

YAMHILL COUNTY

and

**AFSCME LOCAL 1422
(Union)**

AGREEMENT

**July 1, 2017
through
June 30, 2020**

Table of Contents

P R E A M B L E	1
ARTICLE 1 – SCOPE OF AGREEMENT AND RECOGNITION	1
1.1 SCOPE OF BARGAINING UNIT.....	1
1.2 RECOGNITION.....	1
1.3 INTENT.....	1
1.4 COPIES.....	1
1.5 CHANGES IN UNIT COMPOSITION.....	1
ARTICLE 2 – MANAGEMENT RIGHTS	2
2.1 RIGHTS RETAINED BY COUNTY.....	2
2.2 ILLUSTRATIONS.....	2
2.3 LIMITATION ON APPLICABILITY OF GRIEVANCE PROCEDURE.....	2
ARTICLE 3 – STRIKES AND LOCKOUTS	3
3.1 NO STRIKE.....	3
3.2 RETURN TO WORK.....	3
3.3 NO LOCKOUT.....	3
ARTICLE 4 – HOURS OF WORK	3
4.1 REGULAR HOURS.....	3
4.2 WORK WEEK.....	3
4.3 REST PERIODS.....	4
4.4 MEAL PERIODS.....	4
4.5 SPECIAL WORK HOURS.....	4
4.6 WAIVER.....	5
ARTICLE 5 – UNION SECURITY AND CHECK-OFF	5
5.1 RIGHT TO ORGANIZE.....	5
5.2 DEDUCTION OF MEMBERSHIP DUES OR MONTHLY SERVICE FEE.....	5
5.3 NEW EMPLOYEES ORIENTATION AND REPORTING.....	5
5.4 RIGHT OF NON-ASSOCIATION.....	6
5.5 SEGREGATION OF MONTHLY SERVICE FEE EQUIVALENT.....	6
5.6 LIMITATION ON USE OF SERVICE FEE.....	6
ARTICLE 6 – SALARY AND WAGES	6
6.1 WAGES.....	6
6.2 REPORTING TIME.....	6
6.3 CALL-OUT PAY.....	6
6.4 OVERTIME.....	7
6.5 TRADE TIME.....	8
6.6 SHIFT DIFFERENTIAL.....	8
6.7 PROMOTIONAL INCREASE.....	9
6.8 WHEN ASSIGNED TO WORK A HIGHER CLASSIFICATION.....	9
6.9 PERFORMANCE EVALUATIONS.....	10
6.10 WORK IMPROVEMENT PLANS.....	11
6.11 MERIT RAISE.....	11
6.12 MILEAGE AND TRAVEL EXPENSES.....	12
6.13 EFFECT OF REDLINED SALARY.....	12
6.14 LONGEVITY PREMIUM.....	12
6.15 BI-LINGUAL PAY (SPANISH ONLY).....	13
ARTICLE 7 – HOLIDAYS	14
7.1 HOLIDAYS.....	14
7.2 HOLIDAY PAY.....	15

Table of Contents

7.3	HOLIDAY WORK.....	15
ARTICLE 8 – FLEXIBLE EARNED TIME (FET).....		15
8.1	FET CREDIT.....	15
8.2	CONTINUOUS SERVICE.....	16
8.3	MAXIMUM ACCUMULATION.....	16
8.4	PAYOUT OF FET.....	16
8.5	FET SELL-BACK.....	17
8.6	MINIMUM USE OF FET.....	17
8.7	USES OF FET.....	17
8.8	EMPLOYEE RESPONSIBILITY (FET BANK/LEAVE WITHOUT PAY).....	17
8.9	FET SCHEDULING.....	17
8.10	LEAVE DONATIONS.....	17
ARTICLE 9 – PERSONAL EXTENDED LEAVE (PEL).....		18
9.1	PERSONAL EXTENDED LEAVE (PEL).....	18
9.2	UTILIZATION OF PEL.....	18
9.3	RETIREMENT FROM EMPLOYMENT.....	18
9.4	SELL-BACK OF PEL PRIOR TO RETIREMENT.....	19
ARTICLE 10 – OTHER LEAVES AND ABSENCES.....		19
10.1	CRITERIA AND PROCEDURE.....	19
10.2	JURY DUTY.....	20
10.3	APPEARANCES.....	20
10.4	REQUIRED COURT APPEARANCES.....	20
10.5	ASSOCIATION BUSINESS.....	20
10.6	WORKERS COMPENSATION.....	21
10.7	FAMILY MEDICAL LEAVE.....	21
10.8	EDUCATIONAL LEAVE.....	21
10.9	CONFERENCES.....	21
10.10	MILITARY LEAVE.....	21
10.11	BEREAVEMENT LEAVE.....	21
10.12	CONTINUATION OF BENEFITS.....	22
10.13	RIGHT TO REINSTATEMENT FOR LEAVE UNDER ARTICLE 10.....	22
ARTICLE 11 – HEALTH AND WELFARE.....		22
11.1	MEDICAL – DENTAL.....	22
11.2	LIFE INSURANCE.....	23
11.3	SHORT-TERM DISABILITY.....	23
11.4	RETIREMENT.....	23
11.5	DEFERRED COMPENSATION.....	23
11.6	ELIGIBLE EMPLOYEES.....	23
11.7	PART TIME EMPLOYEES.....	23
11.8	CHANGE OF CARRIERS.....	23
11.9	EARLY RETIREMENT BENEFIT.....	24
11.10	OPTIONAL INSURANCE FEE.....	24
11.11	CREATION OF JOINT COMMITTEE ON HEALTH INSURANCE ALTERNATIVES.....	24
ARTICLE 12 – DISCIPLINE AND DISCHARGE.....		24
12.1	CAUSE FOR DISCIPLINE OR DISCHARGE; TYPES OF DISCIPLINE; REPRESENTATION RIGHTS.....	24
12.2	DEFINITIONS.....	25
12.3	DUE PROCESS REQUIRED PRIOR TO ISSUING LETTER OF REPRIMAND.....	25
12.4	DUE PROCESS REQUIRED PRIOR TO ISSUING FORMAL DISCIPLINE OTHER THAN A LETTER OF REPRIMAND: INVESTIGATORY INTERVIEW AND NOTICE.....	25
12.5	NOTICE OF POSSIBLE FORMAL DISCIPLINE; REQUIREMENT FOR PRE-DISCIPLINARY “LOUDERMILL” MEETING FOR DISCIPLINE EXCEEDING A LETTER OF REPRIMAND.....	26

Table of Contents

12.6	IMPOSITION OF FORMAL DISCIPLINE.....	27
12.7	MINIMUM MONITORING REQUIREMENTS FOLLOWING FORMAL DISCIPLINE.....	28
12.8	RECORDS.....	28
12.9	GENERAL.....	28
ARTICLE 13 – SETTLEMENT OF DISPUTES.....		29
13.1	GRIEVANCE AND MEDIATION PROCEDURE. ALTERNATIVE RESOLUTION OF GRIEVANCE THROUGH COLLABORATIVE RESOLUTION.....	29
13.2	ASSOCIATION REPRESENTATIVES.....	31
13.3	GRIEVANCE MEETING.....	31
ARTICLE 14 – PROBATIONARY PERIOD.....		32
14.1	PURPOSE.....	32
14.2	DURATION OF PROBATIONARY PERIOD.....	32
14.3	PROBATIONARY CONDITIONS.....	32
14.4	PROBATION IN PROMOTIONAL POSITION.....	33
14.5	NOTICE TO UNION.....	33
ARTICLE 15 – LAYOFF AND RECALL.....		33
15.1	LAYOFF.....	34
15.2	BUMPING.....	34
15.3	ORIENTATION PERIOD.....	36
15.4	FET PAYOUT.....	36
15.5	PART-TIME EMPLOYEES.....	37
15.6	PART-TIME POSITIONS.....	37
15.7	REVIEW BOARD.....	37
15.8	RECALL.....	37
ARTICLE 16 – GENERAL PROVISIONS.....		37
16.1	NO DISCRIMINATION.....	37
16.2	EXISTING CONDITIONS.....	38
16.3	TOOL REPLACEMENT; TOOL ALLOWANCE.....	38
16.4	SAFETY COMMITTEE.....	38
16.5	CHANGES IN EXISTING CONDITIONS.....	38
16.6	NEGOTIATIONS MEETINGS.....	39
16.7	PAY DAY.....	39
16.8	COPIES OF CONTRACT.....	39
16.9	COPY MACHINE AND BULLETIN BOARD.....	39
16.10	OUTSIDE EMPLOYMENT.....	39
16.11	PROTECTIVE CLOTHING FOR AFFECTED DEPARTMENTS.....	40
16.12	INCLEMENT WEATHER.....	40
16.13	USE OF COUNTY E-MAIL SYSTEM AND OTHER COUNTY EQUIPMENT/SERVICES.....	41
16.14	USE OF PERSONAL COMMUNICATION DEVICES.....	41
ARTICLE 17 – SAVINGS CLAUSE AND FUNDING.....		42
17.1	SAVINGS CLAUSE.....	42
17.2	FUNDING.....	42
ARTICLE 18 – FILLING OF VACANCIES.....		42
18.1	FILLING OF VACANCIES.....	42
18.2	LATERAL TRANSFER WITHIN THE SAME CLASSIFICATION.....	42
ARTICLE 19 – TRAINING.....		43
19.1	DEPARTMENT TRAINING.....	43
19.2	JOB ENHANCEMENT TRAINING.....	43
19.3	MANDATED TRAINING.....	44

Table of Contents

ARTICLE 20 – RECLASSIFICATION	44
20.1 PROCESS.....	44
20.2 INCUMBENTS.....	44
20.3 NEW POSITIONS.....	44
20.4 CLASSIFICATION COMMITTEE.....	44
ARTICLE 21 – CONTRACTING OUT	45
21.1 CONTRACTING OUT.....	45
ARTICLE 22 – DURATION	46
JUVENILE CORRECTIONS WORKERS AS SEPARATE SUB-BARGAINING UNIT	47
APPENDIX	48
GARRITY WARNING FOR COMPELLED STATEMENT.....	48
GARRITY WARNING FOR VOLUNTARY STATEMENT	49

PREAMBLE

THIS AGREEMENT is entered into by Yamhill County, a political subdivision of the State of Oregon ("County") and the Local 1422 of the American Federation of State, County and Municipal Employees, AFL-CIO ("AFSCME"/Union). The parties acknowledge that there is a statutory division of authority and responsibility between the Board of Commissioners and certain elected officials or department heads with respect to administration of departments affected by this Agreement and that the statutes shall control in the event of conflict with any provision of this Agreement. Unless otherwise indicated, the term "County" shall include the Board of Commissioners and elected officials.

This document represents the full agreement between the County and the union. The purpose of this Agreement is to set forth those matters pertaining to rates of pay, hours of work, fringe benefits, and other matters pertaining to employment and to promote general efficiency of the employees covered in providing services to the citizens of County and to promote mutual respect between bargaining unit employees and County management. All previous agreements between the parties or individual employees covered by this Agreement are hereby superseded.

ARTICLE 1 – SCOPE OF AGREEMENT AND RECOGNITION

1.1 SCOPE OF BARGAINING UNIT.

The bargaining unit, through agreement, shall apply to all non-supervisory employees of the County, excluding elected officials, supervisory employees, confidential employees, irregular part-time employees and part-time employees normally working less than 20 hours per week, persons hired for a period of six months or less, persons hired for a temporary position intended to be less than one year, and all employees represented by other bargaining units. Employees renewed for a temporary position for more than one year of continuous employment shall be reviewed by both parties.

1.2 RECOGNITION.

The County recognizes the union as the exclusive bargaining representative of all employees, other than those covered by other Collective Bargaining Agreements, in the bargaining unit.

1.3 INTENT.

The intent of this Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to employment relations which includes, but is not limited to, matters concerning direct or indirect monetary benefits, hours, paid leave time, grievance procedures, and other conditions of employment.

1.4 COPIES.

There shall be at least two signed copies of the final Agreement for the purpose of records. At least one copy shall be retained by County and one by the union.

1.5 CHANGES IN UNIT COMPOSITION.

The County and union will meet during labor negotiations and discuss inclusion and exclusion of employees in the bargaining unit so that transfers can be made when the Collective Bargaining Agreement is implemented.

ARTICLE 2 – MANAGEMENT RIGHTS

2.1 RIGHTS RETAINED BY COUNTY.

The County retains 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 the County and any County department. The rights of employees in the bargaining unit and union are limited to those specifically set forth in this Agreement, and County retains all prerogatives, functions and rights not specifically limited by the terms of this Agreement. The County shall have no obligation to bargain with the union with respect to any such subjects or the exercise of its discretion and decision-making with regard thereto, any subjects covered by the terms of this Agreement and closed to further bargaining for the term hereof, and any subject which was, or might have been, raised in the course of the collective bargaining. The union, however, does not waive any express or implied rights as entitled under PECBA and the Employment Relations Board including bargaining obligations for mandatory subjects of bargaining.

2.2 ILLUSTRATIONS.

Without limitation, but by way of illustration, the exclusive prerogatives, functions and rights of County shall include the following:

- (a) To direct and supervise all operations, functions and policies of the departments in which employees in the bargaining unit are employed, and operations, functions, and policies in the remainder of County as they may affect employees in the bargaining unit.
- (b) To close or liquidate an office, branch, operation or facility, service or combination thereof, or to relocate, reorganize or combine the work of divisions, offices, branches, operations or facilities for budgetary or other reasons.
- (c) To determine the levels of service and methods of operation, including subcontracting and the introduction of new equipment, the right to hire, lay off, transfer, promote, determine duties and qualifications to be required, job classifications, discipline and discharge for cause, determine work schedules and assign work, and any other such rights not specifically referred to in this contract.

2.3 LIMITATION ON APPLICABILITY OF GRIEVANCE PROCEDURE.

The exercise of any management prerogative, function or right which is not specifically modified by this Agreement is not subject to the grievance procedure or, as set forth above, to bargaining during the term of this Agreement. The application of the above management rights with respect to a particular employee or group of employees shall not be subject to settlement of disputes. Nothing in this Article is intended to inhibit or restrict informal, routine discussions of working conditions between the union and the County representatives. Such discussions are encouraged for the purpose of providing mutually advantageous conditions and a high level of service to the citizens of the County.

