

<b>STATE OF OREGON, EMPLOYMENT RELATIONS BOARD</b> <b>UNFAIR LABOR PRACTICE COMPLAINT</b> <b>AGAINST PUBLIC EMPLOYER</b>		<i>ERB Case No. provided upon filing</i>  Case No.: _____  Date Filed: _____
File your complaint (with any attachments) and pay the \$300 filing fee on our online <a href="#">Case Management System (CMS)</a> . You may also mail, fax, email, or hand-deliver your complaint <i>see <b>Filing Methods</b></i> .		
<b>1. COMPLAINANT</b> Name, address, phone number, and email address. <b>SEIU LOCAL 503, OPEU</b> P.O. Box 12159 Salem, OR 97309-0159 503-208-6619 / legal@seiu503.org	<b>2. COMPLAINANT'S REPRESENTATIVE</b> Name, address, phone number, and email address. <b>Jared Franz, SEIU 503 Staff Attorney</b> P.O. Box 12159 Salem, OR 97309-0159 503-208-6619 / legal@seiu503.org	
<b>3. RESPONDENT (EMPLOYER)</b> Name, address, phone number, and email address. <b>Marion County, Oregon</b> P.O. Box 14500 Salem, OR 97309 503-566-3999 / humanresources@co.marion.or.us	<b>4. RESPONDENT'S REPRESENTATIVE</b> Name, address, phone number, and email address. <b>Michelle Shelton, Chief HR Officer</b> P.O. Box 14500 Salem, OR 97309 503-930-9566 / mshelton@co.marion.or.us	
<b>5. Complainant alleges that Respondent has violated the following section(s) of ORS chapter 243 of the Public Employee Collective Bargaining Act, which make it an unfair labor practice for a public employer or its designated representative to (check all that apply):</b>		
<div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(a): Interfere with, restrain or coerce employees in or because of the exercise of rights guaranteed in ORS 243.662.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(b): Dominate, interfere with or assist in the formation, existence or administration of any employee organization.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(c): Discriminate in regard to hiring, tenure or any terms or condition of employment for the purpose of encouraging or discouraging membership in an employee organization.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(d): Discharge or otherwise discriminate against an employee because the employee has signed or filed an affidavit, petition or complaint or has given information or testimony under ORS 243.650 to 243.806.</div> </div> <div style="display: flex; align-items: flex-start;"> <input checked="" style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(e): Refuse to bargain collectively in good faith with the exclusive representative.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(f): Refuse or fail to comply with any provision of ORS 243.650 to 243.806.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(g): Violate the provisions of any written contract with respect to employment relations including an agreement to arbitrate or to accept the terms of an arbitration award, where previously the parties have agreed to accept arbitration awards as final and binding upon them.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(h): Refuse to reduce an agreement, reached as a result of collective bargaining, to writing and sign the resulting contract.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(i): Violate ORS 243.670(2), relating to the use of public funds to support actions to assist, promote or deter union organizing.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(j): Attempt to influence an employee to resign from or decline to obtain membership in a labor organization.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.672(1)(k): Encourage an employee to revoke an authorization for the deductions described under ORS 243.806.</div> </div> <div style="display: flex; align-items: flex-start;"> <input style="margin-right: 10px;" type="checkbox"/> <div>243.752: Refuse or fail to comply with any provision of a final and binding arbitration award.</div> </div>		

6. This Complaint includes the following requests (check all that apply):

- ☒ A request that the Board award a civil penalty, pursuant to ORS 243.676(4) and OAR 115-035-0075.
- ☒ A request that the Board order reimbursement of the filing fee, pursuant to ORS 243.672(3) and OAR 115-035-0075.
- ☒ A request that the Board expedite all or part of this Complaint, pursuant to OAR 115-035-0060.

7. Statement of Claims

You must attach a statement of claims to this Complaint. The statement must provide the following information:

- A clear and concise statement of the facts involved in each alleged unfair labor practice (including relevant dates, names, places, and actions);
- A specific reference to each section and subsection of the law allegedly violated; and
- A brief description of the remedies Complainant is seeking.

If you refer to documents in the statement of claims, you may attach copies of those documents to the statement.

If you are requesting a civil penalty and/or filing-fee reimbursement, the statement of claims must also include an explanation of why you believe a civil penalty and/or filing-fee reimbursement is appropriate in your case, and a clear and concise statement of the facts alleged in support of the request(s). *See* OAR 115-035-0075.

If you are requesting expedited processing, you must also provide the affidavit required by the Board's rules. *See* OAR 115-035-0060.

I certify that the statements in this Complaint and the attached statement of claims are true to the best of my knowledge and information.

By: /s/ Jared Franz

Signature of Complainant or Complainant's Representative

Staff Attorney

Title

9/3/2021

Date

**STATE OF OREGON**  
**EMPLOYMENT RELATIONS BOARD**

SERVICE EMPLOYEES INTERNATIONAL )  
UNION LOCAL 503, OREGON PUBLIC )  
EMPLOYEES UNION, )  
 )  
Complainant, )  
 )  
v. )  
 )  
MARION COUNTY, OREGON )  
 )  
Respondent. )  
\_\_\_\_\_ )

Case No. UP- \_\_\_\_\_

**COMPLAINT**

**1.**

Complainant Service Employees International Union Local 503, Oregon Public Employees Union (the Union) is a labor organization as defined by ORS 243.650(13). The Marion County Employees Association Local 294 (MCEA), is an administrative subdivision of the Union representing approximately one thousand (1,000) regular and temporary employees of Marion County, Oregon.

**2.**

Respondent Marion County, Oregon (the County), is a public employer as defined by ORS 243.650(20).

**3.**

The Union and the County have been parties to a series of collective bargaining agreements (CBAs) over several decades. The current CBA between the parties is effective from July 1, 2020 to June 30, 2022 (Exhibit A).

**4.**

In April 2020, the County implemented a new telecommuting policy for eligible employees in response to unprecedented workplace health and safety concerns at the beginning of the COVID-19 pandemic in Oregon (Exhibit B). Because of this existing policy, a telecommuting policy was not separately bargained over or included in the parties' current CBA.

**5.**

After allowing eligible County employees to telecommute for more than fifteen (15) months, the County suddenly announced in an email to all employees on June 10, 2021, that it intended to unilaterally terminate the existing telecommute policy. The email and an attached FAQ made clear that all employees would be expected to return to in-person office work, without exception, no later than July 19, 2021 (Exhibit C). The County announced this decision without any prior notice or discussion with the Union, despite the obvious "direct and substantial effect on the on-the-job safety of public employees," which is explicitly a mandatory subject of bargaining under ORS 243.650(7)(g).

**6.**

On June 23, 2021, Shawna Schaeffer, the Union's Public Services Field Coordinator, emailed Michelle Shelton, the County's Chief Human Resources Officer, demanding the County bargain with the Union over both the decision and the impacts of ending telecommute options for employees during a historic global pandemic (Exhibit D; first email in thread).

**7.**

On July 2, 2021, Shelton finally responded by email to Schaeffer explaining that the County did not believe this unilateral change in employment relations was a mandatory subject of bargaining. Shelton's email also indicated that the County Commissioners had already taken official action to rescind the telecommute policy on June 30, 2021, seven (7) days after the

Union's timely and formal demand to bargain over the change (Exhibit D; second email in thread).

**8.**

On July 9, 2021, Schaeffer responded to Shelton by respectfully explaining that given the circumstances of an unprecedented pandemic, the decision to unilaterally end telework options has a clear impact on the health and safety of employees, and is therefore a mandatory subject of bargaining. Schaeffer further requested that the County cease the implementation of any proposed changes on this topic until the parties have had an opportunity to bargain over it. Schaeffer then asked the County a second time to provide dates that it was available to begin bargaining with the Union over these issues (Exhibit D; third email in thread).

**9.**

On July 13, 2021, Shelton responded to Schaeffer that because the COVID-19 State of Emergency was (prematurely) declared to be over, the County has the unilateral right to "resume normal operations" without bargaining with the Union. Shelton then suggested that, despite the County's firm position that it has no obligation to bargain with the Union over either the decision or the impacts of requiring employees to return to in-person office work during a pandemic, the County was nevertheless willing to listen to the Union's concerns and suggested several dates that the parties could meet (Exhibit D; fourth email in thread).

**10.**

On July 20, 2021, the day after County employees were required to return to in-person office work or face discipline, the County's own Department of Health and Human Services published COVID-19 statistics showing that infection and hospitalization rates had both started to increase again (Exhibit E). Similarly, as of July 18, 2021, only 45.6% of County residents

were fully vaccinated, substantially below both the state average and the rate that public health professionals believe is necessary to slow the spread of the pandemic. The vaccination rate in the County was also stagnating and increased by only 0.7% since June (Exhibit F).

## **11.**

With the resurgence of COVID-19 already underway in Marion County, representatives for both parties finally met to discuss the County's decision to unilaterally terminate telecommute options on July 22, 2021 – three days after County employees were forced to return to work in-person. Unfortunately, County representatives continued to insist throughout this meeting that it was a mere “listening session.” The County did not ask any meaningful questions of Union representatives or offer any concessions or proposals for moving forward. Frustrated by the County's lack of engagement, the Union continued to insist the County has an obligation to bargain with the Union over these issues and requested a second meeting.

## **12.**

The parties met again on August 9, 2021. It had been less than three weeks since the parties' first and only meeting on this subject, but new data published by the County's Department of Health and Human Services just prior to the August 9 meeting confirmed that vaccination rates continued to stagnate (Exhibit G). Data published by the County on August 11 showed COVID-19 infections and hospitalizations in Marion County were rapidly accelerating (Exhibit H). Indeed, the August 9 meeting was conducted exclusively via videoconference as a result of increasing infections in the County, including the infection or exposure of some Union representatives who had participated in the first meeting.

**13.**

During the August 9 meeting, the Union shared a petition signed by employees of Marion County and invited members of the bargaining unit to attend and share their personal stories of why the sudden return to in-person work posed a substantial risk to their health and safety. The Union also presented an initial proposal to the County that it believed adequately addressed return-to-work concerns and necessary accommodations (Exhibit I).

**14.**

The County responded to this second meeting similar to the way it responded to the parties' first meeting by refusing to recognize the meeting as a bargaining session, asking no meaningful questions of Union representatives, ignoring the Union's formal proposals, and failing to make any proposals of its own.

**15.**

Due to stagnating vaccination rates and significant statewide surges in COVID-19 in July and early August 2021, the Governor of Oregon reintroduced an indoor mask mandate effective August 13, 2021. The County publicly resisted the reintroduction of masks in its worksites until forced to do so by the Governor, and County employees continue to complain to the Union about COVID outbreaks in their workplaces, delays being notified of potential exposures, no social distancing requirements, and a general attitude of "business as usual" from management.

**16.**

On the same day that Oregon's new mask mandate became effective, the County's HR Specialist Angelique Voltin emailed the Union to thank representatives for their recent participation "in the listening sessions" with management, but announced that the County was rejecting all of the Union's recent health and safety proposals and would not make any changes

to its telecommuting or related policies. Voltin also explained that there was no need to meet and discuss these issues any further (Exhibit J). Later that same day, Schaeffer responded to Voltin to clarify that the County was refusing to bargain any further on this subject.

**17.**

On August 16, 2021, Voltin confirmed that the County refuses to bargain with the Union any further on this subject (*Id.*). This confirmation came sixty-seven (67) days after the Union first received constructive notice of the County's unilateral change on June 10, 2021. Therefore, this confirmation was at least twenty-three (23) days short of the ninety (90) days of expedited bargaining required by ORS 243.298(4) before the County may lawfully implement its proposal.

**18.**

By these actions and others, the County has committed an unfair labor practice in violation ORS 243.672(1)(e) by failing to bargain in good faith with the Union over a unilateral change in employment relations that has a direct and substantial effect on the on-the-job safety of public employees, an explicitly mandatory subject of bargaining under ORS 243.650(7)(g).

**19.**

According to the most recent data available as of the date of this Complaint, COVID-19 infections and hospitalizations in the County are now the highest they have ever been during the entire course of the pandemic, and the County vaccination rate remains at only 51% (Exhibit K).

**20.**

The County's refusal to bargain with the Union over the on-the-job safety of public employees represents a clear and immediate threat to the health and safety of these workers with a high potential for irreparable harm and requires swift action by the Board. The Union therefore requests this Complaint be expedited in accordance with OAR 115-035-006. A separate affidavit



setting forth the reasons this Complaint should be expedited and addressing other requirements of the Board accompanies this Complaint.

### **REMEDY**

In remedy of the unlawful acts set forth above, Complainant respectfully urges that the Board take the following actions:

- a) Expedite the resolution of this Complaint under the procedures established by OAR 115-035-0060.
- b) Rule that Respondent has committed unfair labor practices in Oregon as defined by ORS 243.672(1)(e).
- c) Order the Respondent cease and desist from their unlawful behavior.
- d) Order the Respondent return to the status quo prior to their unlawful behavior.
- e) Order the Respondent post an appropriate notice throughout their facilities and through the Respondent's own e-mail system, setting out the violations Respondent has committed and pledging to cease and desist from this or any other unlawful behavior going forward.
- f) Award full representation costs to the Union in this matter, including but not limited to reimbursement of the filing fee Reimbursement is appropriate in these circumstances given the Respondent's continued refusal to bargain over a per se mandatory subject, thereby requiring the Union file this Complaint (See ¶¶ 5-17).
- g) Award the Union a civil penalty of \$1,000.00 under ORS 243.676(4). A civil penalty is appropriate because the Respondent implemented a unilateral change requiring workers to return to work during a global pandemic which has a direct and substantial effect on the on-the-job safety of public employees, as supported by data compiled by

the County and the Union (See ¶¶10, 12-13). The Union repeatedly informed Respondent that its refusal to bargain a per se mandatory subject was unlawful (See ¶¶6, 8,). Respondent's actions were egregious as it disregarded the law and the health and safety of workers.

h) Any other relief the Board finds just and proper.

DATED September 3, 2021, Salem, Oregon.

Respectfully submitted,

/s/ Jared Franz  
Jared Franz, OSB #140861  
Staff Attorney  
SEIU Local 503, OPEU  
P.O. Box 12159  
Salem, Oregon 97309-0159  
503-208-6619  
[legal@seiu503.org](mailto:legal@seiu503.org)

**STATE OF OREGON**  
**EMPLOYMENT RELATIONS BOARD**

SERVICE EMPLOYEES INTERNATIONAL )  
UNION LOCAL 503, OREGON PUBLIC )  
EMPLOYEES UNION, )  
 )  
Complainant, )  
 )  
v. )  
 )  
MARION COUNTY, OREGON )  
 )  
Respondent. )  
\_\_\_\_\_ )

Case No. UP- \_\_\_\_\_

**AFFIDAVIT IN SUPPORT OF  
EXPEDITED PROCEDURES**

As Complainant's representative, I hereby attest that:

1. The Complaint should be expedited due to the substantial health and safety concerns set forth in the Complaint and the high potential for irreparable harm caused by the County's unlawful refusal to bargain with the Union over adequate protections for public employees during an unprecedented global pandemic.
2. The Union estimates that a one (1) day hearing on this dispute would be sufficient.
3. Most relevant facts are not in dispute and the issues involved in the Complaint are not complex. They primarily involve a public employer's obligation to bargain over on-the-job safety issues.
4. There is a high potential for irreparable harm if the Complaint is not expedited due to the County's overall attitude of "business as usual" despite the substantial and growing reality of County employees contracting COVID-19 on the job since returning to in-person work in July.

5. The plain language of ORS 243.650(7)(g) specifically establishes “safety issues that have a direct and substantial effect on the on-the-job safety of public employees” as a *per se* mandatory subject of bargaining. Under most circumstances, a public employer commits a *per se* violation of its duty to bargain under ORS 243.672(1)(e) if it makes a unilateral change in a past practice or status quo concerning a subject that is mandatory for bargaining. See *Association of Engineering Employees of Oregon v. State of Oregon, Department of Administrative Services*, UP-043-11, 25 PECBR 525. The Board has also established that the threat of contracting hepatitis at work meant that efforts designed to reduce that risk, such as requiring immunization against hepatitis, had a direct and substantial effect on workers’ on-the-job safety and was therefore a mandatory subject of bargaining. *SEIU Local 503 v. Oregon Administrative Services Department and Homecare Commission*, UP-52-02, 20 PECBR 144 (2002). The threat of contracting hepatitis in the workplace and the present threat of contracting COVID are analogous. Moreover, the Board has also found that workplace rules concerning personal protective equipment (PPE) are mandatory subjects of bargaining that may not be unilaterally changed by a public employer. *OSEA v. South Coast Education Service District*, UP-027-16, 27 PECBR 47 (2017). The issues in this present dispute are analogous to such PPE requirements. See also *ATU Division 757 v. TriMet*, UP-009-10, 26 OECBR 225 (2014) for a comprehensive review of the legislative history of ORS 243.650(7)(g).

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6. The precise language of the last bargaining proposal on the subject in dispute is appended to the Complaint as Exhibit I. The date of this proposal was August 9, 2021. The County confirmed its refusal to bargain over this proposal on August 16, 2021.

DATED September 3, 2021, Salem, Oregon.

Respectfully submitted,

/s/ Jared Franz

Jared Franz, OSB #140861

Staff Attorney

SEIU Local 503, OPEU

P.O. Box 12159

Salem, Oregon 97309-0159

503-208-6619

[legal@seiu503.org](mailto:legal@seiu503.org)

## CERTIFICATE OF SERVICE

I hereby certify that I served by email a copy of this Complaint and Affidavit to:

**Michelle Shelton**

Marion County Chief Human Resources Officer  
555 Court Street NE  
Suite 4250  
Salem, OR 97301  
MShelton@co.marion.or.us

DATED September 3, 2021, Salem, Oregon.

Respectfully submitted,

/s/ Jared Franz

Jared Franz, OSB #140861

Staff Attorney

SEIU Local 503, OPEU

P.O. Box 12159

Salem, Oregon 97309-0159

503-208-6619

[legal@seiu503.org](mailto:legal@seiu503.org)

COLLECTIVE BARGAINING AGREEMENT

between the

Marion County Employees Association Local 294 of  
the Oregon Public Employees Union, SEIU Local 503

and

Marion County, Oregon

July 1, 2020 - June 30, 2022

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Floater Position Letter of Agreement  
Journeyman’s Card or Trades License Letter of Agreement  
Oracle Pay Incentive Letter of Agreement  
Sick Leave Conversion Letter of Agreement  
Standby Pay Letter of Agreement

For what applies within this agreement to temporary employees see Article 34.



### **PREAMBLE**

This agreement is entered into by Marion County, Oregon, hereinafter referred to as the "Employer," and Marion County Employees Association (MCEA), hereinafter referred to as the "Union." The Employer recognizes that the Union affiliated with the Oregon State Employees Association (OSEA) on April 29, 1977. The Employer also recognizes that OSEA has become the Service Employees International Union Local 503, Oregon Public Employees Union (SEIU Local 503, OPEU) and continues to recognize affiliation between MCEA and SEIU Local 503, OPEU, hereinafter referred to as SEIU, and that SEIU will represent MCEA in contract administration and negotiations during the period of affiliation. Should this affiliation between the association and SEIU cease at any time, this agreement shall continue to be operative between the Employer and the Union.

The purpose of the agreement is to set forth those agreed-to matters pertaining to rates of pay, hours of work, fringe benefits and other conditions of employment and establishment of an equitable and peaceful procedure for the resolution of disputes.

It is understood and agreed that there is a division of responsibility between the Marion County Board of Commissioners and the elected heads of departments covered by this agreement in the administration of employment conditions for Marion County, as provided by Oregon Revised Statutes, and that complying with the following articles, or portions thereof, is the responsibility of the board or other appropriate elected officials, in accordance with those statutes.

The parties agree as follows:

### **ARTICLE 1 – UNION RECOGNITION**

The Employer recognizes the SEIU Local 503, OPEU/MCEA, Local 294 as the sole and exclusive bargaining representative for ALL regular and temporary employees in positions/jobs/classifications in the County's work Units 6 and 8 except supervisory and confidential employees or employees represented by other labor organizations or employees considered prohibited from striking within the definition of ORS 243.736.

### **ARTICLE 2 – MANAGEMENT'S RIGHTS**

Except as may be specifically modified by the terms of this agreement, the county retains all rights of management in the direction of its work force. It is recognized that the responsibilities and authority of management are exclusively functions to be exercised by the county.

These rights of management shall include, but not be limited to, the following:

- A. The determination of the governmental services to be rendered to the citizens of Marion County.
- B. The determination of the county's financial, budgetary, accounting, and organization policies and procedures.
- C. The right to establish and administer separate personnel and employment benefit rules and policies for non-bargaining unit personnel. The continuous overseeing of personnel policies, procedures and programs promulgated under any other term of this agreement.
- D. The management and direction of the work force including the right to determine the methods, processes and manner of performing work; the establishment of new positions and the determination of the duties and qualifications to be assigned or required; the right to hire, promote, demote, terminate, reassign, appoint and retain employees; the right to lay off for lack of work or funds; the right to abolish positions or reorganize the departments or division; the right to determine shifts, assignments and schedules of work; the right to purchase, dispose and assign equipment or supplies.

### **ARTICLE 3 – UNION SECURITY**

**Section 1.** Requests for Union membership, Union deductions, and Union cancellations shall first come to the Union. The Union will submit electronically all verified Union membership authorizations, Union deductions, and Union cancellations to the county. The County will process all requests received from the Union within the next biweekly pay period. Any written requests for Union membership, Union deductions, and Union cancellations which the County receives directly shall be promptly forwarded to the Union for processing. Dues will continue to be deducted until the employee rescinds the request in writing pursuant to applicable law. The Union will maintain the verification records (written, electronic, or recorded authorizations) and will provide copies to the County upon request.

**Section 2.** The authorization for dues deduction is not terminated when an employee is placed on any type leave, disciplinary removal or lay-off status. The county shall deduct Union dues commencing with the first paycheck following the employee's return to paid status.

**Section 3.** The aggregate deductions of all employees together with an itemized statement, including employee wages, shall be remitted to the Union no later than the tenth (10th) of the month following the month for which the deductions were made. The itemized listing of Union employees shall reflect employee wages and the amount of dues deducted. On a bi-weekly

basis the county shall provide to the Union a list of members who are on leave without pay, have terminated employment, are newly hired, have retired or have changed units.

**Section 4.** The county agrees to automatically adjust the dues deduction for employees whose salaries increase or decrease during the term of this agreement.

**Section 5.** On a monthly basis, the county shall furnish electronically to the Union an alphabetical listing, by department, of the names and personal addresses, personal phone numbers, work phone numbers, county email address, membership status, full-time equivalent (FTE), employee number, continuous service date, classification, and work location of the employees in the bargaining unit. The county is not responsible for the accuracy of the information.

**Section 6.** The Union shall indemnify and save the Employer harmless against any and all claims, damages, suits, or other forms of liability, which may arise out of any actions taken or not taken by the Employer for the purpose of complying with the provisions of this article. Nothing in this section is intended to conflict with Oregon law. To the extent the indemnity provided for in this section conflicts with Oregon law, the provision of Oregon law shall prevail.

#### **ARTICLE 4 – HOURS OF WORK**

**This article does not apply to temporary employees.**

**Section 1.** Except where current practice is contrary, the regular hours of work each day shall be consecutive.

**Section 2.** Except as provided in Section 3 of this article, normally, a regular work schedule shall consist of five (5) consecutive working days, excluding continuous operations, and other departments and/or activities which may require an irregular workweek. During the term of this agreement, the county reserves the option of establishing a ten (10)-hour, four (4)-day workweek, which may be instituted in any particular work unit provided the employees affected are given ten (10) calendar days advance notice.

**Section 3.** Eight (8) or seven and one-half (7 1/2) hours of work shall constitute an employee's assigned shift and each shift shall have regular starting and quitting times excluding those employees on flexible or irregular schedules. Ongoing changes in an employee's shift starting and quitting times shall require fifteen (15) calendar days advance notice, except in emergency work situations. Nothing in this section shall restrict an employee and the county from temporarily modifying the work schedule when necessary and/or the parties mutually agree to the change.

**Section 4.** For employees who work in departments which have continuous operations (seven

(7) days/week), whenever the normal workweek is modified, the employee will be given fifteen (15) calendar days advance notice, except in emergency work situations. The notice shall contain the effective date of change, the duration and the reasons for the change.

**Section 5. Alternative Regular Work Schedules.** Employees of the county may work an alternative work schedule. An alternative work schedule is a work schedule which may vary the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which starting and stopping times may vary on a daily basis, but not necessarily each day, or any other schedule that does not exceed forty (40) hours in a workweek and is agreed upon in advance by the employees and the supervisor. All alternative work schedules must be approved in advance. An employee or group of employees of the county may request an alternative work schedule by submitting a request in writing to the immediate supervisor. This request shall outline the proposed schedule.

Requests will be responded to in writing with an approval or denial. No reasonable request shall be denied. No alternative schedule shall be arbitrarily rescinded. Special consideration may be given to an employee who demonstrates an unusual hardship. All requests for alternative schedules are subject to change based on the changing needs of the department and subsequent requests to work an alternative work schedule. Daily overtime and shift differential will be waived to accommodate these requests.

**Section 6. Flexing Work Time.** The county may allow employees to modify their normal work hours within the workweek on an intermittent, temporary basis with prior supervisory approval, compatible with the operating needs of the county. Daily overtime and shift differentials will be waived to accommodate these requests.

Prior approval means prior to the modification of an employee's schedule. In the event of an unforeseen circumstance resulting in an employee starting a shift later than scheduled, the employee must immediately contact their supervisor and may request to flex their normal work schedule. If the request is compatible with operational needs, the supervisor may approve such a request and still meet the prior approval definition. This does not preclude management from taking appropriate action up to and including disciplinary action for any policy violations related to the employee starting a shift later than scheduled.

Whenever a mandatory meeting falls on an employee's regularly scheduled day off, the employee may be allowed to flex their normal work schedule within the same workweek with prior supervisory approval, compatible with the operating needs of the county.

## **ARTICLE 5 – REST PERIODS AND LUNCH BREAKS**

**Section 1.** A rest period of fifteen (15) minutes shall be permitted for all employees for each full

half work shift. Such rest periods shall normally be on a scheduled basis so that activities of the department shall be staffed at all times. It is a joint responsibility of management and the employee to schedule rest periods. Employees who are having difficulty scheduling a rest period should meet with their supervisor to schedule an appropriate break time.

**Section 2.** All employees shall be granted an unpaid lunch period to be taken in the middle of each work shift. Unpaid lunch periods shall not be less than thirty (30) minutes nor more than one (1) hour in duration.

**Section 3.** An employee engaged in work requiring that they remain in their work area during the entire work shift shall be granted a lunch period with pay.

**Section 4.** Subject to the physical structure of the building and the operating needs of the county, and whenever possible, employees shall be provided with lunchroom facilities.

## **ARTICLE 6 – HOLIDAYS**

**Section 1. Holidays.** The following days are legal holidays for regular employees in the county service:

New Year's Day  
Martin Luther King's Birthday (3rd Monday in January)  
Presidents' Day (3rd Monday in February)  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Christmas Day

All legal holidays designated by the Board of Commissioners.

Holiday compensation shall equal the number of hours regularly scheduled for the day the holiday falls on ("day for a day").

**Section 2. Personal Holiday.** Regular employees whose budgeted full-time equivalent (FTE) is equal to or greater than 0.5 (50%) are entitled to two (2) personal holidays each calendar year. Such holidays are to be taken during the calendar year in which the holidays are earned and may not be carried forward into the following year. The personal holidays shall be scheduled in accordance with Article 7, Section 4, Scheduling Vacations.

**Section 3. Weekend Holidays.** For employees whose normal week is Monday through Friday, whenever a holiday falls on Saturday, the preceding Friday shall be considered to be the holiday. If it falls on Sunday, the following Monday shall be considered to be the holiday.

For those employees whose workweek is other than Monday through Friday, whenever a holiday falls on their first day off, the preceding day shall be considered to be the holiday. If it falls on their second day off, the next day (following day) shall be considered to be the holiday.

