request of, or for the benefit of the Employer, shall be reimbursed for the costs normally associated with relocation according to the following schedules:

(a) Notice, Temporary Living Expense:
Employes shall be given 45 days notice of transfer. If the Employer wishes to assign the employe to the new position during this 45 day period, the employe shall be paid the equivalent of short term, seven-day basis per diem. In addition, one-half of the daily per diem rate shall be allowed for dependents. These allowances shall continue until the employe has moved his household effects but will not extend beyond the above 45-day period of notice. Employes shall be allowed up to eight days of Employer time as needed to effect the move, including househunting.

(b) Househunting Costs:
As provided in reimbursement of househunting costs.

(c) Transportation and Storage of Household Goods and Personal Effects:
The Employer will pay for the moving of all personal effects of the employe to a maximum of 14,000 pounds. In cases where household goods are estimated by the movers to exceed the maximum limitation, consideration will be given to a request for additional payment.

Upon prior approval based on showing of an actual and reasonable need to have the employe's possessions stored before they can be delivered to the new location, the Employer will pay for such storage and incidental handling charges within the authorized weight for a period of up to 30 days. Any charges for storage in excess of 30 days must be paid by the employe. If storage exceeds the 30-day limit, the Employer will nevertheless effect reimbursement within the authorized weight allowance for transportation charges assessed for delivery from the warehouse to destination residence.

The Employer will pay for packing, crating and unpacking not to exceed a total cost of $500 per move. The Employer will pay for full value insurance, appliance blocking charges and extra handling charges on items such as pianos and organs.

(d) Transportation Allowance:
In addition to the mileage allowance provided in paragraph (b), the Employer will pay one-way private car mileage from old to new headquarters on a maximum of two four-wheel drive vehicles.

(e) Mobile Homes:
The Employer will pay for the relocation of mobile homes including breakdown, set up and changing utilities. The Employer will also pay for "U-Haul" type trailer costs or freight charges for transportation of appliances, large household equipment or appurtenances.

Article XXXII
VACATION LEAVE FOR FULLTIME EMPLOYES

Section 1. After having served in the state service for six full calendar months, full-time classified and unclassified employes shall be credited with six days of vacation leave and thereafter vacation leave shall be accumulated as follows:

After six months through 5th year, 12 work days for each 12 full calendar months of service; after 5th year through 10th year, 15 work days for each 12 full calendar months of service; after 10th year through 15th year, 18 work days for each 12 full calendar months of service; after 15th year through 20th year, 21 work days for each 12 full calendar months of service; after 20th year and thereafter, 24 work days for each 12 full calendar months of service.

Section 2. A full-time employe working less than a full calendar month shall accrue vacation leave on a prorata basis, provided that the employe works 32 hours or more in that month. If an employe has a break in service during his first year of employment and that break does not exceed two years, he may be given credit for the time worked prior to the break in service. In order to facilitate the administration of leave records, vacation leave may be accrued on a monthly basis for employes who have completed six full calendar months of service. Full-time classified employes included under ORS 240.515 (3) shall be entitled to a vacation with pay of all accrued vacation time at the end of each academic year. Vacation leave shall not accrue during a leave of absence without pay, or education leave with pay, the duration of which exceeds 15 calendar days.

Section 3. Any employe who is laid off or terminated after a full six months of state service shall be paid in cash at the time of separation from state service for his / her accrued vacation time.

Section 4. The statutory limitation on the amount of vacation leave that may be accumulated shall be 250 hours.

Section 5. It is agreed that vacation accumulation for part-time employes and seasonal employes shall be increased commensurate with the increases in Section 1 of this Article.

Article XXXIII
TRANSFER OF VACATION CREDITS

When an employe is transferred to, or appointed to another agency during the initial six months of his employment, vacation credit shall be assumed by the new appointing authority. After six months of employment, an employe who is transferred to or employed in another agency may elect to have a maximum of 80 hours of accrued vacation credits transferred to the gaining agency, except the gaining agency may agree to accept a greater amount of accrued vacation credits. Otherwise, the employe shall receive cash compensation from the losing agency for the accrued vacation credits at the time of the transfer or appointment.

Article XXXIV
UTILIZATION OF ACCRUED VACATION

The parties agree that an employe's vacation accrual is an earned benefit to which the employe is entitled. Therefore, at no time shall accrued vacation time be utilized without specific authorization of the employe, unless at the time of death or termination.