ARTICLE 3 – STRIKES AND LOCKOUTS

3.1 NO STRIKE.

The union and its members, as individuals or as a group, will not initiate, cause, permit, or participate or join in any strike, work stoppage or slowdown, picketing, or any other restriction of work at any location in the County, during the express term of this Agreement. Employees in the bargaining unit, while acting in the course of their employment, shall not refuse to cross or otherwise recognize the picket line established by any labor organization when called upon to cross such picket line in the line of duty. Disciplinary action, including discharge, may be taken by the County against any employee or employees engaged in a violation of this Article. Such disciplinary action may be undertaken selectively at the option of the County and shall not preclude or restrict recourse to any other remedies, including an action for damages, which may be available to the County. This section applies during the express term of the contract and does not limit protected rights after the termination of this Agreement.

3.2 RETURN TO WORK.

In the event of a strike, work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the union will immediately, upon notification, attempt to secure an immediate and orderly return to work. This obligation and the obligations set forth in Section 3.1, shall not be affected or limited by the subject matter involved in the dispute giving rise to the stoppage or by whether such matter is or is not subject to the grievance and mediation provision of this Agreement.

3.3 NO LOCKOUT.

There will be no lockout of employees by the County as a consequence of any dispute arising during the period of this Agreement. This section shall not preclude or restrict the union from action for damages as a result of the violation of this section.

ARTICLE 4 – HOURS OF WORK

4.1 REGULAR HOURS.

The regular hours of work each day shall be consecutive except for interruptions for rest and meal periods. All employees shall be scheduled to work on a regular schedule and each schedule shall have regular starting and stopping times. The County may vary starting and stopping times in emergency situations for employees whose work is affected by emergency situations or by mutual agreement. Other than emergency situations, employees will be given at least 10 days' notice of any schedule change.

4.2 WORK WEEK.

- (a) The normal work week shall consist of either 5 consecutive 8-hour days, Monday through Friday, or 4 consecutive 10-hour days, between Monday through Friday. For employees in continuous service operations or where the business necessitates or the department requires evening or weekend work, the work week shall consist of regular 5 consecutive 8-hour days or 4 consecutive 10-hour days on an ongoing basis, except for emergency situations. Employees in non-continuous service operations will be given two (2) consecutive days off, except for emergency situations.

- (b) Changes in the normal work schedule shall not result in a reduction of compensation for an employee's regular 8-hour straight time hourly rate.
- (c) A 4-day, 10-hour work schedule may be initiated by the department head but must be authorized in writing by the County Administrator.

4.3 REST PERIODS.

- (a) Employees shall be allowed one rest period of 15 minutes duration in each one-half shift which, insofar as is practicable, shall be in the middle of each half-shift; such time to begin when the employee leaves his or her work station and to end when the employee returns to his/her work station.
- (b) Employees who are required to work beyond their regular quitting time shall be allowed a 15-minute rest period before commencing overtime work, provided that it can be reasonably foreseen that such overtime will exceed two hours in duration.

4.4 MEAL PERIODS.

- (a) Employees shall be allowed an unpaid meal period which, insofar as is practicable, shall be in the middle of the scheduled shift.
- (b) Unpaid lunch periods shall not be less than 30 minutes nor more than one hour in duration.
- (c) Employees required to work in excess of two hours beyond their regular scheduled shift shall be granted a paid meal period as defined in subsection (b).
- (d) Full time employees who are not paid for their lunch period except under section (c) and who are required by their supervisor to work through their lunch period shall be compensated at time and a half.
- (e) Employees may occasionally use trade time as under Article 6.5 upon mutual agreement.
- (f) Employees who work in continuous duty assignments will have a paid period for meals. Employees may be interrupted during the meal time.

4.5 SPECIAL WORK HOURS.

- (a) The parties recognize that at times variances from this Article may be desirable in individual departments to meet the specific needs of that department. In such cases the parties shall meet and negotiate an acceptable hour-of-work agreement to meet such needs. If no such agreement is reached, the terms of this Agreement, including sections 4.1 through 4.4, shall prevail. Those variations presently existing are recognized by this section and no new negotiations are required.
- (b) Flexible work hours. Employees of the County may work a flexible work schedule. A flexible work schedule is a schedule which varies the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which starting and stopping times vary on a daily basis but not necessarily each day but does not exceed 40 hours in a work

week, and is mutually agreed upon by the employee and employer, and approved in advance. Such schedules shall be signed by the affected employee and department head and placed in the employee's personnel file. An employee of the County may request a flexible work schedule by submitting a proposal in writing to the employee's supervisor outlining the proposed schedule. Flexible schedules shall be considered in good faith by both parties. All schedules are subject to change based on the changing needs of the department, as determined by management. Requests that are denied will be in writing with a reason for the denial.

4.6 WAIVER.

For purposes of Sections 4.2, 4.5(b), 6.4(c) and 6.4(d), the provisions of ORS 653.268 are expressly waived.

ARTICLE 5 – UNION SECURITY AND CHECK-OFF

5.1 RIGHT TO ORGANIZE.

Employees shall have the right to self-organize, to form, join or assist the union, or to refrain therefrom, and there shall be no discrimination exercised against any employee covered by this Agreement because of his/her membership or union activities.

5.2 DEDUCTION OF MEMBERSHIP DUES OR MONTHLY SERVICE FEE.

The County agrees to deduct and pay to AFSCME once each pay period from the pay of employees covered by this Agreement the following sums: (a) membership dues from union members or (b) a monthly service fee equivalent to membership dues from any employee who is a member of the bargaining unit and who has not joined the union within 30 days of employment. This service fee shall be segregated by the union and used on a pro rata basis solely to defray the cost of its service in negotiating and administering this contract.

The employer will remit the aggregate of all deductions for all employees, together with an itemized statement showing the name of each employee from whose pay deductions have been made and the amount(s) deducted during the period covered by the remittance.

AFSCME shall indemnify and hold harmless the County against any and all claims, damages, suits or other forms of liability which may arise out of any action taken or not taken by the County for the purpose of complying with the provisions of this section.

5.3 NEW EMPLOYEES ORIENTATION and REPORTING.

- (a) The County agrees to furnish the union by the 10th of each month a list of all new employees hired during the preceding month and of all employees who separated from employment with the County during the month. Such list shall contain the names of the employees, along with their job classification, work location, department, date of hire, full-time equivalency (FTE), date of birth and mailing address.
- (b) Management shall conduct an orientation for all new employees. During that orientation, a union officer or representative designated by the union president shall be entitled to make an orientation presentation on behalf of the union. The entire orientation shall occur on County time. Advocacy of labor/management or political issues shall not be a part of the

orientation.

5.4 RIGHT OF NON-ASSOCIATION.

The union expressly agrees that it will safeguard the rights of non-association of employees based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member. Such employee shall pay the in-lieu-of-dues payment to a non-religious charity mutually agreed upon by the employee making such payment and the union. When an employee elects to exercise the right of non-association allowed by this section, the employee must submit a form provided by the County to the County's accounting department. The form shall contain the endorsement of a union officer or shall demonstrate service of the form upon a union officer. Upon receipt of the endorsement or two weeks after receipt of a form which demonstrates service of the form upon the union, whichever comes first, the employees shall make such payment directly to the Charity with proof of payment to the union.

5.5 SEGREGATION OF MONTHLY SERVICE FEE EQUIVALENT.

Monthly service fee equivalent payments (service fee) shall be segregated from regular union dues for accounting purposes.

5.6 LIMITATION ON USE OF SERVICE FEE.

Funds derived from the monthly service fee equivalent payment (service fee) shall not be expended for partisan political purposes by the union.

ARTICLE 6 – SALARY AND WAGES

6.1 WAGES.

Effective the first day of the pay period after July 1, 2017, or upon execution, whichever is later, the County will increase the salary schedule by two percent (2%).

Effective the first day of the pay period after July 1, 2018, the County will increase the salary schedule by two percent (2%).

Effective the first day of the pay period after July 1, 2019, the County will increase the salary schedule by two percent (2%).

Merit Raises (steps), under Article 6.11, will be granted during the term of this agreement.

6.2 REPORTING TIME.

Any employee who is scheduled to report to work and who presents himself for work as scheduled, but where in the discretion of the County, work is not available for the employee, shall be excused from duty and paid for a minimum of two hours at the employee's regular rate.

6.3 CALL-OUT PAY.

- (a) Any employee called back to work outside his/her regular shift shall be compensated for a minimum of two hours at the rate and in the manner as set forth in Sections 6.4 and 6.5 of this Agreement. Said call-out pay shall be paid on a portal-to-portal basis from and to the following: the shorter distance of the employee's residence or the County-line to the reporting location, whichever is less.

- (b) Any employee called to work on any day other than his regularly scheduled work day shall be compensated for a minimum of two hours at the rate and in the manner set forth in Sections 6.4 and 6.5 of this Agreement. Call-out pay pursuant to this subsection shall be paid on a portal-to-portal basis from and to the following: the shorter distance of the employee's residence or the County-line to the reporting location, whichever is less.
- (c) Notwithstanding subsections (a) and (b) and Section 6.4, those employees assigned to carry and respond to a paging device (including an assigned cell phone) during any time outside their regular work hours shall be compensated at a rate set forth below for each seven-day period in which they are required to carry said device. In the event an employee carries such device for less than a continuous 7-day period, the rate provided for in this subsection shall be prorated in accordance with the time the employee spent carrying the device. Employees are paid pager pay on the basis of carrying the device subject to the terms of this Article. In the event an employee responds to a page or call, the employee shall be compensated at the overtime rate of time and one-half (1 ½) the applicable rate of pay, or equivalent compensation as provided for under this Article, for all time worked outside the employee's regular work schedule. Employees are required to keep accurate logs of their time and work performed. Employees will further record their pager overtime on timesheets as directed by the accounting department. Pager overtime will be recorded separately from regular assigned overtime. This subsection shall not apply to those employees called out to work who are either not assigned to carry and respond to a paging device, or are called to work, which work is not related to the reason of assignment of the paging device in the first instance. In the event an employee is required to physically respond to specific location in response to a pager call, the provisions of Article 6.3(a) and (b) also apply under "call-out pay."
 - (i) The compensation rate is \$175 per week.

Those employees who are receiving the High-Volume Pager rate of \$250 per week, as of June 30, 2017, shall be "grandfathered" in at that rate while they continue to be required to assume that duty.

6.4 OVERTIME.

- (a) To the extent practical, overtime worked in any department should be equalized among the department employees in the classification affected.
- (b) Employees shall be compensated at the rate of time and one-half or the applicable overtime rate (whichever is greater) for work under the following conditions, but in no event shall such compensation be received twice (pyramided) for the same hours:
 - (i) All assigned work authorized by department heads in excess of either 8 hours a day for employees on a 5-day work week or 10 hours a day for employees on a 4-day work week.
 - (ii) All assigned work authorized by department heads in excess of 40 hours in any work week.

- (iii) All overtime must have prior approval by department head (or designee) or departmental policy – including departmental policies that preauthorize certain activities as compensable with comp time as defined under section 6.4(d). An employee may choose to be compensated either in pay or comp time on a case-by-case basis subject to operational and/or budgetary needs.
- (c) Seasonal and Other Flexible Schedules: If, either by previous agreement or by agreement pursuant to Section 4.5 of this Agreement, for an employee who works a flexible time schedule or extended work day schedule, overtime shall be paid for all hours worked beyond the then “normal” work day and/or in excess of the normal work week. In addition, employees who are excluded from the terms of the Fair Labor Standards Act may agree to waive the time and one-half requirement of this Article so that they can flex their schedules to work more hours during one part of the year and fewer hours during another part of the year to meet specific and special job requirements. These kinds of shifts should be specifically detailed, in writing, and copies given the parties when put into place.
- (d) Compensatory Time (“Comp Time”):
 - (i) Comp time shall be defined as time off awarded in lieu of compensation pay for overtime. Compensation for authorized overtime work shall be paid in the form of compensatory time off, or at the option of the employee, in the form of compensatory pay at the applicable rate, subject to operational needs, budgetary limitations and to the Fair Labor Standards Act. Overtime worked shall be computed daily to the nearest quarter-hour and shall not be carried forward from day to day.
 - (ii) Comp time may be accumulated up to a maximum of 40 hours. Any hours in excess of the maximum accumulation as computed at the end of a regular payroll period will be paid to the employee as part of that payroll. Departmental policies (or allowable special arrangements that are mutually agreed upon between the employee and department head, and with the approval of the County Administrator) may increase the maximum accumulation allowed.
 - (iii) An employee may cash out compensatory on an annual basis. Accrued comp time shall be used or paid in cash prior to the first pay period of the calendar year.

6.5 TRADE TIME.

By mutual agreement between an employee and the employee's supervisor, the work day may be temporarily adjusted within the work week only. The intent of this section is to cover unexpected or occasional changes in work hours to accommodate either individual employee needs or employer work needs. However, in no case will an employee be required by the employer to use trade time if required to work hours outside their normal schedule. In no case shall the number of hours in any work day exceed the employees' regular work shift by more than 2 hours without the payment of overtime.

6.6 SHIFT DIFFERENTIAL.

The County and the union recognize that a work week may contain three different shifts: day, swing, and graveyard. The County agrees to apply the following shift premium pay in addition to the established wage rate:

- (a) An hourly premium of \$.40 to employees for all hours worked on shifts beginning between the hours of noon (12:00 p.m.) and 6:59 p.m.; or
- (b) An hourly premium of \$.80 to employees for all hours worked on shifts beginning between the hours of 7:00 p.m. and 5:59 a.m.
- (c) When computing the overtime rate due an employee receiving shift differential pay, such pay must be included in the overtime rate.
- (d) Employees are not entitled to shift differential pay for a single shift change that is done by request of and for the benefit of the employee.
- (e) Any employee regularly receiving shift differential pay shall receive his normal shift premium when paid for FET, Compensatory Time, and Holiday Time.

6.7 PROMOTIONAL INCREASE.

Any employee who is promoted shall be paid at a rate no less than that step on the salary schedule which is closest to but higher than the current rate.