When a holiday falls on a Monday or Friday giving the majority of county employees a three (3)-day weekend, employees whose days off are other than Saturday or Sunday may, with supervisory approval, choose to take the day preceding or the day after their weekend off as a holiday in lieu of taking the actual holiday, thus giving them a three-day weekend.

Holidays that occur during paid leave of any type shall not be charged against such leave.

**Section 4. Part-time Employees.**

Compensation for holidays will be provided to regular, part-time employees of the county whose budgeted full time equivalent (FTE) is equal to or greater than 0.5 (50%).

When a part-time employee is not required to work the holiday, compensation will be calculated as follows:

If the employee has a regularly set work schedule, the employee will be compensated for the hours they would be regularly scheduled to work on the observed holiday.

If the employee does not have a regularly set work schedule, holiday compensation will be calculated by dividing the number of hours worked the previous calendar month by the number of days worked the previous month.

**Section 5. Holiday Pay.** It is the Employer's intention to provide paid time off for holidays whenever possible, either on the actual holiday or another day that same week.

If an employee is required to perform work on holidays which fall within the employee's workweek, the employee shall be compensated in pay at the rate of time and one-half (1-1/2) for all hours worked on the holiday in addition to the normal rate of pay (holiday compensation) for the number of hours the employee would be compensated if the holiday was taken as time off.

For the purposes of this section, holiday compensation shall equal a normal scheduled workday.

If an employee is required to work on a holiday and the shift begins on one day and ends the following day (i.e., graveyard shift), the employee receives holiday premium pay for the shift that begins on the county's holiday or the employee's designated holiday if the county's holiday

falls on the employee's normal day off.

Employees who are required to work on a regularly scheduled holiday may, in lieu of holiday pay provided for in this section, choose to take another day off within the same week with department head approval and will receive the number of hours regularly scheduled for that day as holiday pay.

**Section 6. Temporary Employees.** Temporary employees will be paid time and one-half (1-1/2) for all hours worked on the holidays listed in Section 1 of this article. No other sections of this article apply to temporary employees.

## **ARTICLE 7 – VACATION LEAVE**

**This article does not apply to temporary employees.**

**Section 1. Vacation Accumulation.** After having served in the county service for six (6) consecutive full calendar months, full-time employees shall be credited with six (6) months' worth of vacation leave accrued and thereafter, vacation leave shall be credited as follows:

<u>Work Hours Per Week</u>	<u>Days Per Year</u>	<u>Hours Per Pay Period</u>
	40	40
After six months of continuous service through 3 <sup>rd</sup> year	13	4.000
After 3 <sup>rd</sup> year of continuous service through 5 <sup>th</sup> year	14	4.308
After 5 <sup>th</sup> year of continuous service through 10 <sup>th</sup> year	16	4.924
After 10 <sup>th</sup> year of continuous service through 15 <sup>th</sup> year	18	5.539
After 15 <sup>th</sup> year of continuous service through 20 <sup>th</sup> year	21	6.462
After 20 <sup>th</sup> year	24	7.385

**Section 2. Continuous Service.** Continuous service for the purpose of determining eligibility for accelerated vacation accumulation rates shall be service unbroken by an absence (leave without pay) in excess of ten (10) consecutive workdays. Time spent by an employee on military leave, on an authorized leave of absence with pay, or on a leave without pay resulting from a compensable on-the-job injury shall be included as continuous. Time spent on other types of authorized leave will not count as part of the continuous service except employees returning from such leave or employees who were laid off, shall be entitled to credit for service prior to the leave.

**Section 3. Part-Time Employees.** Vacation leave shall be earned by each regular, part-time employee whose budgeted FTE is equal to or greater than 0.5 (50%). Vacation leave shall

accrue in an amount proportionate to that which would be accrued under regular, full-time employment (1.0 FTE).

**Section 4. Scheduling Vacations.** Subject to operational requirements of the county, an employee shall have their choice of vacation time. The Employer, however, shall not use this language unfairly or unreasonably to deny an employee's request for vacation. Supervisors shall approve or deny requests as soon as practicable, but in no case longer than five (5) working days from receipt of the request when the request is made within thirty (30) working days from the beginning of the requested time off. Supervisors shall approve or deny requests that are made longer than thirty (30) working days in advance no longer than fifteen (15) calendar days from receipt of the request.

If two (2) or more employees request the same period of time and the matter cannot be resolved by agreement of the parties concerned, the employee having the greatest seniority with the county shall be granted the vacation time; provided, however, that an employee shall not be given this seniority consideration more than once every two (2) years. Such schedules may be amended by the appointing authorities to meet work emergencies or to grant requests of individual employees. Employees may request multiple weeks of vacation in tandem during choice periods for vacations (June through September), but management, in its discretion, may limit the number of employees taking back-to-back weeks of vacation during the choice periods.

**Section 5. Accumulation of Vacation Credits.** Employees shall not accumulate vacation leave in excess of two hundred fifty (250) hours. Any employee who is about to lose vacation credit because of accrual limitations may, by notifying the employee's appointing authority five (5) working days in advance, absent themselves to prevent loss of this time, or at the Employer's option, receive payment for up to five (5) working days of vacation. Such action taken by the employee shall not constitute a basis for disciplinary action or loss of pay. Vacation leave shall not accrue during a leave of absence without pay, or educational leave with pay the duration of which exceeds fifteen (15) calendar days. Any employee, who is granted a leave of absence without pay, shall first be scheduled for any vacation leave and/or compensatory time, which have accrued to their credit before the employee commences leave without pay. Each employee's accumulated vacation shall be reported to them bi-weekly.

If an employee has accumulated at least three (3) weeks of vacation leave, the employee may choose to cash out one (1) week of vacation. This option is limited to one (1) occurrence per fiscal year.

Employees who are on extended workers' compensation paid time loss shall not suffer a loss of vacation credits as a result of this limit. The employee on workers' compensation will accumulate vacation over the maximum limit of two hundred fifty (250) hours for a period not to exceed six (6) months. Amounts accrued in this manner which are above the limit shall be used within six (6) months of return to work.



Should the employee terminate, under any circumstances, the employee shall be paid for unused vacation equal to the vacation time accumulated, but in no instance will the benefits exceed two hundred fifty (250) hours.

**Section 6. Transfer Credits and Terminal Vacation Pay.**

- A. When an employee is appointed to another department of the county, the employee shall retain accumulated vacation credits.
- B. An employee who terminates during the initial six (6) months of their employment shall not be entitled to cash compensation in lieu of vacation leave. If the employee has served six (6) full calendar months and is separated from county service, the employee shall be entitled to cash compensation at the hourly rate the employee was receiving at the time of separation. In case of death, compensation for accrued vacation leave shall be paid in the same manner that wages due to the decedent are paid.

**Section 7. Compensation Credits.** Employees hired before July 1, 2008, shall receive two (2) normal workweeks of vacation, to be taken as leave with pay or, at the employee's option, the employee shall receive compensation for two (2) normal workweeks, accrued at the employee's regular hourly rate of pay. The employee must exercise this option with each fiscal year (computations will be based on the employee's hourly rate at the time of the request). The benefit cannot be carried forward into the next fiscal year. An employee will not be eligible for this benefit if the employee has not completed their trial service period prior to the end of the fiscal year.

If an eligible employee elects to receive the credits as pay, it must be paid in increments equal to one (1) workweek. No partial pay (less than one (1) workweek) is allowed.

An eligible employee may schedule the vacation portion of the benefit one (1) day at a time or as a unit, subject to the approval of the department head.

If an employee has compensation credits remaining in June (at the end of the fiscal year), the employee may request payment for the balance. The employee must include the remaining compensation credit hours on a timecard during a pay period that will result in a paycheck dated no later than the end of the fiscal year in which the compensation credit was accrued.

This benefit is to be used by the employee based on their employment status at the time the request is made. Payments or time off will be prorated based on the employee's work status. Employees completing trial service prior to the end of the fiscal year will have their benefit prorated for that period between the employee's continuous service date and June 30<sup>th</sup>.

**Section 8. Sunset of Compensation Credits.** Employees hired on or after July 1, 2008, will not

receive compensation credits. In lieu of receiving compensation credits, new employees will receive a higher rate of pay generated by rolling the value of the compensation credits (three point eight four percent (3.84%)) into the base rate of pay.

**Section 9. Opting-Out of Compensation Credits.** Employees hired before July 1, 2008, may make a one-time, permanent election to opt-out of compensation credits provided in Section 7 of this article, in return for the higher salary provided in Section 8 of this article. Once enrolled in this program, an employee may not return to receiving compensation credits and pay at the lower salary schedule.

## **ARTICLE 8 – SICK LEAVE**

**Sections 2 through 11 of this article do not apply to temporary employees.**

**Section 1.** The county will follow any and all Oregon State sick time laws and regulations. The benefits provided in this article shall run concurrently with the county's statutory and regulatory obligations.

**Section 2. Accumulation.** Sick leave shall be earned by each employee in a regular, full-time position at the rate of three point six nine three (3.693) hours per pay period for those working forty (40) hours per week and may be accumulated without limit. Sick leave shall be earned by each employee in a regular, part-time position whose budgeted full-time equivalent (FTE) is equal to or greater than 0.5 (50%). Such sick leave accrual will be proportional based on the employee's FTE and may be accumulated without limit. Sick leave shall not accrue if the employee is in leave without pay status the entire pay period. When an employee is appointed to another department of the county, the employee shall retain accumulated sick leave. Sick leave usage shall be on an hourly basis and correspond to the number of hours the employee is scheduled to work.

**Section 3. Utilization.** Employees may utilize their earned sick leave accruals when unable to perform their work duties by reason of illness, injury or pregnancy; necessity for medical or dental care; exposure to a contagious disease, in which the health of the employee would endanger those they associate with, or the public, if such contact is necessary in carrying out the employee's duties; or by illness in their immediate families. Absence to attend to an ill family member, as defined in Section 12 of this article, shall be limited to the time the employee's presence is required unless the absence is covered under protected leave.

### **Section 4. Sick Leave Investigation.**

- A. Sick leave time exceeding one (1) regular workweek may require evidence that the employee was under a doctor's care. An appointing authority may require certification of the attending physician or practitioner to substantiate that an illness or injury

prevents the employee from working.

- B. If the employee is using sick leave in a manner that appears to the manager to be for a reason other than the employee's own illness, the illness of an immediate family member, injury, pregnancy or the necessity for medical or dental care, the manager may initiate an investigation by contacting human resources to discuss the details of the allegations.

If human resources concurs with the manager's assessment, human resources will begin an investigation using county resources and staff. Except for the collection of payroll data as part of the assessment process, staff working in the employee's usual worksite will not be required to assist in the investigation. As part of the investigation, the employee will be contacted and asked to provide information to address the Employer's concerns.

Upon completion of the investigation, human resources will relay the findings on a business need-to-know basis. All sick leave investigations will be conducted in a manner that will obtain the needed operational information while protecting the privacy of the employee.

- C. Employees found to be abusing sick leave will have their time reverted to leave without pay and will be subject to the disciplinary process.

**Section 5. Required Physical Examination.** Should an employee be required by the employer to undergo a medical examination, the employer shall bear the expense of such examination. The medical report shall be submitted to the employer and is the property thereof.

**Section 6. Bereavement Leave.**

- A. The amount of authorized bereavement leave shall be the amount required under state and/or federal protected leave laws. If the employee does not qualify under the protected leave policies, the employee may take a maximum of five (5) days, chargeable to any accumulated leave, for each death of a family member as defined in Section 12 of this article.
- B. In the event all accruals have been exhausted, the employee will be granted up to five (5) days unpaid bereavement leave for each death of a family member as defined in Section 12 of this article.

**Section 7. Sick Leave Without Pay.**

- A. Sick leave without pay shall be granted for one occurrence up to a maximum of ten (10)

working days. This option shall be exercised by an employee, only once in a twelve (12)-month calendar year period and the days taken off must be consecutive. Upon returning to work, the employee shall be returned to their former position and shift in that week's schedule. In the event the employee's leave qualifies under the provisions of the Family Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA) or related federal or state law, any leave granted under the provisions of this section shall be counted against leave granted under the designated protected leave.

- B. Upon written application by an employee, leave without pay may be granted by the department head for a serious health condition when FMLA/OFLA entitlements have been exhausted. The department head may authorize sick leave without pay not to exceed six (6) months duration or until such employee is released by the employee's physician, whichever comes first. Denials will be based on business need.

**Section 8. Sick Leave Accruals Following Reappointment or Recall from Layoff.** An employee, who was previously employed within the last twelve (12) months, and who is rehired and qualifies for reappointment under the county personnel rules or following a hearing or layoff recall shall have the balance of their sick leave accrual restored. The amount of the restored accrual balance will be equal to the accrual balance of the last day worked.

**Section 9. Notification.** An employee who is ill and unable to report to work shall make a reasonable effort to notify their supervisor or designee as soon as the employee becomes aware that they will be unable to perform their assigned duties. Whenever possible, such notice should be at least within sixty (60) minutes before the employee's reporting time. Employees at twenty-four (24)-hour facilities shall give two (2) hours' notice that they will be unable to perform their duties. In the event illness or an emergency prevents the employee from such notification, the Employer may require written explanation of the failure to report in a timely manner. It shall be the responsibility of management to make the facilities or staff available to accomplish this notification. In case of a continuing illness, the Employer may require the employee to keep the supervisor or designee advised of the employee's inability to report to work on a daily basis.

Whenever an illness requires the employee's absence in excess of five (5) working days, the employee shall make every reasonable attempt to notify the Employer as soon as possible.

**Section 10. Separation.** No compensation for accrued sick leave shall be allowed for any employee when the employee is separated from county service.

**Section 11. Protected Leave.** Employees who meet the requirements, may be eligible for protected leave in the form of family, medical, domestic violence, and military leave in conformance with the Family Medical Leave Act (FMLA), Oregon Family Medical Leave Act (OFLA), Oregon Victims of Certain Crimes Leave Act (OVCCCLA), and Oregon Military Family

Leave Act (OMFLA).

Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) leaves run concurrently, as specified by law. Employees desiring to access their benefits under either law must make application through their supervisor. While on FMLA or OFLA for their own serious health condition, employees will use sick leave first, then vacation, and then may choose to use other forms of leave prior to leave without pay, unless an exception is granted by the chief human resources officer or designee. While on FMLA or OFLA for the serious health condition of a family member or for parental leave (not to be confused with pregnancy disability), employees may choose to use other forms of paid leave prior to using sick leave. Sick leave and vacation must be exhausted prior to leave without pay.

Employees on FMLA/OFLA, for other than intermittent leave may elect in writing, at the onset of their leave, to retain up to forty (40) hours of sick leave. Employees with leave accruals are not eligible for donated leave.

Any conflicts in the administration or interpretation of the provisions under either law shall first be resolved by the application of the appropriate federal and/or state statute.

**Section 12. Definition of Family Members.** For the purposes of this article, immediate family includes parent, child, sibling, spouse, grandparent, grandchild, equivalent in-laws, and domestic partners. Relatives not listed who reside in the employee's household are also included in the definition.

For employees taking time off under a particular Oregon State and/or federal law, the definition of family member will be as defined by the appropriate Oregon State and/or federal law.

## **ARTICLE 9 – OTHER LEAVES**

**This article does not apply to temporary employees.**

**Section 1. Other Leaves of Absence With Pay.** An employee holding a position in county service shall be granted a leave of absence with pay for:

- A. Service with a jury. Employees who are excused from jury service before the end of their workday shall promptly report their availability for assignment to their supervisor. All jury fees, except mileage and meals, received by the employee, shall be turned over to the county.
- B. Non job-related appearance before a court, legislative committee, judicial or quasi-judicial body, as a witness in response to a subpoena or other direction by proper authority not to exceed one (1) full workday where the employee is not a party in the

case. Employees, who are excused from court appearance before the end of their workday, shall immediately report their availability for assignment to their supervisor. All witness fees, except mileage and meals received by the employee, shall be turned over to the county.

**Section 2. Other Leaves of Absence Without Pay.** Prior to the expiration of all accrued leave, except sick leave, the employee may request in writing, a non-paid absence, i.e., leave without pay (LWOP). In instances where the work will not be seriously impeded by the temporary absence of an employee, the department head may authorize such leave, not to exceed one (1) year. If such leave is denied by the department head, the employee may appeal the denial to the chief administrative officer within ten (10) days of the denial. The employee's request for such leave must be in writing and must establish reasonable justification for approval of the request. Such leave requests shall not be arbitrarily denied or rescinded. An employee on such authorized leave of absence shall not be considered to be on the payroll of the county during the period of leave. Such leave will not be approved for an employee who is accepting employment outside county service. Any employee who is granted a leave of absence without pay shall first be scheduled for any type of paid leave, excluding sick leave, which has accrued to their credit, before the employee is placed on leave without pay.

**Section 3. Absence Paid by County Workers' Compensation Program.** An employee may utilize sick leave or vacation credit to augment benefits paid under the workers' compensation program. When returned to work, the employee will be paid at the rate for the job to which the employee is assigned, which includes all merit and cost-of-living increases that normally would be granted during the time away from work as a result of the on-the-job injury.

The county shall provide workers' compensation insurance as required by state law. Employees who become eligible for workers' compensation shall be provided all benefits and rights in accordance with workers' compensation administrative rules and regulations, and nothing in this article is intended to diminish those benefits and rights.

**Section 4. Military and Peace Corps Leave.** Military and Peace Corps leave shall be granted in accordance with Oregon Revised Statutes.

**Section 5. Temporary Interruption of Employment.** Any temporary interruption of employment because of adverse weather conditions, shortage of supplies or for other unexpected or unusual reasons, which does not exceed ten (10) days, shall not be considered a layoff if, at the termination of such conditions, employees are to be returned to employment. Such interruptions of employment may be charged to accrued vacation leave or may be recorded as leave without pay.

**Section 6. Failure to Return From Leave.** Any 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 their position with the county. After an absence without leave for three (3) or more working days, their position shall thereupon be declared vacant and the employee terminated unless the employee, prior to the expiration of their leave of absence, has furnished evidence that they are unable to return to work by reason of sickness, physical disability or other legitimate reasons beyond their control. For reasons of sickness or physical disability, such leave requests shall be reviewed under Article 8, Section 7(B). For reasons not related to medical issues, such leave requests shall be decided by the department head and shall not exceed one (1) year.

**Section 7. Absence Without Leave.** An absence of an employee from duty, including any absence for a single day or part of a day, which is not authorized by a specific grant of leave of absence under the provisions of this agreement, shall be deemed to be an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. After an absence without leave for three (3) or more working days, their position shall thereupon be declared vacant and the employee terminated.

## **ARTICLE 10 – HEALTH AND WELFARE**

**Section 1. Marion County Benefits Plan.** Marion County shall, within the maximum contribution provided by the county, attempt to provide the best value, most effective health, dental and vision benefits available for employees and their families. The county agrees to pay the full premium for life insurance equal to the employee's base annual salary and for long-term disability benefits equal to 66 2/3% of employee's base earnings for each eligible employee. Employees will be allowed to use a Section 125 plan for health care, dependent care, transportation, and health insurance premium expenses, as allowed by law.

**Section 2. Optional Insurance Benefits.** Employees desiring to participate in other optional insurance programs currently authorized by the board may do so at their expense with their payroll withholding. Employees on a non-paid leave status must make their own arrangements with Marion County's Payroll staff to continue insurance benefits at their own expense, subject to the contract terms and conditions between the county and the insurance carriers.

### **Section 3. Health Insurance Study Committee.**

The purpose and function of the Health Insurance Study Committee will be as follows:

- A. To provide plan design recommendations for health, dental, and vision plans within the county contribution level as closely as possible.
- B. To provide plan design recommendations that provides incentives for employees to be

cost-effective health, dental, and vision benefit consumers.

- C. To explore a variety of options and plan designs available at rates within the county contribution level as closely as possible to include, but not limited to, options that are available through the Public Employee Benefits Board (PEBB) and the Oregon Educators Benefit Board (OEBB).
- D. To develop recommendations to provide health, dental, and vision communications to county employees and their families to encourage them to be effective consumers.
- E. The committee will try to reach a consensus on recommendations for medical, vision and dental plan designs. If unable to reach a consensus, the committee will, by three-fourths (3/4) vote, reach agreement on recommendations. If unable to reach agreement by consensus or vote, the benefits and risk manager will provide recommendations to the Board of Commissioners for adoption by October 1<sup>st</sup> of the calendar year preceding the benefit plan year.
- F. The committee shall be composed of fourteen (14) voting members with equal numbers representing the Employer and the unions, with at least four (4) members representing MCEA.
- G. Meetings shall be held at least quarterly. Employees shall be allowed release time in accordance with Article 19. No overtime shall be paid for attendance at these meetings.

#### **Section 4. Employer Health Insurance Contributions.**

- A. The county agrees to contribute up to one thousand five hundred and forty-six dollars (\$1,546) per employee, per month, for health, dental, and vision benefits for the benefit plan year January 1, 2021, to December 31, 2021.
- B. The county agrees to contribute up to one thousand five hundred ninety-six dollars (\$1,596) per employee, per month, for health, dental, and vision benefits for the benefit plan year January 1, 2022, to December 31, 2022.

### **ARTICLE 11 – WAGE ADJUSTMENT**

**Sections 7 through 13 of this article do not apply to temporary employees.**

**Section 1. Retirement.** The county agrees to continue its participation in the PERS and OPSRP pension accounts.



The parties agree the Employer shall contribute six percent (6%) of salary to the employee's Individual Account Program (IAP). For the limited purposes of Internal Revenue Code Section 414(h)(2) and related tax statutes, the employee's contribution to PERS will be picked up by the county as a pre-tax contribution as the term "pick-ups" is used in the Internal Revenue Code. It is the intention of the parties that these provisions should, in substance if not in absolute form, result in no substantial additional cost to the county and no substantial effect on the net pay of employees.

If this agreement is determined to be unlawful, ineffective or unenforceable by a final order of a court or agency of competent jurisdiction and if such order requires any payment by the county or payment to the county by one or more members of the Board of Commissioners or any officer or employee of the county as a result of such determination, the Union, its individual members and any successor organization agree that individual bargaining unit members will repay any salary, retirement benefits improperly paid, and taxes of FICA, including any ordered interest.

Should this hold harmless obligation need to be implemented, the means and methods of doing so shall be agreed by the parties but shall require fulfillment of the obligation within one year from the expiration of all appeals applicable to the determination necessitating the implementation. Nothing in this agreement shall prevent Marion County and the Union from negotiating lawful wage or benefit provisions which utilize dollars subject to repayment. Should the county be sued based on the provisions of this agreement, the Union agrees to join with the county in litigation defending the terms of this agreement.

Should any of the provisions of this agreement be found by a court of competent jurisdiction to be unlawful or unenforceable, all other provisions of the agreement shall remain in full force and effect.

**Section 2.** Employees will be paid biweekly. Paydays will be on Tuesdays except when Tuesday is a holiday in which case employees normally will receive their paychecks prior to the holiday unless the payday is in the subsequent year.

**Section 3. Cost-of-Living Adjustment.** Effective July 1, 2020, employees shall receive a two percent (2%) cost-of-living adjustment. Effective July 1, 2021, employees shall receive a two percent (2%) cost-of-living adjustment.

**Section 4. Training.** Employees whose regular work duties do not include training who are assigned to train or assist in training other county employees by their supervisor, shall receive a five percent (5%) differential for all hours worked while engaged in that training. For the purpose of this section, orientation functions such as understanding policies, learning access to computer programs, and learning routes or schedules are not considered training.

**Section 5. Shift Differential.** All full-time employees and all part-time employees working

fifty-percent (50%) or more shall receive a seventy-five-cent (75¢) per hour shift differential for all regularly scheduled time which falls between the hours of 6:00 p.m. and 6:00 a.m. Employees whose regularly scheduled shift does not fall between the hours of 6:00 p.m. and 6:00 a.m. will not receive a shift differential, even if they are required to work past the hour of 6:00 p.m.

**Section 6. Bilingual Skills.** Employees, whose regular duties include the use of bilingual skills and who are assigned to translate or assist in translation or otherwise use their bilingual skills by their supervisor, shall receive a five percent (5%) differential for all hours worked. Eligibility for the differential will be based on passing a valid, reliable, professionally recognized foreign language test.

**Section 7. Notary Licensing.** Employees, whose job duties require them to possess licensing as a notary public, shall be reimbursed for all fees associated with that license.

**Section 8. Pager/Cell Phone Pay.**

- A. **Assignment.** The county will determine whether pager/cell phone assignments are required to meet a department's business needs and when such duties are assigned to employees or supervisory staff. The duty of carrying the pager/cell phone will rotate weekly among employees who are qualified for said duty. Rotation shall be mandatory. Qualifications will be determined by the county in consultation with the affected employees. The county shall endeavor to maintain as many qualified employees as possible for carrying the pager/cell phone so as to minimize the number of times an employee will be required to carry the pager/cell phone during a calendar year.
- B. **Duties.** The employee assigned to the duty will be responsible to answer after-hour calls for Marion County.

The paged employee will determine the likely nature of the emergency and the resources needed to correct the problem. The paged employee will see that those resources are appropriately assigned and will remain available to follow up by assigning additional resources, as needed. If qualified, the employee may assign themselves to correct the problem.

In the event the employee is called for a non-emergency, they may delegate response to the next business day and may request management to review the incident. Management shall encourage the reporting of calls that may not have been emergencies.

The county will develop a list of the qualifications of the employees and those employees will be called as the first resource for meeting said emergencies. The county will provide a list of contractors who can be called in the event no employee is qualified or available.

The county reserves the right to review such assignments for appropriateness and take actions to correct future assignments up to and including removing employees from pager/cell phone duty if, in the judgment of the county, they are not capable of effectively performing the duties.

A cellular phone and/or pager will be provided, by the county, at the beginning of the employee's pager/cell phone duty week.

The employee assigned the pager/cell phone duty may seek a voluntary trade with someone else on the list of those qualified to carry the pager/cell phone. No employee will be required to trade. The employee will be responsible for notifying management that such a trade has occurred.

It shall be management's responsibility to fill unanticipated vacancies in the rotation by use of volunteers. If a volunteer is not available, the duty may be assigned to any employee on the list of qualified employees. In the event that the number of qualified employees changes, the rotation may be changed to match.

- C. Transportation. All transportation costs to and from the primary worksite will be the responsibility of the employee.
- D. Compensation. Employees assigned to pager/cell phone duty shall receive two hundred fifty dollars (\$250.00) for each week assigned to pager/cell phone duty or two dollars and three cents (\$2.03) per hour for daily pager/cell phone duty. The parties agree that this will be the sole compensation of this pager/cell phone duty.

Compensation for employees assigned by the person with pager/cell phone duty, after normal working hours, to correct problems will be set by the overtime and call back pay provisions of the collective bargaining agreement. Said provisions are not modified or changed by the terms of this agreement.

**Section 9. Call Back Pay (Overtime Eligible Employees Only)**. Call back occurs when an employee has been released from duty and is called back to work prior to their normal starting time. On such occasions, the employee's scheduled or recognized shift shall be made available for work. The department head shall not be obligated to work the employee more than twelve (12) consecutive hours. The employee may choose, except in cases of emergency, not to work more than twelve (12) consecutive hours, excluding meal periods, of combined call back time and regular shift time.

An employee who is called back to work outside their scheduled work shift shall be paid a minimum of three (3) hours' pay at the overtime rate. After three (3) hours' work, in each call back situation, the employee shall be compensated at the appropriate rate of

pay for the remaining time worked. Call back pay begins when an employee reaches their primary work location or the location to which they were called. Call back pay ends when the employee ends work at their primary location or the location to which they were called.

**Section 10. Telephone Call Pay.** The county agrees to compensate overtime-eligible employees of the department's compensatory time (calculated at a time and one half rate) earned through telephone calls received or made, for job related purposes outside of their normal working hours. An additional fifteen (15) minutes of time shall be accrued for each call they receive or make between the hours of 10:00 p.m. and 6:00 a.m. Example: A six (6)-minute phone call received at midnight would result in a total of twenty-four (24) minutes of compensatory time (six (6) minutes x one and one-half (1.5) = nine (9) + fifteen (15) = twenty-four (24)). This section is not intended to require employees to make themselves available to receive after-hour, work-related phone calls.

