

HACSA W.3.a.

HACSA MEMORANDUM

TO: HACSA Board of Commissioners

FROM: Dorothy Cummings, Administrative Services Director

AGENDA ITEM TITLE: ORDER/Resolution /In the Matter of Adopting and Ratifying the Collective Bargaining Agreement with AFSCME Local 3267 and approving a one-time bonus of \$1,000 for all Bargaining Unit Personnel and a one-time 2.5% bonus for all Excluded Personnel.

AGENDA DATE: February 22, 2006

I. MOTION

IT IS MOVED THAT THE ORDER/RESOLUTION BE APPROVED ADOPTING AND RATIFYING THE COLLECTIVE BARGAINING AGREEMENT WITH AFSCME LOCAL 3267 AND APPROVING A ONE-TIME BONUS OF \$1,000 FOR ALL BARGAINING UNIT PERSONNEL AND A ONE-TIME 2.5% BONUS FOR ALL EXCLUDED PERSONNEL.

II. ISSUE

The ratification of the Collective Bargaining Agreement with AFSCME Local 3267.

III. DISCUSSION

A. Background/Analysis

The Agency's management negotiating team has been meeting with AFSCME Local 3267 to settle on contract language and wage and benefit issues as required in the current bargaining agreement. A negotiated agreement was agreed to by both teams on January 5, 2006.

On January 12, 2006, the Local voted on the proposed negotiated agreement. The contract was not ratified, and the teams met again on January 31st to discuss the outcome of the vote and propose additional changes to take back to the membership for another vote.

The teams agreed upon additional changes that included modifying the wage proposal from a 2.5% bonus per bargaining member to a flat bonus of \$1,000 for each of the 63 members. This change represents an average increase of \$100 to each bargaining unit employee (which equates to a 2.8% average bonus per employee). We also agreed to minor changes to supplemental sick leave, and emergency donations of time management. The bargaining unit voted on February 9th to ratify the contract.

Attached to the Board Order/Resolution is a copy of the recommended agreement. Modifications to the existing agreement are bolded. The significant changes are as follows:

1. A three year contract from October 1, 2005 to September 30, 2008 with a possible wage re-opener each year. (Article II, A)
2. A one-time bonus of \$1,000 for bargaining unit employee, minus statutory deductions. (Article III, B) Exempt employees will receive the originally proposed one-time bonus of 2.5%, minus statutory deductions.
3. Increase health insurance deductibles from \$75 to \$125 per person and increase prescription deductible from 0 to \$100 per person. Increase the office visit co-pay for managed care from \$10 to \$20 per visit. This change brings HACSA in line with Lane County AFSCME. (Article V, A)
4. Add a new section to fringe benefits that allows an employee who has double coverage to opt out of the Agency's health insurance plan. Employees who elect not to be covered under the Agency's plan will have \$300 per month contributed to their retirement account. This would save the Agency about \$700 per month per employee who opts out. (Article V, A)
5. Increase the time period required before the Agency pays supplemental sick leave benefits. Under the current contract, the Agency compensates employees if a non occupational injury or illness exceeds 40 hours. Under the new contract, we are phasing in an increase: 1st year – 40 hours, 2nd year – 60 hours, 3rd year – 80 hours. (Article VII, M)
6. Add new language clarifying that written directives, work plans, coaching, or counseling letters are not considered discipline. (Article XII, A)
7. Add new language to the grievance process delineating that grievances concerning oral reprimands, work plans, written directives, and coaching or counseling letters are not arbitrable. (Article XII, D)

B. Alternatives/Recommendation

On February 9, 2006 the membership of AFSCME Local 3267 approved the contract proposal as presented in this memo, and the management negotiating team unanimously recommends adoption and ratification of the attached Collective Bargaining Agreement.

C. Timing

Upon approval by the Board, the Executive Director will authorize the implementation of the above recommendation.

IV. IMPLEMENTATION/FOLLOW-UP

Same as in item III. C.

V. ATTACHMENTS

Collective Bargaining Agreement

**HOUSING AND COMMUNITY SERVICES AGENCY OF
LANE COUNTY, OREGON**

ORDER/Resolution No.

**)In the Matter of Adopting and Ratifying the Collective
)Bargaining Agreement with AFSCME Local 3267 and
)approving a one-time bonus of \$1,000 for all Bargaining
Unit Personnel and a one-time 2.5% bonus for all
Excluded Personnel.**

WHEREAS, a collective bargaining agreement between the Housing And Community Services Agency of Lane County, and the American Federation of State, County and Municipal Employees, Local 3267, has been negotiated for the period October 1, 2005 through September 30, 2008; and

WHEREAS, the funds are available to cover a one-time bonus of \$1,000 per bargaining unit employee and a one-time bonus of 2.5% for all excluded personnel; and

WHEREAS, other modifications to the Agreement were negotiated; and

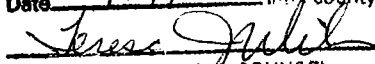
WHEREAS, such changes are consistent with the guidelines set forth by the Board of Commissioners; **NOW THEREFORE IT IS HEREBY**

RESOLVED AND ORDERED, that the attached Collective Bargaining agreement between the Housing And Community Services Agency of Lane County, and the American Federation of State, County, and Municipal Employees Local 3267 for the period October 1, 2005 through September 30, 2008, hereby incorporated by reference as if fully set forth herein, be adopted and ratified. The Executive Director is authorized and delegated the responsibility of entering into and implementing the Board Order/Resolution and concomitant Agreement.

IT IS HEREBY FURTHER ORDERED that a one-time bonus of \$1,000 be paid to all bargaining unit personnel and a one-time bonus of 2.5% be paid to all excluded personnel.

DATED this _____ day of _____, 2006

Chairperson, HACSA Board of Commissioners

APPROVED AS TO FORM
Date 2/14/06 lane county

OFFICE OF LEGAL COUNSEL

In the Matter of Adopting and Ratifying the Collective Bargaining Agreement with AFSCME Local 3267 and approving a one-time bonus of \$1,000 for all Bargaining Unit Personnel and a one-time bonus of 2.5% for all Excluded Personnel.

Collective Bargaining Agreement

BETWEEN

HOUSING AND COMMUNITY SERVICES AGENCY

OF LANE COUNTY, OREGON

AND

LOCAL 3267

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL NO.

75, AFL-CIO

Contract Effective Date: October 1, 2005

Through

September 30, 2008

THIS AGREEMENT, made the 1st day of October 2003 **2005**, by and between the HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF LANE COUNTY, OREGON, dba HOUSING AND COMMUNITY SERVICES AGENCY OF LANE COUNTY, herein called "AGENCY", and LOCAL 3267, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL NO. 75, AFL-CIO, herein called "UNION."

This agreement shall apply equally to all bargaining unit members regardless of color, sex, age, disability status, sexual orientation, marital status, race, national origin, political affiliation, religion, or UNION membership.

All references in this Agreement designate both sexes, and wherever either gender is used, it shall be construed to include both female and male.

The parties agree as follows:

I. RECOGNITION

For the purposes of collective bargaining with respect to wages, hours, benefits and all other terms and conditions of employment, the AGENCY recognizes the UNION as the sole and exclusive bargaining representative for all probationary and non-probationary employees employed by the AGENCY, excluding any supervisory and confidential employees as defined by Oregon Statute, casual employees as defined by the Employment Relations Board, Resident Aides, ~~seasonal~~ and temporary employees employed less than three (3) months and those employees listed in Appendix I. Three (3) months shall mean throughout this agreement, five hundred twenty (520) hours or six (6) months, whichever comes first and will establish "the limit" in time which shall move employees from temporary ~~or seasonal~~ **status** to represented employees **status**. Nothing in this agreement shall be construed to interfere with the rights of employees under the Public Employees Collective Bargaining Act.

Once a temporary ~~or seasonal~~ employee exceeds "the limit", that employee shall be represented by the UNION. No employee shall be terminated in order to avoid the provisions of this agreement. **It is understood that any casual or seasonal employees hired by the Agency shall be subject to the same requirements as temporary employees.**

~~Effective May 1, 2001, Development Occupancy Coordinator became a bargaining unit position. Employees who were in the positions as of May 1, 2001 were grandfathered as excluded employees.~~ **The parties agree that for those employees who are currently in the Development Occupancy Coordinator, the Compliance Officer and the ASA-3 positions will not be required to be in the bargaining unit. However, they are free to join the Union and be considered bargaining unit employees at any time. Future employees in these positions will be considered in the bargaining unit.**

A. Classification

1. The classifications of currently covered personnel within the bargaining unit are set forth in Schedule A. Schedule A shall not be construed to limit the classifications covered by this Agreement. Should the AGENCY establish a new or modify an old or existing classification, the following shall apply:

- a. The applicable wage rate shall be temporarily established by the AGENCY, and notice given to the UNION at the same time.

b. The rate so established by the AGENCY shall become permanent at the end of three (3) calendar weeks from the date of notice above unless the UNION requests negotiations for a permanent rate within that same period.

c. If the AGENCY and the UNION do not reach agreement on a permanent wage rate, the UNION may take the matter to arbitration within three (3) calendar weeks after the last negotiation meeting. Should the UNION fail to do so, the AGENCY shall implement its last offer as the permanent rate for the classification, but in no event shall the permanent rate be less than the temporary rate established above.