6.8 WHEN ASSIGNED TO WORK A HIGHER CLASSIFICATION.

- (a) GENERAL RULE: When an employee is assigned the responsibility for and performs substantially all the duties of a budgeted position which is in a higher classification for one shift within a pay period, the employee will be paid for all shifts worked "out of class" at a rate of 5.5% above the employee's current rate of pay. (Example: a permits specialist (Range 13) working as an engineering specialist (Range 14) receives 5.5%).
 - (i) Working higher classifications than the general rule: Except in the department of public works and road crew, when an employee performs assigned work for at least one shift within a pay period in a position that is either (a) at least two classifications above the employee's current classification, or (b) four or more salary ranges above the employee's current salary range, then the employee shall be paid 11% above the employee's current rate of pay for shifts worked in the higher classification. (Example: An office specialist 2 (Range 7) working as a senior accounting clerk (Range 12) shall be entitled to 11% or a permits specialist working as an engineering specialist 2 (range 17) is entitled to 11%).
 - (ii) In the Public Works road crew, out of class pay shall be paid for assigned actual hours worked by a certified employee. No minimum is required to receive out of class pay for members of the road crews. (Examples: a utility worker working as a medium equipment operator shall be entitled to 5.5%. A utility worker working as a heavy equipment operator shall be entitled to 11%)
 - (iii) Whenever two possible interpretations exist with respect to out-of-class pay, the interpretation providing the higher rate of pay shall prevail.
 - (iv) When it is necessary for an employee to work in a lower classification, the County shall pay the employee his or her regular rate for his or her regular classification.

- (v) Employees in the closest lower classification who are qualified to perform the duties of a higher classification will be offered higher classification duties within the department on the basis of seniority. Higher seniority employees will be offered the opportunity first. An employee on a "work improvement plan" is eligible for out of class pay, but must be placed at the bottom of the seniority list for purposes of this section. When the work improvement plan is complete, the employee will return to normal seniority.
- (vi) Time spent working in a higher classification will be given credit as on-the-job training for any promotional examination.

6.9 PERFORMANCE EVALUATIONS.

- (a) Evaluations. Yearly evaluations will be provided by each department during the anniversary month of the affected employee. Such evaluation shall be a determination of satisfactory or unsatisfactory performance as noted on the personnel action form. Satisfactory performance will result in a yearly step increase as eligible. A step increase may be denied for unsatisfactory performance. Unsatisfactory performance may lead to counseling, work improvement plan or disciplinary action if authorized by this Agreement. Should the yearly evaluation not occur within the anniversary month, the work performance will be deemed satisfactory unless time lines are extended by mutual agreement between the County and the union. Copies of yearly performance evaluations will be kept in the employee's personnel file.
- (b) It is recognized that departments may continue additional evaluation activities; however, these intermittent evaluation records shall be kept in the working files of managers and employees and not in the County personnel file. Each department shall attempt to meet annually with each employee on a one-to-one basis to cover goals and expectations of the employee and department. Departments are encouraged to provide positive feedback when merited.
- (c) Satisfactory performance: Employees receiving a satisfactory evaluation shall receive a merit increase equal to one step on the salary schedule. Employees at the top step of the salary schedule for their job classification will not receive a merit increase pursuant to this section. Nothing in this section shall prohibit a supervisor from recommending to the County Administrator that an employee receive an early step increase where the supervisor believes that the employee is deserving of such early merit recognition. The County Administrator shall have authority to accept or reject the supervisor's recommendation. In the event an employee receives a merit increase prior to the applicable date, the employee's new evaluation date for the purposes of further merit increases shall be twelve months from the date of the last merit increase.
- (d) Unsatisfactory Annual Evaluation: Management shall provide substantiating evidence of an unsatisfactory evaluation. Unsatisfactory performance may lead to counseling, work improvement plan or disciplinary action if authorized by this Agreement. Where the step increase has been denied, a work improvement plan (not to exceed 180 days per Article 6.10) shall be developed which identifies timelines under which the decision to deny the step increase shall be reconsidered. In the event the performance is deemed sufficient to warrant a step increase, the effective date of this step increase shall be the date of

reconsideration. Nothing in this section shall change the anniversary date and is not subject to 6.11(c).

- (e) An employee may submit comments or rebuttal to an evaluation.

6.10 WORK IMPROVEMENT PLANS.

- (a) The County may issue a work improvement plan where an employee's performance or behavior is unsatisfactory. Work improvement plans in and of themselves are not considered disciplinary unless attached to a disciplinary action. Such work improvement plans shall include job description expectations; performance deficiencies; criteria or objectives and how they will be measured in order to complete the plan; and consequences and time lines if not completed successfully. Monthly reviews of the progress of the employee in satisfying the work improvement plan will be required. The County may issue a work improvement plan where an employee's performance or behavior is unsatisfactory. Failure by the supervisor to conduct the stated periodic review will result in the plan becoming null and void for the purpose of imposing discipline for a failure to complete the work improvement plan. The supervisor may adjust the timing of the reviews provided that the intent of giving the employee updates on their progress is met. This provision does not prohibit the employer from imposing a new work plan.
- (b) Work improvement plans shall have a specified duration not to exceed 180 days except in those cases where a department's work is seasonal or where there are rotation cycles, and the performance issues are related to duties performed seasonally or on a rotation basis. In these cases, a work improvement plan may be extended to include review of work performed seasonally. However, in no event shall a work improvement plan exceed 365 days. When a work improvement plan is imposed, Human Resources and the union or designee shall be notified of such action.

6.11 MERIT RAISE.

- (a) Eligible employees will receive merit raises in accordance with this section on their next regular anniversary date.
- (b) Employees receiving a satisfactory with merit or higher evaluation on their annual evaluation shall receive a merit increase equal to one step on the salary schedule. Employees at the top step of the salary schedule for their job classification will not receive a merit raise, pursuant to this section.
- (c) The annual evaluation date for employees under this section shall be as follows:
 - (i) An annual merit increase pursuant to this section shall be on the basis of 1 year from the date of the last merit or step increase. Except for an employee on probationary status, an annual evaluation pursuant to this section shall be 1 year from the date of the last merit or step increase.
 - (ii) Notwithstanding subsection (i), in the event an employee receives a merit increase in less time than the 12-month period provided for herein, the employee's new annual

evaluation date for the purpose of further merit increases shall be twelve months from the date of the last merit increase.

- (iii) Nothing in this section shall prohibit a supervisor from recommending to the County Administrator that an employee receive an early step increase where the supervisor believes that the employee is deserving of such early merit recognition. The County Administrator shall have authority to accept or reject the supervisor's recommendation.

6.12 MILEAGE AND TRAVEL EXPENSES.

- (a) When an employee is authorized to use his/her own car on official County business, the employee shall be reimbursed at the then-current County mileage reimbursement rate for all business miles. The County will review the mileage rate yearly in comparison with other jurisdictions and the IRS rate.
- (b) Meals will be, when necessary, reimbursed by the employer in accordance to the schedule on the reimbursement form.

6.13 EFFECT OF REDLINED SALARY.

It is the intent that an employee's actual salary is at a step that is within the salary range established for the classification. When an employee is paid a salary above the maximum of the salary range of his/her current position e.g. due to re-allocation or reassignment, the employee's salary shall be redlined until it is equal to, or lesser than, a salary step within the salary range established for the classification. When an employee's salary is redlined, no step increases or COLAs will be paid or will become due as a result of non-payment. When the employee's salary range is commensurate with the applicable range and step for the classification, steps and COLAs, as are applicable, will be granted on the next applicable dates, consistent with this agreement.

6.14 LONGEVITY PREMIUM.

- (a) Employees with the following years of continuous service who are then employed by Yamhill County shall receive the stated pay as a longevity premium in the paycheck following their anniversary date, except as provided in subsection (b):
 - 10 years plus topped out for min. one year - \$150 on anniversary date
 - 15 years plus topped out for min. one year - \$300 on anniversary date
 - 20 years plus topped out for min. one year - \$600 on anniversary date
 - 25 years plus topped out for min. one year - \$900 on anniversary date
- (b) Employees are not eligible for the longevity premium stated in subsection (a) under the following circumstances:
 - (i) The employee is on a work plan on the anniversary date; however, the longevity premium will be paid when the employee has satisfactorily completed the work plan.

- (ii) The employee has received formal discipline within the year preceding the anniversary date and the discipline has not been removed from the personnel file following a grievance under Article 13.

6.15 BI-LINGUAL PAY (Spanish only).

- (a) Effective following execution, Yamhill County will pay an additional \$125 per month to any employee who meets one of the following criteria:
 - (i) Employee has been selected by the department head to be “grandfathered in” based on past operational needs.
 - (ii) Employee was hired through a recruitment that specifically stated “Bi-lingual required” as a job qualification. The successful applicant passed a written and oral exam testing fluency in Spanish. Applicants hired into “bi-lingual preferred” positions are not entitled to bi-lingual pay, but may qualify at a later date as provided in subsection (iii).
 - (iii) A current employee who does not otherwise qualify for bi-lingual pay under this section will receive bi-lingual pay if (a) the department head subsequently determines the position requires bi-lingual skills and (b) the employee has passed a written and oral exam testing fluency in Spanish.
- (b) An employee eligible for bi-lingual pay will not lose such pay during absences using FET. Employees eligible for bi-lingual pay will receive bi-lingual pay so long as the department head determines that use of such skills in the performance of duties is significant or necessary. Upon the department head’s determination that use of such skills in the performance of duties is no longer significant or necessary, no bi-lingual pay will be paid commencing the pay period following the department head’s written determination, with a copy to the employee.
- (c) Oral and written testing qualifications will be at the discretion of the department head based on the operational needs of that department.

ARTICLE 7 – HOLIDAYS

7.1 HOLIDAYS.

The following shall be recognized as paid holidays:

New Year's Day	Veterans' Day
Martin Luther King's Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving Day *
Memorial Day	Christmas Eve *
Independence Day	Christmas Day
Labor Day	2 Floating Personal Holidays **
	Commissioners' Day ***

Whenever a holiday shall fall on a Sunday, the succeeding Monday shall be observed as the holiday. Furthermore, whenever a holiday shall fall on a Saturday, the preceding Friday shall be observed as the holiday. Union members in the Juvenile Corrections Division, ECF/RTF employees in the Health and Human Services Department, AHM Residential, and other 24/7 continuous operations divisions will observe the holiday on the day of the holiday, except for those holidays that are observed on Mondays.

*Union members employed in the Juvenile Corrections Division, Facilities Maintenance Division, ECF/RTF employees in the Health and Human Services Department, AHM Residential, and other 24/7 continuous operations divisions will not receive the paid holidays of the Day after Thanksgiving Day or Christmas Eve. Instead, they are allowed two additional personal holidays. The personal holidays may be used at the discretion of the employee with the consent of the department head between November 1 and January 31 in the applicable year. Any personal holiday named in this paragraph not taken prior to termination or January 31 of the applicable year, whichever first occurs, is lost. Personal holidays have no cash value.

Union members employed in the District Attorney's Office will receive the paid holidays of the Day after Thanksgiving Day and Christmas Eve unless notified by the District Attorney that they are needed for office coverage. If that occurs, they are allowed to take the impacted holiday day as an additional personal holiday with the above limitations.

Given the way that the Christmas Eve holiday falls during 2017, the Christmas Eve holiday will be given as an additional personal holiday to be used in accordance with this article. Specifically, the additional personal holiday may be used at the discretion of the employee with the consent of the department head between November 1 and January 31 in the applicable year. This personal holiday has no cash value.

** Floating Personal holidays may be used at the discretion of the employee with the consent of the supervisor, provided, however, an employee must be employed for at least three months before the personal holiday may be used. In lieu of taking one or two floating personal holidays, an employee may elect to take a cash payment equivalent to 8 hours pay per floating personal holiday not taken. In all cases, personal holidays must be taken by the end of each fiscal year (June 30th). If not taken by the end of the fiscal year, the personal holiday is forfeited. If no election for a cash payment is made by the end of the fiscal year, the cash payment is forfeited.

*** Commissioners' Day may be taken either the day before or the Monday after Thanksgiving Day, the day before Christmas Eve or after Christmas Day, or the day before or after New Year's Day except that union members employed in the Juvenile Corrections Division, District Attorney's Office, Facilities Maintenance Division and ECF/RTF employees in the Health and Human Services Department may take Commissioners' Day as scheduled with the supervisor during the months of November, December and January. Commissioners' Day is lost if not taken prior to January 31. Commissioners' Day has no cash value.

7.2 HOLIDAY PAY.

- (a) Eligible employees shall receive 8 hours pay for each of the holidays listed in section 7.1 on which they perform no work. If any employee is on authorized leave when a holiday occurs, the holiday shall not be charged against such leave. Unless on a bona fide authorized leave with pay, an employee, to be eligible for holiday pay, must work his full assigned shifts next preceding and following the holiday. Holiday pay shall be prorated for regular part-time employees.
- (b) Holiday pay is for an 8 hour day; 10 hour days shall be supplemented with comp time, FET, trade time, or leave without pay if the employee has exhausted all paid leave.
- (c) Departments working a 10-hour day may revert to a 5 day, 8-hour work week in which there is a designated holiday or revert to the practice outlined in Section 7.2(b) as determined by the department head.

7.3 HOLIDAY WORK.

If an employee is required to work on any of the holidays as defined in Section 7.1, he/she shall receive holiday pay and, in addition to the regular holiday pay, compensation for all hours worked at one and one-half his regular rate of pay or, at the option of the County, compensatory time off with pay equivalent to one and one-half times the time worked on the holiday. Compensatory time off accrued by reason of authorized work on a holiday as provided herein shall be paid for at the employee's regular rate of pay at the time work was performed if now scheduled, or taken as compensatory time off within 30 days.

ARTICLE 8 – FLEXIBLE EARNED TIME (FET)

8.1 FET CREDIT.

- (a) Full time employees shall accrue flexible earned time (FET) as follows:

<u>Months (Years) of Service</u>	<u>Hours FET per month</u>
1-12 (0 – 1)	12.38
13-59 (1+ - 4.9)	13.71
60-119 (5+ - 9.9)	15.71
120-179 (10+ - 14.9)	17.71
180-239 (15+ - 19.9)	19.71
240+ (20+)	21.71

- (b) Part-time employees covered by this Agreement shall accrue FET in proportionate amounts to that earned by full time employees.
- (c) Employees' FET entitlement shall be calculated on a calendar month basis. For this purpose only, employees whose anniversary date is between the first and fifteenth day of a month shall be considered to have been hired on the first day of the month. Employees whose anniversary date is between the 16th and last day of the month shall be considered to have been hired on the first day of the next month.