**Section 11. Lead Work Differential.** If an employee is assigned lead worker duties, the employee shall receive a five percent (5%) differential for all hours worked. Employees whose classification specification includes lead worker duties shall not be eligible for the lead work differential.

**Section 12. Working Out of Classification.** When an employee is assigned to perform some of the duties of a position intermittently at a higher level classification that are not in their current classification, the employee shall be paid five percent (5%) differential for all hours worked in a higher classification.

**Section 13. Acting in Capacity.** An employee is acting in capacity when they are temporarily designated to perform the majority of the duties of a higher classification that are not in their current classification on a full-time continuous basis. Employees acting in capacity shall be paid five percent (5%) above the employee's base rate of pay or the first step of the higher classification's pay range, whichever is greater, for all hours an employee is designated to act in the capacity of the higher level classification. Acting in capacity assignments are limited to six (6) consecutive months unless conditions warrant extension, which must be approved by the labor-management committee.

## **ARTICLE 12 – ADMINISTRATION OF PAY PLAN**

**Section 2 of this article does not apply to temporary employees.**

**Section 1. Compensation Plan.** The county has adopted a compensation plan under which employees covered by this agreement have been and shall continue to be compensated. Compensation plans can be accessed on the intranet page for human resources.

Temporary employees were moved from the non-K Pay Plan to the K Pay Plan effective the beginning of the first pay period after July 1, 2015.

**Section 2. Administration of Compensation Plan.**

- A. Rates of Pay. Each employee shall be paid at one of the rates in the pay range for their classification. Employees paid on an hourly basis and working an eight (8)-hour workday will be compensated at an hourly rate equivalent to employees in the same classification, doing the same job, who work a seven and one-half (7.5)-hour day. No employee shall have their hourly rate of pay reduced as a result of this section.
- B. Entrance Pay. Normally, an employee will be appointed or reinstated at the entrance rate for the classification. If an appointing power believes it is necessary to make an appointment or reinstatement above the entrance rate, the appointing power may do so if allowed by the Marion County Personnel Rules.
- C. Merit Increases. Merit increases shall be based on satisfactory service. Employees shall be eligible for in-range merit increases on their established anniversary date until such time they have reached the top step of the classification in which they are employed. The eligibility date, for the purpose of this section, shall be the date upon which the employees are granted their first in-range merit increase to the next step of their pay range. This eligibility date may be changed as a result of the timing of future in-range merit increases, promotions or reclassifications.
- D. Eligibility For Merit Increases. New employees shall be advanced to the second step of the pay range for their classification six (6) months from the date of hire after satisfactory service in their classification. In those cases where new employees are appointed above the minimum step of the pay range for their classification, eligibility for advancement to the next step shall be the same as though they were appointed at the minimum step, unless otherwise ordered by the board. Thereafter, eligibility for advancement to each succeeding step of the pay range shall be after each additional year of satisfactory continuous service at the preceding step.

Regular employees shall be eligible for Longevity 1 pay increase after being on Step 7 of the current pay range for one (1) full year AND employed with the county for a minimum of ten (10) years. Regular employees shall be eligible for Longevity 2 pay increase after being on Longevity 1 of the current pay range for a full year AND employed with the county for a minimum of fifteen (15) years. Regular employees shall be eligible for Longevity 3 pay increase after being on Longevity 2 of the current pay range for a full year AND employed with the county for a minimum of twenty (20) years.

- E. Movement to a Higher Classification. When an employee is promoted or reclassified to a position in a classification with a higher maximum pay rate, they shall be placed on an actual step in the new range that will provide a minimum of a five percent (5%) increase, or to the minimum of the new range. The date of such promotion or reclassification shall establish a new anniversary date for subsequent merit increases.
- F. Movement to a Lower Classification. If an employee is reclassified to a position in a classification with a lower pay range, their pay rate may remain the same if it is within the pay range of the lower classification. If the employee's current pay rate is not within the lower pay range, the reduction in wages shall not occur until one (1) year after the effective date of the reclassification. If the reduction is more than one (1) pay range, the decrease will occur incrementally not to exceed three (3) years. Incremental decreases will occur annually beginning one (1) year from the effective date of the reclassification. At the end of the third (3<sup>rd</sup>) year, the employee's rate of pay will be adjusted downward to the lower pay range. The pay range adjustments will be aligned with the beginning of the pay period closest to the anniversary of the effective date of the reclassification that does not negatively impact the employee. The anniversary date does not change as a result of the movement to a lower classification.
- G. Demotion. Employees who voluntarily demote or are demoted for cause shall be placed in the new range at a step closest to the former rate of pay without resulting in a pay increase. The anniversary date does not change as a result of the demotion.
- H. Internal Appointment. When an employee is selected as an internal appointment to another position in a classification with the same pay range, their rate of pay remains the same. Such employee shall retain their anniversary date for pay increases.
- I. Pay Range Adjustment. The board may make, in addition to general pay range changes negotiated between the board and the Union, adjustments in a pay range or ranges as it determines necessary to attract and hold competent personnel or to provide pay equity between the various classifications.

## **ARTICLE 13 – OVERTIME**

**This article does not apply to temporary employees.**

**Section 1.** The following shall be regarded as hours worked for the purpose of computing overtime hours for overtime eligible employees:

- A. All hours worked; holidays recognized in Article 6, Section 1; jury duty; and sick leave.

- B. No overtime shall be worked unless authorized by the department head. Overtime shall not be paid for missed rest periods unless management affirmatively assigns an employee to miss their rest period.

**Section 2.** Except as a result of shift rotation, overtime shall be considered as time worked in the employee's regular position in excess of forty (40) hours in a week or over ten (10) hours in a workday for full-time employment.

**Section 3.** Whenever overtime work is required by the supervisor or department head, management shall give forty-eight (48) hours advance notice of all overtime to be worked when, in the opinion of the department head or supervisor, such notice can reasonably be provided.

**Section 4.** No person shall be discriminated against or disciplined for refusing to work overtime when, in the opinion of the department head or supervisor, another qualified employee is available to perform the work.

**Section 5.** Compensation for authorized overtime shall be at the rate of time and one-half (1-1/2) and may be either pay or compensatory time off. It shall be paid only if approved by the department head or designee. However, the employee may elect compensatory time off in lieu of pay. Compensatory time must be taken as leave at a mutually agreeable time. There will be a forty (40)-hour accrual cap on compensatory time. The employee may elect to take the compensatory accrual as pay with department head approval. Payment shall be at the employee's rate of pay, which is being earned at the time of payment. When an employee is terminated they shall be paid for the overtime they accrued at the hourly rate they were receiving at the time of separation.

This article is subject to the provisions of the Fair Labor Standards Act (FLSA). If there is a conflict between this section and the FLSA, the FLSA controls.

Some employees in the bargaining unit may be exempt from overtime compensation under the Fair Labor Standards Act. If the employee is exempt under the FLSA from overtime compensation, the employee shall not be entitled to overtime or compensatory time under the terms of this agreement.

**Section 6.** Payment for overtime shall be made no later than the next payday following the pay period in which the overtime is worked.

**Section 7.** Overtime shall be distributed equally, as is feasible, among regular employees customarily performing and qualified to perform the kind of work required by the overtime assignment.

## **ARTICLE 14 – TRAVEL ALLOWANCES**

**This article does not apply to temporary employees.**

**Section 1. Cost of In-State Transportation.** All in-state travel bookings must be approved in advance.

The cost of transportation shall be reimbursed according to the terms of this agreement. Receipts shall be submitted with claims for reimbursement for air, train or bus travel, and reimbursement for private automobile transportation. Travel arrangements will be made by the Employer and paid directly. In the event employees must pay their own travel expenses, reimbursement is on an actual cost basis. Where employees elect to drive private automobiles in lieu of plane or train transportation, reimbursement will not exceed the best available airfare on the day air travel would normally be booked.

Mileage reimbursement for the use of private vehicles shall be at the current standard IRS mileage rate for business use of an automobile. Mileage shall be computed from official state mileage tables. Business use of an automobile does not include miles an employee may incur commuting.

**Section 2. Cost of Out-of-State Transportation.** All out-of-state travel must be approved in advance by the department head. Only travel for which funds are available may be approved. Written requests for authorization of out-of-state travel must be submitted fifteen (15) days prior to the proposed travel. Requests submitted less than fifteen (15) days in advance must be accompanied by an explanation of the emergency.

**Section 3. Cost of Lodging, Meals and Other Travel Allowances.** The Employer shall reimburse the actual cost of lodging, meals and other related transportation expenses on an actual cost basis. Except in the case of an emergency, the employee shall receive prior approval for all anticipated expenses. In order to receive reimbursement, an itemized receipt must be provided for all expenses. The Employer reserves the right to deny expense claims for such things as personal gifts, alcohol, entertainment or excessive expenses.

**Section 4. Meal Requirements for Reimbursement.** Reimbursement for meals shall only be provided for meals outside Marion County while on county business and shall be the actual cost of each meal according to Section 3 of this article.

Employees required to stay overnight shall have all appropriate meal expenses reimbursed with prior approval according to Section 3 of this article.

**Section 5. Liability Insurance.** An employee authorized to use their personal vehicle in performance of official county duties is required to secure automobile coverage at levels no less than the minimum required by state law. Employees who use a private vehicle for county



business are required to provide the county with proof of insurance.

## **ARTICLE 15 – HEALTH AND SAFETY REGULATIONS**

**Section 1.** The county shall make reasonable provisions and exercise due consideration regarding the health and safety of its employees during the hours of their employment. Employees shall follow county safety regulations and traffic laws and shall use safety equipment provided by the county. Employees shall be encouraged to report to their supervisors unsafe and potentially hazardous conditions.

**Section 2.** The county shall maintain clean and sanitary places where the employees report to work and provide proper shelter against the elements as well as safety measures as provided for in the Oregon Safe Employment Act.

**Section 3.** The county shall continue to provide gloves and coveralls. The county shall provide protective clothing for employees applying herbicides including rubber boots, gloves and impervious coveralls. Any equipment required by Oregon Occupational Safety and Health Division (OR-OSHA) will be provided by the county.

**Section 4.** Employees may refuse to operate any equipment or ride in or on any vehicle they believe is unsafe until the equipment has been mutually inspected and/or corrected by the employee and their immediate supervisor and/or qualified person. If after such inspection, the equipment is determined by the supervisor and/or other qualified person to be safe, the employee may not refuse to operate the equipment.

Employees shall not be disciplined for refusal to operate believed unsafe equipment nor shall refusals to operate such equipment be construed as insubordination until the previous paragraph of this article has been complied with unless an emergency situation exists.

**Section 5.** All county owned vehicles will be inspected at least annually by a person qualified to perform such an inspection as designated by fleet management. A written evaluation of this safety check will be maintained by Fleet.

**Section 6.** The county will provide for ergonomic standards to be established.

- A. The county will provide ergonomically correct workstations for employees.
- B. The employee will cooperatively work with the county to maintain a satisfactory work environment.

## **ARTICLE 16 – ANNUAL PERFORMANCE EVALUATIONS**

**This article does not apply to temporary employees.**

**Section 1.** Employees shall be given a performance evaluation at least annually. This article is subject to the provisions of Article 12 regarding the employee's eligibility for merit increases.

**Section 2. General Policy.** It is the policy of the Employer to periodically review the work of each employee to assure that the employee is meeting the performance standards of the particular position. The review shall include a rating of the employee's quality and quantity of work; a review of problems which occurred during the previous year; establishment of a goal for career development and job enrichment; a review of the areas which need improvement; and, setting of performance goals for the employee for the ensuing year.

**Section 3. Performance Evaluations.** Human resources shall establish a system designed to fairly evaluate employee work performance. The evaluation will also outline ways to improve employee performance. Leave balances and use of protected leave shall not be included in the employee's evaluation.

### **Section 4. Procedure.**

- A. **Supervisor Review.** At least once each year, supervisors shall meet individually with their employees to review the employees' work performance. A copy of the performance evaluation shall be made available to the employee at the time of the evaluation.
- B. **Appointing Authority Review.** The appointing authority shall review performance evaluations when necessary and shall meet with the employee or supervisor to discuss problems in the evaluation. Any comments or changes shall be made a part of the form and supplied to the supervisor and employee.

**Section 5. Use of Performance Evaluation.** The performance evaluation shall be a part of the employee's personnel file and may be used as a factor in determining promotion, demotion, internal appointment, reassignment, layoff, merit increase, disciplinary action and satisfactory completion of the trial service period. There will be no reference made to discipline received by an employee in their performance evaluation, but the basis for the discipline will be described.

**Section 6. Employee Disagreement with Evaluation.** If an employee disagrees with the performance evaluation, the employee may file a response with the supervisor or with human resources citing reasons for the disagreement. Human resources will file the response in the employee's personnel file. Employees must file responses no later than thirty (30) days after the employee signs the performance evaluation, or no later than thirty (30) days after the employee refused to sign the evaluation, as noted by the supervisor.

**Section 7.** The parties agree to meet and discuss the performance evaluation procedure, identify weaknesses in the current system, and recommend improvements. The Employer agrees to implement mutually agreeable changes in a timely fashion.

## **ARTICLE 17 – GENERAL PROVISIONS**

**Section 1. Non-Discrimination.** The provisions of this agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, marital status, race, color, creed, sex, disability, national origin, sexual orientation, Union membership, political affiliation, or any other protected status in accordance with state or federal law. The provisions of this agreement shall be applied equally to all employees in the bargaining unit in regards to hiring or promotion, firing, discipline, and discharge.

**Section 2. Union Activities.** Union activities shall be conducted in a manner which will not interfere with the effectiveness and efficiency of the county's operations in serving and carrying out its responsibility to the public. There shall be no soliciting of employees for Union membership during working hours when such soliciting would interfere with the performance of an employee's duties.

**Section 3. Bulletin Boards.** The Employer agrees to authorize the use of bulletin board space in convenient places to be used by the Union in communicating with employees.

The Union shall limit its posting of notices and bulletins to such bulletin boards and contents of such notices and bulletins shall be limited to the posting of factual information as it relates to employees and the business of the Union.

**Section 4. Courier Service.** The Union shall be allowed to use the county courier service for distribution of Union business materials to bargaining unit employees.

**Section 5. Negotiations.** Negotiations between the parties conducted during the open period(s) as provided by Article 33 – Life of Agreement and Termination shall be held during non-working hours, unless otherwise mutually agreed. The Union's bargaining committee shall be limited to ten (10) members of the Union if negotiations are during working hours.

**Section 6. Rights and Obligations.** The Union and the Employer agree that there must be mutual respect for the rights and obligations of the Union, the Employer and the representatives of each.

**Section 7. Use of County Equipment.** Union officers, stewards and committee representatives shall have the right to use county equipment including, but not limited to, copy machines and computers. All employees are allowed to use the county email system for Union

communications on breaks and lunch hours.

Any use resulting in cost shall be preauthorized by the supervisor. Such use will not be denied unless it adversely affects the functions, services and operations of the department. Computer use shall be limited to those currently authorized to use such equipment and limited to designated county hardware and software. All such computer use shall be in compliance with current county policy. The Union shall pay when there is an associated cost required by county policy.

#### **Section 8. Labor-Management Committees.**

- A. The parties have jointly recognized that the creation of an effective labor-management committee requires trust and commitment and open channels of communication. We believe that our working relationship will be enhanced by the creation of a labor-management committee. The purpose of the committee shall be to:
  - 1. Seek mutual respect and understanding between the parties.
  - 2. Solve problems in the best interest of county residents, employees and SEIU Local 503, OPEU members.
  - 3. Move labor management relations from adversarial to cooperative relations.
  - 4. Broaden all employees' understanding of the cooperative process.
  - 5. Promote participatory decision-making.
  - 6. Seek to understand and be understood.
  - 7. Established by agreement of the parties the committee shall be authorized to advise county management officials and the Union executive committee of possible solutions to ongoing issues of mutual interest.
  - 8. The Employer values feedback in relation to the job performance of management employees and will seek input from employees to aid in the evaluation process.
- B. Membership. Membership on the committee shall be fourteen (14) members. Seven (7) members shall be appointed by the Union and seven (7) members appointed by county management.
- C. Operational Guidelines. The committee shall operate by consensus. Any issue affecting labor relations, as defined by the committee, may be brought before the committee for consideration. The meetings will be facilitated by rotation of its members. A staff representative from the Union and county management may participate in committee operations and provide counsel to the members but shall not have voting rights. The committee shall keep a record of its activities and make a reasonable effort to communicate its actions to and receive input from the employees of Marion County.

**Section 9. Labor-Management Budget Process.** The Employer will continue to encourage the involvement of the employees in the budget process.

#### **ARTICLE 18 – EDUCATIONAL ASSISTANCE**

**This article does not apply to temporary employees.**

**Section 1.** Tuition aid is defined as full or partial payment or reimbursement for the costs of training sessions, classes or formal academic course work pursued on a part-time basis either during or after normal working hours.

**Section 2.** When, as part of a department or county-wide training plan, an employee or group of employees is assigned to attend on a part-time basis designated courses either during or after regular working hours, the employees shall be reimbursed for the costs of course registration, course materials and necessary travel expenses.

**Section 3.** Tuition aid may be provided for one-half (½) the cost of the course registration fee to employees who successfully complete classes for the purpose of self-development when such training will also be beneficial to the Employer.

**Section 4.** Requests for tuition aid and/or course materials shall be submitted to the Employer for approval or disapproval prior to enrollment by the petitioning employee.

**Section 5.** In instances where the work of the Employer will not be seriously impeded by the temporary absence of an employee, a leave of absence without pay of appropriate duration may be granted by the governing body upon request. Requests for such leave must be in writing. Leave granted under this section will normally not exceed one (1) year.

#### **ARTICLE 19 – RELEASE TIME FOR UNION ACTIVITIES**

**Section 1. New Employee Orientation.** A representative of the Union shall be granted time off with pay for a presentation on behalf of the Union during the new employee orientation. All newly hired bargaining unit employees shall be provided the opportunity to attend the presentation without a loss in pay. The purpose of the presentation shall be to identify the organization's representation status, provide information on the Union and distribute and collect membership applications.

A list of new employees shall be delivered electronically within ten (10) calendar days from the date of hire for newly hired employees to the SEIU organizer and the Union president for the purpose of these orientations. The list of new employees shall include an alphabetical listing, by department, of the names and personal addresses, personal phone numbers, work phone

numbers, county email address, membership status, full-time equivalent (FTE), employee number, continuous service date, classification, and work location.

**Section 2. Meetings.** Meetings between the Employer and the Union may be held, if practicable, during regular working hours on the premises of the county and without loss of pay to authorized participating employees. The number of participating employees representing the Union, exclusive of any aggrieved employee, may be limited to two (2) without loss of pay.

**Section 3. Union Business.** Subject to the operating requirements of the department, official delegates and members of the board of directors shall be granted up to four (4) days leave of absence to attend the biennial General Council of the SEIU Local 503, OPEU. Employees may, at their discretion, use vacation or compensatory time for attendance of General Council.

Subject to the operating requirements of the department, employees may take extended leave without pay when taking elected or temporary staff positions with the Union. Leave without pay is limited to one year unless the personnel officer grants an exception.

**Section 4. Union Officers.** The president, vice-president, secretary, treasurer, immediate past president, chief steward, and four (4) board members at large of the Union will be granted reasonable time to meet with employees, managers, executive staff and elected officials to discuss contract administration.

Delegates to the Union's General Council will be granted unpaid leave, comp time or vacation, at the employee's choice, to attend the council.

**Section 5. Committee Members.** All employees elected or appointed by the Union to serve on county-wide management and labor committees shall be granted reasonable release time to travel to meetings, attend committee meetings, subcommittee meetings or to carry out duties assigned by those committees.

**Section 6. Union Stewards.** The employees in the bargaining unit shall be allowed Union stewards. The Union shall select stewards in the numbers and locations needed to serve its represented employees. The Union shall notify the county, semi-annually and in writing, of all employees who will act as Union stewards.

Reasonable paid release time will be granted to stewards to:

- A. Investigate and process grievances and other workplace related complaints.
- B. Provide orientation to all new employees.
- C. Meet with employees and management to discuss contract administration.

- D. Represent employees in meetings with management regarding written work plans.
- E. Attend investigatory meetings and due process hearings involving represented employees.

**Section 7. General Conditions of Release Time.** All release time granted under this article shall be subject to the following:

- A. Release time is subject to the operational needs of the county. If denied for operational needs, it will immediately be rescheduled for the earliest possible time.
- B. The officer, employee or steward shall be responsible to notify their supervisor when they are leaving the worksite under the provisions of this article. In addition, the Union steward shall ensure that the supervisor of the grievant or witness to be interviewed has been notified.

Notifications shall include the time and expected duration of the absence. Grievants and witnesses shall be granted reasonable paid time for such interviews.

- C. In the event there is disagreement between the employee and a supervisor regarding the amount of release time requested or used and said disagreement cannot be resolved between the two parties, the chief human resources officer or designee and the Union representative shall attempt to mediate a resolution to the disagreement.
- D. All paid release time will be reported on the employee's timesheet under the appropriate code. Time spent on Union activities outside the employee's regular work schedule is not compensable time. The parties agree to meet and review usage and practices, as needed.

**Section 8.** There shall be no reprisal, coercion, intimidation, or discrimination against any Union steward for the conduct of the function described herein.

## **ARTICLE 20 – DISCIPLINE AND DISCHARGE**

**This article does not apply to temporary employees.**

**Section 1.** Disciplinary action may be imposed upon an employee only for just cause using the principles of progressive discipline.

**Section 2.** If disciplinary action is to be taken against an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public. Discipline may include but not be limited to:

- A. Oral Reprimand. This is a warning procedure rather than a disciplinary one and should serve to forestall the employee from being placed in such a position that a more severe form of formal penalty must be used.
- B. Written Reprimand. The written reprimand is also a warning procedure. However, the written reprimand is used to put the employee on official notice that future abuse will result in a more severe form of action.
- C. Suspension Without Pay. Suspensions are a commonly used form of discipline after an oral and written reprimand. However, it can be used sooner based upon the severity of the misconduct. The county may suspend an employee for disciplinary reasons for a period not to exceed thirty (30) days at any one time by notifying the employee and stating the reasons for this suspension in writing. No service credit may be acquired by an employee during the period of suspension, regardless of the length of suspension.
- D. Reduction In Pay. Reductions in pay for limited periods of time may be used as a sanction against employees in lieu of suspension generally after an oral and written reprimand. It can be used without previous discipline if the nature and severity of the misconduct warrant the discipline. Employees will be placed on steps in any pay reduction and the reduction will not exceed one (1) year.
- E. Demotions. Demotion, both in pay and to a lower classification, may be used as a form of discipline when discharge is not warranted. Such action shall be subject to the rules governing demotions.
- F. Dismissal. The county may dismiss for just cause any regular employee under the county's jurisdiction. The Employer may omit steps of progressive discipline if the employee's misconduct is of such severity that an immediate dismissal action is required.

**Section 3. Due Process Notice and Meeting.** In any discipline resulting in termination, suspension, or reduction of pay, employees shall receive before the imposition of such discipline:

- A. A statement of improper conduct, inadequate performance, or other cause for discipline engaged in by the employee; and
- B. A statement that suspension, reduction in pay, demotion or dismissal is being considered as a possible sanction to the stated improper conduct, inadequate performance or other cause; and
- C. A statement of the time within which the employee may choose to respond to the



statement of cause and statement of discipline under consideration.

An employee who has been notified that suspension, reduction in pay, demotion or dismissal is under consideration must be given this notice at least two (2) twenty-four (24)-hour working days prior to the date of the due process meeting. Extensions requested by the steward will not exceed three (3) additional twenty-four (24)-hour working days to respond to the statements in the notice including providing mitigating evidence. The county and the Union may, by mutual agreement, extend the time to respond past the two (2) or five (5) days.

An employee may then be suspended, reduced in pay, demoted or dismissed if:

1. The employee has responded to the statements in the notice that suspension, reduction in pay, demotion or dismissal is under consideration and the employee's response has been received and reviewed by the appointing power; or
2. The employee has not responded to the statements in the notice within the time stated in the notice that suspension, reduction in pay, demotion or dismissal is under consideration.

Suspension, reduction in pay, demotion or dismissal shall be by written notice to the local Union president, local chief steward, SEIU Member Resource Representative, and the employee. Suspension, reduction in pay or dismissal may be effective upon delivery of notice of dismissal to the employee or upon any stated time thereafter. The department management or elected officials shall consult with the county counsel and human resources prior to the imposition of a suspension, reduction in pay, demotion or dismissal.

**Section 4.** Any employee who holds regular status in the classified service who has been the subject of a disciplinary action other than suspension, reduction in pay or dismissal, may appeal such action pursuant to Article 21, Grievance and Arbitration Procedure. Suspension, reduction in pay or dismissal shall be appealed directly to step two of the grievance procedure. The appeal must be filed no later than ten (10) working days after the effective date of suspension, reduction in pay or dismissal. Letters of reprimand and oral reprimands may be grieved up through Step 2 and, with mutual agreement of the parties, can include mediation. If an employee later receives a more serious form of discipline, the arbitrator shall consider the merits of the reprimand in conjunction with the other discipline.

## **ARTICLE 21 – GRIEVANCE AND ARBITRATION PROCEDURE**

**Section 1. Definition.** A “grievance” is defined as a dispute, difference, disagreement or

complaint between the parties related to wages, hours and conditions of employment. The complaint shall include, but is not limited to, the complaint of an employee or the Union, which involves the interpretation, application of or compliance with the provisions of this agreement. Temporary employees may only file grievances related to contract interpretations and not arising from oral reprimand, written reprimand, suspension, reduction in pay, or termination.

## **Section 2. Grievance Procedure – Steps.**

### **Step 1 (Informal)**

Any party who believes that their contractual rights have been violated shall discuss the grievance with the employee's immediate supervisor and Union steward. Within thirty (30) working days of the date the grievant first learned of the grievance or reasonably may have been expected to have learned of it, the employee shall submit a written request for a meeting with the individual's immediate supervisor. The written request may be in the form of an email or official grievance form and shall include the employee's name, date and a brief description of the dispute. The parties shall hold one or more meetings, to ascertain facts, investigate issues and, acting in good faith, attempt to resolve the dispute. The parties have ten (10) working days from the date of the written request to resolve the dispute, move to the next step, or request an extension/waiver of the timeline. Grievances arising from suspension, reduction in pay, or termination are subject to Article 21, Step 2.

### **Step 2 (Formal Grievance)**

If the grievance has not been resolved in Step 1, the Union shall file a formal written grievance with the department head. The grievance shall be filed by a Union representative within forty (40) working days of the original written request for a step 1 meeting. Grievances arising from suspension, reduction in pay, or termination must be filed no later than ten (10) working days after the effective date of the suspension, reduction in pay, or termination. A copy of the grievance notice shall be sent to human resources.

A formal written grievance at Step 2 shall contain:

- A. The name and position of the aggrieved party by or on whose behalf the grievance is brought;
- B. The date of the circumstances giving rise to the grievance or the employee's knowledge thereof;
- C. A detailed statement of the grievance, including all relevant facts, which are necessary for a full and objective understanding of the parties' position. The statement shall also contain an explanation regarding what provisions of the contract have been violated;
- D. A statement of the remedy or relief sought by the party;

- E. The signature of the person submitting the grievance; and,
- F. The person's name and position, if other than the aggrieved employee.

The department head shall meet with the employee and their Union representative within ten (10) working days after receipt of the formal grievance in an effort to resolve the complaint. The department head or designee shall respond, in writing, to the grievance within ten (10) working days following the meeting. The written response shall include the decision and the reason for the decision. The parties may mutually agree to extend time limits in order to resolve the grievance.

### Step 3

If the parties have not resolved the grievance after Step 2, either party may appeal the matter to arbitration, in writing, within twenty (20) working days of the day the written step 2 decision was due or received, whichever is earlier. Mediation may be used as an alternative to arbitration when mutually agreed upon by both the county and the Union.

