

DHR, Higher Ed., Institutions, ODOT, Special Agencies Summaries

DHR Summary

DHR Coalition

Vacations: Current language, plus, if a vacation is cancelled by management, you will be reimbursed for any unrecoverable deposits you paid.

Security: Agency shall post evacuation plans. Employees do not have to return to area unless deemed safe. Security will be provided in areas where past history indicates a specific need.

Union Rights: Two additional Stewards for Voc. Rehab., sixteen additional Stewards for Health Division. Release Time, with pay, for Stewards for grievance handling at all agency steps, including meetings with the grievant, management and business agent. Release Time, with pay, for new employee orientation. Release Time, with pay, for distributing Union membership and benefit information to employees.

Personnel Records: Current language, plus, an employee may request early removal of material after 18 months. Agency will recognize only one official file (Agency Personnel Office File).

Safety and Health: Agency shall provide safety devices and apparel when necessary and must be used by employee. Laboratory safety language included for Health Division. Medical facilities provided. First aid kits provided.

Training: Employees may request developmental opportunities and job rotation and maintain all benefits and representation rights. Time-off, with pay, may be granted for job-related education courses or training.

Client Complaint Investigation: Basically, a current language.

Leave of Absence Pay: Current language.

Under-Fills: Employees must be informed in writing when under-filling a position, reasons for under-filling and requirements necessary for reclassification.

Work Schedules: Employee shall receive a 4-10 work schedule if employee meets criteria as stated in the contract.

Protected Work Time: Current language for AFS and CSD.

Work Plan Adjustment: Current language for AFS.

Per Diem: Basically, current practice. Employees shall receive a breakfast or dinner, or both, depending on time of departure and return for one-day travel.

Personnel Advisory Committee: Current language in CSD.

Grievance Procedure: Two-step Agency procedure. Release Time, with pay, for employee to meet with management regarding the grievance.

Inclement Weather: Agency shall notify employee of office closure by 6:00 a.m. on day of closure. Agency shall post radio station and a phone number to call on bulletin boards. When proper notice not provided, employee is eligible for show-up compensation.

Overtime: Employees choose form of compensation, except when budget limitations or staffing limitations exist. Comp-time, by employee choice, can accumulate to 80 hours annually. Comp-time, by employer designation, has no limitations in regards to accrual. Overtime break provided at employee's discretion.

Hostage Taking: One day off with pay. Anytime in excess of one day charged to accrued leave, unless covered by Workers' Comp.; then Agency shall charge on pro rata basis not to exceed employee's monthly salary.

Sensitive and Difficult Clients: If employee is required to be in contact with sensitive or difficult clients, or other persons related to the case, who have potential for dangerous or violent actions, employee and supervisor will develop a plan for dealing with the

situation. Employee shall be notified of clients deemed sensitive, difficult, or violent if documented or if information was received from an outside source.

Phone Calls: Current language for CSD.

Geographical Area for Layoffs: Current language.

Higher Ed. Summary

Higher Education Coalition

Vacation Leave: Current system.

New Employee Orientation: The current practice was modified to insure proper notification to the Union of the time and place on the agenda at all orientation meetings.

Personnel Records: The current practice was modified by tightening restrictions on management's procedures for placing material of an adverse nature in an employee's personnel file.

Safety and Health: The current practice was expanded to include: (1) A procedure for the safe evacuation of employees from buildings in emergency situations, and (2) provides for a procedure to make safety and health complaints within the Agency and that the Agency must make a prompt investigation including a written response to the party making the complaint.

Education and Training: A substantially new contract clause that provides for the establishment of educational assistance programs. Additionally, employees are guaranteed educational leave without pay for a time period of six (6) months.

Leave Without Pay: All employees gained a guaranteed leave without pay for a time period of four months. An extension of up to eight months can be granted if needed. Additionally, all employees are assured of time off to attend court proceedings.

Uniforms, Protective Clothing and Tools: All agencies in the Higher Education Coalition gained something in this article. Gains were made in the following areas, depending on which agency you work for: (1) Rain-gear for additional employees, (2) No key deposits in excess of \$1.00 will be required, (3) Boots or overshoes will be provided by the employer when stripping or waxing floors, (4) Agency-furnished uniforms, protective clothing; tools and equipment will be maintained or replaced by the agency.