8.2 CONTINUOUS SERVICE.

Continuous service, for the purpose of accumulating FET, shall be service unbroken by separation from employment by the County. Time spent by an employee on a paid leave or job-related illness or injury shall be included as continuous service. Time spent on unpaid authorized leave will not be counted and part of continuous service for accrual purposes, but employees returning from such leaves and from layoff status shall be entitled to credit for service prior to the leave or layoff.

8.3 MAXIMUM ACCUMULATION.

The maximum FET that may be accumulated by an employee is a number of hours equivalent to 24 times the employee's monthly FET accrual rate. All FET earned in excess of the maximum shall be placed in the Personal Extended Leave (PEL) account.

8.4 PAYOUT OF FET.

- (a) Upon termination, bargaining unit members shall be compensated for accrued FET in cash at the employee's then-current salary level according to the following schedule:

<u>Months (Years) of Service</u>	<u>Percentage of FET Paid Out</u>
0-12 (0 - 1)	0%
13-60 (1+ - 5)	50%
61-72 (5+ - 6)	55%
73-84 (6+ - 7)	60%
85-96 (7+ - 8)	65%
97-108 (8+ - 9)	70%
109-120 (9+ - 10)	75%
121-132 (10+ - 11)	80%
133-144 (11+ - 12)	85%
145-156 (12+ - 13)	90%
157-168 (13+ - 14)	95%
169+ (14+)	100%

- (b) Upon retirement, as noted in Section 9.4, all FET shall be paid out at 100% current value.
- (c) In the event of the employee's death, all FET shall be paid out at 100% of current value to the employee's estate.

8.5 FET SELL-BACK.

- (a) An employee with at least one year and up to 14 years continuous service may elect to sell-back up to 40 hours of FET once per fiscal year. An employee with 14 years or more of continuous service may elect to sell-back up to 80 hours of FET once per fiscal year. The employee must have a remaining FET balance of 80 hours after the sell back. Said request shall be in writing on a County approved form and Department head approval shall be required. Payment shall be made as part of the regular paycheck.
- (b) Sell back may not be used in conjunction with donated leave.
- (c) Part-time employees. The provisions of this article will apply to part time employees as prorated. Employees selling back FET must maintain a remaining balance of 80 hours after the sell back.

8.6 MINIMUM USE OF FET.

Employees must use at least 60 hours of FET per year unless waived by mutual agreement of the employee and department head.

8.7 USES OF FET.

FET may be used for vacation, illness (employee or family member residing in house), personal business, or family medical leave or other statutory designations. Accrued FET may be taken in units of one quarter hour or more. Whenever possible, use of FET shall be scheduled in advance.

8.8 EMPLOYEE RESPONSIBILITY (FET BANK/LEAVE WITHOUT PAY).

Employees are required to manage FET leave within their FET allocations except for authorized family medical leave or other exigent circumstances. Leave without pay shall be strictly restricted, be based on the totality of circumstances and subject to department head approval. Failure to manage FET leave as demonstrated by past use of FET and requests for leave without pay, absent justified circumstances, may be subject to progressive discipline.

8.9 FET SCHEDULING.

Approval of FET requests for vacation purposes is subject to the operational needs of the employer. Requests for one week or longer should normally be made at least 14 days in advance. Other requests for a shorter period (less than 5 days) should normally be made at least 24 hours in advance. If an employee has insufficient FET on the books for the request the employer may conditionally approve subject to the employee having sufficient FET at the time of the vacation. Shorter notice does not prevent the employer from approving the leave. Each department may have its own individual leave policy as long as it does not conflict with this subsection.

8.10 LEAVE DONATIONS.

The current donation of leave program shall continue as per County policy, but the employee must have exhausted all leaves before donations can be accepted.

ARTICLE 9 – PERSONAL EXTENDED LEAVE (PEL)

9.1 PERSONAL EXTENDED LEAVE (PEL).

- (a) All FET accrued in excess of the maximum accrual limits stated in Article 8 shall be placed in the employee's PEL account.
- (b) There is no accumulation limit to the PEL account.

9.2 UTILIZATION OF PEL.

- (a) Employees suffering an illness or injury in excess of 5 consecutive work days may draw upon their PEL account after the fifth day. PEL is provided by County solely in the nature of insurance against an employee's loss of income due to illness or injury. Employees may utilize their PEL when unable to perform their work duties by reason of illness or injury, exposure to contagious disease under circumstances by which the health of the employees with whom associated or members of the public necessarily dealt with would be endangered by attendance of the employee, or by illness to the employee's family members in the employee's immediate household. In such event, the employee shall notify their immediate supervisor, with a copy to Human Resources. The notice will include the reasons for the absence, the nature and expected length thereof, as soon as possible and in no event later than the first half of the first regular work shift unless unable to do so because of the injury or illness. A physician's statement of the nature of the injury or illness, the employee's disability from performing work, the need for the employee's absence, and the estimated duration of the absence may be required at the option of the department head, other supervisor or Human Resources for absences of over three days, prior to the payment of any PEL benefits. A physician's statement may also be required at the option of the department head, other supervisor, or Human Resources when an employee has had three or more non-consecutive absences within a given calendar month, prior to the payment of any further PEL benefits for that month, provided that the employee is notified in writing that a physician's statement will be required. If a physician's statement is required, it shall be directed to Human Resources.
- (b) Notwithstanding subsection (a), an employee with available PEL may exercise a one-time option to sell back up to 40 hours of the PEL once per fiscal year. In the alternative, employees with over 500 hours may sell back PEL up to 80 hours once per fiscal year. Payment shall be made as part of the regular paycheck. Requests for PEL sell back are the sole responsibility of the employee and such requests must be made in writing on the County approved form

9.3 RETIREMENT FROM EMPLOYMENT.

PEL has no cash-out value upon termination except at retirement, layoff as under Article 15.4, permanent and total disability as a result of a work-related injury, death of the employee, or as provided in Section 9.4, "Sell-Back of PEL Prior to Retirement." In the event of retirement, and where the employee has not elected to exercise rights under Section 9.4, the value of the PEL will be placed in a Retirement Health Savings Plan for the benefit of the employee. Maximum pay-out will be 880 hours of PEL. Pay-out at death will be to the employee's estate. Pay-out of PEL to the Retirement Health Savings Plan at retirement will be allowed providing the following

conditions are satisfied:

- (a) The employee is at least 55 years old; and
- (b) The employee has served as a County employee at least 7 years continuous service immediately prior to retirement; and
- (c) The employee is eligible for the County provided retirement program and does not intend to take a full-time job elsewhere.

9.4 SELL-BACK OF PEL PRIOR TO RETIREMENT.

- (a) An employee who has reached the age of 55 and who has 7 or more continuous years of service with Yamhill County, and who is eligible for the County provided retirement program and intends to retire and does not intend to take a full-time job elsewhere may elect a one-time option to sell back all or part of accrued PEL within the window period described below prior to the date of retirement.
- (b) An employee qualified to sell back PEL under this section must advise the accounting division of his/her intent to sell back PEL no earlier than November 24 and no later than December 23 in the calendar year prior to the year the employee retires. The income earned from the sell back shall be paid in the next regular paycheck due the employee subject to the time needed to process the payroll.
- (c) Any employee who has more than 880 hours of PEL on the books at the time he/she requests this one-time sellback of PEL shall forfeit all PEL in excess of 880 hours which is the maximum payout upon retirement.
- (d) If this option is exercised, the employee is responsible for all employee state and federal income, FICA and Medicare, and any other employee paid taxes imposed on the income earned from the sell back. Persons who elect this sell back feature may utilize the County's deferred compensation program to defer income taxes on their earnings subject to federal deferred compensation limits and the policies of the deferred compensation provider.

ARTICLE 10 – OTHER LEAVES AND ABSENCES

10.1 CRITERIA AND PROCEDURE.

- (a) Leave of absence without pay, not otherwise protected by law, not to exceed 90 calendar days may be granted upon establishment of reasonable justification therefore in instances where the work of the department will not be seriously handicapped by the temporary absence of the employee. Requests for such leaves must be in writing. Normally such leave will not be approved for an employee for the purpose of accepting employment outside the service of County. Such leaves may be renewed or extended upon request and at the discretion of the County Administrator.
- (b) Leave of absence without pay, as provided for in section 10.1(a), is not allowed until the employee has used all accrued leave, including available holidays in Article 7.

10.2 JURY DUTY.

Employees shall be granted leave for service on a jury. The compensation paid to such an employee for the period of such absence shall be reduced by the amount of money received by him for such jury duty. Upon being excused from jury service before the end of their normal shifts, employees shall immediately contact the department head or other supervisor for assignment for the remainder of his regular work day.

10.3 APPEARANCES.

Leave with pay shall be granted for appearances, in connection with an employee's officially assigned duties, before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority. The compensation paid to such employee shall be reduced by an amount equal to any compensation he/she may receive as a witness fee.

10.4 REQUIRED COURT APPEARANCES.

Leave of absence with pay shall be granted for attendance in court in connection with an employee's officially assigned duties, including the time required for travel to the court and return to the employee's headquarters. Employees whose normal duties require court appearances shall normally be compensated in the form of compensatory time off.

10.5 ASSOCIATION BUSINESS.

- (a) The union will provide a list of the names of union officers, position held, and union stewards to the County Administrator no later than January 1st of every year. The union will promptly notify the County Administrator of any changes to the above-described list. The union or its representatives shall have the right to conduct official union business on County property at such time and in a manner which does not interrupt County operations or efficiency with supervisor approval. Nothing herein is to be construed as a right of an employee to leave his/her station without supervisory approval. To gain supervisor approval, a written description of the specific reason for the need to leave the work station, the purpose of the absence and the estimated duration of the absence, is required. The union shall conduct all business on other than County time except as expressly authorized elsewhere in this Agreement.

Union meetings on County property will only be allowed so long they do not interfere with County business needs and break and lunch periods of County employees. Before scheduling a union meeting on County property, the use of the planned meeting space will be scheduled in advance with approval through the department supervisor responsible for that facility.

- (b) A maximum of 3 union officers or stewards shall be granted use of their FET or comp time for annual statewide or national meetings, provided 30 days' written notice is given to the affected department head and is approved by the County Administrator. No more than one employee from any given department shall be on leave at the same time pursuant to this provision, unless approved by the department head and the County Administrator.
- (c) Association officers or stewards shall be granted FET or comp time to attend union functions unless there are specific operational barriers to their leaving the workplace.

10.6 WORKERS COMPENSATION.

The County shall pay to the employee the difference between what the employee receives from Workers' Compensation insurance and his/her regular salary rate. The dollar value paid by the County shall be converted to the employee's hourly wage rate and charged on an hourly basis against the employee's accrued paid leave. If the employee has no accrued leave, or upon exhaustion of the employee's leaves, the County's supplemental payments shall cease.

10.7 FAMILY MEDICAL LEAVE.

Family medical leave shall be granted in accordance with applicable law. Employees shall be required to use, in order, any accrued FET, compensatory time, available personal holidays or PEL at the beginning of a period of leave. Extension of leave beyond the statutory period shall be as provided in Section 10.1.

10.8 EDUCATIONAL LEAVE.

After completing one year of continuous service a full-time employee, upon written request, may at the discretion of the department head and the County Administrator be granted a leave of absence without pay by the County for the purpose of upgrading his professional ability through enrollment at an accredited school or course of study. The period of such leave of absence shall not exceed one year but may be renewed or extended upon request of the employee and approval of the department head and the County Administrator. One-year leaves of absence, with requested extension, for educational purposes may not be provided more than once in a three-year period.

10.9 CONFERENCES.

Employees may also be granted time off with pay for educational purposes, for reasonable lengths of time, to attend conferences, seminars, briefing sessions, training programs and other programs of a similar nature that are intended to improve or upgrade the employee's skill and professional ability when approved by the supervisor and/or the Department Head having supervision of the employee. Attendance at such conferences shall be subject to budget limitations and all non-budgeted expenses shall require approval by the supervisor and/or the Department Head. No employee shall be authorized to attend a school, training or educational program in excess of one week unless such employee first agrees in writing to either continue in the active employment of County for one full year following completion of the program or, if his employment is voluntarily terminated within that year or while in attendance at the program, to reimburse the County for the salary paid to him while attending such program.

10.10 MILITARY LEAVE.

Military leave shall be granted in accordance with State and Federal law.

10.11 BEREAVEMENT LEAVE.

An employee may be granted up to 5 days paid bereavement leave, to be used within sixty (60) days following the death of the employee's fiancé, spouse, same sex domestic partner, parents, children, brother, sister, grandparent, grandchild, stepmother, stepfather, stepchild and the spouse's same (i.e: spouse's grandparent, etc.), or any other family members residing in the employee's immediate household. The purpose of the leave is to make household arrangements and to attend the funeral. Bereavement leave may be taken intermittently within the time allowed so long as the leave is taken in full-day increments, with the approval of the supervisor. However, once the leave is commenced, the complete amount of the leave must be used within a two-week period. The above-described bereavement leave is concurrent with any other bereavement

allowed by law.

An employee may also be granted paid bereavement leave to attend the funeral of a current fellow employee. Unpaid bereavement leave may be granted in the event of death of a close friend. Time taken off to attend such friend's or fellow employee's funeral may be scheduled in half-day increments and shall be limited to no more than one day.

Bereavement leave will not be unreasonably denied and any denial can be appealed to the County Administrator. The County Administrator can make exceptions to the two-week period based on special circumstances.

10.12 CONTINUATION OF BENEFITS.

Upon termination, an employee may continue at the employee's expense County benefits as provided by state or federal law.

10.13 RIGHT TO REINSTATEMENT FOR LEAVE UNDER ARTICLE 10.

At the expiration of an authorized leave of absence granted under this Article, the employee shall be returned to the employee's former or similar position. Provided, however, that if the employee returns after 12 months (except for workers' compensation leaves), the employee may be placed on a rehire list and be reinstated when an opening occurs in a job the employee is qualified to perform.

ARTICLE 11 – HEALTH AND WELFARE

11.1 MEDICAL – DENTAL.

- (a) The County shall offer union members medical and dental plans.
- (b) Effective September 1, 2017 through August 31, 2018, the County shall pay 99% of the Providence Base plan monthly premium for coverage of full-time employees and their dependents up to \$1,471.59. The employee shall pay 1%. In addition, the County shall permit full-time employees to “buy-up” to a different plan. The County shall contribute \$100 per month toward the cost of the “buy-up” plan. The employee's share shall be paid by payroll deduction.
- (c) From September 1, 2018 through August 31, 2019, the County shall pay 99% of the Providence Base plan monthly premium of September 1, 2017 plus up to 5% more than this amount for coverage of full-time employees and their dependents. The employee shall pay 1%. In addition, the County shall permit full-time employees to “buy-up” to a different plan. The County shall contribute \$100 per month toward the cost of the “buy-up” plan. The employee's share shall be paid by payroll deduction.