If the parties fail to mutually select an arbitrator within thirty (30) working days of the Union's request to arbitrate, the Oregon Employment Relations Board shall be requested by either party or both parties to provide a panel of five (5) arbitrators. Both the county and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first name. Then, the other party shall strike one (1) name. The process shall be repeated and the remaining person shall be the arbitrator.

The arbitrator shall not add to, subtract from, modify or alter the terms or provisions of this agreement. The power of the arbitrator shall be limited to interpreting this agreement and determining if it has been violated and to resolve the grievance within the terms of this collective bargaining agreement. The decision of the arbitrator shall be binding on both parties. The arbitrator shall explicitly determine whether or not the terms of this agreement have been violated. Arbitrability issues shall be resolved by the arbitrator, and the arbitrator is empowered to hear a case or its merits prior to ruling on arbitrability issues.

Costs of the arbitrator shall be borne equally by both parties. Each party shall be responsible for costs of presenting its own case to the arbitrator. Any or all time limits specified in the grievance procedure may be waived by mutual written consent of the parties.

Type of Grievance	Time to File	Step 1 (Informal)	Step 2	Step 3
<b>Suspension, reduction in pay, or termination (Does not apply to temporary employees)</b>	Within ten (10) working days after the effective date of the discipline.		Department Head – Copy to Human Resources – within ten (10) working days after receipt of the grievance.	Appeal to arbitration within twenty (20) working days of the Step 2 response.
<b>Oral reprimand, written reprimand – see Article 20, Section 4 (Does not apply to temporary employees)</b>	Within thirty (30) working days after the effective date of the discipline.	Immediate Supervisor – Written request for a meeting within thirty (30) working days. Parties have ten (10) working days to resolve the issue.	Department Head – Copy to Human Resources – within forty (40) working days of the request for a Step 1 meeting.	May include mediation if mutually agreed by the parties (no arbitration).
<b>All other grievances</b>	Within thirty (30) working days after the violation.	Immediate Supervisor – Written request for a meeting within thirty (30) working days. Parties have ten (10) working days to resolve the issue.	Department Head – Copy to Human Resources – within forty (40) working days of the request for a Step 1 meeting.	Appeal to arbitration within twenty (20) working days of the Step 2 response.

## **ARTICLE 22 – PERSONNEL FILE**

**Section 5 of this article does not apply to temporary employees.**

**Section 1.** Human resources shall maintain a personnel file of each employee in county service. This file shall be the official file of the Employer and shall contain copies of all official reports, memos, letters, personnel actions, etc., relating to the employee’s performance and employment status.

**Section 2.** An employee may inspect the contents of the employee’s personnel file, in the human resources office upon the employee’s written request to do so. An employee may also inspect the contents of any supervisory files maintained on the employee. An employee’s official representative, with the written permission of the employee, may inspect their personnel file.

**Section 3.** No information reflecting critically upon an employee shall be placed in the employee’s personnel file maintained in the human resources office that does not bear the signature of the employee or notation that the employee has been provided a copy of the material and refuses to sign and the following disclaimer:

“Employee’s signature confirms only that the supervisor has discussed and given a copy

of the material to the employee and does not indicate agreement or disagreement.”

**Section 4.** If an employee believes that there is material in the employee’s personnel file which is incorrect or derogatory, the employee shall be entitled to prepare, in writing, an explanation or opinion regarding the particular material, and this shall be included as part of the personnel file. If the employee believes that such specific information should be removed entirely from the files, the employee may petition for such consideration to human resources.

**Section 5.** Letters of caution, consultation, warning, admonishment and reprimand shall not be used in any subsequent evaluation or disciplinary proceeding involving the employee, three (3) years after they have been placed in the records, unless there have been recurrences of a similar nature. After the three (3) year period and in the absence of a recurrence of a similar infraction, such letters shall then be removed from the employee’s personnel file and supervisory files at the written request of the employee.

#### **ARTICLE 23 – RECLASSIFICATION PROCEDURE**

**This article does not apply to temporary employees.**

**Section 1.** Any employee may submit a request for a change in the classification of a position to human resources for a review and recommendation. Whenever human resources finds that the duties are such that the current allocation of a position is no longer correct, human resources shall prepare a report recommending a change to the appropriate classification. Human resources shall have one hundred twenty (120) calendar days to respond to the employee with a decision from the date human resources receives all necessary information from the employee, unless an extended time is mutually agreed upon in writing by human resources and the employee.

**Section 2.** When the county initiates a reclassification, the employee shall be given full opportunity to participate in the review process prior to a decision being made.

**Section 3.** Disagreement between an employee and human resources relative to the allocation of a new position or the reclassification of an existing position may be appealed to the personnel officer within ten (10) calendar days of the date the report is issued. The appeal to the personnel officer shall be in writing and contain specific information as to why the appellant believes the staff report is in error or incomplete. The personnel officer shall investigate the matter and render a decision in writing.

The decision of the personnel officer may be appealed within ten (10) calendar days to the Board of Commissioners. The Board of Commissioners may affirm the personnel officer’s decision, remand it back to the personnel officer for further review, or conduct a hearing on the appeal. The Board of Commissioners shall give at least three (3) days prior notice to the

interested parties. Following the hearing, the Board of Commissioners shall render its decision, which shall be final.

**Section 4.** If an employee is reclassified to a position with a lower pay range, the employee's pay rate may remain the same if it is within the pay range of the lower classification. The county will move the employee to the lower pay range at the existing rate of pay. If this move places the employee between steps, the county will place the employee on the next higher step.

If the employee's current pay rate is not within the lower pay range, the reduction in wages shall not occur until one (1) year after the effective date of the reclassification. If the reduction is more than one (1) pay range, the decrease will occur incrementally not to exceed three (3) years. Incremental decreases will occur annually beginning one (1) year from the effective date of the reclassification. At the end of the third (3<sup>rd</sup>) year the employee's rate of pay will be adjusted downward to the lower pay range. The pay range adjustments will be aligned with the beginning of the pay period closest to the anniversary of the effective date of the reclassification that does not negatively impact the employee.

**Section 5.** In the event that an employee's position is reclassified upward, the effective date will be the first full pay period after approval by the board of commissioners or designee. The employee will not be required to serve a trial service period if they have been performing the higher-level duties for at least six (6) months. If the employee has not been performing the higher-level duties for at least six (6) months, they will be required to serve a six (6)-month trial service period. Employees who fail their trial service periods, will be laid off and treated as laid-off employees subject to recall to the former classification for which they attained regular status or priority placement as laid-off employees.

**Section 6.** Copies of any reports of findings or recommendations related to proposed changes of job classifications or proposed new job classifications will be sent to the Union president and the Union organizer.

#### **ARTICLE 24 – LAYOFF**

**This article does not apply to temporary employees.**

**Section 1. Layoff.** A layoff is defined as any separation from county service not for cause and not reflecting discredit upon the employee. Layoffs may be for shortage of funds, abolishment of positions or other reasons as determined by the county.

**Section 2. Notice of Layoff.** Employees, who are to be laid off, shall receive notice thirty (30) days prior to the effective date of layoff. A copy of the notice will be sent to the Union.

**Section 3. Seniority Credit.**

- A. Seniority – One (1) point per continuous month of county service.
- B. In the event that two (2) persons have the same seniority credit, then the date of employment with the county shall be used to determine the order of layoff with the latest employees laid off first. If a tie still exists after reviewing the dates of employment, the department head shall determine the order of layoff.

**Section 4. Layoff Procedure.**

- A. The county or the affected department, prior to layoff, shall notify the Union thirty (30) days prior to the effective date of layoff. The county shall include in this notice any employees to be exempted from layoff and a listing of seniority credit points for the employees in the affected department and classification.
- B. For purposes of layoff, full-time and part-time positions shall be treated separately.
- C. The county shall determine the specific exempted employees and these shall be any employee in the affected classification and department with a specific skill, certification, license designated in the employee's essential job functions which cannot be obtained or fulfilled by another employee within a ninety (90)-day period. Only positions that are essential for the operation of the department are eligible for exemption. However, the county will not exercise this option when an employee in the classification and department, who is more senior has been previously exempted by the county from holding a particular certification or license.
- D. The county shall determine the number of positions in the affected department and classification to be laid off. Excluding exempted positions, the employees with the lowest seniority credits shall be given notice and laid off. The county shall notify the Union sixty (60) days prior to any layoff of the exempted positions in the classification and department. Any dispute over the designated positions shall be submitted to an expedited arbitration process.
- E. Temporary employees working in the classification in which a layoff occurs shall be terminated prior to the layoff of trial service or regular employees.
- F. Interruption of Employment. Employees who leave county service for military service and return to their position within six (6) months after receiving an honorable discharge, shall receive full longevity credit for such military service. Any employee whose continuous service is interrupted by loss of time due to a job injury shall be accorded continuous service credit for the duration of the time between the expiration of the

employee's accumulated leave and the date of the employee's return to work. Seniority credit shall also be accumulated by employees while on authorized leaves of absence.

- G. Restoration of Seniority Credit. Any regular or trial service employee, who has been laid off and subsequently returns to county employment within one (1) year, shall regain previously accrued seniority credits.
- H. Loss of Service. Any employee with regular or trial service status who separates from county service for reasons other than a layoff and subsequently returns to county employment shall not regain previously accrued seniority credit if the break in service is for more than ninety (90) calendar days.

**Section 5. Recall.** Employees, who have been laid off, shall be recalled to vacancies in the classification and department from which they were laid off. Employees shall be recalled by their department in order of seniority credits, by classification, beginning with the employee with the greatest number of seniority credits. Employees who are laid off shall have the right of recall to vacancies in the classification. Such eligibility shall continue for one (1) year from the date of layoff. Employees shall be notified of vacancies for which they are eligible for recall by electronic mail at their email address of record.

**Section 6. Other Employment Options.** Any laid-off employee shall be eligible to receive priority placement to a vacancy in another department provided the employee responds to a notice of vacancy by contacting human resources in writing prior to the closing date. The employee must complete a job application in order for the county to verify that the employee is qualified for the position.

If the county determines that the employee meets both the minimum requirements for the classification and the specific qualifications for the position, as determined by the department head, the department shall offer the position to the employee. In the event that more than one employee is under consideration, the department shall select the employee they feel is most qualified.

The department shall have a trial period not less than two (2) weeks or more than six (6) weeks to determine if the employee meets the specific requirements of the job. If the department determines the employee is not performing the requirements of the job, the employee will be given notice of the employee's performance deficiencies at least two (2) weeks prior to the expiration of the trial period. If, after receiving the notice, the employee is still not meeting department standards, the department may terminate employment provided reasons for the termination are in writing and are based on reasonable performance standards.

The decision to reject appointment based on not meeting the specific performance related qualifications is not subject to the grievance procedure.



Employees who do not meet the specific requirements of a position and are removed during the trial period shall be returned to their original department layoff list.

**Section 7. Notice of Recruitments.** Employees who have been laid off will receive notice of MCEA-represented positions opening for open competitive recruitment that are the same or lesser pay range from the classification they held at the time of layoff. These notices will be sent to the employee's last known address for up to two (2) years from the date of layoff.

## **ARTICLE 25 – FILLING OF VACANCIES**

**Section 1.** Vacancies that are to be filled shall be posted on the county website and sent by electronic mail to all county employees at least five (5) working days prior to closing.

**Section 2.** Employees desiring the posted position shall submit an online application to human resources via the county website.

**Section 3.** Any employee, who meets the subject matter expert (SME) review and applicable testing criteria, shall be placed on any open list of the classification of which they applied for, and the top three (3) will be offered an initial interview.

**Section 4.** Any employee who interviews for a vacant position but is not selected may request within twenty (20) working days in writing the reasons for non-selection. The appointing authority shall provide a written response within ten (10) working days of receipt of the request.

**Section 5.** The Employer agrees to review recruitment procedures with the Union and modify them, if necessary, to improve the opportunities for employees to be considered for internal appointments and/or promotions, including the opportunity to be interviewed.

**Section 6.** Part-time and temporary employees may apply for full-time, regular positions on the Employer's internal recruitments.

## **ARTICLE 26 – TRIAL SERVICE PERIOD**

**This article does not apply to temporary employees.**

**Section 1.** All definitions contained in the Marion County Personnel Rules shall apply to this agreement unless otherwise covered by the terms of this agreement.

Trial service begins on the date of hire and ends six (6) continuous months from the date of hire.

Example: Trial service for an employee hired on January 15th expires the end of the workday on July 15th.

**Section 2.** New employees shall serve a trial service period of at least six (6) continuous months.

**Section 3.** A regular or trial service employee, who is selected as an internal appointment or who promotes, must serve a new trial service period. A trial service employee must complete the trial service period before attaining regular status.

**Section 4.** A trial service employee serving as a result of a promotion, who fails to qualify in the new position for reasons other than misconduct, and who was a regular employee before the promotion, shall be reinstated to the employee's former position unless that position no longer exists or is no longer vacant. Employees who fail their trial service period will be laid off and treated as laid-off employees subject to recall to the former classification for which they attained regular status or priority placement as laid-off employees.

**Section 5. Removal During Trial Service Period.** An appointing authority may dismiss an employee at any time during an employee's trial service period if, in the opinion of the appointing authority, the employee is unable or unwilling to satisfactorily perform the job duties or if the employee's work habits, conduct and dependability do not merit continuance in county service. Prior to dismissing an employee, the appointing authority will consult with human resources.

**Section 6.** Prior to completion of an employee's trial service period, human resources will request the appointing authority to report whether the employee's performance was satisfactory or unsatisfactory. The reply will be returned to human resources not less than ten (10) working days prior to the end of the trial service period. If the reply is satisfactory, the employee shall be deemed to have satisfactorily completed the trial service period and thereby be accorded regular status in classified service. A notification of unsatisfactory service ordinarily shall be accompanied with notice of termination. Prior to completion of an employee's trial service period, the appointing authority will evaluate the employee's job performance. The evaluation will be submitted to human resources not less than ten (10) working days prior to the end of the trial service period.

If the employee's performance is unsatisfactory, the appointing authority shall either work with the Union president or vice president and human resources to extend the employee's trial service, or will dismiss the employee. Extension of trial service will not exceed 12 months from the date of hire or placement.

## **ARTICLE 27 – EFFECT OF LAW AND RULES**

**Section 1.** This agreement is subject to all existing and future laws of the State of Oregon.

**Section 2.** The parties shall be provided all of the rights and benefits extended by the personnel rules in all matters which are not addressed in this agreement. Any violation of this section shall be addressed through the grievance procedure.

## **ARTICLE 28 – SCOPE OF AGREEMENT**

This document constitutes the sole and complete agreement between the Union and the county and embodies all the terms and conditions governing the employment of employees in the bargaining unit. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject, which is or may be subject to negotiation. Any prior written or unwritten commitment or agreement between the county and the Union or any individual employee covered by this agreement is hereby superseded by the terms of this agreement.

## **ARTICLE 29 – SAVINGS CLAUSE**

Should any of the provisions of this agreement be found by a court of competent jurisdiction to be unlawful, unenforceable, or made illegal through enactment of state or federal law, all other provisions of this agreement shall remain in full force and effect for the duration of this agreement.

## **ARTICLE 30 – NOTICES**

**Section 1.** Prior to planned adoption, the county shall provide to the Union president and organizer a copy of any new or proposed modification to an existing rule, policy, and/or procedural statement which directly relates to employment relations matters for the purpose of soliciting written comments or discussion.

**Section 2.** The Union shall have the opportunity to request a meeting of the labor-management committee for the purpose of providing comment or seeking clarification of the intent of the proposed new or modified rule, policy, and/or procedural statement.

**Section 3.** The parties agree that the demand to bargain period required under ORS Chapter 243 shall be waived for the time needed to conclude or reach impasse at the labor-management committee meeting. This article nor any other provision of this agreement shall constitute a waiver of the Union or the county's rights pursuant to ORS Chapter 243, to bargain

on new rules, policies, and procedures and/or changes in current rules, policies, and procedures that are mandatory subjects of negotiations. The county agrees not to raise timeliness defenses to those issues brought by the Union to the labor-management committee for comment or clarification pursuant to the terms of this article.

#### **ARTICLE 31 – JOB SHARING**

**This article does not apply to temporary employees.**

**Section 1.** Any employee who wishes to work in a job share position may make a written request to the department head. The request shall include the agreement between the two (2) employees who will be sharing the position. The department head may approve or deny the request based upon the operating requirements of the department and the job required qualifications of the position being considered for job share. No reasonable request shall be denied. No current employee shall be forced to participate in a job sharing position if participation results in a loss of pay or benefits.

**Section 2.** The employees involved in the job share must develop an agreement that designates which employee will accrue the health, dental, life, and long-term disability benefits. Changes to the agreement may only be made during the annual Marion County open enrollment period or if the job share agreement is ended.

**Section 3.** Vacation leave, sick leave, holidays, and personal holidays may be prorated provided the total cost to Marion County paid to the job share employees never exceeds one (1) full-time position, including all benefits.

**Section 4.** When a vacancy occurs in a job share agreement the remaining job share employee will be responsible for fulfilling all of the duties and FTE requirements of the position.

#### **ARTICLE 32 – CONTRACTING OUT**

**This article does not apply to temporary employees.**

**Section 1. Definition.** “Contracting out” is defined as follows: Entering into an agreement/contract with the private sector or public agency to provide a service previously performed by bargaining unit employees. The term “contracting out” does not include the refusal of the Board of Commissioners to provide a service and/or the refusal of the Board of Commissioners to accept local, state or federal funds to provide a service previously performed by bargaining unit employees.

**Section 2.** The Union recognizes that the county has the management right to decide to contract out bargaining unit work to the private or public sector. Such decisions shall, however,

be made only after the affected department has conducted a formal feasibility study determining the potential cost and other benefits which would result from contracting out. The county agrees to notify the Union within five (5) business days of its decision to conduct a formal feasibility study indicating the job classifications and the work areas affected. The county shall provide the Union with no less than thirty (30) calendar days notice that it intends to contract out bargaining unit work. The notification by the county to the Union of the results of the feasibility study will include all pertinent information, bids and other data upon which the county based the decision to contract out the work including, but not limited to, the total cost savings the county anticipates.

The county and the Union shall meet within five (5) working days of the delivery by the county to the Union of all pertinent information upon which the county based the decision to contract out. The Union shall have thirty (30) days to submit an alternative proposal. No contract will be awarded pending the timely receipt of the Union's proposal. If the Union's proposal would result in providing quality and savings equal to or greater than that identified in the management plan, the parties shall agree in writing to implement the Union proposal.

Should any full-time bargaining unit member be laid off or displaced as a result of contracting out, the county and the Union shall meet to discuss the effect on the individual(s). The county's obligation to discuss the effect of such contracting out does not obligate it to secure the agreement of the Union or to exhaust the dispute resolution procedure in this agreement or under the Public Employee Collective Bargaining Act set forth in ORS 243.650 through ORS 243.782 concerning the decision or the impact of the contracting out.

**Section 3.** Prior to following the regular recruitment and selection process, employees displaced by contracting out shall be placed in positions within county service for which they are qualified as the positions become available. However, such placement shall not take precedence over placement of other employees through recall from layoff, return from on-the-job injury status, promotions or internal appointments. If there are multiple displaced workers qualified for a position, the department head or appointing authority shall select the most qualified applicant.

### **ARTICLE 33 – LIFE OF AGREEMENT AND TERMINATION**

**Section 1.** This agreement shall take effect July 1, 2020, and shall be in full force and effect through June 30, 2022. If either party wishes to renew or modify the agreement as of July 1, 2022, notification of such renewal or modification must be submitted in writing by December 1, 2021. Negotiations shall begin in December 2021 at a time convenient for both parties.

**Section 2.** This agreement shall remain in full force and effect during the period of negotiations except that if a new agreement is not reached by July 1, 2022, the agreement may be terminated by giving the other party at least thirty (30) days written notice of its intent to terminate the agreement. This agreement may be terminated at any time by mutual agreement of the parties.

**Section 3.** Any letters of agreement must be signed by the chief administrative officer, the appropriate elected official or department head, human resources, and the designated representatives of the Union to be valid. Such letters of agreement shall be attached and made part of the labor agreement. Any letters of agreement not mutually renewed prior to adoption of this agreement or reached as a result of the process noted above shall become void and invalid.

## **ARTICLE 34 – TEMPORARY EMPLOYEES**

### **Section 1. Definitions.**

- A. Temporary Employee is a person who is employed by Marion County in a non-budgeted position defined as:
1. On-Call/Relief: a temporary employee who is part of a pool of employees who are available for shift coverage as needed. These employees are not guaranteed hours, schedules or shifts;
  2. Seasonal: a temporary employee with a specific assignment due to an influx of work during a particular re-occurring portion of the year not to exceed six (6) months in a calendar year. Seasonal employees may be scheduled to work up to a maximum of one thousand forty (1,040) hours in a fiscal year and no more than one thousand five hundred (1,500) hours in a calendar year. Assignments can be part-time or full-time depending on the workload need;
  3. Standard Temporary: a temporary employee hired for a specific assignment, project or short-term needs (vacancy/leave of absence/project/influx of workload). Standard Temporary employees may be scheduled to work up to a maximum of one thousand forty (1,040) hours in a fiscal year and no more than one thousand five hundred (1,500) hours in a calendar year. Assignments may be part-time or full-time.
- B. Temporary employment is distinguished from regular, part-time employment in that regular, part-time employment relates to a budgeted position for which there are some benefits. Interns, practicum and work study students are not temporary employees

provided the interns, practicum and work study students are paid by the schools or are otherwise not covered by the terms of this agreement.

**Section 2. Policy.** No temporary employee can perform temporary work for more than one thousand forty (1,040) hours in a fiscal year (July 1 – June 30). A temporary employee may work more than twelve (12) months provided they do not exceed their yearly allocation of hours and they comply with the definitions set forth above. Once the temporary employee has performed temporary work for one thousand forty (1,040) hours in a fiscal year, the temporary employee shall be terminated and the Employer will not hire another temporary employee for the same duties in the same fiscal year unless the department is granted an extension by the labor-management committee or the department has requested and the Employer has approved a budgeted position.

Employees may fill both regular, part-time positions and temporary positions in two (2) or more departments provided they do not work more than one thousand forty (1,040) hours in a fiscal year.

**Section 3. Extension Procedure.** The labor-management committee's approval is required for extensions. Requests must be made thirty (30) days prior to reaching the one thousand forty (1,040) -hour deadlines. Any extension granted by the labor-management committee will result in the employee continuing their employment as a temporary employee doing temporary work.

**Section 4. Application of Contract Articles.** The following articles apply in their entirety to Union represented temporary employees:

Preamble, 1, 2, 3, 5, 15, 17, 19, 25, 27, 28, 29, 30, 33, 34, and 35

All other articles within this agreement either do not apply to temporary employees or specifically note which sections apply within the individual article.

**Section 5. Letters of Agreement.** Letter(s) of agreement between the county and the Union do not apply to temporary employees unless specifically stated in the letter(s) of agreement.

#### **ARTICLE 35 – DRUG AND ALCOHOL FREE WORKPLACE**

**Section 1.** The Union and the county agree that the terms and conditions of federal regulations as applied to employees under CDL and Coast Guard licensing will continue to apply for drug testing and random drug testing.

**Section 2.** The Union agrees to the reasonable suspicion testing as outlined in the county's Drug and Alcohol Free Workplace Policy.

- A. Supervisors will advise employees that they may request a steward be present as an observer during the testing process if a steward is available and can be present without delay to the testing process.
- B. If an employee believes a manager may be impaired due to drugs or alcohol, the employee may report their observations to human resources. Human resources staff will determine if the manager's condition satisfies the reasonable suspicion criteria for testing. No employee shall be subject to discipline or retribution for reporting a supervisor unless the county can prove the claim was made without merit or in bad faith by the employee.
- C. Any regular employee disqualified for employment due to failure to pass a pre-employment drug test may be subject to discipline in accordance with Article 20 of the collective bargaining agreement. Imposition of discipline will be determined on a case-by-case basis.


**Section 3.** The county agrees to the following declaration of intent as to the application of that policy to the Union and its members:

- A. The county agrees that managers will be held to the same standards and conditions under the Drug and Alcohol Free Workplace Policy as they apply to represented employees.
- B. Employees are required to advise their supervisor if they reasonably believe that a prescription or non-prescription drug could impair their ability to perform their essential job functions.
- C. Employees are not required to tell their supervisor the prescription or non-prescription drug or the condition causing the use of the prescription or non-prescription drug only the effect of the prescription or non-prescription drug that may impair the employee's ability to perform their essential job functions.
- D. The county will offer the same training to Union stewards and officers as provided to managers in the implementation and application of the Drug and Alcohol Free Workplace Policy.
- E. The Union or individual employees may grieve if they believe that they were tested without reasonable suspicion and/or without cause.
- F. Any last chance agreement applied as a result of the Drug and Alcohol Free Workplace Policy shall only be valid if negotiated and agreed to and signed by the county, the Union, and the employee.



IN WITNESS WHEREOF, the parties hereto have set their hand this 20<sup>th</sup> day of May 2020.


FOR THE UNION

By:   
Melissa Unger (May 3, 2020)

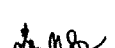
Melissa Unger, Executive Director  
SEIU Local 503, OPEU

By:   
Keith Quick (May 11, 2020)


Keith Quick, Bargaining Coordinator  
SEIU Local 503, OPEU

By:   
Latricia Straw (May 2, 2020)

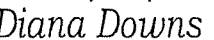
Latricia Straw, MCEA President

By:   
Laura M Adams (May 2, 2020)


Laura Adams, MCEA Vice President

By:   
Eleni Speropulos (May 2, 2020)

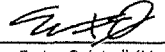
Eleni Speropulos, MCEA Secretary

By:   
Diana Downs (May 3, 2020)


Diana Downs, MCEA Treasurer

By:   
Kristina Ballow (May 2, 2020)


Kristina Ballow, MCEA Chief Steward

By:   
Eden Farias-Quintrell (May 11, 2020)


Eden Farias-Quintrell, MCEA Member-at-Large

By:   
Jonathan Sanford (May 2, 2020)

Jonathan Sanford, MCEA Member-at-Large

By:   
Walter R Wick (May 2, 2020)

Walter Wick, MCEA Member-at-Large

By:   
Karen Hilfiker (May 2, 2020)

Karen Hilfiker, MCEA Member-At-Large


By:   
Trish Stephens (May 11, 2020)

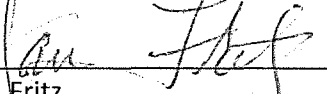
Trish Stephens, Organizer,  
SEIU Local 503, OPEU

FOR MARION COUNTY


By:   
Colm Willis, Chair

By:   
Sam Brentano, Commissioner

By:   
Kevin Cameron, Commissioner

By:   
Jan Fritz  
Chief Administrative Officer

By:   
Colleen Coons-Chaffins  
Business Services Director

By:   
Michelle Shelton  
Chief Human Resources Officer

## **Floater Position Letter of Agreement**

### **I. PARTIES**

The parties to this agreement are the Marion County Business Services Department and Marion County (hereinafter, "the County") and SEIU Local 503, OPEU/MCEA Local 294 (hereinafter, "the Union").

### **II. PURPOSE OF THE AGREEMENT**

The purpose of this agreement is to establish a floater position.

### **III. AGREEMENT**

The following article sections do not apply to floater positions: Article 4: sections 1, 2, 3 and 4;

A "floater position" is a budgeted position that has been formally designated by the human resources department as a "floater." The position will be within a specific classification and is an employee that rotates between specific shifts, days of work or site locations within a department for purposes including but not limited to vacation coverage, leave of absences, training, projects and meetings.

The County may change a floater's scheduled shift with fifteen (15) calendar days advanced notice to the employee. The County may also change a floater's work days with at least forty-eight (48) hours advanced notice to the employee. The notice shall contain the effective date of change, the duration and the reasons for the change. The advanced notice can be waived with mutual agreement by both parties.