Grievance Procedure: Management's response time was shortened from 42 calendar days to 22 calendar days.

Geographical Area for Layoff: Current system.

Grievance Committee: Current system.

Call-Back Pay: Current system.

Work Schedules: Current system, except employees will not be required to work split shifts.

Holidays: In addition to current language, Higher Education employees will get a holiday or the day after Thanksgiving in exchange for Lincoln's Birthday.

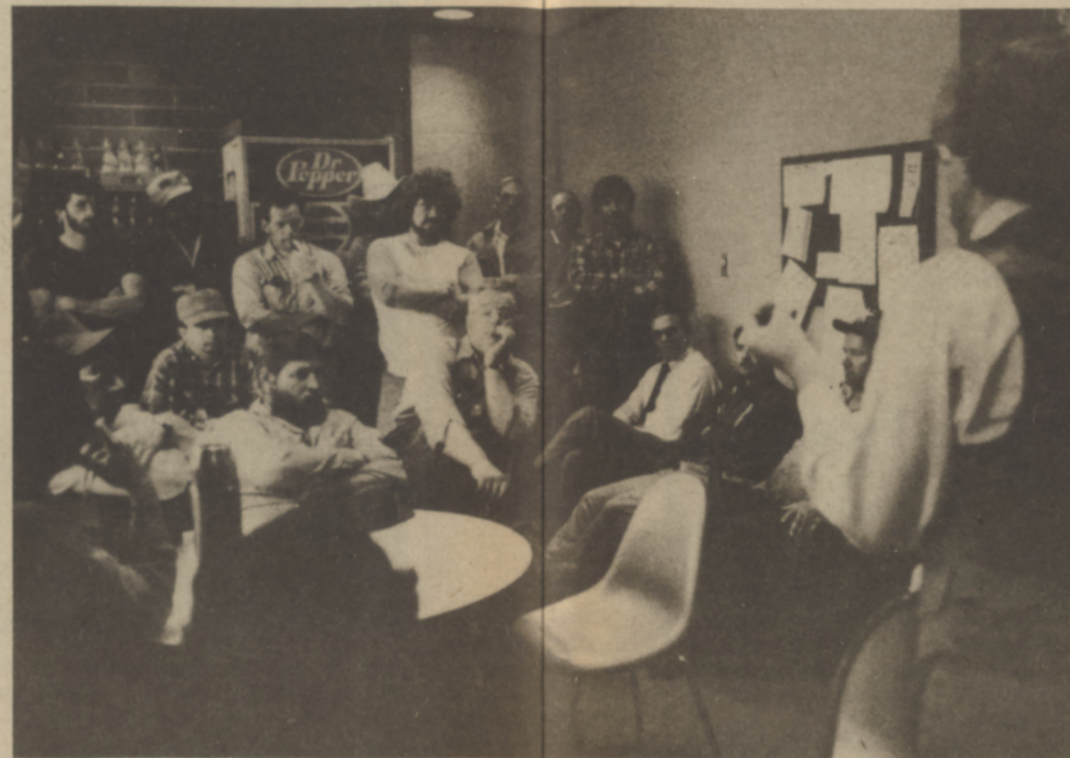
All other items remained current practice. There will be no take-backs.

Institution Summary

Institution Coalition

Vacations: Employees taking military or educational leave without pay of not more than 90 days, may choose to leave their vacation time on the books, rather than being automatically paid off.

Per Diem: Lodging reimbursement may exceed minimum in contract with prior approval. On overnight travel, an employee who leaves one hour before shift (exclusive of meal time) gets breakfast allowance. An employee who transports a client through a meal period, with less than overnight notice, gets meal allowance. One day travel—breakfast allowance if you leave two hours or more before scheduled shift and dinner if you get back two hours



OPEU Executive Director Thomas Gallagher answers contract and negotiation questions from OPEU members. These employees from ODOT locals

took a day from work to demonstrate and lobby at the Legislature on budget and contract issues.

late. Employees can get draw on travel expenses if requested three days prior to trip.

Inclement Weather: Institution shall post radio and TV stations closures will be broadcast on. If employee arrives within two hours of closure, management will provide work or pay for the rest of shift. Employees who don't work can make up time at a mutually agreeable time or use any paid leave, except sick leave. Employees who can't leave institution because of road closures allowed to stay inside building.