B. Salary of Reclassified Positions Whenever the AGENCY determines that a reclassification of a bargaining unit employee is necessary the UNION and employee shall be notified and a copy of the proposed job description, salary, and implementation date shall be provided at least fourteen (14) calendar days in advance, unless waived by the UNION. The AGENCY shall meet upon request to discuss the proposed salary. Such discussions shall not abrogate the rights or procedures of the Parties to this agreement.

1. Reclassification Upward. When an employee is reclassified to a classification with a higher salary range, the incumbent shall receive the first step of the higher classification or at least a five (5) percent increase ~~over~~ **above** the employee's current salary **without exceeding the top step of the new salary range**.

2. Reclassification Downward. When an employee is reclassified to a classification with a lower salary range for reasons which do not reflect discredit on their employment record, the following shall occur:

a. If the employee's current salary is within the salary range of the new classification, the employee's salary shall remain the same.

b. If the employee's current salary is greater than the salary range of the new classification, the employee's salary shall be redlined or frozen at its current level for a maximum of six (6) months. If after six (6) months the maximum rate of the new classification has not increased to the employee's frozen salary level, the employee's salary shall be reduced to the maximum rate of the new classification. This type of reclassification is not considered a demotion. The employee's salary shall not be reduced, however, if the reclassification results from a general reorganization of a division.

3. Reclassification With No Change In Salary Range. When an employee is reclassified and the salary range of the new classification is identical to the salary range of the old classification, the employee's salary shall remain the same.

4. Reclassification. A reclassification to a classification with the same salary range does not affect the merit eligibility date. When a reclassification results in an upgrading, a new merit eligibility date is assigned on the date that the reclassification becomes effective. If a reclassification results in a downgrading, the former merit eligibility date is retained.

5. Voluntary Transfer to Another Classification. Should an employee request a change to a position in a different classification and the transfer is approved by the AGENCY, then the salary and merit anniversary dates shall be set by mutual agreement at the time of the transfer. Notice to the UNION shall be given prior to the initiation of salary and merit step discussions with the employee seeking a transfer.

6. Career Opportunities. The AGENCY continues to develop housing opportunities and service programs for low-income families. Information about the development of these

new programs, services and resulting employment opportunities shall be made available to employees by posting the information on AGENCY bulletin boards. Employees are encouraged to seek detailed information regarding these employment opportunities from the program developer or administrator.

Employees may consider using options such as cross-training or sabbatical leave to prepare for new employment opportunities. These options may be utilized under the terms of this agreement and the AGENCY's Personnel Rules and procedures.

The AGENCY will make a good faith effort, consistent with operational requirements, to accommodate an employee's request for cross-training or sabbatical leave to enable the employee to move to a different position within the AGENCY.

Employees may make written requests for cross-training to the ~~Human Resources Director~~ **Administrative Services Director**. Such requests will include relevant qualifications, education, and the reasons they are interested in the position. Denied requests may be appealed to the Executive Director, whose decision is final and not grievable. When the AGENCY has advance notice of a vacancy, it will notify the employees if there is a possibility of a cross-training opportunity.

C. Definitions

1. AGENCY Temporary /~~Seasonal~~ Employees. The AGENCY may employ on a temporary basis employees in the classifications covered by this labor agreement for periods not to exceed six (6) months, in any twelve (12) month period. These temporary positions are to be used to cover special or seasonal work projects, or limited-term, fill-in assignments, or to back fill for cross-training opportunities of regular employees. No temporary/~~seasonal~~ employee shall be allowed to exceed six (6) months within a twelve (12) months period, unless a three (3) month extension is mutually agreed upon by the UNION and the Executive Director. A temporary employee affected by an agreement to extend his/her temporary status shall be eligible for benefits according to Article V, FRINGE BENEFITS, Section A. Types of Insurance, 1, 2, and 5. and Article VI, HOLIDAYS, Section A. Dates, but not including the personal day. Work assignments requiring a position in excess of six (6) months must be posted. It is understood that this agreement prohibits temporary/~~seasonal~~ employees from being employed and then rotated to avoid bargaining unit employees from accomplishing the work assignment whenever the work assignment exceeds six (6) months.

Persons who are originally hired as temporary employees but whose status changes to permanent shall have all hours worked in the previous twelve (12) months credited to the employee for seniority purposes. The original date of hire shall be fixed as the first hire date within the previous twelve (12) months.

Any temporary ~~or seasonal~~ employee who exceeds "the limit" of service shall be eligible for paid earned leave at a rate of one-third (1/3) of a day per month. The AGENCY shall calculate an employee's accumulated ~~earned leave~~ **time management** by counting all hours of temporary ~~or seasonal~~ employment since ~~October 1, 1984~~ **the date of hire**. A temporary ~~or seasonal~~ employee shall vest a paid sick day at the start of any month after they have reached "the limit" of AGENCY employment. A temporary ~~or seasonal~~ employee shall be paid in cash at the termination of their employment any unused accumulated earned leave and sick leave. ~~Earned leave~~ **Time management** shall be calculated on a pro-rata basis based on one hundred seventy-three and thirty-three hundredths (173.33) hours per month, should the employee not work a full month after the employee has worked the eligibility period.

2. Contracted Temporary Employees: An employee of a temporary employment service that contracts with the AGENCY to provide employees on a temporary basis and according to the following understanding with the UNION:

a. Contracted temporary positions are to be used to cover special or seasonal work projects, or limited-term, fill-in assignments, or to back fill for cross-training opportunities of regular employees.

b. The contracted temporary employee shall be limited to six (6) months within a twelve (12) month period, unless a three (3) month extension is mutually agreed to by the UNION and the Executive Director.

c. Contracted temporary employees whose status changes to a regular bargaining unit employee shall have all hours worked in the previous twelve (12) months credited to the employee for seniority purposes.

d. In the event a contracted temporary employee's status changes to regular status, the AGENCY shall credit, to the employee, one and one-third (1 1/3) days of earned leave **time management** per month for all hours of time worked beyond five hundred twenty (520) hours within the previous twelve (12) months.

e. Contracted temporary employees, who have accumulated a minimum of one thousand forty (1040) hours shall be eligible to apply for AGENCY vacancies as in-house candidates in accordance with Article XVII, SENIORITY AND RECALL, Section D, In-house Posting.

3. All hours worked as an AGENCY temporary employee or as a contracted temporary employee shall run concurrently. The AGENCY will keep the UNION informed of all temporary hires and the purpose.

4. Exempt Employee: An employee who is exempt from the Fair Labor Standards Act. The AGENCY shall determine exempt status of positions and provide written notification to the UNION of such proposed determinations in the future. The current exempt classifications are listed in Appendix III.

5. Working Days: A working day shall mean a day when the AGENCY is open for business.

II. STATUS OF AGREEMENT

A. Term of Agreement. Other than as stated in this contract, this Agreement shall be effective as of October 1, 2003~~5~~, and shall continue in effect until and including September 30, 2005~~8~~, and thereafter shall continue in effect from year-to-year, unless one party gives notice in writing to the other party of its desire to terminate, or modify the Agreement on or before June 15, 2005~~8~~. If this Agreement is not terminated or modified, but continues under the automatic year-to-year renewal provision above, it may be terminated by one party giving notice in writing to the other party of its desire to terminate or modify the Agreement on or before June 15, prior to the September 30 anniversary date.

Either party may give notice to the other on or before June 15, 2006 and 2007 to open bargaining over wages and ~~one other item, excluding Article V, FRINGE BENEFITS, unless the conditions in Article V, FRINGE BENEFITS, Section A, Types of Insurance, are met.~~ The bargaining unit retains all rights during the re-opener in accordance with ORS.243.712 through ORS.243.726.

B. Negotiating Successor Agreement. If either party serves written notice of its desire to terminate or modify provisions of the Agreement, the parties shall commence negotiations

~~within one (1) month after the date of notice~~ **by August 1, unless mutually agreed otherwise.** Notice given by one party shall render notice by the other party unnecessary.

