construed as requiring the Union to pursue grievances that the Union considers invalid or non-meritorious.

### **ARTICLE 6: NON-DISCRIMINATION**

#### **Section 1: Union/Non-Union Membership**

Neither CSC nor the Union shall interfere with the right of employees covered by this agreement to become or not become members of the Union. The provisions of this agreement shall be applied to all members of the bargaining unit equitably, with respect to agreements made herein.

#### **Section 2: Non-Discrimination**

The provisions of this agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, sexual preference, race, color, creed, national origin, or political affiliation.

### **ARTICLE 7: STRIKES AND LOCKOUTS**

#### **Section 1: No Strike Provision**

During the term of this agreement, the Union and its members, as individuals and as a group, shall not initiate, cause, permit, participate, or join in any strike, work stoppage, slow down, picketing, or any other restriction of CSC work. Disciplinary action, including discharge, may be taken against any employee or employees engaging in any act in violation of this Article. Such disciplinary action shall not preclude or restrict other remedies which may be available to CSC.

#### **Section 2: Notification of Union**

In the event of a strike, work stoppage, slow down, or the observance of a picket line in violation of ORS 243.732, CSC shall notify the Union by certified letter, telegram or phone mailgram, to a representative of AFSCME Council #75 and/or to the president of AFSCME Local 3563.

Following notification, AFSCME or AFSCME's designee shall secure an immediate and orderly return to work. This obligation shall not be affected or limited by the subject matter involved in the dispute giving rise to the work stoppage, or whether such subject matter is or is not subject to the grievance provisions of this agreement. Should any amendment to ORS 243.732 occur during the term of this agreement, the parties shall meet within ten working days thereof for the purpose of negotiating a substitute for the provision of this Section.

### **Section 3: No Lockout Provision**

During the term of this agreement, CSC shall not instigate a lockout over a dispute with the Union so long as there is no breach of Section 1 of this Article.

## **ARTICLE 8: HOURS OF WORK AND OVERTIME**

### **Section 1: Application of this Article**

This Article is intended as a basis for calculating overtime payments and establishing work schedules. Nothing in this Article shall be construed as a guarantee of hours of work per day or per week. Where this agreement covers matters addressed in ORS 279.340 and 279.342, CSC and the Union specifically waive application of these statutes.

### **Section 2: Regular Hours**

Working hours for each employee shall be regular and consecutive, except for meal periods.

### **Section 3: Standard Full Time Workweek**

Excluding meal periods, the workweek shall consist of forty (40) hours per week. As designated by CSC, employees will either normally work five (5) days with at least (2) two days off, or four (4) days with at least three (3) days off.

### **Section 4: Work Schedules**

All work schedules shall be designated by CSC. All employee initiated changes must be approved in advance by a supervisor.

Except for emergencies, or mutual agreement between employees and program directors, work schedules shall not be changed unless fourteen (14) calendar days' notice is provided to employees. For this article, an emergency is defined as an immediate, unforeseen and unpredictable event outside of the Agency's control that affects the Agency's staffing allocations.

## **Section 5: Flex or Adjusted Schedules**

A flex or adjusted schedule may be initiated by the employer, or requested by the employee, when a special requirement is identified. A flex schedule is intended to accommodate the special needs of CSC or the employee within CSC's operational needs. If CSC decides a flex schedule is not meeting CSC's operational needs, CSC reserves the right to return the employee to their previous schedule.

## **Section 6: Overtime Premium**

An employee shall be paid or granted compensatory time off at CSC's discretion at one and one-half (1-1/2) times the employee's regular rate of pay for all time worked in excess of forty (40) hours in any scheduled workweek. All overtime must be pre-approved by an authorized supervisor. No Bargaining unit member may unilaterally decide to work overtime. Accrued compensatory time may not exceed a maximum of eighty (80) hours. Accrued compensatory time in excess of eighty (80) hours shall be paid in the pay period in which it was earned, or the employee shall be granted immediate time off, if consistent with operational needs.

## **Section 7: Rest Periods**

All employees' work schedules shall provide for a fifteen (15) minute rest period during each one-half (½) shift. Rest periods shall be scheduled at the middle of each one-half (½) shift whenever feasible. Employees who are authorized by their supervisors to work beyond their regular quitting time into the next shift shall receive a fifteen (15) minute rest period before they start work on the next succeeding shift, if it is anticipated by the supervisor that the overtime will extend to a minimum of one (1) hour. In addition, employees shall be granted the regular rest periods during each additional shift. Rest periods that are not taken during a given shift shall not be considered as overtime accumulation. Rest periods shall be scheduled in a manner which will not interrupt the efficient operation of the program. If the nature or circumstances of the work prevent the employer from providing a scheduled break, the employee must still receive the required break, but may take it at another point in the work period.

## **Section 8: Meal Periods**

Employees shall receive an unpaid lunch period of at least one-half (½) hour, but not more than one hour during each work shift. Whenever possible, lunch periods shall be scheduled at the middle of the shift. Length of lunch periods shall be in accordance with existing practice in each program area. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employer must consider the meal period as hours worked and pay the employee for the period. Whenever it is possible to provide an uninterrupted 30-minute meal period, however, the employer must do so. The law allows for exceptions in



unusual, unanticipated circumstances beyond the employer's control. Prior supervisory approval for such compensation is required.

### **Section 9: Unusual Work Situations**

When unusual situations occur which prevent a rest or meal period being taken at the assigned time, that rest or meal period must be taken as soon as it can be reasonably arranged. Supervisors and staff will work together to see that workers get their rest or meal period normally and consistently.

### **Section 10: Unusual Rest and Meal Time**

Rest and meal time not utilized may not accumulate for later use.

### **Section 11: Call-In Time**

Employees called in to work outside their regular shifts shall be paid a minimum of three (3) hours at regular rate of pay, or actual time, whichever is greater. If call-in results in exceeding the forty (40) hour workweek, the pay rate shall be determined pursuant to Section 6 of this Article. Call-in shall be authorized in advance by an appropriate supervisor. Violation of this Section may result in disciplinary action.

### **Section 12: Alternate Work Site**

Advance authorization by an appropriate supervisor is required for any employee to work at an alternate work site. An alternate work site is any location other than the employee's regular work site.

## **ARTICLE 9: OTHER LEAVES OF ABSENCE**

### **Section 1: Leave Procedures**

No leave of absence, with or without pay, shall be granted unless a request is submitted by the employee in writing to the employee's supervisor or the Executive Director pursuant to Section 2 of this Article. Approval of leaves shall be obtained prior to the beginning of leave periods. All paid leaves shall be considered time worked.

### **Section 2: Leave Without Pay**

Department directors may, under exceptional circumstances and considering any mitigating circumstances, grant a leave of absence without pay for a period not to exceed 90 calendar days. Leaves of absence without pay in excess of 90 calendar days may be approved at the discretion of the Executive Director.

When calculating the amount of a deduction from pay under this section, CSC will use an amount proportional to the time actually missed by the employee. For example, if an

employee missed 30% of the hours of the pay period, CSC would deduct 30% of the employee's salary for that pay period.

If the employee requests a non-illness related leave, CSC will not grant a leave without pay if the employee has accrued leave hours available, other than sick leave. If the employee is seeking an illness-related leave, the employee will need to exhaust all available leave, including sick leave, prior to requesting leave without pay status.

### **Section 3: Protected Leave**

CSC will comply with all provisions of the Federal Family Medical Leave Act (FMLA) and/or the Oregon Family Leave Act (OFLA). Leave under either Act will be taken concurrently with sick leave, or any other accrued leave.

### **Section 4: Parental Leave**

In special circumstances, upon written request to the Executive Director, an additional 90 days (approximately 12 weeks), may be granted. No leave may exceed a maximum of six (6) months.

### **Section 5: Bereavement Leave**

In addition to regular sick leave, employees shall be granted not more than three (3) days leave of absence with pay per incident in the event of a death in their immediate family, in order to make household adjustments or to attend funeral services. In the event of the death of a family member who resides more than two hundred (200) miles from the employee's home, employees shall be granted an additional two (2) days paid leave of absence for travel. If an employee is not traveling, the employee is not entitled to the two (2) additional days. This leave shall not be charged to any other accrued leave. Leaves will be granted and approved through the department directors.

An employee's immediate family shall be defined for purposes of this article as spouse, parents, children (including step and foster children), grandchildren, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepmother, stepfather, son-in-law, and daughter-in-law, registered domestic partners (as provided in Oregon law), and a domestic partner who has provided the required employer documentation establishing that a domestic partnership exists. In relationships other than those set forth above, and under exceptional circumstances, the Executive Director may approve leave.

Bereavement leave granted under this Agreement shall run concurrently with OFLA, if applicable.

## **Section 6: Witness or Jury Duty**

When employees are called for jury duty or are subpoenaed as a witness on behalf of the Agency, they shall thereafter transfer compensation received in the amount of \$100 or more for the performance of such duty to CSC in exchange for CSC continuing their regular compensation. Such time shall be considered as time worked. Compensation monies are to be submitted to the Finance Department. If an employee is required to stay overnight or through a weekend, these special expenses, as well as statutory mileage payments, may be retained by the employee.

## **Section 7: Military**

CSC will comply with all state and federal laws regarding military leave.