From September 1, 2019 through August 31, 2020, the County shall pay 99% of the Providence Base plan monthly premium of September 1, 2018 plus up to 5% more than this amount for coverage of full-time employees and their dependents. The employee shall pay 1%. In addition, the County shall permit full-time employees to “buy-up” to a different plan. The County shall contribute \$100 per month toward the cost of the “buy-up” plan. The employee's share shall be paid by payroll deduction.

- (d) While this Agreement is in effect, the County will provide a Voluntary Employee Beneficiary Association Medical Expense Plan (“VEBA”) to be administered by a third party on behalf of those members who select the Providence Base Plan. The amount of the VEBA is \$100 per month. The County will not provide a VEBA for those members who choose to “buy-up” to a “buy-up”. The cost of the VEBA is not considered part of the combined premiums for purposes of subsection (e) of this section.
- (e) The maximum monthly premium (“the cap”) for the cost of the premium described in subsection (b) of this section is 5% more than the County’s share of the monthly premium for September 2016. If the cost of the premium for subsection (c) exceeds the cap, the excess cost over the cap shall be split 50%-50% by the employee and the County. The employee’s share shall be paid by payroll deduction.

11.2 LIFE INSURANCE.

The County shall provide \$6,000 term life insurance for each employee and \$2,000 for his/her dependents under a plan selected by the County. Employees shall designate their beneficiaries. The County will provide an option for additional life insurance at the employee's cost.

11.3 SHORT-TERM DISABILITY.

The County will pay the full premiums for short-term disability insurance administered through a private carrier in accordance with standards determined and approved by the joint County and union Benefits Committee.

11.4 RETIREMENT.

As determined by PERS, eligible employees shall become members of the Yamhill County PERS non-police & fire retirement plan. The County shall “pick-up” the employee contribution unless prohibited by law.

11.5 DEFERRED COMPENSATION.

The County shall provide for deferred compensation plans offered by a qualified financial institution such as those offered by Nationwide Retirement, ICMA Retirement Corporation and Oregon Savings Growth Plan.

11.6 ELIGIBLE EMPLOYEES.

Full time employees shall be eligible for the health and welfare benefits set forth in this Article on the first day of the calendar month following the month of employment if the employee is hired on or before the 15th day of the month. If the employee is hired on or after the 16th day of the month, then the employee shall be eligible on the first day of the calendar month following the month after the month of employment.

11.7 PART TIME EMPLOYEES.

Regular part time employees shall receive the prorated percentage in proportionate amounts to that received by full time employees.

11.8 CHANGE OF CARRIERS.

If a change in carriers is necessary, the County shall notify the union to enable the union to discuss the possible changes with the County prior to any such changes being implemented.

11.9 EARLY RETIREMENT BENEFIT.

An employee who has served the County for a minimum of 10 years continuous service immediately prior to retirement at or after the age of 58 will be entitled to an early retirement benefit in the form of severance pay in the sum of \$100 for each year of his/her age less than 70.

11.10 OPTIONAL INSURANCE FEE.

Any employee purchasing optional insurance coverage shall pay as a part of the cost of coverage a service fee of \$.50 per month for each plan the employee participates in. No fee shall be charged for participation in a County-sponsored deferred compensation program.

11.11 CREATION OF JOINT COMMITTEE ON HEALTH INSURANCE ALTERNATIVES.

The parties agree to continue a joint committee to study insurance alternatives.

ARTICLE 12 – DISCIPLINE AND DISCHARGE

12.1 CAUSE FOR DISCIPLINE OR DISCHARGE; TYPES OF DISCIPLINE; REPRESENTATION RIGHTS.

- (a) The County may discipline, discharge, suspend, or reduce the pay of an employee for just cause. Discipline shall normally be progressive. Suspension shall not exceed two weeks. The County may impose sanctions based on the totality of circumstances and severity of the conduct. Reduction in pay means a lower step on the employee's salary range.
- (b) Employees engaging in behavior that disrupts the orderly, efficient, or safe operation of business or reduces their performance or the performance of co-workers that reasonably might be expected by management may be subject to discipline. Such behaviors may be defined in the employee handbook or by department policy.
- (c) **Formal Discipline:** Forms of formal discipline include, but are not limited to: letter of reprimand, suspension, reduction in salary, demotion and termination. Discipline will normally be progressive; however, any level of discipline may be imposed based on the totality of circumstances and just cause. The County may terminate, suspend, or reduce the pay of an employee for the following actions which do not require prior discipline: dishonesty, including theft, drinking, or being under the influence of intoxicants, when related to employment activity, use or sale of illegal drugs, gross insubordination, conviction of a felony, conviction of a misdemeanor related to work, obtaining leave or benefits under false pretense, deliberate or reckless destruction of the County property, gross misconduct or sexual misconduct in connection with work, or other similar conduct which reflects poorly on County employment.
- (d) **Informal Discipline:** Forms of informal discipline include, but are not limited to counseling, verbal warnings, letters of instruction, and work improvement plans. These forms of informal discipline may serve as evidence for future formal disciplines. Information regarding informal discipline shall be kept in the managers working file. Informal discipline is not subject to the grievance process. If the informal discipline is reduced to writing, the employee may provide a written rebuttal.

- (e) Employees involved in disciplinary actions have the right to request union representation or union counsel in any investigatory interviews with management regarding formal discipline. Other representatives in disciplinary actions are permitted only through the mutual agreement of the County and the union.

12.2 DEFINITIONS.

The following definitions shall apply for this Article:

- (a) "Gross insubordination" is the refusal of an employee to obey a lawful order after such order has been communicated both verbally and in writing.
- (b) "Gross misconduct" means any conduct constituting a substantial disregard of the standards of behavior which a reasonable employer has the right to expect. Such conduct may include violation of confidentiality agreements or release of confidential materials contrary to department policy.
- (c) "Sexual misconduct in connection with work" means any conduct constituting sexual harassment or any overt sexual activity occurring in the workplace.

12.3 DUE PROCESS REQUIRED PRIOR TO ISSUING LETTER OF REPRIMAND.

Prior to issuing a letter of reprimand, the manager shall discuss the infraction with the employee. Should any part of the interview involve potential criminal conduct, the employee will be given one of the written "Garrity" warnings provided in a memorandum to this Agreement before discussing the infraction with the employee. If in the course of the discussion, the employee believes formal discipline may result, the employee may request and be granted a union representative. Following the discussion, the manager will determine whether to proceed with formal discipline. If the manager tentatively elects to issue a letter of reprimand, the manager will so inform the employee. The employee may then request the manager delay issuing the letter of reprimand until the employee prepares a rebuttal. Upon such request, the manager is obligated to refrain from issuing the letter of reprimand for at least one working day or as mutually agreed. A time shall then be set by the manager to receive the employee's rebuttal for consideration before the letter of reprimand is issued. A union representative may, upon request, be present when the employee presents the rebuttal to the manager. After considering the rebuttal, the manager will determine whether to issue the letter of reprimand.

12.4 DUE PROCESS REQUIRED PRIOR TO ISSUING FORMAL DISCIPLINE OTHER THAN A LETTER OF REPRIMAND: INVESTIGATORY INTERVIEW AND NOTICE.

In the event the Employer believes an employee has engaged in conduct that may result in formal discipline other than a letter of reprimand, the following due process will be provided:

- (a) The employee and the Union President, or designee, will be given at least 24 hours advance written notice of intent to interview the employee under investigation for formal disciplinary action. The interview will be termed "investigatory interview." The notice will include the nature of the allegations or sufficient information to determine the alleged misconduct, the approximate date of the incident giving rise to the interview, and the employee's right to request a union representative be present during the interview. If such a request is made, it will not be unreasonably denied.

- (b) Interviews will take place at a County facility, or elsewhere if mutually agreed, unless an emergency exists which requires the interview to be conducted elsewhere.
- (c) The Employer shall make a reasonable good faith effort to conduct an investigatory interview during the employee's regular working hours, except for emergencies or where interviews can be conducted by telephone.
- (d) Employees may be compelled to answer all questions in the pre-disciplinary investigatory interview that are reasonably related to the subject matter under investigation. The employee may be disciplined for refusing to answer such questions. Should any part of the interview involve potential criminal conduct, the employee will be given one of the written "Garrity"* warnings provided in a memorandum to this Agreement before interviewing the employee. The Employer may compel the employee to answer questions, however, any responses may not be used in any proceeding other than the internal investigation unless the employee knowingly provides false statements or information in response to the questions.
* *Garrity warnings are included in the appendix.*
- (e) Interviews shall be conducted professionally without intimidation or abuse.
- (f) The employee shall be entitled to such reasonable intermissions as reasonably necessary.
- (g) All interviews shall be limited in scope to activities, circumstances, events, conduct or acts pertaining to the incident that is the subject of the investigation. Nothing in this section shall prohibit the Employer from questioning the employee about information that is developed during the course of the interview.
- (h) If the Employer or the union tape records the interview, all participants will be so notified before the interview begins. A complimentary copy of the complete interview of the employee shall be furnished, upon request, to either party. If the interviewed employee is subsequently disciplined and any part of any recording is transcribed by the Employer or the employee, the other party shall be given a complimentary copy.

12.5 NOTICE OF POSSIBLE FORMAL DISCIPLINE; REQUIREMENT FOR PRE-DISCIPLINARY "LOUDERMILL" MEETING FOR DISCIPLINE EXCEEDING A LETTER OF REPRIMAND.

- (a) Notice of Possible Formal Discipline. At the option of the Employer, the Employer may propose a Notice of Possible Formal Discipline to resolve a disciplinary matter by mutual agreement in lieu of the pre-disciplinary "Loudermill" meeting described in subparagraph (b). The Notice of Possible Discipline may be offered with or without an investigatory interview. A Notice of Possible Discipline will describe the facts, alleged misconduct and proposed discipline. The employee may either accept or reject the proposed discipline. If the proposed discipline is accepted, discipline will be imposed in accordance with the notice. If the proposed discipline is rejected, the Employer may proceed to give written notice of a disciplinary "Loudermill" meeting as described in subparagraph (b).
- (b) "Loudermill" meeting. Following the investigatory interview or Notice of Possible Formal Discipline process described above, if the Employer elects to proceed with formal discipline, the Employer will provide the employee and union representative with written

Notice of Disciplinary Meeting. The notice will include the time and place of the meeting, a summary of the preliminary findings, the alleged misconduct, and a range of the possible discipline. The parties will attempt to set the meeting by mutual agreement. At the meeting, the employee or the employee's designee will be given the opportunity to provide any explanation desired, including mitigating evidence or circumstances. At any time during or before the Loudermill meeting, the Employer, union or affected employee may request a collaborative discussion as provided in subparagraph (c) to attempt to resolve the issues leading to the possible discipline. The collaborative discussion will only take place upon mutual agreement of the parties.

- (c) The parties by mutual agreement may enter into the collaborative discussion authorized by this section. The parties will set a time frame for completion of the collaborative discussion. The purpose of this discussion is to provide either party the opportunity to provide additional evidence, mitigating or aggravating circumstances related to the potential discipline. The parties agree to maintain an informal setting for the meeting. Either party may record the meeting. The employer may not decide on the final discipline to be imposed until after such meeting. The parties may agree to alternative forms of discipline or other resolution as they deem appropriate. Such solutions shall not constitute a precedent for other disciplinary cases. The collaborative discussion is subject to the following terms:
 - (i) While the collaborative discussions are taking place, all other contractual time frames in Article 12 shall be frozen.
 - (ii) The Employer, union or affected employee may terminate the collaborative discussions at any point. If collaborative discussions are terminated, the time frames in Article 12 resume.
 - (iii) Where a disciplinary action may result due to a conflict between bargaining unit employees, the manager or supervisor may solicit the assistance of the union in mediating the conflict as an alternative to imposing discipline.

12.6 IMPOSITION OF FORMAL DISCIPLINE.

- (a) If the Employer determines that discipline is warranted, the Employer will issue written Notice of Discipline to the affected employee. The notice will include a summary of the facts, the policy violations or misconduct determined to have occurred and an explanation of the discipline imposed.
- (b) The employee or union representative, upon request, shall be furnished with a copy of the reports of the investigation which shall contain all known material facts of the matter, witness statements, tape recordings, and any other materials relied upon to impose discipline. The employee shall also be given the names of all witnesses and complainants who provided testimony against him or her and/or whose statements may be used against him or her. These will be provided at no cost to the employee or union.
- (c) When the Employer issues a letter of reprimand, reduction in pay, suspension without pay or discharge, it must do so within 30 calendar days of the day the Employer first has knowledge of the conduct giving rise to the discipline; otherwise the discipline will be

disallowed. If the County is unable to meet the 30-day deadline, it will so advise the union and request an extension of time in which to issue the discipline. Mutual agreement to the extension will not be unreasonably withheld. A copy of the notice of discipline shall be given to the union and affected employee immediately.

- (d) In no event will an employee be discharged or suffer loss of pay due to disciplinary action until the County has given at least three days (which may be extended by mutual consent of the parties) prior written notice to the employee and the union of the alleged misconduct leading to the discipline.

12.7 MINIMUM MONITORING REQUIREMENTS FOLLOWING FORMAL DISCIPLINE.

In the event that the County imposes formal discipline, excluding termination, the discipline will provide for two dates approximately six months and one year in the future to review the progress the employee is making resolving the issues for which discipline was imposed. Nothing shall preclude meetings on a more frequent basis if desired. A brief summary of said meetings will be reduced to writing by management. In the event that the supervisor fails to meet the timeline set for the meeting, the employee or the Association shall have 30 days in which to request the meeting. In the event that the supervisor fails to hold the meeting at the employee's request, the formal discipline shall have no further force or effect. The employee shall be given the opportunity to have a union representative present at said meetings. However, it is not the County's responsibility to make such arrangements. Timelines begin from imposition of discipline regardless of grievance filing.