C. During Negotiations. During the period of negotiations, this Agreement shall remain in full force and effect. "Negotiations" shall mean the period of time before the fact finder's report has been rejected by either party and the time periods and terms of ORS 243.712 through ORS 243.726 have been observed.

D. Separability. If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby, and upon the request of either the AGENCY or the UNION, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.

E. Matters Covered. Only such conditions of employment, grievance procedures and benefits as are specifically covered by the terms of this Agreement shall be affected by its execution. Any employment relations as defined by ORS 243.650(7) not specifically addressed in this Agreement shall be changed only by mutual agreement of the UNION and AGENCY.

F. Negotiating Committee. The parties agree to establish a negotiating committee for the purpose of modifying the Collective Bargaining Agreement. The committee shall be comprised of up to three (3) management representatives appointed by the Executive Director and three (3) UNION representatives appointed by the UNION President. The Negotiating Committee shall meet at mutually acceptable times and places during regular work hours. In the event that negotiations continue past regular work hours, or if the parties mutually agree to meet during non-work hours, the AGENCY shall not be obligated to compensate employees for periods of negotiations occurring outside the employees' normal work hours. The Committee shall establish its own ground rules.

The Negotiating Committee shall meet to negotiate as specified in this Agreement, the successor agreement, or by mutual agreement.

III. **WAGES AND SALARIES**

A. Bargaining Unit Personnel. During the term of this Agreement, the wages of all personnel in the bargaining unit shall be at the hourly rate or within the salary range set forth in Schedule A attached, ~~except for those employees who exceeded the range as a result of the 1993 negotiated wage increase.~~ Salaries for employees do not necessarily fall on a salary step but an employee's salary shall be within the approved salary range. Unless otherwise indicated, employees shall receive a merit increase of five and seven-tenths percent (5.7%) if their salary falls between steps (to the top of the range). Temporary employees covered by this bargaining agreement shall be paid within the rates outlined in Schedule A.

B. ~~The AGENCY shall provide a five hundred dollar (\$500) bonus, less statutory deductions, to each member of the Bargaining Unit in a separate check the next available pay period after the Agreement has been approved and signed by the parties. The bonus shall not affect the salary schedule in Schedule A.~~ **By February 24, 2006, each employee shall receive a one time payment of one thousand dollars (\$1000) , minus statutory deductions. This payment will be a separate check.**

C. Rates for Less Than a Pay Period. In computing the salary for personnel working less than a full pay period, the amount paid shall be prorated to the full-time rate on the basis of the actual hours or days worked. The employee's hourly rate shall be determined by dividing their monthly salary by the average amount of time available to work in any given month, one hundred seventy-three and thirty-three hundredths (173.33 hours).

D. Overtime.

1. Rate.

Non-Exempt -Time and one-half (1 1/2) the employee's regular hourly rate of pay shall be compensated by cash payments for work under any of the following conditions:

Exempt - Overtime worked shall be compensated at the rate of one (1) hour of compensatory time off for one (1) hour of overtime worked under any of the following conditions:

- a. All work performed in excess of eight (8) hours in any workday (note exception, Article X, WORK SCHEDULE AND OUTSIDE EMPLOYMENT, Section J, Ten-Hour, Four-Day Workweek);
- b. All work performed in excess of forty (40) hours per week;
- c. All work performed before or after any scheduled work shift, except as provided to the contrary in this agreement;
- d. All work performed on a Saturday, Sunday or holidays. However, at the employee's written request, a work schedule may be approved by the AGENCY which would allow the employee to work on Saturday or Sunday. It is understood that such work schedule would not violate the provisions of the Article on work schedule and outside employment of this contract, other than allowing the employee to adjust their schedule with prior approval from the AGENCY to allow work on Saturday or Sunday. It is also understood that the AGENCY, by allowing such a schedule, would not incur any overtime liability for such work unless total hours for the working week exceed forty (40).

2. Overtime Calculation. Overtime shall be calculated to the nearest one-quarter (1/4) hour worked.

3. Overtime Authorization. All compensated overtime must be authorized in writing by the immediate supervisor before being worked. In the case of emergencies, oral authorization shall suffice.

4. Qualification. Employees must be qualified to perform the work in which overtime is offered.

5. Voluntary. Overtime work shall be voluntary, except in cases where the public safety or health may be jeopardized.

6. Compensatory Time. Employees may receive, upon request and with AGENCY approval, compensatory time off in lieu of overtime at the overtime rate.

E. Call Back.

1. An employee who is called back to work prior to the next scheduled shift shall be guaranteed a minimum of two-and-two-thirds (2.667) hours pay at the overtime rate with the exception of Resident Managers.

2. An employee who reports for work as scheduled and upon reporting finds no work available shall be guaranteed a minimum of four (4) hours pay at the applicable straight or overtime rate, provided that such lack of work is not due to circumstances beyond the control of the AGENCY.

3. It is understood that the provisions of this section are applicable only to the extent that such employees accept any work available.

F. Resident Manager. Employees who are employed as Resident Managers (RM) are considered exempt from overtime, Article III, WAGES AND SALARIES, Sections D. Overtime, and E. Call in Time/Reporting Time of this agreement. As exempt employees, they shall have the authority to establish their hours of work with the written approval of the AGENCY and according to the demands of the job. Exempt positions are expected to work forty (40) hours a week, five (5) days a week, with two (2) consecutive days off.

1. The RM shall be required to live in AGENCY provided units. Occupancy of the unit shall be contingent on continued employment as a RM. In the event the AGENCY requires an RM to transfer from one living site to another, the AGENCY shall provide the employee as much notice as possible, but not less than thirty (30) calendar days. The AGENCY will absorb all moving costs associated with the transfer, consistent with the AGENCY's relocation policy.

2. RMs and family members living with the RM in the required unit provided by the AGENCY shall be eligible to participate in activities, events, etc. that program residents of the particular complex(es) assigned to the RM have available to them through the AGENCY as long as funding/grant allows such.

3. Emergency call-ins after normal working hours will be an exception. RMs called in for emergency work orders, in the complex in which they live, shall be guaranteed a minimum of one (1) hour pay at the applicable straight rate or shall be paid for the actual amount of time they work, at the overtime rate, if they work more than one (1) hour on an emergency call-in.

RMs called in for emergency work orders, in a complex to which they are assigned, but where they do not live, shall be guaranteed a minimum of two-and-two-thirds (2.667) hours pay at the overtime rate or shall be paid for the actual amount of time they work, at the overtime rate, whichever is greater.

4. Out-of-class pay according to Article III, WAGES AND SALARIES, Section H, Working Out-of-Class shall be provided to RMs on actual hours of work basis, i.e., vacate painting, annual inspections outside of those done in coordination with the Housing Representatives, appliance repair, etc. Completion of the following work items will be considered working out of class:

- a. ELECTRICAL. All electrical repairs on 220 volt appliances or equipment such as:
 - i. Range repair or replacement
 - ii. Wall oven repair or replacement
 - iii. Water heater repair or replacement
 - iv. Furnace or heater repair or replacement
- b. PLUMBING
 - i. Removal and replacement of entire under sink plumbing
 - ii. Replacement of toilet or wax ring
 - iii. Replacement or repair requiring soldering
 - iv. Sink replacement
- c. CARPENTRY
 - i. Replacement of door jambs
 - ii. Dry rot repair
 - iii. Countertop replacement
- d. FLOOR COVERING

- i. Vinyl installation
 - ii. Vinyl composition tile (50% or more of room)
 - iii. Carpet installation
 - iv. Installation of new base molding
- e. PAINTING
- i. All interior and exterior painting
 - ii. Preparation of surfaces to accept paint.
 - iii. Staining or varathaning of doors/window sills

5. RM benefits that are based on compensation shall be computed according to the AGENCY's legal and contractual obligations.

6. RMs shall not be required to pay utilities except for telephone and cable which shall be arranged by the employee.

7. RMs compensation shall be determined by subtracting the rental value of their unit from their total wages. The total wages shall be within the five (5) step range as outlined in Schedule A. The current rental value for each RM's jurisdiction is \$385.00 per month and is subject to negotiations with the UNION before a change can be implemented.

Effective October 1, 2002, employees who are paying less than \$385.00 shall continue at their current rate for the duration of their employment.

The AGENCY shall assign RMs housing size based on the AGENCY occupancy standards, as defined in the PH/AH Statement of Policies, and unit availability. Upon request RMs may be granted a larger unit by paying an additional fifty dollars (\$50) per month rental per bedroom.

G. Probationary Period

1. The probationary period is an integral part of the employee selection process and provides the AGENCY with an opportunity to upgrade and improve operational efficiency by observing an employee's work, training and aiding employees in adjustment to their positions, and by providing an opportunity to reject any new employee whose work performance fails to meet required work standards.