A floater's schedule, work days, and assignments are designed to be flexible in order to accommodate the day to day operations of the department. Nothing in this agreement shall restrict an employee and the county from temporarily modifying the scheduled shift and work days in emergency situations, for operational necessity, or when both parties mutually agree to the change.

In addition to the wage rates established by this agreement, the employer shall pay employees assigned to a "floater position" a five percent (5%) differential to compensate for the irregularity of the schedule.

### **IV. CONCLUSION**

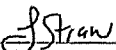
The chief administrative officer, appropriate elected official or department head, human resources, and the designated representatives of the Union, to be valid, must sign any letters of agreement. Such letters of agreement shall be attached and made part of the collective bargaining agreement. This agreement is made without precedent to either party and may not be used by either party in current or future negotiations.

Termination of agreement: unless otherwise negotiated through the bargaining process this agreement shall end June 30, 2022.


Floater Position Letter of Agreement  
Page 2

Agreed this date: May 20, 2020

For the Union

  
\_\_\_\_\_  
Latricia Straw (May 2, 2020)

Latricia Straw  
President, MCEA/Local 294

  
\_\_\_\_\_  
Keith Quick (May 11, 2020)

Keith Quick  
Bargaining Coordinator, SEIU Local 503, OPEU

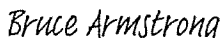
  
\_\_\_\_\_  
Melissa Unger (May 3, 2020)


Melissa Unger  
Executive Director, SEIU Local 503, OPEU

For the County

  
\_\_\_\_\_  
Jan Fritz  
Chief Administrative Officer

  
\_\_\_\_\_  
Colleen Coons-Chaffins  
Business Services Director

  
\_\_\_\_\_  
Bruce Armstrong  
County Legal Representative

  
\_\_\_\_\_  
Michelle Shelton  
Chief Human Resources Officer

**Journeyman's Card or Trades License  
Letter of Agreement**

**I. PARTIES**

The parties to this agreement are the Marion County Business Services Department and Marion County (hereinafter, "the County") and SEIU Local 503, OPEU/MCEA Local 294 (hereinafter, "the Union").

**II. PURPOSE OF THE AGREEMENT**

The purpose of the agreement is to provide a five percent (5%) differential pay to those building maintenance specialists, senior building maintenance specialists, and facilities maintenance and systems coordinators who possess a valid journeyman's card or trades license related to the performance of maintenance and repair work essential to the function of County buildings, which allows the County to complete work that would otherwise be contracted out at a greater expense.

**III. AGREEMENT**

The parties agree that employees who possess, have made it known to their supervisor, and have provided verification of a valid and current journeyman's card or trades license related to the performance of maintenance and repair work essential to the function of County buildings shall receive a five percent (5%) differential for all hours worked while in possession of a valid journeyman's card or trades license. Maintenance of valid and current journeyman's card or trades license will be the sole responsibility of the employee. If the Journeyman's card or trades license is suspended, revoked, or in anyway invalid, the employee shall no longer qualify for the five percent (5%) differential.

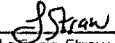
**IV. CONCLUSION**

The chief administrative officer, appropriate elected official or department head, human resources, and the designated representatives of the Union, to be valid, must sign any letters of agreement. Such letters of agreement shall be attached and made part of the collective bargaining agreement. This agreement is made without precedent to either party and may not be used by either party in current or future negotiations.

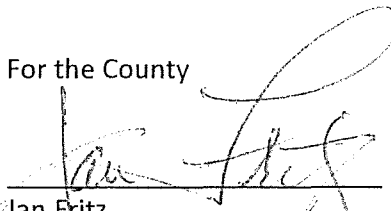
Termination of agreement: unless otherwise negotiated through the bargaining process this agreement shall end June 30, 2022.

Agreed this date: May 20, 2020

For the Union

  
\_\_\_\_\_  
Latricia Straw (May 2, 2020)  
\_\_\_\_\_  
Latricia Straw  
President, MCEA/Local 294

For the County

  
\_\_\_\_\_  
Jan Fritz  
Chief Administrative Officer

Journeyman's Card or Trades License Letter of Agreement

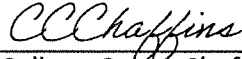
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Keith Quick (May 11, 2020)

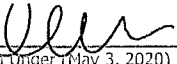
Keith Quick

Bargaining Coordinator, SEIU Local 503, OPEU



Colleen Coons-Chaffins

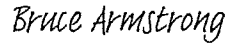
Business Services Director



Melissa Unger (May 3, 2020)

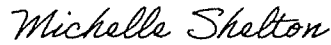
Melissa Unger

Executive Director, SEIU Local 503, OPEU



Bruce Armstrong

County Legal Representative



Michelle Shelton

Chief Human Resources Officer

**Oracle Pay Incentive  
Letter of Agreement**

**I. PARTIES**

The parties to this agreement are the Marion County Information Technology Department (hereinafter, "the County"); and the Marion County Employees Association Local 294/Service Employees International Union Local 503, OPEU (hereinafter, "the Union"). The purpose of this agreement is to create a category of pay for certain represented employees in the Information Technology Department.

**II. AGREEMENT**

Oracle Pay Incentive:

The County and the Union agree to the following:

**TYPES OF COMPETENCY PAY & POTENTIAL AMOUNTS**

<u>Incentive Type</u>	<u>Annual Max.</u>	<u>% of Max. Based Upon</u>
Oracle Testing	\$1,500	Testing
Oracle Experience	\$1,500	Years of Oracle Experience
Performance in Oracle Assignment	\$1,500	Meets Standards or Better Performance Rating

**ELIGIBILITY FOR INCENTIVE:** Employee must:

1. Be assigned in a job class and position designated as eligible

Eligible job classes: programmer analyst 3/Oracle developer, data base administrator, senior data base administrator, AND

2. Be assigned in a regular work assignment specifically designated to work in Oracle applications and technology more than 50% of the time, AND
3. Meet the qualifications outlined for the testing-based component defined below, AND

Maintain standard performance: No type of competency pay will be paid to any employee if the employee's performance is deemed below standard. An employee receiving any type of competency pay will have that pay discontinued immediately if sustained performance degenerates markedly at any time. Subsequent eligibility will depend on again achieving satisfactory performance during the ensuing performance review period.

**QUALIFICATION TO RECEIVE INCENTIVE PAY:** In A and B below, earned competency incentive pay will be paid as a lump sum payment at the end of the first year from hire date or start of Oracle assignment. Thereafter, earned competency pay will be paid biweekly. If an employee leaves the County, no further amount is due.

- A. For newly hired employees:  
Attainment of career status by completion of one (1) year of continuous service with satisfactory performance
- B. For career status employees (employed with the County more than one (1) year):  
Satisfactory performance during the first year of the regular Oracle assignment with the Information Technology Department

Testing-Based component: An employee must successfully pass an Oracle skills test to be determined and provided by the Information Technology Department. The cost of the Oracle skills test will be paid by the employee. The testing must be current to the Oracle release versions used by the County. Testing for current proficiency, new releases and/or applications as adopted by the County may be required. Successfully passing the Oracle skills test satisfies this requirement and qualifies the individual for \$1,500 annually.

Directly-Related Experience component: A staff member must have a minimum of one (1) year of qualifying (directly-relevant) Oracle technology experience to qualify for this component. An existing Information Technology staff member newly and "regularly" assigned to Oracle responsibilities will be required to attain one (1) year of direct Oracle experience to qualify for the minimum amount of the experience incentive. Payment for experience will be as follows:

Minimum of 1 Year Experience	\$500
1-3 Years Experience	\$1,000
More Than 3 Years Experience	\$1,500

Job Performance-Based component: A portion of this \$1,500 incentive will be paid based upon annual performance appraisal results; proficiency in at least one (1) core competency equals \$500 annually. Proficiency in at least three (3) competencies equals \$1000 annually. Proficiency in at least five (5) competencies including job knowledge and role understanding, decision making, problem solving and innovative thinking and accountability equals \$1500 annually.

### III. CONCLUSION

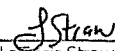
The chief administrative officer, appropriate elected official or department head, human resources, and the designated representative of the Union, to be valid, must sign any letters of agreement. Such letters of agreement shall be attached and made part of the collective bargaining agreement. This agreement is made without precedent to either party and may not be used by either party in current or future negotiations.

Oracle Pay Incentive Letter of Agreement  
Page 3


Termination of agreement: unless otherwise negotiated through the bargaining process this agreement shall end June 30, 2022.

Agreed this date: May 20, 2020

For the Union

  
\_\_\_\_\_  
Latricia Straw (May 2, 2020)

Latricia Straw  
President, MCEA/Local 294

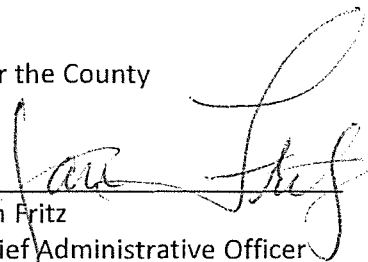
  
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Keith Quick (May 11, 2020)

Keith Quick  
Bargaining Coordinator, SEIU Local 503, OPEU

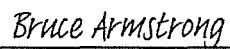
  
\_\_\_\_\_  
Melissa Unger (May 3, 2020)

Melissa Unger  
Executive Director, SEIU Local 503, OPEU

For the County

  
\_\_\_\_\_  
Jan Fritz  
Chief Administrative Officer

  
\_\_\_\_\_  
Colleen Coons-Chaffins  
Business Services Director

  
\_\_\_\_\_  
Bruce Armstrong  
County Legal Representative

  
\_\_\_\_\_  
Michelle Shelton  
Chief Human Resources Officer



**Sick Leave Conversion  
Letter of Agreement**

**I. PARTIES**

The parties to this agreement are the Marion County Business Services Department and Marion County (hereinafter, "the County") and SEIU Local 503, OPEU/MCEA Local 294 (hereinafter, "the Union").

**II. PURPOSE OF THE AGREEMENT**

The purpose of the agreement is to allow the conversion of sick leave hours to personal holidays.

**III. AGREEMENT**

Effective January 1, 2021, the parties agree to allow regular employees in a 40-hour workweek schedule and who have accumulated at least one hundred ten (110) hours of sick leave to convert twenty-four (24) hours to three (3) personal holidays. The converted hours will only be used in full day increments, cannot be cashed out, and will not be paid out upon termination of employment. Employees are allowed to exercise this sick leave conversion option only once per calendar year, during the life of this agreement as long as they continue to meet the schedule and accumulation requirements at the time of each request. Personal holidays are to be taken during the calendar year in which they were converted and may not be carried forward into the following year. The personal holidays shall be scheduled in accordance with Article 7, Section 4, Scheduling Vacations.

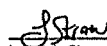
**IV. CONCLUSION**

The chief administrative officer, spokespersons, human resources, and the designated representatives of the Union, to be valid, must sign any letters of agreement. Such letters of agreement shall be attached and made part of the collective bargaining agreement. This agreement is made without precedent to either party and may not be used by either party in current or future negotiations.

Termination of agreement: unless otherwise negotiated through the bargaining process this agreement shall end June 30, 2022.

Agreed this date: May 20, 2020

For the Union

  
Latricia Straw (May 2, 2020)

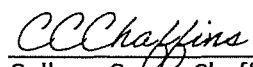
Latricia Straw  
President, MCEA/Local 294

  
Keith Quick (May 11, 2020)

Keith Quick  
Bargaining Coordinator, SEIU Local 503, OPEU

For the County

  
Jan Fritz  
Chief Administrative Officer

  
Colleen Coons-Chaffins  
Business Services Director

Sick Leave Conversion Letter of Agreement  
Page 2

  
\_\_\_\_\_  
Melissa Unger (May 3, 2020)

Melissa Unger  
Executive Director, SEIU Local 503, OPEU

*Bruce Armstrong*  
\_\_\_\_\_  
Bruce Armstrong  
County Legal Representative

*Michelle Shelton*  
\_\_\_\_\_  
Michelle Shelton  
Chief Human Resources Officer

**Standby Pay  
Letter of Agreement**

**I. PARTIES**

The parties to this agreement are the Marion County Health and Human Services Department (hereinafter, "the County") and the Marion County Employees Association Local 294/Service Employees International Union Local 503, OPEU (hereinafter, "the Union"). The purpose of this agreement is to create a category of pay for certain represented employees in the Health Department.

**II. AGREEMENT**

Standby Pay:

The County and Union agree to the following to provide standby pay to mental health specialists assigned to respond to mental health crisis screenings. The Health and Human Services Department will determine and assign staff to standby duty to respond to crisis screenings. The assignment period will be weekdays, Monday through Friday, from five pm or 1700 hours to eight am or 0800 hours. On weekends and holidays, Saturday and Sunday, from eight am or 0800 hours to eight am or 0800 hours (24-hour period). Assignment periods may be split into shifts within these time periods if needed. During this time, employees will be expected to be duty ready and able to respond to conduct mental health crisis screenings at any location in the region. Compensation for this assignment will be \$2.60 per hour in addition to pay for time worked. If required to respond, employees will be paid at straight time for hours worked including travel time and mileage at the IRS rate. Telephone calls conducted for the purpose of a client screening and/or consults with hospital medical staff personnel that do not result in an on-site screening will be considered time worked and eligible for additional compensation. The provisions of the parties' labor agreement, Article 24, will resolve any dispute over the implementation or application of this letter of agreement.


**III. CONCLUSION**

The chief administrative officer, appropriate elected official or department head, human resources, and the designated representatives of the Union to be valid, must sign any letters of agreement. Such letters of agreement shall be attached and made part of the collective bargaining agreement. This agreement is made without precedent to either party and may not be used by either party in current or future negotiations.

Termination of agreement: unless otherwise negotiated through the bargaining process this agreement shall end June 30, 2022.

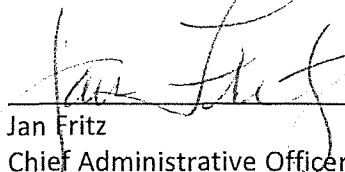
Agreed this date: May 20, 2020

For the Union

  
\_\_\_\_\_  
Latricia Straw (May 2, 2020)

Latricia Straw  
President, MCEA/Local 294

For the County

  
\_\_\_\_\_  
Jan Fritz  
Chief Administrative Officer

Standby Pay Letter of Agreement

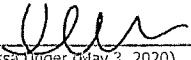
Page 2



Keith Quick (May 11, 2020)

Keith Quick

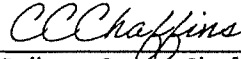
Bargaining Coordinator, SEIU Local 503, OPEU



Melissa Unger (May 3, 2020)

Melissa Unger

Executive Director, SEIU Local 503, OPEU



Colleen Coons-Chaffins

Business Services Director



Bruce Armstrong

County Legal Representative



Michelle Shelton

Chief Human Resources Officer

**COVID-19 Pandemic**  
**Temporary Addendum to Marion County Personnel Rules**  
**Regarding Telecommuting**

**PURPOSE:** The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, has impacted Marion County locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community needs our services the most.

Marion County is adhering to the recommendations of the Centers for Disease Control and the Oregon Health Authority regarding preventative measures including social distancing, quarantines, and curtailment of non-essential county functions. The county will continue to adjust as the recommendations of these agencies change. Department heads and supervisors should do their best to assist staff in implementing these guidelines to the best of their ability. Marion County's priority is to maintain essential services and critical business needs as defined by department head or designee while allowing for work location flexibility when work can be performed remotely.

This policy applies to work that may be performed outside of the office on a temporary basis during the time period covered by the COVID-19 Emergency Declaration issued by the Board of Commissioners. Marion County's priority is to maintain essential services and critical business needs as defined by department head or designee. The employee's supervisor and the appropriate department head must approve all temporary telework arrangements. This temporary policy creates no employee rights in relation to telework.

**AUTHORITY:** This temporary policy is authorized by the chief administrative officer per the Preface of the Personnel Rules and Regulations and will be added as an addendum thereto.

**DEFINITIONS:**

1. Novel Coronavirus/COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").
2. Telecommuting: A work arrangement in which the employee works outside the normal work site, often working from home.

**ELIGIBILITY:** Employees whose work may be performed remotely are eligible to apply to telecommute under this policy. Their work shall be of a nature wherein face-to-face interaction is minimal or may be scheduled to permit teleworking. Not all employees will qualify or be eligible to telecommute.

**APPLICATION:** Employees who desire to work at some place other than the primary workplace on specified days shall complete the COVID-19 Telecommuting Agreement and submit it their supervisor or department head.

Each telework schedule needs to allow adequate time at the primary worksite for meetings, access to facilities, supplies, and communication with other employees and customers. Telework must not adversely affect customer service delivery, employee productivity, or progress of an individual or team assignment.

The supervisor/department head shall consider an employee request to telework in relation to the operational and customer needs of the department. The supervisor will take into consideration the whether the work can be performed remotely and the overall impact of the teleworker's total time away from the primary worksite. The supervisor will also consider the applicant's demonstrated conscientiousness about work time and productivity, and their work habits, including their ability to be self-motivated and have minimal face-to-face daily supervision.

All requests are subject to approval by the appropriate department head.

**AGREEMENT:** Employees who are approved for temporary telework shall sign and abide by a telework agreement; the agreement may require modification to fit individual telework-site circumstances. A copy of the agreement shall be retained in the employee's personnel file.

Unless otherwise stated in the agreement, the supervisor or department head may discontinue the arrangement, with 24 hours of notice.

## **GENERAL PROVISIONS**

1. **Business Meetings.** The employee must attend onsite business meetings as required.
2. **Communication.** While teleworking, the employee shall be reachable by telephone, fax, pager, or e-mail during agreed-upon work hours. The employee and supervisor shall agree on expected turnaround time and the medium for responses.
3. **Conditions of Employment.** The teleworker's conditions of employment shall remain the same as for non-teleworking employees; wages, benefits and leave accrual will remain unchanged.
4. **Equipment.** Home worksite furniture and equipment shall generally be provided by the teleworker. In the event that equipment and software is provided by Marion County at the telework-site, such equipment and software shall be used exclusively by the teleworker and for the purposes of conducting County business. Software shall not be duplicated. The parties shall consult with the support manager regarding the availability of equipment to loan. If the County provides equipment, the teleworker is responsible for safe transportation and set-up of such equipment.
5. **Equipment liability.** The employee will be responsible for: any intentional damage to the equipment; damage resulting from gross negligence by the employee or any member or guest

of the employee's household; damage resulting from a power surge if no surge protector is used; maintaining the current virus protection for software. The county may pursue recovery from the teleworker for County property that is deliberately, or through negligence, damaged, destroyed, or lost while in the teleworker's care, custody or control. Damage or theft of County equipment that occurs outside the employee's control will be covered by the County. Teleworkers should check their homeowner's/renter's insurance policy for incidental office coverage. Marion County does not assume liability for loss, damage, or wear of employee-owned equipment.

6. **Dependent Care.** *Previous definition removed to match federal law.*  
(Per Jan Fritz 04/01/2020)
7. **Home Work Site.** The teleworker must establish and maintain a dedicated workspace that is quiet, clean, and safe, with adequate lighting and ventilation. The teleworker will not hold business visits or meetings with professional colleagues, customers, or the public at the home worksite.
8. **Hours of Work.** The teleworker will have regularly scheduled work hours agreed upon with the supervisor, including specific core hours and telephone accessibility. The agreed upon work schedule shall comply with FLSA regulations. Overtime work for a non-exempt employee must be pre-approved by the supervisor. The teleworker will attend job-related meetings, training sessions and conferences, as requested by supervisors. In addition, the teleworker may be requested to attend "short-notice" meetings. The supervisor will use telephone conference calling whenever possible as an alternative to requesting attendance at "short-notice" meetings.
9. **Incidental Costs.** Unless otherwise stated in the Telework Agreement, all incidental costs, such as residential utility costs or cleaning services, are the responsibility of the teleworker.
10. **Inspections.** In case of injury, theft, loss, or tort liability related to telework, the teleworker must allow agents of Marion County to investigate and/or inspect the telework site.
11. **Injuries.** The employee will be covered by workers' compensation for job related injuries that occur in the designated workspace, including the teleworker's home, during the defined work period. In the case of injury occurring during the defined work period, the employee shall immediately report the injury to the supervisor. Workers' compensation will not apply to non-job related injuries that might occur in the home. Marion County does not assume responsibility for injury to any persons other than the teleworker at the telework-site.
12. **Intellectual Property.** Products, documents, and records developed while teleworking are property of Marion County.
13. **Leave.** The telework employee must obtain supervisory approval before taking leave in accordance with the County policy.
14. **Network Access.** Network access is not guaranteed. Employees should plan for off line work when possible.
15. **Office Supplies.** Marion County shall provide any necessary office supplies. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed.

16. **Performance & Evaluations.** The supervisor and teleworker will formulate objectives, expected results, and evaluation procedures for work completed while the employee is teleworking. The supervisor will monitor and evaluate performance by relying more heavily on work results rather than direct observation. The supervisor and telework employee will meet at regular intervals to review the employee's work performance.
17. **Personal Business.** Telework employees shall not perform personal business during hours agreed upon as work hours.
18. **Policies.** Marion County Administrative Policies, rules, and practices shall apply at the telework site, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow policies, rules and procedures may result in termination of the telework arrangement and/or disciplinary action.
19. **Quality of Work.** All work shall be performed according to the same high standards as would normally be expected at the primary worksite.
20. **Questions.** If you have questions about the telework program, or you would like to access training material, contact the county Human Resources Department, at (503)566-3999.
21. **Reassignment:** Employees may be reassigned to alternative work locations or work assignments to meet county needs.
22. **Record Retention.** Record retention policies apply. Products, documents, and records that are used, developed, or revised while teleworking shall be copied or restored to the county's computerized record system. Whenever possible, all telework related information shall be stored in a directory designated for telework and this information shall be backed up on a disk or on a server or an approved flash drive. Security and confidentiality shall be maintained by the teleworker at the same level as expected at all work sites.
23. **Security.** Security and confidentiality shall be maintained by the teleworker at the same level as expected at all worksites. Restricted access or confidential material shall not be taken out of the primary worksite or accessed through a computer unless approved in advance by the supervisor. The teleworker is responsible to ensure that non-employees do not access County data, either in print or electronic form.
24. **Taxes.** A home office is not an automatic tax deduction. Teleworkers should consult with a tax expert to examine the tax implications of a home office.
25. **Telephone/Internet Expenses.** The teleworker will be responsible for their own internet and phone access.
26. **Travel.** The teleworker will not be paid for time or mileage involved in travel between the telework-site and the primary worksite.

**EXCEPTIONS:** Exceptions to this temporary policy may only be granted by the chief administrative officer or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing Marion County Personnel Rules or other county administrative policies and procedures.



**IMPLEMENTATION:** Elected officials, department heads, and all supervisory staff are responsible for implementing this policy within their respective departments.

**REVIEW:** This temporary policy shall be attached as an addendum to the Marion County Personnel Rules and reviewed by human resources and the chief administrative officer at least every 14 days and updated or revoked as necessary. This temporary policy allowing telework is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the Board of Commissioners.

## EXHIBIT C

From: **Angelique Voltin** <[AVoltin@co.marion.or.us](mailto:AVoltin@co.marion.or.us)>

Date: Thu, Jun 10, 2021 at 10:20 AM

Subject: Telecommuting Update and FAQ's

To: Emile Rutter <[erutter@co.marion.or.us](mailto:erutter@co.marion.or.us)>, Jeremy Schwab <[JSchwab@co.marion.or.us](mailto:JSchwab@co.marion.or.us)>, Jessica Hanson <[JTHanson@co.marion.or.us](mailto:JTHanson@co.marion.or.us)>, Latricia Straw <[LStraw@co.marion.or.us](mailto:LStraw@co.marion.or.us)>, Wendy Bales <[WBales@co.marion.or.us](mailto:WBales@co.marion.or.us)>

CC: Maria Nacario <[MNacario@co.marion.or.us](mailto:MNacario@co.marion.or.us)>, Sierra Harris <[SHarris@co.marion.or.us](mailto:SHarris@co.marion.or.us)>, Salvador Llerenas <[SLlerenas@co.marion.or.us](mailto:SLlerenas@co.marion.or.us)>, Toby Green <[greent@seiu503.org](mailto:greent@seiu503.org)>

Good morning!

As a courtesy, I'm forwarding the attached AllCounty email and FAQ's to make sure that you're aware of the Board of Commissioners' proclamation to rescind the temporary Telecommuting Policy. If you have any questions, you may contact your department's Human Resources Business Partner.

Thank you!

[www.co.marion.or.us/HR](http://www.co.marion.or.us/HR)

----- Forwarded message -----

From: Michelle Shelton <[MShelton@co.marion.or.us](mailto:MShelton@co.marion.or.us)>

To: <[ALLCOUNTY@listserv.co.marion.or.us](mailto:ALLCOUNTY@listserv.co.marion.or.us)>

Cc:

Bcc:

Date: Thu, 10 Jun 2021 08:19:46 -0700

Subject: Fwd: Transition from telecommuting to in-office operations

All Employees,

I've attached FAQ's to answer any additional questions you may have about the county's return to office transition.

Please feel free to reach out to your HR Business Partners if you have any further questions.

Kind regards,

**Michelle Shelton, SPHR, SHRM-SCP**

*Chief Human Resources Officer*

[Marion County Human Resources](#)

*Office 503-589-3285/Cell 503-930-9566*

>>> Commissioners <[Commissioners@CO.MARION.OR.US](mailto:Commissioners@CO.MARION.OR.US)> 6/10/2021 7:53 AM >>>

To: All Employees

RE: Transition from telecommuting to in-office operations

In the 15 months since the COVID-19 pandemic hit Oregon, Marion County has adopted temporary policies to protect the health and safety of employees and community members seeking services. We've all had a tremendous learning curve as we quickly moved to deliver services in new ways. This has been a challenging year and we appreciate your commitment to serving the residents of Marion County.

The county is making plans to end temporary policies related to COVID-19 and fully resume in-office services for our residents. Our goal is to transition employees from telecommuting back to in-office work no later than July 19.

Departments will be evaluating how best to manage the transition within each program. You will hear more from your department head or manager about how this transition will take place in your department. We are committed to safety, health, and wellness and will continue enhanced cleaning, ventilation optimization and other COVID-19 protocols for the time being.

Requirements continue to change statewide and we anticipate the further loosening of face masks, face coverings, and physical distancing restrictions in the coming weeks. Employees will be notified of any protocol updates as they are rolled out.

For anyone who has not received a vaccine and would like to, there are now a number of opportunities available including community clinics, pharmacies, and many primary care offices. Learn more on the [COVID-19 vaccine web page](#). If there is enough interest, additional employee vaccine clinic(s) may be scheduled.

It's been a long haul and we are thankful for all you do on behalf of the residents of Marion County.

Sincerely,

Board of Commissioners

Kevin Cameron, Chair  
Danielle Bethell  
Colm Willis

Chief Administrative Officer  
Jan Fritz

## FAQ's for Employees

The Telecommuting Policy was put into place due to the COVID-19 pandemic. The Telecommuting Agreement was granted on a case by case basis and expected to be short term. The county is requiring all employees telecommuting to return to regular in-office work fulltime as of July 19, 2021.

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### **Why are we calling all employees back to in-office work as of July 19<sup>th</sup>?**

As vaccination rates continue to rise, we anticipate the Oregon state of emergency will conclude in the coming weeks.

### **My supervisor has asked me to return to the office prior to July 19<sup>th</sup>. Do I have to?**

Yes, many departments have already returned to the office full time.

### **What if I am not comfortable returning to the office?**

Remote work was never intended to be a permanent option. If you are not comfortable returning to the office, you would need to request appropriate leave to cover your time off.

### **Can I take leave without pay (LWOP) if I'm uncomfortable returning to the office?**

Please work with your Supervisor, HR Business Partner, and/or Leave Administrator.

### **What if I am currently dealing with a serious medical condition and I need to work from home?**

Working from home will no longer be an option as of July 19<sup>th</sup>. Please contact your HR Business Partner and/or Leave Administrator to discuss leave options.