## **Section 8: Educational and Training Leave**

An employee may request, and a department director may approve, a formal educational course, workshop or training seminar provided by a college, certified school, or a professional training provider. Paid time off will only be granted if taken during working hours and will only be granted when the training directly benefits CSC. Any exceptions must be approved by the Executive Director.

### **Employee Educational Agreement**

In all instances where a formal educational course(s) is approved, an employee must, prior to enrolling, sign an agreement containing the following terms:

1. The employee agrees to continue in CSC employment for a minimum period of one year dating from the completion of the course(s).
2. The employee agrees in the event he/she chooses to leave CSC employment and not complete the minimum period as outlined in #1 above, the employee shall repay CSC the cost of the educational course(s) on a pro-rated basis, directly related to the employment period not completed.
3. The employee agrees any repayment required by #2 above shall be deducted from the employee's final payroll check.
4. This rule may be utilized to maintain a required teacher or professional certification. Employees utilizing this rule must present proof of satisfactory course completion when requesting reimbursement.

## **Section 9: Effect of Leave Without Pay**

Any employee granted a leave of absence under this Article shall retain existing seniority; however, an employee shall not accrue seniority during any leave without pay which exceeds three (3) months.

## **ARTICLE 10: PROBATION PERIOD**

### **Section 1: Definition**

All employees newly hired or promoted into each new position shall be considered probationary until they complete a probationary period. If an employee serves in multiple positions within the bargaining unit, that employee serves separate probationary period for each position. The probationary period for full-time regular employees is defined as 1,040 working hours of service, during which employees serve at the pleasure of CSC and may be discharged without just cause. The probationary period for regular part-time employees shall be pro-rated on an hourly basis according to approved F.T.E. Exceptions to the terms of this article will be governed by CSC Personnel Policies. Off-probation dates are considered the next working day after completion of the minimum probationary period. Increases in salary will be effective the first day of the next payroll period following successful completion of the probationary period.

CSC will notify the employee within fourteen (14) days of the employee completing the minimum required hours if the employee has successfully completed the probationary period.

### **Section 2: Promotional Probation Period**

The probationary period for an employee who has completed their initial probationary period, and who is promoted into a higher position than held previously is defined as 520 working hours of service. Promotional employees who have not completed their initial probation period shall complete the remainder of that probationary period or 520 paid hours, whichever is greater. The probationary period for regular part-time employees shall be pro-rated on an hourly basis according to approved F.T.E.

If CSC deems the employee's performance to be unsatisfactory in the new position, the employee shall be eligible for reinstatement to the position previously held.

### **Section 3: Promotional Step Increases**

A promoted employee shall receive a step increase of at least five percent (5%) of current salary effective on the date they assume the duties of the new position. However, a promoted employee shall not receive an additional step increase at the end of the probationary period.

#### **Section 4: Anniversary Date For Promoted Employees**

The anniversary date of employees who are promoted shall be changed to reflect their dates of promotion consistent with Section 1 of this Article. Application of this Section applies to timing of future step increases.

#### **Section 5. Lateral Transfers**

When an employee who voluntarily transfers from one position to another, where the duties performed in the new position are significantly different in scope and/or responsibility as determined by CSC than those in the previous position, CSC may place the employee on probation for a period up to five hundred twenty (520) hours.

If CSC deems the employee's performance to be unsatisfactory in the new position, the employee shall be eligible for reinstatement to the position previously held.

#### **Section 6. Extensions**

Department Directors may extend the probationary period once in order to have more time to evaluate the employee's performance and/or to allow the employees to obtain a license or certification. Probation may be extended up to an additional 1040 hours of probation for a full- time employee, and prorated for part time employees.

### **ARTICLE 11: HOLIDAYS**

#### **Section 1: Holidays**

The following are legal holidays:

- New Years Day - January 1
- Martin L. King's Birthday - 3rd Monday in January
- President's Day - 3rd Monday in February
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - 1st Monday in September
- Veteran's Day - November 11
- Thanksgiving Day - 4th Thursday in November
- Day after Thanksgiving Day – 4th Friday in November
- Christmas Day - December 25
- Two floating holidays during the fiscal year. To be used when approved by an appropriate supervisor.
- In addition to the above, any day approved by the CSC Executive Director.

## **Section 2. Holiday Date Modification**

The above dates may be modified by mutual consent if inconsistent with state and/or federal actions occurring subsequent to this agreement.

## **Section 3: Holiday Pay**

If eligible pursuant to Section 7 of this Article, each full-time employee shall receive eight (8) hours of pay for each holiday listed above. Eligible part-time employees shall be paid holiday pay pro-rated in direct proportion to approved FTE. Employees required to work on any of the holidays listed in Section 1 shall be paid or granted holiday time off at CSC's discretion at one and a half (1.5) times the regular rate of pay. Holiday time earned may be used on a date mutually agreed on by employees and supervisors.

## **Section 4: Weekend Holidays**

Whenever a holiday falls on an employee's scheduled day off, or when the holiday falls on a Saturday or Sunday, it shall be observed on the nearest scheduled work day.

## **Section 5: Holiday During Leave**

An employee shall receive holiday pay if the holiday falls during any authorized leave with pay. If an employee is on authorized vacation with pay when a holiday occurs, the holiday shall not be charged against the employee's vacation.

## **Section 6: Holiday Work**

All employees who work on holidays must receive written authorization from their supervisor prior to the holiday.

## **Section 7: Eligibility for Holiday Pay**

To be eligible for holiday pay, an employee must work their scheduled shift before and after the holiday or be on authorized leave with pay.

## **Section 8: Floating Holidays**

For new hires, eligibility for the two (2) floating holidays listed in Section 1 of this Article is contingent on the date of hire in the first year of employment. Employees hired from July 1 to September 30 shall be eligible for two (2) floating holidays. Employees hired from October 1 to March 31 shall be eligible for one (1) floating holiday. Employees hired on or after April 1 shall not accrue any floating holiday.

Floating holidays do not carryover from year to year. Floating holidays must be used within the fiscal year or will be lost.

## ARTICLE 12: VACATION LEAVE

### Section 1: Accrual

All full-time employees shall accrue vacation leave in the following manner:

1st through 4th year	8.00 hours per month
5th through 9th year	10.00 hours per month
10th through 14th year	12.00 hours per month
15 years through 19th year	14.00 hours per month
20 years and over	16.00 hours per month

Probationary employees shall not accrue vacation hours; however, full-time employees shall be granted 48 hours of vacation leave after successfully completing their probationary periods, and post-probationary part-time employees who work a minimum of 20 hours per week shall be granted vacation leave on a pro-rated basis, based on established FTE.

Vacation accrues on a pay period basis. Vacation may not be used before accrued. Responsibility rests with each employee and CSC to track his/her leave accruals and usage.

### Section 2: Scheduling

Employees shall be permitted to select split or full vacation leaves. Whenever practical and consistent with the needs of CSC and availability of vacation relief, employees shall have the right to select vacation periods. Employees must request vacation in writing to their supervisors, allowing at least as much notice as the vacation period requested. Vacations shall be considered granted unless CSC makes a written denial within three (3) working days of the supervisor's receipt of the request. With mutual consent, the notice period may be waived. Selection of vacation leave shall be on the basis of seniority; however, such exercise of seniority right shall apply to only one vacation period in each fiscal year. Employees exercising their seniority vacation period must submit their request to their supervisor by March 15 for the year. It is understood that it is the employee's responsibility to attempt to schedule all of their vacation within the fiscal year.

Modified school year employees, those employees in positions working a 9-11 month school year, are permitted to take a maximum of three days accrued leave (excluding sick leave) during program operations unless otherwise approved in advance by their department director. Furthermore, all other leave must be taken during program winter, spring and summer breaks or carried over into the next program year. All vacation leave

of modified school employees will be cashed out on their final paycheck at the end of the school year unless they request it remain in their leave bank for the following school year.

### **Section 3: Accumulation**

Effective July 1, 1999, employees will be allowed to keep the vacation accrual in their vacation leave banks as of June 30, 1999, for the remainder of their career at CSC, unless they choose to use it in any following fiscal year.

Employees shall be permitted to carry-over up to 160 hours of accrued vacation at the end of the fiscal year. Any vacation hours above 160 hours will be forfeited.

If an employee has prescheduled vacation during May or June of any fiscal year and the vacation is cancelled at management's request, those vacation hours will be carried over into the next fiscal year, however, the carryover hours must be used prior to July 1 of the next fiscal year or be forfeited.

### **Section 4: Vacation Cash-Out**

If an employee has 40 hours or more of accrued vacation, and if that employee has used at least 40 hours of vacation in the prior twelve (12) months, then the employee can convert those vacation hours, over 40 hours, to a cash payment. The employee can utilize this cash-out on December 1st and June 1st of each year.

### **Section 5: Termination or Death**

Upon termination or death of an employee, all accumulated vacation leave shall be paid to the employee, to their designated beneficiary (as designated on the employee's CSC life insurance policy), or to the employee's estate, whichever is applicable.

### **Section 6: Vacation Accrual Reinstatement**

With the exception of layoffs, employees terminating employment with CSC and then returning to the Agency will start over at the lowest level of vacation accumulation. Years of service previously held at CSC will not count towards vacation accrual rates. However, it is within the discretion of the Executive Director to make exceptions to this section.