Special Provisions—Nurses: Differential increased to 31¢ and now covers hospital techs.

Special Provisions—Teachers: Prep time at OSCl essentially the same. Prep time at MacLaren and Hillcrest one continuous duty-free hour which may be off-site by consent of the institution on an individual basis. The workday is defined as 7:45 a.m. to 4:45 p.m. with one hour duty free lunch. OSCl will receive five days of agency provided in-service. MacLaren will receive three days for curriculum development, maintenance and/or student grading (student free). New provisions state that (1) teachers have the authority to determine student grades which can't be changed without consultation, (2) a written disciplinary procedure for students will be reviewed and/or updated annually, (3) teachers may request to work a 190-day school year, and (4) effectiveness and efficiency may be diminished as workload increases (which means if there is an increase in workload, a poor performance appraisal is grievable). An old provision was moved to its own section and means extra assignments (those non-paid duties not in a work plan) are limited to 45 minutes a week.

Safety and Health: Institutions will also abide by Administrative Rules related to the Oregon Safe Employment Act. Chief steward or designee may attend any Safety Committee meeting with pay to discuss safety concerns. Stewards will receive walk around pay when accompanying Workers Comp reps on safety inspections. Institution must make sure location is safe under evacuation before sending employees back to work. Employees whose assigned duties include searches shall be adequately trained prior to assumption of duties. List of harmful or toxic substances workers come in contact with will be made available.

Leave of Absence Without Pay: Educational travel added.

Work Schedules: Current language—adding \$5 per month differential for classes who don't get breaks.

Hostage Taking: New language—an employee taken hostage shall be immediately permitted to receive reasonable time-off. Time-off in excess of 24 hours must be recommended by employee's physician.

Sensitive and Difficult Clients: New language—institution will notify support service employees concerning clients regularly assigned to work area who have severe medical disorders or who are identified as particularly hazardous. Institution shall provide opportunities for instruction in self-protection and restraint of clients. Employees cannot be disciplined for reporting abuse by a client. Employees transporting particularly hazardous clients, those with severe medical disorders, or client who can't be left alone and trip is four hours or more shall have another person assigned to accompany him/her or be provided appropriate security equipment.

Overtime: Current language with three improvements: OSCl—payment for overtime will be made no later than first of month following timekeeping period overtime was worked; Hospitals—comp time can accrue up to 60 hours, then Institution and employee mutually agree within 30 days to make arrangements for utilization; All contracts—if employee's work doubles, or the greater part of second shift, employee will receive a meal or a \$5.50 penalty payment.

Union Rights: Current language.

Personnel Records: Union reps may now inspect personnel files. Material reflecting caution, warning, reprimand, etc. shall only be retained for two years unless related disciplinary actions are taken and sustained during that period. Material relating to grievances or disciplinary actions recommended but not taken or overturned on appeal shall not be retained in any personnel file.

Grievance Procedure: Reduced to two steps within agency. Parties agree to meet at reasonable times and intervals at request of either party to discuss employment relations and problems.

Complaint Investigation: New language. Employee given first opportunity to provide information if investigation conducted. Employee has right to have representative present at such meetings. Written report of investigation provided upon request to employee.

Employee Facilities: New language. Designated areas provided for ill or injured workers to rest in privacy. Must be available for immediate use.

Uniforms and Protective Clothing: Clothing allowance—increase to \$100 first year, increase to \$107 in second year. Uniforms—coveralls, raingear, etc.—current level. Reimbursement for damaged or destroyed personal clothing processed within 10 days.

Training, Education Courses and Developmental Opportunities: Employer shall provide minimum five days notice of mandatory training and pay all cost in full. Conference and training opportunities shall be distributed as equitably as possible. New employees shall receive orientation within 30 days. Positions available for under-fill shall be posted in work area.

ODOT Summary

ODOT Coalition

Vacations: No change in current system for ODOT. DMV and Forestry get at least one week's vacation in season of choice.

Security: Agency will provide security for employees and their property in work areas and will establish evacuation procedures if requested.

Penalty Pay: Easier to understand. Employees called in after hours or two (2) hours or less before starting time guaranteed two (2) hours of overtime. Changes of more than two (2) hours in starting time or schedule with less than five (5) days notice will entitle employee to three (3) hours of straight time pay in addition to all hours worked.