### **Can I ask for an accommodation to work remotely?**

Contact your Supervisor, HR Business Partner, and/or Leave Administrator

### **If I'm sick, or my family member is sick, can I work from home?**

No. You should follow normal department call-in procedures and take appropriate leave available to you in accordance with county Personnel Rules and labor agreements.

### **If I am quarantined due to COVID exposure, or a positive COVID Test, can I work from home?**

No. You should follow normal department call-in procedures and take appropriate leave available to you in accordance with county Personnel Rules and labor agreements.

### **Does this apply to me if I am not vaccinated?**

Yes, this applies to all employees.

### **Will the county host another vaccination clinic?**

Yes, if there is sufficient employee interest. You can also locate your own vaccination site at <https://www.co.marion.or.us/HLT/COVID-19/Pages/Vaccine.aspx>.

### **What if I have childcare issues and want to continue to telecommute?**

**EXHIBIT D**

>>> Shawna Schaeffer <[schaeffers@seiu503.org](mailto:schaeffers@seiu503.org)> 7/15/2021 9:17 AM >>>

Hello Michelle,

Thanks for getting back to me. I have checked calendars and Thursday, July 22nd at 1:00pm seems to be the only day that works for everyone on our end. We are aware that the State of Emergency has been rescinded and that things are starting to get back to "the new normal", I just want to re-emphasize that this demand to bargain isn't whether or not that should happen, but that in making this change in working conditions (rather it was temporary or not) does impact health and safety of our members, so we do look forward to meeting on July 22nd at 1:00pm and appreciate the willingness.

Sincerely,  
Shawna Schaeffer

On Tue, Jul 13, 2021 at 9:04 AM Michelle Shelton <[MShelton@co.marion.or.us](mailto:MShelton@co.marion.or.us)> wrote:

Hi Shawna,

In Oregon, and Marion County, the State of Emergency due to the COVID-19 pandemic has been rescinded. The repeal of the State of Emergency allows the county and businesses to resume normal operations which, as you know, in Marion County means a return to in-office operations.

As I'm sure you are aware, the health, safety, and wellness of employees and the community members we serve remain our top priority. In Oregon, more than 70% of the population has been vaccinated against COVID-19, and the county continues to provide vaccination options to its employees. The county is also continuing enhanced cleaning, ventilation optimization and other COVID-19 protocols.

That being said, we welcome the opportunity to learn more about and discuss, any specific health and safety concerns the union has, as well as discuss the protocols and systems the county has in place to ensure a safe and healthy work place. We would be available to meet with you on Friday, July 15, 2021 at 9:00 am, Wednesday, July 21, 2021 at 11:00 am or Thursday, July 22, 2021 at 1:00 pm.

Sincerely,

**Michelle Shelton, SPHR, SHRM-SCP**  
*Chief Human Resources Officer*  
[Marion County Human Resources](#)

Office 503-589-3285/Cell 503-930-9566

>>> Shawna Schaeffer <[schaeffers@seiu503.org](mailto:schaeffers@seiu503.org)> 7/9/2021 11:49 AM >>>

Hello Michelle,

Thank you for your email. We respectfully disagree with the assertion that this is not a mandatory subject of bargaining. With workers returning to work under the current circumstances impacts health and safety, which is a mandatory subject matter. Therefore, we are asking the County to cease on their implementation and bargain with the Union over the impacts of their decision. Please send dates the County is available to meet by July 14th. If the County is still refusing to bargain over these impacts, we will be forced to file an Unfair Labor Practice with the Oregon Employment Relations Board.

Thanks in advance,

Shawna Schaeffer

On Fri, Jul 2, 2021 at 1:45 PM Michelle Shelton <[MShelton@co.marion.or.us](mailto:MShelton@co.marion.or.us)> wrote:

Hi Shawna,

Thank you for your email. As you know, we value our partnership with MCEA. The Board of Commissioners enacted the temporary telecommuting policy in April of 2020, in response to the COVID-19 pandemic. The commissioners communicated the end of this policy on June 10, 2021, with a 6 week lead time to transition staff that are still telecommuting, back to the office. In addition, on June 30, 2021 the commissioners officially rescinded the temporary policy. As such, we do not consider this policy, that was implemented in April of 2020, a mandatory subject of bargaining.

Kind regards,

**Michelle Shelton, SPHR, SHRM-SCP**

*Chief Human Resources Officer*

[Marion County Human Resources](#)

Office 503-589-3285/Cell 503-930-9566

>>> Shawna Schaeffer <[schaeffers@seiu503.org](mailto:schaeffers@seiu503.org)> 6/23/2021 2:29 PM >>>

Date: June 23rd, 2021

To: Marion County Administration

From: SEIU Local 503

RE: Demand to Bargain

Dear Michelle,

It is our understanding that Marion County notified employees on June 10<sup>th</sup>, 2021 that they will need to return to work on July 19<sup>th</sup>, 2021. The act of requiring workers to fully return to the workplace from telecommuting is a change in working conditions and constitutes a demand to bargain, pursuant to ORS 243.698, over the decision and impact of the proposed change. The Union was notified on June 10<sup>th</sup>, 2021 and for the purposes of the expedited bargaining process we'd like to use this date for our ninety day timeline for negotiations. Please send us some dates you, or your designee, are available to meet and begin negotiating over the impact. Sincerely,

--

---

Shawna Schaeffer  
Public Services Field Coordinator  
SEIU Local 503, OPEU  
My pronouns are: She/Her

Cell Phone: 503-269-4848

Contact the Member Assistance Center at 1-844-503-SEIU (7348) or [contact@seiu503.org](mailto:contact@seiu503.org)

*"SEIU 503 is a Union of 72,000 public services workers and care providers in Oregon. We envision a just and vibrant society where everyone is treated with dignity and respect, and where all people can provide for themselves and their families."*





*Marion County*  
OREGON  
Health & Human Services

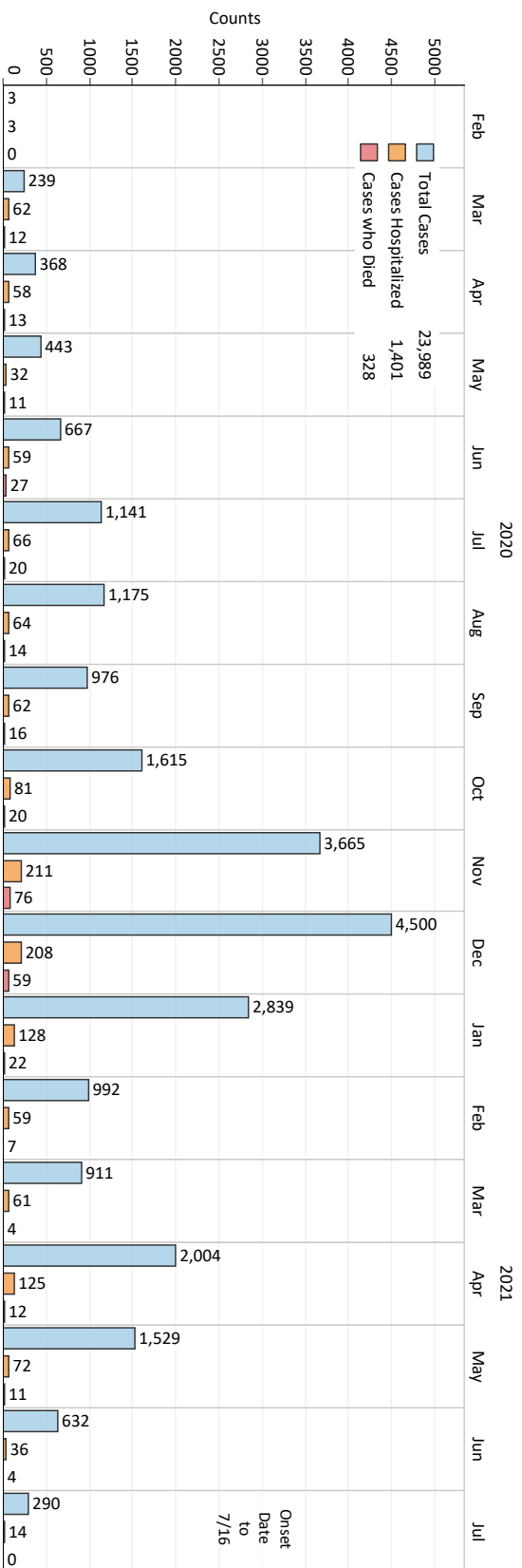
# COVID-19 Data & Trends

July 20, 2021

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## Infections, Hospitalizations & Deaths by Onset Date - Monthly Summary



Proportion of cases that result in severe outcomes (hospitalizations or deaths), by month and over the course of the pandemic.

2020													Grand Total
Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
Case Hospitalized Rate	100.0%	25.9%	15.8%	7.2%	8.8%	5.8%	5.4%	6.4%	5.0%	5.8%	4.6%	4.5%	5.9%
Case Fatality Rate	0.0%	5.0%	3.5%	2.5%	4.0%	1.8%	1.2%	1.6%	1.2%	2.1%	1.3%	0.8%	0.7%

2021							Grand Total
Mar	Apr	May	Jun	Jul	Aug	Sep	
Case Hospitalized Rate	6.7%	6.2%	4.7%	5.7%	4.8%	5.8%	
Case Fatality Rate	0.4%	0.6%	0.7%	0.6%	0.0%	1.4%	

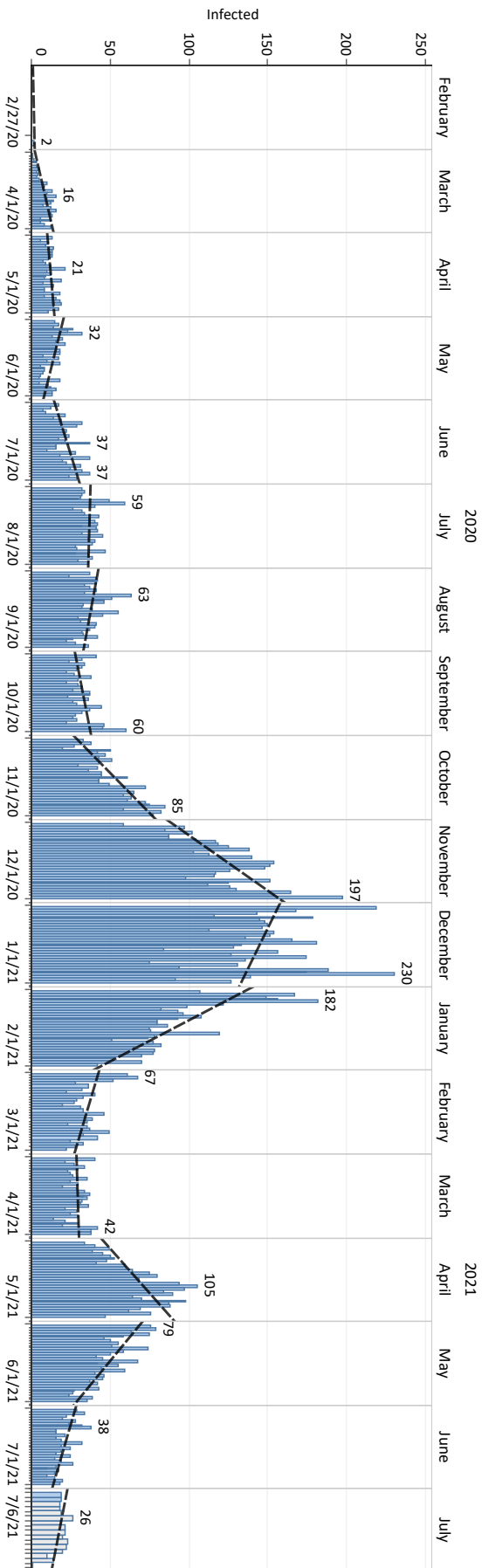
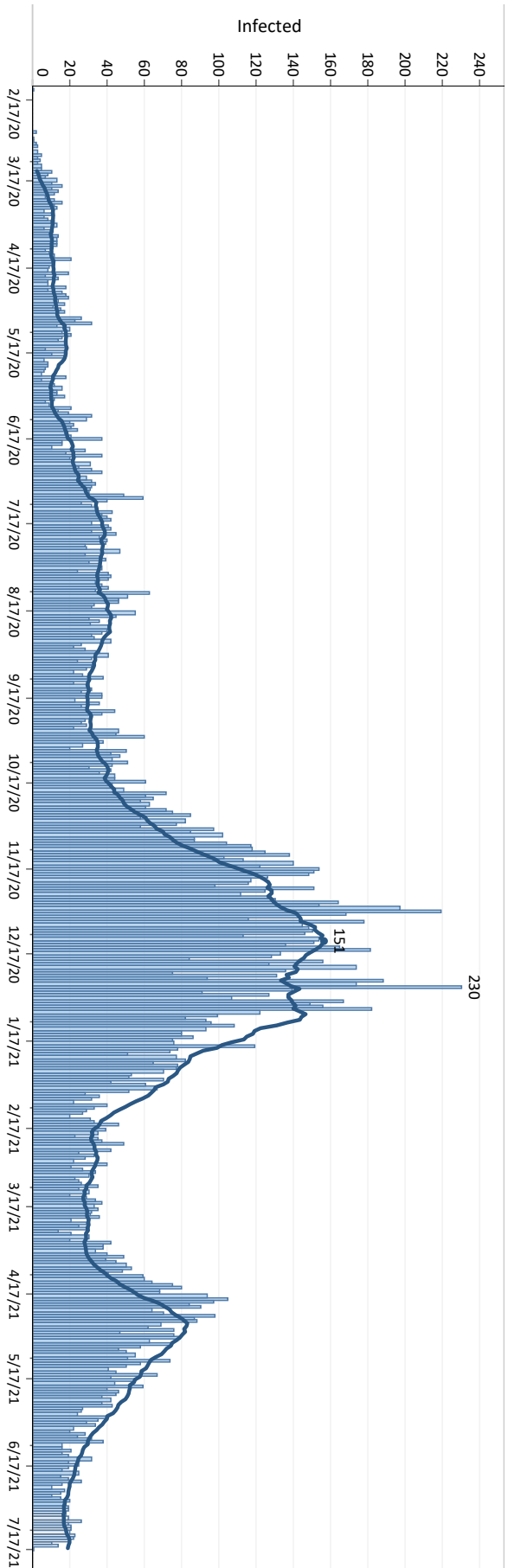
Proportion per month of infections, hospitalizations, and deaths across the course of the pandemic.

	2020												Grand Total						
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec								
Cases	0%	1%	2%	2%	3%	5%	5%	4%	7%	15%	19%	12%	4%	4%	8%	6%	3%	1%	100%
Hospitalized	0%	4%	4%	2%	4%	5%	5%	4%	6%	15%	15%	9%	4%	4%	9%	5%	3%	1%	100%
Deaths	0%	4%	4%	3%	8%	6%	4%	5%	6%	23%	18%	7%	2%	1%	4%	3%	1%	0%	100%
	2021																		
	Jan	Feb	Mar	Apr	May	Jun	Jul												

This page shows how the level of infection and severity of COVID-19 is progressing in the county, summarized by month of symptom onset, so as to show broad trends.

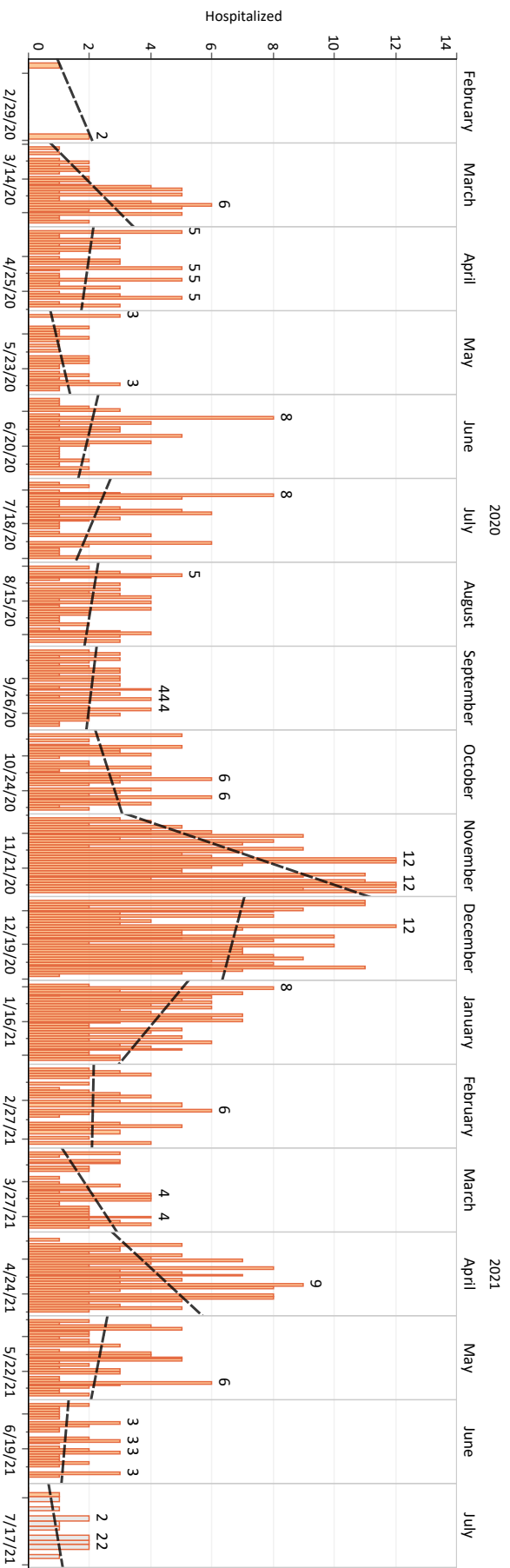
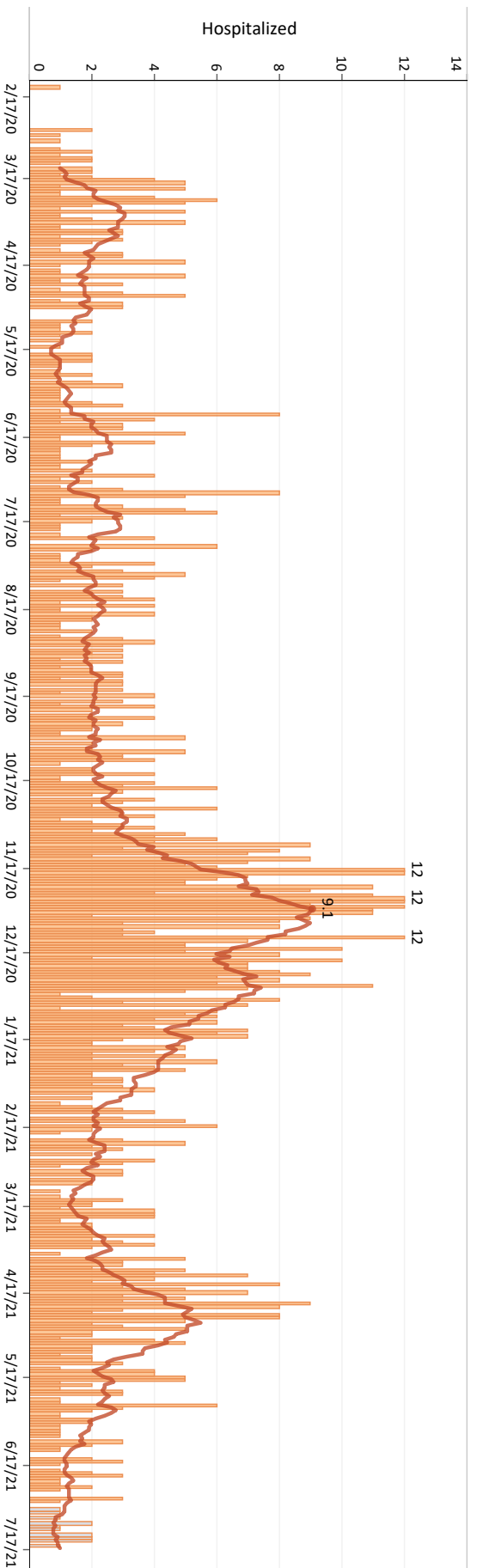
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## Cases: Numbers and Trends



Two views of the number of infections over time by date of symptom onset: the top chart show the number of infections for each day and the 14-day moving average. Counts of infections over the last week are provisional and are denoted by shading. The bottom chart shows how the trend changes by month.

## Hospitalizations: Numbers and Trends



Two views of the number of hospitalizations over time by date of symptom onset: the top chart show the number of cases hospitalized and the 14-day moving average. The grey bars indicate the dates where data is likely incomplete. The bottom chart shows how the trend changes by month.

Data Updated: 7/19/2021 8:53:00 AM

## Vaccination Status for Marion County

Data from the ALERT IIS as of July 18, 2021

The data in this report comes from the ALERT Immunization Information System (ALERT IIS), which is the immunization registry for the State of Oregon. The data includes *only* those people who are residents of Marion County, and not all vaccinations that take place within the county. Population estimates for the county are from PSU Population Research Center; those for demographic characteristics are obtained from the US Census American Community Survey (ACS) 2019 5-year estimates.

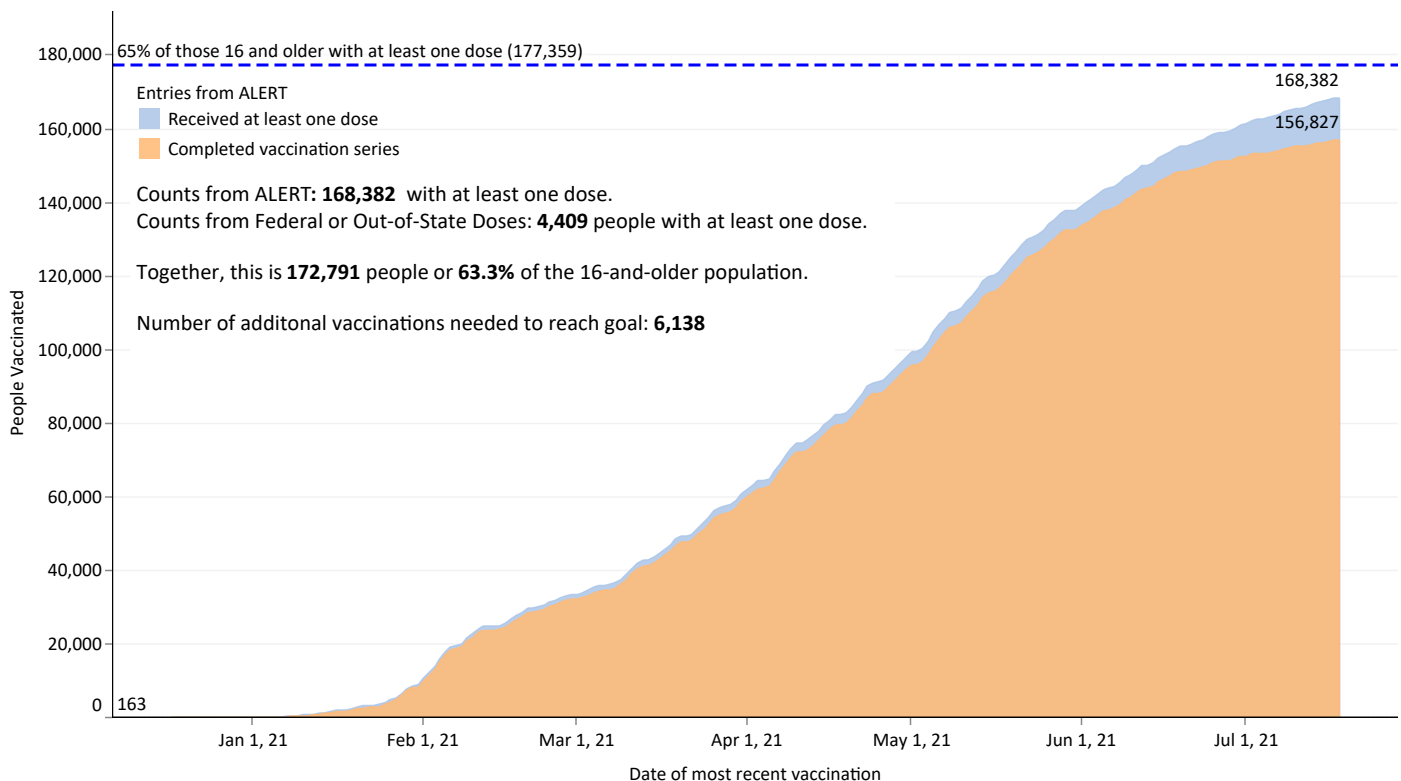
The table below displays the current and monthly level of dose administration to all eligible people. The chart displays the County's progress towards its vaccination goal of a minimum of 65% of the population 16 and older having received at least one dose of a vaccine. As of June 21, the chart text includes counts for those 16 and older immunized by Federal agencies and doses provided out-of-state to Marion County residents.

Note that the number of people with an incomplete vaccination status is transitory, as those people will move into the Completed Series category as they become eligible for, and received, their second dose. The number of those fully vaccinated, defined as persons who are 14 or more days out from completing their vaccination series, are recorded as of July 21, 2021.