### **Section 7: Continued Vacation Credit**

An employee shall continue to earn vacation credit for a maximum period of six (6) months during an absence caused by an on-the-job-injury.



## **ARTICLE 13: SICK LEAVE**

### **Section 1: Accrual**

All full-time employees shall accrue sick leave at the rate of eight (8) hours per month to be used in the event of illness of employees or members of their immediate families. For the purpose of this article, immediate family is defined as spouse, domestic partner, dependant parent or dependent child. In relationships other than those set forth above, and under exceptional circumstances, such leave of absence may be granted by the Executive Director. All part-time employees who work a minimum of 20 hours per week shall accrue sick leave on a pro-rated basis according to established FTE. Sick leave may accumulate to a maximum of 960 hours. No employee may utilize sick leave before actually accruing such leave; however, it is earned and may be used as it is earned during the probationary period. CSC may, at its discretion, require substantiation of sick leave of more than two consecutive days, or where an established pattern of sick leave usage indicates potential abuse, by requiring a physician's statement before paying sick leave.

### **Section 2: On-The-Job Accident**

An employee who suffers a compensable injury or illness, shall have the option of coordinating accrued sick leave up to the rate of one-third (1/3) day per working day in addition to workers' compensation payments, for a total compensation equal to the employee's regular pay, for the equivalent of the employee's accrued sick leave. An employee shall continue to earn sick leave credit for a maximum leave period of one (1) year when the absence is the result of an on-the- job injury or illness.

### **Section 3: Scope**

Sick leave may be taken for a recognized illness, injury or mental health condition if an employee is unable to perform normal work duties; or, when necessary to seek medical, psychological or dental care; or it is necessary for an employee be quarantined; or when the presence of an employee would create an unreasonable medical risk of the transfer of a communicable disease. If necessary, sick leave may be used in the case of an illness to support a member of an employee's immediate family as defined in Section 1 of this article. Additionally, sick leave may be taken for routine medical or dental check-ups without claiming illness or injury. As used in this Section, this term "medical" includes all duly licensed services provided as part of the healing arts by persons who are licensed in the state of Oregon. Employees using sick leave for any reason must give reasonable notice to their supervisor.

Under the Oregon Family Leave Act (OFLA) and the Family and Medical Leave Act of 1993 (FMLA) up to 12 weeks of job-protected leave is provided to eligible employees for certain medical, family, harassment, military and domestic violence reasons. Please see Department of Labor postings and talk to Human Resources for additional information.

OFLA/FMLA leave overlaps the first 12 weeks of leave provided by CSC under the AFSCME Labor Agreement and/or CSC Personnel Policies. CSC uses the calendar year method of calculating the 12 weeks, and all paid leave accruals must be used prior to unpaid leave.

#### **Section 4: Retirement, Disability or Death**

Upon retirement, all employees eligible for retirement benefits under the Oregon Public Employees Retirement System (PERS) shall receive payment for one-half (½) of their accumulated sick leave, and the other one-half (½) shall be used to calculate the final average salary for retirement benefits under PERS in accordance with the provisions of ORS 237.153. In case of an employee's death or permanent disability, the employee or the designated beneficiary shall receive full payment for all accrued sick leave.

#### **Section 5: Sick Leave Reinstatement**

Sick leave accrual shall be reinstated for employees who are re-employed within one year following separation from CSC and who forfeited unused sick leave at the time of separation.

#### **Section 6: Unused Sick Leave Conversion**

Upon completion of each fiscal year, each employee may convert unused sick hours into vacation leave at the rate of two (2) hours of sick leave for one (1) hour of vacation. Provided:

- A. Each employee must maintain a bank of sick leave of at least 80 hours, to be used for sick leave.
- B. Only sick leave earned in the immediate prior fiscal year, less sick leave used in the immediate prior fiscal year, may be converted, up to a maximum of 40 sick leave hours.
- C. All conversions must be noted on the June 30 timesheet or at termination.
- D. CSC shall provide a sick leave conversion notice.

#### **Section 7: Sick Leave Donation**

CSC may, at its discretion, allow employees, on a case-by-case basis and without setting precedent, to transfer accumulated sick leave to a CSC co-worker who has exhausted all accumulated or banked leave while recuperating from, or involved in, what the Sick Leave Donation Committee has determined to be an extended and continuing illness, medical condition or injury of a catastrophic nature. Employees must maintain a cumulative bank of leave of at least 80 hours to be eligible to donate sick leave.

#### Definition of Catastrophic Illness or Injury

Catastrophic illness/ injury is one that has totally incapacitated the employee from work. This includes a serious debilitating illness or injury to an employee's family member who has a catastrophic illness or injury and which causes a loss of income due to the employee having exhausted all paid leave accruals. Conditions which are short-term in nature (for example: flu, measles, common illnesses, common injuries, etc,) are not deemed catastrophic. Chronic illnesses or injuries which result in intermittent absences from work may be considered catastrophic (for example: cancer, AIDS, major surgery). Generally speaking, such chronic illnesses or injuries must be considered both long term in nature and require long term recuperation periods. The medical verification required should indicate a total incapacitation from work.

The Sick Leave Donation Committee shall consist of the CSC Executive Director, the Human Resources Director and the President and Vice President of the Union. Requests may be made by any represented employee and shall be made in writing to any member of the Committee. If such a request is approved by the Sick Leave Donation Committee, the Committee shall issue a joint statement directing Finance to begin the program.

The transfer of accumulated sick leave and the utilization of such leave shall be subject to the following:

1. An employee on workers' compensation may not participate in this program either as a donor or as a donee.
2. An employee shall anticipate using all of their accrued time prior to requesting a donation of sick leave.
3. All leave donated shall be posted to the donee's sick leave account. Any leave, which has been donated and remains unused is not recoverable by the donor and shall remain in the donee's sick leave account.

4. Request for donation of sick leave to employees acting as a care giver will be limited to 22 days of sick leave per occurrence.
5. All accumulated sick leave hours must be donated and transferred in blocks of two hours or more.
6. Any other requirements or conditions may from time to time be determined or set forth by CSC on a case-by-case basis.

## **ARTICLE 14: SENIORITY**

### **Section 1: Definition**

Seniority shall be determined by the total hours of regular employment with the bargaining unit. Ties shall be broken first by adding any hours employees worked as temporaries. Any ties which remain shall be broken by lot.

### **Section 2: Acquisition of Seniority**

An employee shall acquire seniority at the end of the probationary period. The employee's seniority shall date back to the date of hire as a bargaining unit employee. When employees acquire seniority, their names shall be placed on the seniority list indicating hours of service within CSC.

If an employee holds more than one bargaining unit positions, the employee will have one seniority date, dating back to the employee's initial hire into the bargaining unit.

### **Section 3: Seniority List Posting**

Each CSC site shall post a current seniority list in accordance with the requirements of Section 2 of this Article. This list shall be updated at least annually and provided to a designated union officer to post at each site. CSC will make every effort to have the list done prior to July 31<sup>st</sup> of each year. Prior to any layoffs, CSC will provide a current list to a designated union officer. In case of dispute, official records shall be those maintained by the personnel officer.

### **Section 4: Layoff**

In the event layoffs are necessary, all non-regular employees in the same job title shall be considered first for termination before layoff of any regular employee. Because of the nature of limited duration employment, limited duration employees do not have bumping rights or recall rights and may be bumped only at the discretion of the Agency.

CSC shall provide notice of layoff to all affected employees a minimum of twenty-eight (28) calendar days prior to the layoff unless mutually agreed upon with the Union. Employees who receive notice of layoff shall have fourteen (14) calendar days from the receipt of the notice to select from the following options:

- A. A bump of the least-senior person in the geographical area where the employee is based at the time of layoff. The two geographical areas are Lincoln County and Linn and Benton Counties. Within their geographical area, employees may bump by choosing from the following two choices:
  - 1. The bumping employees' same job title;
  - 2. The most recent job title the bumping employees' previously have held in the bargaining unit, as a regular employee, within the last three years.

Prior to selecting option 2, the employee, CSC and the Union shall discuss the requirements of the bumped to position. The employee shall have the final decision on which option they select; however, if the employees cannot adequately perform the duties of the bumped-to position within fourteen (14) calendar days, they shall be placed on layoff. Supervisors may apply for an extension to the Executive Director on a case-by-case basis.

In layoffs, employees with discipline in their personnel file issued within the previous three (3) years, lose the protection of seniority. Supervisors may apply for an exception to the Executive Director on a case-by-case basis.

- B. The employee shall accept a layoff.

### **Section 5: Recall**

Regular employees who are laid off shall be placed on a recall list for a maximum period of twelve (12) months. If there is a recall, employees shall be recalled in the inverse order of their layoff, provided they are qualified at the time of recall to perform the work in the job classification to which they are recalled without further training. "Qualified" includes the ability to pass a DMV driving check for safety, if applicable, a criminal history inquiry, and have maintained all required licenses and certifications, unless the Executive Director grants an exception.

If vacancies remain after recall by geographic area, then the position shall be offered to those on the recall list from CSC's other geographic area. Less-senior employees may be recalled if they are superior in qualifications, occupational skills, and abilities required for the position.