12.8 RECORDS.

- (a) An employee subject to discipline shall be given a copy of any disciplinary action entered in his personnel file within five days of such action. Employees may place statements of rebuttal or mitigation in their personnel files.
- (b) Letters of reprimand shall be removed from the personnel file after 24 months, and other formal disciplines after three years. The removed discipline shall then go into a confidential file, maintained by Human Resources and will be effective for the disciplinary process only if the employee commits the same offense within the next 24 months.
- (c) The contents of the personnel file shall be limited to the employment application, personnel actions, formal disciplines, yearly performance evaluations, or other records (i.e., certifications, releases of information, work-related training records) as required by law or lawful purpose. Employees may elect to include evaluations and other records in their personnel file upon mutual agreement of the employee and the manager.

12.9 GENERAL.

- (a) The Employer and union may mutually agree, in writing, to extend any timelines of this Article.
- (b) Lie Detector Tests: No employee will be directly or indirectly compelled to provide polygraph or voice stress tests in any disciplinary proceeding under Article 12.

ARTICLE 13 – SETTLEMENT OF DISPUTES

13.1 GRIEVANCE AND MEDIATION PROCEDURE. ALTERNATIVE RESOLUTION OF GRIEVANCE THROUGH COLLABORATIVE RESOLUTION.

Any grievance or dispute which may arise between the parties concerning the application, interpretation or meaning of this Agreement, shall be settled in the following manner:

Informal Initial Review: Before filing a written grievance, the employee or union shall discuss the complaint with the supervisor and/or department heads in an effort to informally resolve the dispute.

Collaborative Resolution Process: At any stage of the grievance process, prior to an arbitration hearing, parties may mutually agree to enter into a collaborative resolution process, freezing timelines established in each grievance step. Upon agreeing to this process, parties shall, in writing, mutually agree upon time frames for completion of the process. The parties may mutually agree to extend those time frames. If the parties are unable to resolve the dispute via collaborative resolution, the grievance may be advanced to the next step. All grievance settlements reached through the collaborative resolution process are non-precedential and shall not be cited by either party or their agents or members in any arbitration or fact-finding proceedings. Grievance settlements reached through this process shall be reduced to writing and signed by the union representative, grievant, and management representative. Actions taken pursuant to the resolution of grievances through the collaborative resolution process shall not be deemed to establish or change practices under the Collective Bargaining Agreement or ORS Chapter 243, and shall not give rise to any bargaining or other consequential obligations.

Step 1: If the grievance has not been resolved in the informal process above, it may be presented in writing by an authorized a Union Representative to the Department Head within twenty-one (21) calendar days after the initial occurrence which gave rise to the grievance. However, the twenty-one (21) days may be waived in step one by mutual written agreement of the parties.

A grievance regarding a disciplinary matter that resulted in the imposition of a demotion, suspension without pay, or termination shall be initiated at Step 2 of the grievance process.

The grievance shall clearly set forth the specific basis of the grievance including the relevant facts and the name(s) of the aggrieved employees, the specific CBA Article(s), and subsections if applicable, alleged to be violated and the requested remedy, whether filed at Step 1 or Step 2. If the Union is unable to articulate the above-described specific information, it will so advise the County and request an extension of time in which to provide that information. Mutual agreement to the extension will not be unreasonably withheld.

The Department Head shall respond in writing to the grievance within seven (7) calendar days of receipt. The response shall be submitted to the union and grievant.

Step 2: If the grievance remains unadjusted, it may be presented by the union to the County Administrator within seven (7) calendar days after the response specified in Step 1 is due. The union's presentation shall not be considered a grievance unless it states specifically that it is a grievance being filed at Step 2 and recites the specific information outlined above. Failure of the union to so specify will alleviate the County of any obligation to proceed further. The County Administrator or its designee shall respond in writing to the union within seven (7) calendar days.

Any grievance by the County shall be filed with the union at Step 2 within fourteen (14) calendar days of its occurrence, and shall be subject to the same requirements contained herein with regard to the form of the grievance. The union shall respond to any County grievance filed pursuant to Step 2 within 14 (fourteen) calendar days.

Step 3:

Board of Adjustment or Mediation (Economic Disciplines).

- (a) If the grievance does not pertain to an imposition of economic discipline and remains unadjusted, it may be presented by the County or union to a Board of Adjustment consisting of two persons appointed by the County and two persons appointed by the union. The grievance shall be submitted within seven (7) calendar days after which the response specified in Step 2 is due. The Board shall, within fourteen (14) calendar days of the date the grievance is received, set a date for a hearing. The Board shall set a hearing date as expeditiously as possible. The Board shall hold a hearing at which evidence shall be received, testimony taken and the right of cross-examination provided. The Board shall respond to the parties in seven (7) calendar days after the hearing is held. The grievance shall be fully settled if three or more members of the Board of Adjustment agree upon a settlement which may be a compromise position of the parties. This decision shall be final and binding upon the parties.
- (b) If the grievance pertains to an imposition of economic discipline and remains unadjusted, it may be presented by either party for mediation. The parties will agree to a mutually acceptable mediator or agree to use either a mediator appointed by the ERB or other agreed provider. Mediation will have a cap of 60 days from notice of election to mediate. If the grievance remains unsettled within the 60 days, either party may move to Step 4(c), binding Arbitration. The parties may mutually agree to extend the 60 days, but such must occur before the expiration of the initial 60 days.

Step 4:

- (a) If a majority of the Board of Adjustment cannot agree upon a decision and the grievance remains unsettled, the members of the Board of Adjustment shall select a fifth member, with a desired background in labor, to cast a deciding vote. If the members of the Board of Adjustment cannot agree to a fifth member within twenty-one (21) calendar days, the union and County shall meet and agree upon a fifth member.
- (b) The parties hereto may, by mutual agreement in writing, suspend or modify the time limits specified above in regard to the resolution of any particular grievance or dispute.
- (c) Notwithstanding subsection (a), in grievances involving the imposition of economic discipline or the discharge of a union member from employment with the County, a single arbitrator shall hear the grievance at Step 4. In such an event, the arbitration shall be governed by the following procedure:
 - (i) Selection of an arbitrator. The County and union shall jointly request from the Employment Relations Board the names of seven qualified arbitrators. The County and union will select an arbitrator by alternatively striking names. The order of striking names shall be determined by which party requests arbitration. That party

will make the first strike. One name at a time shall be struck until only one name remains on the list. The name remaining on the list shall be accepted by the parties as the arbitrator.

- (ii) Binding nature; authority. The parties agree that the decision or award of the arbitrator shall be final and binding on each party and that they will abide thereby. The arbitrator shall have no authority to add to, subtract from or change any terms of this Agreement. The arbitrator's decision will be based on at least the following factors: just cause, due process and flaws for lack of just cause, the totality of circumstances, public policy and a reasonable person standard when applicable.
- (iii) The arbitrator's fee and expenses shall be paid seventy-five percent (75%) by the losing party and twenty-five percent (25%) by the winning party. Each party is otherwise responsible for their own expenses and all other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.

13.2 ASSOCIATION REPRESENTATIVES.

- (a) Union Stewards or authorized union representatives shall be permitted to reasonably investigate and process grievances without loss of pay. Such persons will notify, and gain written approval of, his/her supervisor before leaving the work site to process a grievance, their purpose for said absence, their reasonable approximate return time. Activities of its representatives in connection with association, excepting attendance at meetings with supervisory personnel and aggrieved employees arising out of a grievance already initiated by an employee shall not interfere with their or other employees' regular work assignments as employees of County.
- (b) Cases which involve discipline action that includes termination may involve up to 2 representatives on County time.
- (c) Official grievance activities shall be limited to affected parties.
- (d) Only designated union representatives may represent the employee in the grievance process. However, both union and management may agree to bring in other parties to assist in resolving the grievance.

13.3 GRIEVANCE MEETING.

- (a) Grievance investigation and processing shall be scheduled in a manner that minimizes disruption to department operations.
- (b) When, because of operational reasons, a union representative is denied participation in a grievance investigation or meeting, the representative's supervisor will accommodate a new meeting time.
- (c) Whenever possible, a grievance investigation shall be performed in a confidential setting apart from on-going office operations.

- (d) Official grievance activities shall be limited to the affected parties.
- (e) All grievance processing and information should be confidential between the parties.
- (f) Union representatives shall not actively seek grievances on County time.

ARTICLE 14 – PROBATIONARY PERIOD

14.1 PURPOSE.

The probationary period is an integral part of the employee selection process and provides the County with the opportunity to upgrade and improve the quality of its service by observing a new employee's work, training and aiding new employees to adjust to their positions and by providing an opportunity to reject any employee whose work performance fails to meet required work standards.

14.2 DURATION OF PROBATIONARY PERIOD.

- (a) Every new employee hired into the bargaining unit shall serve a probationary period of nine (9) full months.

Some classifications may serve a longer probationary period of twelve (12) months, including but not limited to the following classifications:

- a. Juvenile Corrections Technicians
- b. Juvenile Corrections Specialists
- c. Appraisers

The union will be given written notification if the County intends to include other classifications to the above list.

- (b) An employee's initial probationary period may be extended up to six (6) additional months by mutual agreement of the Association and the County. Mutual agreement to the extension will not be unreasonably withheld.
- (c) A department head may require a probationary period longer than nine (9) months if the department head has cause to believe that the candidate's training, certification, or experience dictate a longer probationary period. Prior to initial hiring, the manager shall notify the union president or his or her designee.
- (d) In those situations where union consent is required to extend a probationary period, such consent shall not be unreasonably denied.

14.3 PROBATIONARY CONDITIONS.

- (a) The union recognizes the right of the County to terminate probationary employees defined in Section 14.2 above for any reason and to exercise all rights not specifically modified by this Agreement with respect to such employees, including but not limited to, the shifting of work schedules, the assignment of on-the-job training, cross-training to other classifications, the assignment to educational courses and training programs, and the

requirement that such employees attend training programs on their off-duty time for which they will be compensated on a straight time basis by the granting of compensatory time off.

- (b) Probationary employees shall meet bi-monthly with his/her supervisor to review performance expectations. Any employee who has their probation extended pursuant to section 14.2(b) shall meet monthly with his/her supervisor to review performance expectations.
- (c) Nothing in Section 14.2 diminishes the County's right to terminate a probationary employee at any time.

14.4 PROBATION IN PROMOTIONAL POSITION.

Persons promoted or reclassified to a higher position shall serve a promotional probationary period of six months. In the event the employee is unsuccessful in the new position, the employee shall be returned to the former position or another suitable and available position, as determined by the County Administrator. The supervisor will meet with the promoted employee bi-monthly to review performance expectations.

14.5 NOTICE TO UNION.

The County shall provide advance notice to the union president or designee prior to the County Administrator's authorization of the hiring of an employee into the bargaining unit at pay level Step 3 or above to provide the opportunity for the union to comment on such hiring to the County Administrator. Nothing in this section is intended to grant the union the right to become involved in the hiring process beyond the ability to voice concerns.

ARTICLE 15 – LAYOFF AND RECALL

Definitions as applicable to this Article:

DEPARTMENT is defined as a major, distinct business unit of the County which may be separated into specialized divisions for the purpose of organized business activities, e.g., Public Works Department. For purposes of this Article, a department is not a program (defined below) and excludes the Department of Health and Human Services (HHS).

SENIORITY is defined as the date the employee was hired into a bargaining unit position less time away from Yamhill County on an unpaid status. Unpaid status may include: 1) Voluntary separation; 2) Involuntary separation (termination or layoff); 3) Moving to non-bargaining unit status; 4) Reduction of hours to less than 20 hours per week.

TENURE is defined as the amount of time worked within a classification for purposes of this section. To utilize tenure, an employee shall have worked at least five (5) FTE years of seniority within the classification.

FULL TIME EQUIVALENT (FTE) is defined as an employee working 40 hours per week as a member of the AFSCME bargaining unit.

PART-TIME EMPLOYEE is defined as an employee in the bargaining unit who works less than 40 hours per week but 20 hours or more per week. Both seniority and tenure shall be prorated by the % of

FTE worked; for example, a .75 FTE employee working for 12 months would be credited with 3/4 year's seniority and tenure.

PROGRAM is defined as a major unit within the Department of Health and Human Services (HHS), except as applied to clerical classifications as indicated in the current County budget, for example, Mental Health. For the purpose of this Article, a program is not a department.

VACANT POSITION is defined as follows:

- (a) It is contained in the budget or has been approved by the Board of Commissioners.
- (b) Sufficient resources to pay wages and benefits for the position for the balance of the fiscal year, unless the position is identified as temporary.
- (c) The department/program holding the position is either in recruitment process or *begins* the recruitment process within 45 days of the effective date of the layoff.

15.1 LAYOFF.

- (a) In the event layoffs become necessary:
 - (i) Employees with less than 5 years of FTE service within the classification shall be released in inverse order of FTE service within the classification in the department or program in which the person is employed.
 - (ii) Employees with 5 or more FTE years of service shall be released in inverse order of seniority.
- (b) The County shall notify employees, and the Union President, subject to layoff a minimum of fifteen (15) calendar days prior to the effective date of the layoff. The County Human Resources Manager shall notify employees of their options under the provision of Article 15.
- (c) Employees shall have 7 calendar days to notify the County, in writing, of the option the employee shall exercise.
- (d) Prior to layoffs, either party may request discussion of the options of furlough, reduced workweek, reduced workday or temporary closure.
- (e) The Human Resources Manager shall assign each position to a classification family. The assignments shall be reviewed and approved by the Classification committee. When new positions are created, the Classification committee shall, upon recommendation of the Human Resources Manager, assign the new position to a classification family.

15.2 BUMPING.

- (a) When notified of a layoff, an employee has the following options:
 - (i) Decline to bump and accept a layoff.