Overtime Meal Allowance: Employees who work two (2) or more hours after end of shift (i.e., overtime) will be entitled to a \$5.50 allowance—no receipts—consumption of meal not required.

Union Rights: No change in current system of stewards. Fair Share in all agencies.

Personnel Records: All material in file must be accurate.

Safety and Health: Employees doing hazardous work must have one other person in the area.

Public Complaints: If agency investigates complaints against an employee, the employee must be notified.

Leave Without Pay: No change in current system. Unexcused absence in excess of five (5) days (formerly a resignation) now leave without pay if extenuating circumstances exist.

Education and Training: Employees on job rotation must agree to be worked out of class.

Medical Facilities: Places to lie down in privacy provided. Supervisors will be responsible for first aid.

Work Schedules: Current system except: Crews on 4-10s during holiday weeks may opt for a four-day weekend rather than being placed on 5-8s when holiday falls on regular day off. Employees in all agencies guaranteed lunch and rest periods or overtime compensation. Shift selection will be based on seniority; undesirable shift rotated one season at a time among senior employees.

Parks and Forestry Provisions: Employees who supervise inmates shall have two-way radios and not pay for meals eaten by inmates.

Uniforms, Clothing, Tools: ODOT—current system. Boots \$60, Tools \$150, Glasses \$30.

DMV—New uniforms plus \$70/year allowance. Forestry—\$65/year reimbursement.

Travel Expenses, Per Diem: Cannot switch from commercial to non-commercial. All rates increased. \$30 per day non-commercial runs through weekends.

Grievance Procedure: Reduction in steps, process is faster.

Inclement Conditions: Time lost can be made up when work is available.

Overtime: Same system.

Holiday Scheduling and Compensation: ODOT, no change. Forestry and DMV, advance notice of holiday schedules.

Reorganization Notification: Union will be notified of reorganizations which could adversely affect employees.

Miscellaneous Moving Expenses: ODOT only. Rate increased from \$450 to \$600.

Geographic Area for Layoff: Current system.

S. A. Summary

Special Agencies Coalition

Vacation Leave: Guarantees agency payment of unrecoverable expenses when approved vacation cancelled; will not be cancelled except in real emergency.

Security: New article; agency agrees to provide safe work area, a procedure for the safe evacuation of employees from buildings in emergency situations, and to deal with abuse or harassment from clients.

Union Rights: Guarantees reasonable time off for stewards to investigate and handle grievances, increases the number of stewards in Dept. of Revenue from 10 to 12 (other agencies retain what they have now) and provides for formal new employee orientation or other paid time to orient new employees.

Personnel Records: Adds the right to grieve to remove incorrect critical material placed in file; limits retention of such material to three years and insures that the resolution is the only grievance material to be kept in the file.

Safety and Health: A new system of medical monitoring was added for employees in the Workers' Compensation Department.

Education, Training and Development: Provides procedure for requesting training; allows payments for costs involved. Agency directed training to be fully paid.

Complaint Investigation: New article that insures employees right to respond to complaints from outside agency before action is taken.

Leave Without Pay: Allows 15 days without affecting vacation, sick leave, recognized service date, salary eligibility date and other benefits.

Work Schedules: Regular (5-8s), irregular (4-10s), or flexible work schedules based on operating requirements. Includes special provision for unique needs in Data Systems.

Uniforms, Protective Clothing: Provides for general and special (i.e., caulked boots, safety glasses) protective clothing and equipment. Tool allowance added for State Fair workers.

Travel Expenses: New system providing \$40.00 daily base allowance. Allows greater flexibility in expenditure of travel funds. Higher meal rates and receipted lodging for out-of-state. Allowance of \$10 for employees away from official station two hours or more after shift if not staying overnight.

Grievance Procedure: Streamlined process (three steps in larger agencies, two steps in smaller ones); new group grievance procedure; guaranteed time off for employee to meet with steward or business agent; framework for establishing grievance committee in eight agencies.

Inclement Weather: Allows make-up of time lost; employees who arrive within two hours of closure paid for full shift.

Overtime: Includes protections on distribution, notice, payment and scheduling of overtime.

Notice of Vacancies: New provision for Workers' Compensation Department field personnel.

Labor Management Meetings: New Workers' Compensation Dept. article for dealing with special problems.