Recalled employees shall be notified by first class mail, and shall accept the position and be given fourteen (14) calendar days from the date of the mailing of the notice in which to report for work. CSC requests that employees accept or decline the position as soon as possible after receiving notification. It shall be the total responsibility of laid-off employees to maintain their current addresses with the CSC personnel officer, and employees must renew their standing on the recall list at least every six (6) months. If employees decline a recall notice from within their geographic area, they shall be forthwith removed from the recall list. An orientation period of fourteen (14) calendar days shall not be considered "training" under Section 5 of this Article.

### **Section 6: Filling of Vacancies**

Whenever CSC seeks to fill a vacancy within the bargaining unit for a regular full-time, or part-time position, CSC shall, at least seven (7) calendar days before filling the vacancy, post notice with the job description, qualifications and requirements of the vacancy on CSC boards, and provide notice to the Union. All bargaining unit employees and bargaining unit employees on active layoff status shall have the right to apply for a vacant position. If more than one qualified employee applies for the position, CSC shall provide preference to the employee with the greatest seniority, provided that all other objective merit factors are equal as determined by the department director. Application of this section is not subject to the grievance procedure.

### **Section 7: Continuous Service**

An employee's continuous record shall be considered broken by voluntary resignation, discharge for cause, retirement, or layoff in excess of 24 months. Seniority shall not accrue during any period of layoff.

## **ARTICLE 15: CLASSIFICATION**

### **Section 1: Reclassification Request**

A reclassification during the term of this agreement may be initiated by any employee or group of employees who believe that their current classification specification no longer adequately defines their duties.

The process for requesting a reclassification shall be:

1. The requesting employee completes a Position Analysis Questionnaire (PAQ) and submits it to his/her immediate supervisor for review and signature. The employee then submits the PAQ to the Human Resources Manager (HRD). If the supervisor does not feel that the employee has accurately stated the duties currently performed, the supervisor will discuss changes in the PAQ with the employee. If the employee and the supervisor cannot agree on the wording of the PAQ, the employee may submit his/her copy of the PAQ directly to the HRD. The HRD will meet with the employee, supervisor, department director and possibly the Executive Director to discuss the duties of the position and reach mutual agreement on the job duties.
2. The Classification Committee will meet as soon as is feasible (but no later than 30 days after the request) to evaluate the PAQ and send its evaluation to the Local Government Personnel Institute (LGPI) or other consulting firm independent of the employer for review and results. During the evaluation, no employee requesting the evaluation or the supervisor of that employee may sit in on the evaluation being done by the Classification Committee. The employee and the supervisor must be available at the scheduled time the Committee meets to answer any questions they may have. The consultant submits a letter to the HRD stating the results of the analysis. The HRD then notifies the supervisor of the results, and the supervisor notifies the requesting employee. The employee may review the LGPI paperwork that directly relates to the outcome of the reclassification request.
3. If the position is reclassified to a higher range, the HRD requests that the Finance Dept. Payroll Accounting Technician update the salary chart, listing the job title in the new range. If the position is reclassified to a lower range, the employee's salary is frozen at the existing level until such time as it comes into line with the new classification range.
4. The employee's step in the higher range is the step that provides the employee with approximately a 5% wage increase, but in no case shall the employee move into a new range at lower than Step 2. The effective date on the Personnel Action form is the first day of the next payroll period after the date of the reclass request. For example, a PAQ signed and dated by the requesting employee on April 10 would have an effective date for a wage increase of April 16.
5. A reclassification does not change the employee's anniversary date.

If it is determined that the current classification specification adequately defines the duties performed by the employee(s) requesting the reclassification, and the issue is the wage rate paid for the job, the employee(s) may bring a proposal for a selective salary adjustment to the HRD. If comparative wage information is not readily available, the HRD will request a comparative wage analysis from LGPI or another consulting firm independent of the employer. The HRD, department director, and executive director will give considerable weight to the comparative analysis in making a decision on selective salary adjustments.

## **Section 2: Classification Request**

If CSC establishes a new job title and position the new job description and PAQ will be submitted to the Classification Committee for evaluation. The evaluation is sent to LGPI or other consulting firm independent of the employer for review and results. When results are received by the HRD, the supervisor of the new position is notified and the new position is added to the salary schedule in the range determined by LGPI or other consultant.

## **Section 3: Working Out of Classification**

- A. An employee assigned the major duties and responsibilities of a higher rated position, and the duties and responsibilities are not a normal part of their duties and responsibilities, and who performs those additional duties and responsibilities for a substantial portion of their day, shall receive compensation at step 1 of the higher classification or at the equivalent to one-step increase in his regular classification, whichever is greater, provided the assignment is designated and approved by CSC and provided the assignment is expected to extend for a minimum of 21 calendar days and a maximum of 180 continuous calendar days or more.
- B. Notwithstanding the above language, an employee who voluntarily accepts lead work duties as a developmental assignment to further develop supervisor and management skills will not receive the increase provided in section 3A. Such development assignments must be mutually agreed upon between CSC and the employee, and will be no more than six (6) months and must be designated in writing on a Personnel Action Form and approved by the Department Director and Human Resources Director.



- C. CSC shall designate working-out-of-class on a Personnel Action Form when such duties are approved. Copies of the Personnel Action Form shall be forwarded to the Local Union President.

#### **Section 4: Classification Not Guaranteed**

The classifications or job titles used in CSC's compensation plan are for descriptive purposes only. Their use is neither an indication of nor a guarantee that these classifications or titles will continue to be used by CSC.

### **ARTICLE 16: WAGES AND SALARIES**

#### **Section 1: Wages**

Effective 7/1/2014, bargaining unit employees will receive a cost of living increase of Two percent (2%).

#### **Section 2: Effective date**

The effective date for any change in wages (except for Working Out of Classification Article 15, Section 3 and Promotional Step, Increase Article 10, Section 3) is the first day of the payroll period after the personnel action is complete.

#### **Section 3: Step Increases**

Upon completion of the probationary period, employees shall receive a step increase from the initial hire step to the next step in their positions' pay range. Twelve months of work thereafter, upon receiving a satisfactory performance evaluation, employees shall advance an additional step in their positions' pay range. Step increases shall be granted after every 12 months worked thereafter, provided that employees receive a satisfactory performance evaluation, until they reach the top step of their positions' pay range. For purposes of step increases, the anniversary date of employment for each employee shall be adjusted to the next working day after probation is completed.

For modified school year employees (as defined by Article 22, Section 8), the non-school months count as "months worked" for this Article.

For promoted employees, see Article 10, Section 3.

#### **Section 4: Bi-lingual Pay Differential**

A five percent (5%) pay differential may be paid to employees who are bilingual and whose job duties require the use of language other than English at least 25% of the time.

## **Section 5: Longevity**

- A. Employees who are continuously employed as a regular employee by CSC for fifteen (15) years or more shall receive an additional one percent (1%) longevity increase.
- B. Employees who are continuously employed as a regular employee by CSC for twenty (20) years or more shall receive an additional two percent (2%) longevity increase.
- C. Employees who are continuously employed as a regular employee by CSC for twenty-five (25) years or more shall receive an additional two percent (2%) longevity increase.

## **Section 6: Pay Periods**

Pay day for all members of the bargaining unit shall be on the fifteenth (15th) day and on the last working day of each month. If any pay day falls on a Saturday, Sunday, or holiday, the preceding working day shall be designated as pay day.

## **Section 7: Deferred Compensation Plan**

- A) CSC shall make available to bargaining unit members an approved deferred compensation plan(s). Eligibility for membership and regulations governing participating shall follow all IRS regulations and all appropriate state and federal statutes.
- B) Effective July 1, 2014 through June 30, 2015 CSC will contribute into an employer-offered deferred compensation account \$25 to all employees at .5 FTE or above. In addition, CSC will upon execution of contract contribute an additional \$25 per month for every employee (at .5 FTE or above) who contributes a minimum of \$25 into an employer offered deferred compensation account, effective July 1, 2014 through June 30, 2015.

# **ARTICLE 17: HEALTH AND WELFARE**

## **Section 1: Medical and Dental Insurance Premiums**

During the Term of this Agreement CSC agrees to make available medical and dental insurance for employees and their families through the term of this agreement. The insurance provider, as well as design of such benefits plans, shall be decided by the joint Health Benefits Committee (HBC) comprised of equal number of management and

union members, plus the Executive Director, who shall not vote except in the event of a tie.

For the life of this contract, CSC shall pay 88% of the monthly premium toward the cost of a health and dental plan. Bargaining unit members shall pay the remaining 12% of the premiums.

CSC agrees to refund to bargaining unit employees any rebate received as a result of CSC's participation in such programs offered by health provider companies for favorable experience. The refund is to be proportional to each employee's paid share of premiums for such coverage.

The Health Benefits Committee will solicit quotes and select the insurance provider and plan prior to renewal each year.

## **Section 2: Life & Accidental Death and Dismemberment Insurance**

CSC agrees to provide term life insurance coverage for all regular employees who are members of the bargaining unit in an amount equivalent to one year's salary to a maximum of \$150,000. CSC also agrees to provide "Dependent Life Insurance" at a value of up to \$2,000 flat dollar benefit according to the current policy plan document.