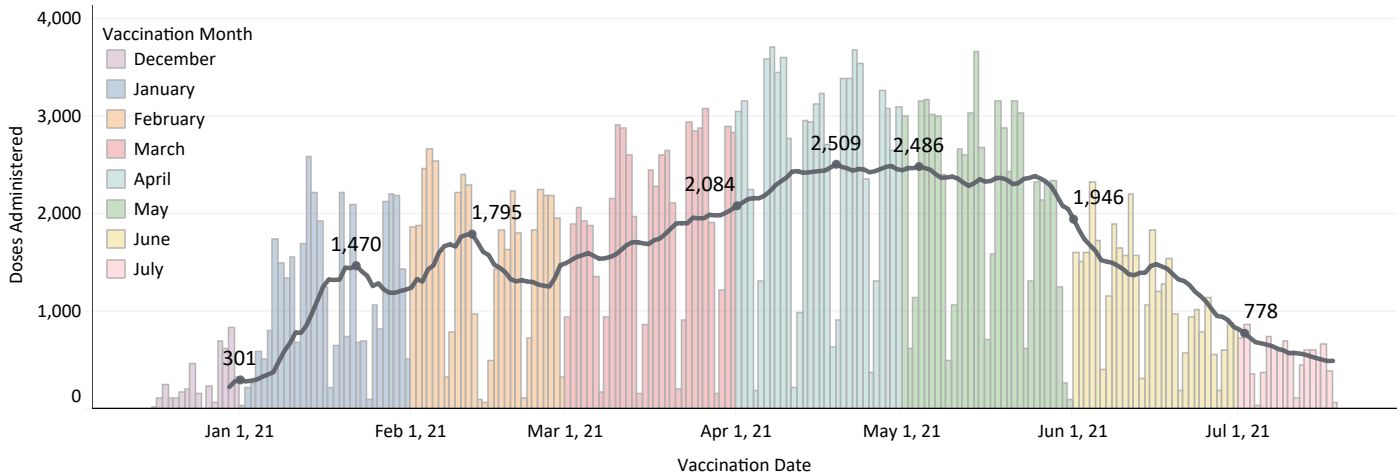
**Vaccination Status (all eligible people)**

		Doses administered	People with at least one dose	% People with at least one dose	Vaccination series is incomplete	% Vaccination series incomplete	Vaccination series is complete	% Completed vaccination series	People fully vaccinated	% Fully vaccinated
<b>2020</b>	Dec	4,338	4,338	1.2%	4,330	1.2%	8	0.0%	8	0.0%
	Jan	36,488	32,486	9.3%	24,275	7.0%	8,211	2.4%	8,211	2.4%
	Feb	43,057	42,217	12.1%	18,348	5.3%	23,869	6.8%	23,869	6.8%
	Mar	58,526	52,299	15.0%	25,778	7.4%	26,521	7.6%	26,521	7.6%
<b>2021</b>	Apr	74,705	67,700	19.4%	31,854	9.1%	35,846	10.3%	35,846	10.3%
	May	65,178	60,147	17.2%	22,115	6.3%	38,032	10.9%	38,032	10.9%
	Jun	35,027	32,406	9.3%	8,148	2.3%	24,258	6.9%	24,258	6.9%
	Jul	8,947	8,947	2.6%	3,586	1.0%	5,361	1.5%	2,510	0.7%
Totals as of 7/18		326,266	174,857	50.1%	12,751	3.7%	162,106	46.4%	159,255	45.6%

**Progress Towards Vaccination Goal (for population 16 and older)**



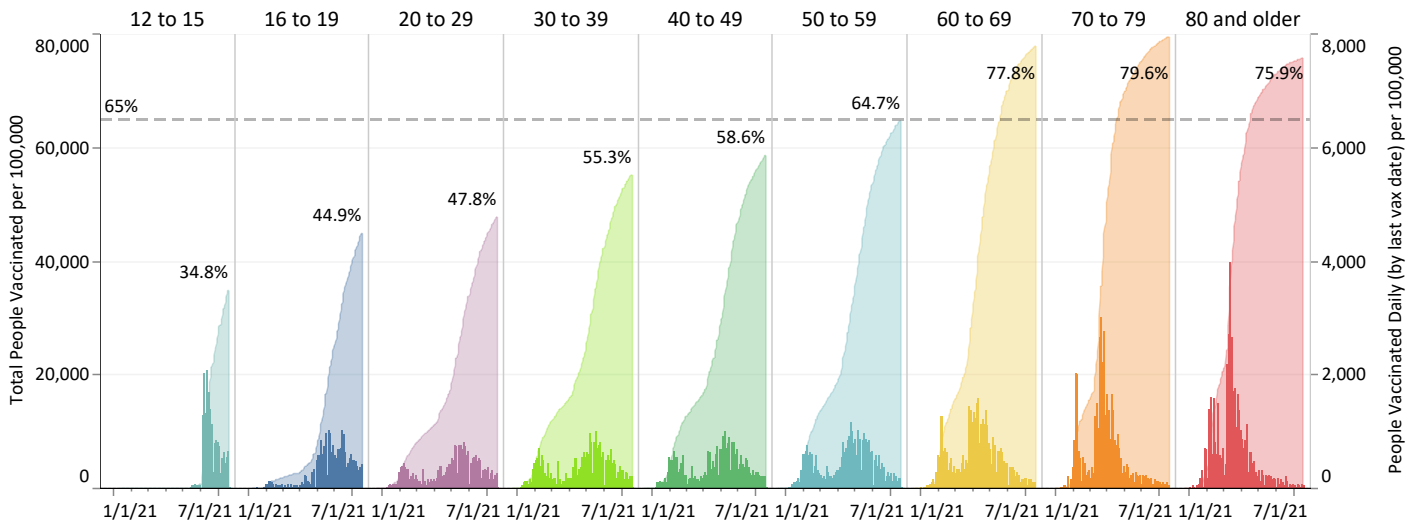
### Daily Doses Administered & 14-day Moving Average



### Vaccination Levels by Age Group

The chart below uses rate calculations to compare the cumulative number people vaccinated and daily vaccinations among age groups. Counts are plotted based on the date of the person's last vaccination. Over the past two weeks, those 12-15 and 16-19 had the largest increase in doses administered, at 6.3% and 4.3%, respectively, with older groups varying between 1.0% and 2.5%. The table at the bottom of the page shows cumulative counts for doses administered, and the number of partial, complete and fully vaccinated people by age groups for Marion County, along with the number of people who must still be vaccinated for the age group to reach the 65% at-least-one-dose threshold, for comparison.

### Cumulative and Daily Distribution of Vaccinations (last vax date)



### Vaccination Status by Age Group

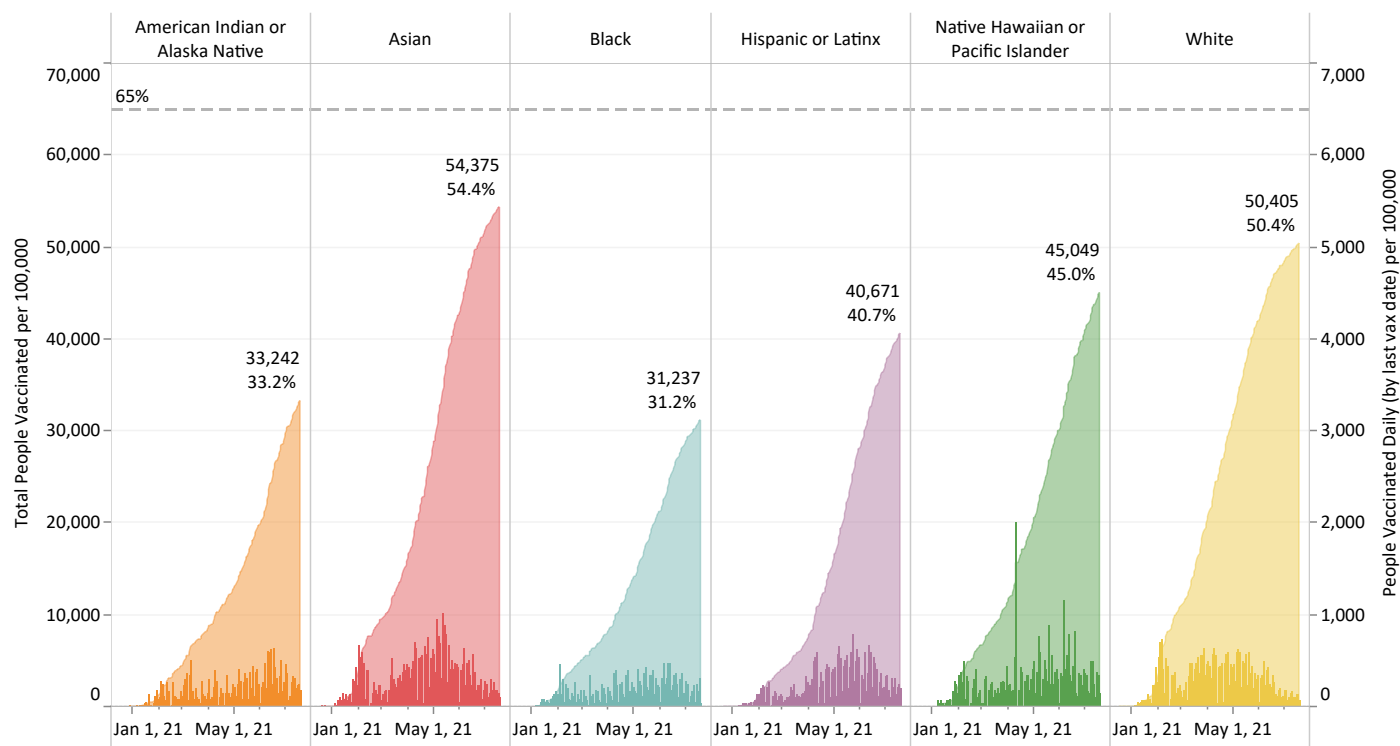
	Doses administered	People with at least one dose	People with completed vaccinations	Fully vaccinated people	People needed to meet target
12 to 15	11,839	6,577	5,279	4,823	5,525
16 to 19	15,910	8,780	7,508	7,222	3,762
20 to 29	40,785	22,441	19,834	19,299	7,894
30 to 39	45,947	25,037	22,765	22,325	4,228
40 to 49	46,825	25,472	23,519	23,082	2,590
50 to 59	49,380	26,663	24,937	24,586	0
60 to 69	55,149	29,304	27,938	27,716	0
70 to 79	40,031	20,978	20,127	20,030	0
80 and older	20,396	10,673	10,198	10,171	0

## Vaccination Levels by Race/Ethnicity

The chart and table are a companion to the previous Age Group page, showing cumulative and daily (last vax date) rates of vaccination, while the table shows counts, including the number of people needed in each race category for it reach the 65% threshold. These values are for all people in the population, as estimates of age by race are error-prone. Comparing to data from two weeks past, the Native Hawaiian or Pacific Islander group had the largest percent increase in doses administered at 3.5%, followed by American Indian/Alaska Native at 2.8%, Hispanic or Latinx at 2.7%, Asian at 2.2%, Black at 1.9% and White the lowest at 1.7%.

For the percentage calculation, numerators are computed using rarest race methodology, where people are assigned into a single race/ethnicity category based on rarity in the population. For Marion County, the rarest to most common race categories are: Native Hawaiian or Pacific Islander, Black, Asian, American Indian/Alaskan Native, Hispanic, and White. The denominators are taken directly from the Oregon Health Authority.

### Cumulative and Daily Distribution of Vaccinations (last vax date)



Note: There are 11,127 people who did not specify a race or ethnicity or selected 'Other'. This is 3.2% of the County's population.

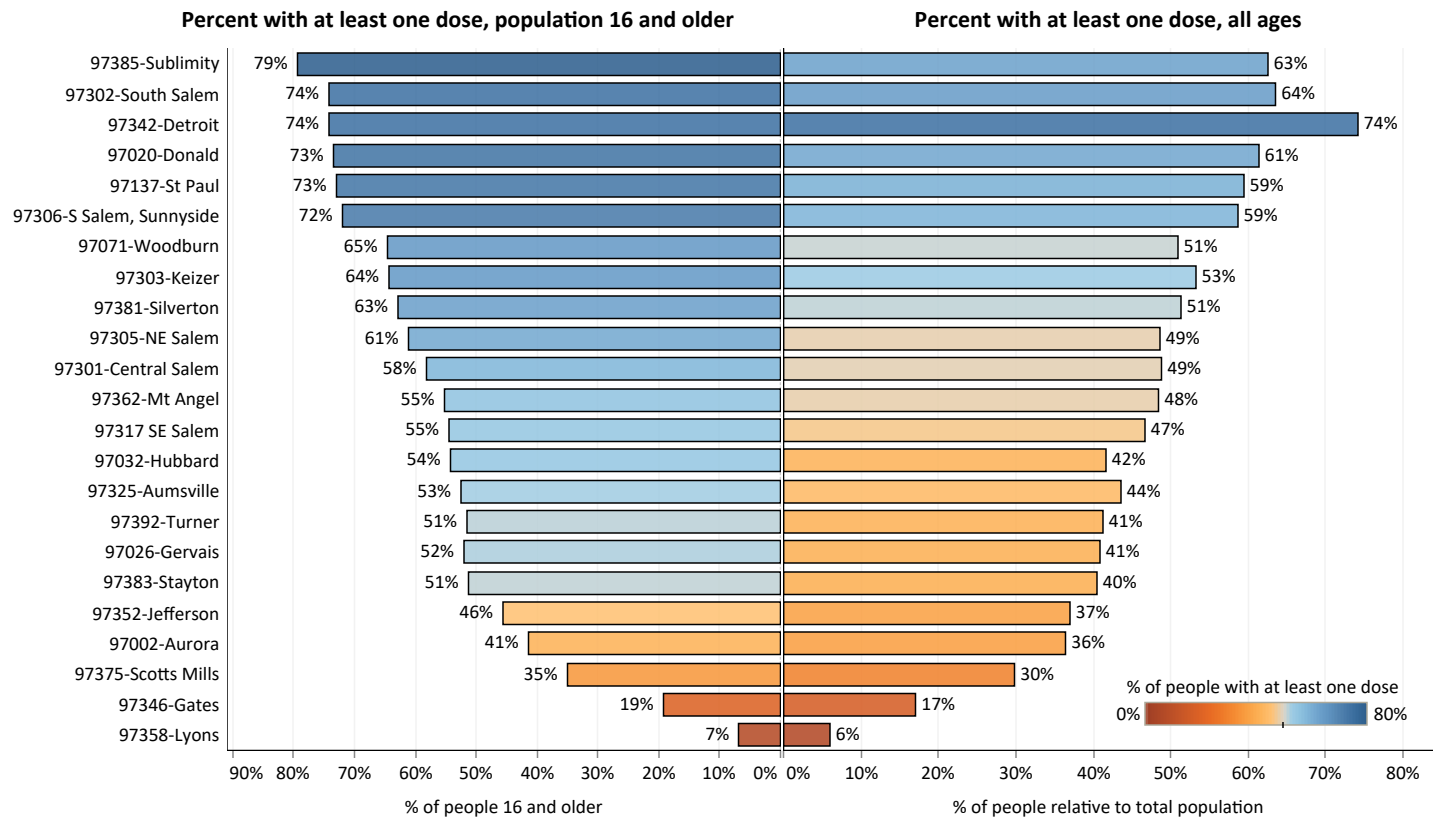
### Vaccination Status by Race/Ethnicity

	Doses administered	People with at least one dose	People with completed vaccinations	People Fully Vaccinated	People needed to meet 65% threshold in each race category
American Indian or Alaska Native	10,522	5,726	5,058	4,875	5,466
Asian	10,090	5,315	4,982	4,907	1,036
Black	4,135	2,270	2,010	1,954	2,454
Hispanic or Latinx	60,074	33,183	29,606	28,770	19,813
Native Hawaiian or Pacific Islander	4,105	2,243	2,000	1,944	993
White	217,438	115,087	108,525	107,069	33,286
Other or Unknown	19,902	11,127	9,925	9,736	0



## Zip Code Area

The chart below compares two estimates of vaccination status by zip code area: to the left are the results for the 16 and older population and to the right that for the entire population. Please note that several of the zip codes extend past the county line and so include non-county residence in the count. These areas do not include large concentrations of population, so the estimates should be reasonably accurate as well as conservative. The table displays the vaccination doses and people vaccinated for each zip code area.



### Vaccination numbers for the eligible population

	Doses administered	People with at least one dose	Vaccination series completed	Fully vaccinated people
97002-Aurora	4,523	2,426	2,306	2,275
97020-Donald	1,021	563	515	499
97026-Gervais	3,317	1,826	1,663	1,628
97032-Hubbard	3,880	2,100	1,937	1,887
97071-Woodburn	27,875	15,160	13,910	13,594
97137-St Paul	1,481	824	780	774
97301-Central Salem	50,452	27,431	24,994	24,462
97302-South Salem	46,846	24,598	23,256	22,966
97303-Keizer	40,924	21,919	20,207	19,914
97305-NE Salem	39,157	21,327	19,363	18,869
97306-S Salem, Sunnyside	36,076	18,997	17,901	17,669
97310-Oregon State Pen.	179	101	80	80
97317 SE Salem	22,110	11,871	10,975	10,786
97325-Aumsville	5,678	3,049	2,836	2,783
97342-Detroit	120	66	61	61
97346-Gates	313	168	152	148
97352-Jefferson	4,441	2,417	2,269	2,240
97358-Lyons	276	149	140	140
97362-Mt Angel	3,905	2,076	1,959	1,933
97375-Scotts Mills	816	441	416	410
97381-Silverton	15,687	8,289	7,844	7,738
97383-Stayton	7,617	4,063	3,763	3,679
97385-Sublimity	3,779	1,971	1,881	1,868
97392-Turner	5,436	2,886	2,725	2,684

## Vaccination Status for Marion County

Data from the ALERT IIS as of August 8, 2021

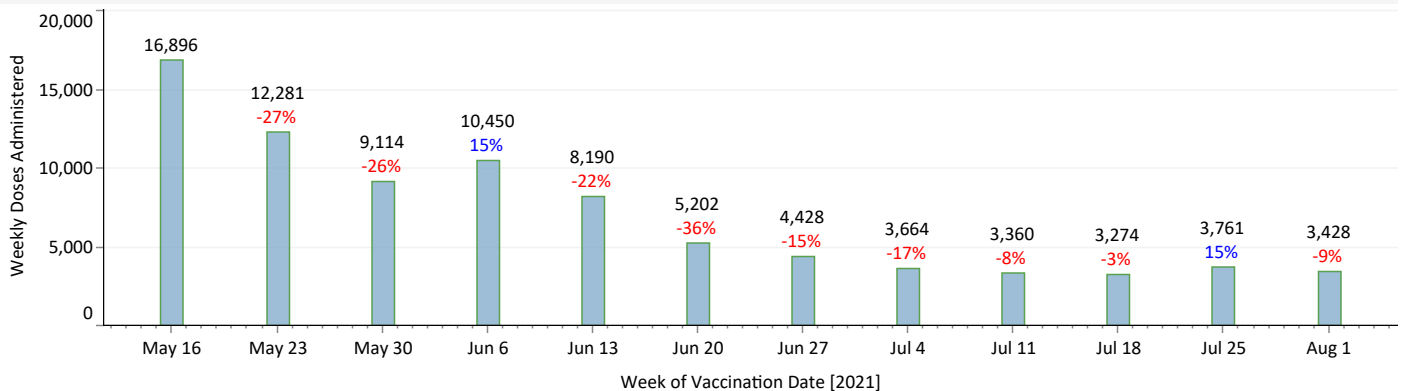
The data in this report comes from the ALERT Immunization Information System (ALERT IIS), which is the immunization registry for the State of Oregon. The data includes *only* those people who are residents of Marion County, and not all vaccinations that take place within the county.

The table below displays the current and monthly level of dose administration to all eligible people. The following chart display the percent change in weekly vaccine uptake for the past 12 weeks. The graph displays the County's progress towards its vaccination goal of a minimum of 65% of the population 16 and older having received at least one dose of a vaccine. This intermediate goal has now been met, however, note that this week vaccination uptake is again declining.

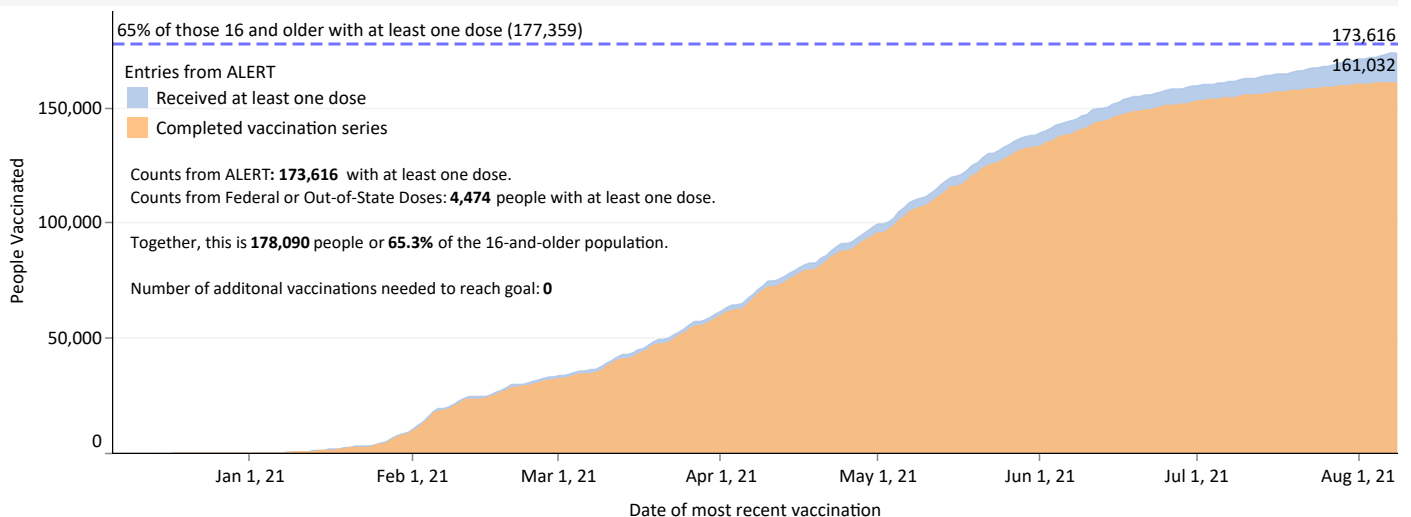
### Vaccination Status (all eligible people)

		Doses administered	People with at least one dose	% People with at least one dose	Vaccination series is incomplete	% Vaccination series incomplete	Vaccination series is complete	% Completed vaccination series	People fully vaccinated	% Fully vaccinated
2020	Dec	4,340	4,340	1.2%	4,332	1.2%	8	0.0%	8	0.0%
	Jan	36,499	32,496	9.3%	24,284	7.0%	8,212	2.4%	8,212	2.4%
	Feb	43,098	42,257	12.1%	18,376	5.3%	23,881	6.8%	23,881	6.8%
2021	Mar	58,576	52,341	15.0%	25,790	7.4%	26,551	7.6%	26,551	7.6%
	Apr	74,743	67,730	19.4%	31,863	9.1%	35,867	10.3%	35,867	10.3%
	May	65,216	60,177	17.2%	22,127	6.3%	38,050	10.9%	38,050	10.9%
	Jun	35,070	32,443	9.3%	8,167	2.3%	24,276	7.0%	24,276	7.0%
	Jul	16,007	14,577	4.2%	5,731	1.6%	8,846	2.5%	7,754	2.2%
	Aug	3,479	3,479	1.0%	2,122	0.6%	1,357	0.4%	0	0.0%
	Total for Report Date	337,028	181,053	51.9%	14,005	4.0%	167,048	47.8%	164,599	47.1%

### Weekly doses and percent change in vaccines administered from previous week (last 12 weeks)



### Progress Towards 65% Vaccination Goal (for population 16 and older) [Goal Met]



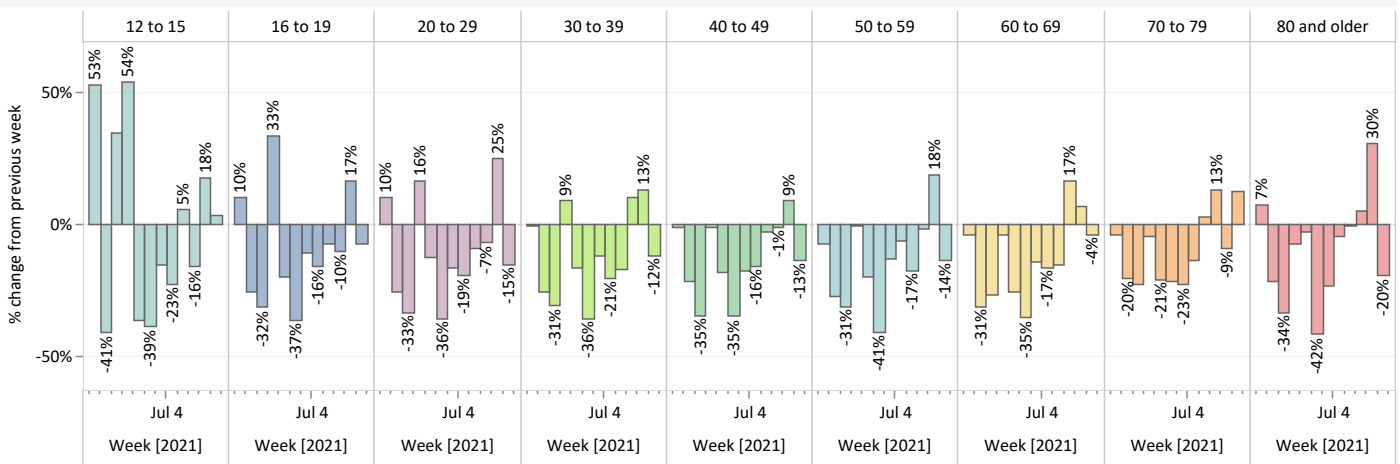
## Vaccination Levels by Age Group

The first chart below shows the percent change relative to the previous week for each age group. After last week's positive uptick, only the 12-15 and 70-79 year old groups increased their number of vaccine doses administered.

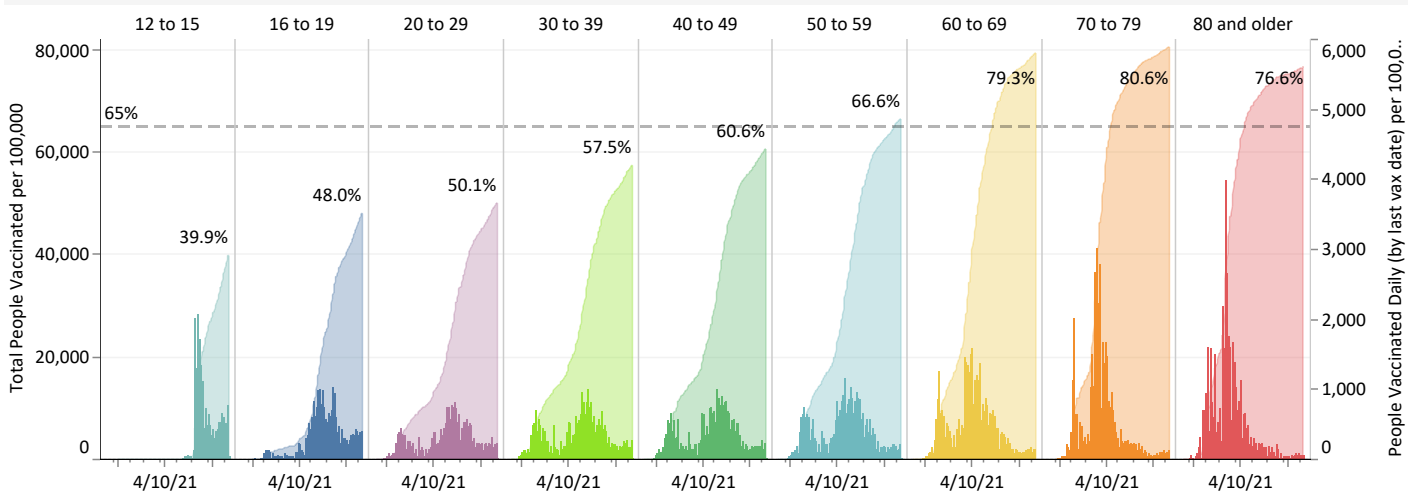
The second chart below uses rate calculations to compare the cumulative number people vaccinated and daily vaccinations among age groups. Counts are plotted based on the date of the person's last vaccination. Similar to last week, those 50 and older have exceeded the 65%-vaccinated threshold, with those 70 to 79 remaining as the only group to have exceeded the 80% threshold.

The table at the bottom of the page shows cumulative counts for doses administered, and the number of partial, complete and fully vaccinated people by age groups for Marion County, along with the number of people who must still be vaccinated for the age group to reach the 65% at-least-one-dose threshold, for comparison.