2. New bargaining unit employees shall serve an initial probationary period of six (6) continuous months worked. The UNION recognizes the right of the AGENCY to terminate such probationary employees for any reason, without recourse, and to exercise all rights not specifically modified by this agreement. ~~In unusual circumstances, such as but not limited to: new or restructured positions, extended absences; The AGENCY and the UNION may mutually agree to~~ extend the six (6) month probationary period up to an additional ninety (90) calendar days. If the probationary period is extended, the new employee will receive a salary increase in accordance with Article III, WAGES AND SALARIES, Section K.1, Eligibility.

3. The probationary period for Resident Managers shall be twelve (12) months. The AGENCY has the option to end the probationary period at the six (6) months evaluation or anytime thereafter up to twelve (12) months from the date of hire. The AGENCY shall grant merit increases according to Article III, WAGES AND SALARIES, Section K.1, Eligibility.

4. Employees who change classification may serve a continuous six (6) month probationary period as outlined below. Probationary employees, who fail to meet the

requirements of the new classification, as determined by the AGENCY, shall be returned to the previously held classification.

a. Employees who are transferring within the same classification to another position will not be required to serve a probationary period. This is termed a "lateral transfer". (See Article I, CLASSIFICATION, Section B.3, Reclassification With No Change in Salary Range, and Article XVII, SENIORITY AND RECALL, Section C, Lateral Transfers.)

b. Employees moving from one classification to another at the same or higher wage rate will be required to serve a probationary period in the new classification. (See Article I, RECOGNITION, Section B, Salary of Reclassified Positions.)

c. Classification changes resulting from employee-initiated transfers will require that a probationary period be served. (See also Article I, RECOGNITION, Section B.5, Voluntary Transfer to Another Classification.)

d. Employees who are reclassified by the AGENCY into a classification with a lower salary range, for reasons which do not reflect discredit on their employment record, will not be required to serve a probationary period (See Article I, RECOGNITION, Section B.2., Reclassification Downward, Subsection b.)

5. At any time during the probationary period, a probationary employee or his/her supervisor may request a meeting to discuss performance issues. The employee may request Union representation. This informal meeting is meant to assist the employee in understanding areas where deficiencies may exist, and to assist the employee in finding ways to meet the expectations of the job. It is understood that satisfactory performance during a portion of the probationary period does not presume continued employment for the balance of the probationary period.

H. Working Out-Of-Class

1. Any employee working out-of-classification in a higher position than their permanent classification shall be paid their regular rate of pay plus five percent (5%) but no less than Step 1 pay rate of the higher classification, for all time worked after four (4) hours in a week. If the higher classification involves supervisory duties, then the employee shall be paid at least five (5) percent more than the highest pay rate of the employees being supervised. The AGENCY may not move an employee in and out of the higher classification for the purpose of avoiding the premium pay provided in this section.

2. The AGENCY shall designate in writing working out-of-classification prior to the employee beginning the assignment except in case of an emergency. In such written, planned designations the Working Out-of-Class assignment and additional compensation begins as soon as the Working Out-of-Class initiates.

3. An employee shall not be required to work in an out-of-class position in excess of six (6) months. If the position continues for more than five (5) months, and the AGENCY anticipates that the position will exceed six (6) months, the AGENCY shall post it as a permanent position. If the employee who fills a working out-of-class position exceeds six (6) months and that employee is selected for the permanent position, the promoted employee will not be required to serve a new probationary period.

I. Pay Periods

1. All employees shall be paid through the twenty-fifth (25th) day of each month. Monthly paychecks shall be distributed not later than the first (1st) day of the following month.
2. Employees may draw up to fifty (50) percent of their gross paycheck, less deductions, on the nearest working day to the fifteenth (15th) day of the month.

J. Performance Evaluations. Performance evaluations are required for less than competent performance, extraordinary merit increase, and, at the completion of a probationary period. Annual performance evaluations may be initiated by the supervisor or by the employee, if requested, at least sixty (60) calendar days prior to the employee's merit date.

No written peer evaluations will be used in the performance evaluation process. However, it is recognized that supervisors may gather information from others verbally and informally throughout the evaluation period, and in writing when poor performance is an issue.

~~The standardized employee evaluation form recommended by the Labor/Management Steering Committee and approved by the AGENCY shall be used for all performance evaluations.~~

K. Merit Increases. The AGENCY shall grant merit increases according to the schedule set forth below unless it has been determined that disciplinary action is warranted.

1. Eligibility. A permanent employee shall not be eligible for a merit increase according to the following schedule if the employee has received a less than competent evaluation:

<u>If the Employee's Salary is Between</u>	<u>Minimum Time Until an Evaluation is Due:</u>
Step 1 to 2	6 months
Step 2 to 3	12 months
Step 3 to 4	12 months
Step 4 to 5	12 months
Step 5 to 6	12 months
Step 6 to 7	12 months
Step 7 to 8	12 months

These eligibility requirements apply regardless of the step to which an employee is originally appointed. If a particular salary range has less than six (6) steps, the lowest step is always considered as Step 1.

2. Merit Evaluations shall be discussed by the supervisor with the employee. The employee shall have ten (10) working days from the date of the discussion to request the employee's supervisor to change the evaluation. The request shall be in writing and contain a concise statement of the changes requested and the reasons for the changes. The supervisor shall respond in writing to the request within fifteen (15) working days after receiving the request.

- a. Merit Increase Not Affected. The employee shall have fifteen (15) working days from the date the supervisor's response is delivered to the employee to appeal the supervisor's response. If the evaluation does not deny the merit increase, the disputed evaluation may be appealed by the employee to the AGENCY's Executive Director, whose decision is not grievable. In such case, the Executive Director shall render a final decision within ten (10) working days after such investigation as necessary.

b. Merit Increase Denied. If a merit increase is denied, the employee may appeal the determination through provisions in Article XIII, GRIEVANCE PROCEDURE, Section D, Informal Attempt to Resolve, (Step 2), within five (5) working days of receiving the supervisor's written response.

In the event that an employee's evaluation is not completed within thirty (30) calendar days of when due, the employee shall advance to the next higher step, effective the anniversary date. If an employee disputes an evaluation that denies him/her a merit increase, then any delay caused by the dispute will not trigger automatic advancement.

3. Budgeting Funds for Merit Increases. The AGENCY shall include each fiscal year in its proposed operating budget the funds for projected merit increases. ~~according to HUD regulations.~~

4. The attached salary compensation plan (Schedule A) shall be the compensation plan as well as the basis for applying merit raises, as applicable. Employees shall receive a merit raise equal to the percentage indicated for each particular classification. Employees who have been laid off and recalled to a lower position are eligible for compensation at the top step, or their previous pay rate whichever is lower, of the applicable salary range.

L. Incentive Award Program. All employees shall be eligible for an incentive award when both of the following conditions are met:

1. The employee's salary has been at the top of the salary range for a minimum of three (3) full years.

2. The employee receives a better than average performance evaluation.

3. The employee has completed eight (8) years of service with the Agency.

In the first year of eligibility for this award, the employee shall receive a salary increase of ~~one (1)~~ **two percent (2%)** of the top of the applicable salary range. ~~Each subsequent full year the employee will receive an additional one (1) percent salary increase.~~ **When the employee begins his/her fourth year of incentive eligibility an additional three percent (3%) shall be added to the his/her salary to make a maximum of five percent (5%).** An employee reclassified into a different classification at a pay rate below the top of the new salary range will be eligible for incentive pay according to 1. and 2. above. An employee reclassified with a new salary at or above the top pay step will carry over all time accrued toward incentive pay. An employee reclassified above the top pay step and already receiving incentive pay will continue to receive incentive pay, without interruption, based on the original incentive date. The maximum increase under this program shall be five percent (5%). Each increase under this program shall require a better than average performance evaluation. **Eligible employees who have been receiving the one percent (1%) per year incentive shall continue to two percent (2%) or if the employee has received more than two percent (2%), wait to begin the fourth year to receive the rest of the incentive pay.**

M. Training. ~~The parties agree that the AGENCY shall support a Training Committee whose function is detailed below. At least one-half (1/2) of up to six members of the Training Committee shall be members of the bargaining unit. As vacancies occur among the bargaining unit members of the committee, the UNION President shall appoint replacements. The AGENCY, at its discretion and in good faith, may reject any appointment due to operational necessity, in which case the UNION may continue to make alternative appointments.~~

~~Should the Training Committee fail to meet at least nine (9) times a year, with no more than sixty (60) calendar days between meetings or fail to make reasonable progress, either party may petition to reopen negotiations concerning this section only. The other party will be required to respond within thirty (30) calendar days from date of petition for reopening.~~