## **Section 3: Short & Long Term Disability Insurance**

CSC agrees to provide disability insurance coverage to all regular employees who are members of the bargaining unit. CSC shall provide long-term disability insurance coverage that pays sixty percent (60%) of eligible monthly earnings up to a maximum benefit of \$5,000 per month and includes a ninety (90) day elimination period (the length of time of continuous disability which must be satisfied before you are eligible to receive benefits) and runs concurrent with paid leave. CSC shall provide short-term disability insurance coverage, including self-insurance, that pays sixty-six percent and two thirds (66 and 2/3%) of weekly earnings up to a maximum of \$750 per week and includes a thirty (30) day elimination period and runs concurrent with paid leave. Regarding short-term disability coverage, CSC reserves the right to determine administratively whether to self-insure or carry an insurance policy. Eligibility for disability payments is subject to rules established by vendors and approved by the Executive Director. By way of illustration, such rules might include coordination of all income sources when calculating the maximum monthly benefit.

## **Section 4: Dependent Medical Insurance Continuation**

CSC paid medical/dental insurance coverage shall continue, for a period not to exceed six (6) months, for dependents of regular CSC employees who die during the term of employment, provided that said dependents are not eligible for coverage by alternate medical/dental insurance. The intent of this Section is to provide continuing insurance coverage in full compliance with the provisions of the current law.

### **Section 5: Health and Welfare Pro-Ration**

CSC's share of health and welfare costs shall be pro-rated based on approved FTE status for dependents of part-time employees. CSC shall pay the same share of part-time employees' coverage as is paid for full-time single employees. Employees may choose to opt out of dependent coverage.

### **Section 6: Employee Assistance Program (EAP)**

CSC agrees to provide employees and each eligible dependent with up to 6 free visits per issue per family member with a qualified Employee Assistance Program.

### **Section 7: Flexible Spending Account (FSA)**

CSC shall offer a 125k Flexible Spending Account for insurance premiums, health care, and dependent care expenses.

## **ARTICLE 18: PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)**

### **Contributions**

During the life of this agreement, CSC shall continue to participate in the Public Employees' Retirement System (PERS). The required Employee contribution shall be paid for in its entirety by the employee.

## **ARTICLE 19: EMPLOYEE DISCIPLINE**

### **Section 1: Corrective Discipline**

CSC agrees with the tenets of progressive and corrective discipline, when appropriate. CSC shall neither discipline nor discharge any post-probationary employee without just cause. For purposes of this Section, just cause means:

"...a cause reasonably related to the employee's ability to perform required work. The term includes any willful violation of reasonable work rules, regulations or written policies..." (ORS 236.350(3))

Discipline is defined as a written warning, suspension without pay, demotion, or termination.

## **Section 2: Removal of Discipline**

Any written warning in a bargaining unit member's personnel file may be removed after three years upon application by the employee, providing there has been no recurrence of the type or kind of conduct giving rise to the warning.

## **Section 3: Administration of Discipline**

Discipline shall be administered in such a manner that it will not embarrass disciplined employees before other CSC employees or the public.

## **Section 4: Presence of Union Steward**

CSC acknowledges the right of a bargaining unit member to have a Union steward present during any disciplinary process. If the purpose of an interview relates to the disciplinary process, the employee shall be so advised and may request a delay to allow notification of a Union steward.

Union stewards are required to record paid time spent on the disciplinary process on his or her time card. Union stewards must request approval from their supervisor to attend disciplinary meetings. Approval will not be unreasonably withheld.

The Agency will generally not approve a union steward attending a meeting that will cause CSC to incur additional costs.

## **Section 5: Notice to Union**

When a disciplinary warning is issued to a member of the bargaining unit, a notice (verbal or written as appropriate) shall be forwarded by Human Resources to the Union within three (3) working days of receipt of the action by the Human Resources Director, unless the employee specifically objects.

# **ARTICLE 20: SAFETY**

## **Safety Rules**

CSC agrees that supporting an active safety committee is the law and will continue to abide by OSHA regulation OAR 437-001-0765, Safety Committees and Safety Meetings. Employees should report any unsafe act or condition to the management during normal working hours. No employee shall be expected to operate any equipment or to perform a work assignment that would cause imminent danger and that generally would be considered to be unsafe by a reasonably prudent person.

## **ARTICLE 21: LABOR MANAGEMENT QUARTERLY (LMQ) MEETINGS**

### **Section 1: Agreement**

The parties agree to establish Labor Management quarterly meetings to discuss ongoing labor-management issues, matters of mutual concern and morale issues. The meeting will not be used to deal with current grievances or formal negotiations.

### **Section 2: Meeting**

The meeting shall consist of the Executive Director and up to two (2) other people, and the local Union President and up to two (2) other people.

### **Section 3: Bargaining**

Labor Management meetings will be suspended while the Contract is open and Bargaining is underway.

## **ARTICLE 22: MISCELLANEOUS PROVISIONS**

### **Section 1: Job Sharing**

Job sharing, which is the sharing of an authorized full-time position by two or more employees, may be allowed at the discretion of CSC. All employees shall agree in writing to the conditions of the sharing as determined by CSC. The position may at any time revert to its previous status at the discretion of CSC if one of the persons sharing the position is no longer employed in the position or the job-share is not meeting operational needs, as determined by CSC. A job-share is deemed official only when approved in writing by the personnel officer. No job share shall be approved if there is more than a de minimis increased direct or indirect cost to CSC. A reasonable standard would be applied to determine what constitutes more than a de minimis cost to CSC.

### **Section 2: Transfer Notice**

If an employee is involuntarily transferred to reporting station which is in excess of twenty (20) miles one way, forty (40) miles round trip, from the employee's regular work location, CSC shall provide notice of such transfer at least fourteen (14) calendar days prior to the effective date of transfer. Should CSC fail to give the required notice, the employee shall be paid at the IRS rate for the increased distance for a maximum of ten (10) working days minus the amount of notice provided.

### **Section 3: Mileage Pay**

Any employee required to use a personal vehicle in the performance of assigned duties as an employee of CSC shall be paid mileage at the IRS rate by the most direct and cost-effective route. Future adjustments shall apply when approved by the CSC Governing Board and shall not be less than 100% of the current Federal rate. All personal mileage shall be authorized in advance by CSC.

#### **Section 4: Bargaining Unit Work**

Non-represented employees shall not on a regular basis perform work that is regularly performed by members of the bargaining unit, if such work would result in the layoff of members of the bargaining unit.

#### **Section 5: Contract Work**

During the term of this agreement, CSC shall not contract or sub-contract any public work now performed by members of the bargaining unit which would result in their loss of employment, provided that such public work is being accomplished in the most efficient and cost effective manner available to CSC.

#### **Section 6: Regular Employee**

A regular employee is defined as an employee who occupies a position with an established F.T.E. of .50 or greater and has completed probation, including modified school year employees, but excluding temporary and seasonal employees.

#### **Section 7: Modified School Year Employee**

Employees in positions working a 9-11 month school year.

#### **Section 8: Union Stewards**

The names of employees selected as stewards, officers and executive board members who may represent employees shall be certified in writing to CSC by the union.

#### **Section 9: Union Communications**

Union members may use the employer's computer system to communicate with the Employer or Union regarding issues affecting the application or interpretation of this Agreement during work hours.

Communications between Union members is allowed but is subject to the established technology policy found in the personnel policies manual. Union members may administer their own union email distribution lists. Union related communications during work hours is limited to five minutes or less daily. Ongoing debates or dialogues through email should take place during breaks, lunch hours, or after work. The Union understands that any emails exchanged or distributed under this Section are not private

and may be subject to the Employer's inspection and are subject to public records disclosure requests.

However, should the employer determine that the use of the computers is interfering with the efficient operations of CSC or is causing disharmony in the workplace, the employer may rescind this section.

## **ARTICLE 23: GRIEVANCE PROCEDURE**

### **Section 1: Grievance Definition**

A grievance is an issue(s) raised by a member of the bargaining unit or the Union against CSC and shall be strictly limited to issues concerning the interpretation or application of the specific provisions of this agreement.

### **Section 2: Time Limitation Procedures**

All time limits in the grievance procedure exclude holidays and may be waived through the mutual written consent of the parties. Failure of the aggrieved party to submit or prosecute a grievance in accordance with these time limits shall constitute abandonment of the grievance. Failure of CSC to respond to a grievance within the time limits herein shall result in the Union having the absolute right to elevate the grievance within fourteen (14) calendar days to the next higher step in the grievance procedure. A grievance may be terminated at any time, and at any step, upon receipt of a signed statement from the aggrieved employee or Union that the matter has been resolved.

### **Section 3: Informal Discussion Encouraged**

Nothing in this Article is intended to preclude or prohibit informal discussion of a potential grievance between an employee and the employee's immediate supervisor, provided that the time limits set forth herein are strictly adhered to. No supervisor may agree to a remedy that is contrary to this agreement.

### **Section 4: Confidentiality**

All proceedings and evidence of any kind whatsoever that are related to grievances shall be considered exempt from public disclosure until the conclusion of the final grievance proceeding.

### **Section 5: Exclusive Remedy**

Grievances shall be commenced and processed according to provisions herein, which provisions the parties mutually acknowledge to be the exclusive and binding process for the resolution of disputes constituting grievances as herein defined.



## **Section 6: Grievance Procedure**

The Union and CSC accept the problem-solving, interest-based approach in the resolution of grievances;

- \* The Union and CSC have a mutual commitment to using a problem-solving, interest-based approach in the resolution of grievances;
- \* Resolution of a grievance at the lowest possible level is always encouraged;
- \* Complete disclosure of information shall be made at the lowest possible level;
- \* There shall be flexibility in the problem-solving process for resolution of a grievance at step 1.