**Percent change in vaccines administered from previous week (last 12 weeks)**



**Cumulative and Daily Distribution of Vaccinations (last vax date)**



**Vaccination Status by Age Group**

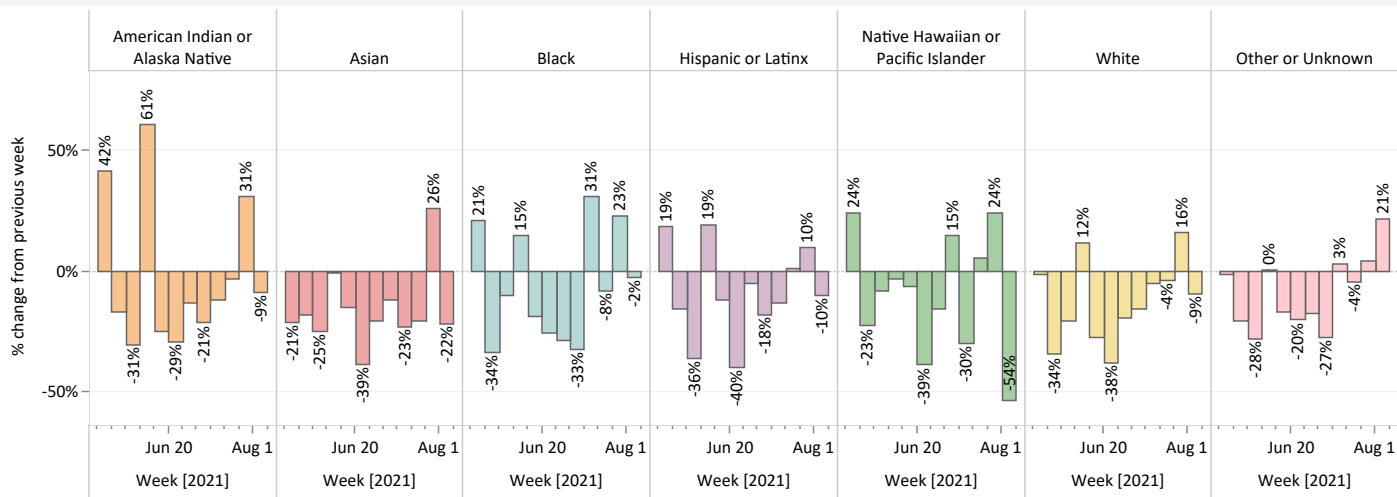
	Doses administered	People with at least one dose	People with completed vaccinations	Fully vaccinated people	People needed to meet target
12 to 15	13,550	7,558	6,016	5,627	4,544
16 to 19	17,067	9,397	8,089	7,783	3,145
20 to 29	42,656	23,513	20,706	20,273	6,822
30 to 39	47,670	26,047	23,553	23,178	3,218
40 to 49	48,308	26,357	24,191	23,871	1,705
50 to 59	50,682	27,427	25,541	25,248	0
60 to 69	56,039	29,855	28,337	28,130	0
70 to 79	40,487	21,242	20,346	20,249	0
80 and older	20,565	10,782	10,268	10,239	0

## Vaccination Levels by Race/Ethnicity

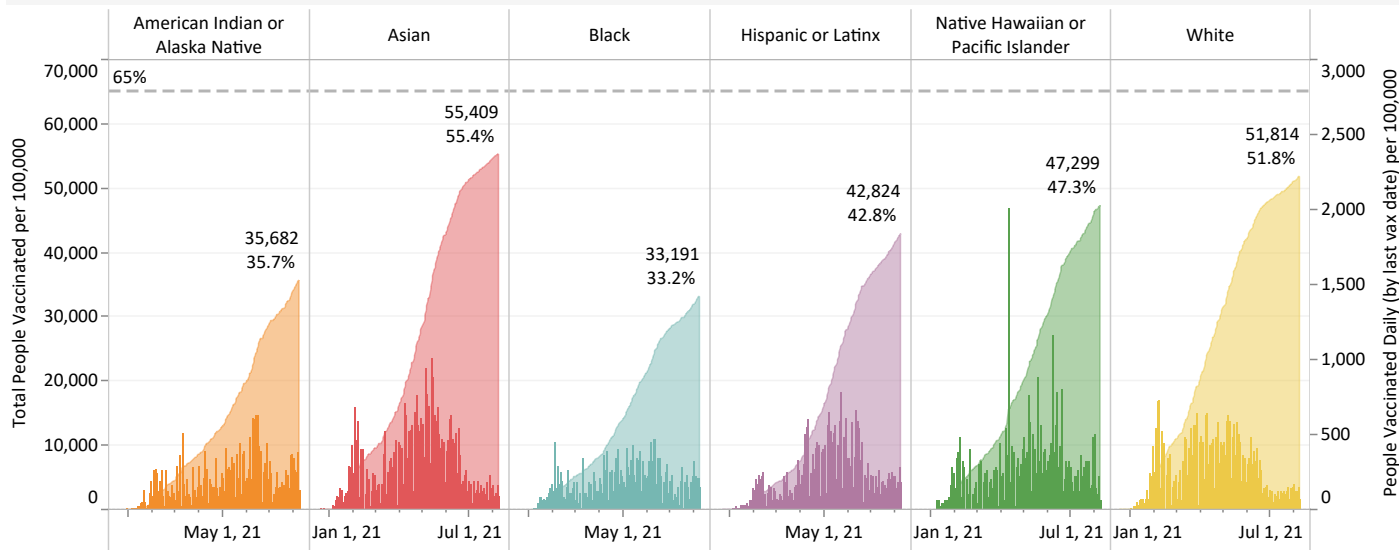
These charts and table show how vaccine uptake has progressed since mid-December, 2020. The top chart shows the percent change from the previous week's dose totals for the past 12 weeks. Following an encouraging week last week, this week saw declines in uptake except for the "other or unknown race" group.

The remaining chart and table below detail the cumulative and daily (last vax date) rates of vaccination by race category, and the number of people needed to reach the 65% threshold. These values are for all people in the population, as estimates of age by race are error-prone.

### Percent change in vaccines administered from previous week (last 12 weeks)



### Cumulative and Daily Distribution of Vaccinations (last vax date)



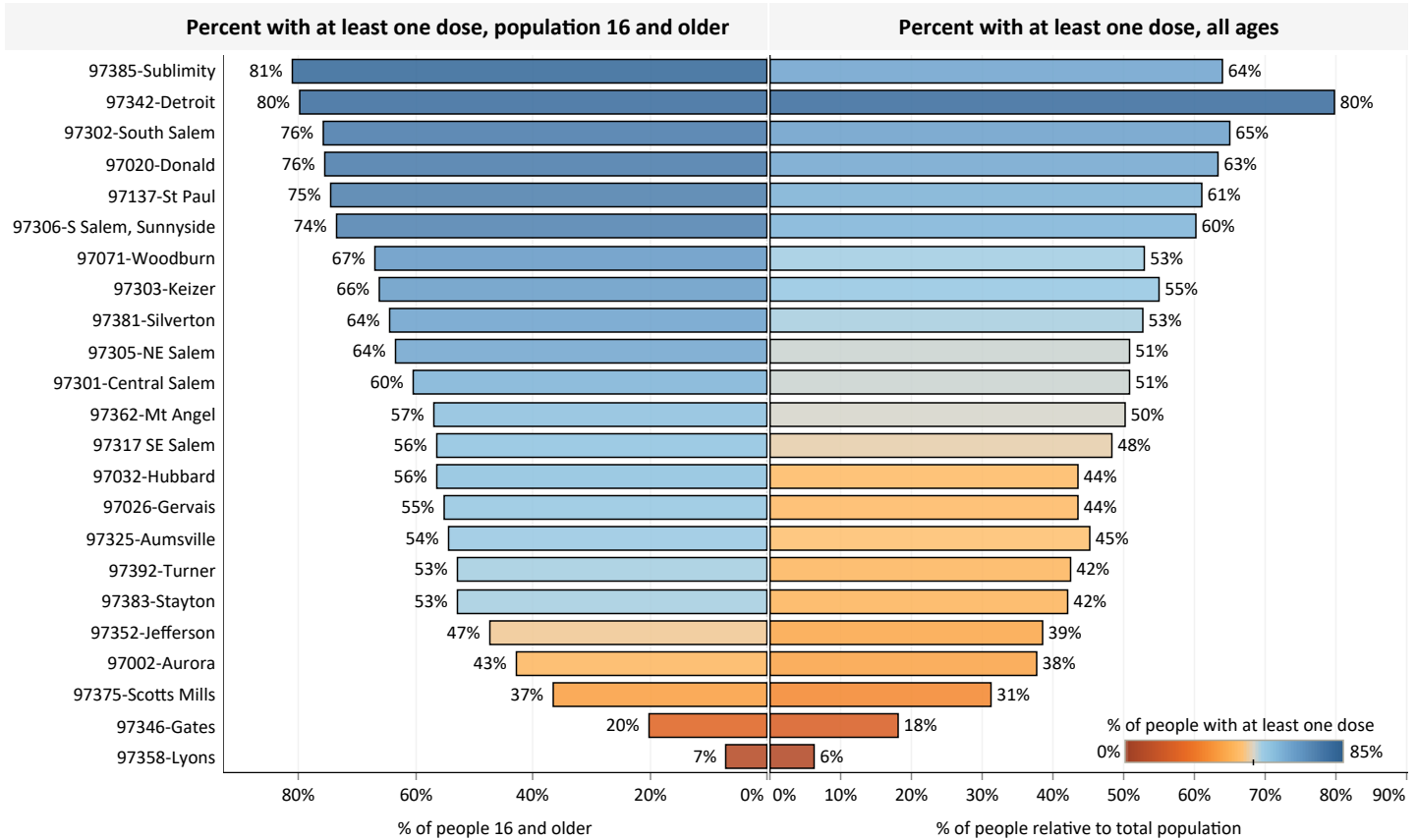
Note: There are 11,644 people who did not specify a race or ethnicity or selected 'Other'. This is 3.3% of the County's population.

### Vaccination Status by Race/Ethnicity

	Doses administered	People with at least one dose	People with completed vaccinations	People Fully Vaccinated	People needed to meet 65% threshold in each race category
American Indian or Alaska Native	11,315	6,147	5,444	5,234	5,045
Asian	10,319	5,420	5,113	5,051	931
Black	4,375	2,412	2,123	2,066	2,312
Hispanic or Latinx	63,248	34,974	31,096	30,386	18,022
Native Hawaiian or Pacific Islander	4,319	2,355	2,117	2,051	881
White	222,768	118,323	110,917	109,736	30,050
Other or Unknown	20,684	11,644	10,238	10,075	0

## Zip Code Area

The chart below compares two estimates of vaccination status by zip code area: to the left are the results for the 16 and older population and to the right that for the entire population. Zip codes that tend towards high case counts: 97317, 97302, 97303 now have over 65% of those 16 and older with at least one dose. South Salem (97302) has surpassed 65% for all eligible people. The table below displays the vaccination doses and people vaccinated for each zip code area.



### Vaccination numbers for the eligible population

	Doses administered	People with at least one dose	Vaccination series completed	Fully vaccinated people
97002-Aurora	4,650	2,512	2,355	2,333
97020-Donald	1,063	582	541	523
97026-Gervais	3,495	1,944	1,730	1,687
97032-Hubbard	4,047	2,202	2,008	1,982
97071-Woodburn	29,013	15,789	14,456	14,165
97137-St Paul	1,510	845	790	787
97301-Central Salem	52,394	28,573	25,886	25,431
97302-South Salem	47,912	25,200	23,760	23,531
97303-Keizer	42,186	22,649	20,783	20,502
97305-NE Salem	40,913	22,329	20,182	19,781
97306-S Salem, Sunnyside	36,953	19,503	18,306	18,114
97310-Oregon State Pen.	180	101	81	80
97317 SE Salem	22,912	12,325	11,354	11,168
97325-Aumsville	5,845	3,157	2,906	2,863
97342-Detroit	126	71	62	61
97346-Gates	330	179	159	156
97352-Jefferson	4,590	2,518	2,320	2,302
97358-Lyons	282	154	141	141
97362-Mt Angel	4,027	2,152	2,017	1,989
97375-Scotts Mills	851	462	431	425
97381-Silverton	16,064	8,516	8,018	7,925
97383-Stayton	7,889	4,219	3,885	3,817
97385-Sublimity	3,848	2,017	1,911	1,899
97392-Turner	5,577	2,977	2,786	2,760



*Marion County*  
OREGON  
Health & Human Services

# COVID-19 Data & Trends

August 11, 2021

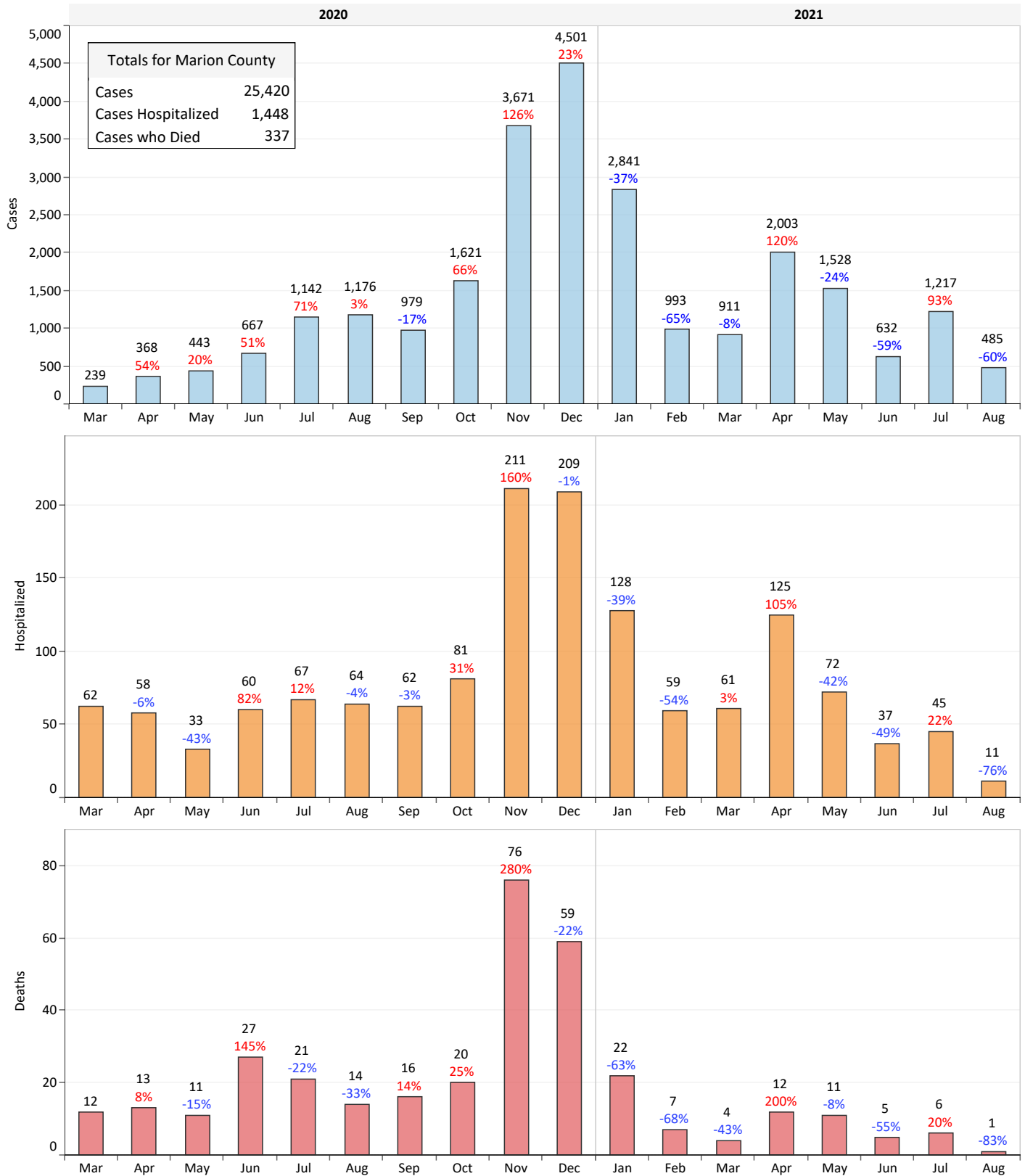
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## Infections, Hospitalizations & Deaths - Monthly Summary

The charts below list the monthly counts for infections and cases with severe disease, along with the percent change on a month-to-month basis. Date used is the date of symptom onset. On the following page, cases are broken out by age group: 11 and younger (child, not eligible for vaccination), 12 to 18 (child, vaccine eligible), and 19 and older (adult, vaccine eligible).



Data Updated: 8/10/2021 3:43:00 PM

1



**LETTER OF AGREEMENT**  
**Returning to Work Transition**

**I. PARTIES**

The parties to this agreement are the Marion County Business Services Department and Marion County (hereinafter, "the County") and SEIU, Local 503 OPEU/MCEA Local 294 (hereinafter, "the Union").

**II. PURPOSE OF THIS AGREEMENT**

The purpose of this agreement is to ensure a smooth and safe transition back to working in-person post the Governor's Executive Order. The parties both agree that there is value in returning to work and serving the public and that not everyone is similarly situated to do so fully and safely. Both parties also agree that the use of remote work options has proven to promote the health and safety of employees and the public we serve; ensures high-quality work and optimal use of resources; ensures cultural, equity, medical and accessibility issues are addressed in a meaningful way; and supports flexibility and work-life balance for employees. It also offers the opportunity to be more flexible in interactions with the Marion County residents we serve; decreases the rate of potential exposure during the pandemic and decreases the impacts on the environment.

**III. AGREEMENT**

1. In the event an employee is facing extenuating circumstances that demonstrates an unusual health risk or hardship, they shall be considered for remote work immediately.
2. Requests to work remotely may be initiated by the employee and must be reviewed and approved by the employee's supervisor to ensure the position is suitable for work and meets the agency's business and operational needs, as well as those of the agency's customers and the employee. Requests to work remotely shall be considered in order of application and responded to within ten (10) calendar days.
3. No request to work remotely shall be arbitrarily denied or rescinded. If an employee's request to work remotely is denied, the supervisor must provide a timely written response to the employee documenting the reason(s) for the denial.
4. Remote work employees and their supervisors will develop a clear set of expectations and goals for the work to be performed while working remotely, if this has not already been done.
5. Since supervisors must continue to be able to evaluate employee performance, certify the accuracy of time sheets and attendance records, and perform a variety of other supervisory responsibilities, employees should anticipate that, in addition to being supervised pursuant to normal office procedures, there will also be the possibility that they will receive telephone calls at the mobile number employees have designated in their remote work arrangement.
6. The County will make all efforts to minimize the health risks to employees related to the COVID-19 pandemic while on the job, including but not limited to; enforcing social distancing protocols in meeting and desk spaces, sneeze guards at reception areas that interface with the public, requiring masks indoors when recommended by the Oregon Health Authority, notifying employees of potential exposures in the workplace, reducing capacity in the office by allowing

remote work where viable, allowing masks if the employee is more comfortable wearing it in the workplace, etc.

7. Additionally, the Employer is committed to allowing the option of remote work, where suitable. In order to move towards the changing and evolving future of technology and remote work, the Marion County Labor-Management Committee (LMC) shall work collaboratively to create a policy on remote work that is as equitable as possible to the work force. The policy shall include, but is not limited to; options, criteria needed to work remotely, employee expectations while in a remote working status, how to make a request, time, distance, how performance will be monitored, expectations of trainings and meetings, remote work as an ADA and how requests shall not be arbitrarily denied.

#### IV. CONCLUSION

The chief administrative officer, appropriate elected official or department head, human resources, and the designated representatives of the Union, to be valid, must sign any letters of agreement. Such letters of agreement shall be attached and made part of the collective bargaining agreement. This agreement is made without precedent to either party in current or future negotiations.

Termination of agreement: unless otherwise negotiated through the bargaining process, this agreement shall end June 30, 2022.

For the Union:

For the County:

\_\_\_\_\_  
LaTricia Straw Date  
President, MCEA/Local 294

\_\_\_\_\_  
Jan Fritz Date  
Chief Administrative Officer

\_\_\_\_\_  
Toby Green Date  
Union Organizer, SEIU Local 503, OPEU

\_\_\_\_\_  
Colleen Coons-Chaffins Date  
Business Services Director

\_\_\_\_\_  
Melissa Unger Date  
Executive Director, SEIU Local 503, OPEU

\_\_\_\_\_  
Jane Vetto Date  
Legal Counsel

\_\_\_\_\_  
Michelle Shelton Date  
Chief Human Resources Officer

## EXHIBIT J

From: **Angelique Voltin** <[AVoltin@co.marion.or.us](mailto:AVoltin@co.marion.or.us)>  
Date: Mon, Aug 16, 2021 at 5:00 PM  
Subject: Re: Marion County proposed Letter of Agreement  
To: Shawna Schaeffer <[schaeffers@seiu503.org](mailto:schaeffers@seiu503.org)>  
Cc: Diana Downs <[DDowns@co.marion.or.us](mailto:DDowns@co.marion.or.us)>, Eden Farias <[EFarias@co.marion.or.us](mailto:EFarias@co.marion.or.us)>, Jamison Bovee <[JBovee@co.marion.or.us](mailto:JBovee@co.marion.or.us)>, Latricia Straw <[LStraw@co.marion.or.us](mailto:LStraw@co.marion.or.us)>, Michelle Roberts <[MRoberts@co.marion.or.us](mailto:MRoberts@co.marion.or.us)>, Michelle Shelton <[MShelton@co.marion.or.us](mailto:MShelton@co.marion.or.us)>, Walt Wick <[WWick@co.marion.or.us](mailto:WWick@co.marion.or.us)>, Toby Green <[greent@seiu503.org](mailto:greent@seiu503.org)>

Hi, again, Shawna! To answer your question regarding the union's proposal, yes the county is declining the proposal at this time. In addition, after meeting with you on two separate occasions, we have both listened to your concerns and reviewed the materials you provided regarding the time, place, and manner of work, and we do not feel that there is any more to discuss at this time. The health, safety, and wellness of our employees and the community members we serve, remain our top priority. We continue to have COVID-19 protocols in place to keep our workplace safe, to include the temporary administrative order to require masks to be worn in indoor spaces.

[www.co.marion.or.us/HR](http://www.co.marion.or.us/HR)

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>>> Shawna Schaeffer <[schaeffers@seiu503.org](mailto:schaeffers@seiu503.org)> 8/13/2021 6:03 PM >>>

Hi Angelique,

Just for clarity, the County is rejecting our proposal and refusing to bargain further on this topic?

-Shawna

Sent from my iPhone

On Aug 13, 2021, at 4:59 PM, Angelique Voltin <[AVoltin@co.marion.or.us](mailto:AVoltin@co.marion.or.us)> wrote:

Good afternoon, Shawna! We appreciate you taking the time to join us in the listening sessions to share your concerns regarding the time, place, and manner of work. The County reviewed

your materials and at this time, we are proceeding with the transition from telecommuting to in-office operations, as announced on June 10, 2021. If employees have questions regarding the announcement, the FAQ's that were originally sent out in conjunction with that announcement can be found on the County intranet under "COVID-19 Information for Employees".

We appreciate our partnership with the union, but at this time, we do not feel the need to meet to discuss this further.

Kind regards,

<IMAGE.BMP>

[www.co.marion.or.us/HR](http://www.co.marion.or.us/HR)

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>>> Shawna Schaeffer <[schaeffers@seiu503.org](mailto:schaeffers@seiu503.org)> 8/9/2021 1:13 PM >>>

Hello Angelique and Michelle,

Attached please find the Letter of Agreement proposal from SEIU/MCEA. Please share with the rest of the attendees for management and let us know if you have any questions. We look forward to hearing from you.

Sincerely,

--

---

Shawna Schaeffer  
Public Services Field Coordinator  
SEIU Local 503, OPEU  
My pronouns are: She/Her

Cell Phone: 503-269-4848

Contact the Member Assistance Center at 1-844-503-SEIU (7348) or [contact@seiu503.org](mailto:contact@seiu503.org)

*"SEIU 503 is a Union of 72,000 public services workers and care providers in Oregon. We envision a just and vibrant society where everyone is treated with dignity and respect, and where all people can provide for themselves and their families."*

U.S.A.

World

Health

# Tracking Coronavirus in Marion County, Ore.

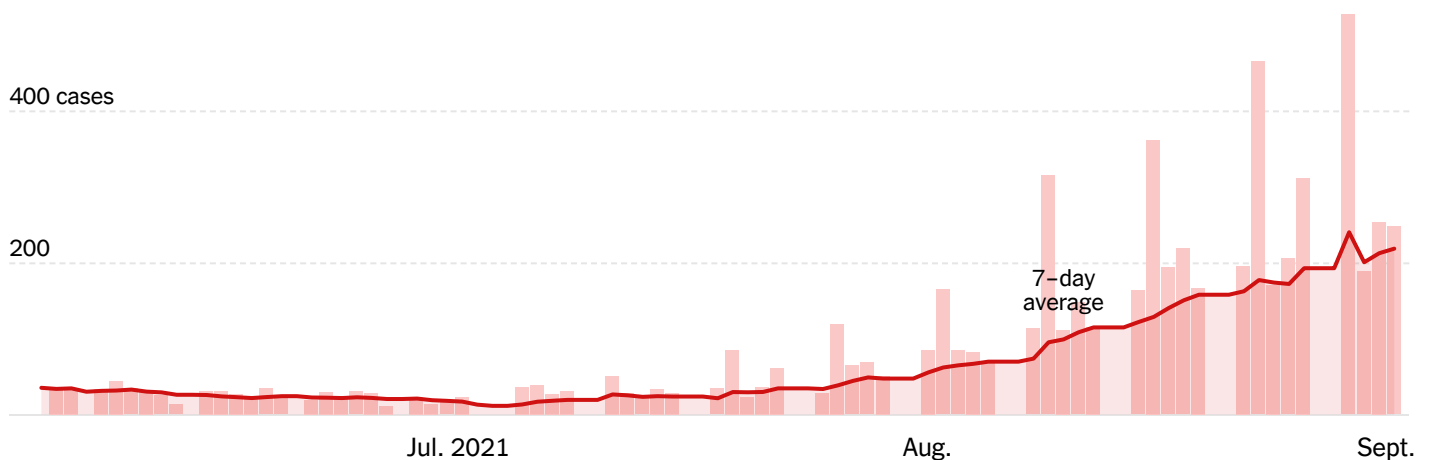


Updated Sept. 3, 2021

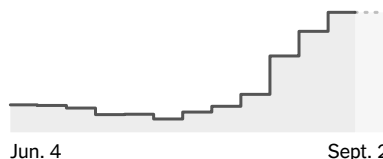
**Cases** have increased recently and are extremely high. The numbers of **hospitalized Covid patients** and **deaths** in the Marion County area have also risen. The **test positivity rate** in Marion County is very high, suggesting that cases are being significantly undercounted.

Because of high spread, the C.D.C. recommends that even vaccinated people wear masks here.

## New reported cases by day

DAILY AVG. ON SEPT. 2 **218** 14-DAY CHANGE **+45%**

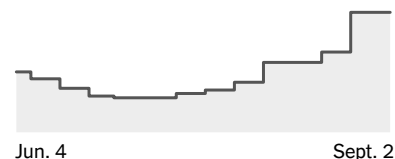
### Hospitalized

14-DAY CHANGE  
**+57%**

### Deaths

LAST TWO WEEKS  
**19**

### Test positivity

14-DAY AVG.  
**14%**

	ALL AGES	18 AND UP	65 AND UP
Fully vaccinated	51%	63%	83%

See more details ›

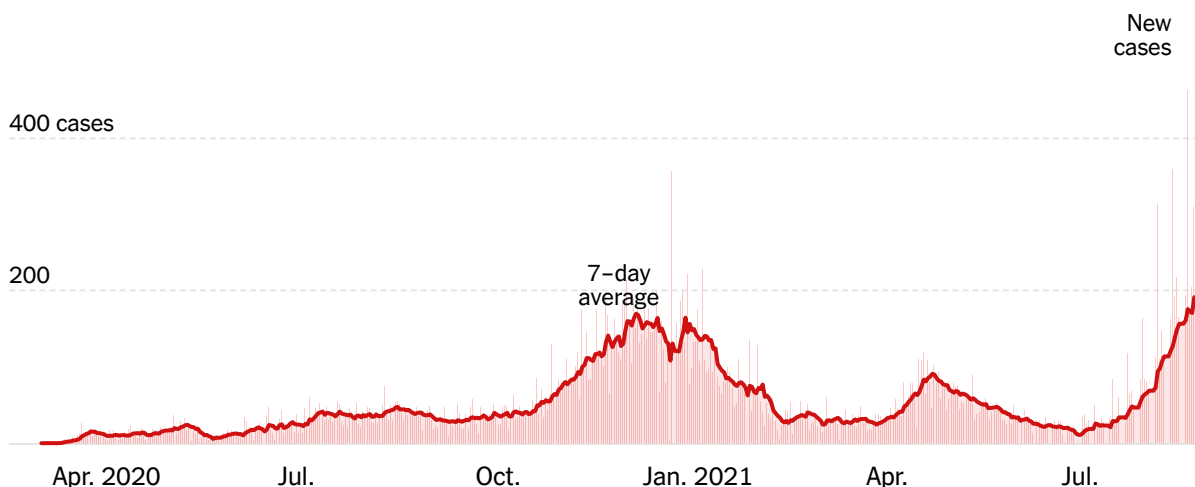
2% of vaccinations statewide did not specify the person's home county.

[About this data](#)

Add **Marion County** to your personalized dashboard, and sign up for a daily email with the latest case counts in places important to you ›

## Cases have increased recently and are extremely high.

### New reported cases throughout the pandemic



These are days with a reporting anomaly. [Read more here.](#)

[About this data](#)

An average of **218 cases per day** were reported in Marion County, a **45 percent increase** from the average two weeks ago. Since the beginning of the pandemic, at least **1 in 12** residents have been infected, a total of **29,454 reported cases**. Right now, Marion County is at an extremely high risk for unvaccinated people. Read more about risk below.

August 2021 was the month with the most reported cases since December 2020 in Marion County.

### Average cases per capita

Fewer More