~~1. The HACSA Training Committee's primary task is to aid in the organization of training for AGENCY employees. Training will be organized upon request of department managers or AGENCY committees. Employee participation in training funded by the AGENCY or training occurring during working hours must be approved by the employee's supervisor. Dependant upon approval by both the Training Committee and the Executive Director, AGENCY Training Funds may be available for training that benefits the AGENCY, whether offered AGENCY wide or not. Employees are encouraged to present training ideas through their supervisor or directly to the Training Committee.~~

~~Employees shall submit the Training Request Form when requesting that the Training Committee organize any training. When any training, that has the possibility of benefiting other department's employees, is planned independently by departments or other Committees, the Training Notification form shall be submitted to the Training Committee.~~

~~Copies of the Notification Form shall be forwarded to all Division Directors, supervisors and posted on the training bulletin boards. The intent of the Training Notification Form is to improve communications within the AGENCY about training activities and to maximize AGENCY resources.~~

~~The HACSA Training Committee will complete the following tasks:~~

<u>TASKS</u>	<u>FREQUENCY</u>
Coordinate Special Trainings	As requested
Training Employees on how to apply for in-house postings	Yearly
Develop Training Programs	On going
Update Employee Manual/Orientation packet	Quarterly
Maintain EAP Contract	Yearly
Schedule EAP Seminars	Per EAP contract

3. Cross-Training. Any employee who successfully completes a cross training period, a designated training or educational program shall be given promotional preference along with other qualified HACSA employees in filling vacant positions. If two (2) or more employees are equally qualified, seniority shall prevail.

N. Bilingual/Signing Pay:

1. When the AGENCY adds bilingual or signing skills as a requirement for the position, the employee shall receive an additional five and seven tenths (5.7) of a percent compensation above his/her regular rate of pay as reflected in the compensation plan (Schedule A).

2. When the AGENCY assigns Bilingual or Signing skills intermittently to an employee, s/he shall receive an additional five percent (5%) compensation for working out-of-classification for the length of the assignment. Bilingual/Signing pay will be calculated to the nearest one-quarter (1/4) hour worked.

O. Employee Reclassification Request. When an employee believes that s/he is performing the essential functions of a higher classification on a substantial, ongoing basis, s/he may make a request for reclassification to her/his supervisor in writing.

1. As justification for the reclassification the written request shall include:

- a. A description of those assignments or duties believed to be outside the employee's present classification;
- b. A notice of the job classification to which the assigned duties generally apply, if known.
- c. A description of when those assigned duties started.

2. Supervisor Review. The supervisor shall review the request and respond in writing within fifteen (15) working days. The supervisor's response shall include at least one of the following:

- a. Reclassification Approved. The request for reclassification is approved, and the AGENCY shall notify the employee and the UNION according to Article I, Section A, Classification and Article I, Section B, Salary of Reclassified Positions.
- b. Working Out-Of-Class Determination. The AGENCY determined that the employee was working out-of-class, and the AGENCY shall notify the employee and the UNION according to Article III, Section H, Working Out-Of-Class.
- c. Discontinue Working Out-Of-Class. The AGENCY determined the employee was working out-of-class according to Article III, Section H, Working Out-Of-Class, but the AGENCY no longer wishes the employee to continue in this capacity. The AGENCY shall notify the employee and redistribute the out-of-class work.
- d. Working Out-Of-Class Denied. The supervisor denies working out-of-class. The supervisor's written response shall specifically address issues raised by the employee in 1.a. and 1.b., above.
- e. Reclassification Denied. The supervisor denies reclassification. The supervisor's written response shall specifically address issues raised by the employee in 1.a. and 1.b., above.

IV. REIMBURSABLE EXPENSES

A. Private Auto Use. Employees requested to use personal vehicles in the performance of job duties by the AGENCY, or who are required to work at a location other than their established reporting place by the AGENCY, shall be reimbursed mileage expenses at the then-current rate as established by the Board of Commissioners. **However, employees who are required to drive a personal vehicle because they have been deemed an "unacceptable driver" by the Agency insurance carrier will not receive a mileage reimbursement until their driving record reflects an "acceptable driver" status. The Agency shall submit a request for re-determination on behalf of the employee who regains acceptable driver status.** Employees must be licensed and insured according to Oregon State Law. If an employee is involved in an accident, while operating a personal vehicle on AGENCY business,

that employee's personal auto policy will be responsible for damages. The AGENCY has liability insurance that covers all employees on AGENCY business which will coordinate with the employee's auto coverage.

B. Travel -- Extended

1. Authorization. Employees required to travel outside Lane County on AGENCY business shall do so only after receiving approval for the trip from the Executive Director.

2. Subsistence Expenses

a. Employees required by the AGENCY to remain overnight outside their immediate area of residence shall receive reasonable reimbursement of actual expenses incurred. The employee may choose among the following reimbursement options:

(1) Meals at the rate of \$35.00 per day or individual meals at \$18.00 for dinner, \$9.00 for lunch, and \$8.00 for breakfast. No receipts are needed.

(2) Reimbursement of \$47.00 per twenty-four (24) hours for meals and lodging. Receipts are not needed.

(3) If expenses exceed the rates of (1) and/or (2) above, the employee may submit receipts for reimbursement of reasonable costs for lodging and meals.

b. Limitation. The AGENCY shall, upon request of the employee, make an advance payment of an amount that is reasonably close to what can be estimated as the actual amount to the individual employee.

3. Transportation and Incidental Expense. If public transportation is used, i.e., airlines, railroads and bus lines, the employee will only be reimbursed for the expense of a regular passenger fare unless such accommodations are not available. If the employee desires to ride first class, s/he must pay the additional amount.

C. Incidental Fees. Incidental fees will be reimbursed if they are of an ordinary and necessary business nature. These expenditures include unusual items, such as postage, equipment rentals and registration fees for conferences.

D. Documentation. Employees incurring allowable expenses, such as lodging, public transportation and incidental fees, shall be required to obtain receipts of all such expenditures and upon their return submit them, together with a travel expense report to their supervisor for approval who will forward them to the Finance Department for approval within five (5) working days of returning from the trip. Authorized payments shall be made to employees within five (5) working days of submission of the acceptable report. Gas and mileage documentation must also be provided on the travel expense report. Employees shall be required to show proof of valid Oregon driver's license automobile insurance when driving their own personal vehicle on AGENCY business. In addition, employees are required to show proof of a valid Oregon driver's license when driving an AGENCY vehicle. Employees are further required to inform the AGENCY in the event that they lose their insurance coverage or the ownership of a valid Oregon driver's license.

E. Meals. Employees required to attend conferences, seminars, training sessions or meetings outside of their established reporting place shall be entitled to reimbursement of meal expenses when such meals are not provided as part of the scheduled activities subject to the following:

1. Breakfast - when the employee must leave their residence for traveling to the conference, seminar, training session or meeting location more than one (1) hour in advance of their normal departure time.
2. Lunch - when the conference, seminar, training session or meeting spans the employee's normal lunch break.
3. Dinner - when the employee's travel to their residence after attendance at the conference, seminar, training session or meeting must begin more than two (2) hours after their normal quitting time.

F. Education. An employee shall be reimbursed for all expenses incurred while attending courses, seminars and workshops to upgrade their skills. Reimbursable expenses include tuition, books and materials, provided the employee satisfactorily completes the course, seminar or workshop. An employee must receive prior written approval of the Executive Director, whose decision is not grievable, to be eligible to receive any reimbursement for expenses associated with the education of an employee. The Executive Director shall consider the AGENCY's budget, and whether the successful completion of an education course, seminar or workshop by an employee would be cost effective to increasing the AGENCY's production.

2. Educational Reimbursement. The AGENCY encourages all employees to continue to develop themselves through special training, cross training, and academic courses. The AGENCY will participate in an educational reimbursement program as follows:

a. For courses taken at the request of the AGENCY, the full costs associated with the training shall be paid by the AGENCY.

b. For employee-initiated training:

(1) Employees may submit requests for training, in writing, to their supervisor. Such requests shall include a course description, the time and place of the training, and how the course is related to his/her job or other jobs in the AGENCY, the employee and AGENCY goals.

(2) The supervisor's approval shall be based on evaluating the following criteria: Relationship to job, availability of funding, relationship to job advancement within the AGENCY, cost effectiveness, needs of the AGENCY and employee, effect on operations, and maintenance of licenses or certificates. Final approval, which is not grievable, is subject to the Executive Director's **decision** in accordance with Article IV, REIMBURSABLE EXPENSES, Section F, Education.