### **A. Grievance at step 1**

The employee will have a total of twenty one (21) calendar days excluding holidays from the date of occurrence of the circumstance(s) giving rise to a potential grievance or from the date of the employee's first knowledge of the occurrence to grieve at both step 1 and step 2.

Demotions, reductions in pay, suspensions without pay, and dismissals shall be immediately elevated to step 2.

1. An employee, with or without Union representation, must, discuss the problem or issue with the person responsible for the decision or action giving rise to the grievance, to define the issue, and to resolve the issue if possible.
2. If the issue cannot be resolved in A1, the employee must give a written notice of intent to file a grievance to the person responsible for the decision or action giving rise to the grievance. No grievance may be filed without taking this step.

### **B. Grievance at step 2**

1. A grievance at step 2 shall be initiated by the filing of a written grievance, with the person responsible for the decision or action giving rise to the grievance.

2. All written grievances shall include the following information. Grievances filed which are deficient in one or more of the items noted in "a" through "f" below shall be returned to the person who filed the grievance for conformance with these requirements, and the time period to file the grievance shall be extended by five (5) additional working days, beginning on the date the grievance is returned.
  - a. The name and position of the employee on whose behalf the grievance is brought.
  - b. The date of the circumstances giving rise to the grievance, and the date the employee had first knowledge thereof.
  - c. A clear and concise statement of the grievance, including the relevant facts which give a full and objective understanding of the employee's grievance.
  - d. The specific Article, Section or provision of this agreement alleged to have been violated. Ambiguous statements such as "any Article or Section which may apply" shall not be considered in compliance with this Section.
  - e. The remedy or relief sought by the employee.
  - f. The signature of the person submitting the grievance and the date of its submission.
3. The person responsible for the decision or action giving rise to the grievance shall meet, if requested, with the aggrieved employee, union representative, and supervisor to clarify issues and facts presented in the grievance. The person responsible for the decision or action giving rise to the grievance shall respond in writing to the person filing the grievance within fourteen (14) calendar days following receipt of the required grievance documents,
4. If the aggrieved employee is not satisfied with the written response, the aggrieved employee and/or the Union may elevate the grievance to step 3.

### C. Grievance at step 3

If the person responsible for the decision or action giving rise to the grievance, is the Executive Director, both parties agree that the grievance at step 3 goes immediately to the ERB requesting the assistance of a mediator.

1. Within fourteen (14) calendar days following the written response at step 2, the aggrieved employee and/or the Union shall file with the executive director (or his/her designee) all of the grievance materials that are required to be filed with the department director at step 2, together with the written response of the person responsible for the decision or action giving rise to the grievance, or a statement that the person responsible for the decision or action giving rise to the grievance failed to respond within the time limit established herein.
2. Upon the filing of the grievance at step 3, the executive director (or designee) shall, within fifteen (15) days of receipt of the grievance either:
  - a. Conduct whatever investigation the executive director (or designee) deems necessary to satisfy her/him of the facts surrounding the grievance. Those facts which the executive director (or designee) finds to be determinative of the grievance as well as his or her conclusion as to the merits of the grievance shall be forwarded to the aggrieved employee and the Union; or
  - b. request the assistance of a mediator skilled in interest-based conflict resolution from the state Employment Relations Board to serve as facilitator or another skilled facilitator in an attempt to resolve the issue. The Union, the grievant and witnesses shall be required to participate in this process in good faith at times mutually agreed to by the Union, the executive director (or designee) and the facilitator.
3. In the event the interest-based conflict resolution process of subsection (a) above fails, the executive director (or designee) shall have fourteen (14) calendar days from the date of the interest-based process to forward the facts and conclusions to the Union. If the grievance is elevated to step 4, the parties shall be strictly limited to all facts and the issues raised at the first three steps.

D. Grievance at step 4

1. Grievances unresolved at step 3 shall be elevated to step 4 as follows:
  - a. Within fourteen (14) calendar days following the delivery of the executive director's (or designee) written findings of fact and conclusion as to the merits of the grievance to the aggrieved employee and/or Union, CSC and the Union may mutually agree upon a private arbitrator.
  - b. If CSC and the Union do not agree on a private arbitrator within the time limits herein, CSC shall within fourteen (14) calendar days, request a list of potential arbitrators from the Oregon State Conciliator. Within ten (10) working days of the receipt of the list of potential arbitrator's from the Oregon State Conciliator by CSC, final selection shall be accomplished by CSC and the Union alternately crossing off one of the five (5) named arbitrators until only one remains. The party who strikes the first name shall be selected by lot. At any stage of the selection process, either party may reject the entire list once and request an alternate list from the State Conciliator. The arbitrator shall be notified of her/his selection to arbitrate the disputed issue(s), and copies of all grievance documents shall be mailed to the selected arbitrator by the executive director (or designee).
  - c. Alternately, the Union may file with the executive director (or designee) a notice of intent to arbitrate, which shall extend the time for formal arbitration for up to thirty (30) calendar days from the date of filing the notice of intent.
2. The decision of the of the arbitrator shall be final and binding on the parties; however, the arbitrator shall not have the authority to alter, modify, amend, vacate or change any of the terms or conditions of this agreement. This provision is not intended to prevent either party from any administrative or statutory relief they otherwise may have to appeal an arbitrator's award. The decision of the arbitrator shall be issued within thirty (30) days of the conclusion of the arbitration hearing.
3. Prior to the arbitration hearing, if either party discovers new information or evidence not previously considered at step 3 of this procedure, the parties may mutually agree to reconvene at step 3 to consider the new

information or evidence, and to include the information or evidence in the step 3 official grievance record. If the parties agree to reconvene, their meeting may not delay an already scheduled arbitration hearing unless there is a mutual written waiver, and unless there is mutual written agreement as to the liability for payment of the arbitrator's cancellation fee.

4. Upon mutual agreement, the parties may request Grievance Mediation through the Conciliation Service of the Employment Relations Board. Both parties shall share equally in the cost.
5. Nothing in this Article is intended to prevent a mutually acceptable settlement prior to or during the arbitration procedure.
6. If arbitration is utilized, all arbitration costs incurred shall be borne entirely by the losing party.

### **Section 7: Absence From Work Station**

Union stewards representing employees or the Union at meetings or hearings provided for in this Article shall be permitted, after reasonable notice to and approval from their program manager, to leave their assigned work areas without loss of pay during their attendance at such meeting or hearings. To help minimize impacts on programs, not more than one steward shall represent a grievant without loss of pay. In any event, representational stewards shall be held to the minimum number required to represent the bargaining unit member.

The Agency will generally not approve absences from a work station that will cause CSC to incur additional costs.

## **ARTICLE 24: SAVINGS CLAUSE**

Should any Article, Section, or portion of this agreement be held unlawful or unenforceable by an opinion of the attorney general of the state of Oregon, or by a court of competent jurisdiction, or by any administrative agency of the state of Oregon having jurisdiction over the specific subject matter, such decision shall apply only to the specific Article, Section or portion thereof directly specified in the decision. Upon the issuance of any such decision, the parties agree to meet within ten (10) working days to negotiate substitute provision(s), for the Invalidated Article, Section or portion thereof. All other Articles and Sections of this agreement, and the agreement as a whole, shall continue without interruption except those remaining provisions which are so essential and inseparably connected with and dependent upon the unlawful or unenforceable part that

It is apparent that they would not have been agreed to standing alone, and are rendered incomplete and incapable of being executed in accordance with the Intent of this agreement. In such an instance, all such Articles and Sections are subject to re-negotiations pursuant to the foregoing provisions.

## **ARTICLE 25: TERM OF AGREEMENT**

### **Section 1: Term of Contract**

This agreement covers the period of July 1, 2014, through June 30, 2015. This agreement shall be effective as of the date of execution, and shall remain in full force until June 30, 2015. In the event that notice is given under one of the cited provisions, negotiations shall begin not later than ten (10) calendar days following notification. This agreement may be amended at any time by mutual agreement of the parties. All such amended language must be in writing and signed by the parties.

### **Section 2: Successor Agreement**

Either party may notify the other of their desire to negotiate a successor agreement. Such notification must be given no later than February 1, 2015. Should neither party open negotiations for a successor agreement, this Agreement shall automatically renew from year to year.

## **ARTICLE 26: NEGOTIATIONS**

CSC agrees to pay for a maximum of four (4) bargaining unit members, or a number equal to one less than the number of members on CSC's management negotiating team, their regular pay for periods of contract bargaining (including planning sessions no longer than 2 hours in length) which occur during regular business hours (Monday through Friday 8:00 a.m. to 5:00 p.m.). The number of planning sessions shall not exceed the number of contract bargaining sessions.

There shall be no more than 40 hours of paid time for bargaining/planning sessions unless mutually agreed. CSC does not pay or reimburse for travel or expenses for bargaining or planning.

The Union is required to have a bargaining union member alternate available. The management and union representatives will schedule bargaining sessions. This ensures that bargaining can progress.