Article XXXV
HOLIDAYS

In addition to those days currently listed in the statutes as legal holidays, the Employer agrees to grant time off with pay for each employe for one additional day. This day of paid leave time will be accrued by all employes currently employed as of December 24 of each year and will be granted on a basis which will preclude the closing of state offices. Each employe may request the option of taking the additional day off on the work day before or after Christmas, the work day before or after New Year's Day, or where these days are not available to the employe, on any other day of the employe's choice. The Employer shall schedule such requests in a manner to assure reasonable work operations are maintained.

The Employer further agrees that holidays which fall on Saturday will be observed on the preceding Friday.

Article XXXVI
PRE-RETIREMENT COUNSELING LEAVE

Leave with pay to attend pre-retirement counseling under the PERS pre-retirement program of up to 3½ days shall be provided employes to be granted within the last five years prior to the employe's compulsory retirement date. This leave with pay will be requested in advance and will be granted unless the dates conflict with the workload of the agency as determined by the appointing authority. In the event that leave cannot be granted for the date(s) requested, an alternate leave date(s) will be arranged compatible with the PERS pre-retirement program schedules. The leave herein discussed may be used to investigate and assemble the employe's retirement program including PERS, social security, insurance and other retirement income.

Article XXXVII
INSURANCE

Health Insurance: It is agreed by the parties that the state shall increase its contribution for hospital-medical insurance, commencing June 1, 1975. The state shall provide a $30 per month per employe premium payment, and such payment, if in excess of the premium for employe coverage, shall apply to dependent coverage carried under the same plan.

Dental Insurance: The Employer further agrees to contribute $5 per month toward dental insurance coverage effective July 1, 1976.

The Employer agrees to consult with the Employe Representative prior to any proposed changes in the existing health insurance plans or the offering of a dental plan for the purpose of providing input to the State Employes' Benefit Board on the quality of coverage to be offered.

Article XXXVIII
SALARY ADMINISTRATION

The parties agree that salary administration shall be based upon a performance evaluation system uniformly applied in the classified service. In the interest of improving the performance appraisal system, it is agreed that suggestions and criticisms shall be subject to mutual discussions, but that provisions of this agreement shall not be modified by existing or future Executive Department, Personnel Division or agency policy unless there is agreement of the parties hereto.

Employes shall be granted annual performance pay increases on their eligibility date provided the employe is not at the top of the salary range attached to his / her classification, and provided the employe's performance is satisfactory as reflected in his / her performance appraisal.

Performance shall be deemed satisfactory when an employe's performance appraisal indicates that he / she meets or exceeds all major requirements (Categories A and B). An employe rated in Category C shall receive an increase unless his / her needed improvements are major in nature when related to the work plan and / or position description.

Employe complaints resulting from failure to receive a performance pay increase may be processed through the grievance procedure. Performance shall be measured using all of the following criteria:

(1) Classification specifications developed and promulgated by the Personnel Division of the Executive Department. In the development of new or revised classification specifications, the Personnel Division of the Executive Department shall give full consideration to recommendations of the Employe Representative.

(2) An individual position description, reduced to writing, which shall delineate specific duties within the classification specification peculiar to an individual employe's own job. A copy of the position description shall be given to the employe. A copy of the class specifications shall be available to the employe at any time at the employe's request.

The individual position description shall be subject to at least an annual review with the employe and any changes shall be developed by the employe and his / her supervisor. Nothing contained herein shall compromise the right or the responsibility of the Employer to assign work consistent with the classification specification. All work assigned shall be described within the position description.

(3) A written work plan, based upon the position description and developed by mutual agreement between an employe and his / her supervisor. Each work plan shall delineate job requirements, job expectations, anticipated goals, set objectives, and productivity expectations. Nothing contained in this provision shall compromise the right of the employe during the process of reaching agreement on the work plan to demand a reasonable workload.

Elements of appraisal shall be those specifically described by the work plan which shall be consistent with the classification specification and position description with the addition of those considerations contained on the Report of Performance Appraisal form (Form No. PD-140). When appropriate, any unique problem solving or innovative work projects may be developed and written into the employe's work plan, but shall not expand employe duties beyond the level of the duties assigned to that classification. An employe shall be given a copy of his / her work plan at the time it is developed and reduced to written form.

(4) Periodic review of each written work plan shall be made by an employe and his / her supervisor. Any changes in the work plan that are developed by the employe and his / her supervisor shall be by mutual agreement. These changes shall be reduced to writing and a dated copy given to the employe. When a periodic review indicates an employe is not meeting the expectations of the work plan, such notice shall be reduced to a written dated statement with a copy given to the employe.

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