(3) Normally, employee requests for training should be submitted prior to July 1st of every year. In all other cases, employee requests should be submitted as far in advance of the training as possible. For requests submitted prior to July 1, the employee shall be advised of the status of his/her request before the beginning of the fiscal year (October 1 of each year).

(4) The employee may request work schedule flexibility to allow time for training when s/he submits the training request or as soon as possible thereafter. The employee may also request approval for time management or leave without pay to attend training during work hours. Prior written approval from the AGENCY must be obtained for use of work schedule flexibility, time management, or leave without pay, to accommodate training during working hours.

(5) Payment will be made only for actual training expenses. Documentation of costs will be provided by the employee. Costs may be shared by mutual agreement between the employee and the AGENCY.

(6) The AGENCY will track employee-initiated training and AGENCY- initiated training expenditures per fiscal year, which will be shared with the ~~Steering Committee~~ **Union upon request** for further review.

(7) No overtime compensation will be paid by the AGENCY if training occurs after regular working hours for training requested by the employee.

V. FRINGE BENEFITS

A. Types of Insurance. The AGENCY agrees to cover its eligible and qualified permanent probationary and non-probationary employees with certain insurance protection and related programs at benefit levels **in effect September 30, 2005 except as described in Section 2 below.** ~~no less than those recommended by the Joint Labor/Management Benefit Review Committee (JLMBRC) and adopted by the Board of County Commissioners. Should the JLMBRC not make a single recommendation that is adopted by the Board of County Commissioners or should the recommendation result in a reduced benefit level, the UNION and AGENCY shall meet to negotiate an acceptable level of health insurance coverage. .~~ Should the costs of such programs increase during the life of this Agreement, or if new or improved benefits are instituted as a result of legislative action, such cost increases shall be covered by the AGENCY whenever such charges become effective. **The Agency shall remain in the Lane County risk pool for as long as its participation is financially beneficial and is allowed by Lane County. The Union agrees to work with the Agency to find alternatives to the health plan to keep premiums increases to a minimum.**

1. Current benefits being provided under this section include:

a. Employee and dependent health insurance, with major medical services, or, at the option of the employee, a health maintenance **managed care** plan. ~~AGENCY contribution to be equal under both plans.~~

b. Employee and dependent dental insurance (including adult orthodontic care);

c. Employee and dependent vision plan.

d. Employee accidental death and dismemberment and term life insurance in the amount of twenty-five thousand dollars (\$25,000); or the employee's annual salary (rounded up to the nearest thousand dollars) whichever is greatest, not to exceed fifty thousand dollars (\$50,000).

e. Employee long-term disability insurance to provide sixty-six-and-two-thirds percent (66-2/3%) of gross income after ninety (90) calendar days of disability, not to exceed the limits of the plan;

2 **The following changes will be made to the health insurance benefits:**

a. The annual deductible for the preferred provider plan will be \$125 per year per insured, with a maximum of three deductibles per family.

b. The office visit co-payment for the managed care plan will be \$20 per visit.

c. Prescription Drugs for both plans:

1. **Annual deductible of \$100 per insured, with a maximum of three deductibles per family, Maximum out of pocket of \$400 per insured;**
2. **Maximum of twenty percent (20%) co-payment.**

3. For the purpose of this Article, dependent means spouse or domestic partner, and eligible children. An employee must enroll his/her spouse or domestic partner with the AGENCY by filling out and signing an Affidavit (Appendix IV). An employee whose marriage or domestic partnership terminates is required to complete, sign and file with the AGENCY a Statement of Termination (Appendix V) within thirty (30) calendar days after such change.

~~So long as a failure to provide insurance benefits to domestic partners of homosexual employees is prohibited by law of the State, insurance benefits shall be made available to employees with domestic partners, without regard to the sex of the partner, on the same basis that insurance benefits are made available to married employees. In the event this compliance is no longer required, upon request of either the AGENCY or the UNION, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory resolution to the change.~~

4. An employee who has double coverage for health insurance may elect not to be covered under the Agency's plans. As an incentive the Agency will contribute \$300 per month to the employee's retirement account (up to the limitation of the plan). The difference between the existing premium cost for health insurance and the \$300 payment by the Agency will accumulate in a separate fund dedicated to offset premium increases in subsequent years. The employee may elect to be covered again when ever his/her partner no longer has health insurance coverage or during open enrollment. An employee must complete, sign, and file with the Agency a Double Covered Incentive form (Appendix IV) in order to receive this benefit.

The Union shall be provided a written report for review of this option upon request.

B. Retirement Plan

1. The AGENCY shall pay each month for each eligible permanent employee in the bargaining unit working twenty (20) hours or more a week and who elects to be in the plan, an amount equal to six (6) percent of the employee's gross monthly salary. The AGENCY shall provide written notice to the employee in time for the employee to enroll in the retirement plan.
2. In addition, the AGENCY shall pay each month for each eligible employee who elects to be in the retirement plan, an amount equal to six (6) percent of the employee's gross monthly salary. This amount shall be considered the employee's contribution. The employee may supplement the retirement contributions made by the AGENCY by making a voluntary contribution of up to an additional twenty-five percent (25%) from their monthly gross salary. Once an employee makes an election of the percentage of the deduction, that election may be changed only according to the terms of the AGENCY's contract with the Massachusetts Mutual Life Insurance Corporation.
3. An employee shall be eligible for the plan after completion of six (6) months of employment with the AGENCY. The AGENCY shall begin making its contributions on the first day of the month following the employee's eligibility date.

4. Employees on leave without pay continue to participate in the plan. However, no contributions are made on their behalf during the period of leave.

5. A vesting schedule for eligible qualified employees is as follows:

a. Employees shall vest fifty percent (50%) of the employer's contribution to the retirement plan after two (2) years of employment according to the terms of the retirement agreement with Massachusetts Mutual.

b. Employees shall vest seventy-five percent (75%) of the employer's contribution to the retirement plan after three (3) years employment according to the terms of the retirement agreement with Massachusetts Mutual.

c. Employees shall vest at one-hundred percent (100%) after four (4) years employment.

6. A deduction will be made from the month-end payroll check of employees who elect health insurance coverage for domestic partners. This deduction will be twelve (12) percent of the taxable income attributed to the benefit. The AGENCY will remit that amount to the employee's retirement account.

C. Benefits Review Committee. The AGENCY shall assign one management representative and the UNION shall assign one UNION representative to fully participate in the Lane County Joint Labor Management Benefits Review Committee (JLMBRC).

D. Early Retirement

1. As a cost saving measure to avoid layoffs, the AGENCY may offer early retirement benefits to all eligible permanent employees. This offer shall be made in writing by the Executive Director. To be eligible for early retirement, an employee must be fifty-five (55) years of age or older and have at least ten (10) continuous years of employment with the AGENCY. The employee shall respond, in writing, within the time period specified by the AGENCY. Whenever possible, the time period to respond shall be at least sixty (60) calendar days.

2. The early retirement benefit will consist of paid medical insurance for the employee, at the same level as received by current employees on an individual basis, for a period not to exceed five (5) years or until the employee is eligible for Medicare, whichever comes first. The employee may elect to continue coverage of a spouse and/or dependents at the group rate at their own expense.

VI. HOLIDAYS

A. Dates. The following days shall be recognized and observed as paid holidays subject to the provisions of Section VI:

New Year's Day

Martin Luther King Day (3rd Monday in Jan.)

Washington's B'day (3rd Monday in Feb.)

Memorial Day (Last Monday in May)

Independence Day

Labor Day (First Monday in September)

Veterans Day (November 11)

Thanksgiving Day

Day After Thanksgiving

Christmas Eve Day

Christmas Day

Personal day (Add to Accumulated Time Mgt)

B. Qualifications. The prior AGENCY holidays are to be paid holidays, but only for eligible and qualified employees. For the purposes of this Article, an eligible and qualified employee shall

mean any employee who:

1. Reports for work on his/her last scheduled work day prior to, or first scheduled day following the holiday, or is on approved leave with pay. For the purposes of this section, an employee must work or have sufficient time to account for a regular day's work. Probationary or employees who are terminating must work the first scheduled day following the holiday to be eligible for holiday pay.
2. Whose scheduled work day prior to or following the holiday falls within two (2) calendar days of the holiday.
3. For represented temporary ~~seasonal~~ employees, the following holidays shall be paid holidays:

- | | |
|---|--|
| <input type="checkbox"/> New Year's Day | <input type="checkbox"/> Memorial Day (Last Monday in May) |
| <input type="checkbox"/> Independence Day | <input type="checkbox"/> Labor Day (First Monday in Sept.) |
| <input type="checkbox"/> Veterans Day (November 11) | <input type="checkbox"/> Thanksgiving Day |
| <input type="checkbox"/> Christmas Day | |

C. Pay

1. Eligible employees shall receive one (1) day's pay based on an eight (8) hour day for each designated holiday which falls on a day the employee would otherwise work.
2. Eligible employees shall receive one (1) alternate day off equivalent to eight (8) hours, at the mutual convenience of the employee and the AGENCY, for each designated holiday which falls on a day the employee otherwise would not work.
3. Eligible employees shall receive one and one-half (1 1/2) times the regular straight time rate for all work performed on a designated holiday plus holiday pay allowed under Article VI, HOLIDAYS, Section C, Pay, Subsection 1 above.