The Union has the right to elect its own negotiating team members from any department or location within CSC's service area. If more than one person from the same

department is elected, supervisor approval will be required. Supervisor approval will not be unreasonably withheld. No regular pay or overtime pay shall apply to periods of bargaining or planning occurring outside of regular business hours (or outside of the employee's normal workday).

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**Signature Page**

In witness whereof, CSC and the Union have caused these presents to be executed in their respective names by their duly authorized representatives on this 25th day of November, 2014.

**Community Services Consortium**

**AFSCME, Council 75 AFL-CIO,  
and Local 3563.**

  
\_\_\_\_\_  
**Annabelle Jaramillo, Chair,  
Governing Board**

**Saka Coy, Chapter 3563 CSC  
Union President**

**CSC Governing Board Members**

  
\_\_\_\_\_  
**Jay Dixon**

  
\_\_\_\_\_  
**Linda Modrell**

\_\_\_\_\_  
**Doug Hunt**

\_\_\_\_\_  
**Bill Hall**

\_\_\_\_\_  
**Terry Thompson**

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**Will Tucker**

\_\_\_\_\_  
**Roger Nyquist**

\_\_\_\_\_  
**John Lindsey**

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**NOT A BOARD MEMBER  
OF THE CSC**

**John Lindsey**

**Signature Page**

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**Community Services Consortium**

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\_\_\_\_\_  
**Roger Nyquist**

\_\_\_\_\_  
**John Lindsey**

**Signature Page Continued**

**CSC Bargaining Team Members**

  
\_\_\_\_\_  
**Martha Lyon, Executive Director**

  
\_\_\_\_\_  
**Mike Gibson, LBFS Director**

  
\_\_\_\_\_  
**Clay Martin, Workforce & Education Director**

  
\_\_\_\_\_  
**Stephanie Leffler, Human Resources Director**

**AFSCME Bargaining Team Members**

\_\_\_\_\_  
**Brian Balzer, Council 75 Representative**

\_\_\_\_\_  
**Kellie Oxford, Local 3563 Union Steward**

\_\_\_\_\_  
**Bill Grady, Local 3563 Union Member**

\_\_\_\_\_  
**Tim Lair, Local 3563 Union Member**

**Signature Page Continued**

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**Bill Grady, Local 3563 Union Member**

  
**Tim Lair, Local 3563 Union Member**

*N/A per Brian Balzer 11/20/14 (m)*

# Attachment A – Salary Chart

COMMUNITY SERVICES CONSORTIUM												
SALARY RANGE												
AFSCME LOCAL 3563												
EFFECTIVE JULY 1, 2014												
Updated Titles 10.2014 DJ												
COLA 2.00 %												
LONGEVITY												
BASED ON STEP 6												
JOB TITLES	RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP L-1	STEP L-2	STEP L-3	
UNASSIGNED	***Mc	1	\$ 1,719	\$ 1,809	\$ 1,899	\$ 1,993	\$ 2,092	\$ 2,199	\$ 2,308	\$ 2,331	\$ 2,377	\$ 2,423
	***Pay Period		859.50	904.50	949.50	996.50	1,046.00	1,099.50	1,154.00	1,165.50	1,188.50	1,211.50
	Hourly		9.92	10.44	10.96	11.50	12.07	12.69	13.32	13.45	13.71	13.98
	***Annually		\$ 20,628	\$ 21,708	\$ 22,788	\$ 23,916	\$ 25,104	\$ 26,388	\$ 27,696	\$ 27,972	\$ 28,524	\$ 29,076
*** See footer												
HS CLASSROOM AIDE		2	\$ 1,898	\$ 1,998	\$ 2,099	\$ 2,204	\$ 2,313	\$ 2,431	\$ 2,551	\$ 2,577	\$ 2,628	\$ 2,679
ELIGIBILITY CLERK			949.00	999.00	1,049.50	1,102.00	1,156.50	1,215.50	1,275.50	1,288.50	1,314.00	1,339.50
HEAD START TEACHING ASSISTANT 1			10.95	11.53	12.11	12.72	13.34	14.03	14.72	14.87	15.16	15.46
OFFICE SPECIALIST 1			\$ 22,776	\$ 23,976	\$ 25,188	\$ 26,448	\$ 27,756	\$ 29,172	\$ 30,612	\$ 30,924	\$ 31,536	\$ 32,148
WX WAREHOUSE WORKER												
HS FAMILY SERVICES/ERSEA COORDINATOR		3	\$ 2,100	\$ 2,210	\$ 2,317	\$ 2,437	\$ 2,556	\$ 2,685	\$ 2,818	\$ 2,846	\$ 2,903	\$ 2,959
HEAD START TEACHING ASSISTANT 2			1,050.00	1,105.00	1,158.50	1,218.50	1,278.00	1,342.50	1,409.00	1,423.00	1,451.50	1,479.50
			12.12	12.75	13.37	14.06	14.75	15.49	16.26	16.42	16.75	17.07
			\$ 25,200	\$ 26,520	\$ 27,804	\$ 29,244	\$ 30,672	\$ 32,220	\$ 33,816	\$ 34,152	\$ 34,836	\$ 35,508
ACCOUNTING CLERK FOODSHARE		4	\$ 2,319	\$ 2,442	\$ 2,562	\$ 2,690	\$ 2,825	\$ 2,966	\$ 3,114	\$ 3,145	\$ 3,207	\$ 3,270
COMMUNITY RELATIONS & DEVELOPMENT ASSIST			1,159.50	1,221.00	1,281.00	1,345.00	1,412.50	1,483.00	1,557.00	1,572.50	1,603.50	1,635.00
ELIGIBILITY SPECIALIST			13.38	14.09	14.78	15.52	16.30	17.11	17.97	18.14	18.50	18.87
EMPLOYMENT ADVISOR			\$ 27,828	\$ 29,304	\$ 30,744	\$ 32,280	\$ 33,900	\$ 35,592	\$ 37,368	\$ 37,740	\$ 38,484	\$ 39,240
HS FAMILY SERVICES SITE COORDINATOR												
INSTRUCTOR												
MIS CLERK 2												
MPA ELIGIBILITY SPECIALIST												
OFFICE SPECIALIST 3												
FS TRUCK DRIVER/WAREHOUSE WORKER												
YOUTH ADVISOR												
ACCOUNTING TECHNICIAN		5	\$ 2,562	\$ 2,697	\$ 2,831	\$ 2,972	\$ 3,120	\$ 3,276	\$ 3,441	\$ 3,475	\$ 3,544	\$ 3,613
ADMINISTRATIVE ASSISTANT			1,281.00	1,348.50	1,415.50	1,486.00	1,560.00	1,638.00	1,720.50	1,737.50	1,772.00	1,806.50
AGENCY RELATIONS SPECIALIST			14.78	15.56	16.33	17.15	18.00	18.90	19.85	20.05	20.45	20.84
CREW LEADER			\$ 30,744	\$ 32,364	\$ 33,972	\$ 35,664	\$ 37,440	\$ 39,312	\$ 41,292	\$ 41,700	\$ 42,528	\$ 43,356
ENERGY ED COORDINATOR												
HEALTH PROGRAM COORDINATOR												
HS PROGRAM ASSISTANT												
MIS CLERK 3												
PROGRAM ASSISTANT												
SENIOR EMPLOYMENT ADVISOR												
SENIOR YOUTH ADVISOR												
TEACHER 2/ADVOCATE												
FS WAREHOUSE WORKER 2												
WEATHERIZATION TECHNICIAN												
WX FINANCE SPECIALIST												
COMMUNICATIONS COORDINATOR		6	\$ 2,831	\$ 2,979	\$ 3,128	\$ 3,286	\$ 3,451	\$ 3,621	\$ 3,801	\$ 3,839	\$ 3,915	\$ 3,991
HOUSING RESOURCE COORDINATOR			1,415.50	1,489.50	1,564.00	1,643.00	1,725.50	1,810.50	1,900.50	1,919.50	1,957.50	1,995.50
NETWORK SPECIALIST 1			16.33	17.19	18.05	18.96	19.91	20.89	21.93	22.15	22.59	23.03
PAYROLL SPECIALIST			\$ 33,972	\$ 35,748	\$ 37,536	\$ 39,432	\$ 41,412	\$ 43,452	\$ 45,612	\$ 46,068	\$ 46,980	\$ 47,892
SENIOR CREW LEADER												
TEACHER 3/ADVOCATE												
TRAINER - NATURAL RESOURCE CONSERVATION												
WEATHERIZATION CREW LEADER												
AUDITOR/INSPECTOR		7	\$ 3,128	\$ 3,293	\$ 3,459	\$ 3,627	\$ 3,809	\$ 4,002	\$ 4,203	\$ 4,245	\$ 4,329	\$ 4,413
CASE MANAGER			1,564.00	1,646.50	1,729.50	1,813.50	1,904.50	2,001.00	2,101.50	2,122.50	2,164.50	2,206.50
CASE MANAGER - HOUSING			18.05	19.00	19.96	20.93	21.98	23.09	24.25	24.49	24.98	25.46
FINANCIAL ANALYST			\$ 37,536	\$ 39,516	\$ 41,508	\$ 43,524	\$ 45,708	\$ 48,024	\$ 50,436	\$ 50,940	\$ 51,948	\$ 52,956
HS CONTENT SPEC. MENTAL HEALTH & DISABILITY												
HS CONTENT SPEC. HEALTH & NUTRITION												
LEAD HOUSING FINANCE SPECIALIST												
NETWORK SPECIALIST 2												
PROGRAM DEVELOPMENT ANALYST												
PRINCIPAL EMPLOYMENT ADVISOR												
PRINCIPAL YOUTH ADVISOR												
REHAB CONSTRUCTION COORDINATOR												
RESOURCE COORDINATOR												
TEACHER												
TRAINER - WEATHERIZATION												
BUSINESS SERVICES COORDINATOR (WIB)		8	\$ 3,457	\$ 3,638	\$ 3,821	\$ 4,011	\$ 4,213	\$ 4,423	\$ 4,643	\$ 4,689	\$ 4,782	\$ 4,875
FS GLEANER/VOLUNTEER PROG. COORD			1,728.50	1,819.00	1,910.50	2,005.50	2,106.50	2,211.50	2,321.50	2,344.50	2,391.00	2,437.50
			19.94	20.99	22.04	23.14	24.31	25.52	26.79	27.05	27.59	28.13
			\$ 41,484	\$ 43,656	\$ 45,852	\$ 48,132	\$ 50,556	\$ 53,076	\$ 55,716	\$ 56,268	\$ 57,384	\$ 58,500

\*\*\*Monthly, pay period and annual figures are based on 1.0 FTE regular employee working in paid status for entire fiscal year.