- (ii) Apply for a vacant position as defined in this Article and/or bump into another position within the same classification family. (Preference for employee selection shall be as defined in Article 18.)
- (b) Employees choosing not to accept layoff are encouraged to apply for vacant positions so as to cause the least disruption to other employees and to County operations. In the event that the employee is not successful in filling a vacant position and/or chooses to assert bumping rights, bumping shall proceed as follows *:
- (i) An employee with at least 5 years tenure has the following additional bumping right which may be exercised one time only. The employee may bump any one other employee in the same or lower classification within the classification family Countywide. Choice will be given among the three least senior positions for which the laid-off employee is qualified (or can become qualified for during the 90-day orientation period). The bumping employee must demonstrate that he/she meets the minimum qualifications and has the required certifications or licenses to perform the job. Employees who lack the necessary certifications or licenses and who can obtain them within the 90-day orientation period shall be permitted to bump. Definition of qualifications for the purpose of the section will be described in Article 15.2(b)(vi).
 - (ii) The employee may exercise the one-time option to bump into the same classification family and same department/program. An employee may bump any junior employee in the same classification family and same department/program. An employee need not have five years continuous service to exercise the one-time bump provided a junior employee then occupies a position in the same classification family and same department/program. An incumbent who is bumped by an employee exercising the one-time bump may in turn exercise the same right provided an employee junior to the incumbent occupies a position in the same classification family and same department/program.
 - (iii) If an employee has tenure in a classification family other than the classification family in which the employee is currently employed, the employee shall have the option of bumping into his/her former classification family as per subsection 15.2(b)(i).
- * **note:** an employee with five years tenure may exercise bumping rights under only one of the following sections: 15.2(b)(i),(ii), or (iii).
- (iv) If an employee chooses to bump into a position with a lower rate of pay, the employee's pay will be adjusted to the salary range of the new position into which he/she has bumped. The employee's former step will be maintained within the new pay range.
 - (v) If, in the judgment of the department head, an employee cannot adequately perform the duties of the job to which he/she has seniority to bump, the employee shall be so advised within 10 calendar days of making a formal request to bump.
 - (vi) Determination of qualifications shall be accomplished by the same process utilized in selecting the most recent employee in the position. If the employee disagrees, he/she

shall have the right to refer such disagreement to the review board as described in Section 15.7 within 10 calendar days.

- (c) The employee may not bump under the following conditions:
 - (i) The employee has received a formal discipline under Section 12.6 of the collective bargaining agreement within the previous 12 months. As only used in this subsection, "formal discipline" means a disciplinary action that has been finally sustained under the grievance process, if any.

15.3 ORIENTATION PERIOD.

- (a) An employee who has bumped shall serve a 90-calendar day orientation period, unless waived by the supervisor. If the supervisor waives the orientation period, the employee has full contractual rights and benefits. The purpose of the orientation period is to learn and demonstrate the ability to perform the job.
- (b) An orientation plan shall include the following elements:
 - (i) The list of duties the employee is expected to perform.
 - (ii) Measurements of the ability to perform the duties. Performance measures may include accuracy, volume of work performed or other reasonable criteria.
 - (iii) Any behavioral skills generally required of other employees holding similar positions within the department/program.
 - (iv) The plans shall be in writing with sign-off by the YCEA steward and the bumping employee for reasonableness and consistency with other orientation plans. Dates on which progress shall be reviewed will be noted in the plan.
- (c) The plan, and the employee's performance of it, shall be reviewed with the employee at the mid-point and end of the 90-day period. During the 90-day orientation period, the employee retains all contractual rights and benefits. If the employee is unable to demonstrate the ability to learn and perform the job, as outlined in the plan, the employee shall be laid off with no further bumping rights, unless recalled.
- (d) The 90-day orientation period may be extended by mutual agreement if the parties agree that circumstances have not allowed an appropriate period of review of the employee's ability to fulfill the requirements of the position.

15.4 FET PAYOUT.

Employees who are laid off may elect to either:

- (a) Receive payment for their FET as provided in Article 8.4. In the event of a layoff the employee shall receive at least 50% of the value of their FET and any PEL under the FET schedule (Article 8.4); provided, however, that no compensation will be paid under this subsection to an employee with less than 12 months continuous service.

- (b) The employee may hold their FET/PEL for a period of one year or until recall, whichever comes first. If the employee is not recalled to employment after one year, the employee shall be paid for their FET as provided in Article 8.4 with a minimum payment of 50% of the value of the FET at the time of layoff.
- (c) Negotiated layoffs in lieu of disciplinary action between the County and the employee are not subject to the minimum 50 % payoff of FET.

15.5 PART-TIME EMPLOYEES.

Notwithstanding any other language found in this agreement, a part-time employee working 20 hours or more per week shall be treated as a full-time employee for layoff and bumping purposes, but the part-time employee's seniority will be pro-rated based upon the average hours of work.

15.6 PART-TIME POSITIONS.

Employees are subject to the FTE allotment of the position into which they bump.

15.7 REVIEW BOARD.

The standing committee on reclassification shall serve as the "Seniority Review Board." Should an employee believe that he/she meets the qualifications of a job, which the department head has advised to be contrary, he/she may appeal such dispute to the Seniority Review Board. The Board shall take testimony and evidence from the department head and the employee in the same manner as the Grievance Adjustment Panel. The Board shall determine, by majority vote, whether the employee has the ability to meet the qualifications of the job in question. The decision of the Seniority Review Board shall be binding on the parties.

15.8 RECALL.

Employees who are on layoff for a period of 1 year or less shall be reinstated to their former position in the event that the former position is re-authorized by the Board. Employees who are on layoff will be notified of any vacancies within their classification family for the period of 1 year and shall be given preference, per Article 18.

ARTICLE 16 – GENERAL PROVISIONS

16.1 NO DISCRIMINATION.

- (a) The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, political affiliation, membership or non-membership in the union, sexual orientation, as also reflected in the employee handbook. The union shall share equally with County the responsibility for applying the provisions of this Agreement.
- (b) All references to employees in this Agreement designate both sexes and gender identities. Wherever one gender is used it shall be construed to include male, female and other gender identities of employees.
- (c) Employees shall have the right to form, join, and participate in the activities of association or any other labor organization, or to refrain from any or all such activities, and there shall

be no discrimination by either the County or union by reason of the exercise of such right except as specifically provided herein.

- (d) Nothing in this Agreement shall be construed as precluding or limiting the right of an employee to represent him or herself in individual personnel matters.

16.2 EXISTING CONDITIONS.

Only such existing and future work rules and benefits as are specifically covered by the terms of this Agreement shall be affected by recognition of the union and the execution of this Agreement. If modification of work rules or benefits covered by a specific provision of this Agreement is proposed, any such modification may be negotiated between the parties hereto. Whenever any conditions are changed or new conditions are established, they shall be posted prominently on all employee bulletin boards for a period of fourteen (14) calendar days. The benefits provided by this Agreement shall be exclusive and shall be in lieu of all economic or related benefits heretofore provided by the County. Nothing in this Agreement, however, shall be construed to prohibit or limit the right of the County to grant bonuses, time off with pay for personal reasons, natural disasters, rescue work or property damage, consistent with the County's prior practice or orders, or to pay an employee at a rate higher than the rates specified herein.

16.3 TOOL REPLACEMENT; TOOL ALLOWANCE.

- (a) The County agrees to insure all mechanics' tools at the same coverage as other County tools and equipment at current replacement values for any and all losses incurred by fire, theft and/or any other cause of destruction of said tools. Accordingly, a six-month inventory of each mechanic's tools shall be performed by the mechanic and one representative of County.
- (b) For tools purchased after July 1, 2007, the County agrees to reimburse mechanics and mechanics assistants in the Department of Public Works for tools used in connection with their work for the County, up to a maximum amount of \$300 per year per mechanic or mechanics assistant. Before making a reimbursement under this subsection, the employee must provide the supervisor with original receipts reflecting the employee's payment for the tool or tools.

16.4 SAFETY COMMITTEE.

There shall be established a seven-member Safety Committee. One of these members shall be the County Safety Officer, who shall be Chairman of the Committee. He/she shall present the recommendations of the Committee to the County Administrator and other appropriate officers as directed by the Committee. Each member shall have one vote. Three members of the Committee shall be selected by the union with no more than one person from any single department. (This may be proportional to available personnel.) The employee representative shall be permitted to participate in official Safety Committee business without loss of pay. Union participation on the safety committee does not waive any rights under PECBA. Meeting minutes will be available to all employees.

16.5 CHANGES IN EXISTING CONDITIONS.

The County will solicit and be receptive to the input of the union regarding changes in existing working conditions proposed by County, and any such changes shall not be made for arbitrary or capricious reasons. Any unresolved dispute regarding a change in existing working conditions

which concerns a mandatory subject of bargaining shall be resolved through the grievance procedure. The union does not waive any other collective bargaining rights or remedies under PECBA. Whenever any existing conditions are changed, they shall be posted prominently on all bulletin boards for a period of fourteen (14) calendar days prior to becoming effective.

16.6 NEGOTIATIONS MEETINGS.

The County and union shall notify each other of the names of persons authorized to negotiate for the parties. Negotiations shall, to the extent possible, be conducted during normal working hours. Union negotiators shall be allowed time off with pay for the purpose of attending negotiation meetings with County, and so long as such meetings do not interfere with performance of the employee's job. The allowed time off with pay may include one-half hour prior to the start of the negotiation meeting and one-half hour after the end of the negotiation meeting. The paid time off does not include any additional time spent prior to or after adjournment of negotiation meetings. When management establishes a negotiating team, the union bargaining team will be paid to have an equal number (or as mutually agreed) of representatives on the team, however the union may have no less than four (4) team members attend on paid time.

16.7 PAY DAY.

Pay days will be on the 15th and last working day of each month. Each employee's pay will be 50% of the regular monthly salary and premium pay with deduction for relevant withholdings. Reporting periods will be from the 24th through the 8th and the 9th through the 23rd of each month.

16.8 COPIES OF CONTRACT.

The County agrees to pay for the cost of reproducing five copies of this Agreement to be supplied to the union and two copies of this Agreement to be supplied to each department in the County for use by the employees in those departments.

16.9 COPY MACHINE AND BULLETIN BOARD.

The County agrees to set up a monthly charge account on behalf of the union for use of the County copy machine at the same rate charged other non-County authorized users. Upon receipt of a quarterly statement, the union agrees to promptly pay all costs accrued during that quarter. County business shall be given priority over non-County business.

The union may use County-provided space for the placement of a bulletin board for the posting of union related materials. All such postings must be dated and have the name of the posting individual clearly displayed. The postings will be limited to notice of union meetings and other official union business. The County reserves the right to remove any non-complying material, with notice to the union. The union will not block County access to the bulletin board. Union postings shall be confined to being posted on these bulletin boards.

16.10 OUTSIDE EMPLOYMENT.

No employee shall apply for, or accept, part time or full-time work, with or without compensation, whether permanent or temporary, with any employer other than Yamhill County, where said work either adversely affects the employee's job performance or presents a conflict of interest.

16.11 PROTECTIVE CLOTHING FOR AFFECTED DEPARTMENTS.

- (a) Coveralls, protective shoes and gloves shall be made available without cost to those employees who work in and around hazardous materials.
- (b) The County will furnish employees who perform work outdoors with adequate rain gear selected by the County for the employee's position. The County will repair or replace rain gear damaged or destroyed in the performance of the employee's duties or as a result of normal wear and tear. If the rain gear was damaged or destroyed in some manner other than the performance of the employee's duties or as a result of normal wear and tear, the County has no obligation to repair or replace rain gear damaged if furnished.
- (c) Safety shoes: Public Works
 - (i) A joint labor/management committee, consisting of 2 union representatives, appointed by the Union President with notification to the Public Works Director and the County Administrator, and 2 management representatives from the public works department, shall investigate annually by May 15th and determine the appropriate boot to be utilized by the asphalt and mechanic crews and an appropriate supplier and price.
 - (ii) Employees shall have the option of purchasing the specified boot and being reimbursed for the full cost or purchasing another boot and being reimbursed up to the purchase price of the boot designated by the 4-member committee.
 - (iii) The frequency of replacement shall be determined by the 4-member committee based on relevant data.

16.12 INCLEMENT WEATHER.

- (a) The County Administrator or designee has the discretion of closing County offices in the event of inclement weather.
- (b) If the County Administrator or designee closes County offices he/she shall use specific radio/television/email or other agreed upon communication channels. In the event of closure every attempt will be made to notify employees of closure in a timely fashion. Employees shall not have to use comp or vacation time and employees will not suffer a loss in pay. Employees who already had the day scheduled as off prior to the inclement weather designation, will not be eligible for the inclement weather pay.
- (c) If conditions are such that individual employees feel travel to and from work is inappropriate for safety reasons, the employee is authorized to use FET or comp time or leave without pay. In order to use leave without pay the employee must have exhausted all paid leave time and not be approved for the use of trade time under the provisions of this Agreement.
- (d) An employee choosing optional time off under this inclement weather policy shall notify the employer prior to the start of the shift or prior to leaving the work place.

- (e) In the event that it is necessary to maintain a service due to a legal mandate or to protect the safety of the public, such service shall be staffed on a rotational basis unless outweighed by safety considerations. After the emergency, employees will be given a minimum of eight (8) hours between the end of their shift and the start of their next regular shift.

16.13 USE OF COUNTY E-MAIL SYSTEM AND OTHER COUNTY EQUIPMENT/SERVICES.

- (a) Subject to subsection (b), union employees are authorized to use the County email system to communicate to other union employees on an infrequent basis, with limited, factual union business information such as meeting notices. Use of the County email system is not authorized to communicate any political information. The use of the County email system is not authorized for the collection of data for use in union activities or bargaining without advance written permission of the department head.
- (b) Use of the County email system is subject to County email policies, including review by department heads and other persons authorized by County policy. All County email is a public record and is subject to disclosure unless exempted from disclosure by Oregon law in accordance with the County email policy.
- (c) Use of County computers and software, County inter-office mail, and any other County equipment or services is not authorized for union activities without the express written authorization of the County Administrator, except as allowed under section 16.9 of this Article.

16.14 USE OF PERSONAL COMMUNICATION DEVICES.

- (a) It is recognized that there is an existing County policy that determines the appropriate use of County owned communications devices. (refer to policy)
- (b) Non-County Owned Devices: The use of non-County owned personal communication devices during work hours for purely social purposes is prohibited. On an occasional and infrequent basis, employees may utilize cell phones or other personal communication devices (for example: text messaging, etc.) to make brief communications where it is necessary for personal business during work hours. Employees shall make every effort to conduct such personal business on their breaks or during lunch periods. Individuals experiencing unique situations that may require exceptions to this policy should consult with the department head or designee for approval of exceptions. However, no such use of devices shall occur where the department head has determined and communicated to employees that there is a need to refrain from the use of such devices due to safety, security concerns or negative public perception.