D. Weekend Holidays. Whenever a holiday shall fall on a Sunday, the succeeding Monday shall be designated as the holiday. Whenever a holiday shall fall on a Saturday, the preceding Friday shall be designated as the holiday.

E. Holiday During Leave or Vacation. Should an employee be on authorized paid leave when a holiday occurs, such holiday shall not be charged against such leave or vacation.

F. Holiday During 4/10 Work Schedule. Employees who are required to work a 4/10 schedule shall receive ten (10) hours compensation for holidays, but employees who are voluntarily working 4/10 schedules shall only receive eight (8) hours of holiday pay and must use Time Management or unpaid time off or change their schedule to work five (5) days of eight (8) hours per day to reconcile the time differential.

G. Personal Day. Personal day hours shall be added to each employee's accumulated time management at the beginning of each fiscal year.

VII. EMPLOYEE TIME MANAGEMENT PROGRAM

A. Purpose of Time Management. It is the purpose of the employee time management program to provide employees with a leave with pay program which is easily understood, responsive to individual needs, and easy to administer.

B. Earned Leave Time Management.

1. Rate of Earned Leave Time Management Accrual. Employees shall accumulate earned leave, based on a full-time status, at the following rates:

<u>Months of Service</u>	<u>Earned Leave</u>	<u>Monthly Leave Accumulation</u>
0-48 mos. (to 4 yrs)	26.0 days/yr	17.334 hrs/pay period
49-108 mos. (4-9 yrs)	28.5 days/yr	19.000 hrs/pay period
109-168 mos. (9-14 yrs)	31.0 days/yr	20.667 hrs/pay period
169-228 mos. (14-19 yrs)	33.5 days/yr	22.334 hrs/pay period
229-288 mos. (19-24 yrs)	36.0 days/yr	24.000 hrs/pay period
289 mos./over (24 yrs +)	38.5 days/yr	25.667 hrs/pay period

Note: Exempt employees shall earn two (2) additional days per year or one and one-third (1.333) hours per pay period for each of the rates scheduled above.

Permanent, part-time employees shall accrue earned leave time management on an amount proportionate to that which would be accrued under permanent, full-time employment.

2. Deductions from Accrued Earned Leave Time Management. During the course of the year, absences from work because of vacation, sick leave, family emergency, or bereavement shall be charged against accrued earned leave time management. Time management shall accrue whenever an employee is on paid status with the Agency, except when receiving supplemental sick leave benefits. Employees do not accrue time management when on leave without pay or suspension without pay.

3. Accrual of earned leave when absent from work.

a. ~~Employees shall accrue earned leave during the following times:~~

~~(1) Annual leave~~

~~(2) Holidays~~

~~(3) When absent from work due to an on-the-job injury or illness up to five hundred twenty (520) hours~~

~~(4) When on a jury duty or witness duty per Article VIII, LEAVE OF ABSENCE, Section F, Jury Duty and Witness Duty.~~

~~(5) Sick leave of up to forty (40) hours when a non-work related illness or injury occurs~~

~~(6) When using earned leave under the parental and family leave provisions~~

~~(7) Bereavement leave~~

~~b. Employees shall not accrue earned leave when they are:~~

~~(1) On leave of absence without pay such as:~~

~~(a) Sabbatical~~

~~(b) UNION leave~~

~~(c) Military leave~~

~~(d) Under the parental and family leave provision~~

~~(e) Bereavement leave~~

~~(2) Receiving supplemental sick leave benefits~~

C. Workers' Compensation. In the event of injury including lost time when such illness or injury is covered by Workers' Compensation, the AGENCY shall not charge the employee's earned leave time management. The employee shall be paid at his/her normal rate of pay less the amount of any Workers' Compensation checks received by the employee for lost salary.

D. Cash out of Earned Leave Time Management at Termination of Employment. After six (6) months of service, upon the termination of an employee, or in the event of the death of an employee, all accumulated time management hours shall be paid to the employee or his/her personal representative at the current rate of pay. When an employee receives a cash out payment, the AGENCY shall fund the employee's retirement contribution for the first eighty (80) hours cashed out. The employee shall be required to pay for the retirement contribution for all hours cashed out in excess of eighty (80) hours. The employee contribution shall be deducted from the employee's cash out payment.

E. Minimum Required Use of Earned Leave Time Management. Employees shall be required to take a minimum of two (2) weeks of earned leave time management per fiscal year. The AGENCY's fiscal year is October 1 through September 30.

F. Requests For Use of Time Management. AGENCY employees shall request time off as far in advance as possible, but at least one day prior to the day off. When an employee is sick or an emergency occurs requiring their presence elsewhere, or an employee is taking bereavement leave, the employee shall notify their supervisor as soon as possible. In the case of sickness or emergency, an employee shall phone their supervisor ~~before nine (9) a.m.~~ at least prior to the beginning of their work shift the morning of their absence. The AGENCY may not unreasonably deny leave requests. The AGENCY may request verification for bereavement leave.

G. Record Keeping Requirements. Accurate records of leave time management accruals and usage shall be maintained by the AGENCY and shall be reported monthly on employees' payment slips.

H. Scheduling of Absences From Work. When earned leave time management is to be taken as vacation, the leave shall be scheduled in advance by the employee and AGENCY. In case of any conflict between employees concerning the scheduling of vacation time, employee seniority shall be given first consideration. No employee shall be granted a continuous leave of more than five (5) weeks in any calendar year unless both parties agree in writing to the longer leave. Employees who wish to exercise the seniority provision of this section must do so by May 15 for July through December, and November 15 for January through June of each year, and will apply for each six (6) month period only.

I. Use of Compensatory Time. Any employee who is granted a leave of absence other than UNION leave without pay shall first be required to take any compensatory time that has

accrued to their credit before they are placed on leave without pay.

J. New Employee Earned Leave Time Management Reserve. Each new (classified) employee will start with a reserve of forty-eight (48) hours of time management. Time in the employee's reserve cannot be used for vacation but may otherwise be "drawn down" for any other absence. Accrual rates for new employees with this reserve amount will be reduced by eight (8) hours per month for six (6) months. If the employee terminates before six (6) months, only the time management accrual, not the time management reserve, will be paid out in cash to the employee. After six (6) months the employee's time management accrual rate shall increase to the rate specified above in Section B.1 Rate of Earned Leave Time Management Accrual, and the hours remaining in the employee's time management reserve shall be added to the employee's time management account.

K. Buying Back of Earned Leave Time Management. After an employee has taken a minimum of eighty (80) hours of time management during the previous twelve (12) months, an otherwise eligible employee may "buy-back" up to one hundred twenty (120) hours of time management at the straight time rate with the restriction that after the buy-back at least eighty (80) hours must remain in the employee's time management account. An additional deduction of hours will be made from the employee's time management account which will equate to the dollar amount necessary to fund the employee's retirement contribution at the current rate paid by the AGENCY. An employee may take only one (1) buy-back per fiscal year. No deductions other than as required by law shall be made from the buy-back reimbursement check. Requests for buy-back that are submitted by the fifteenth (15th) of a month will be processed with that month-end payroll.

L. Forfeiture of Earned Leave Time Management. Employees may accumulate twice their annual accumulation. On September 30, any employee credited with accrued leave greater than their allowable accumulation shall forfeit that amount above their maximum accumulation, unless the AGENCY has refused to allow the employee to take time off. An employee who has acquired the maximum allowable accumulation of earned leave may continue to accumulate earned leave for the balance of the fiscal year in which the maximum accrual was reached, provided, however, that the employee must take sufficient earned leave and/or use the buy-back plan to reduce the accumulation to the maximum allowable prior to September 30 of that year, or forfeit the excess.

M. Supplemental Sick Leave Benefits.

1. If a non-occupational sickness or injury exceeds forty (40) consecutive work hours during fiscal year 2005-06, the AGENCY shall provide compensated time off at the regular rate of pay for that period preceding commencement of the long-term disability benefit. The first forty (40) consecutive work hours during fiscal year 2005-06 shall be charged against accrued earned leave or shall be leave without pay if the employee does not have sufficient earned leave to cover the absence. The amount of consecutive work hours charged against accrued leave shall increase to sixty (60) hours for fiscal year 2006-07 and increase again to eighty (80) hours for fiscal year 2007-08The employee shall be expected to substantiate to the satisfaction of the AGENCY any sickness or injury which exceeds ~~forty (40)~~ the designated number of consecutive work hours prior to compensation. Such substantiation to the AGENCY's satisfaction shall also be required for leave without pay if sufficient earned leave has not been accumulated.

The AGENCY shall notify the employee in writing regarding the timelines, once leave begins or employee reports the need for leave, including advising of consequence for failure to return to work and procedures involved in applying for long-term disability.

The AGENCY shall send copies of the initial letter to the employee, the employee's personal representative if one is designated, and to the UNION. Subsequent correspondence will be sent to the employee and any designated representative as well as the UNION if requested by the employee. The employee is responsible to contact the AGENCY to make monthly reports of status during the absence. If a change of status occurs which will impact the date of the employee's return to his/her regular work schedule, the employee or employee's representative shall report any such change to the AGENCY within two (2) working days of the employee's knowledge of the change. The AGENCY shall notify the employee in writing within sixty (60) days after the start of the short-term leave advising of consequence for failure to return to work.

2. If an ill or injured employee's absence is covered by Workers' Compensation (or exceeds ~~forty (40)~~ **the designated number of** continuous work hours for non-occupational illness or injury) the AGENCY will provide compensated time off not to exceed five hundred twenty (520) work hours from the time of the injury or illness. Contingent upon the employee having a medical release, at the AGENCY's discretion and need, the employee may return to work full or part-time. All hours worked shall extend the five hundred twenty (520) hours on an hour for hour basis up to a maximum of seven hundred (700) work hours from the time of injury or illness. When an employee and the AGENCY agree to an early return to work arrangement under this clause, Subsection 3 below will not be applicable.

3. Normally, once an employee returns to work, any further absences would require another ~~forty (40)~~ **amount of designated** consecutive work hours to be subtracted from time management accrual. However, if the same illness or injury recurs requiring the employee to leave work and the employee has only returned to work for five (5) or less days no additional time will be subtracted from the employee's accrual.

N. **Emergency Donations of Earned Leave Time Management.** When an employee has an emergency need for sick leave or care for family members (as defined in Article VIII, LEAVE OF ABSENCE, Section L, Parental Leave and Family Leave) or for Bereavement Leave but does not have enough time management accrued, other employees may voluntarily donate time management hours to the requesting employee's account. Donations shall remain anonymous. For donation purposes, Bereavement Leave is limited to five (5) days. **Except for Bereavement Leave, to be eligible for donations the employee must be absent due to an emergency situation for five (5) or more continuous work days and are not receiving any other compensation covered by this agreement. Emergency for the purpose of this section is defined as an unplanned, unexpected, or unanticipated illness or injurious condition of the employee or his/her family member.**

The contributions of time management hours shall be given a cash value at the contributor's current rate of pay and applied at the recipient's current rate of pay into his/her time management account.

The ~~Deputy Director~~ **Administrative Services Director** or designee will be responsible for notifying all employees when there is a need for donations to eligible employees. Supervisors are expected to notify the ~~Deputy Director~~ **Administrative Services Director** or designee when an employee may not have enough time management for sick leave or FMLA **and desires donations**; however, any staff member may bring the matter to the ~~Deputy Director's~~ **Administrative Services Director's** or designee's attention.

Donated hours will be accepted in the order they are received. An employee may retain up to ~~40 hours of the unused~~ **the number of hours of** donated time management **that she/he had at the beginning of the emergency. The remaining donated hours will be credited back**

to the donors' leave accrual on a pro-rata basis. For employees who have had unusual circumstances and are near zero hours before the beginning of the emergency, the Administrative Services Director may allow up to 40 hours retention of unused donated leave one time, upon request, on a case by case basis. In order to be eligible to donate time management hours, an employee must maintain a minimum of eighty (80) hours remaining in his/her account after the contribution.

O Union Donations. Donations of time management may also be provided to Union Officials to attend Union functions (Trainings and Conventions), upon written request, from the Union President to the Administrative Services Director. Any unused hours will be returned to the donors on a pro-rata basis. The Union shall be responsible for notification. This section shall be subject to the provisions regarding scheduling absences from work, Section VII.H of this agreement.

VIII. LEAVE OF ABSENCE

A. Causes for Leave. Leave of absence for good cause may be granted by the AGENCY provided that such leaves do not significantly disrupt normal AGENCY operations. Good cause shall only include the following reasons:

- | | | |
|---|---|--|
| <input type="checkbox"/> Sickness or Injury | <input type="checkbox"/> Personal Leave | <input type="checkbox"/> UNION Leave |
| <input type="checkbox"/> Bereavement Leave | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Adverse Weather |
| <input type="checkbox"/> Military Service | <input type="checkbox"/> Sabbatical | <input type="checkbox"/> Parental Leave |
| <input type="checkbox"/> Family Leave | | |

B. Pay. Leaves of absence shall be without pay, except as specified in this Agreement.

C. Approval. No payment for any leave of absence shall be made until such leave has been properly approved. Requests for such leaves must be in writing and shall be applicable upon written receipt of approval from the appropriate appointing authority stating the terms and conditions of the leave.

D. Term. With the exception of military action duty and UNION leave, a leave of absence without pay may not exceed ninety (90) calendar days, subject to extension on approval by the Board of Commissioners, or if approved under Article VIII, LEAVE OF ABSENCE, Section H.2, Sabbatical Policy.

E. Failure to Return. An employee who has been granted a leave of absence and who, for any reason, fails to return to work at the expiration of said leave of absence, shall be considered as having resigned and the position shall thereupon be declared vacated; except and unless the employee, prior to the expiration of the leave of absence, has furnished evidence of inability to return to work for legitimate reasons beyond the control of the employee.

F. Jury Duty and Witness Duty. As soon as practicable, the employee must notify the AGENCY that the employee has been called for jury duty or witness duty prior to the leave being granted with pay. The AGENCY may ask but cannot require the employee to file an appropriate exemption from duty because of the adverse impact the employee's absence would have on AGENCY operations. Employees shall be granted leave with full pay for the period of required service when summoned for jury duty or appearance under subpoena as a

witness in any municipal, county, state or federal court. If the AGENCY is an involved party, the AGENCY will grant leave with pay for appearance under subpoena as a witness in a grievance arbitration. Employees who are excused from jury duty or as witnesses before one (1) hour prior to the end of the normal work shift shall immediately report their availability for assignment to their supervisors. All monies received as witness fees or pay for jury duty, other than mileage reimbursement paid to the employee for such service, must be signed over to the AGENCY unless such fees are earned on the employee's days off or during other authorized leave with pay.

G. Military Leave. Absence for military service of an employee shall be allowed as provided by state and federal law.

H. Personal Leave.

1. In instances where the work will not be seriously handicapped by the temporary absence of an employee, the Executive Director at his/her sole discretion may grant a leave of absence without pay, not to exceed ninety (90) calendar days. Requests for such leave shall be in writing and shall establish reasonable justification for approval of the request. Such leave may not be granted to an employee who is accepting employment outside the AGENCY.

2. Sabbatical Policy: For those employees exceeding six (6) years of continuous employment the following leave policies will apply to requests made by the employee for personal leave exceeding ninety (90) calendar days:

a. The employee's three most recent evaluations must reflect a competent or better.

b. For a sabbatical personal leave, justification is not the primary consideration. The AGENCY's ability to function satisfactorily during the absence is paramount. The immediate supervisor/division director must provide a plan that addresses how the work will be done.

c. Leave will be unpaid with no benefits other than health/dental/vision insurance, which will continue to be provided by the AGENCY.

d. Since the employee is not under the control of or being paid by the AGENCY, work outside the AGENCY may be accepted. If covered by another health carrier the AGENCY's benefits will abate until the employee returns to work.

e. Employee leave may be from ninety-one (91) to one hundred fifty (150) calendar days (5 months). Employees are eligible for a sabbatical leave every six (6) years.

f. The decision to grant a leave is solely the AGENCY's, specifically the Executive Director and must be in writing with a specific day to return. The decision by the Executive Director is final and not appealable.

g. Should the employee not return on the scheduled day without prior notice with an acceptable excuse that employee shall be deemed to have resigned effective that date.

I. Adverse Weather. When an employee is unable to report to work because of adverse weather conditions, they may elect to charge that time against their earned leave accrual, or take leave without pay.