COMMUNITY SERVICES CONSORTIUM												
SALARY RANGE										COLA 2.00%		
NON-REPRESENTED										LONGEVITY		
EFFECTIVE JULY 1, 2014										15 YR 1%	20 YR 3%	25 YR 5%
JOB TITLES										BASED ON STEP 6		
	RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP L-1	STEP L-2	STEP L-3	
UNASSIGNED	***Mc	5	\$ 2,676	\$ 2,817	\$ 2,956	\$ 3,104	\$ 3,262	\$ 3,424	\$ 3,598	\$ 3,634	\$ 3,706	\$ 3,778
	***Pay Period		1,338.00	1,408.50	1,478.00	1,552.00	1,631.00	1,712.00	1,799.00	1,817.00	1,853.00	1,889.00
	Hourly		15.44	16.25	17.05	17.91	18.82	19.75	20.76	20.97	21.38	21.80
	***Annually		\$ 32,112	\$ 33,804	\$ 35,472	\$ 37,248	\$ 39,144	\$ 41,088	\$ 43,176	\$ 43,608	\$ 44,472	\$ 45,336
*** See footer												
EXECUTIVE ASSISTANT		6	\$ 2,990	\$ 3,147	\$ 3,304	\$ 3,471	\$ 3,643	\$ 3,827	\$ 4,017	\$ 4,057	\$ 4,138	\$ 4,218
			1,495.00	1,573.50	1,652.00	1,735.50	1,821.50	1,913.50	2,008.50	2,028.50	2,069.00	2,109.00
			17.25	18.16	19.06	20.03	21.02	22.08	23.18	23.41	23.87	24.33
			\$ 35,880	\$ 37,764	\$ 39,648	\$ 41,652	\$ 43,716	\$ 45,924	\$ 48,204	\$ 48,684	\$ 49,656	\$ 50,616
ENERGY ASSISTANCE SUPERVISOR		7	\$ 3,341	\$ 3,516	\$ 3,690	\$ 3,876	\$ 4,068	\$ 4,272	\$ 4,486	\$ 4,531	\$ 4,621	\$ 4,710
			1,670.50	1,758.00	1,845.00	1,938.00	2,034.00	2,136.00	2,243.00	2,265.50	2,310.50	2,355.00
			19.28	20.28	21.29	22.36	23.47	24.65	25.88	26.14	26.66	27.17
			\$ 40,092	\$ 42,192	\$ 44,280	\$ 46,512	\$ 48,816	\$ 51,264	\$ 53,832	\$ 54,372	\$ 55,452	\$ 56,520
EDUCATION SUPERVISOR		8	\$ 3,729	\$ 3,925	\$ 4,122	\$ 4,330	\$ 4,544	\$ 4,771	\$ 5,010	\$ 5,060	\$ 5,160	\$ 5,261
FOOD SHARE COORDINATOR			1,864.50	1,962.50	2,061.00	2,165.00	2,272.00	2,385.50	2,505.00	2,530.00	2,580.00	2,630.50
HS EDUCATION SUPERVISOR			21.51	22.64	23.78	24.98	26.22	27.53	28.90	29.19	29.77	30.35
			\$ 44,748	\$ 47,100	\$ 49,464	\$ 51,960	\$ 54,528	\$ 57,252	\$ 60,120	\$ 60,720	\$ 61,920	\$ 63,132
HOUSING SERVICES MANAGER		9	\$ 3,883	\$ 4,087	\$ 4,291	\$ 4,503	\$ 4,730	\$ 4,966	\$ 5,217	\$ 5,269	\$ 5,374	\$ 5,478
HS PROGRAM EDUCATION MANAGER			1,941.50	2,043.50	2,145.50	2,251.50	2,365.00	2,483.00	2,608.50	2,634.50	2,687.00	2,739.00
			22.40	23.58	24.76	25.98	27.29	28.65	30.10	30.40	31.00	31.60
			\$ 46,596	\$ 49,044	\$ 51,492	\$ 54,036	\$ 56,760	\$ 59,592	\$ 62,604	\$ 63,228	\$ 64,488	\$ 65,736
OPERATIONS MANAGER		10	\$ 4,157	\$ 4,375	\$ 4,591	\$ 4,820	\$ 5,061	\$ 5,315	\$ 5,582	\$ 5,638	\$ 5,749	\$ 5,861
WEATHERIZATION PROGRAM MANAGER			2,078.50	2,187.50	2,295.50	2,410.00	2,530.50	2,657.50	2,791.00	2,819.00	2,874.50	2,930.50
			23.98	25.24	26.49	27.81	29.20	30.66	32.20	32.53	33.17	33.81
			\$ 49,884.0	\$ 52,500	\$ 55,092	\$ 57,840	\$ 60,732	\$ 63,780	\$ 66,984	\$ 67,656	\$ 68,988	\$ 70,332
COMMUNITY RELATIONS & DEVELOPMENT		11	\$ 4,444	\$ 4,678	\$ 4,911	\$ 5,156	\$ 5,414	\$ 5,688	\$ 5,970	\$ 6,030	\$ 6,149	\$ 6,269
HUMAN RESOURCE DIRECTOR			2,222.00	2,339.00	2,455.50	2,578.00	2,707.00	2,844.00	2,985.00	3,015.00	3,074.50	3,134.50
REGIONAL MANAGER			25.64	26.99	28.33	29.75	31.23	32.82	34.44	34.79	35.48	36.17
			\$ 53,328	\$ 56,136	\$ 58,932	\$ 61,872	\$ 64,968	\$ 68,256	\$ 71,640	\$ 72,360	\$ 73,788	\$ 75,228
FOODSHARE DIRECTOR		12	\$ 4,755	\$ 5,005	\$ 5,258	\$ 5,516	\$ 5,794	\$ 6,085	\$ 6,387	\$ 6,451	\$ 6,579	\$ 6,706
IT DIRECTOR			2,377.50	2,502.50	2,629.00	2,758.00	2,897.00	3,042.50	3,193.50	3,225.50	3,289.50	3,353.00
			27.43	28.88	30.33	31.82	33.43	35.11	36.85	37.22	37.96	38.69
			\$ 57,060	\$ 60,060	\$ 63,096	\$ 66,192	\$ 69,528	\$ 73,020	\$ 76,644	\$ 77,412	\$ 78,948	\$ 80,472
FINANCE DIRECTOR		13	\$ 5,088	\$ 5,355	\$ 5,625	\$ 5,907	\$ 6,201	\$ 6,512	\$ 6,835	\$ 6,903	\$ 7,040	\$ 7,177
HEAD START DIRECTOR			2,544.00	2,677.50	2,812.50	2,953.50	3,100.50	3,256.00	3,417.50	3,451.50	3,520.00	3,588.50
			29.35	30.89	32.45	34.08	35.78	37.57	39.43	39.83	40.62	41.41
			\$ 61,056	\$ 64,260	\$ 67,500	\$ 70,884	\$ 74,412	\$ 78,144	\$ 82,020	\$ 82,836	\$ 84,480	\$ 86,124
HOUSING & ENERGY SERVICES DIRECTOR		14	\$ 5,445	\$ 5,731	\$ 6,020	\$ 6,321	\$ 6,634	\$ 6,969	\$ 7,313	\$ 7,386	\$ 7,532	\$ 7,679
WORKFORCE & EDUCATION DIRECTOR			2,722.50	2,865.50	3,010.00	3,160.50	3,317.00	3,484.50	3,656.50	3,693.00	3,766.00	3,839.50
			31.41	33.06	34.73	36.47	38.27	40.21	42.19	42.61	43.45	44.30
			\$ 65,340	\$ 68,772	\$ 72,240	\$ 75,852	\$ 79,608	\$ 83,628	\$ 87,756	\$ 88,632	\$ 90,384	\$ 92,148
EXECUTIVE DIRECTOR									\$ 9,100	\$ 9,100	\$ 9,100	\$ 9,100
by contract with the Governing Board									4,550.00	4,550.00	4,550.00	4,550.00
		79	Position Count									

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