ARTICLE 17 – SAVINGS CLAUSE AND FUNDING

17.1 SAVINGS CLAUSE.

Should any Article, Section, or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, Section or portion thereof directly specified in the decision, or should any Article, Section or portion thereof of this Agreement be unlawful, unenforceable, or made illegal through state or federal law, the parties agree immediately to negotiate a substitute, if possible, for the invalidated Article, Section, or portion thereof.

17.2 FUNDING.

The parties recognize that revenue needed to fund wages and benefits provided by the Agreement must be approved annually by established budget procedures and in certain circumstances by vote of the citizens of County. All such wages and benefits are therefore contingent upon sources of revenue and, where applicable, voter budget approval. County has no intention of reducing the wages and benefits specified in this Agreement because of budgetary limitations, but cannot and does not guarantee any level of employment in the bargaining unit covered by this Agreement. County agrees to include in its annual budget request amounts sufficient to fund wages and benefits provided by this Agreement, but makes no guarantee as to passage of such budget requests pursuant to established budget procedure. This section and County action thereunder shall not be subject to Article 13.

ARTICLE 18 – FILLING OF VACANCIES

18.1 FILLING OF VACANCIES.

When a job opening occurs within the bargaining unit, other than a temporary (30 days or less) position in any existing job classification, a notice of such opening shall be posted in all departments for at least 5 working days. During this period, employees who wish to apply for the open position or job, including employees who may be on layoff, may do so. The application shall be in writing and shall be submitted to the Human Resources office.

18.2 LATERAL TRANSFER WITHIN THE SAME CLASSIFICATION.

- (a) It shall be the policy of the County to notify employees of vacancies and allow both inter and intra departmental transfers within the same classification. Approval is subject to the determination of the department head in his or her sole judgment that the current employee applying for the transfer is well-qualified for the vacant position and that the transfer is in the best interests of the employee and the County. When two or more current employees qualify for a lateral transfer, the transfer will be awarded to the employee deemed best qualified by the department head.
- (b) An interview will be afforded to any applicant for lateral transfer who meets the minimum job qualifications.
- (c) Trial period for inter-department transfers. An employee who is awarded a lateral transfer between departments shall serve a trial period in the position as defined in Article 14.4 (Probation in Promotional Position). The length of the trial period shall be set by mutual agreement between the department head into which the employee is transferring, the

department head from which the employee is transferring, and the transferring employee in consultation with a union representative. The trial period shall not be less than 15 days or longer than six months. In the event the employee is unsuccessful in the trial service period, the supervisor shall notify the employee in writing of the reasons for failure to successfully complete the trial service period.

- (d) Department Definition. For purposes of Article 18.4, a department is defined as an entity in which employees ultimately report to a Department Head who in turn reports to the County Administrator, or in which employees ultimately report to an elected official.
- (e) Trial period for intra-department transfers. When an employee transfers within a department, said employee shall serve a trial period in the position as defined in Article 14.4 (Probation in Promotional Position). The length of the trial service period shall be determined by the department head, subject to the 15-day minimum period and the six-month maximum period.
- (f) Voluntary Reclassification to a Lower Classification (VRLC). An employee may apply for a position in a lower classification. The process for application, selection, and determination of the trial service period for a VRLC shall be the same as for a lateral transfer as noted in sections 18.4 a. through 18.4 c.
- (g) Use of process. This process shall not be used as a substitute to the regular disciplinary process to terminate employees.

ARTICLE 19 – TRAINING

19.1 DEPARTMENT TRAINING.

Each department shall develop a specific training policy for continuing education. The policy shall define for each classification annual limits for paid time off, annual limit for tuition, other expense reimbursements, specific conditions which may limit the employee's freedom of choice and a process for approval of an employee's training plan which shall include required certification. When establishing department policy on training and continuing education, the department shall seek employee input.

19.2 JOB ENHANCEMENT TRAINING.

- (a) Job enhancement training need not be provided or time off granted if an employee has used his/her defined share of training as per department policy and/or because of operational need. However, by mutual agreement, a department and an employee may agree to provide time off with or without pay, tuition, or other expenses for training or education which enhances an employee's job skills.
- (b) Training opportunities shall be offered equitably within a classification within the department.
- (c) Job enhancement training, funded by the County, may be contingent on continued service with the County.

(d) . Overtime pay shall not be provided for classroom attendance for voluntary training.

19.3 MANDATED TRAINING.

Training which is required by the County will be provided by the County. The exception is for continuing education units which are required to maintain a current license for FLSA professional classifications, certification training, or continuing education.

ARTICLE 20 – RECLASSIFICATION

20.1 PROCESS.

If an employee has reason to believe that the duties of the employee's job are substantially different from the classification description, and such duties are permanent in nature, the employee may request reclassification through the procedure described in this Article. If the request is denied, the employee may request, and the union shall have the right to appeal such request directly to the Classification Committee. The union shall have the responsibility for providing justification for the employee's request. All Committee recommendations are advisory to the Board of Commissioners. If the Classification Committee's recommendations are rejected, notification will be provided to the Union President. The union shall have the right to grieve actions of the Commissioners taken on Classification Committee recommendations when the recommendations are rejected, up through Step 3 of the grievance procedure.

20.2 INCUMBENTS.

When a current position is reclassified to reflect changes, over time, in the position's duties or as the result of a salary range adjustment, the incumbent employee shall fill the position which has been reclassified.

20.3 NEW POSITIONS.

When a new position is created, replacing a former position in a different classification, due to the changing needs of the department, the position will be subject to the normal posting process.

20.4 CLASSIFICATION COMMITTEE.

The preferred method of accomplishing reclassifications is through the annual budget process. Employees who feel reclassification is appropriate should bring the matter to the attention of their department head early in the budget process. Employees whose requests are denied at the department level may appeal to the Classification Committee. The Committee will also consider situations which arise outside of the budget cycle.

- (a) New Classification. A request for a new classification must include a written statement demonstrating that no existing classification is appropriate. The request must include a copy of the proposed classification description; a list of existing classifications which perform work of similar complexity; a proposed salary range and justification for it; and a salary survey (as noted below).
- (b) Reclassification. The employee or department head must submit a written statement which includes the rationale for changing the classification; the manner in which the duties and responsibilities of the position have changed over time; a copy of the existing classification and job descriptions as well as the proposed classification description. A salary survey is not required for this type of request.

- (c) New Salary Range. During the term of this Agreement, the employees who are upgraded to a higher classification as a result of actions of the Classification Committee shall be paid in accordance with the salary schedule established for the higher classification.
- (d) Comparators. When a salary survey is required, the survey should contain information on compensation paid to similar positions in comparable counties.
- (e) Other Materials. Other written material should include a statement of reasons for the requested change; a list of existing County positions on the same or similar range; and a statement addressing the impact on internal comparability of other County positions.
- (f) Process to Request Meeting. To bring an issue before the Committee, contact the County Administrator to request a meeting. A meeting will be scheduled and you will be notified. Submit all written material at least one (1) week before the meeting in order for Committee members to have an opportunity to review the material.
- (g) Committee Composition. The Committee shall consist of three (3) County employee members appointed by the union and three (3) County employee members appointed by County. The County Administrator shall act as chairperson and vote only when there is a tie.

ARTICLE 21 – CONTRACTING OUT


21.1 CONTRACTING OUT.

- (a) If the County contemplates contracting out bargaining work that would displace a regular employee, a request for proposals based on a clear set of specifications shall be issued. The association shall be given an opportunity to offer counter proposals to avoid contracting out. In the event the contract is put out for public bid, the department and/or the association shall be given the opportunity to submit a bid. Bidding shall be awarded on the basis of lowest cost or best proposal as appropriate according to the County purchasing ordinance or state law, whichever governs.
- (b) Contracting out is defined as entering into an agreement/contract with a private sector or public agency to provide a service currently or previously performed by bargaining unit employees, and which would displace bargaining unit employees performing their normal job duties. The term “contracting out” does not include the refusal of the Board of Commissioners to provide a service or the refusal of the Board of Commissioners to accept local, state, or federal funds to provide the service currently or previously provided by bargaining unit employees. ‘Previously’ is defined as service performed one year prior to the issuance of an RFP for contracting out services. Contracting out so that employees may receive training or other beneficial opportunities shall not be a part of this definition.

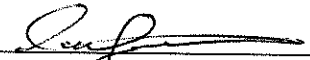
ARTICLE 22 – DURATION

- (a) This Agreement shall be effective as of July 1, 2017, or the first day of the pay period following execution, whichever is later and shall remain in full force and effect until June 30, 2020, or until a successor agreement is reached. Notice to bargain a new contract shall be provided by both parties prior to January 31 of the expiring year.
- (b) This Agreement was ratified for County by the Board of Commissioners.

FOR YCEA




JOSH ROJAS, President



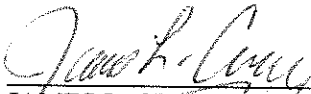
TODD RETTIJOHN, Bargaining team member




JILL OLSON, Bargaining team member



ANNETTE MADRID, Bargaining team member




JAMES L. CRAVER, Bargaining team member




LINDSEY LOPEZ, Bargaining team member

APPROVED AS TO FORM:

By: 

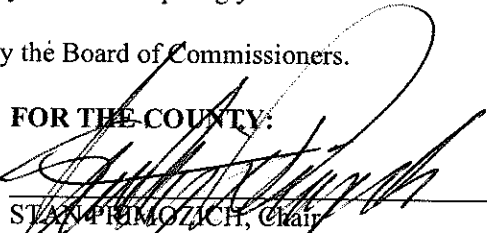
BAO NGUYEN, AFSCME

APPROVED AS TO FORM:

By: 

CHRISTIAN BOENISCH
Yamhill County Legal Counsel

FOR THE COUNTY:




STAN PRIMOZICH, Chair



RICHARD OLSON, Commissioner



MARY STARRETT, Commissioner



LAURA TSCHABOLD, County Administrator

11-9-17
Date

Accepted by Yamhill Cou
Board of Commissioners o

11-09-17 by
17-4660

**MEMORANDUM OF UNDERSTANDING TO RECOGNIZE
Amended and Restated (2014)
Juvenile Corrections Workers as Separate Sub-Bargaining Unit**

THIS MEMORANDUM OF UNDERSTANDING AGREEMENT is made between Yamhill County and the Yamhill County Employees Association.

WHEREAS, County and Association were parties to an agreement to recognize juvenile correction workers as a separate sub-bargaining unit because they are "non-strikeables" under the Public Employees Collective Bargaining Act; and

WHEREAS, it is appropriate to continue the agreement as a memorandum of understanding under the current labor agreement; NOW THEREFORE, IT IS HEREBY AGREED by and between the parties as follows:

1. Yamhill County Juvenile Correction Technicians and Juvenile Correction Specialists shall constitute a separate YCEA sub-bargaining unit known as the "Juvenile Corrections Unit." Juvenile Correction Technicians and Juvenile Correction Specialists within the Juvenile Corrections Unit shall be considered "guards" within the meaning of ORS 243.736 and thus prohibited from striking.

2. The Collective Bargaining Agreement shall apply to members of the YCEA bargaining unit and Juvenile Corrections Unit; provided, however, that members of the Juvenile Corrections Unit may not strike and may not refuse to cross picket lines to perform their jobs for the County.

3. The County recognizes YCEA as the sole and exclusive bargaining representative for the Juvenile Corrections Unit until otherwise ordered or agreed. The County and YCEA agree to joint bargaining for the YCEA bargaining unit and the Juvenile Corrections Unit, subject to their respective rights to different final dispute resolution processes in the event the parties are unable to reach agreement on a successor collective bargaining agreement.

4. In the event the County and YCEA on behalf of the Juvenile Corrections Unit are unable to agree to terms of a successor collective bargaining agreement following mediation, then the Juvenile Corrections Unit shall be entitled to binding arbitration in accordance with the Public Employers Collective Bargaining Act.

5. Except as specifically provided in this memorandum of understanding, all other terms and conditions of the YCEA Collective Bargaining Agreement shall remain in full force and effect.

FOR THE ASSOCIATION:

FOR THE COUNTY:

Jill Olson Date

KATHY GEORGE, Chair Date

APPENDIX

GARRITY WARNING FOR COMPELLED STATEMENT

If the County elects to compel a statement under Article 12, the supervisor shall give the following warning to the employee:

This interview is an official inquiry under Article 12, Discipline and Discharge, of the labor agreement. This interview is being conducted because of allegations or information that you may have engaged in misconduct or improper performance of official duties, and your actions or involvement may have constituted criminal conduct.

This inquiry pertains to (state the general nature of the inquiry).

The purpose of this interview is to obtain information which will assist in the determination of whether disciplinary action under Article 12 is warranted.

You will be asked a number of specific questions regarding the performance of your official duties. You are being compelled to answer these questions for this interview. Disciplinary action, including dismissal, may be undertaken if you refuse to answer or fail to reply fully and truthfully.

Your answers and any information or evidence gained by reason of your answers cannot be used against you in any criminal proceeding nor provided to any law enforcement agency unless mandated by law or court order. The notes and information obtained from this interview are considered confidential between the employer, Association and employee. If you knowingly and willfully provide false statements or information in your answers, you may be disciplined up to and including discharge. The answers you furnish and any information or evidence resulting from false testimony may be used in the course of disciplinary proceedings under Article 12.

You are hereby advised of your right to have an Association Labor Representative present during this interview.

Signature of Supervisor or Investigator

Date:

Signature of Employee

Date:

GARRITY WARNING FOR VOLUNTARY STATEMENT

If the County elects to seek a voluntary statement under Article 12, the supervisor shall give the following warning to the employee:

You are being contacted seeking your cooperation in an inquiry regarding information pertaining to or allegations of misconduct or improper performance of official duties.

The matter under investigation could also constitute a violation of law which could result in criminal prosecution of responsible individuals.

This inquiry concerns (state the general nature of the matter)

You have the right to remain silent if your answers may incriminate you. If you decide to answer questions or make a statement, you may stop answering at any time.

Although you would normally be expected to answer questions regarding your official duties in this instance, you are not required to do so. This is a voluntary meeting. Your refusal to answer on the ground that the answers may incriminate you will not subject you to disciplinary action by the County.

Any statement you furnish may be used as evidence against you, or others, in any future criminal proceeding or disciplinary proceeding, or both.

WAIVER

I understand these warnings and assurances stated above. I also have been advised of my right to have an Association Labor Representative present during this interview.

I knowingly and voluntarily answer questions or make a statement concerning this matter.

Signature of Supervisor or Investigator

Date:

Signature of Employee

Date: