



Board of Commissioners

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way
Corvallis, Oregon 97333bentoncountyor.gov

AGENDA

BOARD OF COMMISSIONERS MEETING

Tuesday, December 3, 2024, 9 AM

| | |
|--|---|
| How to Participate in the Board of Commissioners Meeting | |
| Zoom Video Click for Zoom link | Click for YouTube LiveStream link |
| In-person: Kalapuya Building, 4500 SW Research Way, Corvallis, Oregon | |

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session; however, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)), and the notice shall state the specific reason for the executive session as required by ORS 192.660.

1. Call to Order and Introductions

2. Review and Approve Agenda

Chair may alter the agenda

3. Announcements

4. Comments from the Public

Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comment may be limited to three minutes.

5. Work Session

- 5.1 15 minutes – Facilities Update –Gary Stockhoff, Public Works
- 5.2 15 minutes – Behavioral Health Deflection Program Update – Rick Crager, Assistant County Administrator; April Holland, Health Services

6. New Business

- 6.1 10 minutes – Adoption of Resolution No. R2024-023, Philomath Enterprise Zone School Support Fee – Christopher Jacobs, Corvallis-Benton County Economic Development Office
- 6.2 10 minutes – Revisions to Fair Board Bylaws – Jesse Ott, Jennifer Martin, Natural Areas, Parks and Events; Trudy Overlin, Kristi Schrock, Fair Board
- 6.3 10 minutes – Revisions to the Memorandum of Agreement Regarding the Event Center and Fairgrounds Management Between the Benton County Fair Board and Benton County – Jesse Ott, Jennifer Martin, Natural Areas, Parks, and Events; Trudy Overlin, Kristi Schrock, Fair Board
- 6.4 10 minutes – Approval of Natural Areas, Parks, and Events Fee Schedules, Order No. D2024-071 – Jesse Ott, Natural Areas, Parks, and Events
- 6.5 20 minutes – Approval of the American Federation of State, County and Municipal Employees (AFSCME) 2024-2027 Collective Bargaining Agreement – Tracy Martineau, Human Resources

7. Other

ORS 192.640(1) "...notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

WORK SESSION



Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 12/03/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary Stockhoff

Agenda Item Details ⬆

Item Title * Update on Benton County Facilities

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 15 Minutes

Board/Committee Involvement * Yes No

Advertisement * No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues * None

Options * Regular and ongoing update on Benton County Facilities. Project summaries will be provided for the Crisis Center, Courthouse/District Attorney's Office, and Emergency Operations Center (EOC) projects.

Fiscal Impact * Yes
 No

Fiscal Impact Description * County resources and grants are used for these projects.

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Mandated Service Description* If this agenda checklist describes a mandated service or other function, please describe here.
Courthouse/District Attorney's Office, EOC, and Crisis Center services.

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values* Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections* Generally speaking, all value and focus areas are in some way associated with the facilities occupied and operated by Benton County.

Focus Areas and Vision* Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection* Generally speaking, all value and focus areas are in some way associated with the facilities occupied and operated by Benton County.

Recommendations and Motions

Item Recommendations and Motions

Staff None

Recommendations*

Meeting Motions* I move to ...

None

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

BOC Project Report - Courthouse - Dec24.pdf 445.41KB

BOC Project Report - EOC - Dec24.pdf 193.91KB

BOC Project Report - Crisis Center - Dec24.pdf 7.87MB

Comments (optional) If you have any questions, please call ext.6800

Department GARY STOCKHOFF

Approver



Crisis Center - Monthly Project Report

December 2024

Project Location: 240 NW 4th Street, Corvallis, OR

Owner's Representative: N/A

Construction Manager/GC: Gerding Builders

Project Owner: Benton County, Gary Stockhoff

Architect/Engineer: Mahlum Architects

Scheduled Completion: Spring of 2025

Summary

The Benton County Crisis Center is a voluntary, walk-in treatment-centered facility that may serve as an alternative to the emergency room, which aims to provide stabilization for individuals experiencing mental health crisis, along with referrals and support for ongoing behavioral health services. The crisis center will be staffed by Benton County Health Department's mental health crisis team and is an expansion of existing mental health crisis services.

By relocating to this facility, with more available space, the Benton County Health Department will add additional staff and services, including:

- 24/7 walk-in (no appointment needed), face-to-face crisis counseling services.
- Crisis, Outreach, Response, and Engagement (CORE) Co-Response team assisting in connecting people in crisis to the new facility for stabilization and support.
- Dispatch center for the Mobile Crisis Team, which responds out in the community to calls from community service providers, including law enforcement and hospital staff.

The new crisis center will also offer a safe and supportive space for voluntary stabilization to adults who are assessed to need short-term stabilization, but do not require the medical capabilities of an acute care hospital or longer-term residential care. In addition, the crisis center will expand the County's currently very limited respite bed capacity for adults. Respite beds and stabilization chairs are for adults, aged 18 years or older; the new facility will contain:

- Five (5) Stabilization Chairs (Recliners) – Up to 23 hours stay in a trauma-informed, treatment-centered environment for adults who need additional time and support to stabilize from mental health crisis and to be connected to appropriate community resources.
- Five (6) Respite Beds – Up to 29 days stay in a trauma-informed, treatment-centered environment for adults recovering from mental health crisis who need respite time away from their current living situation while being connected to ongoing treatment and/or other appropriate community resources.

Land Acquisition

The site was a former gas station and used car lot prior to it being prepared for the Crisis Center. Benton County owned the property, which helped preserve the available funds for construction of the new facility.

Site Development

The new facility will be constructed on a 10,000 SF lot which, as indicated above, has necessitated going to a second story. The project will be providing site upgrades to meet City of Corvallis requirements and the needs of the Crisis Center operation. The gas station was removed in 2022 with the foundation being removed in 2023; site work commenced shortly thereafter. Unfortunately, the soil at this site was found to be contaminated and several old, abandoned fuel tanks were discovered underground which has slowed work on the underground components.

Design Planning and Community Engagement Update

Benton County Behavioral Health formed a design advisory group to help inform the design process by providing a crystal-clear understanding of the unique needs of Benton County residents and what can be accomplished with the new crisis center. The committee consisted of health department staff and mental health professionals as well as community partners, including representatives from:

- Good Samaritan Regional Medical Center
- Intercommunity Health Network Coordinated Care Organization
- Pathfinder Clubhouse
- Corvallis Daytime Drop-In Center
- Strengthening Rural Families
- Oregon State University Counseling & Psychological Service
- Benton County Sheriff’s Office
- Corvallis Police Department
- Mahlum Architects
- Gerding Builders

In the design planning process, the architect team presented concepts to the design committee members who ask questions, provide insight, and help refine the vision for the final design. The committee participated in journey-mapping exercises that put them in the shoes of someone seeking crisis services to help guide the process and flow of services once the center is up and running. Another activity, called visual listening, gave the committee an opportunity to authentically react to different designs, to help define the look and feel of the building.

The facility design was completed in November 2022 and the advisory group’s work has concluded. Mahlum is currently working with the Oregon Health Authority to ensure that our design continues to meet their expectations for licensure.

Budget Update

The total budget for the Crisis Center is \$8,929,094 which is funded through a combination of state and federal resources. As of October 31, 2024, the County has expended \$5.54 million or 62% of the budget.

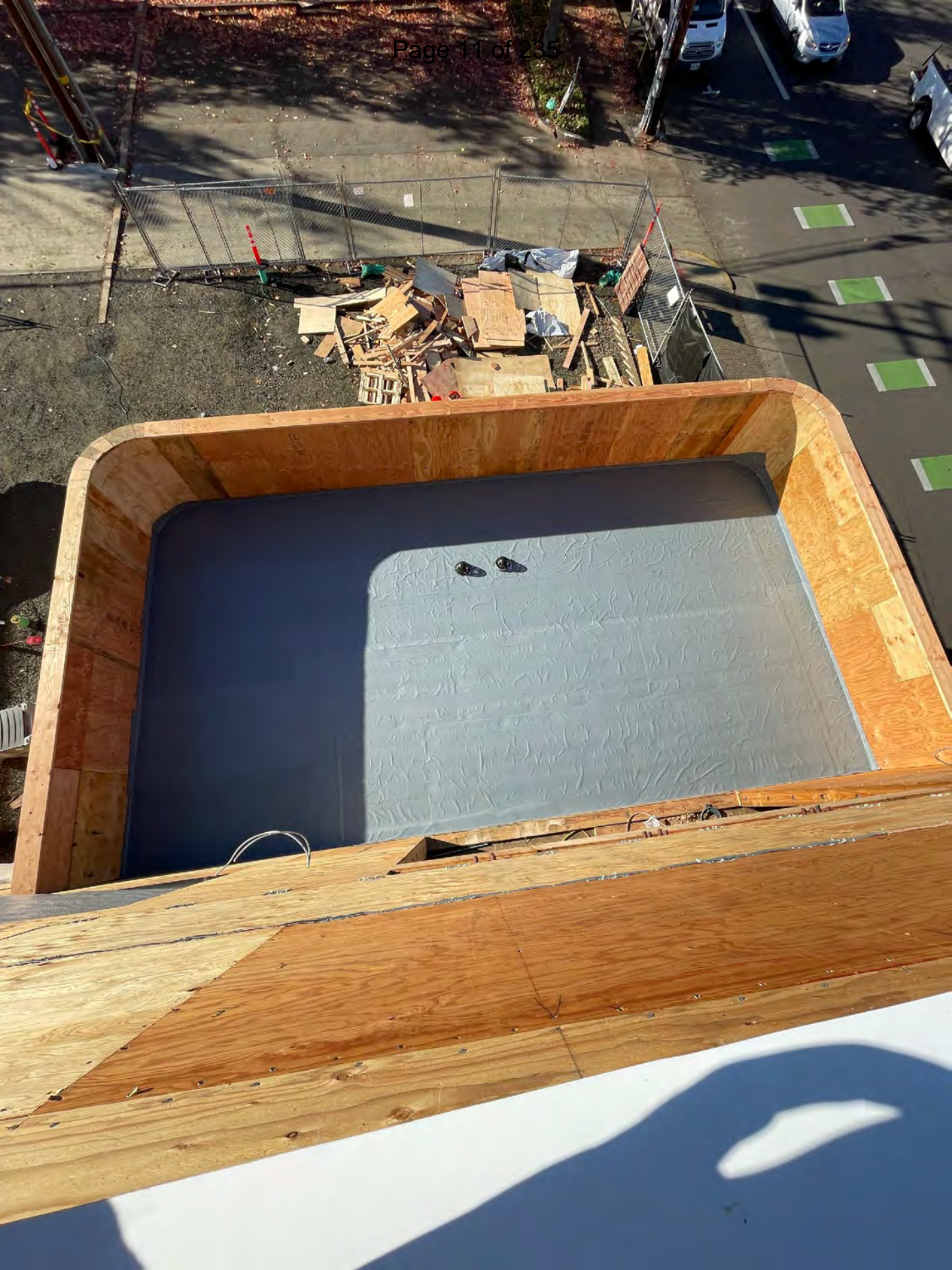
| Budget Category | Budget | Expended | Committed | Available |
|-------------------------|---------------------|---------------------|---------------------|------------------|
| IHN Capital Grant | \$ 100,000 | \$ 100,000 | \$ - | |
| Energy Trust Fund Grant | \$ 2,500 | \$ 2,500 | \$ - | |
| OHA State Capital Grant | \$ 1,126,592 | \$ 1,126,592 | \$ - | |
| HRSA Federal Grant | \$ 1,000,000 | \$ 983,701 | \$ 16,299 | |
| State ARPA Grant | \$ 1,250,000 | \$ 1,250,000 | \$ - | |
| State Legislative Grant | \$ 5,450,002 | \$ 2,077,315 | \$ 3,372,687 | |
| Total | \$ 8,929,094 | \$ 5,540,108 | \$ 3,388,986 | \$ - |

Construction Update

The framing of the building is complete, and we now have a roof in place. Siding will be going up on the outside of the building followed by drywall inside the building. The box walk has been completed which includes a complete walkthrough of the facility to reviewing all of the electrical placements ensuring that things are where they need to be for operations. We also were able to host a walkthrough the facility with county leadership on 10/31/2024.

Schedule Update

The current anticipated completion date is Spring 2025.









Courthouse Monthly Project Report

December 2024

Project Location: 1000 NE Carson Drive, Corvallis, OR **Project Owner:** Benton County, Gary Stockhoff
Owner's Representative: Otak CPM, Sheri Mishler **Architect/Engineer:** DLR Group, Jane Gooding
Construction Manager/GC: Hoffman, Justin Paterson **Scheduled Completion:** Fall 2026

Summary

The start of construction is within sight. The County has issued building permits for the Courthouse and State and City site work permits have been finalized, including the Swick House MOA. The final platting of the property and negotiating the sequence of construction with the City are the only outstanding items needed for permit issuance and construction mobilization.

Land Acquisition

Land acquisition is complete.

Site Development

Final site development plans have been accepted.

Design Update

Design is complete.

Budget Update

Final edits to the OJD Phase Agreement are being wrapped up. Project funds expended by the County cannot be reimbursed until this agreement is finalized. The table below provides a summary of the available funding and budget to date. The Guaranteed Maximum Price (GMP) construction contract will be set once permits are released, and a start date can be identified.

| Funding Sources | Funding |
|---------------------------------------|----------------------|
| State Borrowing | \$ 36,118,022 |
| State General Fund | \$ 2,000,000 |
| County Borrowing - Principal | \$ 36,000,000 |
| County Borrowing - Premium & Interest | \$ 4,323,360 |
| County General Fund | \$ 1,933,722 |
| Federal American Rescue Plan Act | \$ 5,931,017 |
| Other Grant and Service Revenue | \$ 313,000 |
| Total | \$ 86,619,121 |

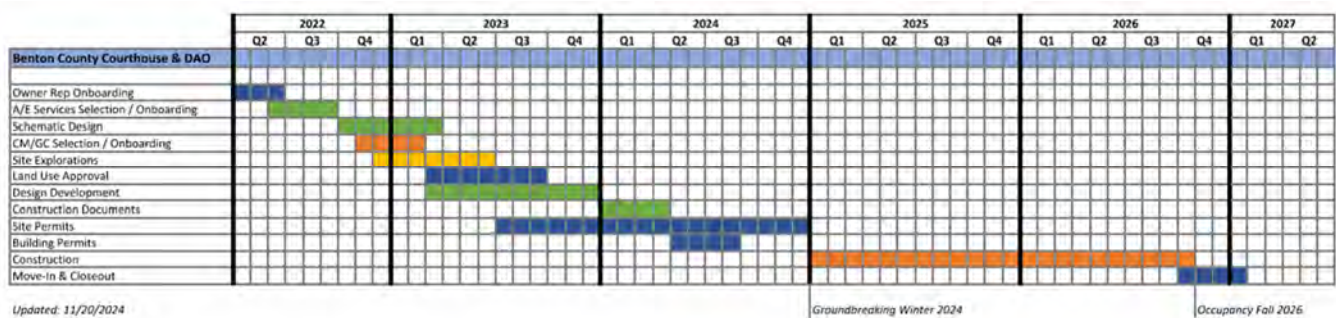
| Budget Category | Budget | Encumbered | Expended |
|----------------------------------|----------------------|----------------------|----------------------|
| Land Acquisition | \$ 5,477,700 | \$ 5,874,900 | \$ 5,874,900 |
| Design & Professional Services | \$ 9,771,623 | \$ 10,174,190 | \$ 7,747,846 |
| Incidental | \$ 10,500 | \$ 9,005 | \$ 9,005 |
| Jurisdictional | \$ 3,083,605 | \$ 147,668 | \$ 147,668 |
| Construction | \$ 61,918,693 | \$ 48,948,593 | \$ 463,090 |
| Furniture, Fixtures, & Equipment | \$ 6,357,000 | \$ - | \$ - |
| Total | \$ 86,619,121 | \$ 65,154,356 | \$ 14,242,508 |

Construction Update

No update.

Schedule Update

The updated schedule forecast below shows a January 2025 construction start and Fall 2026 finish.





Emergency Operations Center (EOC) - Monthly Project Report December 2024

Project Location: 1050 NE Carson Drive, Corvallis, OR **Project Owner:** Benton County, Gary Stockhoff
Owner’s Representative: Otak CPM **Architect/Engineer:** DLR/Mazzetti
Construction Manager/GC: Hoffman Construction **Scheduled Completion:** Summer 2026

Summary

The Construction Documents phase of the EOC design is underway and a GMP (Guaranteed Maximum Price) for construction is currently being prepared.

Land Acquisition

Land acquisition is complete.

Site Development

Land Use review will run concurrently with the building permit review, scheduled for early 2025.

Design Update

The PEMB (Pre-Engineered Metal Building) contractor has been selected to assist in the structural design. The Construction Documents 100% set will be finalized for permit applications over the next few months.

Budget Update

The table below provides a summary of the available funding and budget to date.

| Funding Sources | Funding |
|----------------------------------|---------------------|
| State Lottery Backed Bonds | \$ 5,000,000 |
| Federal American Rescue Plan Act | \$ 2,500,000 |
| Federal HRSA Grant | \$ 1,000,000 |
| County General Fund | \$ 633,000 |
| Total | \$ 9,133,000 |

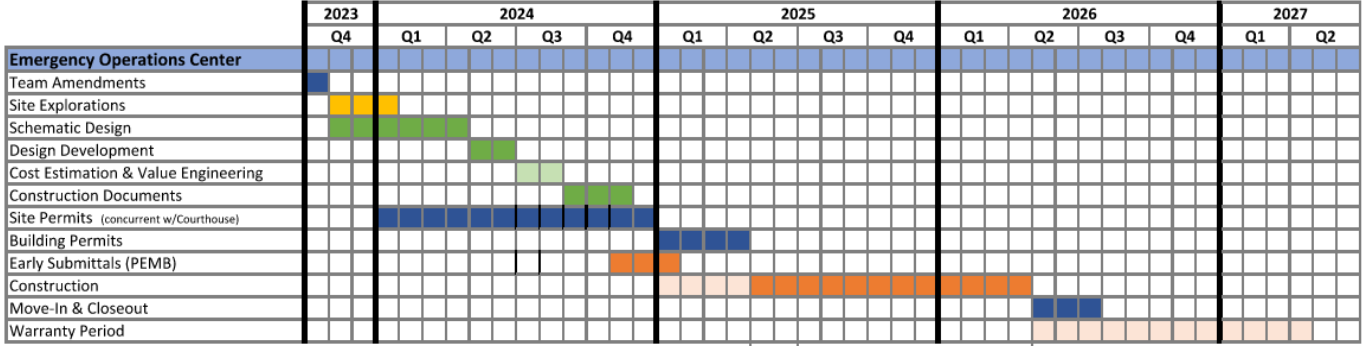
| Budget Category | Budget | Encumbered | Expended |
|----------------------------------|---------------------|---------------------|-------------------|
| Design & Professional Services | \$ 1,590,314 | \$ 1,502,920 | \$ 777,247 |
| Incidental | \$ 2,000 | \$ - | \$ - |
| Jurisdictional | \$ 148,882 | \$ - | \$ - |
| Construction | \$ 7,091,804 | \$ - | \$ - |
| Furniture, Fixtures, & Equipment | \$ 300,000 | \$ - | \$ - |
| Total | \$ 9,133,000 | \$ 1,502,920 | \$ 777,247 |

Construction Update

Construction of the EOC will run concurrently with the Courthouse. Permit applications are expected to be submitted in January 2025 for construction mobilization in Spring 2025.

Schedule Update

The project is on schedule for completion in Spring 2026.



Updated: 10/08/2024

Groundbreaking Spring 2025
 \$5M Bonds Available
 \$1M FEMA Grant Expires

Occupancy Spring 2026



Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 12/03/24

[View Agenda Tracker](#)

Suggested Placement * Work Session

Department * Board of Commissioners

Contact Name * Rick Crager

Phone Extension * 5417666246

Meeting Attendee Name * Rick Crager, April Holland

Agenda Item Details



Item Title * Behavioral Health Deflection Program Update

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 15 minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Item Issues and Description

Identified Salient Issues *

House Bill 4002 (2024) established the Oregon Behavioral Health Deflection Program to support Oregon counties in the development and operation of deflection programs. Deflected programs are defined as a collaborative program between law enforcement agencies and behavioral health entities that assist individuals who may have substance use disorder, another behavioral health disorder or co-occurring disorders, to create community-based pathways to treatment, recovery support services, housing, case management or other services.

Benton County staff have been working together with a cross-disciplinary team of county and community partners in developing the program with an intent to launch on January 1, 2025. The attachment provides background, program summary, and major milestones reached since the last report to the Board.

Options *

Receive report as presented and provide any additional comments or ask questions on the work completed to date.

Fiscal Impact *

- Yes
 No

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

- Core Values*** Select all that apply.
- Vibrant, Livable Communities
 - Supportive People Resources
 - High Quality Environment and Access
 - Diverse Economy that Fits
 - Community Resilience
 - Equity for Everyone
 - Health in All Actions
 - N/A

Explain Core Values Selections* Provides opportunities for individuals with substance abuse or behavioral health disorders to seek alternative supportive services and/or treatment that helps avoid the more costly criminal justice system.

- Focus Areas and Vision*** Select all that apply.
- Community Safety
 - Emergency Preparedness
 - Outdoor Recreation
 - Prosperous Economy
 - Environment and Natural Resources
 - Mobility and Transportation
 - Housing and Growth
 - Arts, Entertainment, Culture, and History
 - Food and Agriculture
 - Lifelong Learning and Education
 - N/A

Explain Focus Areas and Vision Selection* Maintains community safety by providing support for individuals that effectively reduce recidivism rates.

Recommendations and Motions

Item Recommendations and Motions

Staff N/A
Recommendations*

Work Session I move to ...
Motions* N/A

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

BOC Deflection Program Update - 12.03.24
Revised.pdf 115.62KB

Comments (optional) If you have any questions, please call ext.6800

Department Approver RICK CRAGER

Behavioral Health Deflection Program BOC Status Report – December 3, 2024

Background

House Bill 4002 (2024) established the Oregon Behavioral Health Deflection Program to support Oregon counties in the development and operation of deflection programs. Deflected programs are defined as a collaborative program between law enforcement agencies and behavioral health entities that assist individuals who may have substance use disorder, another behavioral health disorder or co-occurring disorders, to create community-based pathways to treatment, recovery support services, housing, case management or other services.

Benton County Program

The County has been in program development since May 2024. The initial steps were to design a program concept and workflow, as well as meet the requirements for receiving a state grant authorized through HB 4002. Benton County successfully completed this process and submitted final application to the state on July 1, 2024. On August 7, 2024, the IMPACTS Grant Review Committee, approved Benton County for a grant of \$258,430.

The County's grant award requires implementing a program focused on individuals cited for possession of a controlled substance only. In addition, the original grant requires individuals must reside in Benton County, have no history of violent crime, not be a registered sex offender, have no outstanding out of county warrants, and have no victim with potential restitution. The county will consider broadening eligibility after more experience.

Program Implementation Status and Milestones

Beginning in September, the County started working with the state's technical assistance consultant to work through the details of the program to ensure the proposed concept and workflow is the best solution to implement beginning January 1, 2025. Here are the major milestones to date:

- ***Identified Program Focus:*** To provide an alternative to the traditional criminal justice systems for individuals either at risk or suffering from substance use and/or mental health issues and create a path that moves them to self-sufficiency and/or reduced risk of criminal activity.

- ***Identified Agreed Upon Outcomes***

Outcome 1: Improve SUD treatment readiness and reduce future law enforcement encounters among deflection program participants.

- ✓ Individuals complete a pre-screening to determine risk factors and appropriate plan of action.
- ✓ Complete a comprehensive assessment with high risk to determine a plan that effectively addresses their needs.
- ✓ Participants are progressing along harm reduction model

- ✓ Participants are engaging with peer support or recovery mentors
- ✓ Help individuals acclimate to a self-directed program for self-sufficiency.
- ✓ Increase the percentage of people who have been enrolled in the program.

Outcome 2: Reduction in recidivism among program participants

- ✓ Warm handoff for people who receive a PCS-U citation
- ✓ Follow up before court date from Navigator or BHRN staff

Outcome 3: Reduce the number of Emergency Room visits for program participants

- ✓ Connect participants to Community Health Centers and/or other primary care services

Outcome 4: Reduce overdose deaths

- ✓ Increase access to Naloxone
- ✓ Immediate follow up with individuals with a known OD

- **Expanded Engagement with Service Providers:** Outreach and discussion has started with community-based treatment and services to assess capacity and ability to meet specific needs of the community. Coordination occurring with STARS, ACME, Ideal Options, Milestones, Benton County, CTC Methadone Clinic, Discovery, COI. Based on service needs, Program Coordinator will be creating contracts and MOU's to help facilitate service needs for voluntary participants.
- **Clarified and Adjusted Intake Process.** Responsibilities of Law Enforcement, District Attorney Office, and Health Department agreed upon in terms of communication and eligibility determinations. In addition, because the county will only be accepting PCS cases, such cases NEVER have victims, and thus no restitution. Therefore, in its next report to the state, the County will request to remove from the grant that eligible participants "have no victim with potential restitution."
- **Defined Program Success.** All voluntary participants will go through screening and ASAM to determine deflection strategy as either 1) a defined peer support plan and community work or 2) within one year, 60 days of continuous engagement in substance abuse treatment program without any new law enforcement arrests. The charge will not be prosecuted if participant completes this requirement
- **Hired Deflection Program Coordinator.** Staff has successfully recruited and hired a new Deflection Program Coordinator to start on December 2, 2024. Position will be directly managed by the Health Department.
- **Confirmed Launch Date:** The recent labor disruption put a hold on several technical assistance meetings and the delay in the Program Coordinators hire date. While this has created a challenge in program implementation as of now, the County is still planning on a soft launch by January 1, 2025.

NEW BUSINESS



AGENDA ITEM CHECKLIST

| | |
|------------------------|---|
| Requested Meeting Date | December 3, 2024 |
| Meeting Type | <input checked="" type="checkbox"/> Regular Board Meeting (1 st and 3 rd weeks of each month) <input type="checkbox"/> Goal-setting Meeting (2 nd week of each month) <input type="checkbox"/> Information-sharing Meeting (4 th week of January, April, July, and October) |
| Your Department | Corvallis Benton County Economic Development Office |
| Contact Name | Christopher Jacobs |
| Phone/Extension | 541.766.6339 |

AGENDA ITEM DETAILS

| |
|--|
| Philomath Enterprise Zone School Support Fee |
|--|

Please check all that apply to your item

- | | |
|--|---|
| <input type="checkbox"/> Appointments | <input type="checkbox"/> Ordinance/Public Hearing and 1 st Reading |
| <input type="checkbox"/> Budget | <input type="checkbox"/> Ordinance: 2 nd Reading and Adoption |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Discussion and Action | <input type="checkbox"/> Project/Committee Update |
| <input type="checkbox"/> Discussion Only | <input type="checkbox"/> Report |
| <input type="checkbox"/> Order | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Resolution | |
| <input type="checkbox"/> Public Hearing | |

| | |
|------------------------------------|--|
| Board/Committee Involvement | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, name of Board/Committee: |
|------------------------------------|--|

| | |
|----------------------|--|
| Advertisement | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, names/dates of publications: |
|----------------------|--|

DESCRIPTION AND FISCAL IMPACT

Describe the item (include background, history, need, importance, benefits, requirements, etc.)

A school support fee resolution is required by the State of Oregon to continue offering tax exemptions in Years 4 and 5 of the Enterprise Zone Program. As the zone sponsor, the Corvallis Benton County Economic Development Office is responsible for coordinating resolutions from Philomath School District, Philomath City Council, and Benton County Board of Commissioners

Options

Adopt Resolution No. R2024-023
Decline to Adopt Resolution No. R2024-023

Fiscal Impact?

- No
- Yes

If yes, describe impact:

2040 THRIVING COMMUNITIES INITIATIVE

Mandated service?

- No
- Yes

If yes, describe impact:

Core Values (select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Vibrant, livable Communities | <input type="checkbox"/> Community Resilience |
| <input type="checkbox"/> Supportive People Resources | <input type="checkbox"/> Equity for Everyone |
| <input type="checkbox"/> High Quality Environment and Access | <input type="checkbox"/> Health in All Actions |
| <input checked="" type="checkbox"/> Diverse Economy That Fits | <input type="checkbox"/> Not Applicable |

Explain Core Values Selections

Focus Areas and Vision (select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Community Safety | <input type="checkbox"/> Housing and Growth |
| <input type="checkbox"/> Emergency Preparedness | <input type="checkbox"/> Arts, Entertainment, Culture, and History |
| <input type="checkbox"/> Outdoor Recreation | <input type="checkbox"/> Food and Agriculture |
| <input checked="" type="checkbox"/> Prosperous Economy | <input type="checkbox"/> Lifelong Learning and Education |
| <input type="checkbox"/> Environment and Natural Resources | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Mobility and Transportation | |

Explain Focus Areas and Vision Selections

RECOMMENDATIONS AND MOTIONS

| | |
|-------------------------|--|
| Staff Recommendation | Adopt Resolution No. R2024-023 as presented. |
|-------------------------|--|

| | |
|----------------|---|
| Meeting Motion | I move to... ...adopt Resolution No. R2024-023 Establishing an Enterprise Zone School Support Fee Rate. |
|----------------|---|

ATTACHMENTS

Resolution No. R2024-023

| | |
|------------------------|--|
| Department Approver | |
|------------------------|--|

**BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of Establishing an)
Enterprise Zone School Support) **RESOLUTION NO. R2024-023**
Fee Rate)

WHEREAS, House Bill (HB) 2009 (2023) was passed in 2023 and became part of ORS 285C.067; and

HB 2009 (2023) requires the governing body of each school district, along with the governing bodies of the zone sponsors, to set a rate for the school support fee imposed pursuant to Sections 48 (2) and 51 (2) of HB 2009 (2023); and

This rate must be at least 15 percent and not more than 30 percent; and

The Philomath School District 17J (“the District”) has coordinated with the Philomath City Council and the Benton County Board of Commissioners to set the rate; and

By November 1 in any applicable year, the governing bodies of the zone sponsor will provide the District will all information necessary for the District to collect the fee directly from the business firm; and

By December 1 in any applicable year, the District shall send to the business firm a notice of the required fee, with a due date not later than December 31 of the same year; and

The District shall be responsible for making refunds to business firms of overpayments; and

If a fee payment is delinquent for more than 60 days following the date of delinquency or any later date allowed for curing the delinquency, the Benton County Board of Commissioners shall give written notice of the delinquency to the business firm and the Benton County Assessor.

NOW, THEREFORE, THE BENTON COUNTY BOARD OF COMMISSIONERS RESOLVES that the Philomath School District Board, the Corvallis City Council, and the Benton County Board of Commissioners establish the rate of the school support fee at 15 percent.

BE IT FURTHER RESOLVED that the Benton County Board of Commissioners authorizes the Board Chair to execute any additional documents required to establish the rate of the school support fee at 15 percent.

Adopted this 3rd day of December 2024.

Signed this 3rd day of December 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

Approved as to form:

Vance M. Croney, County Counsel



Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 12/03/24

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Natural Areas, Parks and Events

Contact Name * Jesse Ott

Phone Extension * 6002

Meeting Attendee Name * Jesse Ott, Trudy Overlin (Fair Board Chair)
Kristi Schrock (Fair Board), Jennifer Martin
Fair Manager

Agenda Item Details ⬆

Item Title * Fair Board Bylaws Revisions

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 10 minutes

Name of Board/Committee Fair Board

Board/Committee Involvement * Yes
 No

Advertisement * Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues* Revisions proposed to the Fair Board Bylaws to reflect the current structure of Natural Areas, Parks, and Events.

Options* Approve the proposed revised Fair Board Bylaws as presented; or
Decline to approve the proposed revised Fair Board Bylaws; or
Provide direction to staff regarding revisions to the Fair Board Bylaws.

Fiscal Impact* Yes
 No

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections*

The Fairgrounds is the home of celebrations, community events, and meetings. It is an economic driver that helps keep Benton County a thriving vibrant place to live and visit. The Fair Board is an essential component of this work.

Focus Areas and Vision*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection*

The Fairgrounds is the home of celebrations, community events and meetings. It is an economic driver that helps keep Benton County a thriving vibrant place to live and visit. The Fair Board is an essential component of this work.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff recommends the Board approve the revised Fair Board Bylaws that have been reviewed by Natural Areas, Parks, and Events; County Counsel; and the Fair Board.

Meeting Motions* I move to ...
...approve the revised Fair Board Bylaws as presented.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

| | |
|---|----------|
| 241203 Proposed Fair Board Bylaws Revisions, CLEAN.pdf | 152.57KB |
| 241203 Proposed Fair Board Bylaws Revisions.pdf | 125.21KB |

Comments (optional) If you have any questions, please call ext.6800

Department Approver JESSE OTT

**BYLAWS
BENTON COUNTY FAIR BOARD**

**ARTICLE 1
Name**

The name of this organization shall be the Benton County Fair Board (the "Fair Board").

**ARTICLE 2
Function and Authority**

Pursuant to Benton County Code Chapter 16, with the concurrence of the Board of Commissioners (BOC), the Fair Board has the exclusive responsibility for management of the grounds and all other property owned, leased, used, or controlled by Benton County (County) ~~and when~~ devoted to ~~the use of during the county County fair~~ Fair. ~~The Benton County Event Center and Fairgrounds is a County-owned facility, and fairgrounds, and is control of this resource is entrusted and to the Fair Board, which is charged with, in cooperation with the Facility Staff, -the business management, financial, and other affairs of the county County Fair and fairgrounds. All control of these resources, when not being used for the County Fair, are the responsibility of the Facility Staff and the BOC as to the management of the Benton County Event Center and Fairgrounds.~~

In order that the Fairgrounds and buildings may be utilized to the fullest extent to achieve its mission and to operate a special events center, the Fair Board shall ~~at all times have, provide consent to, and concur with the BOC, which has~~ the authority to provide Fairgrounds facilities for the public or to issue licenses and grant permits for the holding of any exhibitions, shows, carnivals, circuses, dances, entertainments, or public or private gatherings at the Fairgrounds. ~~The BOC will consider the recommendations of the Fair Board regarding such uses, but ultimate responsibility for the facilities is the BOC and the Facility Staff.~~

**ARTICLE 3
Membership**

Section 1. Number and Selection.

The Fair Board shall consist of not less than three (3) nor more than seven (7) ~~members~~ as per ORS 565.210, appointed by the BOC. ~~Only~~ ~~As allowed by ORS 562.210,~~ one member ~~of the Fair Board~~ may ~~be a member of the~~ ~~reside in an adjoining county as appointed by the~~ BOC. ~~The Benton County Fairgrounds Manager and the Director of the Benton County Natural Areas, Parks and Events (NAPE Director)~~ shall serve as a nonvoting ex-officio ~~members of the Fair Board. As allowed by the Ordinance, the Secretary of the Fair Board is a member of the fairgrounds~~ Fairgrounds staff and is a ~~non-voting~~ member of the ~~Fair Board.~~

Section 2. Terms of Office.

Terms shall be three (3) years. ~~-Any member may serve two (2) successive terms if reappointed by the BOC. -Terms begin on January 1 and end on December 31st. -A member who is appointed to complete less than two years of a vacant term may be appointed to two successive terms. -The maximum consecutive service shall be eight years. -Regardless of the length of consecutive service, after leaving the Fair Board for four years, a former member is eligible again for appointment. Terms shall be staggered, with two members' terms expiring the first year, two members' terms~~

expiring the second year, and three member's' term~~s~~ expiring the third year. -The ex-officio position~~s~~ shall not be governed by this Section.

Section 3. Responsibilities.

Fair Board members shall regularly attend meetings of the Fair Board and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as assigned by the Fair Board Chair.

Section 4. Termination of Membership.

The BOC may remove Board members as follows:

- (1) Failure to attend three or more consecutive regular Board meetings-
- (2) For cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - (b) Corruptness;
 - (c) Intentional violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - (e) Incompetence.
- (3) Without cause pursuant to Benton County Code chapter 3.035.

Section 5. Vacancies.

The BOC shall make appointments to fill vacancies as they occur. -Such appointments shall be for the duration of the unexpired term of that position.

**ARTICLE 4
Officers**

The following officers shall be elected from the Fair Board membership during the first meeting of each calendar year:

- Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. -The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote would create a tie, the Chair shall refrain from voting.
- Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

**ARTICLE 5
Subcommittees**

Section 1. Creation of Subcommittees.

The Fair Board, with the concurrence of the Fair Manager and/or NAPE Director, shall have the power to create subcommittees with such responsibilities as the Fair Board directs.

Section 2. Naming of Subcommittees.

The Fair Board Chair, with the concurrence of the Fair Manager or NAPE Director, shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. -The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Fair Board concerning the work of the subcommittee.

ARTICLE 6 **Advisors**

Section 1. Fair Board Advisors.

The Fair Board may call on a lay-person and/or professionals as advisors, without voting rights, to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Fair Board Chair.

Section 2. Subcommittee Members and Advisors.

Subcommittees may call on lay-persons and professionals as members and advisors to provide technical assistance, participate in deliberations and attend meetings, to the extent deemed appropriate by the subcommittee chair. Subcommittee members and advisors may have voting rights if so assigned by the Fair Board Chair. Subcommittees may make decisions through a process of consensus. The subcommittee chair will determine when consensus is appropriate.

ARTICLE 7 **Meetings**

Section 1. Regular Meetings.

Meetings shall be held regularly, as established by the Fair Board, or more frequently when called by the Chair of the Fair Board or the BOC.

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Special meetings may be called by the Chair or by the BOC by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum.

A simple majority of the membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Board.

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Each Fair Board member shall have one vote. In the event the Chair's vote would create a tie, the Chair shall refrain from voting.

Section 5. Staffing.

Staff for recording the proceedings of the Board shall be provided by the Fairgrounds.

Section 6. Agenda.

The Chair, with the assistance of the Fairgrounds Manager or NAPE Director or his/her designees, and the Executive Committee, shall prepare the agenda of items requiring Board action, and shall add items of business as may be requested by individual Fair Board members and/or the BOC.

Section 7. Notice.

All members shall be given written or electronic notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Fair Board meeting, and written, electronic, or verbal notice one (1) day before a special meeting. ~~In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.~~

Section 8. Minutes.

Minutes recording all motions and subsequent ~~action~~actions, including the number of yes or no votes on each issue, shall be taken. In addition, all conflicts of interest shall be noted. ~~Minutes of all meetings shall be maintained by the Fairgrounds Manager, NAPE Director, or their~~ designee.

**ARTICLE 8
Public Records and Meeting Law**

The Fair Board is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to public records and meetings.

**ARTICLE 9
Parliamentary Procedure**

The current edition of Robert's Rules of Order shall govern the Fair Board where not inconsistent with these ~~bylaws~~Bylaws or any special rules of order the Fair Board shall adopt.

**ARTICLE 10
Conflict of Interest**

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking the appropriate action on the matter pursuant to ORS Chapter 244.

**ARTICLE 11
Bylaw Amendments**

These ~~bylaws~~Bylaws may be amended by the BOC upon its own motion. ~~Prior to an amendment, the BOC may request a recommendation from the Fair Board, which may recommend changes at any regular meeting of the Fair Board by a two-thirds vote of the membership, provided that the recommended amendment has been submitted in writing and if possible electronically to the Fair Board members no later than three days before the regular meeting. The Fair Board may initiate a recommendation of changes of these bylaws to the BOC.~~

Adopted this ~~18th~~3rd day of ~~June, 2019~~December, 2024.

Signed this ~~18th~~3rd day of ~~June, 2019~~December, 2024

BENTON COUNTY BOARD OF COMMISSIONERS

~~Annabelle Jaramillo~~Xanthippe Augerot, Chair

APPROVED AS TO FORM:

~~Pat Malone, Commissioner~~Nancy Wyse, Vice Chair

Vance M. Croney, County Counsel

~~Xanthippe Augerot~~Pat Malone, Commissioner

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The name of this organization shall be the Benton County Fair Board (the "Fair Board").

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Adopted this 3rd day of December, 2024.

Signed this 3rd day of December, 2024

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

APPROVED AS TO FORM:

Nancy Wyse, Vice Chair

Vance M. Croney, County Counsel

Pat Malone, Commissioner



Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 12/03/24

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Natural Areas, Parks and Events

Contact Name * Jesse Ott

Phone Extension * 6002

Meeting Attendee Name * Jesse Ott, Trudy Overlin (Fair Board Chair), Kristi Schrock (Rodeo Committee), Jennifer Martin Fair Manager

Agenda Item Details



Item Title * Revisions to the Memorandum of Agreement Regarding Event Center and Fairgrounds Management Between the Benton County Fair Board and Benton County, Oregon

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 10 minutes

Name of Board/Committee Fair Board

Board/Committee Involvement *
 Yes
 No

Advertisement *
 Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

Revising the Memorandum of Agreement (MOA) with the Fair Board to bring it into alignment with the current management structure. Also, requesting a change to the MOA regarding the Fair Board Executive Committee reporting on the master plan to annually and as needed rather than quarterly.

Options*

Approve the proposed revisions to the MOA; or
Decline to approve the proposed revisions to the MOA; or
Provide direction to staff regarding revisions to the MOA.

Fiscal Impact*

- Yes
- No

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values*

Select all that apply.

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- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections*

The Fairgrounds is the home of celebrations, community events, and meetings. It is an economic driver that helps keep Benton County a thriving vibrant place to live and visit. The Fair Board is an essential component of this work.

Focus Areas and Vision*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection*

The Fairgrounds is the home of celebrations, community events, and meetings. It is an economic driver that helps keep Benton County a thriving vibrant place to live and visit. The Fair Board is an essential component of this work.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff recommends the Board approve the revisions to the MOA that have been reviewed by staff, County Counsel, and the Fair Board.

Meeting Motions* I move to ...
...approve the proposed revisions to the Memorandum of Agreement Regarding Event Center and Fairgrounds Management Between the Benton County Fair Board and Benton County, Oregon.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

| | |
|--|----------|
| 241203 Proposed BOC-Fair Board MOA Revisions, CLEAN.pdf | 161.73KB |
| 241203 Proposed BOC-Fair Board MOA Revisions.pdf | 131.71KB |

Comments (optional) If you have any questions, please call ext.6800

Department Approver JESSE OTT

**MEMORANDUM OF AGREEMENT REGARDING EVENT CENTER
AND FAIRGROUNDS MANAGEMENT BETWEEN
THE BENTON COUNTY FAIR BOARD AND
BENTON COUNTY, OREGON**

This Memorandum of Agreement (MOA) is by and between the Benton County Fair Board, hereafter called the "Fair Board," and Benton County, a political subdivision of the State of Oregon, hereafter called "County."

1. PURPOSE

The purpose of this ~~agreement~~MOA is to establish the relationship between the parties regarding the governance and management of the Benton County Event Center and Fairgrounds and to maximize the use of the facility for the benefit of all Benton County residents and visitors.

2. GENERAL

The duties and responsibilities of the Fair Board are defined in ~~the~~Benton County Code (BCC) Chapter 16. This chapter was enacted under the authority of the Benton County Home Rule County Charter.

3. RECITALS

- A. The Benton County Event Center and Fairgrounds is a County-owned facility. The County's powers are exercised by and through the Board of Commissioners (BOC) per ~~the~~Benton County's Home Rule County Charter, ~~statutes~~, ordinances, adopted County policies, and state statutes.
- B. The BOC exercises some of its powers through delegations of authority and responsibility to various appointed boards, officers, and employees of the County.
- C. The Director of Natural Areas, Parks, and Events (NAPE Director) and the Fairgrounds Manager ~~is~~are responsible for the day-to-day operations of the ~~event~~Event center~~Center~~ and ~~fairgrounds~~Fairgrounds facility, functions, and staff in accordance with County policies and procedures.
- D. The Fair Board has authority over ~~event~~Event center~~Center~~ and ~~fairgrounds~~Fairgrounds functions as outlined in this ~~Memorandum of Agreement~~MOA and may establish the procedures it deems best in order to discharge its responsibilities subject to the terms of this MOA and to applicable laws, such as Oregon's public records and meeting laws and government standards and practices law. The Fair Board shall comply with all applicable State laws and County policies and procedures in terms of contracts, personnel, budget, and fiscal management.

4. COMPOSITION OF THE FAIR BOARD

~~Benton County Code~~BCC Chapter 16 provides for a three- to seven-member board appointed by the BOC to staggered three-year terms. One Fair Board position can be filled by a County Commissioner, with concurrence of a majority of the Fair Board. Fair Board members will be selected based on the criteria outlined in the ~~Benton County Code~~BCC.

Annually, the Fair Board will elect a Chair and Vice-Chair, who shall comprise the Fair Board Executive Committee. Each will perform the duties normally associated with those offices.

5. PERSONNEL

Employees working at the ~~event~~Event center~~Center~~ and ~~fairgrounds~~Fairgrounds are employees of

Benton County and subject to applicable bargaining unit agreements and County personnel policies. They receive salary and benefits as defined in those agreements or policies. The ~~Director of Natural Areas, Parks, and Events~~NAPE Director is a and the Fairgrounds Manager are County employees.

The County Administrator will serve as supervisor of the ~~Director of Natural Areas, Parks, and Events~~NAPE Director and conduct annual performance reviews in consultation with the Fair Board Chair and Vice Chair. The ~~NAPE Director of Natural Areas, Parks, and Events~~ will hire and supervise ~~Natural Areas, Parks, and Events~~NAPE employees following County personnel policies and bargaining unit agreements.

Filling a vacancy of the ~~NAPE Director position of Natural Areas, Parks, and Events~~ is the responsibility of the County Administrator. However, the County Administrator will involve the Fair Board in the recruitment and selection process and will solicit a hiring recommendation from the Fair Board.

6. BUDGET

The ~~NAPE Director of Natural Areas, Parks, and Events~~ and other assigned County staff will provide fiscal oversight and accountability for the Fair Fund and provide regular financial reports to the Fair Board.

The County will maintain two Cost Centers within the Fair Fund to record revenues and expenses; ~~1~~ one related to the County Fair and the second detailing all non-Fair functions. State funds received for the County Fair will be dedicated for that purpose. The Fair Fund is subject to requirements of state Local Budget Law (ORS 294). The ~~NAPE Director of Natural Areas, Parks, and Events~~ will follow normal budget processes established by the County Budget Officer. The Fair Board will review the ~~event~~Event center~~Center~~ and ~~fairgrounds~~Fairgrounds budget drafted by the ~~NAPE Director of Natural Areas, Parks, and Events~~ prior to its submission. Its biennial appropriation is considered by the County Budget Committee and adopted by the BOC. It is part of the regular County budget; and is subject to all County approvals, financial policies, procedures, and auditing.

General Fund financial support of the Fair Fund is subject to review and approval by the Budget Committee and ~~Board of Commissioners~~BOC. The Fair Board and ~~NAPE Director of Natural Areas, Parks, and Events~~, in consultation with the County Administrator, will develop and implement business plans to support long-term financial sustainability for the ~~fairgrounds~~Fairgrounds.

Proposed capital improvements will require the final approval of the ~~Board of Commissioners~~BOC with potential financing coming from the Fair and General Funds; and public or private sources that may be available.

7. CONTRACTING

As a ~~Board of Commissioners~~BOC-delegated County department, the ~~NAPE Director of Natural Areas, Parks, and Events~~ has the authority to sign contracts. The ~~NAPE Director of Natural Areas, Parks, and Events~~ must follow public contracting law procedures as set forth in ORS Chapter 279 and use standard County contract forms. The ~~NAPE Director of Natural Areas, Parks, and Events~~ will manage contracts, permits, and licenses and is authorized to delegate this management to the Fairgrounds Manager.

8. FACILITIES AND MAINTENANCE

The ~~NAPE Director of Natural Areas, Parks, and Events~~, Fairgrounds Manager, County Facilities

Manager, and members of the Facilities Committee (a sub-committee of the Fair Board), will annually review and update the Facilities Maintenance Plan for the ~~fairgrounds~~Fairgrounds. The plan will identify and prioritize maintenance-related projects.

Major renovations or new construction will be addressed as part of the County's Capital Improvement Plan (CIP) process. The ~~Board of Commissioners~~BOC has final authority to make and implement capital investment decisions.

9. MASTER PLAN AND STRATEGIC PLAN

The NAPE Director ~~of Natural Areas, Parks, and Events~~, in consultation with the County Administrator and Facilities Manager, will be responsible for periodically developing a Benton County Event Center and Fairgrounds Master Plan and Strategic Plan to submit to the BOC that will support the mission of the ~~event~~Event center ~~Center~~ and ~~fairgrounds~~Fairgrounds and maximize the use of the facility for the benefit of Benton County residents and visitors. The Fair Board will conduct an annual review of the existing Master Plan and Strategic Plan, recommending updates as needed. The Fair Board may create a Master Plan Advisory Committee to provide guidance during plan development, as well as contract for consulting services, when budget allocations allow, to perform support activities, such as conducting surveys and preparing marketing and feasibility studies.

The BOC will advise the Fair Board at least 30 days in advance, where practical, when Benton County projects and planning will potentially impact the ~~event~~Event center ~~Center~~ and ~~fairgrounds~~Fairgrounds facilities and/or staffing. The BOC has final authority to make and implement ~~master~~Master planPlan-related decisions.

10. FEES AND POLICIES

The Fair Board, in consultation with the NAPE Director ~~of Natural Areas, Parks, and Event~~, the Fairgrounds Manager, and the County Administrator, will annually review and recommend to the BOC a fee structure for all charges associated with the non-fair use of the Benton County Event Center and Fairgrounds, including rentals, RV storage, and Benton Oaks RV Park. The BOC, as with all other County fees, will have the ultimate authority for updating and approving changes to the fee structure. Fees should be set in such a way that supports the fiscal sustainability of the ~~event~~Event center ~~Center~~ and ~~fairgrounds~~Fairgrounds. The Fair Board will have full authority to set ~~fair~~Fair-related fees.

The Fair Board will review policy updates developed by the NAPE Director ~~of Natural Areas, Parks, and Events~~ and Fairgrounds Manager and approve them for submission to the BOC for final review and confirmation that the policies follow County guidelines.

11. INSURANCE AND BONDING

It is a mutual objective of the BOC and the Fair Board to implement such fiscal, budget, legal, and management policies, procedures, and practices to limit the exposure and liability of the County, BOC, and the Fair Board.

The County will arrange for insurance or self-insurance to cover decisions or activities of the Fair Board and its members that are within the scope of their duties, and that do not constitute malfeasance in office or willful or wanton neglect of duty. The County will determine the coverage and limits that are reasonable based on the risks. Coverage amounts will be no less than the limits of the Oregon Tort Claims Act. Insurance, if purchased, for the Fair Board and

its members, constitutes an expense of the Fair Fund.

The County currently pays all costs of property and liability insurance in a blanket policy. The costs of this blanket policy are prorated to departments and funds through a cost allocation plan. Each department or fund pays its share of the cost through this allocation system. To the extent ~~that~~ insurance premiums can be directly attributed to the Fair Fund, costs will be paid directly by the Fair Fund.

12. MEDIATION AND ARBITRATION

The method of resolving disputes between the parties under this agreement shall be first by mediation and second by arbitration as provided below.

Mediation shall be conducted by a mediator chosen by mutual agreement of the Fair Board and the County, and shall follow protocol for these services as established by the servicing agency. Any mutually incurred cost from the provision of these services shall be shared equally between the two parties.

Arbitration shall be conducted by an arbitrator chosen from the applicable panel of arbitrators available from the American Arbitration Association, by mutual agreement between the Fair Board and the County, following the procedure prescribed by that association for such services and shall proceed thereafter in accordance with ORS Chapter 36. Any mutually incurred cost from the provision of these services shall be shared equally between the two parties.

13. BENTON COUNTY FAIR

The County agrees to devote the ~~event-Event center-Center~~ and ~~fairgrounds-Fairgrounds~~ to the exclusive management of the Fair Board during the time of the County Fair. Access to ~~fairgrounds-Fairgrounds~~ property and facilities will be provided to the Fair Board and other related interests during fair-Fair operations. The Fair Board is authorized to set the dates for the County Fair, and make rules and regulations for the conduct and management of the Fair. Such rules and regulations shall be consistent with County code and policies and state and federal law.

The Fair Board, ~~and NAPE Director-of Natural Areas, Parks, and Events, and the Fairgrounds Manager~~ are responsible to ensure ~~that~~ a County Fair is planned, prepared, and produced each year, when allowed and not cancelled by the County or State. The Fair Board shall ensure ~~that~~ the County Fair business is conducted in compliance with all applicable statutes, policies, and protocols. The NAPE Director-of Natural Areas, Parks, and Events, BOC, County Administrator, ~~Finance-Chief Financial Officer-Director~~, Facilities Manager, and other related staff will consult with the Fair Board to ensure ~~that~~ they are able to achieve compliance.

When planning and executing the County Fair, the Fair Board shall give priority to: 1) the personal safety and security of members of the public who attend, as well as those who work and participate in the Fair, and 2) the security and preservation of the property being used at the ~~fairgrounds-Fairgrounds~~. The NAPE Director-of Natural Areas, Parks, and Events, with support from the Fair Board, will maintain and keep the ~~fairgrounds-Fairgrounds~~ in good condition during the County Fair.

Annually, the Fair Board and NAPE Director of Natural Areas, Parks, and Events will develop a post-fair-Fair evaluation to be reviewed during the quarterly-annual joint meeting ~~between-of~~ the Fair Board Executive Committee and the BOC.

14. CHARGES FOR SERVICES

Pursuant to BCC 16.405, the ~~event-Event center-Center~~ and ~~fairgrounds-Fairgrounds~~, Fair Fund, and all expense and revenue accounts associated with the management and operations of the ~~event-Event center-Center~~ and ~~fairgrounds-Fairgrounds~~ will be subject to the same ~~county-County~~ financial and budget policies as all other ~~county-County~~ departments.

A special account, established as part of the biennium budget and administered through the Public Works Department, will be utilized to support ~~event-Event center-Center~~ and ~~fairgrounds-Fairgrounds~~ facilities operations. This includes partial funding of a facilities staff position and the costs involved in general repairs to ~~fairgrounds-Fairgrounds~~ buildings and grounds.

15. AMENDMENTS

This MOA may be amended from time to time as needed, by mutual written consent of the parties.

16. TERMINATION

At any time, with or without cause, either party, in its sole discretion, shall have the absolute right to terminate this ~~agreement-MOA~~ by giving thirty (30) days' written notice to the other party.

This ~~agreement-MOA~~ will be reviewed by the parties every five (5) years. The parties will negotiate in good faith to renew this ~~agreement-MOA~~ for additional five (5) year periods.

IN WITNESS THEREOF, the parties have executed this ~~Agreement-MOA~~ in duplicate.

BENTON COUNTY
FAIR BOARD

BENTON COUNTY
BOARD OF COMMISSIONERS

Trudy Overlin, Chair

Xanthippe Augerot, Chair

Date _____

Date _____

APPROVED AS TO FORM:

By _____
Vance M. Crony, County Counsel

**MEMORANDUM OF AGREEMENT REGARDING EVENT CENTER
AND FAIRGROUNDS MANAGEMENT BETWEEN
THE BENTON COUNTY FAIR BOARD AND
BENTON COUNTY, OREGON**

This Memorandum of Agreement (MOA) is by and between the Benton County Fair Board, hereafter called the "Fair Board," and Benton County, a political subdivision of the State of Oregon, hereafter called "County."

1. PURPOSE

The purpose of this MOA is to establish the relationship between the parties regarding the governance and management of the Benton County Event Center and Fairgrounds and to maximize the use of the facility for the benefit of all Benton County residents and visitors.

2. GENERAL

The duties and responsibilities of the Fair Board are defined in Benton County Code (BCC) Chapter 16. This chapter was enacted under the authority of the Benton County Home Rule County Charter.

3. RECITALS

- A. The Benton County Event Center and Fairgrounds is a County-owned facility. The County's powers are exercised by and through the Board of Commissioners (BOC) per Benton County's Home Rule County Charter, ordinances, adopted County policies, and state statutes.
- B. The BOC exercises some of its powers through delegations of authority and responsibility to various appointed boards, officers, and employees of the County.
- C. The Director of Natural Areas, Parks, and Events (NAPE Director) and the Fairgrounds Manager are responsible for the day-to-day operations of the Event Center and Fairgrounds facility, functions, and staff in accordance with County policies and procedures.
- D. The Fair Board has authority over Event Center and Fairgrounds functions as outlined in this MOA and may establish the procedures it deems best in order to discharge its responsibilities subject to the terms of this MOA and to applicable laws, such as Oregon's public records and meeting laws and government standards and practices law. The Fair Board shall comply with all applicable State laws and County policies and procedures in terms of contracts, personnel, budget, and fiscal management.

4. COMPOSITION OF THE FAIR BOARD

BCC Chapter 16 provides for a three- to seven-member board appointed by the BOC to staggered three-year terms. One Fair Board position can be filled by a County Commissioner with concurrence of a majority of the Fair Board. Fair Board members will be selected based on the criteria outlined in the BCC.

Annually, the Fair Board will elect a Chair and Vice-Chair, who shall comprise the Fair Board Executive Committee. Each will perform the duties normally associated with those offices.

5. PERSONNEL

Employees working at the Event Center and Fairgrounds are employees of Benton County and subject to applicable bargaining unit agreements and County personnel policies. They receive salary and benefits as defined in those agreements or policies. The NAPE Director and the Fairgrounds Manager are County employees.

The County Administrator will serve as supervisor of the NAPE Director and conduct annual performance reviews in consultation with the Fair Board Chair and Vice Chair. The NAPE Director will hire and supervise NAPE employees following County personnel policies and bargaining unit agreements.

Filling a vacancy of the NAPE Director position is the responsibility of the County Administrator. However, the County Administrator will involve the Fair Board in the recruitment and selection process and will solicit a hiring recommendation from the Fair Board.

6. BUDGET

The NAPE Director and other assigned County staff will provide fiscal oversight and accountability for the Fair Fund and provide regular financial reports to the Fair Board.

The County will maintain two Cost Centers within the Fair Fund to record revenues and expenses; one related to the County Fair and the second detailing all non-Fair functions. State funds received for the County Fair will be dedicated for that purpose. The Fair Fund is subject to requirements of state Local Budget Law (ORS 294). The NAPE Director will follow normal budget processes established by the County Budget Officer. The Fair Board will review the Event Center and Fairgrounds budget drafted by the NAPE Director prior to its submission. Its biennial appropriation is considered by the County Budget Committee and adopted by the BOC. It is part of the regular County budget and is subject to all County approvals, financial policies, procedures, and auditing.

General Fund financial support of the Fair Fund is subject to review and approval by the Budget Committee and BOC. The Fair Board and NAPE Director, in consultation with the County Administrator, will develop and implement business plans to support long-term financial sustainability for the Fairgrounds.

Proposed capital improvements will require the final approval of the BOC with potential financing coming from the Fair and General Funds and public or private sources that may be available.

7. CONTRACTING

As a BOC-delegated County department, the NAPE Director has the authority to sign contracts. The NAPE Director must follow public contracting law procedures as set forth in ORS Chapter 279 and use standard County contract forms. The NAPE Director will manage contracts, permits, and licenses and is authorized to delegate this management to the Fairgrounds Manager.

8. FACILITIES AND MAINTENANCE

The NAPE Director, Fairgrounds Manager, County Facilities Manager, and members of the Facilities Committee (a subcommittee of the Fair Board) will annually review and update the Facilities Maintenance Plan for the Fairgrounds. The plan will identify and prioritize maintenance-related projects.

Major renovations or new construction will be addressed as part of the County's Capital Improvement Plan (CIP) process. The BOC has final authority to make and implement capital investment decisions.

9. MASTER PLAN AND STRATEGIC PLAN

The NAPE Director, in consultation with the County Administrator and Facilities Manager, will be responsible for periodically developing a Benton County Event Center and Fairgrounds Master Plan and Strategic Plan to submit to the BOC that will support the mission of the Event Center and

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BENTON COUNTY
FAIR BOARD

BENTON COUNTY
BOARD OF COMMISSIONERS

Trudy Overlin, Chair

Xanthippe Augerot, Chair

Date _____

Date _____

APPROVED AS TO FORM:

By _____
Vance M. Croney, County Counsel



Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 12/03/24

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Natural Areas, Parks and Events

Contact Name * Jesse Ott

Phone Extension * 6002

Meeting Attendee Name * Jesse Ott

Agenda Item Details



Item Title * Natural Areas, Parks, and Events 2025 Rate Schedule, Order No. D2024-071

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 10 minutes

Name of Board/Committee Fair Board/Park Board

Board/Committee Involvement *
 Yes
 No

Advertisement *
 Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues* Approval of Natural Areas, Parks, and Events (NAP)E rate schedule. Both the Fair Board and Park Board recommend approval of the proposed rate schedule.

Options* Approve, decline to approve, or recommend changes.

Fiscal Impact* Yes
 No

Fiscal Impact Description* Revenue from rentals, reservations, permits, and services.

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

- Core Values*** Select all that apply.
- Vibrant, Livable Communities
 - Supportive People Resources
 - High Quality Environment and Access
 - Diverse Economy that Fits
 - Community Resilience
 - Equity for Everyone
 - Health in All Actions
 - N/A

Explain Core Values Selections* NAPE's rate schedule provides cost recovery for recreation, natural resources, and arts and culture.

- Focus Areas and Vision*** Select all that apply.
- Community Safety
 - Emergency Preparedness
 - Outdoor Recreation
 - Prosperous Economy
 - Environment and Natural Resources
 - Mobility and Transportation
 - Housing and Growth
 - Arts, Entertainment, Culture, and History
 - Food and Agriculture
 - Lifelong Learning and Education
 - N/A

Explain Focus Areas and Vision Selection* NAPE's rate schedule provides cost recovery for recreation, natural resources, and arts and culture.

Recommendations and Motions

Item Recommendations and Motions

Staff Approve the Natural Areas, Parks, and Events 2025 rate schedule and adopt Order No. D2024-071.

Recommendations*

Meeting Motions* I move to ...

...approve the Natural Areas, Parks, and Events 2025 rate schedule and adopt Order No. D2024-071.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

| | |
|---|---------|
| Fair Grounds and RV Storage Fees Review 2023 for 2025.xls | 109KB |
| Fees Review 2023 for 2025.xls | 131KB |
| NAPE 2025 Rate Schedule.pptx | 59.47MB |

Comments (optional) If you have any questions, please call ext.6800

Department Approver JESSE OTT

**BEFORE THE BENTON COUNTY BOARD OF COMMISSIONERS,
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of Setting User Fees for)
Benton County Natural Areas, Parks)
and Events Services and Facilities)

ORDER NO. D2024-071

WHEREAS, pursuant to Benton County Code Section 15.205, the Board of Commissioners for Benton County has the authority to provide reasonable charges for use of County areas.

IT APPEARING TO THE BOARD THAT:

It is in the best interest for the general public that fees for Natural Areas, Parks and Events (NAPE) operations should be charged to persons using Benton County park picnic shelters and equipment bags, Beazell Memorial Forest Education Center, Benton County Event Center & Fairgrounds facilities, Benton County Fair & Rodeo, Crystal Lake Cemetery burial plots and internments, Benton Oaks RV Park, Salmonberry Campground, and Alsea Guard Station to provide for a portion of those costs incurred by the County in making said areas available for public use; and

It is in the best interest for the general public that an administrative fee be charged to those persons required, by the NAPE Director, to obtain a special use permit for activities in a Benton County Park to provide for a portion of those costs incurred by the County in providing said permit.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Benton County Natural Areas, Parks and Events revised fee schedules, as shown on Attachment A, be effective January 1, 2025 and charged to all persons, firms, or corporations that contract with Natural Areas, Parks and Events for facilities or services;

BE IT FURTHER ORDERED that Benton County Natural Areas, Parks and Events shall consider annual incremental fee increases unless a proposed fee increase places Benton County fees in excess of comparable facilities. No fee increase will be implemented without Board approval.

Adopted this 3rd day of December, 2024.

Signed this 3rd day of December, 2024.

BENTON COUNTY
BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

Approved as to form:

Vance M. Croney, County Counsel

| Bezell Forest Education Center Facility Rental Comparisons | | | |
|---|-----------------------|---|---|
| Current 2023 Fees/Proposed 2025 Fees | | | |
| Agency/Facilities | | | |
| Bezell Forest Education Center | | 2023 | Proposed Changes 2025 |
| Weekday (Monday - Thursday) Set Up Day | \$300 (half day) | | No Change |
| Weekday (Monday - Thursday) Rental Rate | \$600 Per Day | | No Change |
| Weekday (Monday - Thursday) Refundable Deposit | \$600 | | No Change |
| Weekend (Friday-Sunday) Set-Up Day | \$550 (half day) | | No Change |
| Weekend (Friday-Sunday) Daily Rate | \$1,000 Per Day | | \$1,100 |
| Weekend (Friday-Sunday) Refundable Deposit | \$1,000 | | No Change |
| 30 Day Cancellation Policy | \$25 Cancellation Fee | | If cancelling within 30 days renter will forfeit all fees paid. |
| <i>Fee Comparisons for Bezell</i> | | | |
| Albany Senior Center: | | Resident | Out-of-City |
| Entire Facility Rental | | \$55 per hr/4 hrs min (Non-Profit) | \$63 per hr/4 hrs min, (Non-profit) |
| | | \$83 per hr/4 hrs min (Private) | \$96 per hr/4 hrs min (Private) |
| | | \$96 per hr/4 hrs min (Commercial) | \$104 per hr/4 hrs min (Commercial) |
| | | \$25 per hr over three all categories | \$27 per hr over 3 for all categories |
| | | | They pay the hourly rate if they want to set up early |
| Benton County Fairgrounds: | | Standard Rates/Non-Profits 20% Discount | |
| Auditorium | 773 people | \$550 Mon-Thurs Full day | Weekday Rentals Include Kitchen |
| | | \$890 Fri-Sun Full Day | Weekend Rentals Include Kitchen |
| | | \$445 Fri-Sun pre or post non-event day | |
| Guerber Hall | Banquet Seating 165 | \$420 Mon-Thurs Full Day | |
| | Audience Seating 253 | \$625 Fri-Sunday Full Day | |
| | | \$300 Setup or Teardown day | |
| City of Corvallis: | | | |
| Senior Center | Multi-Purpose Room | \$60 an hr Mon-Thurs (Private & Commercial) | \$40 an hr Mon-Thurs (Tax Exempt) |
| | | \$70 Fri-Sun (Private & Commercial) | \$45 an hr Fri-Sun (Tax Exempt) |
| | Kitchen | \$20 Mon-Thurs With Multi Purpose Rm Rental (Private or Commercial) | |
| | | \$25 Fri-Sun With Multi Purpose Rm Rental (Private or Commercial) | |
| | Kitchen Alone | \$20 Mon-Thurs (Private Commercial) | \$11 an hr Mon-Thurs (Tax Exempt) |
| | Kitchen Alone | N/A on Weekends | |
| | Lounge | \$35 Weekdays \$45 Weekends | \$25 Weekdays \$30 Weekends (Tax Exempt) |
| | Game Room | \$35 Weekdays \$45 Weekends | \$25 Weekdays \$30 Weekends (Tax Exempt) |
| | Conference Room | \$35 Weekdays \$40 Weekends | \$25 Weekday \$30 Weekends (Tax Exempt) |
| | Cline Room | \$40 Weekdays \$45 Weekends | \$20 Weekday \$25 Weekends (Tax Exempt) |
| | Craft Room | \$40 Weekdays \$45 Weekends | \$20 Weekday \$25 Weekends (Tax Exempt) |
| Pedee Creek Barn | | | |
| | Whole Facility | \$2,500 plus \$500 Refundable Deposit | All rentals are for three days |
| | | | No Chairs or Tables are Included in Rental |
| Philomath Scout Lodge | | | |
| Great Hall | up to 299 w/chairs | 25% discount on price for Mon thru Thurs | \$500 an hr 4 hr min. or \$2500 a day |
| | 230 w/tables | | Deposit 50% of total reservation cost to hold date |
| Kitchen | | \$400 a day | \$400 day |
| Entire Lodge | 299 | \$3,000 per day | \$3,000 per day |
| | | | \$2,500 in addition to a \$500 deposit. |
| Liability Insurance required for all events; must be a licensed caterer | | | |
| Marys River Grange Hall | | | |
| Capacities: 93 people with tables & chairs | | \$200 Mon - Thurs 24 hr Rental | \$500 Deposit |
| 199 people with chairs only | | \$500 Fri-Sun | \$500 Deposit |
| 279 people standing only | | | |

| PICNIC SHELTER COMPARISONS | | | | | |
|---|-----------------|--|-----------------------------|------------------------------|--------------------------------------|
| Current 2023 Fees/Proposed 2025 Fees | | | | | |
| Agency/Facilities | | Monday-Thursday 2023 | Friday-Sunday 2023 | Monday - Friday 2025 | Saturday - Sunday & Holidays 2025 |
| Benton County Parks: | | | | | |
| All Group Picnic Areas (Per Day) | | \$75 | \$125 | \$78 | \$132 |
| Equipment Bags (Per Event) | | \$15 | \$15 | No Change | No Change |
| Special Use Permit (Per Event) | | \$70 | \$70 | \$75 | \$75 |
| Non-Refundable Fee for Cancelled Reservation | | \$25 | \$25 | No Change | No Change |
| <i>Refundable Deposit on all Use</i> | | \$100 Refundable Deposit on All Reservations | | No Change | |
| <i>Group Picnic Area Comparisons</i> | | | | | |
| Albany Parks & Recreation: | | Mon-Thurs | Friday-Sunday | Mon-Thurs | Friday-Sunday |
| Regular Group Picnic Areas (Per Day) | | \$95-\$120 | \$115-\$130-\$150 | \$100-\$125 | \$120-\$135-\$155 |
| | | \$115-\$130 | \$145-\$160-\$175 | \$120-\$135 | \$150-\$165-\$180 |
| Timber Linn group Picnic Areas (Per Day) | | \$110 Res. - \$140 Non-Res. | \$235 Res. - \$315 Non-Res. | \$115 Res. - \$145 Non-Res. | \$240 Res. - \$320 Non-Res. |
| Both Timber Linn Group Areas (Per Day) | | \$500 | \$675 | \$525 | \$680 |
| Dumpster 1st one | | \$100 | \$100 | \$100 | \$100 |
| Sound Permit | | \$30 | \$30 | \$40 | \$40 |
| Alcohol Permit | | \$30 plus \$150 Deposit | \$30 Plus \$150 Deposit | \$40 plus \$155 Deposit | \$40 plus \$155 |
| Refundable Deposit | | \$100 | \$100 | \$110 | \$110 |
| No Equipment Bags | | n/a | n/a | n/a | n/a |
| Key Deposit | | \$50 | \$50 | \$75 | \$75 |
| Unload/Load Permit/Per Vehicle | | \$10 | \$10 | \$15 | \$15 |
| Cancellation Fee | | \$25 | \$25 | \$30 | \$30 |
| Application Fee - Review is Dependent on Event and Size | | Requires Review thru City | | Requires Review through City | |
| Corvallis Parks & Recreation: | | Mon-Thurs | Friday-Sunday | Mon-Thurs | Friday-Sunday |
| All Outside Picnic Shelters (Per 4 Hrs. block) | | \$55 | \$70 | \$60 | \$75 |
| Central Park Gazebo | Per 4 Hr. Block | \$58 | \$80 | \$65 | \$85 |
| Riverfront Plazas Helen Berg (Per Day) | | \$300 Site Review Req | \$400 Site Review Req | \$300 Site Review Req. | \$400 Sit Review Req. |
| Riverfront Plazas Monroe/Howland (Per Day) | | \$110 | \$150 | \$115 | \$155 |
| Willamette Park | | \$80 (4 hrs) | \$106 (4 hrs) | \$85 (4 hrs) | \$110 (4hrs) |
| Walnut Barn | | \$80 (4 hrs) | \$106 (4 hrs) | \$85 (4hrs) | \$110 (4 hrs) |
| Townsend Shelter | | \$52 | \$67 | \$55 | \$70 |
| Site Plan Review | | \$50 | | \$60 | |
| Concessions | | \$120 | | \$125 | |
| Sound Permit | | \$5 | \$5 | \$10 | \$10 |
| Ball Fields | | \$35 (2 hr) \$75 (day) | \$55 (2 hrs) \$110 (day) | \$40 (2 hr) \$80 (day) | \$60 (2 hrs) \$120 (day) |
| Equipment (Per Individual Set) | | \$10 (+\$25 deposit) | \$10 (+\$25 deposit) | \$15 (+\$25 deposit) | \$15 (+\$25 deposit) |
| (Individual Sets: Volleyball & Net or Horseshoes or Balls & Bats) | | | | | |
| Non-Refundable Fee for Cancelled Reservations | | \$10 | \$10 | \$25 | \$25 |
| On Cancelled Reservation less than 30 days | | No Refund | No Refund | No Refund | No Refund |
| Alcohol Permit | | \$12 | \$12 | \$15 | \$15 |

| Linn County Parks: | | Mon-Thurs | Fri-Sat & Holiday | Mon-Thurs | Fri-Sat Holiday |
|---|--|---|------------------------------|--|------------------------|
| Small Picnic Shelter | Small Picnic Shelter | \$125 | \$150 | \$130 | \$155 |
| Large Picnic Shelter | Large Picnic Shelter | \$175 | \$200 | \$180 | \$225 |
| Picnic Ring | Picnic Ring | \$100 | \$125 | \$110 | \$130 |
| Picnic Area | Picnic Areas (Per Day) | \$75 | \$100 | \$80 | \$110 |
| Shelter and Ring | | \$200 | \$225 | \$210 | \$230 |
| | | If they rent more than one day they get a \$25 discount on all reservations | | | |
| Refundable Deposit | | They are required to leave a valid credit card number and sign a statement stating they authorize up to \$500 for any damages | | | |
| Special Use Permits | | \$50 | \$50 | \$60 | \$60 |
| No Equipment Rental | | n/a | n/a | n/a | n/a |
| Non-Refundable Fee for Cancelled Reservations | | \$15 | \$15 | \$20 | \$20 |
| Fee to Re-Schedule | | \$5 | \$5 | \$10 | \$10 |
| Philomath City Parks: | | Mon-Thurs | Fri-Sun | Mon-Thurs | Fri-Sun |
| | | All Reservations are for a 4 hr Block of time | | Block 1 8AM-Noon Block 2 12:30-4:30 Block 3 5PM-9PM | |
| Shelter 1 (New) | Kugler Hall | Free Resident | \$50 Non-Resident | \$40 Resident | \$50 Non-Resident |
| Shelter 2 | | Free (City Resident) | \$50 | \$40 Resident | \$50 Non-Resident |
| Mary's River Park | | Free (City Resident) | \$50 | \$40 Resident | \$50 Non-Resident |
| Alcohol Permit | | \$25 | \$30 | \$30 | \$35 |
| Sound Permit | | \$20 | \$35 | \$25 | \$40 |
| Refundable Deposit | | \$100 | \$100 | They are required to leave a credit card and only is run if there is a problem | |
| Fee if Keys are Lost | | \$100 | \$100 | \$100 | \$100 |
| <i>Groups over 200 require approval by City Manager and Additional Fees are added</i> | | | | | |
| State Parks: | | Mon-Thurs | Fri-Sun | Mon-Thurs | Fri-Sun |
| All Day Use Picnic Shelters | 50 people up to 300 people max depending on park | \$50 for 50 people; \$1 for ea additional person up to site max | | No Change | |
| Day Use Parking | Everyone vehicle pays | \$5 | | No Change | |
| Lane County: | | | | Mon-Thurs | Fri-Sun |
| Group Picnic Reservations | (Day Use) \$4 for each | Reservations are from 10AM-Dusk | | \$100 charge if they want to start earlier | |
| | | \$10 Reservation Fee | | No Change | |
| Smallest Group Areas | | \$75 +\$10 Reservation Fee | | No Change | |
| Larger Group Areas | | \$ 175 + \$10 Reservation Fee | | No Change | |
| Special Use Permit if they want to add bounce house-dunk tank-sound | | \$200 but \$75 is refundable | | No Change | |

Page 66 of 235
Crystal Lake Cemetery Comparisons

For the Last 5 Years and Current Fee Changes

| Site Name/Location | Burial Space/Right of Interment | | | | | |
|----------------------------------|--|---------------------------|-------------|-------------------------------|-----------------------------------|---------------------------------------|
| | | <u>2019 Fees</u> | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> |
| Crystal Lake Cemetery | New Section \$700; Pioneer Section \$1,200 | No Change | No Change | No Change | No longer selling Pioneer Section | |
| 1945 SE Crystal Lake Drive | Mausoleum Niche - Top Level \$450 | No Change | Full | Full | Full | No Change |
| Corvallis | Mausoleum Niche - Glass Front \$600 | No Change | Full | Full | Full | No Change |
| Cemetery Trust Fund | Mausoleum Niche - Glass Front Large \$2,000 | No Change | Full | Full | Full | No Change |
| | Additional Urn in Niche \$500 | No Change | Full | Full | Full | No Change |
| | Process Personal Transfers/Sales \$75 | No Change | No Change | No Change | No Change | No Change |
| | Double Depth Caskets in Single Space: | | | | | |
| | New Section/2nd casket \$500 | No Change | No Change | No Change | \$600 | No Change |
| | Pioneer Section/2nd casket \$1,000 | No Change | No Change | No Change | No longer selling Pioneer Section | |
| | Columbarium 12"x12" Niche | \$1,295.00 | No Change | \$1,300.00 | No Change | No Change |
| | Opening/Closing Niche | \$495.00 | No Change | \$535.00 | No Change | No Change |
| | Engraving of Niche Doors | \$150.00 | No Change | No Change | No Change | No Change |
| Oak Lawn Memorial Park | \$1046 - \$2325 | No Change | No Change | No Change | No Change | No Change |
| 2245 SW Whiteside Drive | \$450 - \$600 Urn Plots (+445 urn interment) | No Change | No Change | No Change | No Change | No Change |
| Corvallis | Maus.Niche - \$803 - \$1671 | No Change | No Change | No Change | No Change | No Change |
| Endowed/Perpetual Care | Columbarium \$992 - \$1307 | \$1,195.00 - \$1,560.00 | No Change | No Change | No Change | No Change |
| | Engraving of Niche Doors | \$500.00 - \$600.00 | No Change | No Change | No Change | No Change |
| | Niche Plaques | \$345.00 | No Change | No Change | No Change | No Change |
| | Opening/Closing | \$565 | No Change | \$1,000 | \$1,100.00 | No Change |
| Twin Oaks Mem'l. Garden | \$700 - \$995 | Unabel to sell space | No Change | No Change | No Change | Closed, no longer accepting Pre-needs |
| 34275 SW Riverside Dr, Albany | | or inter. License Revoked | No Change | No Change | No Change | No Change |
| Endowed/Perpetual Care | | | | | | |
| Locke Cemetery | \$600 | No Change | No Change | No Change | \$800 | No Change |
| Lewisburg Endowment | up to 2 urns allowed with casket | | | | | |
| Mt. Union Cemetery | \$650 (+ \$50 records fee) - full size lot | No Change | No Change | \$700 | \$800 | \$850 |
| Philomath Perpetual Care | \$350 for 1/2 lot/cremains (urn) only [2 urns/1/2 lot] | No Change | No Change | \$400 | \$500.00 | \$550 |
| Oakville Cemetery | \$500 w/\$100 refund if paperwork submitted | No Change | No Change | No Change | \$600 | No Change |
| Shedd/Linn County | | | | | | |
| IOOF/Oddfellows Cemetery | \$500-\$1,000; sliding scale, & depends on | No Change | No Change | No Change | No Change | \$1,100.00 |
| Corvallis -- semi-private | membership/non-membership | | | | | |
| St. Mary's Cemetery | Catholic members & families only | | | | | |
| Corvallis -- private | \$500 (single)-\$1,600 (double-stack caskets) | No Change | No Change | \$700 single-\$1,800 (double) | No Change | No Change |
| Willamette Memorial Park | \$900 & \$1400 | No Change | No Change | No Change | \$1000 & \$1800 | No Change |
| Millersburg/Albany | Cremation Graves \$400 & \$600 | No Change | No Change | No Change | \$700 & \$900 | No Change |
| Endowed/Perpetual Care | Niche \$285 - \$575; \$345-\$370-\$575;\$600-\$4000 | No Change | No Change | No Change | No Change | No Change |
| Kings Valley Cemetery | \$100 | No Change | No Change | \$300 | \$500 | No Change |

| Salmonberry Campground Current and Proposed 2025 Fees | | | | | | |
|--|---|--|--|---|---|-----------------------|
| | 2019 | | 2020 | 2021 | 2023 | Proposed Changes 2025 |
| Tent Sites (14) showers; no hook-ups | \$22 | | \$24 | \$20 May thru Labor Day; 1 tent \$5 for each additional tent; 2 tents max per site | \$25 | \$35 |
| Tent Sites (14) showers; no hook-ups | | | | \$15 After Labor Day thru-Oct; 1 tent \$5 for each additional tent; 2 tents max per site | | |
| RV Sites (13) showers; hook-ups | \$28 | | \$30 | \$32 plus 1 tent May thru Labor Day | \$35 | \$42.00 |
| RV Sites (13) showers; hook-ups | | | | \$22 plus 1 tent After Labor Day thru-Oct | | |
| Additional Vehicle Fee | \$7 | | \$7 | \$8 | \$10 | No Change |
| Senior Discount (55+) per day per site | \$3 Age of Dis 62+ | | \$3 Age of Dis 62+ | NO CHANGE | \$5 | No Change |
| Veteran's Discount per day per site | \$5 | | \$5 | NO CHANGE | \$10 | No Change |
| Coin-Operated Showers | 50¢ | | 50¢ | NO CHANGE | \$0.75 | No Change |
| Cabin | \$45 | | \$47 | \$50 | \$50 | \$70 |
| Yurt | \$45 | | \$47 | \$50 | \$50 | \$70 |
| Alsea Guard Station | \$115 Daily + \$100 Dep | | \$80 Daily + \$100 Dep | \$85 plus \$100 Refundable Dep | \$90 plus \$100 Refundable Dep | No Change |
| Online Reservation Fee | \$8 | | \$10 | \$10 | \$10 | No Change |
| <i>Campground Comparisons</i> | | | | | | |
| Other Area Camping Sites/Fees 2022 (Current) | | | | | | Change if Any |
| Mary's Peak CG (USFS) primitive CG | \$10 per site; \$10 additional vehicle | \$10 per site; \$10 additional vehicle | \$10 per site; \$10 additional vehicle | \$20 per site 1st night; \$10 additional vehicle; \$10 on line booking fee | \$12 per night no reservations | \$15 |
| Blackberry CG (USFS) 18 mi E of Waldport; no showers/hookups | \$20 per site; \$6 additional vehicle | \$22 per site; \$10 additional vehicle | \$22 per site; \$10 additional vehicle | \$24 per site; additional vehicle \$10; day use \$6; \$10 on line booking fee | \$24/Night; additional vehicle \$7; \$6 Day Use Fee; \$10 on-line reservation fee | \$25 |
| Canal Creek (USFS) 8 mi E of Waldport; no showers/hook-ups | \$17 per site; \$6 additional vehicle over 2 | \$180 Group (1-100) 20 Vehicles | \$180 Group (1-100) 20 Vehicles | Larger group site (51-100 people) \$180.51; 20 vehicles allowed; \$10 on line booking fee | Group Sites Only \$140/Night 1-50 People max 10 vehicles \$200/Night for 50-100 People Max 20 vehicles \$10 on line fee | No Change |
| Alsea Falls (BLM) no showers or hook-ups | \$12 per site, \$20 for group site, \$5 add vehicle \$3 for day use parking (budget for 2 yr periods) | \$12 per site; \$20 for group site; \$5 add'l vehicle, \$3 day use parking | \$12 per site; \$20 for group site; \$5 add'l vehicle, \$3 day use parking | \$20 group site; 12 per site tent only; \$5 extra vehicle no on-line reservations | \$20 group site; 12 per site tent only; \$5 extra vehicle no on-line reservations | No Change |
| Benton County Fairgrounds tent sites | | \$25 per site; limit of 4 person per tent; \$3 for each add'l person | \$25 per site; limit of 4 person per tent; \$3 for each add'l person | \$38 per site (limited to B Loop 02,03,04 only); limit of 4 persons per tent; No extra people allowed have to book another site | \$38 per site (limited to B Loop 02,03,04 only); limit of 4 persons per tent; No extra people allowed have to book another site | \$38 |

| | | | | | | |
|---|--|--|---|---|---|--|
| Benton County Fairgrounds RV sites | | \$39.50 per site; \$6 add'l vehicle; \$15 cancellation fee; on line reservation fee \$8 | \$39.50 per site; \$6 add'l vehicle; \$15 cancellation fee; on line reservation fee \$8 | \$42 full hook-ups; \$10 extra vehicle; \$15 cancellation fee; No on line fee | \$42 full hook-ups; \$10 extra vehicle; \$15 cancellation fee; No on line fee | \$48 |
| Benton County Fairgrounds RV overflow sites | | \$35 per site | \$35 per site | \$38 partial hook-ups (which is water & electricity); \$10 extra vehicle; \$15 cancellation; no on-line fee | \$38 partial hook-ups (which is water & electricity); \$10 extra vehicle; \$15 cancellation; no on-line fee | \$38 |
| Other Area Camping Sites/Fees 2022 (Current) | | | | | | Change if Any |
| Lane County Tents, no hook-up | | \$20 per site; \$10 non refundable reservation fee; \$10 change fee; \$5 cancellation Fee \$7 additional vehicle | | \$30 per site; \$10 reservation fee; \$10 change fee; \$5 cancellation fee; \$7 additional vehicle | \$30 per site no hook-ups; max 4 people per site; \$10 on-line fee | No Change |
| Lane County RV sites with showers, elec. & water hook-ups | | \$30 per site; \$10 non refundable reservation fee; \$10 change fee; \$5 cancellation Fee \$7 additional vehicle | | \$35-43 per site; \$10 reservation fee; \$10 change fee; \$5 cancellation fee; \$7 additional vehicle | \$35-\$43 per site; Group Sites \$20 for every RV using Site and \$12 for any tents; \$5 extra vehicle; \$10 on-line reservations | No Change |
| Lane County RV site full hook-ups including Wi-Fi (Premium Sites) | | | \$33 per site; \$10 non refundable reservation fee; \$7 additional vehicle | | \$43 full hook-ups; 2 vehicles; \$10 on-line fee | \$45 |
| Linn County campgrounds RV/Tents Sites with showers, no hook-ups | | | \$18-\$24 per site; \$12 non refundable reservation fee; \$7 additional vehicle; \$5 change fee | \$22-\$25 per site; \$12 reservation fee; \$7 additional vehicle; \$10 change fee | \$26 per site no hook-ups; \$12 reservation fee; \$8 add vehicle; \$5 change fee | \$28 per site no hook-ups; \$15 reservation fee; \$10 add vehicle; \$5 change fee |
| Linn County campgrounds RV Sites with showers, elec. & water hook-ups | | | \$28-\$30 per site; \$12 non-refundable reservation fee; \$7 additional vehicle; \$5 change fee | \$29-\$31 per site; \$12 reservation fee; \$7 additional vehicle fee; \$10 change fee | \$32 water & elec; \$12 reservation fee; \$8 add'l vehicle; \$5 change fee | \$35 water & elec; \$15 reservation fee; \$10 add'l vehicle; \$5 change fee |
| Linn County Cabins Rustic | | | | \$70-\$85 per night no running water; \$12 reservation fee; \$7 additional vehicle fee; \$10 change fee | \$70 per cabin no running water or elec; \$12 reservation fee; \$5 change fee | No Change |
| Linn County Cabins Premier | | | | \$115-\$135 per night with plumbing; \$12 reservation fee; \$7 additional vehicle fee; \$10 change fee | \$115 up to \$135 per night w/plumbing; \$12 reservation fee; \$8 extra vehicle; \$5 change fee | \$120 up to \$140 per night w/plumbing; \$15 reservation fee; \$10 extra vehicle; \$5 change fee |
| State Parks Tent Sites | | | | | \$17-\$21 tent sites no hook-ups; \$7 add't vehicle; \$8 on-line fee | \$20-\$25 tent sites no hook-ups; \$10 add't vehicle; \$8 on-line fee |
| State Parks RV Sites | | | | | \$24-\$32 electric only; \$26-\$34 full hook-ups; \$8 on-line fee; \$7 extra vehicle; \$8 changes to reservation | \$30-\$35 electric only; \$26-\$34 full hook-ups; \$8 on-line fee; \$7 extra vehicle; \$8 changes to reservation |
| State Parks Cabin's & Yurts these are the ones that are similar to ours | | | | | Yurt \$43-\$47 electric, heat, running water/Rustic Cabins \$42-\$46 electric, \$7 extra vehicle; \$8 on-line fee | Yurt \$45-\$50 electric, heat, running water/Rustic Cabins \$45-\$50 electric, \$10 extra vehicle; \$8 on-line fee |

| Benton Oaks RV Park Current and Proposed 2025 Fees | | | | | | | |
|--|--|--|--|--|--------------------------------|--|-----------|
| | <u>2021</u> | <u>2022</u> | <u>2023</u> | | <u>2024</u> | <u>Proposed Changes 2025</u> | |
| Full Hook-Ups Regular Season | \$35 | No Change | \$40 | | \$45 | \$48 | |
| Full Hook-Ups Special Event Weekend | \$65 | No Change | \$70 | | \$75 | \$78 | |
| Partial Hook-Ups Regular Season | \$25 | No Change | \$30 | | \$35 | \$38 | |
| Partial Hook-Ups Special Event Weekend | \$55 | No Change | \$60 | | \$65 | \$68 | |
| Full Hook-Ups Weekly Rate (up to 14 days) | \$220 | No Change | \$255 | | \$290 | \$311 | |
| Partial Hook-Ups Weekly Rate (up to 14 days) | \$150 | No Change | \$185 | | \$220 | \$241 | |
| <i>Campground Comparisons</i> | | | | | | | |
| Other Area Camping Sites/Fees 2024 (Current) | | | | | | Change if Any | |
| Salmonberry Tent Sites (14) showers; no hook-ups | \$22 | \$24 | \$20 May thru Labor Day; 1 tent \$5 for each additional tent; 2 tents max per site | | \$25 | \$35 | |
| Slamonberry Tent Sites (14) showers; no hook-ups | | | \$15 After Labor Day thru-Oct; 1 tent \$5 for each additional tent; 2 tents max per site | | | | |
| Salmonberry RV Sites (13) showers; hook-ups | \$28 | \$30 | \$32 plus 1 tent May thru Labor Day | | \$35 | \$42.00 | |
| Salmonberry RV Sites (13) showers; hook-ups | | | \$22 plus 1 tent After Labor Day thru-Oct | | | | |
| Salmonberry Additional Vehicle Fee | \$7 | \$7 | \$8 | | \$10 | No Change | |
| Salmonberry Senior Discount (55+) per day per site | \$3 Age of Dis 62+ | \$3 Age of Dis 62+ | NO CHANGE | | \$5 | No Change | |
| Salmonberry Veteran's Discount per day per site | \$5 | \$5 | NO CHANGE | | \$10 | No Change | |
| Salmonberry Coin-Operated Showers | 50¢ | 50¢ | NO CHANGE | | \$0.75 | No Change | |
| Salmonberry Cabin | \$45 | \$47 | \$50 | | \$50 | \$70 | |
| Salmonberry Yurt | \$45 | \$47 | \$50 | | \$50 | \$70 | |
| Alsea Guard Station | \$115 Daily + \$100 Dep | \$80 Daily + \$100 Dep | \$85 plus \$100 Refundable Dep | | \$90 plus \$100 Refundable Dep | No Change | |
| Online Reservation Fee | \$8 | \$10 | \$10 | | \$10 | No Change | |
| Mary's Peak CG (USFS) primitive CG | \$10 per site; \$10 additional vehicle | \$10 per site; \$10 additional vehicle | \$10 per site; \$10 additional vehicle | \$20 per site 1st night; \$10 additional vehicle; \$10 on line booking fee | No Change | \$12 per night no reservations | \$15 |
| Blackberry CG (USFS) 18 mi E of Waldport; no showers/hookups | \$20 per site; \$6 additional vehicle | \$22 per site; \$10 additional vehicle | \$22 per site; \$10 additional vehicle | \$24 per site; additional vehicle \$10; day use \$6; \$10 on line booking fee | | \$24/Night; additional vehicle \$7; \$6 Day Use Fee; \$10 on-line reservation fee | \$25 |
| Canal Creek (USFS) 8 mi E of Waldport; no showers/hook-ups | \$17 per site; \$6 additional vehicle over 2 | \$180 Group (1- 100) 20 Vehicles | \$180 Group (1-100) 20 Vehicles | Larger group site (51-100 people) \$180.51; 20 vehicles allowed; \$10 on line booking fee | | Group Sites Only \$140/Night 1-50 People max 10 vehicles \$200/Night for 50-100 People Max 20 vehicles \$10 on line fee | No Change |

| | | | | | | |
|---|---|--|---|---|---|--|
| Alsea Falls (BLM) no showers or hook-ups | \$12 per site, \$20 for group site, \$5 add vehicle \$3 for day use parking (budget for 2 yr periods) | \$12 per site; \$20 for group site; \$5 add'l vehicle, \$3 day use parking | \$12 per site; \$20 for group site; \$5 add'l vehicle, \$3 day use parking | \$20 group site; 12 per site tent only; \$5 extra vehicle no on-line reservations | \$20 group site; 12 per site tent only; \$5 extra vehicle no on-line reservations | No Change |
| Other Area Camping Sites/Fees 2024 (Current) | | | | | | Change if Any |
| Lane County Tents, no hook-up | | \$20 per site; \$10 non refundable reservation fee; \$10 change fee; \$5 cancellation Fee \$7 additional vehicle | \$30 per site; \$10 reservation fee; \$10 change fee; \$5 cancellation fee; \$7 additional vehicle | | \$30 per site no hook-ups; max 4 people per site; \$10 on-line fee | No Change |
| Lane County RV sites with showers, elec. & water hook-ups | | \$30 per site; \$10 non refundable reservation fee; \$10 change fee; \$5 cancellation Fee \$7 additional vehicle | \$35-43 per site; \$10 reservation fee; \$10 change fee; \$5 cancellation fee; \$7 additional vehicle | | \$35-\$43 per site; Group Sites \$20 for every RV using Site and \$12 for any tents; \$5 extra vehicle; \$10 on-line reservations | No Change |
| Lane County RV site full hook-ups including Wi-Fi (Premium Sites) | | \$33 per site; \$10 non refundable reservation fee; \$7 additional vehicle | | | \$43 full hook-ups; 2 vehicles; \$10 on-line fee | \$45 |
| Linn County campgrounds RV/Tents Sites with showers, no hook-ups | | \$18-\$24 per site; \$12 non refundable reservation fee; \$7 additional vehicle; \$5 change fee | \$22-\$25 per site; \$12 reservation fee; \$7 additional vehicle; \$10 change fee | | \$26 per site no hook-ups; \$12 reservation fee; \$8 add vehicle; \$5 change fee | \$28 per site no hook-ups; \$15 reservation fee; \$10 add vehicle; \$5 change fee |
| Linn County campgrounds RV Sites with showers, elec. & water hook-ups | | \$28-\$30 per site; \$12 non-refundable reservation fee; \$7 additional vehicle; \$5 change fee | \$29-\$31 per site; \$12 reservation fee; \$7 additional vehicle fee; \$10 change fee | | \$32 water & elec; \$12 reservation fee; \$8 add'l vehicle; \$5 change fee | \$35 water & elec; \$15 reservation fee; \$10 add'l vehicle; \$5 change fee |
| Linn County Cabins Rustic | | | \$70-\$85 per night no running water; \$12 reservation fee; \$7 additional vehicle fee; \$10 change fee | | \$70 per cabin no running water or elec; \$12 reservation fee; \$5 change fee | No Change |
| Linn County Cabins Premier | | | \$115-\$135 per night with plumbing; \$12 reservation fee; \$7 additional vehicle fee; \$10 change fee | | \$115 up to \$135 per night w/plumbing; \$12 reservation fee; \$8 extra vehicle; \$5 change fee | \$120 up to \$140 per night w/plumbing; \$15 reservation fee; \$10 extra vehicle; \$5 change fee |
| State Parks Tent Sites | | | | | \$17-\$21 tent sites no hook-ups; \$7 add't vehicle; \$8 on-line fee | \$20-\$25 tent sites no hook-ups; \$10 add't vehicle; \$8 on-line fee |
| State Parks RV Sites | | | | | \$24-\$32 electric only; \$26-\$34 full hook-ups; \$8 on-line fee; \$7 extra vehicle; \$8 changes to reservation | \$30-\$35 electric only; \$26-\$34 full hook-ups; \$8 on-line fee; \$7 extra vehicle; \$8 changes to reservation |
| State Parks Cabin's & Yurts these are the ones that are similar to ours | | | | | Yurt \$43-\$47 electric, heat, running water/Rustic Cabins \$42-\$46 electric, \$7 extra vehicle; \$8 on-line fee | Yurt \$45-\$50 electric, heat, running water/Rustic Cabins \$45-\$50 electric, \$10 extra vehicle; \$8 on-line fee |

| RV Storage 2023 VS. 2025 | | |
|---|-------------------------|--|
| Current 2023 Fees/Proposed 2025 Fees | | |
| Agency/Facilities | | |
| <u>Benton County Fairgrounds:</u> | <u>2023/2024</u> | <u>Proposed Changes 2025</u> |
| Livestock and pony barns low Clearance (resident) | \$3.55 Per Ft | \$3.90 per ft. 10% increase |
| East and west High Clearance (resident) | \$3.80 Per Ft. | \$4.20 per ft 10% increase |
| | | |
| Livestock and pony barns low clearance (non-resident) | NA | \$4.10 per ft 10% increase |
| East and west high clearance (non-resident) | NA | \$4.40 per ft 10% increase |
| | | We have not increased these rates in 2 years and we would like to be more comparable |
| | | |
| <i>Fee Comparisons for RV Storage</i> | | |
| <u>Polk County Fairgrounds</u> | <u>2024</u> | |
| Indoor covered rv storage | \$15.00 per ft | |
| Once unit is in it stays | | |
| | | |
| | | |
| <u>Josephine County Fairgrounds</u> | | |
| Outdoor not covered | \$80.00 a month | |
| | | |
| <u>Lincoln County</u> | | |
| | \$4.50 a ft | |
| | | |
| <u>Corvallis Self Storage</u> | | |
| uncovered 10x15 | \$139 a month | |
| uncovered 10x20 | \$152 a month | |
| uncovered 10x25 | \$189 a month | |
| uncovered 10x30 | \$245 a month | |
| | | |
| <u>Crossroads RV Storage</u> | | |
| Outdoor Uncovered | \$3.60 a ft | |
| Covered | \$4.10 a ft | |
| | | |

Benton County Event Center & Fairgrounds

110 SW 53rd Street Corvallis, OR 97333

Phone: (541) 766-6521

Rentals are from 7:30 am to Midnight

Effective JANUARY 2023 **rates Subject to Change

No Fee Changes for 2025

| Building | General Information | Daily Rate |
|--|---|--|
| Auditorium includes parking lot | 5,510 sq ft (58'X95') Banquet Seating: 282 Audience Seating: 300 | Monday-Thursday - \$610 Friday-Sunday - \$990 Monday-Thursday Whole Building - \$780 |
| | Set up or Teardown Day | Weekend \$495/Weekdays \$305 |
| Auditorium Board Room | 338.5 sq ft (18'x18') & 103 sq ft (10'x10') | Monday-Thursday \$105 |
| Auditorium Kitchen | Commercial Caterer ONLY | \$260/day (25% off 8+bookings) \$160 with building rental |
| Auditorium Conference Room | 1,160 sq ft (29'X40') Class Room Seating: 44 Audience Seating: 68 | Monday - Thursday- \$210 |
| | Set up or Teardown Day | \$105 |
| Benton Arena | 33,000 sq ft (150'X220') 8,000 sq ft paved | Monday-Thursday- \$555 Friday-Sunday- \$840 |
| | Set up or Teardown Day | Weekend \$420/Weekdays \$280 |
| Floral Courtyard 9,514 overall | 3,000 sq ft (30'X100') Open Grass 240 sq ft (12'X20') Covered Stage 2,600 sq ft Covered Concrete Walkways | Monday-Thursday - \$315 Friday-Sunday - \$535 |
| | Set up or Teardown Day | Weekend \$270/Weekdays \$160 |
| Guerber Hall | 4,320 sq ft (60'X72') Banquet Seating: 165 Audience Seating: 253 Meeting Room Included Friday - Sunday | Monday-Thursday - \$465 Friday-Sunday - \$690 |
| | Set up or Teardown Day | Weekend \$345/Weekdays \$235 |
| Guerber Meeting Room | 294 sq ft (21'X14') | Monday-Thursday \$80 |
| Outdoor Arena | 24,000 sq ft (200'X120') | Monday-Thursday - \$390 Friday-Sunday - \$670 |
| | Set up & Teardown | Weekends/Weekdays \$160 |
| Hull Oakes Picnic Table | 1,500 sq ft (15'X100') Seats 110 | Weekends/Weekdays \$135 |
| Solar Building No facilities, Portable Toilet | 11,000 sq ft (55'X200') | Monday- Thursday- \$275 Friday - Sunday - \$385 |
| | Set up or Teardown | Mon-Thurs \$135/ Fri-Sun \$190 |
| Main Lawn | 58,077 sq ft | Weekends/Weekdays \$325 |
| South Lawn | 15,841 sq ft | Weekends/Weekdays \$245 |
| Oak Grove | 49,943 sq ft | Weekends/Weekdays \$325 |
| Auditorium Parking Lot | 36,592 sq ft | Weekends/Weekdays \$245 |
| South Parking, Full Lot | 209,919 sq ft | Weekends/Weekdays \$415 |
| South Parking, Half Lot | 104,959 sq ft | Weekends/Weekdays \$245 |

Interim Director Jesse
Ott

NAPE 2025 Rate Schedule



**Benton
County**

**NATURAL AREAS & PARKS
DEPARTMENT**







Bezell Memorial Forest & Education Center

| | | |
|--|-----------------------|---|
| Weekday (Monday - Thursday) Set Up Day | \$300 (half day) | No Change |
| Weekday (Monday - Thursday) Rental Rate | \$600 Per Day | No Change |
| Weekday (Monday - Thursday) Refundable Deposit | \$600 | No Change |
| Weekend (Friday-Sunday) Set-Up Day | \$550 (half day) | No Change |
| Weekend (Friday-Sunday) Daily Rate | \$1,000 Per Day | \$1,100 |
| Weekend (Friday-Sunday) Refundable Deposit | \$1,000 | No Change |
| 30 Day Cancellation Policy | \$25 Cancellation Fee | If cancelling within 30 days renter will forfeit all fees paid. |

Park Shelters



Current 2023 Fees/Proposed 2025 Fees

| Agency/Facilities | Monday-Thursday 2023 | Friday-Sunday 2023 | Monday - Friday 2025 | Saturday - Sunday & Holidays 2025 |
|--|---|-----------------------|---------------------------------|--|
| <u>Benton County Parks:</u> | | | | |
| All Group Picnic Areas (Per Day) | \$75 | \$125 | \$78 | \$132 |
| Equipment Bags (Per Event) | \$15 | \$15 | No Change | No Change |
| Special Use Permit (Per Event) | \$70 | \$70 | \$75 | \$75 |
| Non-Refundable Fee for Cancelled Reservation | \$25 | \$25 | No Change | No Change |
| <i>Refundable Deposit on all Use</i> | \$100 Refundable Deposit on All Reservations | | No Change | |



Crystal Lake Cemetery

| | 2019 Fees | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | 2025 |
|------------------------------|---|-------------|-------------|-------------|-----------------------------------|-------------|
| Crystal Lake Cemetery | New Section \$700; Pioneer Section \$1,200 | No Change | No Change | No Change | No longer selling Pioneer Section | |
| 1945 SE Crystal Lake Drive | Mausoleum Niche - Top Level \$450 | No Change | Full | Full | Full | No Change |
| Corvallis | Mausoleum Niche - Glass Front \$600 | No Change | Full | Full | Full | No Change |
| Cemetery Trust Fund | Mausoleum Niche - Glass Front Large \$2,000 | No Change | Full | Full | Full | No Change |
| | Additional Urn in Niche \$500 | No Change | Full | Full | Full | No Change |
| | Process Personal Transfers/Sales \$75 | No Change | No Change | No Change | No Change | No Change |
| | Double Depth Caskets in Single Space: | | | | | |
| | New Section/2nd casket \$500 | No Change | No Change | No Change | \$600 | No Change |
| | Pioneer Section/2nd casket \$1,000 | No Change | No Change | No Change | No longer selling Pioneer Section | |
| | Columbarium 12" x12" Niche | \$1,295.00 | No Change | \$1,300.00 | No Change | No Change |
| | Opening/Closing Niche | \$495.00 | No Change | \$535.00 | No Change | No Change |
| | Engraving of Niche Doors | \$150.00 | No Change | No Change | No Change | No Change |

Crystal Lake Cemetery

| | <u>2019</u> | | <u>2020</u> | | <u>2021</u> | | <u>2023</u> | | <u>Proposed Changes 2025</u> |
|--|-------------|-------------------------|-------------|------------------------|-------------|--|-------------|--------------------------------|-------------------------------------|
| Tent Sites (14) showers; no hook-ups | | \$22 | | \$24 | | \$20 May thru Labor Day; 1 tent \$5 for each additional tent; 2 tents max per site | | \$25 | \$35 |
| Tent Sites (14) showers; no hook-ups | | | | | | \$15 After Labor Day thru-Oct; 1 tent \$5 for each additional tent; 2 tents max per site | | | |
| RV Sites (13) showers; hook-ups | | \$28 | | \$30 | | \$32 plus 1 tent May thru Labor Day | | \$35 | \$42.00 |
| RV Sites (13) showers; hook-ups | | | | | | \$22 plus 1 tent After Labor Day thru-Oct | | | |
| Additional Vehicle Fee | | \$7 | | \$7 | | \$8 | | \$10 | No Change |
| Senior Discount (55+) per day per site | | \$3 Age of Dis 62+ | | \$3 Age of Dis 62+ | | NO CHANGE | | \$5 | No Change |
| Veteran's Discount per day per site | | \$5 | | \$5 | | NO CHANGE | | \$10 | No Change |
| Coin-Operated Showers | | 50¢ | | 50¢ | | NO CHANGE | | \$0.75 | No Change |
| Cabin | | \$45 | | \$47 | | \$50 | | \$50 | \$70 |
| Yurt | | \$45 | | \$47 | | \$50 | | \$50 | \$70 |
| Alsea Guard Station | | \$115 Daily + \$100 Dep | | \$80 Daily + \$100 Dep | | \$85 plus \$100 Refundable Dep | | \$90 plus \$100 Refundable Dep | No Change |
| Online Reservation Fee | | \$8 | | \$10 | | \$10 | | \$10 | No Change |

Salmonberry Campground





| Benton Oaks RV Park Current and Proposed 2025 Fees | | | | | | |
|---|-------------|-------------|-------------|--|-------------|-------------------------------------|
| | <u>2021</u> | <u>2022</u> | <u>2023</u> | | <u>2024</u> | <u>Proposed Changes 2025</u> |
| Full Hook-Ups Regular Season | \$35 | No Change | \$40 | | \$45 | \$48 |
| Full Hook-Ups Special Event Weekend | \$65 | No Change | \$70 | | \$75 | \$78 |
| Partial Hook-Ups Regular Season | \$25 | No Change | \$30 | | \$35 | \$38 |
| Partial Hook-Ups Sepcial Event Weekend | \$55 | No Change | \$60 | | \$65 | \$68 |
| Full Hook-Ups Weekly Rate (up to 14 days) | \$220 | No Change | \$255 | | \$290 | \$311 |
| Partial Hook-Ups Weekly Rate (up to 14 days) | \$150 | No Change | \$185 | | \$220 | \$241 |

Fairgrounds Facility Rentals

| Building | General Information | Daily Rate | Building | General Information | Daily Rate |
|---------------------------------------|--|---|--|--|--|
| Auditorium includes parking lot | 5,510 sq ft (58'X95') Banquet Seating: 282 Audience Seating: 300 | Monday-Thursday - \$610 Friday-Sunday - \$990 Monday-Thursday Whole Building - \$780 | Guerber Hall | 4,320 sq ft (60'X72') Banquet Seating: 165 Audience Seating: 253 Meeting Room Included Friday - Sunday | Monday-Thursday - \$465 Friday-Sunday - \$690 |
| | Set up or Teardown Day | Weekend \$495/Week Days \$305 | | Set up or Teardown Day | Weekend \$345/Week Days \$235 |
| Auditorium Board Room | 338.5 sq ft (18'x18') & 103 sq ft (10'x10') | Monday-Thursday \$105 | Guerber Hall Meeting Room | 294 sq ft (21'X14') | Monday-Thursday \$80 |
| Auditorium Kitchen | Commercial Caterer ONLY | \$260/day (25% off 8+bookings) \$160 with building rental | Outdoor Arena | 24,000 sq ft (200'X120') | Monday-Thursday - \$390 Friday-Sunday - \$670 |
| | | | | Set up & Teardown | Weekends/Weekdays \$160 |
| Auditorium Conference Room | 1,160 sq ft (29'X40') Class Room Seating: 44 Audience Seating: 68 | Monday - Thursday- \$210 | Hull Oakes Picnic Table | 1,500 sq ft (15'X100') Seats 110 | Weekends/Weekdays \$135 |
| | Set up or Teardown Day | \$105 | Solar Building NO facilities Port-a-Potty | 11,000 sq ft (55'X200') | Monday- Thursday- \$275 Friday - Sunday - \$385 |
| Benton Arena | 33,000 sq ft (150'X220') 8,000 sq ft paved | Monday-Thursday- \$555 Friday-Sunday- \$840 | Main Lawn | 58,077 sq ft | Weekends/Weekdays \$325 |
| | Set up or Teardown Day | Weekend \$420/Week Days \$280 | South Lawn | 15,841 sq ft | Weekends/Weekdays \$245 |
| Floral Courtyard 9,514 overall | 3,000 sq ft (30'X100') Open Grass 240 sq ft (12'X20') Covered Stage 2,600 sq ft Covered Concrete Walkways | Monday-Thursday - \$315 Friday-Sunday - \$535 | Oak Grove | 49,943 sq ft | Weekends/Weekdays \$325 |
| | | | Auditorium Parking Lot | 36,592 sq ft | Weekends/Weekdays \$245 |
| | Set up or Teardown Day | Weekend \$270/Week Days \$160 | South Parking Lot Full Lot | 209,919 sq ft | Weekends/Weekdays \$415 |
| | | | South Parking Lot Half Lot | 104,959 sq ft | Weekends/Weekdays \$245 |

RV Storage



RV Storage

| RV Storage 2023 VS. 2025 | | |
|--|-------------------------|-------------------------------------|
| Current 2023 Fees/Proposed 2025 Fees | | |
| Agency/Facilities | | |
| <u>Benton County Fairgrounds:</u> | <u>2023/2024</u> | <u>Proposed Changes 2025</u> |
| Livestock and pony barns low Clearance (reside | \$3.55 Per Ft | \$3.90 per ft. 10% increase |
| East and west High Clearance (resident) | \$3.80 Per Ft. | \$4.20 per ft 10% increase |
| | | |
| Livestock and pony barns low clearance (non-re | NA | \$4.10 per ft 10% increase |
| East and west high clearance (non-resident) | NA | \$4.40 per ft 10% increase |



Thank you



Board of Commissioners Agenda Item

Suggested Agenda Date 12/03/24

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Human Resources

Contact Name * Tracy Martineau

Phone Extension * 6389

Meeting Attendee Name * Tracy Martineau

Agenda Item Details ⬆

Item Title * Board Ratification of the AFSCME 2024-2027 Collective Bargaining Agreement

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 20 minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Agenda Placement and Contacts

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The collective bargaining agreement ("Agreement") between Oregon AFSCME Council #75 Local 2064 and Benton County expired on June 30, 2024.

The County's management bargaining team members include Tracy Martineau, HR Director; Gary Stockhoff, Public Works Director; Debbie Sessions, Interim CFO; Ricky Garcia, Behavioral Health Administrative Manager; Jo Missler, Sr. HR Analyst; and Alex Wheatley, labor attorney.

Kim Harman and Rolando Figueroa, AFSCME Council #75 representatives; Dawn Dale, David Malone, Joe Moore, Michelle Bangs, and Sara Siddiqui represented Local 2064.

The parties commenced bargaining on January 30, 2024 and met 14 times before AFSCME declared impasse on October 1, 2024. The parties entered into mediation on October 15 and met 7 times with a State Mediator before reaching a tentative agreement on November 19, 2024.

AFSCME membership ratified the Agreement on November 20, 2024.

Please see attached summary of changes for more information.
The 2024-2027 tentative agreement blackline version is included in packet.

Options *

1. Approve the 2024-2027 Agreement with AFSCME.
2. Do not approve the 2024-2027 Agreement with AFSCME and direct the management team back to bargaining.

Fiscal Impact *

- Yes
 No

Fiscal Impact Description *

Per Interim Chief Financial Officer Debbie Sessions, the total estimated cost of the contract is \$151,283,371. This is an increase of \$12,124,719 if no changes to the contract had been made.

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values* Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections* Labor Agreement

Focus Areas and Vision* Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection* Labor Agreement

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* The management bargaining team and the County Administrator recommend the Board approve the Tentative Agreement of the Collective Bargaining Agreement between Benton County and the AFSCME Council #75 Local 2064 for July 1, 2024 through June 30, 2027.

Meeting Motions* I move to ...
 ...approve the 2024–2027 collective bargaining agreement negotiated between AFSCME Council #75 Local 2064 and Benton County.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

| | |
|---|----------|
| 2024 - 2027 AFSCME Collective Bargaining Agreement Blackline.docx | 491.15KB |
| 2024 - 2027 AFSCME Collective Bargaining Agreement Redline.docx | 1.38MB |
| AFSCME 12-1-2024_Appendix A_ Salary Schedule.pdf | 121.51KB |
| AFSCME CBA 2024-27 Summary of changes.docx | 38.9KB |
| Market Study Memorandum of Understanding.pdf | 121.75KB |

Comments (optional) If you have any questions, please call ext.6800

Department Approver TRACY MARTINEAU

**BENTON COUNTY
AND
OREGON AFSCME
COUNCIL #75, AFL-CIO
LOCAL 2064**



**Benton
County**
OREGON



LABOR CONTRACT ~~2021-2024~~2024 - 2027

Contents

| | |
|--|----|
| PREAMBLE..... | 6 |
| ARTICLE 1. RECOGNITION | 6 |
| Section 1.1. Union Recognized..... | 6 |
| Section 1.2. Definitions | 6 |
| Section 1.3. Employment Categories..... | 7 |
| ARTICLE 2. GENERAL PROVISIONS..... | 8 |
| Section 2.1. Notice Period Defined..... | 8 |
| Section 2.2. Non-Discrimination..... | 8 |
| ARTICLE 3. MANAGEMENT RIGHTS | 8 |
| ARTICLE 4. UNION RIGHTS..... | 10 |
| Section 4.1. Check Off | 10 |
| Section 4.2. Employee Listing..... | 10 |
| ARTICLE 5. UNION ACTIVITY..... | 11 |
| Section 5.1. Non-Discrimination..... | 11 |
| Section 5.2. Union Responsibility | 11 |
| Section 5.3. Union Activity | 11 |
| Section 5.4. Orientation. | 12 |
| Section 5.5. Bulletin Boards | 13 |
| ARTICLE 6. STRIKES AND LOCKOUTS | 13 |
| Section 6.1. No Strike | 13 |
| Section 6.2. No Lockout..... | 13 |
| ARTICLE 7. HOURS OF WORK AND OVERTIME | 14 |
| Section 7.1. Application of This Article..... | 14 |
| Section 7.2. Regular Hours | 14 |
| Section 7.3. Flex Schedules | 14 |
| Section 7.4. Normal Workweek..... | 15 |
| Section 7.5. 9/80 Alternative (Flex) Schedule Workweek | 15 |
| Section 7.6. Overtime Premium..... | 15 |
| Section 7.7. Overtime Distribution..... | 16 |
| Section 7.8. Work Schedules | 16 |

Section 7.9. Standby Duty..... 16

Section 7.10. Remote Access – Standby..... 16

Section 7.11. Back-up to Community Health Center Triage Service..... 16

Section 7.12. Mental Health Standby Duty 17

Section 7.13. Call-In Time..... 18

Section 7.14. Rest Periods..... 18

Section 7.15. Meal Periods..... 19

Section 7.16. Unused Rest and Meal Time..... 19

Section 7.17. Clean Up Time 19

Section 7.18. FLSA Exempt Flex Time..... 19

Section 7.19. Physician Assistants: Voluntary Extra Shifts 19

ARTICLE 8. HOLIDAYS 19

 Section 8.1. Holidays 19

 Section 8.2. Holiday Date Modification..... 20

 Section 8.3. Holiday Pay 20

 Section 8.4. Weekend Holidays 21

 Section 8.5. Observed Holidays..... 21

 Section 8.6. Holiday During Leave..... 21

 Section 8.7. Holiday Work..... 21

ARTICLE 9. LEAVE DUE TO DISASTER OR ADVERSE WEATHER CONDITIONS 21

 Section 9.1. Leave Due to Disaster 21

 Section 9.2. Travel and Delays During Adverse Weather Conditions 22

 Section 9.3. Declared Emergency 22

 Section 9.4. Emergency Personnel Defined 22

ARTICLE 10. VACATION LEAVE 23

 Section 10.1. Accrual..... 23

 Section 10.2. Scheduling 23

 Section 10.3. Vacation Accrual..... 23

 Section 10.4. Notice to Employees Nearing Maximum Accrual 24

 Section 10.5. Termination or Death..... 24

 Section 10.6. Continued Vacation Credit 24

 Section 10.7. Vacation Cash-Out..... 24

ARTICLE 11. SICK LEAVE..... 25

 Section 11.1. Accrual..... 25

 Section 11.2. On-The-Job Accident 25

 Section 11.3. Continued Sick Leave Credit 26

 Section 11.4. Scope 26

Section 11.5. Retirement, Disability or Death 27

Section 11.6. Unused Sick Leave Conversion 27

Section 11.7. Sick Leave Donations 28

ARTICLE 12. OTHER LEAVES OF ABSENCE..... 29

 Section 12.1. Leave Procedure..... 29

 Section 12.2. Leave of Absence Without Pay 29

 Section 12.3. Family and Medical Leave 29

 Section 12.4. Bereavement Leave 30

 Section 12.5. Witness or Jury Duty..... 30

 Section 12.6. Military 30

 Section 12.7. Union Leave..... 31

 Section 12.8. Seniority During Leave..... 31

 Section 12.9. Short Term Leave of Absence without Pay for Reduction in Work Load... 31

ARTICLE 13. WAGES AND SALARIES 31

 Section 13.1. The Total Compensation Package..... 31

 Section 13.2. Wages..... 32

 Section 13.3. Merit Increases..... 32

 Section 13.4. Overpayments and Payments in Violation of Contract 33

 Section 13.5. Pay Periods 33

 Section 13.6. License and Certification Pay..... 34

 Section 13.7. Bilingual Pay 34

 Section 13.8. Working Out of Classification/Lead Work 34

 Section 13.9. Acting in Capacity (AIC) 34

 Section 13.10. Job Assignment Outside of the Bargaining Unit 34

 Section 13.11. Short Term Reassignments Out of Classification 35

 Section 13.12. Heavy Equipment Operators 35

 Section 13.13. Tool Replacement..... 36

ARTICLE 14. HEALTH AND WELFARE 37

 Section 14.1. Medical/Vision/Dental..... 37

 Section 14.2. Life Insurance..... 37

 Section 14.3. Long Term Disability Insurance 37

 Section 14.4. Dependent Medical Insurance Continuation. 38

 Section 14.5. Retirement Health and Dental Insurance..... 38

 Section 14.6. Retirement Health Savings Plan..... 39

 Section 14.7. Deferred Compensation Plan..... 39

 Section 14.8. Health and Welfare Proration..... 40

ARTICLE 15. PROBATIONARY PERIOD 40

 Section 15.1. Definition. 40

Section 15.2. Extension of Initial Probationary Period..... 40
Section 15.3. Temporary Service Credit..... 40
Section 15.4. Promotional and Career Change Probationary Period. 41
Section 15.5. Promotional Salary Increases 41
Section 15.6. Career Change. 41

ARTICLE 16. SENIORITY 41
Section 16.1. Definition..... 41
Section 16.2. Acquisition of Seniority..... 41
Section 16.3. Seniority List Posting 41
Section 16.4. Layoff..... 42
Section 16.5. Recall 43
Section 16.6. Return from Lay-off Interview 43
Section 16.7. Scheduling 44
Section 16.8. Filling of Vacancies 44
Section 16.9. Seniority During Periods of Disability 44
Section 16.10. Continuous Service 44

ARTICLE 17. CLASSIFICATION 45
Section 17.1. Reclassifications 45
Section 17.2. Career Progression Reclassifications 45
Section 17.3. New Classification 46
Section 17.4. Employee Reclassification Downward..... 46
Section 17.5. Classification Not Guaranteed..... 46

ARTICLE 18. SAFETY..... 46
Section 18.1. Safety Rules Generally 46
Section 18.2. Immediate Safety Concerns..... 47
Section 18.3. Uniforms and Protective Clothing 47
Section 18.4. Safety Committee 47

ARTICLE 19. RETIREMENT PROGRAM..... 47
Section 19.1. Program Definition 47

ARTICLE 20. EMPLOYEE DISCIPLINE..... 48
Section 20.1. Progressive and Corrective Discipline..... 48
Section 20.2. Removal of Discipline 48
Section 20.3. Administration of Discipline 48
Section 20.4. Presence of Union Steward 49
Section 20.5. Notice to Union. 49
Section 20.6. Administrative Leave Time Limits..... 49

ARTICLE 21. MISCELLANEOUS 49

- Section 21.1. Respectful and Harassment Free Workplace..... 49
- Section 21.2. Personnel File. 49
- Section 21.3. Job Sharing 50
- Section 21.4. Transfer Notice 50
- Section 21.5. Mileage Pay/Parking Reimbursement 50
- Section 21.6. Bargaining Unit Work 50
- Section 21.7. Contract Work and Notice to the Union..... 50
- Section 21.8. Negotiations 51
- Section 21.9. FTE Modification..... 51
- Section 21.10. Outside Employment..... 51
- Section 21.11. Team Representation 51
- Section 21.12. Health Benefits Committee 52
- Section 21.13. Fiscal Year 52
- Section 21.14. Compensation Issues Related to Recruitment and Retention 52
- Section 21.15. Training and Education..... 52
- Section 21.16. Career Development 53

ARTICLE 22. GRIEVANCE PROCEDURE 53

- Section 22.1. Grievance Definition..... 53
- Section 22.2. Time Periods and Notice Stipulations..... 54
- Section 22.3. Informal Discussion Permitted 54
- Section 22.4. Confidentiality 54
- Section 22.5. Exclusive Remedy 54
- Section 22.6. Grievance Procedure 54
- Section 22.7. Absence From Work Station..... 58

ARTICLE 23 LABOR MANAGEMENT ADVISORY COMMITTEE 58

- Section 23.1..... 58
- Section 23.2..... 58
- Section 23.3..... 58
- Section 23.4..... 58
- Section 23.5..... 58

ARTICLE 24. SAVINGS CLAUSE 59

ARTICLE 25. TERM OF AGREEMENT 59

SIGNATURE PAGE..... 60

Appendix A: AFSCME Salary Schedule 61

PREAMBLE

This agreement, entered into by Benton County Oregon, hereinafter referred to as the County, and the American Federation of State, County and Municipal Employees, Local Number 2064, hereinafter referred to as the Union, defines the entire relationship between the parties, and is intended to promote harmonious relations between the County and the Union. The parties acknowledge that there is a statutory division of responsibility between the Board of Commissioners and certain elected officials with respect to administration of departments affected by the agreement, and that the statutes shall control in the event of conflict with any provisions herein, however, the provisions of Article 24 shall apply if such a situation develops.

This agreement represents the whole and complete understanding between the parties, and has as its purpose the setting forth of those matters pertaining to rates of pay, hours of work, fringe benefits, and other matters relating to terms and conditions of employment which are expressly covered in this agreement, and which are consistent with the primary objective of providing efficient and economical services to the citizens of Benton County.

ARTICLE 1. RECOGNITION

Section 1.1. Union Recognized.

A. The County recognizes the Union as the sole and exclusive bargaining agent, for the purpose of establishing wages, hours and conditions of employment, for all regular public employees of Benton County, excluding confidential, supervisory, and managerial employees pursuant to ORS 243.650 and employees who are temporary, intermittent (On-call), student interns, and employees in the Sheriff's Department (BCDSA), Deputy District Attorneys, and registered Nurses represented by the Oregon Nurses Association (ONA).

B. No employee covered by this agreement will be laid off and replaced by a temporary, intermittent (On-call), or student intern employee or employees performing the same work in that department or division without the employee first being offered the opportunity to work in the temporary position.

Section 1.2. Definitions.

For the purposes of this agreement, the word employee shall refer only to Benton County employees who are members of the bargaining unit as defined in Section 1.1. All references to employees in this agreement ~~designate both sexes encompass all bargaining unit employees regardless of sex or gender identity and whenever either gender is used it shall be construed to include both male and female employees.~~ “Their/They/Them” pronouns are used in the singular replacing “he/she” and “her/him: throughout this agreement.

Section 1.3. Employment Categories.

For the purposes of this agreement, the Employment Categories shall be as follows:

- A. Regular full-time** employee occupies a position with an established FTE of 1.0 and has completed the probationary period.
- B. Regular part-time** employee occupies a position with an established FTE of less than 1.0 to .5 FTE and has completed the probationary period.
- C. Seasonal** employee occupies a regular status position, which occurs, terminates and reoccurs periodically and regularly regardless of the duration. Full time seasonal employees will complete probationary service after having served a combination of seasonal periods totaling six (6) full calendar months (a minimum of 1040 hours.) Regular part time seasonal employees will have their probationary period pro-rated on an hourly basis in accordance to their position's established FTE. Seasonal employees have all rights and benefits accrued by regular employees during their employment season. (Examples: 9-month Natural Areas and Parks Department employees, 9- or 10-month school based nurses).
- D. Intermittent (On-Call)** employee is available on an irregularly fluctuating basis because of the nature of the work. A person appointed to an intermittent position shall be informed in writing at the time of appointment that the position has been designed as an intermittent position and that the employee may expect to work only when work is available. A person who is appointed to an intermittent position may be scheduled for work at the discretion of the supervisor when the workload of the position so justifies without any penalty pay provision for short notice. Lack of work for an employee appointed to an intermittent position shall not be considered a layoff. Intermittent (On-Call) employees are not eligible for holiday, vacation, or personal leave accrual. Intermittent (On-Call) employees are not members of the collective bargaining units. (Example: Elections Workers, On-Call County Mail, and On-Call Custodial Staff). Employees in this category will work less than 1040 hours in a fiscal year. Intermittent employees will accrue sick leave in accordance with the Oregon Sick Leave Law.
- E. Limited Duration** employee is hired to perform special studies or projects of uncertain or limited duration, or for replacement of an employee on an extended leave of absence. Such appointments shall be for a stated period no less than six months but not exceeding two (2) years and can expire upon the earlier termination of the special study or projects. Limited Duration employees have all the rights of regular status employees except that they are not entitled to layoff rights.

A person hired from a regular position into a limited duration position, shall retain all of their rights as a regular employee and continue accrual of seniority. At the conclusion of the limited duration appointment, if their former position is not available, then they shall be entitled to lay off rights.

Should a limited duration appointment be converted to a regular position, the incumbent shall be credited seniority for the full time served in the position.

Limited Duration positions may be subject to bumping in times of layoff.

After two (2) years in a limited duration position employees will automatically be converted to regular employee status.

- F. Temporary** employees shall be used for the purpose of meeting short-term, emergency workload needs. A temporary appointment or position whether utilized directly by the County or indirectly through a vendor, shall not exceed the equivalent of six calendar months or 1040 hours in a fiscal year. Temporary employees who are hired directly by the County and who perform work for more than 1040 hours in a fiscal year will become Seasonal Workers as defined above. Temporary employees are not members of the collective bargaining unit and are not eligible for accrual of holiday, vacation, or personal leave. Temporary employees can, however, apply for regular status positions open to internal candidates only; and if appointed to a regular position in the same department in which the temporary position was situated, may receive credit toward their probationary period according to Article 15, Probationary Period.

- G. Student Interns** can work for school credit and/or a nominal salary in order to combine classroom theory with practical experience in the workplace. Benton County is a partner with Benton County schools and institutions of higher education in support of the State of Oregon's School Intern and School-to-Work program.

ARTICLE 2. GENERAL PROVISIONS

Section 2.1. Notice Period Defined.

In all cases herein where a notice period is referred to in terms of working days, that period shall be construed as County business days, Monday through Friday, excluding County recognized holidays. It shall not refer to an individual employee's working days.

Section 2.2. Non-Discrimination.

The parties agree not to discriminate on the basis of race, religion, sex, sexual orientation, color, ethnicity, age, disability, marital status, political affiliation, ~~or~~ national origin, or any other characteristic or class prohibited by law, in the enforcement and execution of this agreement.

ARTICLE 3. MANAGEMENT RIGHTS

Except as otherwise expressly limited by the terms of this agreement, the County retains all of the customary, usual, and exclusive rights, decision-making prerogatives, functions and authorities

connected with or in any way incident to its responsibility to manage the affairs of the County or any part thereof. Without limitation, but by way of illustration, the exclusive prerogatives, functions, and rights of the County shall include the following:

- A. To determine the services to be rendered to the citizens of the County.
- B. To determine the County's financial, budgetary and accounting procedures.
- C. To direct and supervise all operations, functions and policies of the departments in which the employees in the bargaining unit are employed.
- D. To close or liquidate any office, branch, operation, facility, or combination of facilities, or to relocate, reorganize, or combine the work of divisions, offices, branches, operations, or facilities.
- E. To manage and direct the work force, including but not limited to the right to determine the methods, process and manner of performing work; the right to hire, promote and retain employees; the right to determine schedules of work; the right to purchase, dispose of and/or assign equipment or supplies.
- F. To contract out any work it deems necessary in the interest of efficiency, economy, improved work product, or emergency.
- G. To determine the need for a reduction or an increase in the work force.
- H. To establish, revise, and implement reasonable standards for hiring, classification, promotion, quality of work, safety, materials, and equipment.
- I. To implement new, and/or to revise or discard, in whole or in part, old methods, procedures, materials, equipment, facilities or standards.
- J. To assign shifts, workdays, hours of work, and work locations.
- K. To designate and to assign all work duties.
- L. To determine the need for and the qualifications of new employees, transfer of employees, and promotions.
- I. To discipline, suspend, demote, or discharge an employee so long as such action follows the tenets of just cause; and probationary employees at the pleasure of the appointing authority, pursuant to Section 20.1.
- J. To determine the need for additional educational courses, training programs, on-the-job training, and/or cross training, and to assign employees to such duties for periods of time designated or determined by the County.

ARTICLE 4. UNION RIGHTS

Section 4.1. Check Off.

- A. During the term of this agreement, the Union will notify the County periodically of individuals who have authorized or discontinued authorizations for deductions to the Union and the County agrees to deduct the monthly membership dues from the pay of those employees who individually request in writing such deductions; and to remit the aggregate thereof to the treasurer of the Union no later than the tenth day of the next succeeding month together with an itemized statement thereof. Individual authorization for dues deductions shall be deemed a contract per ORS 652.610(3). The Union will provide to the Employer a list identifying the public employees who have provided authorization for the Employer to deduct from the employee's wages to pay dues, fees, and any other assessments or authorized deductions to the Union.
- B. An electronic file listing new authorizations or changes in authorizations for employee Union deductions will be submitted by the Union to the County electronically by close of business on the business day immediately preceding the twentieth (20th) of each month. The Employer agrees that payroll deduction authorizations submitted within the timelines above shall be deducted from the next issued paycheck for the previous applicable pay period.
- C. Employees whose employment begins or ends after working less than ten (10) business days in any calendar month will not be subject to dues deduction.
- D. The Union agrees that all money collected and/or distributed herein will comply with ORS 260.432(1).
- E. The Union shall indemnify, defend and save the County and/or any of its management employees harmless, for any and all costs incurred through any court or other legal proceeding instituted by any employee in the bargaining unit which arise because of the application of this Section. The Union further certifies that this Article has been approved by a majority of the employees in the bargaining unit prior to its effective date.

Section 4.2. Employee Listing.

The Employer shall provide the Union with an editable Excel spreadsheet containing the following information for each employee in the bargaining unit: The employee's name, unique identifier, and date of hire; contact information including: cellular, home and work telephone numbers; personal and work electronic mail address; and home or personal mailing address; and employment information including the employee's job title, salary, and work location.

The Employer shall provide the information with ten (10) calendar days from the date of hire for newly hired employees and once per month for employees in the bargaining unit who are not newly hired.

ARTICLE 5. UNION ACTIVITY

Section 5.1. Non-Discrimination.

Neither the County nor the Union shall interfere with the rights of employees covered by this agreement to become or not to become members of the Union. The parties will not discriminate against any employee covered by this contract because of the membership in the Union, or legitimate activity as provided by this contract on behalf of the members of this bargaining unit. The provisions of this agreement shall be applied to all members of the bargaining unit equitably to the extent that specific wording of this agreement allows.

Section 5.2. Union Responsibility.

The Union recognizes its responsibility as bargaining agent and agrees to represent all members of the bargaining unit with respect to grievances as herein defined. Such representation shall be afforded any employee in the bargaining unit, whether or not that employee is a member of the Union. Nothing in this Section shall be construed to require the Union to pursue grievances that the Union considers invalid.

Section 5.3. Union Activity.

- A. The Employer shall allow the Union Representative, Stewards or Union appointee to engage in the following activities during regularly scheduled work hours without loss of compensation or benefits in addition to all other collective bargaining and employee relations activities protected by state law:
1. Investigate and process grievances and other workplace-related complaints;
 2. Attend investigatory meetings, hearings, and other due process proceedings;
 3. Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
 4. Engage in collective bargaining;
 5. Attend labor-management meetings held by a committee composed of employers, employees and representatives of the Union to discuss employment relations;
 6. Provide information to newly hired employees per Section 5.4 below; and
 7. Testify in a legal proceeding in which the Union Representative has been subpoenaed as a witness.

Before engaging in Union business as listed in items 1-7 above on paid time, the Union representative, steward, or other Union official shall provide notice to his or her supervisor of the need for Union business and obtain their approval. It is further understood that Union Stewards and Union appointees will record Union activity on paid time in the County's timekeeping system.

It understood that Union activity outside of those listed in this article must be done outside of paid working hours.

- B. The Union agrees to provide written notification to the County within ten (10) working days following election or selection of Union representatives, stewards, or other Union officials.
- C. For purposes of facilitating labor/management business and to communicate to union members about labor/management issues the Union representative, steward or other Union appointees may use County telephones, electronic mail and fax machines without cost for Union business Union representatives may also use County copiers under the same circumstances as mentioned above. However, they must pay the designated charge and use a County copier which has been specifically designated for personal copies.
 - a. The Union will comply with all of the County's policies on appropriate use of work time and County equipment when utilizing the provisions of this article.
 - b. The Union recognizes that the county's email system is the exclusive property of the county and that any communications or files generated or distributed by the Union on that system may be accessed by the County according to the County's general policies.
 - c. The Union will not use email to provide political information, solicit support for political causes, raise funds for political purposes, sell, purchase or trade private items or property, or raise funds for any purposes.

D. Duties required by the Union of its stewards, excepting attending aggrieved employees concerning grievance matters, shall not interfere with their or other employees' regular work assignments.

~~a. The Local Union President shall certify the name and position of AFSCME staff representatives to the County's Human Resources Director. The County agrees that the Union Representative certified by the Local Union shall be accorded reasonable access to County premises for the purpose of Union business, provided that the representative gives notice of their presence to Management and that such access does not interfere with performance by County employees of their duties or violate building use or authorized and enforced access policies.~~

~~D. A Union Council representative may enter County property to conduct Union business provided that they give notice of their presence to the appropriate Department Director or County representative.~~

E. The Local Union President shall certify the name and position of AFSCME staff representatives to the County's Human Resources Director. The County agrees that the Union Representative certified by the Local Union shall be accorded reasonable access to County premises for the purpose of Union

business, provided that the representative gives notice of their presence to Management and that such access does not interfere with performance by County employees of their duties or violate building use or authorized and enforced access policies.

Section 5.4. Orientation.

The County will establish a regular time schedule for new employee orientation (NEO) and notify the Union president and ~~Chief Steward of such designated AFSCME presenter of such~~. The designated AFSCME presenter will be identified by the president and will communicate that to Human Resources. The Union will be allowed 30 minutes to present information to their bargaining unit members at the regularly scheduled Human Resources NEO meeting. ~~The Union will provide Human Resources with a current listing of members authorized by the Union to present the Union's new member orientation.~~ The Union will be responsible for confirming that members are scheduled for NEO before each session and the Employer will make a reasonable effort to provide the names and email addresses of new hires no later than one work day before the orientation.

The Parties understand that from time to time, new employees may be unable to attend regularly scheduled NEO and may not have participated in the Union's presentation. In these cases, the Union will ~~hold~~ schedule an individual orientation for the new employees with a designated AFSCME presenter for up to 30 minutes on paid time.

Section 5.5. Bulletin Boards.

The County agrees to provide bulletin boards for the Union's use in all County facilities where employees/members are based. These bulletin boards are to be used by the Union for posting Union related material of a non-controversial nature. The Union agrees to maintain all posted material on the bulletin boards in a neat and orderly fashion and promptly remove outdated information. The County retains ownership of the bulletin boards.

ARTICLE 6. STRIKES AND LOCKOUTS

Section 6.1. No Strike.

During the term of this agreement, the Union and its members, both as individuals and as a group, will not initiate, cause, permit, participate, or join in any strike, work stoppage, slow down, picketing, or any other restriction of County work. Disciplinary action, including discharge, may be taken against any employee or employees engaging in any act in violation of this Article. Such disciplinary action shall not in any way hinder or restrict other remedies, including an action at law for damages, which may be available to the County. No employee shall be required to perform work normally performed by a striking member of another bargaining unit unless there is an emergency where the County deems a threat to public health and safety exists.

In the event of a strike, work stoppage, slow down, or observance of a picket line in violation of ORS 243.732, the Union shall immediately upon notification by certified letter, email or telephone message

to the Executive Director of AFSCME Council #75, or to the President of Local 2064, or their designee, attempt to secure an immediate and orderly return to work. This obligation, and the obligations set forth above shall not be limited or otherwise affected by the subject matter involved in the dispute giving rise to the work stoppage, or by whether such subject matter is or is not subject to the grievance provisions of this agreement. Should any amendment to ORS 243.732 occur during the term of this agreement allowing public employees to legally honor picket lines, the parties agree to meet within ten (10) working days for the purpose of negotiating a substitute for this Section.

Section 6.2. No Lockout.

During the term of this agreement, the County will not initiate a lockout over a dispute with the Union so long as there is no violation of Section 6.1.

ARTICLE 7. HOURS OF WORK AND OVERTIME

Section 7.1. Application of This Article.

This Article is intended only as a basis for calculating overtime payments and nothing in this agreement shall be construed as a guarantee of hours of work per day or per week. Where this agreement covers matters addressed in ORS 279.340 and 279.342, the County and the Union specifically waive application of those statutes.

Section 7.2. Regular Hours.

Working hours for each employee shall be regular and consecutive except for meal periods.

Section 7.3. Flex Schedules.

A flexible work schedule may be approved or required by the County when the County determines that it is in the best interest of the organization. To be in the best interest of the County, a flexible work schedule would improve, or at least maintain, the efficiency of the work group, enhance customer service, provide a distinct value to the community or fulfill some other organizational value. The County and the Union acknowledge that job requirements and working environments vary greatly and flexible schedules may not be appropriate in every work area. The approval of flexible work schedules will be at the sole discretion of the County.

A. Employee-Requested Fixed Flex Schedule

Employee requests for fixed flex schedules (duration of more than two weeks, but no more than one year) will be considered by their supervisors and evaluated based on criteria that supports the goals listed above. Application for employee-requested flex schedules should be made to the employee's supervisor utilizing the Flex Schedule Request Form provided by the County. The application must show, at a minimum, that the following criteria can be met: will enhance the employee's work performance, sustain internal and external customer service levels and conform to regularly scheduled and/or seasonal departmental needs, meetings, and group projects. The final decision on the approval of employee-requested flex schedules shall be made by the Department

Director.

Subsequent to the approval of a flex schedule, it shall be the responsibility of the employee to successfully maintain job performance and to adapt to changes in the workplace that impose demands on that schedule. Approved employee-request flex schedules can be revoked by the supervisor or the employee with 10 working ~~days-noticed~~days' notice.

B. County Required Flex Schedule

The County may require a flex schedule when it determines it is in its best interest.

When a flex schedule is required, the employee will be provided ten (10) working ~~days-noticed~~days' notice unless an emergency situation exists, in which case the schedule change may be immediate. The County shall declare all emergencies in writing, noting the beginning and the end of the emergency. If mutually agreed between the employee and the Department Director, the ten (10) working day notice period may be waived in non-emergency situations. A flex schedule is intended to accommodate the special needs of a department.

Section 7.4. Normal Workweek.

Excluding meal periods, the normal workweek shall consist of forty (40) hours per week, not to be worked in excess of five (5) consecutive days with at least two (2) consecutive days off, or four (4) consecutive days with three (3) consecutive days off. Department Directors shall have the authority to initiate either five (5) day or four (4) day workweeks, consistent with priorities and efficiencies established by the County. The normal workweek shall begin at 12:00 A.M. Sunday and end on the following Saturday at 11:59 P.M.

Section 7.5 9/80 Alternative (Flex) Schedule Workweek

When a full-time employee has been approved to work a 9/80 alternative work schedule, the work schedule shall consist of fourteen (14) calendar days consisting of any combination of seven (7) consecutive days consisting of four (4) nine (9) hour days and one eight (8) hour day and seven (7) consecutive days consisting of four (4) nine (9) hour days. The five (5) day work week will have two (2) consecutive days off and the four (4) day work week shall have three (3) consecutive days off. For purposes of this work schedule the one (1) eight (8) hour work day will be defined as the last four (4) hours of one work week and the first four (4) hours of the following work week to complete two (2) separate forty (40) hour work weeks.

(See also Article 8.3 Holiday Pay.)

Section 7.6. Overtime Premium.

Except when a flex schedule is mutually agreed to under Section 7.3, an overtime-eligible (FLSA non-exempt) employee shall be paid or granted compensatory time off at the County's discretion at one and one-half (1-1/2) times their regular rate of pay for all time worked in excess of forty (40) hours in any

scheduled work week. All hours under County paid status shall apply. Payments from non-County sources, including but not limited to workers' comp and long-term disability, shall not constitute salary paid by County.

Accrued compensatory hours shall not exceed eighty (80) hours. Compensatory accruals in excess of eighty (80) hours shall be paid in the period earned. Upon request of the employee, with the approval of the Department Head and based upon available funding, compensatory time may be cashed out at any time. Upon termination of employment, all compensatory time will be paid out to the employee.

Employees who have reached their maximum 80 hours of compensatory time can request a three (3) month extension of the maximum rate in order to take the leave rather than get paid out. Extensions to the maximum accrual, not to exceed 20 hours, may be approved by the Human Resources Director when requested in writing by the employee's Department Director. Exceptions may be approved a maximum of once each fiscal year.

It is the intent of the County that employees will not be required to work schedules that do not provide at least twelve (12) hours rest between shifts on an on-going or routine basis. The County pledges that the frequency of such occurrences will not exceed past practice, and will be discouraged whenever possible.

Section 7.7. Overtime Distribution.

Insofar as reasonable and possible, overtime work shall be distributed equally to employees within the same job classification in each department.

Section 7.8. Work Schedules.

Excepting emergencies, normal work schedules shall not be changed unless ten (10) working days notice is provided to the employee; however, if mutually agreed by the Department Director and the employee, the ten (10) working day notice period may be waived.

Section 7.9. Standby Duty.

Employees on standby duty must be available to a telephone or other calling device at all times during a designated period. Employees on standby duty shall be responsible to perform assignments and respond to calls as may be required. Employees shall receive compensation of twelve (12) hours straight time for each seven (7) day period spent on standby duty, or prorated on a daily basis if the period of standby duty is less than seven (7) days. At the County's discretion, standby compensation may be in the form of a direct payment or added to the employee's compensatory accrual. Employees assigned to standby duty shall not be eligible for call-in pay pursuant to Section 7.13, but shall be paid for all hours worked. An Employee required to work standby on a holiday will receive an additional two (2) hours of straight time.

Section 7.10. Remote Access – Standby

Upon prior authorization of a supervisor or manager, an off-duty employee who is asked to assist with a work situation via remote access will be compensated a minimum of one hour for time worked and actual time worked in excess of one hour.

Section 7.11. Back-up to Community Health Center Triage Service

Physician Assistants (PAs) will participate in the weekly rotation providing back-up to the contracted vendor providing after hours triage service for the Health Center.

PAs will be paid a minimum of \$50, or no less than the rate paid to other Benton County providers for the same work for serving as back-up to the triage service. The schedule will rotate weekly among designated employees determined by the Community Health Center Director.

Participation is required and not voluntary. PAs using their personal cell phones will be reimbursed per Benton County policy.

Section 7.12. Mental Health Standby Duty.

~~Exempt~~ employees who volunteer for Mental Health Standby Duty must be available by telephone or other calling device at all times during a designated period. Initial scheduling for Mental Health Standby Duty is voluntary for all employees, however, bargaining unit employees, who meet the minimum clinical qualifications, shall be given preference. Qualified employees shall be provided the first opportunity to schedule their stand-by shifts every quarter. Qualified employees may sign up for shifts in twelve (12) hour increments. In the event there are not enough volunteers to meet the operational needs of the program, the Department reserves the right to assign standby duties. ~~Exempt~~ employees on standby duty shall be responsible to perform assignments and respond to calls as may be required.

After Hours Crisis ~~QMHP~~ Sign-up Procedure:

1. A minimum of 30 days before the start of a new quarter the crisis program manager or designee will send an email request ing that to staff send their preferred dates for working standby duty for the upcoming quarter to the program manager or designee. for 1st, 2nd, and 3rd preferences for upcoming quarterly scheduling. This will include any dates staff are not available and the number of shifts they are available to work each quarter if no specific preferences are identified. Staff may also volunteer for specific dates they prefer.

~~The email will also provide a copy of the most recent reverse seniority roster based on previous shift assignments.~~

2. The crisis program manager or designee will schedule the dates volunteered for by staff in the calendar. Any dates that more than one staff volunteer for will be assigned based on seniority.
3. ~~Open shifts will be discussed in a shared meeting with all covering staff. Staff and the crisis Program Manager will review the calendar and ask for additional volunteers for shifts that remain~~

~~available. This will take place at the MH All Crisis meeting preceding the beginning of the quarter. In the case where this meeting is cancelled the Program Manager will schedule a meeting to review available shifts no less than 14 days before the end of the current quarter. An email will be sent asking for additional volunteers for shifts that remain open no less than 14 days before the end of the current quarter.~~

4. Any shifts remaining open ~~shifts~~ five days after the email referred to in subpart 3 will be offered to contractors for coverage.
5. Shifts not covered by volunteers or contractors will be offered to all covering staff for a last opportunity to volunteer for shifts.
6. Any open shifts not covered by contractors or volunteers will be assigned based on reverse seniority (least senior person gets first assignment). This will be kept as a rotating list for ongoing assignment past each quarter.

This list will be kept in the Crisis program folder with the Crisis Calendar at L:\Mh\After Hours-Crisis\Crisis Calendar/Staff Seniority List.

7. If the assigned staff member calls out sick coverage will be offered for volunteers to all covering staff, then offered to contractors. Shifts with no volunteers will be assigned based on above identified rotating reverse seniority list.
- ~~8. Holiday coverage will be based on volunteers and will follow the above identified process for assignment when coverage is needed.~~

~~Exempt QMHPs Mental Health employees~~ shall receive ninety-four (\$94.00) per day for standby duty during weekdays; one hundred forty-three (\$143.00) per day for holidays and weekends; pro-rated for partial day shifts. In addition, face to face interactions will be paid at a rate of one hundred fifty-one dollars (\$151) for each interaction. QMHA's shall receive seventy-five percent (75%) of the QMHP rates listed above. Peers shall receive fifty percent (50%) of the QMHP rates listed above. Mental Health employees assigned to standby duty shall not be eligible for call-in pay pursuant to Section 7.13 Exempt Mental Health Specialists eligible for Mental Health standby pay are not eligible for Personal Leave.

The employee may choose each pay period to be paid or may elect to have standby pay, or any portion thereof, reserved as relief time. Relief time may only be used for a workday or any portion thereof, following any standby duty. The reserved relief time may not exceed thirty (30) hours.

Employees may cash out their relief time in a December pay period of each year. In any event, the Department will cash out all outstanding relief time on the June 16th pay period of each year.

Outside of a hospital or with law enforcement present, and to the extent required by law, QMHAs and Peers will not be left alone when working mobile crisis response and actively at and responding to a crisis in the presence of a client.

Section 7.13. Assertive Community Treatment Crisis Phone Standby Duty.

Act Team members on coverage for the ACT Consult Crisis Phone Standby duty must be available to a telephone or other calling device at all times during a designated period. ACT Team members on ACT Consult Crisis Phone Standby Duty shall be responsible to perform assignments and respond to calls as may be required. For each 24-hour shift, employees will be paid \$94.00 per day for standby duty during weekdays and \$143.00 per day for standby duty during weekends and holidays. Signups will be filled 3 months in advance, with priority given to QMHPs. Any dates for which more than one staff volunteer will be assigned based on seniority and unclaimed shifts will be assigned based on identified rotating reverse seniority. If the assigned act team member calls out sick coverage will be offered for team member volunteers to cover the shift. Shifts with no volunteers will be assigned based on identified rotating reverse seniority list. Shift is identified as 24-hour shifts from 8:00 AM to 8:00 AM. The individual covering the next shift must forward that ACT Consult Crisis Line at that time. Employees assigned to standby duty shall not be eligible for call-in pay pursuant to Section 7.14.

Section 7.14 Call-In Time.

Excepting Caretakers employed in the Natural Areas, Parks, and Events Department, employees called in to work outside their regularly scheduled shift shall be paid a minimum of three (3) hours at one and one-half (1-1/2) times their regular rate of pay, or the actual time worked, whichever is greater.

Caretakers who are called in to work outside their regularly scheduled shift shall be paid a minimum of one (1) hour at one and one-half (1-1/2) times their regular rate of pay, or the actual time worked, whichever is greater.

Shift extensions do not qualify any employee for call-in-pay; however, shift extensions may qualify the employee for overtime payments pursuant to Section 7.6.

Section 7.1415. Rest Periods.

All work schedules shall provide each employee a fifteen (15) minute rest period during each one-half (1/2) of an eight (8) hour or a ten (10) hour shift. Rest periods shall be scheduled at the middle of each shift whenever possible. Employees who are authorized by their supervisors to work beyond their regular quitting time shall receive an additional fifteen (15) minute rest period before they begin the next succeeding shift. In addition, employees shall be granted regular rest periods during each additional shift as noted herein. Rest periods that are not utilized during any shift shall not be considered for the purpose of determining overtime payments. Rest periods shall be scheduled in a manner, which will not interrupt the efficient operation of the department.

Section 7.1516. Meal Periods.

Employees shall receive a lunch period of at least one-half hour, and no more than one hour during each work shift during which time employees are relieved from all duty during meal breaks. Whenever possible, lunch periods shall be scheduled at the middle of the shift. Length of meal periods shall be determined by and in accordance with existing routines in each department.

Section 7.1617. Unused Rest and Meal Time.

Rest and mealtime not utilized as provided in this Article may not accumulate for later use.

Section 7.~~17~~18. Clean Up Time.

When conditions of employment require, the Department Director may grant employees personal clean-up time, not to exceed fifteen (15) minutes, during their normal shift assignment. The Department Director shall designate all employees who are entitled to clean up time. Clean-up time will not be unreasonably denied.

Section 7.~~18~~19. FLSA Exempt Flex Time.

Fair Labor Standards Act exempt employees shall be allowed to flex their work schedules across pay periods subject to the operational needs of the Department. Any hours worked pursuant to Sections 7.8, 7.9 and 7.10 shall not be eligible for FLSA exempt flex time. FLSA exempt flex time is not compensable.

Section 7.~~19~~20. Physician Assistants: Voluntary Extra Shifts.

Full-time Physician Assistants who volunteer to work a shift on a regularly scheduled day off shall be paid at the rate of one and one-half (1 ½) times their regular rate of pay for work performed on such days. In the event a part-time Physician Assistant volunteers to work a shift that results in their exceeding a forty (40) hour work week, they will be paid at a rate of one and one-half (1 ½) times their regular rate of pay for the shift hours in excess of forty (40) hours.

Section 7.21 Benton County 24 Hour Crisis Center Re-Opener

At least 180 days prior to the opening of the Benton County 24 hour Crisis Center, the County and AFSCME will engage in Interim Bargaining for 90 days to discuss all mandatory subjects related to the operation of said facility.

ARTICLE 8. HOLIDAYS

Section 8.1. Holidays.

The following are recognized holidays:

1. New Years Day - January 1
2. Martin Luther King's Birthday on the third Monday in January
3. President's Day on the third Monday in February
4. Memorial Day on the last Monday in May
5. Juneteenth on June 19th
- ~~5-6.~~ Independence Day on July 4
- ~~6-7.~~ Labor Day on the first Monday in September

- ~~7.8.~~ Veteran's Day on November 11
- 9. Thanksgiving Day on the fourth Thursday in November
- ~~8.10.~~ Day After Thanksgiving Day on the fourth Friday in November
- ~~9.11.~~ Christmas Day - December 25

Two floating holidays to be selected within the fiscal year by each employee with supervisor approval, except that no employee may utilize floating holidays during their probationary period. Floating holidays do not need to be used in full day increments. In addition to the above-approved holidays, any day declared or approved by the Board of Commissioners, ~~In the event the Board of Commissioners recognize and approve Juneteenth as a paid holiday,~~ it will be added to the current list of recognized holidays.

By mutual consent between the parties, newly declared holidays may be substituted for already approved holidays.

Section 8.2. Holiday Date Modification.

The above noted holidays may be modified by mutual consent if they are inconsistent with state and/or federal actions subsequent to this agreement.

Section 8.3. Holiday Pay.

1. ~~All~~ Full-time eligible bargaining unit employees shall ~~receive eight (8) hours of pay~~ be compensated for each ~~of the holidays listed in Section 8.1 holiday as follows,~~ provided that the employee is in paid status the last scheduled day before and the first scheduled day after the holiday. ~~Employees may flex their schedule or use vacation hours, compensatory time, or floating holiday hours to insure a forty (40) hour work week; or for employees on approved 9/80 schedules, consistent with their regular schedule.~~

Effective upon ratification, (December 1, 2024) Employees shall be compensated for holidays as follows:

- a. Employees currently who are on an alternate schedule as of December 1, 2024, will be provided holiday pay on the basis of that alternate schedule (e.g., 4 x 10 employees will receive 10 hours pay for holidays). Such employees will continue to be compensated in this manner as long as they remain on that alternate schedule.
- b. After December 1, 2024, ~~W~~when a bargaining unit employee requests ~~has requested~~ and is regularly working ~~on~~ an alternate work schedule while other employees within the same division/section/work group are working a five (5) day, eight (8) hour work schedule, the employee on the alternate schedule shall have the option of reverting to a five (5) day, eight (8) hour schedule on a week including a holiday or remaining on the alternate schedule and using two (2) hours of vacation or floating holiday accrual time to supplement the eight (8) hours of holiday time off.
- c. After December 1, 2024, ~~W~~when a bargaining unit employee is ~~s~~are assigned by the County to work an alternate schedule, for example a nine-eighty or four (4) day, ten (10) hour work schedule, or all of the bargaining unit employees within the division/section/work group are

on such alternate schedule, the eligible employees shall receive one full day's compensation for the holiday, for example nine hours for such employees who are assigned to work nine hours per day or ten hours for employees who are assigned to work ten hours per day.

1.2. Holiday pay shall be pro-rated for part-time employees based on their position's established FTE. Part-time employees may either flex their schedules or use accrued vacation or compensatory time in order to not increase or decrease the number of regularly scheduled work hours in a holiday week. Part-time employees must also be in paid status the last scheduled day before and the first scheduled day after the holiday.

~~Full time employees working a 4 x 10 hour day work schedule as of July 1, 2013 will be grandfathered in at 10 hour holiday pay for the duration of the 4 x 10 assignment.~~

Any day spent on County paid leave, including but not limited to sick leave and vacation leave shall be considered as a day worked pursuant to this Section. However, employees being paid by workers' comp or receiving long term disability payments shall not be considered as being paid by the County for purposes of this Section.

Section 8.4. Weekend Holidays.

Whenever a holiday falls on a weekend or on an employee's scheduled day off, the holiday will be observed on the scheduled workday nearest the holiday within that workweek.

Section 8.5. Observed Holidays.

Pursuant to this Section, designated holiday dates shall be published by Human Resources, which will send notice thereof to the Union and All County departments during the month of December.

Section 8.6. Holiday During Leave.

An employee shall receive holiday pay if the holiday falls during any authorized period of County leave with pay. Should an employee be on authorized sick or vacation leave with pay when a holiday occurs, the employee shall receive holiday pay, and such holiday shall not be charged against their sick or vacation accrual. Payments received from non-County sources, including but not limited to Workers' comp and long term disability, shall disqualify the employee from receiving holiday pay pursuant to Section 8.3.

Section 8.7. Holiday Work.

Any member of the bargaining unit who is required to work on any of the holidays listed in Section 8.1 shall be paid or granted paid time off at the County's discretion as follows:

- A. In addition to their regular salary, time and one-half for all hours worked for the first 8 or 10 hours of holiday work, whichever is applicable to their regular work schedule.
- B. For all hours worked in excess of the first 8 or 10 hours of holiday work, in addition to their regular salary, double time for all hours worked. The intent of this language is to pay a total

compensation for holiday work of two and one half times the regular rate of pay for the first 8 or 10 hours of holiday work, and a total of three times the regular rate of pay for all overtime work.

- C. Time off earned may be used on a date mutually agreed to by the employee and their supervisor. The County will make a reasonable effort to allow employees required to work holidays the option of using the paid time off as close to the holiday as possible. This Section shall apply when the employee is required to work on the day designated and observed as the holiday pursuant to Sections 8.4 and 8.5.

ARTICLE 9. LEAVE DUE TO DISASTER OR ADVERSE WEATHER CONDITIONS

Section 9.1. Leave Due to Disaster.

In the event of a disaster (e.g., Act of God, earthquake, flood, tsunami, landslide, conflagration, air quality, civil unrest, war, power outage), which destroys or renders a County-occupied building unsafe or inaccessible, the employees who work in that building may be provided work at an alternate location, telework options or if no other work is available, released and their regular pay shall continue until the end of that working day. Thereafter, with prior supervisory approval, the employee may be allowed to continue telework or work at an alternative location or if no other work is available, may use authorized leave accruals until exhausted or until the employee is called back to work. If the employee has no leave accruals, all time off, excluding the day of the incident, shall be without pay.

Section 9.2. Travel and Delays During Adverse Weather Conditions.

In the event of adverse weather conditions that may jeopardize an employee's ability to travel to or from work (e.g., Act of God, snow or freezing rain, flood, tsunami, conflagration, air quality), the employee may request telework or paid leave. If granted leave, the employee may use any of their leave accruals, including sick leave, to cover this leave. If the employee has no leave accruals, this leave shall be without pay. (This provision does not apply to emergency personnel). Employees are expected to follow their department call-in procedures.

When the County establishes a late opening, those employees working in the department or unit subject to the late opening and work is not available at an alternate location, no telework options are available, or if no other work is available, non-emergency personnel will report to work at the modified start time without loss of pay.

Section 9.3. Declared Emergency.

If calamitous circumstances warrant, the Board of Commissioners may declare an emergency and close all or part of County operations. The Board's declaration shall be released to local media for publication and all County employees may call a specified telephone number (541) 766-6058 for further information concerning whether or not to report to work, and such other information as may be appropriate. Information will be up-graded on a daily basis.

In the event of an office closure, the HR director or designee will directly contact the union president. In the event that the Board of Commissioners determine either all or part(s) of County operations are closed or a County occupied building is unsafe, during a work shift, regular ~~salarieswages~~ shall continue until the end of that shift. Thereafter, those employees who are not required to report to work ~~shall, in person or remotely, shall be paid their regular wages for hours scheduled to work through the following work day, and not be required to utilize accruals. Otherwise, employees unable to telework or report to work may~~ use their earned leave accruals, including sick leave, to cover all periods not worked until the Board rescinds the emergency declaration or County operations re-open. In the event that an employee has no earned accruals, then all such periods shall be reported as leave without pay.

Section 9.4. Emergency Personnel Defined.

In the event ~~an employee's location of work is closed due to~~ inclement weather, ~~curtailment of County operations, office closure, or other emergency situations,~~ Department Directors shall designate which employees are to continue to work as designated emergency personnel, using the following criteria:

- A. The Department Director shall designate as emergency personnel only those employees whose job assignments are reasonably related to preserving critical services, public order and public safety. ~~Subject to 9.2, Public Works, Health Services, District Attorney, and Sheriff's Office employees may be considered emergency personnel and required to report to work in person. Employees in those departments must check with their supervisor before leaving or observing a closure notification, unless the manager or supervisor already has an established notification process in place. The County retains discretion based on the nature of any other emergency, to designate any other employee as essential. In the event employees outside the departments listed above are designated emergency personnel, the supervisors of those employees will contact them informing of the need to remain or report to work, giving as much notice as practicable.~~
- B. ~~All~~ Emergency personnel required to report to or remain at work in-person in the event of a closure as defined above will receive an additional premium of five percent (5%) of base hourly pay for all hours worked during a closure of county facilities. A list of all such ~~designations shall be in writing and employees will be~~ forwarded to the payroll office as soon as possible following the designation of emergency status.
- C. ~~If the event is a FEMA reimbursable declared emergency event, and the County applies for reimbursement for overtime pay, then:~~
 - 1. ~~Exempt employees who work on the FEMA reimbursable event more than eight (8) hours in a day or forty (40) hours in a work week will be eligible for additional pay at the equivalent of one times their straight time hourly rate of pay: and~~
 - 2. ~~Non-exempt workers shall be eligible for overtime pay for work in excess of eight (8) hours a day at the rate of one and one half times their regular rate of pay.~~
 - ~~B.3. This provision does not apply to mutual aid.~~

ARTICLE 10. VACATION LEAVE

Section 10.1. Accrual.

All regular full time employees shall accrue vacation leave as follows:

| | | | |
|------------------------|--------------------|------------------------|--------------------|
| 1st through 4th year | 8 hours per month | 20th through 24th year | 16 hours per month |
| 5th through 9th year | 10 hours per month | 25 years and over | 18 hours per month |
| 10th through 14th year | 12 hours per month | | |
| 15th through 19th year | 14 hours per month | | |

Following successful completion of their probationary period, full time regular employees shall be granted use of 48 hours of vacation leave and part time regular employees shall be granted vacation leave on a pro-rated basis, according to their position's established FTE.

Section 10.2. Scheduling.

Whenever practical, and consistent with the needs of the County and the availability of vacation relief, employees shall have the right to select split or full vacation leaves. The employee must request vacation leave in writing to their supervisor, allow providing at least two full weeks' notice for foreseeable vacation and as much notice to the supervisor as leave being requested, but in no event less than one full day, practicable if vacation is used for an unforeseeable reason. The vacation will be considered granted unless the County makes a written denial within the aforementioned notice period at least one week prior to the planned start of vacation if foreseeable vacation, or within two business days after notice related to an unforeseeable event. With mutual consent of the supervisor and the employee, the notice period may be waived or shortened.

For vacation requests made more than 30 days before the start of the vacation, the request will be considered granted unless the County makes a written denial within one week of the vacation request. Granted vacations will be honored unless exigent circumstances jeopardize county operations. In such rare circumstances, the County will consider on a case-by-case basis providing monetary reimbursement for any nonrefundable costs related to the denied vacation. The County will make all reasonable efforts to avoid cancelling an approved vacation.

Selection of vacation leave shall be on the basis of seniority, however each employee will be permitted to exercise their right of seniority only once in each fiscal year. Such exercise of seniority shall be limited to one vacation period in each fiscal year.

Section 10.3. Vacation Accrual.

Vacation leave equivalent to the annual vacation accrued by the employee in the preceding fiscal year may be carried over for one (1) year. (i.e. the maximum vacation hours accumulated may not exceed twice the employee's annual accrual).

Every employee shall be granted reasonable opportunity to utilize their accrued vacation leave.

Unreasonable denial by the County of an employee's request to use accrued vacation leave will not result in forfeiture of such leave.

The County will provide a current and accurate monthly accounting of accrued vacation leave on each employee's end of the month payroll check stub.

Section 10.4 Notice to Employees Nearing Maximum Accrual

~~The County will continue to notify employees, until December 31, 2021, by email when the employee is within four (4) pay periods of reaching their maximum vacation accrual. In the event that a notice is not sent out by December 31, 2021, employees will be given additional time to use vacation accrued hours before losing them. Prior to December 31, 2021, the Union and the Employer will work together to ensure that all employees are instructed on how to track their own vacation accruals in the time-entry system.~~

After December 31, 2021, employees who have reached their maximum accrual rate and are in jeopardy of losing additional vacation accruals can request a three-month extension of the maximum rate in order to take the leave rather than lose it. Extensions to the vacation maximum accrual may be approved by the Human Resources Director when requested in writing by the employee's Department Director. Exceptions may be approved a maximum of once each fiscal year.

Section 10.5. Termination or Death.

Upon voluntary or involuntary termination of an employee, all accrued vacation leave shall be paid to the employee. On the death of an employee, all accrued vacation leave shall be paid to their estate.

Section 10.6. Continued Vacation Credit.

In case of an absence due to an illness or injury, a full-time regular employee shall continue to earn vacation credit for a maximum period of six (6) months (1040 hours). A part-time regular employee's ability to earn vacation credit shall be pro-rated in direct proportion to their established FTE. In leave without pay situations, accruals do not continue with the exception of approved workers' compensation and approved PLO, OFLA, FMLA leaves.

Section 10.7. Vacation Cash-Out.

Employees shall have the option of cashing out a maximum of forty (40) hours of accrued vacation leave when a minimum of eighty (80) hours of accrued vacation leave is taken off in the same fiscal year. Qualifying time off shall consist of either eighty (80) consecutive hours or two separate periods of forty (40) consecutive hours each. This eighty (80) consecutive hour requirement will be prorated for part time employees. If a scheduled vacation period includes a paid holiday, that holiday shall qualify as part of the required consecutive hours for the vacation cash-out.

Employees with 20 15 years' service or more shall have the option of cashing out a maximum of forty (40) hours of accrued vacation when a minimum of forty (40) consecutive hours of vacation are taken off in the same a fiscal year. If a scheduled vacation period includes a paid holiday, that holiday shall

qualify as part of the required consecutive hours for the vacation cash-out. This forty (40) consecutive hour requirement will be prorated for part time employees. Cash-out may be requested once during a fiscal year. Cash-out requests must be approved by Human Resources.

ARTICLE 11. SICK LEAVE

Section 11.1. Accrual.

All full-time regular employees shall accrue paid sick leave at the rate of four (4) hours per semi-monthly pay period, ~~to be used in the event of illness (physical or mental) or injury of the employee or a member of their immediate family which may be used for any purpose provided in ORS 653.616.~~ Immediate family is defined as spouse, domestic partner, parent, biological child, adopted child, stepchild, foster child, domestic partner's child, adoptive parent, stepparent, foster parent, parent-in-law, domestic partner's parent, grandparent, grandchild, sibling, sibling-in-law, step sibling, or had an in loco parentis relationship, any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, or other person living in the household. In relationships other than those set forth above, and under exceptional circumstances sick leave may be granted by the Department Director if requested by the employee. All part-time regular employees shall accrue paid sick leave on a pro-rated basis according to their established FTE.

Sick leave may accumulate to a maximum of 1260 hours. No employee may utilize sick leave before actually accruing such leave; however, new employees may use accrued sick leave during their probationary period. The County may, at its discretion, require verification of the usage of sick leave of more than three (3) days, or where an established pattern of sick leave usage suggests potential abuse, by requiring the employee to submit a physician's statement justifying their use of sick leave before payment of the sick leave is approved. Sick leave usage is limited to periods of illness (physical or mental) of the employee or member(s) of their immediate family as defined in this Section. Abuse of sick leave shall subject the employee to disciplinary action.

Section 11.2. On-The-Job Accident.

Any employee who sustains an accident while on the job for the County which results in a compensable workers' compensation illness or injury, shall be covered under the County's workers' compensation program.

A decision on acceptability/compensability of a claim is normally made within the first 14 calendar days of an injury and if not, the insurance carrier is required to pay time-loss during the term of the investigation or until such time as compensability is determined. The County shall allow employees who file a workers' compensation claim to use sick, vacation or compensatory time during the first 14 calendar days of an alleged workers' compensation injury. Once the workers' compensation carrier either accepts the claim or commences payment of time-loss to the employee, the County will cease salary payments, chargeable to the above-mentioned leaves, until the employee returns to work. The County will restore the used leave where time-loss is paid. The employee may select one of the following options:

A. The employee will rely on time-loss payments from the workers' compensation carrier for

their compensation.

- B. Alternatively, if the employee chooses to use paid leave to equal the difference, only that portion of sick leave needed to make-up for the difference between the workers' compensation payments and the employee's regular paycheck will be permanently deducted from the employee's accruals when the employee turns their workers' compensation payments over to the County.

Donated hours may not be used for this purpose. Adjustments to leave balances will be made on the next pay check after the County has been notified of a time-loss payment. Until the injured employee notifies the county to the contrary, the County will start using leave balances in the following order: sick, compensatory time, vacation.

The computed hourly rate normally used for payroll computation purposes during any given payroll period shall be used for computing compensation chargeable to leave from the County under this section.

During the term of the workers' compensation claim, the County shall continue the enrollment of an employee under all normal insurance coverage to which the employee was otherwise entitled prior to any workers' compensation injury. If the employee works less than or equal to fifty percent of the scheduled hours for any pay period, the County will pay the employee's "co-pay" portion of any insurance premiums. If the employee works more than fifty percent of the scheduled hours, the employee will be responsible for paying the "co-pay" amounts. This continuation provision shall not extend for a period greater than that, which is specified in Rule 13.8.

For injuries which extend for partial pay periods, the County will make up for any premium co-payment which is not covered by the employee's normal payroll. For injuries, which extend beyond a pay period, the County will pay the full premium including any co-payment, which the employee was required to pay.

Section 11.3. Continued Sick Leave Credit.

In case of an absence due to an illness or injury, a full-time regular employee shall continue to earn sick leave for a maximum period of six (6) months (1040 hours). A part-time regular employee's ability to earn sick leave shall be pro-rated in direct proportion to their established FTE. In leave without pay situations, accruals do not continue with the exception of ~~workers' compensation and approved FMLA~~ protected leaves.

Section 11.4. Scope.

Employees may use sick leave for the treatment of a recognized mental health condition, illness or injury during which the employee is unable to adequately perform their normal work duties; or whenever as a result of the foregoing, it is necessary to seek medical, psychological or dental assistance; or if it is necessary for the employee to be quarantined. The County, at its discretion, may require the employee to leave the workplace if it is reasonably believed that the employee's illness presents a risk to the health or safety of other employees. If the County requires the employee to leave work, sick leave accruals may be utilized if available. Sick leave may also be used in the case of an illness in the employee's immediate family, as

defined in Section 11.1, provided that the employee states that it is medically necessary for ~~him/her~~ them to care for the immediate family member. Additionally, sick leave may be used for medical, mental, or dental appointments without relation to illness or injury. As used in this Section, the term medical includes all services provided as part of the healing arts by Medical Practitioners who are legally licensed to practice. Employees using sick leave for any reason must give reasonable notice to their supervisor.

Section 11.5. Retirement, Disability or Death.

Those employees hired before August 1, 1999, who at the time of retirement are fully qualified to receive Oregon Public Employees Retirement System (PERS) benefits, shall have the option to receive payment of up to three-fourths (3/4) of their accumulated sick leave in cash, and their remaining accumulated sick leave shall be used to calculate their final average salary for retirement benefits by PERS in accordance with the provisions of ORS 238.350.

Employees hired on or after August 1, 1999, shall have the option to receive payment for all accumulated sick leave above 520 hours in cash, and their remaining accumulated sick leave shall be used to calculate their final average salary for retirement benefits by PERS in accordance with the provisions of ORS 238.350.

In case of an employee's death or permanent disability, the employee or their designated beneficiary shall receive full payment for all accrued sick leave.

Section 11.6. Unused Sick Leave Conversion.

At the completion of each fiscal year, each employee who maintains the following minimum sick leave banks may convert sick leave above the bank into vacation leave.

Sick leave accumulations above 260 hours may be converted to vacation leave at a rate of two (2) hours of sick leave to one (1) hour of vacation; and sick leave accumulations above 520 hours may be converted to vacation leave at the rate of one (1) hours of sick leave to one (1) hour of vacation. This shall be done as follows:

1. Part-time employees shall be eligible to participate in the above conversion utilizing minimum sick leave banks established on a pro-rated basis according to their established FTE.
2. Requests for sick leave conversion must be submitted to Payroll by the last day of the first full work week in August.
3. Sick leave conversion options shall not apply to any employee who is terminated or discharged for cause.

Section 11.7. Sick Leave Donations.

This section provides a method for employees to transfer or donate some of their accrued sick leave

and/or vacation leave to a fellow employee who is out of sick leave and is temporarily off work due to a catastrophic or chronic illness, hospitalization, operation or accident. Leave may also be donated for an employee off work and out of sick leave in order to care for an immediate family member, defined in Section 11.1, who meets the medical conditions defined above. In order for one employee (donor) to transfer leave to another employee (donee), the following conditions must be met:

1. The donated leave may only be used for a catastrophic or chronic illness, hospitalization, operation or accident.
2. The donee must have exhausted all sick, compensatory and all but 40 hours of vacation leave prior to requesting donations.
3. Once the donee satisfies the ninety (90) day elimination period for Long Term Disability, requests for sick leave donations will not be granted; however, employees who filed a claim within the first sixty (60) days of the elimination period will be eligible for sick leave donations while claimis pending. Donations will be processed until first disability payment is mailed or issued.
4. Donor must maintain a minimum bank of ~~16080~~ hours sick leave to donate sick leave hours and 80hours vacation leave to donate vacation leave (prorated by FTE) that is not eligible for transfer.
5. Sick leave hours cannot be transferred upon donor's termination of employment.
6. Donee requests for leave donations must be approved by the Human Resources Director. Only donee or Department Director is eligible to request leave donations. Requests must be accompanied by acceptable medical documentation. Upon approval, donation requests will be made by the Human Resources Director to County employees. All information regarding specific details of the medical emergency and/or donee's name shall be confidential unless release of information is authorized by the donee.
7. Donated leave will be used on a first-in, first-used basis. Any donated sick leave that is not utilized by donee to meet their leave needs related to the specific donated leave request, willbe returned to the donor.
8. The County will continue to pay the employer's share of the medical and dental premiums while an employee is receiving long-term disability and is employed by the County.
9. Upon presentation of proper medical authorization of ability to return to work, any employee who is terminated from employment while on long term disability will be given recall rights for eighteen (18) months following termination.

ARTICLE 12. OTHER LEAVES OF ABSENCE

Section 12.1. Leave Procedure.

Employees may request leaves of absence. Each request shall be judged by the Department Director on its individual merit and on the basis of the guidelines provided herein.

No leave of absence, with or without pay, shall be granted unless a request is submitted in writing by the employee to their Department Director. Approval of leaves of absence shall be obtained prior to beginning the leave. All paid leaves shall be considered time worked. Leaves of absence without pay shall not be considered time worked, and the employee shall not accrue benefits, seniority, or other conditions noted herein during leaves without pay.

Section 12.2 Leave of Absence Without Pay.

Department Heads, for any reasonable purpose, shall grant a leave of absence without pay for a period not to exceed 90 calendar days. Leaves of absence without pay for period in excess of 90 calendar days, shall be submitted in writing to the Department Director, and at their discretion, may be approved. Prior to beginning a leave of absence without pay, the employee must first exhaust all vacation and compensatory accruals, except for employees who are requesting leave for Union activities. Union activity leave shall not exceed ninety (90) days, and shall be verified in writing by the Union in advance of the activity. Leaves of absence without pay may not be granted on a recurring annual basis. Probationary employees may be granted a leave of absence without pay subject to the operational needs of the department.

Section 12.3. Family and Medical Leave.

Employees may request up to twelve (12) weeks (480 hours prorated) of leave during any 12-month period for the purpose of caring for a child following birth, adoption, or foster care; for a spouse or domestic partner, son, daughter, parent, or parent-in-law who has serious health conditions; or for a serious condition that renders the employee unable to perform their job. The employee may choose to utilize this leave on an incremental (hourly) or full-time basis, and may further, choose to coordinate this leave with an accepted Workers' Compensation claim.

Requests for this leave shall be made in writing to the Department Director and forwarded to Human Resources. The Human Resource Director may ask for verification of need for leave request.

To be eligible for family and medical leave, an employee must have completed their initial probationary period.

The employee shall be required to utilize accrued leave balances, including vacation leave, sick leave, compensatory leave, and personal leave before utilizing unpaid leave. For duration of this leave, the employee's health, dental, life, and disability insurance coverage shall continue provided that the employee continues to pay the co-payment of premiums that existed prior to the commencement of this leave.

Any eligible employee who takes family or medical leave must be returned to the same position held prior to the leave or an equivalent position.

Employees who have exhausted family medical leave limits may refer to Section 12.2. Leave of Absence Without Pay.

Section 12.4. Bereavement Leave.

Employees shall be granted not more than three (3) days leave of absence with pay in the event of death in their immediate family to make household adjustments and to attend funeral services. In the event of a family death occurring more than two hundred (200) miles from the employee's home, an additional two (2) days paid leave shall be granted. Bereavement leave shall not be charged to any other leave accruals. An employee's immediate family shall be defined as spouse, domestic partner, parents, children, siblings, grandparents, grandchildren, parents-in-law, domestic partner's parent, children or siblings, siblings-in-law, step parents, son-in-law, daughter-in-law, or other member of the household. In relationships other than those set forth above, and under exceptional circumstances, the Department Director may approve bereavement leave.

In some situations, employees may be eligible for additional Bereavement Leave under the Oregon Family Leave Act (OFLA). In these cases, qualifying County-paid Bereavement Leave and OFLA Bereavement leave run concurrently and count against the employee's OFLA entitlement.

Section 12.5. Witness or Jury Duty.

When an employee is called for jury duty, or is subpoenaed as a witness as a result of official business for the county, they shall continue to receive their regular salary and shall transfer all compensation received for the performance of such duty to the County. Jury and subpoena fees are to be submitted to the Finance Department. Overnight or weekend expenses compensated because of jury duty or as a subpoenaed witness, as well as statutory mileage fees provided for the use of the employee's private vehicle, shall be retained by the employee. Failure to comply with this Section shall be cause for disciplinary action.

Section 12.6. Military.

An employee of the County who is a member of the National Guard or a reserve component of the armed forces for the United States shall be entitled to a leave of absence with pay and without impairment of other rights or benefits for a period not to exceed ~~fifteen (15)~~ twenty-one (21) calendar days per year. Leaves in excess of ~~fifteen (15)~~ twenty-one (21) calendar days per year shall be considered leave without pay. Military leaves of absence and reinstatement of employment shall conform to applicable state statutes.

Section 12.7 Union Leave.

Upon request of the Union, the Employer may grant leave with pay for no more than two (2) Union representatives, stewards, or other Union appointees from the bargaining unit to attend Union training programs not to exceed thirty (30) calendar days in a calendar year. Granting the leave will depend upon operational needs and available staffing. The Union will submit the request to the supervisor and Human Resources Director at least thirty (30) calendar days prior to the leave, unless otherwise agreed. The employee released under this Section shall receive full retirement credit for the entire duration of the release time. The Union will reimburse the Employer for the “fully burdened costs of the positions” the Employer incurs as a result of placing the employee on leave with pay during the period of absence. The Union will reimburse the Employer each month for the previous month, upon receipt of an itemized summary of the costs to be charged to the Union. For purposes of this provision, “fully burdened costs of the position” means the cost of wages, benefits, workers’ compensation insurance, and other administrative costs not to exceed 5% of the employee’s total salary.

Section 12.8. Seniority During Leave.

Any employee granted a leave of absence pursuant to this Article shall maintain their existing seniority. During workers’ compensation disability, military leave and unpaid union activity leave, employees will continue to accrue seniority.

Section 12.9. Short Term Leave of Absence without Pay for Reduction in Work Load.

This section provides for employees to voluntarily accept leave without pay for short duration to address reduction in workload or funding as determined by the Department Director.

Such leave without pay will not result in reduction in medical, dental benefits, sick leave or vacation accruals, holiday pay or seniority.

Leave without pay will not exceed a reduction of 10% of the employees regular FTE within a fiscal year.

The Department Director or employee may terminate short term leave arrangements with a 10 working day notice. The provisions of this section will apply to the employee’s regular schedule.

Section 12.10 Paid Leave Oregon (PLO).

- a. The County will pay the employer portion of PLO premiums, and the bargaining unit member will pay the employee portion.
- b. Upon request, an employee shall be allowed to utilize their accrued leave (of their own choice), to compensate for the difference between their PLO benefits and their normal rate of pay received from the County. Employees may use donated vacation leave for such supplementation.
- c. Upon request, an employee may utilize their own accrued leave (of their choice), followed by donated vacation, to ensure they maintain their regular rate of pay pending the processing of their claim for PLO benefits. If an employee utilizes option (c), the employee will reimburse the County in an amount equal to the benefit they receive from the Employment Department or other equivalent plan provider, and will

be credited with the accrued leave the employee utilized equal to that benefit.

ARTICLE 13. WAGES AND SALARIES

Section 13.1. The Total Compensation Package.

This contract represents a Total Compensation Package including adjustments in PERS, Long Term Disability, sick leave donation and conversion programs, retiree benefit programs, medical and dental insurance costs and cost of living adjustments (COLA).

Section 13.2. Wages.

1. Effective upon ratification, the County will implement the following one-time wage adjustments:
 - a. There will be a one-time payment to each AFSCME member who was hired on or before December 1, 2024, in the amount of \$2,500.
 - b. Effective upon ratification, there will be a one-time increase of 3% for all A Band employees, 4% for all B Band employees, and 5% for all C Band employees.
- a. 2. AFSCME salary ranges will be comprised of eleven (11) merit steps and implemented as follows:-
 - a. Effective December 1, 2024, any employee who was at Step 8 on July 1, 2023, will move to the new Step 9. This move does not impact the employee's anniversary date.
 - b. Effective July 1, 2025, all employees at Step 9 will move to Step 10 on their first anniversary date on or after July 1, 2025.
 - c. Effective July 1, 2026, all employees at Step 10 will move to Step 11 on the first anniversary date on or after July 1, 2026.
3. Effective December 1, 2024, a 4.4% wage increase will be applied to all steps of all Bands of the AFSCME salary schedule.
4. Effective July 1, 2025, a 3% or ECI (Employment Cost Index) for the twelve-month period ending March 31, 2025, whichever is greater, will be applied to all steps of all Bands of the AFSCME salary schedule.
5. Effective July 1, 2026, a market study will be conducted in accordance with the MOU as reflected in Appendix B: MOU Regarding Market Study.
- ~~1. AFSCME salary ranges are comprised of eight (8) merit steps. The effective date for movement to the steps:
 - a. Effective July 1, 2021, any employee who has been at Step 6 for more than 1 year will move to Step 7 of the new salary schedule in place of their anniversary step increase.
 - b. July 1, 2022: employees who had been at Step 6 for more than two years as of July 1, 2021 will move to Step 8 in place of their anniversary step increase.
 - c. All other employees will be eligible for step increases on their anniversary dates as normal per section 13.3.~~

- ~~2. Effective July 1, 2021:
A three and one-half percent (3.5%) adjustment will be applied to steps 1-8 of the AFSCME salary schedule.~~
- ~~3. Effective July 1, 2022:
a. A three percent (3.0%) adjustment will be applied to steps 1-8 of the AFSCME salary schedule.~~
- ~~4. Effective July 1, 2023:
a. A three and one-quarter percent (3.25%) adjustment will be applied to steps 1-8 of the AFSCME salary schedule.~~

~~Selective salary adjustments for Building Inspector, Dental Hygienist, IT Analyst I, IT Specialist 2, and Engineers- Classification Series (C band) are reflected in Appendix A: AFSCME Salary Schedule.~~

Section 13.3. Merit Increases.

Upon successful completion of the regular six (6) month probationary period, employees shall receive a step increase from their initial hire step to the next step in their position's salary range. In situations where a reduced probationary period is served or a probationary period is extended, upon successful completion of the probationary period the employee will receive a step increase from their initial hire step to the next step in their position's salary range. Thereafter, employees will become eligible for an additional step in their position's salary range on the anniversary of their appointment to the position.

Merit increases shall be based on satisfactory service. This step increase will be granted, and subsequent step increases will be granted annually until the employee reaches the top step of their position's salary range, unless work performance is evaluated as unsatisfactory. For purposes of annual step increases, the anniversary date of appointment for each employee shall be adjusted to the first day of the month in which they were hired or promoted.

If an employee's work performance is deemed to be unsatisfactory, at least ninety (90) days prior to an employee's step date, the supervisor shall counsel the employee. The supervisor and employee will develop a work plan, which will contain objective standards that the employee must meet over the next ninety (90) days in order to bring their performance to a satisfactory level. The work plan will specify regular meetings between the employee and supervisor to monitor progress. If the employee's performance becomes satisfactory within ninety (90) days, they will be granted the merit increase. If the employee's work performance remains unsatisfactory, the County may deny the employee a merit increase.

Section 13.4 Overpayments and Payments in Violation of Contract

Any employee receiving unauthorized payments has the obligation to call such error to the attention of his or her supervisor once the overpayment is discovered.

- A. Unauthorized Overpayments: Any employee who receives payments to which they are not

entitled, including but not limited to premium pay, shift differential, overtime pay, step increases, or any other salary, wage, or reimbursement which is not authorized by this contract or County Personnel Rules, and which the employee knew or reasonably should have known they were not entitled to receive, shall reimburse the County for the full amount of the overpayment.

- B. Payments in Error: When an employee receives payments due to a clerical, technical, or computer error, or if the County fails to deduct for authorized deductions or deductions that are required by law, through no fault of the employee and where the employee did not and could not reasonably have known that the error occurred, the employee will only be liable for and the County shall only recover the overpayment for a period of one-hundred and eighty (180) days preceding the date of discovery of the error.
- C. Repayment to the County: As soon as the overpayment is known, the County will recover overpayments as specified in subsections A or B above, by payroll deduction or by separate check/cash as chosen by the employee. Repayments over time are subject to approval by the County's Chief Financial Officer.
- D. Repayment to the Employee: When an error occurs, which results in a negative impact on the employee, upon notification by the employee, and verification by the payroll division, payment in correction of the error shall be made in the employee's paycheck for the current pay period.
- D.E. Specifically for insurance premium contributions only: Individual employees shall be responsible for paying their portion of the insurance premium through payroll deduction. As necessary, the County is hereby authorized to advance such sum(s) for the express purpose of premium payment to the insurance providers and then make automatic retroactive payroll deductions from the earnings of any and all covered employees for reimbursement to the County for such advances. Those specific retroactive payroll deductions will only occur on paychecks issued within sixty (60) days of the advance (with the employee's portion of the premium amount evenly split between two (2) paychecks. If the amounts are not deducted as specified, the County is then responsible for the amounts and there will be no reimbursement from the employee. If an employee does not have sufficient wages in their paycheck to have their portion of the insurance premium deducted as required, the employee will arrange for payment of that amount to the County by means other than payroll deduction, (at the employee's choice).

Section 13.5. Pay Periods.

Paydays for all employees shall be twice a month. Paydays shall be on the last day of the month and on the fifteenth (15th) of each month. If the last day of the month or the 15th should fall on a weekend or holiday, payday will be on the last working day prior. All payroll deductions shall be spread equitably between the two checks.

Section 13.6. License and Certification Pay.

As provided in Section 23.5, the Labor Management Advisory Committee may make recommendations to the Board of Commissioners and AFSCME for compensation for licenses and certification that are not required in a position description.

Employees who are directed to attend job-related training and/or education programs shall have necessary costs and travel expenses paid for by the County and shall not experience any loss of pay or require the usage of any accrued leave.

Section 13.7 Bilingual Pay

~~Effective upon ratification,~~ Bilingual Skills Differential applies to employees who regularly use bilingual skills to perform assigned duties. “Bilingual skills” means translation to and from English, interpretation of another language or the use of sign language. To be eligible for the differential, the employee’s supervisor must first assign the interpretation and translation duties. The supervisor documents the assignment in the employee's position description. The differential is 5 percent of base pay. Bilingual pay shall be effective at the beginning of the next pay period, following the successful passing of skills testing.

Section 13.8 Working Out of Classification/Lead Work

- A. An employee assigned the major duties and responsibilities of a higher classification shall receive compensation at step 1 of the higher classification, or a 5% increase in their base compensation, whichever is greater, provided such assignment is designated by the supervisor or manager in writing, and providing that the assignment is planned to extend, or actually extends, for more than three (3) continuous working days. In no case, however, will work out of class (WOC) pay be more than the top step of the higher classification. The County will not rotate these assignments for the purpose of avoiding work out of class pay. If the employee is assigned lead work, and that lead work is not among the major duties and responsibilities of a higher classification within the employee’s band, the employee shall receive a 5% increase in their base compensation.

This Section shall not apply to an employee working in a job-related training program that has been mutually agreed to by the County and the employee.

Section 13.9 Acting in Capacity (AIC)

Temporary appointment to a position in a higher level classification by the department director.

Bargaining unit employees assigned to a higher level position with management duties will not hire, discipline, terminate, or approve a personnel action.

Employees appointed to AIC for a minimum of three days will receive placement on a step in the higher classification that represents at least a 5% increase in regular pay rate starting on day one (1) of the

assignment and continuing until the assignment is complete.

Section 13.10 Job Assignment Outside of the Bargaining Unit

Employees may be offered a temporary professional development opportunity for work outside of the bargaining unit for a fixed period of time, not to exceed one year. During this time, the employee will:

- retain their right to seniority and total hours of service accrued.
- accrue seniority hours during the period of supervisory assignment.
- retain rights to their former position.
- maintain all bargaining unit benefits such as retirement, health savings, etc.
- continue step progression in the regular appointed position.
- be assigned or have the opportunity to enroll in a county-approved training course to gain additional supervisory or other experience that would ordinarily help satisfy the minimum qualifications for the work which the employee is doing. The cost of the training course will be paid by the county. This training course may be considered as part of a County Career Development Plan as outlined in Article 21.16
- receive credit for supervisory assignment towards fulfilling minimum qualifications, where applicable.

At the end of the fixed period of the job assignment, the employee may be offered the opportunity to continue with the job assignment for up to one additional year, provided that the employee has enrolled or will enroll in the county-approved training course. This extension must be approved by the department director. All other provisos of this article will continue to apply during the job extension.

To end a temporary assignment the employee or manager will give a written notice of 10 working days.

The County and the Union agree that employees working out of class in supervisory positions make meaningful recommendations to management related to hiring, performance evaluations, discipline, and discharge, without being in conflict with articles 13.8 and 13.9 or ORS 243.650. The Union will continue to provide fair representation to members both AIC and otherwise in grievance and discipline. Further, the parties are committed to supporting the success of members working out of class by problem-solving workplace issues collaboratively and at the lowest level.

Section 13.11. Short Term Reassignments Out of Classification.

To avoid reducing hours or a short term layoff, an employee may volunteer to be temporarily reassigned outside the duties of their classification without loss of wages or hours. The employee may return to their original job assignment when hours are restored or temporary assignment is no longer available.

Section 13.12. ~~Heavy~~Specialty Equipment Operators.

A Road Maintenance Worker assigned the major duties and responsibilities of operating specialized equipment to construction and/or application specifications shall receive compensation ~~at step 1 of the next higher classification, or of~~ a five percent (5%) increase in their current salary, ~~whichever is greater,~~ provided such assignment is approved by the employee's supervisor in advance. This compensation will be

paid in each payroll period for actual hours worked on heavy equipment. ~~Heavy~~Specialty equipment operation is recognized for the purposes of this section as:

- ~~1. Road grader~~
- 1. Chip spreader
- 2. Paint striper
- ~~3. Dozer~~
- ~~4. Excavator (Rubber Tire or Track)~~
- ~~5.3.~~Computerized Herbicide Sprayer
- ~~6. Track Loader~~
- ~~7.4.~~Paving Machine
- ~~5.~~ Distributor
- ~~8.6.~~Bridge Truck

A ~~heavy~~specialty equipment operator acting in capacity of a Working Foreman – Road, shall receive one additional increase as described above provided such assignment is approved by the employee's supervisor in advance. In no case shall a heavy equipment operator acting in capacity of a Working Foreman – Road, receive greater than ten percent (10%) of their current salary. The pay increase is effective every day of the temporary assignment. For purposes of this section acting in the capacity of a Working Foreman-Road shall mean performance of the primary duties of that position with respect to planning, implementing, coordinating, and accountability for a job that requires oversight of a substantial crew. Examples include chip sealing, major bridge repair, and asphalt placement with a paving machine or other activities as determined by the employee's supervisor.

This Section shall not apply to an employee working in a job-related training program that has been mutually agreed to by the County and the employee.

Section 13.13 Tool Replacement.

A. Through June 30, 2025, Employees regularly assigned to perform the duties of a fleet mechanic in the Maintenance and Operations classification series must supply their own tools and equipment unless required tools or equipment are unique to the County's work requirements. Personal tools or equipment shall be in good repair at the time of employment or when this Agreement becomes effective. The County will provide any specialty tools or equipment. The County shall provide a tool and equipment allowance to the employees in the amount of ~~six~~one thousand five hundred ~~and fifty~~ dollars (\$~~650~~1,500) per fiscal year. This amount shall be paid in the first pay period of each fiscal year. Mechanics appointed to their position mid-year shall be paid a prorated tool allowance amount. Fleet mechanics will be allowed reasonable time on their scheduled shift to clean and maintain their personal equipment they use for County Fleet work.

The County assumes no responsibility whatsoever for the use of personal tools, unless the County

specifically authorizes their use in writing. Personal tools specifically authorized by the County will be listed on an approved inventory list and shall be replaced if reported to law enforcement as stolen.

B. Beginning July 1, 2025, the provisions in 13.13.A. expire and are null and void, and the County will provide the tools and equipment the County deems necessary. Fleet Mechanics may use their personally owned tools in performance of job duties only if the County specifically authorizes the use of such tool in writing. Personal tools specifically authorized by the County will be listed on an approved inventory list and shall be replaced if reported to law enforcement as stolen from County facilities or while performing County work.

ARTICLE 14. HEALTH AND WELFARE

Section 14.1. Medical/Vision/Dental.

Subject to the provisions of this Article, the County shall provide and maintain medical insurance, which includes vision insurance coverage and dental insurance coverage. These plans will be substantially equivalent to those in effect for each employee and their family as of the effective date of this contract. If a substantially equivalent plan is not available, as determined by mutual agreement of the parties, then the issue shall be referred to the Benefits & Wellness Committee. The Committee shall make a recommendation to the Union and the County for ratification. In addition, the County and Union agree to a re-opener of section 14.1 if State or National health care legislation makes major changes to the economics of healthcare. The Benefit and Wellness Committee will monitor these trends and determine if a re-opener is necessary. The Benefit and Wellness committee will make this decision by consensus and the issue will be given back to the negotiating teams.

The County shall provide a preferred provider dental plan that is substantially equivalent to the plans in effect for each employee and their family as of the effective date of this contract.

Preferred Provider

The County will pay eighty-five percent (85%) and the employee will pay fifteen percent (15%) of the Preferred Provider medical plan premium and the preferred provider dental plan premium. Part-time employee's insurance costs will be prorated by FTE with no employee paying more than thirty percent (30%) of the premium.

Consumer Driven High Deductible Plan (CDHDP)

The County shall also provide a consumer driven high deductible plan option with a health savings account (HSA). The County shall contribute eight hundred dollars (\$800) of the deductible for an individual, and one thousand, four hundred dollars (\$1,400) of the deductible for an employee and family to an employee's Health Savings Account (HSA) or Health Reimbursement Account (HRA/VEBA) based on the eligibility requirements determined by the IRS. For 202~~44~~-202~~47~~, the County will pay the monthly premium for full-time employees not to exceed the monthly premium for the Preferred Provider Plan. Monthly premiums will be prorated for part-time employees as noted above. Additionally, the County will match employee contributions to an HSA account up to a maximum of \$500 annually.

Section 14.2. Life Insurance.

The County agrees to provide term life insurance coverage in the amount of \$50,000 per employee, plus an accidental death and dismemberment rider in the amount of \$100,000.00.

Section 14.3. Long Term Disability Insurance.

The County agrees to provide long term disability insurance coverage to members of the bargaining unit, with a maximum monthly benefit of 66.67% of actual salary. Eligibility for benefit payments shall be subject to rules established by the vendor. As an example, such rules normally include a ninety (90) day elimination period and coordination of other income sources in determining the maximum monthly benefit.

Employees with a potential eligibility for long term disability should file a claim within the first sixty (60) days of qualifying absence. (See article 11.7 regarding eligibility for sick leave donations.)

Section 14.4. Dependent Medical Insurance Continuation.

Dependent(s) of a regular Benton County employee who dies during the term of their employment may continue under the County's medical and dental plans for the term authorized under the Federal Consolidated Omnibus Budget Reconciliation Act of 1989 (COBRA). If the dependent(s) choose to continue under the County's medical/dental plans under COBRA regulations, the County will pay the first six months premium costs for the plans. Thereafter, the dependents shall be required to pay the premium as required by COBRA.

Section 14.5. Retirement Health and Dental Insurance.

The County shall provide funds for the purchase of medical insurance and access to dental insurance to qualified retirees as follows:

Regular status employees who have been continuously employed at Benton County since on or before July 1, 1996 shall be eligible to make a one time only choice, no later than 90 days from the execution of this agreement, to continue in the Premium Reimbursement benefit program described in Section 14.5 or to change to the Retirement Health Savings Plan. Regular part-time employees who work at least .5 FTE (20 hours or more per week) shall be eligible for pro-rated benefits according to their position's established FTE, provided that the part-time employee pays the difference.

1. On the day of retirement, the retiree must have completed a minimum of fifteen (15) continuous years of employment with Benton County.
2. On the day of retirement, the retiree must be fully eligible for and either receiving or have applied for retirement benefits from the Public Employee Retirement System (PERS).
3. Coverage shall be limited to the employee and spouse, beginning on the date of retirement and continuing until they are Medicare eligible but not more than seven (7) years. However, coverage shall be for the employee only if the retiree meets all the other qualifying criteria in this section and opts for early retirement as defined by the rules and regulations of PERS.

4. The County's share of insurance premiums shall be fixed according to premium rates, which are current on the day of retirement. In order to qualify for this benefit, the retiree must secure medical insurance from outside the County's existing medical plan (i.e. Portability, PERS, etc.). The County will reimburse retirees for their payment of outside insurance, up to set limits as set forth in Section 14.5(6) upon submission of proof of payment for medical insurance. Premium increases occurring during retirement shall be the responsibility of the retiree.

5. The County's share of the dental insurance premium shall be fixed according to dental premium rates, which are current on the day of retirement. This payment shall be used for coverage under the Current County dental plan according to limits set forth in No. 6.

6. Dental premium increases occurring during retirement shall be the responsibility of the retiree. Failure to pay required dental premiums on time shall result in canceling dental insurance coverage. Reinstatement, if possible, shall follow established Finance Department and vendor rules.

The County shall pay insurance premiums according to years of service as follows:

| | |
|--------------------------------|----------------------|
| 15 through 19 years | 25% of premium cost |
| 20 through 24 years | 50% of premium cost |
| 25 through 29 years of service | 75% of premium cost |
| 30 or more years of service | 100% of premium cost |

7. The Finance Department shall administer this program and shall establish dates when premiums shall be paid and when reimbursements will be made.

Section 14.6. Retirement Health Savings Plan.

Employees who did not elect the Premium Reimbursement benefit under 14.5 or were hired after July 1, 1996, shall be eligible to receive Retirement Health Savings Plan (RHSP) benefits. The County shall make semi-monthly deposits in the RHSP for each eligible employee according to the following schedule based on years of completed continuous service (starting with the beginning of the 4th year of service):

| Months of Completed Service | Amount per Pay Period | Annualized Amount |
|-----------------------------|-----------------------|-------------------|
| 36 - 59 | \$21 | \$504 |
| 60 - 119 | \$42 | \$1008 |
| 120 - 179 | \$63 | \$1512 |
| 180 - 227 | \$84 | \$2016 |
| 228 and above | \$105 | \$2520 |

Section 14.7. Deferred Compensation Plan.

The County will make available to bargaining unit members an approved deferred compensation plan(s).

Eligibility for membership and regulations governing participating will follow all IRS regulations and all appropriate state and federal statutes.

The County will contribute one and one-half percent (1.5%) of an eligible employee's base pay into the employee's designated account. Employees are deemed eligible after six (6) months of continuous, active status in a regular position. The employee must be enrolled in a County plan to receive the County's contribution.

Section 14.8. Health and Welfare Proration.

Part-time employee's insurance costs will be prorated by FTE with no employee paying more than thirty percent (30%) of the premium.

ARTICLE 15. PROBATIONARY PERIOD

Section 15.1. Definition.

All persons newly hired or promoted into a position covered by this agreement shall be considered probationary until they complete a probationary period. The probationary period for regular full and part time employees is defined as six months of trial service from the date of hire during which the employee serves at the pleasure of the Department Director and may be discharged without just cause. ~~Part time regular employees shall have their probationary period pro-rated in accordance to their position's established FTE.~~ For purposes of crediting benefits, Off-probation dates are established as the next pay period following the completion of minimum probation service.

If during the trial service period the employee is absent on an approved leave without pay for two continuous weeks or more, the probationary period may be extended by the length of the leave period.

Section 15.2. Extension of Initial Probationary Period.

The Department Director may extend the probationary period one time only for a maximum period of 3 months when an employee's work performance during the first 6 months has been marginal. The employee shall be granted a step increase upon successful completion of the probationary period. Vacation accrual shall be retroactive to the date of hire when the probationary period is completed.

Section 15.3. Temporary Service Credit.

Whenever an employee who has been serving in a temporary position either through the County or a temporary or other employment agency is appointed to a regular position in the bargaining unit in the same department in which the temporary position was situated, and the regular position is of the same or equivalent classification, one-half of the time served in that temporary position, up to but not more than three months, shall be deducted from the employee's 6 month probationary period. In order to qualify pursuant to this Section, the temporary service must have been continuous. The employee shall be granted the ability to use a prorated amount of vacation leave accrual upon successful completion of probation

pursuant to Section 10.1 of this agreement based upon their date of hire into a regular position in the bargaining unit. Upon successful completion of the reduced probationary period, the employee will also be eligible for a step increase.

Section 15.4. Promotional and Career Change Probationary Period.

An employee serving a promotional or career change probationary period shall be eligible for reinstatement to the same or equal position previously held if they are deemed by the County to be unsatisfactory in the new position. If the employee occupying the position to which the reinstated employee is returning is post-probationary, the employee occupying the position shall be placed on lay off pursuant to Section 16.4.

Section 15.5 Promotional Salary Increases.

An employee who successfully competes in a recruitment for a position in a higher salary grade ~~in their same or related job family will start at~~ will have the right to negotiate the step on the new salary grade which is at least a five percent increase over their prior salary at the time of promotion, subject to pay equity review.

Section 15.6 Career Change.

An employee who successfully competes in a recruitment for a position in an unrelated job family will be placed on the new salary grade that is mutually agreeable between the employee and the supervisor.

ARTICLE 16. SENIORITY

Section 16.1. Definition.

Seniority in the bargaining unit shall be defined as the total hours of service in the AFSCME bargaining unit with Benton County.

Section 16.2. Acquisition of Seniority.

An employee shall acquire seniority at the end of their probationary period. The employee's seniority will date back to the date of hire as a regular bargaining unit employee without a break in continuous service. When an employee acquires seniority, their name and classification will be placed on the seniority list by department indicating hours of service with the County and within the AFSCME bargaining unit.

Section 16.3. Seniority List Posting.

Human Resources shall maintain and each Department will post a current seniority list in accordance with

the requirements of Section 16.2. Such list shall be updated at least quarterly. In case of dispute, official records shall be those maintained in Human Resources.

Section 16.4. Layoff.

A. Definition of Layoff:

1. Any involuntary separation of a regular employee from the County due to the elimination of a position.
2. Any involuntary change in employment category.
3. Refusal of employee to accept mandatory increase in hours.
4. Any involuntary reduction of hours.

B. Notice and Order of Layoff. Each employee laid off within the employee's particular department shall be laid off in order of least seniority to greatest seniority within their classification subgrade.

1. Employees working within the classification subgrade and the department in which a lay off is to occur may volunteer to be laid off.
2. Temporary employees working within the occupational group and the department in which a lay off is to occur shall be terminated before any permanent employees are laid off.
3. Initial trial service employees within the classification subgrade and the department in which a lay off is to occur shall be terminated before any permanent employees are laid off.

The County shall give the affected employee(s) a minimum of six weeks' notice.

C. Bumping procedures. An employee who is laid off shall, if they choose to bump, bump an employee with less seniority, who is in the bargaining unit, and who meets the minimum qualifications and special job skills identified in the recruitment announcement and the classification/position description. Bumping shall occur in this order:

1. The least senior employee in the next lower classification subgrade within the occupation group and if no such position is available to the laid off employee; then
2. The bumping continues down the occupational group, and if no such position is available to the laid off employee; then

The least senior employee in a lower classification subgrade that was previously held by the laid off employee (or successor to previously held position); provided the laid off employee is able to perform the work of the lower position without further training (ten day orientation period shall not be considered training for

purposes of this Article) and if no such position is available to the laid off employee; then

3. If the laid off employee has more than 10,000 hours of service with the County, they may bump across department lines in the same order as specified in 16.4 (C) (1) through (3) above.

D. Occupational Groups

| | Clerical & Administrative | Legal | Maintenance & Operations | Clinical Health | Technical | Information Technology | Programming | Business & Financial |
|-----------------|---------------------------|------------------|--------------------------|-------------------------|----------------------|------------------------|---------------------|----------------------|
| Process (C) | | | | Healthcare Professional | Technical Analyst | IT Analyst | Program Coordinator | Business Analyst |
| Operational (B) | Administrative Specialist | Legal Specialist | Maint & Ops Specialist | Healthcare Technician | Technical Specialist | IT Specialist | Program Specialist | Business Specialist |
| Defined (A) | Administrative Assistant | | Maint & Ops Assistant | | | | | |

Section 16.5. Recall.

An employee who is laid off shall be placed on a recall list for a period of eighteen (18) months. If there is a recall, employees will be recalled from the recall list by seniority to their former classification and employment category, provided they are qualified at the time of the recall to perform the work in the job classification to which they are recalled without additional training.

A recalled employee shall be notified by tracked mail at employee’s address on file, telephone, and email/ AFSCME President will be copied on all mail and email notifications. Employee will confirm acceptance of recall within 5 business days. Upon agreement to return to work, employee must report to work within 15 calendar days. Time may be extended by mutual agreement.

Official records of the mailing of notices are those maintained in Human Resources. It shall be the employee's absolute and complete responsibility to maintain their current address with the Benton County Human Resources Department. An orientation period of ten (10) working days shall not be considered training pursuant to this Section. Should the employee decline recall they shall be removed from the recall list.

Section 16.6. Return from Lay-off Interview.

At the expiration of the 18-month recall period the laid-off employee will have an additional 12-month right to “first interview” consideration prior to the internal/external posting of a job vacancy in their former job classification. The laid-off employee will be notified of the interview opportunity by Human Resources via regular mail, email and phone using the contact information on record as provided to Human Resources by the laid off employee. The union will also be notified. The laid off employee will have 5 working days from the contact by Human Resources to respond to the interview opportunity.

The hiring decision will be at the full discretion of the hiring department.

If a laid-off employee is rehired through this process the following conditions will prevail:

The rehired employee will have a 3 months probationary period.

The rehired employee will maintain their former pay grade and step at the time of their re-employment.

The rehired employee's benefit accrual rate will be the same as at the time of their lay off.

The rehired employee's AFSCME seniority will be restored to what it was at the time of their lay off.

Section 16.7. Scheduling.

Seniority will be considered in the assignment of shifts, days and hours of work, and will be given preference so long as departmental efficiencies are not adversely affected.

Section 16.8. Filling of Vacancies.

Whenever the County seeks to fill a vacancy within the bargaining unit, the County shall, at least ten (10) working days before the filling of the vacancy, post notice with the job description, essential functions, qualifications and requirements of the vacancy on the departmental bulletin board and provide notice to the Union. The County may, in special circumstances, reduce the posting period to a minimum of five (5) working days. The County may close a specific recruitment to an intra-departmental promotion, thus limiting application to current departmental staff. If intra-departmental promotional recruitment fails, a general recruitment will follow. All County employees and all former employees on layoff status shall have the right to apply for the vacant position. If more than one qualified employee applies for the position, the County shall provide preference to the employee with the greatest seniority, provided that other objective merit factors are equal.

The County may fill a vacancy from a list of qualified candidates generated pursuant to the job posting process detailed above within three months of generation of that list without posting a new notice. Should a hiring manager wish to consider a candidate from such a prior recruitment, approval must first be obtained from the Human Resources Director who will confirm the candidates on the prior list are qualified for that later vacancy.

Section 16.9. Seniority During Periods of Disability.

Employees who are on leave and receiving income from non-County sources shall not accrue seniority hours during periods of disability except as provided for in Section 12.7. Once an employee has completed initial probation, if they were off work due to an approved workers' compensation claim, the employee will accrue seniority based on his or her regular FTE, as follows: once the claim is approved, seniority will be retroactive to the date the time loss began.

Section 16.10. Continuous Service.

An employee's continuous service seniority shall be considered broken by voluntary resignation,

discharge for just cause, retirement, layoff in excess of eighteen (18) months, and disability pursuant to Section 16.9, for which workers' compensation coverage is not approved.

ARTICLE 17. CLASSIFICATION

Section 17.1. Reclassifications.

In addition to the department director, reclassification requests may be initiated by the Union or a member of the bargaining unit who believes that the duties, responsibilities, and/or required skills of the job they are performing do not accurately reflect the classification to which they are assigned. The request will be reviewed by the supervisor and the request will be forwarded to the Department Director for review. The Department Director's review and recommendation will be forwarded to Human Resources within thirty (30) calendar days following receipt of the request.

Human Resources shall send the Union notice of all requests for reclassification evaluations of its members within ten (10) working days of receipt of the request.

If the change in duties would result in the position being reclassified to a higher level, but it is determined by the Department Director that the position will not be upgraded, the higher-level duties will be removed. The employee will receive a lump sum payment for the difference between their current salary and the approved salary rate for the time period starting at the pay period following receipt of the request in Human Resources, to the date the duties are removed.

If the reclassification is approved, the new pay rate will be effective at the start of the pay period following receipt of the request in Human Resources. Employees reclassified to a position in a higher salary grade shall be granted a salary increase at the step in the new salary grade that is at least a five percent increase over the employee's prior salary at the time of reclassification. The effective date of the reclassification shall become the employee's new position appointment date. Thereafter, the employee may be considered for a step increase on their position appointment date provided they are below the maximum salary for the position.

If the review of the position does not support a reclass, the Union may appeal. The Union may appeal the decision at Step 3 of the grievance procedure within thirty (30) calendar days from the decision. The appeal will be based upon the information/documents received and/or reviewed in making the original decision. At this appeal, the employee, manager, Human Resources, and Union will review the reclassification decision. Human Resources will issue a decision within twenty (20) working days from the appeal. Such decision will be final and binding. There shall be no right to appeal the Step 3 decision further.

Section 17.2 Career Progression Reclassifications.

Budgetary-approved positions that are filled at a lower level (underfill):

1. An employee in an underfill position will be reclassified into the higher subgrade upon meeting all of the qualifications for the higher position. The reclassification will be effective the pay period

following the date Human Resources receives documentation from the employee of the employee's meeting the qualifications of the higher subgrade.

Section 17.3. New Classification.

If the County establishes a new classification, or materially revises an existing classification of a position within the bargaining unit, the County shall provide the Union with a copy of the new job description and salary range within ten (10) working days following final approval by the Board of Commissioners. Within ten (10) working days following notice to the Union, the Union shall have the right to initiate discussions limited to the salary range assigned to the new classification. If discussions have not been initiated by the Union pursuant to the notice period herein, the salary range so assigned shall be deemed approved. Any adjustment to the pay rate shall be retroactive to the date the new classification was approved by the Board of Commissioners or when implemented by the Department Director, whichever occurs later.

Section 17.4. Employee Reclassification Downward.

Employees subject to County-initiated reclassification, which results in the reduction of salary, shall be red-circled at their current wage. The employee has 42 calendar days from receipt of notice of the reclassification, to opt for lay off as set forth in Article 16, Seniority.

The employee retains recall rights to the prior classification as long as they are employed with no break in service. If the employee turns down a recall notice according to Section 16.5, they will forfeit their right to recall.

Section 17.5. Classification Not Guaranteed.

Classifications and/or job titles used in the County's pay system are for descriptive purposes only. Their use is neither an indication of nor a guarantee that these classifications and/or titles will continue to be utilized by the County in the future.

ARTICLE 18. SAFETY

Section 18.1. Safety Rules Generally.

The County will make good faith efforts to resolve employee safety concerns and will make reasonable efforts to maintain safe working conditions and equipment for all employees. The County shall not discipline or in any manner discriminate against any employee who, in good faith and for good cause, reports the existence of an unsafe condition or practice to management, OSHA, the Union or other agency.

Employees shall comply with all County-wide and departmental safety rules that are in force and effect on the date of the signing of this agreement, or may thereafter become effective during the term of this

agreement. Employees shall report all unsafe acts or conditions to their supervisors when such acts or conditions occur and the County will decide if the employee should continue with that assignment. The County shall inform all members of the bargaining unit of all of the safety rules and procedures that apply to their positions.

Section 18.2. Immediate Safety Concerns

No employee shall be expected to operate any equipment or to perform any work assignment that would cause imminent or immediate danger to themselves or the public, and would reasonably be considered to be unsafe by a normally prudent person. Employees shall report all unsafe acts or conditions to their supervisors when such acts or conditions occur and the County will decide if the employee should continue with that assignment. If substantiated by the County, the unsafe condition shall be remedied. Nothing shall prevent the employee from reporting the immediate safety concern to the appropriate safety agency.

The County will continue to offer safety training during new employee orientation and provide annual emergency response and personal safety training to employees. The County will provide all drills, trainings, and activities as defined in the applicable Emergency Action Plan ("EAP"). The County will have an EAP in place for each facility and provide drills, trainings, and activities as defined in the applicable EAP as required by OSHA laws and regulations, including and will additionally provide fire drills, fire extinguisher training, active shooter training, situational awareness training, and earthquake awareness training or drills, and emergency action plans.

Section 18.3. Uniforms and Protective Clothing.

If an employee is required by the County to wear a uniform, protective clothing, or protective device, it shall be provided to the employee by the County, however, such uniform, protective clothing, or device shall remain the property of the County. If special shoes, work boots, glasses, or other equipment is required by the County, the County shall pay the additional cost appropriate to such equipment, and the Department Director shall determine this cost. The County retains the right to pre-approve purchases and to designate vendors.

Section 18.4. Safety Committee

The County will establish/maintain a Safety Advisory Committee that will meet as needed, but no less than quarterly, to provide input for developing a comprehensive, County-wide safety program. At least one Two employee representative_s from the Union will be appointed by AFSCME Local 2064 to serve on the Safety Advisory Committee. The County shall also maintain 3 years of minutes for each of the Safety Committees accessible to any Union member for review. Each quarter, the County will provide the Union with a report of all Union personnel who completed County mandated training in a previous quarter. Safety Advisory Committee meeting minutes will include information regarding safety issues unresolved thirty (30) days after initial report.

ARTICLE 19. RETIREMENT PROGRAM

Section 19.1. Program Definition.

During the term of this agreement, the County shall continue to participate in the Public Employees' Retirement System (PERS) and shall pick-up, assume and pay the employer's and the employee's contribution to PERS for members of the bargaining unit participating in PERS.

The full amount of employee contributions pick-up or paid by Benton County on behalf of members of the bargaining unit shall be considered salary within the meaning of ORS 238.005(11) for the purposes of computing an employee final average salary pursuant to ORS 238.005(15) but shall not be considered salary for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 238.200. Such picked-up or paid employee contributions shall be credited to employee accounts pursuant to ORS 238.200(2) and shall be considered to be employee contributions for the purposes of ORS Chapter 238.

In the event the laws controlling the above pick-up agreement are scheduled to change in the future, the parties agree to bargain before implementation, upon request, for the protection of the rights and obligations set forth in this section.

ARTICLE 20. EMPLOYEE DISCIPLINE

Section 20.1. Progressive and Corrective Discipline.

The County agrees with the tenets of progressive and corrective discipline, when appropriate. Progressive discipline will normally start with an oral reprimand. Disciplinary actions and measures shall include only the following: oral reprimand, written reprimand, suspension, demotion (which could also include a temporary salary reduction), and discharge. An oral reprimand is defined as a corrective action, which will result in a written record to the employee's Personnel file. The County shall neither discipline nor discharge post-probationary employees without just cause.

Section 20.2. Removal of Discipline.

A written warning placed in an employee's personnel file will be removed after three years when requested by the employee, provided that there has been no recurrence of the type or kind of conduct giving rise to the warning. In the event the employee fails to request removal in a timely manner, no written warning may be considered after three (3) years if it qualifies for removal, and shall be removed when discovered. No written record of disciplinary action shall be deemed official unless it is date stamped by Human Resources and included in the employee's personnel file which is maintained in Human Resources.

Both parties acknowledge that letters of warning appropriately removed from the personnel file under this article shall be maintained by the County and only used by the County to defend itself in a judicial or administrative action or complaint, which includes a grievance filed by an employee or the union.

Section 20.3. Administration of Discipline.

Discipline will be administered in such a manner so as not to embarrass the employee in front of other employees or the public.

Section 20.4. Presence of Union Steward.

The County acknowledges the right of an employee to have a Union steward present during any disciplinary process. If the purpose of an interview is reasonably expected to relate to a disciplinary matter, the employee shall be so advised before the interview and provided a reasonable period of time to obtain Union or other representation, if they desire.

Section 20.5. Notice to Union.

Any employee who is the subject of a disciplinary investigation may invoke their right to have a Union representative present during any investigatory interview or meeting between the employee and management related to such potential discipline. When any written disciplinary action is received or issued by Human Resources that affects any member an employee of the collective bargaining unit, a copy will be forwarded to the Union within three (3) working days of receipt thereof, unless the affected employee specifically objects or that the case was dismissed.

If an employee invokes their rights to representation at any step of a disciplinary investigation or due process meeting, the Union representative will be copied on future written communications from the County to that employee regarding the discipline, unless revoked by the employee.

Section 20.6. Administrative Leave Time Limits.

The time frame for Administrative Leave should be justified by the complexity of the investigation. The County will update the employee and if represented, the Union's Chief Steward, regarding the progress of the investigation at least twice a month. Investigation shall not exceed 30 days without communication to the employee and their Union representative, if any, of the specific circumstances of an extension.

ARTICLE 21. MISCELLANEOUS

Section 21.1. Respectful and Harassment Free Workplace

The County will strive to provide a respectful and harassment and bullying free workplace for all employees. Employees are to refrain from harassing or bullying behavior. If an employee experiences harassment or bullying behavior, they are encouraged to contact any member of management and will not be penalized or reprimanded for reporting issues outside their immediate supervisor.

See personnel rule 17.2—Employee may be represented by a union representative throughout the complaint process. If the union disagrees with the complaint findings, the union may appeal to the Board's designee within 10 working days for final resolution.

Bullying is defined as a consistent pattern of objectively hostile behavior which may be verbal or non-verbal, overt or hidden that occurs over time. This hostile behavior is intended to control, diminish or devalue a peer (or group).

Section 21.2. Personnel File.

No disciplinary or corrective information of any kind whatsoever, shall be deemed official, or usable against any employee unless it has been received in Human Resources, date stamped, bears the signature of the employee, and is included as part of the employees official personnel file.

The employee's signature only confirms having received a copy of the material but does not indicate agreement or disagreement. In the event the employee refuses to sign it, the County may place the document in the file, provided it is signed by two (2) management or supervisory employees and mailed to the employee's address of record.

Section 21.3. Job Sharing.

Job sharing, which is the sharing of an authorized full-time position by two employees, may be allowed at the discretion of the County with notice to the Union. Both employees shall agree in writing to the conditions of the sharing as determined by the County. The position may revert to its previous status at the discretion of the County, if one of the persons sharing the position is no longer employed in the position, or if the sharing is deemed unsatisfactory by the County. A job-share shall not be implemented unless approved in writing by the Human Resources Director.

Section 21.4. Transfer Notice.

If an employee is involuntarily transferred to a reporting station which is in excess of ten (10) miles one way, twenty (20) miles round trip from their present reporting station, the County shall provide thirty (30) days advance notice of the transfer's effective date. Should the County fail to give the required notice, the employee shall be reimbursed for their private vehicle mileage, for the increased distance traveled for a maximum of thirty (30) days, minus the number of days' notice provided.

Section 21.5. Mileage Pay/Parking Reimbursement.

Employees who are ~~required~~authorized by their supervisor to use their personal vehicle in the performance of the normal course of their duties as an employee of Benton County shall be paid at the rate approved by the Board of Commissioners, including parking reimbursement. ~~Private mileage and parking reimbursement shall be authorized in advance by the Department Director.~~

Section 21.6. Bargaining Unit Work.

County employees outside the bargaining unit shall not on a regular basis perform work regularly performed by employees in the bargaining unit which would result in the layoff of bargaining unit members. Subject to Article 3, Management Rights, when the county proposes to contract out work that is normally performed by regular full-time or part-time bargaining unit employees, notice shall be

given to the Union.

Section 21.7. Contract Work and Notice to the Union.

Contract Work. During the term of this agreement, the County shall not contract or sub-contract public work now performed by employees covered under this agreement which would result in the loss of employment of a member of the bargaining unit, provided that such public work is being accomplished in the most efficient and cost effective manner available to Benton County.

- a. **Notice to the Union.** Subject to Article 3, Management Rights, when the County proposes to contract out work that is normally performed by regular full-time or part-time bargaining unit employees, notice shall be given to the Union. Notice is not required for the County's use of temporary employees. If the contracting will result in loss of employment to bargaining unit employees, the County will provide a written ~~30 calendar day~~ notice to the Local President and Council 75 Representative as soon as reasonably practicable, but at least 30 calendar days prior to the loss of employment period, except when not possible due to grant/funding availability and/or conditions. This notification will be made in writing and be made prior to Employer implementation of the proposal.

Section 21.8. Negotiations.

The County agrees to pay at least four (4) bargaining unit members, or a number equal to one less than the number of members on the County negotiating team, their regular pay for periods of contract negotiating which occur during the business day of 8:00 a.m. through 5:00 p.m. or during the normal workday. The Union representative will not be paid by the County. The Union has the right to select its own negotiators from any department or area within the County. No regular pay or overtime pay shall apply to periods of negotiations occurring outside of the business day or outside of the employee's normal workday. Union bargaining team will be provided reasonable time to prepare without loss of pay before and after each scheduled session, provided the period of time does not exceed the normal workday. In addition, when it is mutually agreed to hold bargaining outside of the 8:00 AM to 5:00 PM schedule or on a weekday that a bargaining team member is normally off work, bargaining team members will be allowed to flex their schedule.

Section 21.9. FTE Modification.

All benefits shall be calculated based on the employee's established FTE as of the first day of the month.

Section 21.10. Outside Employment.

Employees who desire to accept outside employment while employed by the County shall comply with the procedure noted in the County's Personnel Policies.

Section 21.11. Team Representation.

The County and the Union agree to the following:

1. The Parties support the formation of process improvement and self-directed work teams throughout the County for the express purpose of sharing and formulating ideas, which result in efficient management and superior service to all county customers.
2. The Parties acknowledge that certain teams may be formed which consist entirely of management personnel. An example is the Department Director team.
3. The Parties encourage the formation of mixed teams, consisting of management and represented personnel working toward common goals; however, decisions and/or recommendations concerning wages, hours, and working conditions shall not be made if they are in conflict with the Public Employees Collective Bargaining Act, State law, or with the terms and conditions of this labor agreement.
4. To the best of their ability, the County shall notify the Union of the formation of new teams along with their goals and objectives. If requested, the Union shall be provided with progress information of any team.

Section 21.12. Health Benefits Committee.

Labor and Management will partner to provide oversight and guidance to the Board of Commissioners and the Bargaining Units regarding health care benefits and related wellness programs.

The Benton County Health Benefits and Wellness Committee shall, at all times, consist of at least three AFSCME members, chosen by the Bargaining Unit. The representatives will be assigned by the Union President. The Union will be sensitive to countywide representation. The representatives serving on this committee may attend committee meetings without loss of pay. The representatives shall have the opportunity to actively participate in committee discussions and have a vote in any decisions made by the committee. Should the committee cease to exist, an Ad Hoc Advisory Committee will be established to provide oversight and guidance to the Board of Commissioners and the Bargaining Units regarding health care benefit changes. The Committee will be responsible to obtain and review claims and usage data, and provide input to proposals and contracts relating to health care, wellness, or other related insurance programs and make recommendations related to substantial changes (see Article 14).

Section 21.13. Fiscal Year.

Fiscal year is July 1st through June 30th. The year ends June 30th wherever fiscal year is referenced.

Section 21.14. Compensation Issues Related to Recruitment and Retention.

The County and the Union shall reopen negotiations during the term of this agreement to discuss recruitment and retention issues. If the Parties mutually agree a recommendation for action shall be made to the Benton County Board of Commissioners and the AFSCME membership for approval. If the Parties cannot reach agreement the status quo shall prevail.

Section 21.15. Training and Education.

Each employee will meet with their supervisor, at least annually, to review career development and training opportunities. The parties shall discuss how to allocate resources to meet the needs of the Department and the employee and review requests for career development.

To encourage professional development, any regular full time, seasonal, or part time employee who wishes to pursue educational courses or certification training directly related to the employee's career in County service, may apply for financial assistance as follows:

1. Employees must secure their department director's approval before the training class or course begins. A Memorandum of Agreement must be completed and signed by the employee and department director. The original Agreement must be forwarded to Human Resources; and a copy forwarded to Payroll.
2. The department director may choose to reimburse 50 to 100 percent of the course/class, upon successful completion of the course/class. The employee may be reimbursed for a maximum of three courses per school year provided that a grade of "C" or above is earned. The employee must provide a statement of course credit, training certification, and a tuition receipt to the department director.
3. If the County provides funds for tuition assistance, the employee agrees to remain in the employ of the County for a minimum period of one full year dating from the completion of the course/s or repay the County for the full amount of the tuition/training reimbursement. Educational assistance will not be provided to an employee whose employment terminates prior to completion of the course/s, unless terminated as a result of a layoff.
4. The employee agrees that if they fail to continue in County employment for the minimum period as outlined in No. 3 above, they will repay the County the cost of the educational/training course/s.
5. The employee agrees that any repayment required by No. 4 above, shall be deducted from the employee's final payroll check.
6. The department director may, in special circumstances, choose to pay 50% to 100% of the costs prior to the class/course start date. In such circumstances, employees must abide by all conditions set forward in this policy and agree to reimburse the County as outlined above.

Section 21.16. Career Development.

In order to retain knowledge of and experience with County operations, the County will strive to support employees who wish to develop their skills and pursue career development and promotions within the County.

Employees who successfully meet the minimum qualifications, and who apply for an open county position, will be offered an interview during the selection process. Employees who have successfully completed a county-approved training course intended specifically to gain supervisory knowledge

and/or experience, as outlined in this Article or in Article 13.9, will be able to count that course as one year of supervisory experience for the purposes of meeting minimum qualifications.

Section 21.17 Exit Interviews.

Human Resources will offer an exit interview to departing employees and offer departing employees the opportunity for union representation at that interview.

ARTICLE 22. GRIEVANCE PROCEDURE

Section 22.1. Grievance Definition.

A grievance is a dispute raised by an employee or the Union against the County and shall be limited in scope to the interpretation and/or the application of specific Articles, Sections, and provisions of this agreement. Unless otherwise designated by the Board of Commissioners, the Human Resources ~~Manager~~ Director shall serve as the Designee of the Board of Commissioners at step 3 of this procedure. All matters relating to grievances shall be directed to ~~him/her~~ them.

Section 22.2. Time Periods and Notice Stipulations.

Time limits established herein may be waived through the written mutual consent of the parties. However, absent the written consent of the parties, failure of the employee or the Union to submit or prosecute a grievance in accordance with time limits and notice ~~requirements~~ limits established herein, shall constitute abandonment of the grievance.

Failure of the County to respond to a grievance within the time limits herein shall result in the Union having the absolute right to elevate the grievance within ten (10) working days to the next higher step in the grievance procedure. A grievance may be dismissed at any time, and at any step, upon receipt by the Designee of the Board of Commissioners of a signed statement from the aggrieved employee and/or the Union, that the dispute has been resolved or withdrawn.

All time periods in this Article are measured in full working days, on a five (5) day workweek basis. Weekends, partial days, and designated County holidays are excluded.

Section 22.3. Informal Discussion Permitted.

Nothing in this Article is intended to prohibit informal discussions relating to a potential grievance between the employee and/or the Union and the immediate supervisor, provided that the time limits set forth in Section 22.2 and Section 22.6 are adhered to. If resolved informally, resolution shall conform to the terms and conditions as defined in this labor agreement.

Section 22.4. Confidentiality.

All proceedings and evidence of any kind whatsoever that are related to grievances shall be considered exempt from public disclosure until the conclusion of the final grievance proceeding in Benton County.

Section 22.5. Exclusive Remedy.

Grievances shall be commenced and processed according to provisions herein, which provisions the parties mutually acknowledge to be the exclusive and binding process for the resolution of disputes constituting grievances as herein defined.

Section 22.6. Grievance Procedure.

The Union and County accept the following statement of principles:

- The Union and County have a mutual commitment to using a problem-solving approach in the resolution of grievances;
- Resolution of a grievance at the lowest possible level is always encouraged;
- Complete disclosure of information will be made at the lowest possible level;
- ~~There shall be flexibility in the problem-solving process for resolution of a grievance at step 1.~~

All written grievances shall include the following information. Grievance filings that are deficient in one or more of the items noted in "a" through "f" below shall be returned to the person who filed the grievance to be conformed to these requirements, and the time period to file the grievance shall be extended by five (5) additional working days, beginning on the date the grievance is returned.

- a. The name and position of the employee on whose behalf the grievance is brought.
- b. The date of the circumstances giving rise to the grievance, and the date the employee had first knowledge thereof.
- c. A clear and concise statement of the grievance, including relevant facts which give a full and objective understanding of the employee's grievance.
- d. The specific Article, Section, or provision of this agreement alleged to have been violated. Ambiguous statements such as "any Article or Section, which may apply" shall not be considered in compliance with this section.
- e. The remedy or relief sought by the employee.
- f. The signature of the person submitting the grievance.

A. Grievances at step 1.

1. There shall be flexibility in the problem-solving process for resolution of a grievance at step 1. An employee, with or without Union representation, shall have five (5) working days from the date of occurrence of the circumstance(s) giving rise to a potential grievance, or from the date of employee's first knowledge of the occurrence, to informally discuss the problem or issue with ~~his or her~~their supervisor, to define the issue, and to resolve the issue if possible.
2. An employee or the employee's Union steward shall have fifteen (15) working days from the date of occurrence of the circumstance(s) giving rise to a potential grievance, or from the date of employee's first knowledge of the occurrence, within which to file a written statement of the issues with the employee's immediate supervisor outside of the

bargaining unit. A copy shall be sent to Human Resources.

3. The supervisor shall respond in writing to the person filing the written statement of the issues within ten (10) working days following receipt of the written statement of the issues. This written response shall either deny the grievance or acknowledge what step(s) will be taken to remedy the grievance. A copy shall be sent to Human Resources.
4. If the employee is satisfied with the supervisor's written response, the grievance shall be deemed resolved without further action. If the employee is not satisfied with the supervisor's written response, the aggrieved employee and/or the Union may elevate the grievance to step 2.
5. Steps 1 and 2 may be combined by mutual consent of both the employee and their Union steward and both the employee's supervisor and Department Head.
6. An issue, which involves a property right, shall not be heard at step 1 but shall be elevated immediately to step 2.

B. Grievances at step 2

1. A grievance at step 2 shall be initiated by the filing of a written grievance, the written statement of the issues, and the response above, with the employee's Department Head within ten (10) working days following the employee's or the Union steward's receipt of the response to the written statement of the issues. A grievance involving a property right shall not be heard at step 1, but shall be elevated immediately to step 2, and shall be filed within ten (10) working days following the occurrence of the circumstance(s) giving rise to the grievance, or the date the employee first knew of the circumstance(s). A copy shall be sent to Human Resources
2. A Union steward and/or the aggrieved employee shall file the grievance at step 2. A copy shall be sent to Human Resources.
- ~~3. All written grievances shall include the following information. Grievance filings that deficient in one or more of the items noted in "a" through "f" below shall be returned to the person who filed the grievance to be conformed to these requirements, and the time period to file the grievance shall be extended by five (5) additional working days, beginning on the date the grievance is returned.~~
 - ~~a. The name and position of the employee on whose behalf the grievance is brought.~~
 - ~~b. The date of the circumstances giving rise to the grievance, and the date the employee had first knowledge thereof.~~
 - ~~c. A clear and concise statement of the grievance, including relevant facts which give a full and objective understanding of the employee's grievance.~~
 - ~~d. The specific Article, Section, or provision of this agreement alleged to have been violated. Ambiguous statements such as "any Article or Section, which may~~

~~apply," shall not be considered in compliance with this Section.~~

~~e. The remedy or relief sought by the employee.~~

~~f. The signature of the person submitting the grievance.~~

4.3. The Department Head shall respond in writing to the person filing the grievance within ten (10) working days following receipt of the required grievance documents, and the Department Head is encouraged to meet with the aggrieved employee, Union representative, and supervisor to clarify the issues presented in the grievance. A copy shall be sent to Human Resources.

5.4. If the aggrieved employee is not satisfied with the Department Head's response, the aggrieved employee and/or the Union may elevate the grievance to step 3.

6.5. Steps 1 and 2 may be combined, by mutual consent of both the employee and their Union steward and both the employee's supervisor and Department Director.

C. Grievance at step 3

1. If the grievance is still unresolved, within ten (10) working days following the written response at Step 2, the Union may file the step 3 grievance with Human Resources. The Parties, which shall include the grievant(s), a Union Representative, a Local Union Representative, a Human Resources representative, and two other management representatives shall meet within twenty (20) working days to review the facts. The goal of this step is to achieve cost efficient and timely resolution through a problem-solving process, which could include a mediator by mutual agreement. Any cost for mediation will be shared equally by both parties.
2. All available information concerning the grievance shall be provided by the Parties at the meeting and become the official record.
3. In the event, the Parties are unable to reach a consensus regarding a resolution of the grievance or resolution is not reached at mediation, the matter may be referred to an arbitrator (step 4) by the Union for final determination. The Union shall give the County written notice of its intent to refer the matter to arbitration within 10 working days of the last step 3 meeting or the last mediation session.

D. Grievances at step 4

1. Grievances unresolved at step 3 and/or mediation may be elevated to step 4.
2. Within ten (10) working days of the notice of intent to arbitrate, if the County and the Union cannot agree on a private arbitrator, the Union may request that a list of potential arbitrators from the Oregon State Conciliator be sent to the County and to the Union. Upon receipt, the parties shall contact each other to assure that both have received the list. The official date of receipt shall be designated as the date when both parties are in receipt of the list, either from the State Conciliator or from the other Party. Within ten

(10) working days of the official date of receipt of the list of potential arbitrators, final selection shall be accomplished by the County and the Union alternatively crossing off one of the five (5) named arbitrators until only one remains. The grieving party strikes the first name. Before the selection process, either party may reject the entire list once and request an alternate list from the State Conciliator. The arbitrator shall be notified of their selection to arbitrate the disputed issue(s).

3. The decision of the arbitrator shall be final and binding on the parties, however the arbitrator shall not have authority to alter, modify, amend, vacate or change any terms or conditions of this agreement, and their remedy must follow the tenets of being within the four corners of this agreement. This provision is not intended to prevent either party from any administrative or statutory relief they may otherwise have to appeal an arbitrator's award. The decision of the arbitrator shall be issued within thirty (30) days of the conclusion of the arbitration hearing.
4. Prior to the arbitration hearing, if either party discovers new information or evidence not previously considered at step 3 of this procedure, the parties may mutually agree to reconvene at step 3 to consider such new information or evidence, and include the information or evidence in the step 3 official record. If the parties agree to reconvene, their meeting may not delay an already scheduled arbitration hearing unless there is a mutual written waiver, and unless there is mutual written agreement as to the liability for the payment of the arbitrator's cancellation fee.
5. Nothing in this Article is intended to prevent a mutually acceptable settlement prior to, or during the arbitration procedure.
6. If arbitration is utilized, the cost of the arbitrator, court reporter (if any), and conference room cost shall be borne by the losing party. Each party shall bear the cost of presentation and representation of their own case.

Section 22.7. Absence From Work Station.

A steward or Union officer who represents a grievant or the Union at a meeting or grievance hearing pursuant to this Article, shall be permitted to be present without loss of pay, following reasonable notice to their Department Director. To help minimize departmental impact, a steward working in the department where the grievant is employed shall be utilized whenever possible. In any event, one (1) representational steward, or Union officer shall be permitted to be present without loss of pay.

ARTICLE 23 LABOR MANAGEMENT ADVISORY COMMITTEE

Section 23.1.

To improve communication between AFSCME and Management the parties agree to establish a Labor Management Advisory Committee (LMAC). LMAC shall discuss ongoing labor-management issues and matters of mutual interest related to productivity, employee morale, mutual problem solving, and

furthering the goal of general labor-management cooperation.

Section 23.2.

The Committee shall consist of an equal number of participants, not to exceed three (3) on each side. Each side shall select its own representatives to include the County Administrator, or designee, and Union Local President. LMAC shall establish its own protocols and ground rules.

The parties may also invite individuals with specific expertise on a planned discussion topic if it is reasonable to assume the additional information and insight would be helpful to the Committee. The party choosing to bring an expert will notify the other party of such an addition as soon as possible and not later than the day before the scheduled meeting.

Section 23.3.

LMAC shall meet at least bimonthly. Either party may request an additional meeting of the Committee to be held at a mutually convenient time and place and such a meeting shall if at all practicable be scheduled within fourteen (14) days. The Committee shall have no authority to amend the terms of the Agreement or to be involved in the grievance procedure.

Section 23.4.

Because participation in the LMAC is viewed as mutually desirable for the County and AFSCME, no person will be penalized for or benefit from participation in this group. Therefore, members of LMAC will not suffer loss of pay for time spent in conducting LMAC business during their regularly scheduled work shift nor will any member of LMAC receive pay for time spent conducting LMAC business outside their regularly scheduled work shift.

Section 23.5.

LMAC may make recommendations to the Board of Commissioners and AFSCME for compensation for licenses and certifications that are not required in a position description. The County and AFSCME will develop criteria for bringing a request forward to LMAC.

Section 23.6.

The parties agree to share the task of running LMAC meetings. The role of presenter/host and notetaker will be shared equally between the Union and the County and notes will be taken and shared with the whole committee within two weeks of each meeting.

ARTICLE 24. SAVINGS CLAUSE

Should any Article, Section, or portion thereof of this agreement be held unlawful or unenforceable by a Court of competent jurisdiction, or should any Article, Section, or portion thereof this agreement become invalid pursuant to a rule of an administrative agency of the State of Oregon, a statute or any amendments to the Constitution of the State of Oregon, the effect of such invalidity shall only apply to the specific Article, Section or portion thereof referred to or indicated in the decision, statute, or rule or amendment of the Constitution. Upon the issuance effective date of such decision, statute, or rule or amendment to the Constitution, the parties may agree to negotiate substitute provisions in accordance with the procedures and timeframes provided by statute. All other portions of this agreement, and the agreement as a whole, shall continue without interruption except those remaining provisions which are so essential and inseparably connected with and dependent upon the unlawful or unenforceable part that it is apparent that such remaining provision(s) would not have been agreed to without such other parts and the remaining provisions, which, standing alone, are incomplete and incapable of being executed in accordance with the intent of this agreement.

ARTICLE 25. TERM OF AGREEMENT

This agreement covers the period of July 1, 202~~14~~47 through June 30, 202~~14~~47. This agreement shall be effective as of the date of execution but in no event before July 1, 202~~14~~47, and shall remain in full force and effect until June 30, 202~~14~~47.

SIGNATURE PAGE

IN WITNESS WHEREOF, the County and the Union have caused these presents to be executed in their respective names by their duly authorized representatives on this 24th day of January 2022.

BENTON COUNTY, OREGON

**BENTON COUNTY EMPLOYEES
Local 2064, AFSCME, AFL-CIO**

DocuSigned by:
Tracy Martineau
3148B599AA9144D...
/S/ Tracy Martineau

DocuSigned by:
Kim Harman
FA45A71854FA475...
/S/Kim Harman, AFSCME Council #75

DocuSigned by:
Suzanne Hoffman
DC8EE8D71A01421...
/S/ Suzanne Hoffman

DocuSigned by:
Dawn Dale
1F8B981E5E624D6...
/S/Dawn Dale

DocuSigned by:
Debbie Parsons
895D19BE4BA64F1...
/S/ Debbie Parsons

DocuSigned by:
Randi Hamlet
082641A303F9424...
/S/Randi Hamlet

DocuSigned by:
Gary Stockhoff
7C43A26FA22B487...
/S/ Gary Stockhoff

DocuSigned by:
Kailee Olson
BE35E15BA360443...
/S/Kailee Olson

DocuSigned by:
JAM
1049FBCD67F44A6...
/S/ Joe Moore

DocuSigned by:
David L. Malone
A7EC02B4DE24470...
/S/ David Malone

DocuSigned by:
Nancy Wyse
85593F1F843F4FD...
/S/ Nancy Wyse
Chair, Board of Commissioners

DocuSigned by:
Pat Malone
744FC1377E0E4AF...
Pat Malone, Commissioner

DocuSigned by:
Xan Augerot
88F405FE8021489...
/S/ Xan Augerot, Commissioner

DocuSigned by:
Vance Crony
B0D67324472D4FA...
Vance Crony
County Counsel Approved as to form

Appendix A: AFSCME Salary Schedule



American Federation State County Municipal Employees Salary Schedule Effective 07/01/2021

| DBM/Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|--|----------|----------|----------|----------|----------|----------|----------|----------|
| A/11- Administrative Assistant I Maint. & Operation Assistant I | \$29,662 | \$30,848 | \$32,035 | \$33,221 | \$34,408 | \$35,594 | \$36,733 | \$37,872 |
| | \$2,472 | \$2,571 | \$2,670 | \$2,768 | \$2,867 | \$2,966 | \$3,061 | \$3,156 |
| | \$14.26 | \$14.83 | \$15.40 | \$15.97 | \$16.54 | \$17.11 | \$17.66 | \$18.21 |
| A/12- Administrative Assistant II Maint. & Operation Assistant II | \$32,616 | \$33,921 | \$35,225 | \$36,531 | \$37,835 | \$39,141 | \$40,472 | \$41,807 |
| | \$2,718 | \$2,827 | \$2,935 | \$3,044 | \$3,153 | \$3,262 | \$3,373 | \$3,484 |
| | \$15.68 | \$16.31 | \$16.94 | \$17.56 | \$18.19 | \$18.82 | \$19.46 | \$20.10 |
| A/13- Administrative Assistant III | \$35,780 | \$37,209 | \$38,653 | \$40,082 | \$41,510 | \$42,939 | \$44,356 | \$45,731 |
| | \$2,982 | \$3,101 | \$3,221 | \$3,340 | \$3,459 | \$3,578 | \$3,696 | \$3,811 |
| | \$17.20 | \$17.89 | \$18.58 | \$19.27 | \$19.96 | \$20.64 | \$21.32 | \$21.99 |
| B/21- Administrative Specialist I Business Specialist I Health Care Technician I IT Specialist I Maint. & Operation Specialist I Paralegal I Program Specialist I Technical Specialist I | \$38,879 | \$40,618 | \$42,372 | \$44,113 | \$45,867 | \$47,622 | \$49,336 | \$51,014 |
| | \$3,240 | \$3,385 | \$3,531 | \$3,676 | \$3,822 | \$3,968 | \$4,111 | \$4,251 |
| | \$18.69 | \$19.53 | \$20.37 | \$21.21 | \$22.05 | \$22.90 | \$23.72 | \$24.53 |
| | \$46,654 | \$48,743 | \$50,848 | \$52,935 | \$55,041 | \$57,146 | \$59,203 | \$61,216 |
| | \$3,888 | \$4,062 | \$4,237 | \$4,411 | \$4,587 | \$4,762 | \$4,934 | \$5,101 |
| B/21MA- GIS Engineering Tech | \$22.43 | \$23.43 | \$24.45 | \$25.45 | \$26.46 | \$27.47 | \$28.46 | \$29.43 |
| | \$42,684 | \$44,594 | \$46,518 | \$48,443 | \$50,366 | \$52,276 | \$54,158 | \$55,999 |
| | \$3,557 | \$3,716 | \$3,877 | \$4,037 | \$4,197 | \$4,356 | \$4,513 | \$4,667 |
| | \$20.52 | \$21.44 | \$22.36 | \$23.29 | \$24.21 | \$25.13 | \$26.04 | \$26.92 |
| | \$51,221 | \$53,513 | \$55,822 | \$58,131 | \$60,440 | \$62,731 | \$64,990 | \$67,199 |
| B/22MAEN- Technical Specialist II Engineering & Survey Tech IT Specialist II | \$4,268 | \$4,459 | \$4,652 | \$4,844 | \$5,037 | \$5,228 | \$5,416 | \$5,600 |
| | \$24.63 | \$25.73 | \$26.84 | \$27.95 | \$29.06 | \$30.16 | \$31.25 | \$32.31 |
| | \$53,355 | \$55,742 | \$58,148 | \$60,553 | \$62,958 | \$65,346 | \$67,698 | \$70,000 |
| B/22MEC- Maint. & Operation Specialist II Mechanic I | \$4,446 | \$4,645 | \$4,846 | \$5,046 | \$5,247 | \$5,445 | \$5,642 | \$5,833 |
| | \$25.65 | \$26.80 | \$27.96 | \$29.11 | \$30.27 | \$31.42 | \$32.55 | \$33.65 |
| | \$46,953 | \$49,053 | \$51,170 | \$53,286 | \$55,403 | \$57,504 | \$59,574 | \$61,599 |
| B/22MA2- Technical Specialist II Property Appraiser I | \$3,913 | \$4,088 | \$4,264 | \$4,440 | \$4,617 | \$4,792 | \$4,964 | \$5,133 |
| | \$22.57 | \$23.58 | \$24.60 | \$25.62 | \$26.64 | \$27.65 | \$28.64 | \$29.62 |



American Federation State County Municipal Employees Salary Schedule Effective 07/01/2021

| | DBM/Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|----------|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| B/23 | Administrative Specialist III | | | | | | | | |
| | Business Specialist III | \$46,490 | \$48,584 | \$50,678 | \$52,758 | \$54,852 | \$56,945 | \$58,995 | \$61,001 |
| | Health Care Technician III | \$3,874 | \$4,049 | \$4,223 | \$4,396 | \$4,571 | \$4,745 | \$4,916 | \$5,083 |
| | Maint. & Operation Specialist III | \$22.35 | \$23.36 | \$24.36 | \$25.36 | \$26.37 | \$27.38 | \$28.38 | \$29.33 |
| | Program Specialist III | | | | | | | | |
| B/23MEC- | Maint. & Operation Specialist III | \$58,112 | \$60,730 | \$63,347 | \$65,947 | \$68,565 | \$71,182 | \$73,745 | \$76,252 |
| | Mechanic 2 | \$4,843 | \$5,061 | \$5,279 | \$5,496 | \$5,714 | \$5,932 | \$6,145 | \$6,354 |
| | | \$27.94 | \$29.20 | \$29.42 | \$31.71 | \$32.96 | \$34.22 | \$35.45 | \$36.66 |
| B/23MA | Technical Specialist III | \$51,139 | \$53,441 | \$55,745 | \$58,033 | \$60,337 | \$62,641 | \$64,896 | \$67,102 |
| | Property Appraiser II | \$4,262 | \$4,453 | \$4,645 | \$4,836 | \$5,028 | \$5,220 | \$5,408 | \$5,592 |
| | | \$24.59 | \$25.69 | \$26.80 | \$27.90 | \$29.01 | \$30.12 | \$31.20 | \$32.26 |
| B/24 | Health Care Technician IV | \$49,306 | \$51,767 | \$54,229 | \$56,690 | \$59,167 | \$61,628 | \$64,093 | \$66,528 |
| | Maint. Operation Specialist IV | \$4,109 | \$4,314 | \$4,519 | \$4,724 | \$4,931 | \$5,136 | \$5,341 | \$5,544 |
| | Technical Specialist IV | \$23.70 | \$24.89 | \$26.07 | \$27.25 | \$28.45 | \$29.63 | \$30.81 | \$31.98 |
| B/24MEC- | Maint. & Operation Specialist IV | \$61,632 | \$64,708 | \$67,787 | \$70,862 | \$73,959 | \$77,035 | \$80,116 | \$83,161 |
| | Sr. Mechanic | \$5,136 | \$5,392 | \$5,649 | \$5,905 | \$6,163 | \$6,420 | \$6,676 | \$6,930 |
| | Dental Hygienist | \$29.63 | \$31.11 | \$32.59 | \$34.07 | \$35.56 | \$37.04 | \$38.52 | \$39.98 |
| B/24MA | Technical Specialist IV | \$54,237 | \$56,944 | \$59,653 | \$62,358 | \$65,083 | \$67,791 | \$70,503 | \$73,182 |
| | Property Appraiser III | \$4,520 | \$4,745 | \$4,971 | \$5,197 | \$5,424 | \$5,649 | \$5,875 | \$6,098 |
| | Sales Data Analyst | \$26.08 | \$27.38 | \$28.68 | \$29.98 | \$31.29 | \$32.59 | \$33.90 | \$35.18 |
| B/25 | Maint. Operation Specialist V | \$53,026 | \$55,687 | \$58,332 | \$60,992 | \$63,638 | \$66,297 | \$68,949 | \$71,569 |
| | Technical Specialist V | \$4,419 | \$4,641 | \$4,861 | \$5,083 | \$5,303 | \$5,525 | \$5,746 | \$5,964 |
| | | \$25.49 | \$26.77 | \$28.04 | \$29.32 | \$30.60 | \$31.87 | \$33.15 | \$34.41 |
| B/25MEC | Maint. & Operation Specialist V | \$66,284 | \$69,608 | \$72,914 | \$76,241 | \$79,547 | \$82,871 | \$86,186 | \$89,461 |
| | Mechanic- Foreman | \$5,524 | \$5,801 | \$6,076 | \$6,353 | \$6,629 | \$6,906 | \$7,182 | \$7,455 |
| | Building Inspector II | \$31.87 | \$33.47 | \$35.05 | \$36.65 | \$38.24 | \$39.84 | \$41.44 | \$43.01 |



American Federation State County Municipal Employees Salary Schedule Effective 07/01/2021

| DBM/Range | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | |
|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| C/41 Business Analyst I Health Care Professional I Program Coordinator I Technical Analyst I | \$54,341 \$4,528 \$26.13 | \$57,058 \$4,755 \$27.43 | \$59,775 \$4,981 \$28.74 | \$62,491 \$5,208 \$30.04 | \$65,208 \$5,434 \$31.35 | \$67,924 \$5,660 \$32.66 | \$70,641 \$5,887 \$33.96 | \$73,325 \$6,110 \$35.25 |
| C/42 Business Analyst II Health Care Professional II IT Analyst I Program Coordinator II Technical Analyst II | \$57,781 \$4,815 \$27.78 | \$60,680 \$5,057 \$29.17 | \$63,568 \$5,297 \$30.56 | \$66,453 \$5,538 \$31.95 | \$69,339 \$5,778 \$33.34 | \$72,239 \$6,020 \$34.73 | \$75,128 \$6,261 \$36.12 | \$77,983 \$6,499 \$37.49 |
| C/42MA Technical Analyst II Engineering Associate | \$66,016 \$5,501.31 \$31.74 | \$69,328 \$5,777.37 \$33.33 | \$72,627 \$6,052.24 \$34.92 | \$75,922 \$6,326.85 \$36.50 | \$79,221 \$6,601.72 \$38.09 | \$82,533 \$6,877.77 \$39.68 | \$85,835 \$7,152.88 \$41.27 | \$89,096 \$7,424.69 \$42.83 |
| C/43 Business Analyst III Health Care Professional III IT Analyst II Program Coordinator III Technical Analyst III | \$61,232 \$5,103 \$29.44 | \$64,288 \$5,357 \$30.91 | \$67,358 \$5,613 \$32.38 | \$70,415 \$5,868 \$33.85 | \$73,484 \$6,124 \$35.33 | \$76,541 \$6,378 \$36.80 | \$79,602 \$6,634 \$38.27 | \$82,627 \$6,886 \$39.72 |
| C/43MA Technical Analyst III Land Surveyor Civil Engineer | \$69,958 \$5,830 \$33.63 | \$73,450 \$6,121 \$35.31 | \$76,958 \$6,413 \$37.00 | \$80,450 \$6,704 \$38.68 | \$83,957 \$6,996 \$40.36 | \$87,447 \$7,287 \$42.04 | \$90,945 \$7,579 \$43.72 | \$94,401 \$7,867 \$45.39 |
| C/44 Health Care Professional IV | \$64,684 \$5,390 \$31.10 | \$67,924 \$5,660 \$32.66 | \$71,164 \$5,930 \$34.21 | \$74,390 \$6,199 \$34.55 | \$77,630 \$6,469 \$37.32 | \$80,856 \$6,738 \$38.87 | \$84,090 \$7,007 \$40.43 | \$87,285 \$7,274 \$41.96 |
| C/45 Health Care Professional V IT Analyst III Technical Analyst V | \$68,137 \$5,678 \$32.76 | \$71,546 \$5,962 \$34.40 | \$74,941 \$6,245 \$36.03 | \$78,351 \$6,529 \$37.67 | \$81,760 \$6,813 \$39.31 | \$85,171 \$7,098 \$40.95 | \$88,578 \$7,381 \$42.59 | \$91,944 \$7,662 \$44.20 |
| C/45MA Technical Analyst V Sr. Civil Engineer Land Surveyor (County) | \$77,847 \$6,487 \$37.43 | \$81,741 \$6,812 \$39.30 | \$85,622 \$7,135 \$41.16 | \$89,518 \$7,460 \$43.04 | \$93,413 \$7,784 \$44.91 | \$97,308 \$8,109 \$46.78 | \$101,200 \$8,433 \$48.65 | \$105,046 \$8,754 \$50.50 |
| C/4premB Physician Assistant | \$92,506 \$7,709 \$44.47 | \$95,622 \$7,969 \$45.97 | \$100,606 \$8,384 \$48.37 | \$105,576 \$8,798 \$50.76 | \$110,547 \$9,212 \$53.15 | \$115,636 \$9,636 \$55.59 | \$120,724 \$10,060 \$58.04 | \$125,794 \$10,483 \$60.48 |

Note: The monthly is based on the annual divided by 12; the hourly is based on the annual divided by 2080. Employees who are paid on a salary basis are paid the same salary each pay period regardless of the hours in that pay period. Semi-monthly salary is based on the annual salary divided by 24.

**BENTON COUNTY
AND
OREGON AFSCME
COUNCIL #75, AFL-CIO
LOCAL 2064**



**Benton
County**
OREGON



LABOR CONTRACT 2024 - 2027

Contents

| | |
|---|----|
| PREAMBLE..... | 6 |
| ARTICLE 1. RECOGNITION | 6 |
| Section 1.1. Union Recognized. | 6 |
| Section 1.2. Definitions | 6 |
| Section 1.3. Employment Categories..... | 7 |
| ARTICLE 2. GENERAL PROVISIONS | 8 |
| Section 2.1. Notice Period Defined..... | 8 |
| Section 2.2. Non-Discrimination..... | 8 |
| ARTICLE 3. MANAGEMENT RIGHTS | 8 |
| ARTICLE 4. UNION RIGHTS | 10 |
| Section 4.1. Check Off..... | 10 |
| Section 4.2. Employee Listing | 10 |
| ARTICLE 5. UNION ACTIVITY | 11 |
| Section 5.1. Non-Discrimination | 11 |
| Section 5.2. Union Responsibility | 11 |
| Section 5.3. Union Activity..... | 11 |
| Section 5.4. Orientation..... | 12 |
| Section 5.5. Bulletin Boards | 13 |
| ARTICLE 6. STRIKES AND LOCKOUTS..... | 13 |
| Section 6.1. No Strike..... | 13 |
| Section 6.2. No Lockout | 13 |
| ARTICLE 7. HOURS OF WORK AND OVERTIME | 14 |
| Section 7.1. Application of This Article..... | 14 |
| Section 7.2. Regular Hours..... | 14 |
| Section 7.3. Flex Schedules..... | 14 |
| Section 7.4. Normal Workweek..... | 15 |
| Section 7.5. 9/80 Alternative (Flex) Schedule Workweek..... | 15 |
| Section 7.6. Overtime Premium. | 15 |
| Section 7.7. Overtime Distribution..... | 16 |
| Section 7.8. Work Schedules | 16 |

Section 7.9. Standby Duty 16

Section 7.10. Remote Access – Standby..... 16

Section 7.11. Back-up to Community Health Center Triage Service..... 16

Section 7.12. Mental Health Standby Duty 17

Section 7.13. Call-In Time. 18

Section 7.14. Rest Periods 18

Section 7.15. Meal Periods 19

Section 7.16. Unused Rest and Meal Time..... 19

Section 7.17. Clean Up Time..... 19

Section 7.18. FLSA Exempt Flex Time 19

Section 7.19. Physician Assistants: Voluntary Extra Shifts 19

ARTICLE 8. HOLIDAYS 19

 Section 8.1. Holidays..... 19

 Section 8.2. Holiday Date Modification 20

 Section 8.3. Holiday Pay..... 20

 Section 8.4. Weekend Holidays 21

 Section 8.5. Observed Holidays 21

 Section 8.6. Holiday During Leave 21

 Section 8.7. Holiday Work 21

ARTICLE 9. LEAVE DUE TO DISASTER OR ADVERSE WEATHER CONDITIONS..... 21

 Section 9.1. Leave Due to Disaster 21

 Section 9.2. Travel and Delays During Adverse Weather Conditions 22

 Section 9.3. Declared Emergency 22

 Section 9.4. Emergency Personnel Defined 22

ARTICLE 10. VACATION LEAVE 23

 Section 10.1. Accrual 23

 Section 10.2. Scheduling..... 23

 Section 10.3. Vacation Accrual 23

 Section 10.4. Notice to Employees Nearing Maximum Accrual..... 24

 Section 10.5. Termination or Death. 24

 Section 10.6. Continued Vacation Credit 24

 Section 10.7. Vacation Cash-Out. 24

ARTICLE 11. SICK LEAVE 25

 Section 11.1. Accrual 25

 Section 11.2. On-The-Job Accident 25

 Section 11.3. Continued Sick Leave Credit 26

 Section 11.4. Scope..... 26

Section 11.5. Retirement, Disability or Death 27

Section 11.6. Unused Sick Leave Conversion 27

Section 11.7. Sick Leave Donations 28

ARTICLE 12. OTHER LEAVES OF ABSENCE 29

 Section 12.1. Leave Procedure. 29

 Section 12.2. Leave of Absence Without Pay 29

 Section 12.3. Family and Medical Leave 29

 Section 12.4. Bereavement Leave 30

 Section 12.5. Witness or Jury Duty 30

 Section 12.6. Military 30

 Section 12.7. Union Leave. 31

 Section 12.8. Seniority During Leave 31

 Section 12.9. Short Term Leave of Absence without Pay for Reduction in Work Load... 31

ARTICLE 13. WAGES AND SALARIES 31

 Section 13.1. The Total Compensation Package 31

 Section 13.2. Wages 32

 Section 13.3. Merit Increases 32

 Section 13.4. Overpayments and Payments in Violation of Contract 33

 Section 13.5. Pay Periods 33

 Section 13.6. License and Certification Pay 34

 Section 13.7. Bilingual Pay 34

 Section 13.8. Working Out of Classification/Lead Work 34

 Section 13.9. Acting in Capacity (AIC) 34

 Section 13.10. Job Assignment Outside of the Bargaining Unit 34

 Section 13.11. Short Term Reassignments Out of Classification 35

 Section 13.12. Heavy Equipment Operators 35

 Section 13.13. Tool Replacement 36

ARTICLE 14. HEALTH AND WELFARE 37

 Section 14.1. Medical/Vision/Dental 37

 Section 14.2. Life Insurance 37

 Section 14.3. Long Term Disability Insurance 37

 Section 14.4. Dependent Medical Insurance Continuation 38

 Section 14.5. Retirement Health and Dental Insurance 38

 Section 14.6. Retirement Health Savings Plan 39

 Section 14.7. Deferred Compensation Plan 39

 Section 14.8. Health and Welfare Proration 40

ARTICLE 15. PROBATIONARY PERIOD 40

 Section 15.1. Definition 40

Section 15.2. Extension of Initial Probationary Period 40

Section 15.3. Temporary Service Credit 40

Section 15.4. Promotional and Career Change Probationary Period. 41

Section 15.5. Promotional Salary Increases 41

Section 15.6. Career Change. 41

ARTICLE 16. SENIORITY 41

 Section 16.1. Definition. 41

 Section 16.2. Acquisition of Seniority..... 41

 Section 16.3. Seniority List Posting..... 41

 Section 16.4. Layoff 42

 Section 16.5. Recall..... 43

 Section 16.6. Return from Lay-off Interview 43

 Section 16.7. Scheduling..... 44

 Section 16.8. Filling of Vacancies..... 44

 Section 16.9. Seniority During Periods of Disability 44

 Section 16.10. Continuous Service 44

ARTICLE 17. CLASSIFICATION 45

 Section 17.1. Reclassifications..... 45

 Section 17.2. Career Progression Reclassifications 45

 Section 17.3. New Classification..... 46

 Section 17.4. Employee Reclassification Downward 46

 Section 17.5. Classification Not Guaranteed..... 46

ARTICLE 18. SAFETY..... 46

 Section 18.1. Safety Rules Generally 46

 Section 18.2. Immediate Safety Concerns..... 47

 Section 18.3. Uniforms and Protective Clothing 47

 Section 18.4. Safety Committee 47

ARTICLE 19. RETIREMENT PROGRAM 47

 Section 19.1. Program Definition..... 47

ARTICLE 20. EMPLOYEE DISCIPLINE 48

 Section 20.1. Progressive and Corrective Discipline 48

 Section 20.2. Removal of Discipline 48

 Section 20.3. Administration of Discipline 48

 Section 20.4. Presence of Union Steward 49

 Section 20.5. Notice to Union..... 49

 Section 20.6. Administrative Leave Time Limits..... 49

ARTICLE 21. MISCELLANEOUS..... 49

- Section 21.1. Respectful and Harassment Free Workplace 49
- Section 21.2. Personnel File..... 49
- Section 21.3. Job Sharing 50
- Section 21.4. Transfer Notice 50
- Section 21.5. Mileage Pay/Parking Reimbursement..... 50
- Section 21.6. Bargaining Unit Work 50
- Section 21.7. Contract Work and Notice to the Union 50
- Section 21.8. Negotiations..... 51
- Section 21.9. FTE Modification 51
- Section 21.10. Outside Employment 51
- Section 21.11. Team Representation 51
- Section 21.12. Health Benefits Committee 52
- Section 21.13. Fiscal Year 52
- Section 21.14. Compensation Issues Related to Recruitment and Retention..... 52
- Section 21.15. Training and Education..... 52
- Section 21.16. Career Development..... 53

ARTICLE 22. GRIEVANCE PROCEDURE 53

- Section 22.1. Grievance Definition..... 53
- Section 22.2. Time Periods and Notice Stipulations 54
- Section 22.3. Informal Discussion Permitted 54
- Section 22.4. Confidentiality 54
- Section 22.5. Exclusive Remedy 54
- Section 22.6. Grievance Procedure 54
- Section 22.7. Absence From Work Station..... 58

ARTICLE 23 LABOR MANAGEMENT ADVISORY COMMITTEE 58

- Section 23.1..... 58
- Section 23.2..... 58
- Section 23.3..... 58
- Section 23.4..... 58
- Section 23.5..... 58

ARTICLE 24. SAVINGS CLAUSE..... 59

ARTICLE 25. TERM OF AGREEMENT..... 59

SIGNATURE PAGE..... 60

Appendix A: AFSCME Salary Schedule..... 61

PREAMBLE

This agreement, entered into by Benton County Oregon, hereinafter referred to as the County, and the American Federation of State, County and Municipal Employees, Local Number 2064, hereinafter referred to as the Union, defines the entire relationship between the parties, and is intended to promote harmonious relations between the County and the Union. The parties acknowledge that there is a statutory division of responsibility between the Board of Commissioners and certain elected officials with respect to administration of departments affected by the agreement, and that the statutes shall control in the event of conflict with any provisions herein, however, the provisions of Article 24 shall apply if such a situation develops.

This agreement represents the whole and complete understanding between the parties, and has as its purpose the setting forth of those matters pertaining to rates of pay, hours of work, fringe benefits, and other matters relating to terms and conditions of employment which are expressly covered in this agreement, and which are consistent with the primary objective of providing efficient and economical services to the citizens of Benton County.

ARTICLE 1. RECOGNITION

Section 1.1. Union Recognized.

A. The County recognizes the Union as the sole and exclusive bargaining agent, for the purpose of establishing wages, hours and conditions of employment, for all regular public employees of Benton County, excluding confidential, supervisory, and managerial employees pursuant to ORS 243.650 and employees who are temporary, intermittent (On-call), student interns, and employees in the Sheriff's Department (BCDSA), Deputy District Attorneys, and registered Nurses represented by the Oregon Nurses Association (ONA).

B. No employee covered by this agreement will be laid off and replaced by a temporary, intermittent (On-call), or student intern employee or employees performing the same work in that department or division without the employee first being offered the opportunity to work in the temporary position.

Section 1.2. Definitions.

For the purposes of this agreement, the word employee shall refer only to Benton County employees who are members of the bargaining unit as defined in Section 1.1. All references to employees in this agreement encompass all bargaining unit employees regardless of sex or gender identity . "Their/They/Them" pronouns are used in the singular replacing "he/she" and "her/him: throughout this agreement.

Section 1.3. Employment Categories.

For the purposes of this agreement, the Employment Categories shall be as follows:

- A. **Regular full-time** employee occupies a position with an established FTE of 1.0 and has completed the probationary period.
- B. **Regular part-time** employee occupies a position with an established FTE of less than 1.0 to .5 FTE and has completed the probationary period.
- C. **Seasonal** employee occupies a regular status position, which occurs, terminates and reoccurs periodically and regularly regardless of the duration. Full time seasonal employees will complete probationary service after having served a combination of seasonal periods totaling six (6) full calendar months (a minimum of 1040 hours.) Regular part time seasonal employees will have their probationary period pro-rated on an hourly basis in accordance to their position's established FTE. Seasonal employees have all rights and benefits accrued by regular employees during their employment season. (Examples: 9-month Natural Areas and Parks Department employees, 9- or 10-month school based nurses).
- D. **Intermittent (On-Call)** employee is available on an irregularly fluctuating basis because of the nature of the work. A person appointed to an intermittent position shall be informed in writing at the time of appointment that the position has been designed as an intermittent position and that the employee may expect to work only when work is available. A person who is appointed to an intermittent position may be scheduled for work at the discretion of the supervisor when the workload of the position so justifies without any penalty pay provision for short notice. Lack of work for an employee appointed to an intermittent position shall not be considered a layoff. Intermittent (On-Call) employees are not eligible for holiday, vacation, or personal leave accrual. Intermittent (On-Call) employees are not members of the collective bargaining units. (Example: Elections Workers, On-Call County Mail, and On-Call Custodial Staff). Employees in this category will work less than 1040 hours in a fiscal year. Intermittent employees will accrue sick leave in accordance with the Oregon Sick Leave Law.
- E. **Limited Duration** employee is hired to perform special studies or projects of uncertain or limited duration, or for replacement of an employee on an extended leave of absence. Such appointments shall be for a stated period no less than six months but not exceeding two (2) years and can expire upon the earlier termination of the special study or projects. Limited Duration employees have all the rights of regular status employees except that they are not entitled to layoff rights.

A person hired from a regular position into a limited duration position, shall retain all of their rights as a regular employee and continue accrual of seniority. At the conclusion of the limited duration appointment, if their former position is not available, then they shall be entitled to lay off rights.

Should a limited duration appointment be converted to a regular position, the incumbent shall be credited seniority for the full time served in the position.

Limited Duration positions may be subject to bumping in times of layoff.

After two (2) years in a limited duration position employees will automatically be converted to regular employee status.

- F. Temporary** employees shall be used for the purpose of meeting short-term, emergency workload needs. A temporary appointment or position whether utilized directly by the County or indirectly through a vendor, shall not exceed the equivalent of six calendar months or 1040 hours in a fiscal year. Temporary employees who are hired directly by the County and who perform work for more than 1040 hours in a fiscal year will become Seasonal Workers as defined above. Temporary employees are not members of the collective bargaining unit and are not eligible for accrual of holiday, vacation, or personal leave. Temporary employees can, however, apply for regular status positions open to internal candidates only; and if appointed to a regular position in the same department in which the temporary position was situated, may receive credit toward their probationary period according to Article 15, Probationary Period.
- G. Student Interns** can work for school credit and/or a nominal salary in order to combine classroom theory with practical experience in the workplace. Benton County is a partner with Benton County schools and institutions of higher education in support of the State of Oregon's School Intern and School-to-Work program.

ARTICLE 2. GENERAL PROVISIONS

Section 2.1. Notice Period Defined.

In all cases herein where a notice period is referred to in terms of working days, that period shall be construed as County business days, Monday through Friday, excluding County recognized holidays. It shall not refer to an individual employee's working days.

Section 2.2. Non-Discrimination.

The parties agree not to discriminate on the basis of race, religion, sex, sexual orientation, color, ethnicity, age, disability, marital status, political affiliation, national origin, or any other characteristic or class prohibited by law, in the enforcement and execution of this agreement.

ARTICLE 3. MANAGEMENT RIGHTS

Except as otherwise expressly limited by the terms of this agreement, the County retains all of the customary, usual, and exclusive rights, decision-making prerogatives, functions and authorities

connected with or in any way incident to its responsibility to manage the affairs of the County or any part thereof. Without limitation, but by way of illustration, the exclusive prerogatives, functions, and rights of the County shall include the following:

- A. To determine the services to be rendered to the citizens of the County.
- B. To determine the County's financial, budgetary and accounting procedures.
- C. To direct and supervise all operations, functions and policies of the departments in which the employees in the bargaining unit are employed.
- D. To close or liquidate any office, branch, operation, facility, or combination of facilities, or to relocate, reorganize, or combine the work of divisions, offices, branches, operations, or facilities.
- E. To manage and direct the work force, including but not limited to the right to determine the methods, process and manner of performing work; the right to hire, promote and retain employees; the right to determine schedules of work; the right to purchase, dispose of and/or assign equipment or supplies.
- F. To contract out any work it deems necessary in the interest of efficiency, economy, improved work product, or emergency.
- G. To determine the need for a reduction or an increase in the work force.
- H. To establish, revise, and implement reasonable standards for hiring, classification, promotion, quality of work, safety, materials, and equipment.
- I. To implement new, and/or to revise or discard, in whole or in part, old methods, procedures, materials, equipment, facilities or standards.
- J. To assign shifts, workdays, hours of work, and work locations.
- K. To designate and to assign all work duties.
- L. To determine the need for and the qualifications of new employees, transfer of employees, and promotions.
- I. To discipline, suspend, demote, or discharge an employee so long as such action follows the tenets of just cause; and probationary employees at the pleasure of the appointing authority, pursuant to Section 20.1.
- J. To determine the need for additional educational courses, training programs, on-the-job training, and/or cross training, and to assign employees to such duties for periods of time designated or determined by the County.

ARTICLE 4. UNION RIGHTS

Section 4.1. Check Off.

- A. During the term of this agreement, the Union will notify the County periodically of individuals who have authorized or discontinued authorizations for deductions to the Union and the County agrees to deduct the monthly membership dues from the pay of those employees who individually request in writing such deductions; and to remit the aggregate thereof to the treasurer of the Union no later than the tenth day of the next succeeding month together with an itemized statement thereof. Individual authorization for dues deductions shall be deemed a contract per ORS 652.610(3). The Union will provide to the Employer a list identifying the public employees who have provided authorization for the Employer to deduct from the employee's wages to pay dues, fees, and any other assessments or authorized deductions to the Union.
- B. An electronic file listing new authorizations or changes in authorizations for employee Union deductions will be submitted by the Union to the County electronically by close of business on the business day immediately preceding the twentieth (20th) of each month. The Employer agrees that payroll deduction authorizations submitted within the timelines above shall be deducted from the next issued paycheck for the previous applicable pay period.
- C. Employees whose employment begins or ends after working less than ten (10) business days in any calendar month will not be subject to dues deduction.
- D. The Union agrees that all money collected and/or distributed herein will comply with ORS 260.432(1).
- E. The Union shall indemnify, defend and save the County and/or any of its management employees harmless, for any and all costs incurred through any court or other legal proceeding instituted by any employee in the bargaining unit which arise because of the application of this Section. The Union further certifies that this Article has been approved by a majority of the employees in the bargaining unit prior to its effective date.

Section 4.2. Employee Listing.

The Employer shall provide the Union with an editable Excel spreadsheet containing the following information for each employee in the bargaining unit: The employee's name, unique identifier, and date of hire; contact information including: cellular, home and work telephone numbers; personal and work electronic mail address; and home or personal mailing address; and employment information including the employee's job title, salary, and work location.

The Employer shall provide the information with ten (10) calendar days from the date of hire for newly hired employees and once per month for employees in the bargaining unit who are not newly hired.

ARTICLE 5. UNION ACTIVITY

Section 5.1. Non-Discrimination.

Neither the County nor the Union shall interfere with the rights of employees covered by this agreement to become or not to become members of the Union. The parties will not discriminate against any employee covered by this contract because of the membership in the Union, or legitimate activity as provided by this contract on behalf of the members of this bargaining unit. The provisions of this agreement shall be applied to all members of the bargaining unit equitably to the extent that specific wording of this agreement allows.

Section 5.2. Union Responsibility.

The Union recognizes its responsibility as bargaining agent and agrees to represent all members of the bargaining unit with respect to grievances as herein defined. Such representation shall be afforded any employee in the bargaining unit, whether or not that employee is a member of the Union. Nothing in this Section shall be construed to require the Union to pursue grievances that the Union considers invalid.

Section 5.3. Union Activity.

- A. The Employer shall allow the Union Representative, Stewards or Union appointee to engage in the following activities during regularly scheduled work hours without loss of compensation or benefits in addition to all other collective bargaining and employee relations activities protected by state law:
1. Investigate and process grievances and other workplace-related complaints;
 2. Attend investigatory meetings, hearings, and other due process proceedings;
 3. Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
 4. Engage in collective bargaining;
 5. Attend labor-management meetings held by a committee composed of employers, employees and representatives of the Union to discuss employment relations;
 6. Provide information to newly hired employees per Section 5.4 below; and
 7. Testify in a legal proceeding in which the Union Representative has been subpoenaed as a witness.

Before engaging in Union business as listed in items 1-7 above on paid time, the Union representative, steward, or other Union official shall provide notice to his or her supervisor of the need for Union business and obtain their approval. It is further understood that Union Stewards and Union appointees will record Union activity on paid time in the County's timekeeping system.

It understood that Union activity outside of those listed in this article must be done outside of paid working hours.

- B. The Union agrees to provide written notification to the County within ten (10) working days following election or selection of Union representatives, stewards, or other Union officials.
- C. For purposes of facilitating labor/management business and to communicate to union members about labor/management issues the Union representative, steward or other Union appointees may use County telephones, electronic mail and fax machines without cost for Union business Union representatives may also use County copiers under the same circumstances as mentioned above. However, they must pay the designated charge and use a County copier which has been specifically designated for personal copies.
 - a. The Union will comply with all of the County's policies on appropriate use of work time and County equipment when utilizing the provisions of this article.
 - b. The Union recognizes that the county's email system is the exclusive property of the county and that any communications or files generated or distributed by the Union on that system may be accessed by the County according to the County's general policies.
 - c. The Union will not use email to provide political information, solicit support for political causes, raise funds for political purposes, sell, purchase or trade private items or property, or raise funds for any purposes.
- D. Duties required by the Union of its stewards, excepting attending aggrieved employees concerning grievance matters, shall not interfere with their or other employees' regular work assignments.
- E. The Local Union President shall certify the name and position of AFSCME staff representatives to the County's Human Resources Director. The County agrees that the Union Representative certified by the Local Union shall be accorded reasonable access to County premises for the purpose of Union business, provided that the representative gives notice of their presence to Management and that such access does not interfere with performance by County employees of their duties or violate building use or authorized and enforced access policies.

Section 5.4. Orientation.

The County will establish a regular time schedule for new employee orientation (NEO) and notify the Union president and designated AFSCME presenter of such . The designated AFSCME presenter will be identified by the president and will communicate that to Human Resources. The Union will be

allowed 30 minutes to present information to their bargaining unit members at the regularly scheduled Human Resources NEO meeting.

The Union will be responsible for confirming that members are scheduled for NEO before each session and the Employer will make a reasonable effort to provide the names and email addresses of new hires no later than one work day before the orientation.

The Parties understand that from time to time, new employees may be unable to attend regularly scheduled NEO and may not have participated in the Union's presentation. In these cases, the Union will schedule an individual orientation for the new employees with a designated AFSCME presenter for up to 30 minutes on paid time.

Section 5.5. Bulletin Boards.

The County agrees to provide bulletin boards for the Union's use in all County facilities where employees/members are based. These bulletin boards are to be used by the Union for posting Union related material of a non-controversial nature. The Union agrees to maintain all posted material on the bulletin boards in a neat and orderly fashion and promptly remove outdated information. The County retains ownership of the bulletin boards.

ARTICLE 6. STRIKES AND LOCKOUTS

Section 6.1. No Strike.

During the term of this agreement, the Union and its members, both as individuals and as a group, will not initiate, cause, permit, participate, or join in any strike, work stoppage, slow down, picketing, or any other restriction of County work. Disciplinary action, including discharge, may be taken against any employee or employees engaging in any act in violation of this Article. Such disciplinary action shall not in any way hinder or restrict other remedies, including an action at law for damages, which may be available to the County. No employee shall be required to perform work normally performed by a striking member of another bargaining unit unless there is an emergency where the County deems a threat to public health and safety exists.

In the event of a strike, work stoppage, slow down, or observance of a picket line in violation of ORS 243.732, the Union shall immediately upon notification by certified letter, email or telephone message to the Executive Director of AFSCME Council #75, or to the President of Local 2064, or their designee, attempt to secure an immediate and orderly return to work. This obligation, and the obligations set forth above shall not be limited or otherwise affected by the subject matter involved in the dispute giving rise to the work stoppage, or by whether such subject matter is or is not subject to the grievance provisions of this agreement. Should any amendment to ORS 243.732 occur during the term of this agreement allowing public employees to legally honor picket lines, the parties agree to meet within ten (10) working days for the purpose of negotiating a substitute for this Section.

Section 6.2. No Lockout.

During the term of this agreement, the County will not initiate a lockout over a dispute with the Union

so long as there is no violation of Section 6.1.

ARTICLE 7. HOURS OF WORK AND OVERTIME

Section 7.1. Application of This Article.

This Article is intended only as a basis for calculating overtime payments and nothing in this agreement shall be construed as a guarantee of hours of work per day or per week. Where this agreement covers matters addressed in ORS 279.340 and 279.342, the County and the Union specifically waive application of those statutes.

Section 7.2. Regular Hours.

Working hours for each employee shall be regular and consecutive except for meal periods.

Section 7.3. Flex Schedules.

A flexible work schedule may be approved or required by the County when the County determines that it is in the best interest of the organization. To be in the best interest of the County, a flexible work schedule would improve, or at least maintain, the efficiency of the work group, enhance customer service, provide a distinct value to the community or fulfill some other organizational value. The County and the Union acknowledge that job requirements and working environments vary greatly and flexible schedules may not be appropriate in every work area. The approval of flexible work schedules will be at the sole discretion of the County.

A. Employee-Requested Fixed Flex Schedule

Employee requests for fixed flex schedules (duration of more than two weeks, but no more than one year) will be considered by their supervisors and evaluated based on criteria that supports the goals listed above. Application for employee-requested flex schedules should be made to the employee's supervisor utilizing the Flex Schedule Request Form provided by the County. The application must show, at a minimum, that the following criteria can be met: will enhance the employee's work performance, sustain internal and external customer service levels and conform to regularly scheduled and/or seasonal departmental needs, meetings, and group projects. The final decision on the approval of employee-requested flex schedules shall be made by the Department Director.

Subsequent to the approval of a flex schedule, it shall be the responsibility of the employee to successfully maintain job performance and to adapt to changes in the workplace that impose demands on that schedule. Approved employee-request flex schedules can be revoked by the supervisor or the employee with 10 working days' notice.

B. County Required Flex Schedule

The County may require a flex schedule when it determines it is in its best interest.

When a flex schedule is required, the employee will be provided ten (10) working days' notice unless an emergency situation exists, in which case the schedule change may be immediate. The County shall declare all emergencies in writing, noting the beginning and the end of the emergency. If mutually agreed between the employee and the Department Director, the ten (10) working day notice period may be waived in non-emergency situations. A flex schedule is intended to accommodate the special needs of a department.

Section 7.4. Normal Workweek.

Excluding meal periods, the normal workweek shall consist of forty (40) hours per week, not to be worked in excess of five (5) consecutive days with at least two (2) consecutive days off, or four (4) consecutive days with three (3) consecutive days off. Department Directors shall have the authority to initiate either five (5) day or four (4) day workweeks, consistent with priorities and efficiencies established by the County. The normal workweek shall begin at 12:00 A.M. Sunday and end on the following Saturday at 11:59 P.M.

Section 7.5 9/80 Alternative (Flex) Schedule Workweek

When a full-time employee has been approved to work a 9/80 alternative work schedule, the work schedule shall consist of fourteen (14) calendar days consisting of any combination of seven (7) consecutive days consisting of four (4) nine (9) hour days and one eight (8) hour day and seven (7) consecutive days consisting of four (4) nine (9) hour days. The five (5) day work week will have two (2) consecutive days off and the four (4) day work week shall have three (3) consecutive days off. For purposes of this work schedule the one (1) eight (8) hour work day will be defined as the last four (4) hours of one work week and the first four (4) hours of the following work week to complete two (2) separate forty (40) hour work weeks.

(See also Article 8.3 Holiday Pay.)

Section 7.6. Overtime Premium.

Except when a flex schedule is mutually agreed to under Section 7.3, an overtime-eligible (FLSA non-exempt) employee shall be paid or granted compensatory time off at the County's discretion at one and one-half (1-1/2) times their regular rate of pay for all time worked in excess of forty (40) hours in any scheduled work week. All hours under County paid status shall apply. Payments from non-County sources, including but not limited to workers' comp and long-term disability, shall not constitute salary paid by County.

Accrued compensatory hours shall not exceed eighty (80) hours. Compensatory accruals in excess of eighty (80) hours shall be paid in the period earned. Upon request of the employee, with the approval of the Department Head and based upon available funding, compensatory time may be cashed out at any time. Upon termination of employment, all compensatory time will be paid out to the employee.

Employees who have reached their maximum 80 hours of compensatory time can request a three (3) month extension of the maximum rate in order to take the leave rather than get paid out. Extensions to

the maximum accrual, not to exceed 20 hours, may be approved by the Human Resources Director when requested in writing by the employee's Department Director. Exceptions may be approved a maximum of once each fiscal year.

It is the intent of the County that employees will not be required to work schedules that do not provide at least twelve (12) hours rest between shifts on an on-going or routine basis. The County pledges that the frequency of such occurrences will not exceed past practice, and will be discouraged whenever possible.

Section 7.7. Overtime Distribution.

Insofar as reasonable and possible, overtime work shall be distributed equally to employees within the same job classification in each department.

Section 7.8. Work Schedules.

Excepting emergencies, normal work schedules shall not be changed unless ten (10) working days notice is provided to the employee; however, if mutually agreed by the Department Director and the employee, the ten (10) working day notice period may be waived.

Section 7.9. Standby Duty.

Employees on standby duty must be available to a telephone or other calling device at all times during a designated period. Employees on standby duty shall be responsible to perform assignments and respond to calls as may be required. Employees shall receive compensation of twelve (12) hours straight time for each seven (7) day period spent on standby duty, or prorated on a daily basis if the period of standby duty is less than seven (7) days. At the County's discretion, standby compensation may be in the form of a direct payment or added to the employee's compensatory accrual. Employees assigned to standby duty shall not be eligible for call-in pay pursuant to Section 7.13, but shall be paid for all hours worked. An Employee required to work standby on a holiday will receive an additional two (2) hours of straight time.

Section 7.10. Remote Access – Standby

Upon prior authorization of a supervisor or manager, an off-duty employee who is asked to assist with a work situation via remote access will be compensated a minimum of one hour for time worked and actual time worked in excess of one hour.

Section 7.11. Back-up to Community Health Center Triage Service

Physician Assistants (PAs) will participate in the weekly rotation providing back-up to the contracted vendor providing after hours triage service for the Health Center.

PAs will be paid a minimum of \$50, or no less than the rate paid to other Benton County providers for the same work for serving as back-up to the triage service. The schedule will rotate weekly among

designated employees determined by the Community Health Center Director.

Participation is required and not voluntary. PAs using their personal cell phones will be reimbursed per Benton County policy.

Section 7.12. Mental Health Standby Duty.

Employees who volunteer for Mental Health Standby Duty must be available by telephone or other calling device at all times during a designated period. Initial scheduling for Mental Health Standby Duty is voluntary for all employees, however, bargaining unit employees, who meet the minimum clinical qualifications, shall be given preference. Qualified employees shall be provided the first opportunity to schedule their stand-by shifts every quarter. Qualified employees may sign up for shifts in twelve (12) hour increments. In the event there are not enough volunteers to meet the operational needs of the program, the Department reserves the right to assign standby duties. Employees on standby duty shall be responsible to perform assignments and respond to calls as may be required.

After Hours Crisis Sign-up Procedure:

1. A minimum of 30 days before the start of a new quarter the crisis program manager or designee will send an email requesting that staff send their preferred dates for working standby duty for the upcoming quarter to the program manager or designee. .
2. The crisis program manager or designee will schedule the dates volunteered for by staff in the calendar. Any dates that more than one staff volunteer for will be assigned based on seniority.
3. An email will be sent asking for additional volunteers for shifts that remain open no less than 14 days before the end of the current quarter.
4. Any shifts remaining open five days after the email referred to in subpart 3 will be offered to contractors for coverage.
5. Shifts not covered by volunteers or contractors will be offered to all covering staff for a last opportunity to volunteer for shifts.
6. Any open shifts not covered by contractors or volunteers will be assigned based on reverse seniority (least senior person gets first assignment). This will be kept as a rotating list for ongoing assignment past each quarter.

This list will be kept in the Crisis program folder with the Crisis Calendar.

7. If the assigned staff member calls out sick coverage will be offered for volunteers to all covering staff, then offered to contractors. Shifts with no volunteers will be assigned based on above identified rotating reverse seniority list.

QMHPs shall receive ninety-four (\$94.00) per day for standby duty during weekdays; one hundred forty-three (\$143.00) per day for holidays and weekends; pro-rated for partial day shifts. In addition, face to face interactions will be paid at a rate of one hundred fifty-one dollars (\$151) for each interaction. QMHAs shall receive seventy-five percent (75%) of the QMHP rates listed above. Peers shall receive fifty percent (50%) of the QMHP rates listed above. Mental Health employees assigned to standby duty shall not be eligible for call-in pay pursuant to Section 7.13 Exempt Mental Health Specialists eligible for Mental Health standby pay are not eligible for Personal Leave.

The employee may choose each pay period to be paid or may elect to have standby pay, or any portion thereof, reserved as relief time. Relief time may only be used for a workday or any portion thereof, following any standby duty. The reserved relief time may not exceed thirty (30) hours.

Employees may cash out their relief time in a December pay period of each year. In any event, the Department will cash out all outstanding relief time on the June 16th pay period of each year.

Outside of a hospital or with law enforcement present, and to the extent required by law, QMHAs and Peers will not be left alone when working mobile crisis response and actively at and responding to a crisis in the presence of a client.

Section 7.13. Assertive Community Treatment Crisis Phone Standby Duty.

Act Team members on coverage for the ACT Consult Crisis Phone Standby duty must be available to a telephone or other calling device at all times during a designated period. ACT Team members on ACT Consult Crisis Phone Standby Duty shall be responsible to perform assignments and respond to calls as may be required. For each 24-hour shift, employees will be paid \$94.00 per day for standby duty during weekdays and \$143.00 per day for standby duty during weekends and holidays. Signups will be filled 3 months in advance, with priority given to QMHPs. Any dates for which more than one staff volunteer will be assigned based on seniority and unclaimed shifts will be assigned based on identified rotating reverse seniority. If the assigned act team member calls out sick coverage will be offered for team member volunteers to cover the shift. Shifts with no volunteers will be assigned based on identified rotating reverse seniority list. Shift is identified as 24-hour shifts from 8:00 AM to 8:00 AM. The individual covering the next shift must forward that ACT Consult Crisis Line at that time. Employees assigned to standby duty shall not be eligible for call-in pay pursuant to Section 7.14.

Section 7.14 Call-In Time.

Excepting Caretakers employed in the Natural Areas, Parks, and Events Department, employees called in to work outside their regularly scheduled shift shall be paid a minimum of three (3) hours at one and one-half (1-1/2) times their regular rate of pay, or the actual time worked, whichever is greater.

Caretakers who are called in to work outside their regularly scheduled shift shall be paid a minimum of one (1) hour at one and one-half (1-1/2) times their regular rate of pay, or the actual time worked, whichever is greater.

Shift extensions do not qualify any employee for call-in-pay; however, shift extensions may qualify the employee for overtime payments pursuant to Section 7.6.

Section 7.15. Rest Periods.

All work schedules shall provide each employee a fifteen (15) minute rest period during each one-half (1/2) of an eight (8) hour or a ten (10) hour shift. Rest periods shall be scheduled at the middle of each shift whenever possible. Employees who are authorized by their supervisors to work beyond their regular quitting time shall receive an additional fifteen (15) minute rest period before they begin the next succeeding shift. In addition, employees shall be granted regular rest periods during each additional shift as noted herein. Rest periods that are not utilized during any shift shall not be considered for the purpose of determining overtime payments. Rest periods shall be scheduled in a manner, which will not interrupt the efficient operation of the department.

Section 7.16. Meal Periods.

Employees shall receive a lunch period of at least one-half hour, and no more than one hour during each work shift during which time employees are relieved from all duty during meal breaks. Whenever possible, lunch periods shall be scheduled at the middle of the shift. Length of meal periods shall be determined by and in accordance with existing routines in each department.

Section 7.17. Unused Rest and Meal Time.

Rest and mealtime not utilized as provided in this Article may not accumulate for later use.

Section 7.18. Clean Up Time.

When conditions of employment require, the Department Director may grant employees personal clean-up time, not to exceed fifteen (15) minutes, during their normal shift assignment. The Department Director shall designate all employees who are entitled to clean up time. Clean-up time will not be unreasonably denied.

Section 7.19. FLSA Exempt Flex Time.

Fair Labor Standards Act exempt employees shall be allowed to flex their work schedules across pay periods subject to the operational needs of the Department. Any hours worked pursuant to Sections 7.8, 7.9 and 7.10 shall not be eligible for FLSA exempt flex time. FLSA exempt flex time is not compensable.

Section 7.20. Physician Assistants: Voluntary Extra Shifts.

Full-time Physician Assistants who volunteer to work a shift on a regularly scheduled day off shall be paid at the rate of one and one-half (1 ½) times their regular rate of pay for work performed on such days. In the event a part-time Physician Assistant volunteers to work a shift that results in their exceeding a forty (40) hour work week, they will be paid at a rate of one and one-half (1 ½) times their regular rate of pay for the shift hours in excess of forty (40) hours.

Section 7.21 Benton County 24 Hour Crisis Center Re-Opener

At least 180 days prior to the opening of the Benton County 24 hour Crisis Center, the County and AFSCME will engage in Interim Bargaining for 90 days to discuss all mandatory subjects related to the operation of said facility.

ARTICLE 8. HOLIDAYS

Section 8.1. Holidays.

The following are recognized holidays:

1. New Years Day - January 1
2. Martin Luther King's Birthday on the third Monday in January
3. President's Day on the third Monday in February
4. Memorial Day on the last Monday in May
5. Juneteenth on June 19th
6. Independence Day on July 4
7. Labor Day on the first Monday in September
8. Veteran's Day on November 11
9. Thanksgiving Day on the fourth Thursday in November
10. Day After Thanksgiving Day on the fourth Friday in November
11. Christmas Day - December 25

Two floating holidays to be selected within the fiscal year by each employee with supervisor approval, except that no employee may utilize floating holidays during their probationary period. Floating holidays do not need to be used in full day increments. In addition to the above-approved holidays, any day declared or approved by the Board of Commissioners, it will be added to the current list of recognized holidays.

By mutual consent between the parties, newly declared holidays may be substituted for already approved holidays.

Section 8.2. Holiday Date Modification.

The above noted holidays may be modified by mutual consent if they are inconsistent with state and/or federal actions subsequent to this agreement.

Section 8.3. Holiday Pay.

1. Full-time eligible bargaining unit employees shall be compensated for each holiday as follows, provided that the employee is in paid status the last scheduled day before and the first scheduled day after the holiday.

Employees shall be compensated for holidays as follows:

- a. Employees who are on an alternate schedule as of December 1, 2024, will be provided holiday pay on the basis of that alternate schedule (e.g., 4 x 10 employees will receive 10 hours pay for holidays). Such employees will continue to be compensated in this manner as long as they remain on that alternate schedule.
 - b. After December 1, 2024, when a bargaining unit employee requests and is regularly working an alternate work schedule while other employees within the same division/section/work group are working a five (5) day, eight (8) hour work schedule, the employee on the alternate schedule shall have the option of reverting to a five (5) day, eight (8) hour schedule on a week including a holiday or remaining on the alternate schedule and using two (2) hours of vacation or floating holiday accrual time to supplement the eight (8) hours of holiday time off.
 - c. After December 1, 2024, when a bargaining unit employee is assigned by the County to work an alternate schedule, for example a nine-eighty or four (4) day, ten (10) hour work schedule, or all of the bargaining unit employees within the division/section/work group are on such alternate schedule, the eligible employees shall receive one full day's compensation for the holiday, for example nine hours for such employees who are assigned to work nine hours per day or ten hours for employees who are assigned to work ten hours per day.
2. Holiday pay shall be pro-rated for part-time employees based on their position's established FTE. Part-time employees may either flex their schedules or use accrued vacation or compensatory time in order to not increase or decrease the number of regularly scheduled work hours in a holiday week. Part-time employees must also be in paid status the last scheduled day before and the first scheduled day after the holiday.

Any day spent on County paid leave, including but not limited to sick leave and vacation leave shall be considered as a day worked pursuant to this Section. However, employees being paid by workers' comp or receiving long term disability payments shall not be considered as being paid by the County for purposes of this Section.

Section 8.4. Weekend Holidays.

Whenever a holiday falls on a weekend or on an employee's scheduled day off, the holiday will be observed on the scheduled workday nearest the holiday within that workweek.

Section 8.5. Observed Holidays.

Pursuant to this Section, designated holiday dates shall be published by Human Resources, which will send notice thereof to the Union and All County departments during the month of December.

Section 8.6. Holiday During Leave.

An employee shall receive holiday pay if the holiday falls during any authorized period of County leave with pay. Should an employee be on authorized sick or vacation leave with pay when a holiday occurs, the employee shall receive holiday pay, and such holiday shall not be charged against their sick or

vacation accrual. Payments received from non-County sources, including but not limited to Workers' comp and long term disability, shall disqualify the employee from receiving holiday pay pursuant to Section 8.3.

Section 8.7. Holiday Work.

Any member of the bargaining unit who is required to work on any of the holidays listed in Section 8.1 shall be paid or granted paid time off at the County's discretion as follows:

- A. In addition to their regular salary, time and one-half for all hours worked for the first 8 or 10 hours of holiday work, whichever is applicable to their regular work schedule.
- B. For all hours worked in excess of the first 8 or 10 hours of holiday work, in addition to their regular salary, double time for all hours worked. The intent of this language is to pay a total compensation for holiday work of two and one half times the regular rate of pay for the first 8 or 10 hours of holiday work, and a total of three times the regular rate of pay for all overtime work.
- C. Time off earned may be used on a date mutually agreed to by the employee and their supervisor. The County will make a reasonable effort to allow employees required to work holidays the option of using the paid time off as close to the holiday as possible. This Section shall apply when the employee is required to work on the day designated and observed as the holiday pursuant to Sections 8.4 and 8.5.

ARTICLE 9. LEAVE DUE TO DISASTER OR ADVERSE WEATHER CONDITIONS

Section 9.1. Leave Due to Disaster.

In the event of a disaster (e.g., Act of God, earthquake, flood, tsunami, landslide, conflagration, air quality, civil unrest, war, power outage), which destroys or renders a County-occupied building unsafe or inaccessible, the employees who work in that building may be provided work at an alternate location, telework options or if no other work is available, released and their regular pay shall continue until the end of that working day. Thereafter, with prior supervisory approval, the employee may be allowed to continue telework or work at an alternative location or if no other work is available, may use authorized leave accruals until exhausted or until the employee is called back to work. If the employee has no leave accruals, all time off, excluding the day of the incident, shall be without pay.

Section 9.2. Travel and Delays During Adverse Weather Conditions.

In the event of adverse weather conditions that may jeopardize an employee's ability to travel to or from work (e.g., Act of God, snow or freezing rain, flood, tsunami, conflagration, air quality), the employee may request telework or paid leave. If granted leave, the employee may use any of their leave accruals, including sick leave, to cover this leave. If the employee has no leave accruals, this leave shall be without pay. (This provision does not apply to emergency personnel). Employees are expected to follow their department call-in procedures.

When the County establishes a late opening, those employees working in the department or unit subject to the late opening and work is not available at an alternate location, no telework options are available, or if no other work is available, non-emergency personnel will report to work at the modified start time without loss of pay.

Section 9.3. Declared Emergency.

If calamitous circumstances warrant, the Board of Commissioners may declare an emergency and close all or part of County operations. The Board's declaration shall be released to local media for publication and all County employees may call a specified telephone number (541) 766-6058 for further information concerning whether or not to report to work, and such other information as may be appropriate. Information will be up-graded on a daily basis.

In the event of an office closure, the HR director or designee will directly contact the union president. In the event that the Board of Commissioners determine either all or part(s) of County operations are closed or a County occupied building is unsafe, during a work shift, regular wages shall continue until the end of that shift. Thereafter, those employees who are not required to report to work, in person or remotely, shall be paid their regular wages for hours scheduled to work through the following work day, and not be required to utilize accruals. Otherwise, employees unable to telework or report to work may use their earned leave accruals, including sick leave, to cover all periods not worked until the Board rescinds the emergency declaration or County operations re-open. In the event that an employee has no earned accruals, then all such periods shall be reported as leave without pay.

Section 9.4. Emergency Personnel Defined.

In the event an employee's location of work is closed due to inclement weather, Department Directors shall designate which employees are to continue to work as designated emergency personnel, using the following criteria:

- A. The Department Director shall designate as emergency personnel only those employees whose job assignments are reasonably related to preserving critical services, public order and public safety. Subject to 9.2, Public Works, Health Services, District Attorney, and Sheriff's Office employees may be considered emergency personnel and required to report to work in person. Employees in those departments must check with their supervisor before leaving or observing a closure notification, unless the manager or supervisor already has an established notification process in place. The County retains discretion based on the nature of any other emergency, to designate any other employee as essential. In the event employees outside the departments listed above are designated emergency personnel, the supervisors of those employees will contact them informing of the need to remain or report to work, giving as much notice as practicable.
- B. Emergency personnel required to report to or remain at work in-person in the event of a closure as defined above will receive an additional premium of five percent (5%) of base hourly pay for all hours worked during a closure of county facilities. A list of all such employees will be forwarded to the payroll office as soon as possible following the designation of emergency

status.

- C. If the event is a FEMA reimbursable declared emergency event, and the County applies for reimbursement for overtime pay, then:
 - 1. Exempt employees who work on the FEMA reimbursable event more than eight (8) hours in a day or forty (40) hours in a work week will be eligible for additional pay at the equivalent of one times their straight time hourly rate of pay; and
 - 2. Non-exempt workers shall be eligible for overtime pay for work in excess of eight (8) hours a day at the rate of one and one half times their regular rate of pay.
 - 3. This provision does not apply to mutual aid.

ARTICLE 10. VACATION LEAVE

Section 10.1. Accrual.

All regular full time employees shall accrue vacation leave as follows:

| | | | |
|------------------------|--------------------|------------------------|--------------------|
| 1st through 4th year | 8 hours per month | 20th through 24th year | 16 hours per month |
| 5th through 9th year | 10 hours per month | 25 years and over | 18 hours per month |
| 10th through 14th year | 12 hours per month | | |
| 15th through 19th year | 14 hours per month | | |

Following successful completion of their probationary period, full time regular employees shall be granted use of 48 hours of vacation leave and part time regular employees shall be granted vacation leave on a pro-rated basis, according to their position's established FTE.

Section 10.2. Scheduling.

Whenever practical, and consistent with the needs of the County and the availability of vacation relief, employees shall have the right to select split or full vacation leaves. The employee must request vacation leave in writing to their supervisor, providing at least two full weeks' notice for foreseeable vacation and as much notice as practicable if vacation is used for an unforeseeable reason. The vacation will be considered granted unless the County makes a written denial at least one week prior to the planned start of vacation if foreseeable vacation, or within two business days after notice related to an unforeseeable event. With mutual consent of the supervisor and the employee, the notice period may be waived or shortened.

For vacation requests made more than 30 days before the start of the vacation, the request will be considered granted unless the County makes a written denial within one week of the vacation request. Granted vacations will be honored unless exigent circumstances jeopardize county operations. In such rare circumstances, the County will consider on a case-by-case basis providing monetary reimbursement for any nonrefundable costs related to the denied vacation. The County will make all reasonable efforts to avoid cancelling an approved vacation.

Selection of vacation leave shall be on the basis of seniority, however each employee will be permitted to exercise their right of seniority only once in each fiscal year. Such exercise of seniority shall be limited to one vacation period in each fiscal year.

Section 10.3. Vacation Accrual.

Vacation leave equivalent to the annual vacation accrued by the employee in the preceding fiscal year may be carried over for one (1) year. (i.e. the maximum vacation hours accumulated may not exceed twice the employee's annual accrual).

Every employee shall be granted reasonable opportunity to utilize their accrued vacation leave. Unreasonable denial by the County of an employee's request to use accrued vacation leave will not result in forfeiture of such leave.

The County will provide a current and accurate monthly accounting of accrued vacation leave on each employee's end of the month payroll check stub.

Section 10.4 Notice to Employees Nearing Maximum Accrual

Employees who have reached their maximum accrual rate and are in jeopardy of losing additional vacation accruals can request a three-month extension of the maximum rate in order to take the leave rather than lose it. Extensions to the vacation maximum accrual may be approved by the Human Resources Director when requested in writing by the employee's Department Director. Exceptions may be approved a maximum of once each fiscal year.

Section 10.5. Termination or Death.

Upon voluntary or involuntary termination of an employee, all accrued vacation leave shall be paid to the employee. On the death of an employee, all accrued vacation leave shall be paid to their estate.

Section 10.6. Continued Vacation Credit.

In case of an absence due to an illness or injury, a full-time regular employee shall continue to earn vacation credit for a maximum period of six (6) months (1040 hours). A part-time regular employee's ability to earn vacation credit shall be pro-rated in direct proportion to their established FTE. In leave without pay situations, accruals do not continue with the exception of approved workers' compensation and PLO, OFLA, FMLA leaves.

Section 10.7. Vacation Cash-Out.

Employees shall have the option of cashing out a maximum of forty (40) hours of accrued vacation leave when a minimum of eighty (80) hours of accrued vacation leave is taken off in the same fiscal year. Qualifying time off shall consist of either eighty (80) consecutive hours or two separate periods of forty (40) consecutive hours each. This eighty (80) consecutive hour requirement will be prorated for part

time employees. If a scheduled vacation period includes a paid holiday, that holiday shall qualify as part of the required consecutive hours for the vacation cash-out.

Employees with 15 years' service or more shall have the option of cashing out a maximum of forty (40) hours of accrued vacation when a minimum of forty (40) consecutive hours of vacation are taken off in the same a fiscal year. If a scheduled vacation period includes a paid holiday, that holiday shall qualify as part of the required consecutive hours for the vacation cash-out. This forty (40) consecutive hour requirement will be prorated for part time employees. Cash-out may be requested once during a fiscal year. Cash-out requests must be approved by Human Resources.

ARTICLE 11. SICK LEAVE

Section 11.1. Accrual.

All full-time regular employees shall accrue paid sick leave at the rate of four (4) hours per semi-monthly pay period, which may be used for any purpose provided in ORS 653.616. Immediate family is defined as spouse, domestic partner, parent, biological child, adopted child, stepchild, foster child, domestic partner's child, adoptive parent, stepparent, foster parent, parent-in-law, domestic partner's parent, grandparent, grandchild, sibling, sibling-in-law, step sibling, or had an in loco parentis relationship, any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, or other person living in the household. In relationships other than those set forth above, and under exceptional circumstances sick leave may be granted by the Department Director if requested by the employee. All part-time regular employees shall accrue paid sick leave on a pro-rated basis according to their established FTE.

Sick leave may accumulate to a maximum of 1260 hours. No employee may utilize sick leave before actually accruing such leave; however, new employees may use accrued sick leave during their probationary period. The County may, at its discretion, require verification of the usage of sick leave of more than three (3) days, or where an established pattern of sick leave usage suggests potential abuse, by requiring the employee to submit a physician's statement justifying their use of sick leave before payment of the sick leave is approved. Sick leave usage is limited to periods of illness (physical or mental) of the employee or member(s) of their immediate family as defined in this Section. Abuse of sick leave shall subject the employee to disciplinary action.

Section 11.2. On-The-Job Accident.

Any employee who sustains an accident while on the job for the County which results in a compensable workers' compensation illness or injury, shall be covered under the County's workers' compensation program.

A decision on acceptability/compensability of a claim is normally made within the first 14 calendar days of an injury and if not, the insurance carrier is required to pay time-loss during the term of the investigation or until such time as compensability is determined. The County shall allow employees who file a workers' compensation claim to use sick, vacation or compensatory time during the first 14

calendar days of an alleged workers' compensation injury. Once the workers' compensation carrier either accepts the claim or commences payment of time-loss to the employee, the County will cease salary payments, chargeable to the above-mentioned leaves, until the employee returns to work. The County will restore the used leave where time-loss is paid. The employee may select one of the following options:

- A. The employee will rely on time-loss payments from the workers' compensation carrier for their compensation.
- B. Alternatively, if the employee chooses to use paid leave to equal the difference, only that portion of sick leave needed to make-up for the difference between the workers' compensation payments and the employee's regular paycheck will be permanently deducted from the employee's accruals when the employee turns their workers' compensation payments over to the County.

Donated hours may not be used for this purpose. Adjustments to leave balances will be made on the next pay check after the County has been notified of a time-loss payment. Until the injured employee notifies the county to the contrary, the County will start using leave balances in the following order: sick, compensatory time, vacation.

The computed hourly rate normally used for payroll computation purposes during any given payroll period shall be used for computing compensation chargeable to leave from the County under this section.

During the term of the workers' compensation claim, the County shall continue the enrollment of an employee under all normal insurance coverage to which the employee was otherwise entitled prior to any workers' compensation injury. If the employee works less than or equal to fifty percent of the scheduled hours for any pay period, the County will pay the employee's "co-pay" portion of any insurance premiums. If the employee works more than fifty percent of the scheduled hours, the employee will be responsible for paying the "co-pay" amounts. This continuation provision shall not extend for a period greater than that, which is specified in Rule 13.8.

For injuries which extend for partial pay periods, the County will make up for any premium co-payment which is not covered by the employee's normal payroll. For injuries, which extend beyond a pay period, the County will pay the full premium including any co-payment, which the employee was required to pay.

Section 11.3. Continued Sick Leave Credit.

In case of an absence due to an illness or injury, a full-time regular employee shall continue to earn sick leave for a maximum period of six (6) months (1040 hours). A part-time regular employee's ability to earn sick leave shall be pro-rated in direct proportion to their established FTE. In leave without pay situations, accruals do not continue with the exception of protected leaves.

Section 11.4. Scope.

Employees may use sick leave for the treatment of a recognized mental health condition, illness or injury during which the employee is unable to adequately perform their normal work duties; or whenever as a result

of the foregoing, it is necessary to seek medical, psychological or dental assistance; or if it is necessary for the employee to be quarantined. The County, at its discretion, may require the employee to leave the workplace if it is reasonably believed that the employee's illness presents a risk to the health or safety of other employees. If the County requires the employee to leave work, sick leave accruals may be utilized if available. Sick leave may also be used in the case of an illness in the employee's immediate family, as defined in Section 11.1, provided that the employee states that it is medically necessary for them to care for the immediate family member. Additionally, sick leave may be used for medical, mental, or dental appointments without relation to illness or injury. As used in this Section, the term medical includes all services provided as part of the healing arts by Medical Practitioners who are legally licensed to practice. Employees using sick leave for any reason must give reasonable notice to their supervisor.

Section 11.5. Retirement, Disability or Death.

Those employees hired before August 1, 1999, who at the time of retirement are fully qualified to receive Oregon Public Employees Retirement System (PERS) benefits, shall have the option to receive payment of up to three-fourths (3/4) of their accumulated sick leave in cash, and their remaining accumulated sick leave shall be used to calculate their final average salary for retirement benefits by PERS in accordance with the provisions of ORS 238.350.

Employees hired on or after August 1, 1999, shall have the option to receive payment for all accumulated sick leave above 520 hours in cash, and their remaining accumulated sick leave shall be used to calculate their final average salary for retirement benefits by PERS in accordance with the provisions of ORS 238.350.

In case of an employee's death or permanent disability, the employee or their designated beneficiary shall receive full payment for all accrued sick leave.

Section 11.6. Unused Sick Leave Conversion.

At the completion of each fiscal year, each employee who maintains the following minimum sick leave banks may convert sick leave above the bank into vacation leave.

Sick leave accumulations above 260 hours may be converted to vacation leave at a rate of two (2) hours of sick leave to one (1) hour of vacation; and sick leave accumulations above 520 hours may be converted to vacation leave at the rate of one (1) hours of sick leave to one (1) hour of vacation. This shall be done as follows:

1. Part-time employees shall be eligible to participate in the above conversion utilizing minimum sick leave banks established on a pro-rated basis according to their established FTE.
2. Requests for sick leave conversion must be submitted to Payroll by the last day of the first full work week in August.
3. Sick leave conversion options shall not apply to any employee who is terminated or discharged for cause.

Section 11.7. Sick Leave Donations.

This section provides a method for employees to transfer or donate some of their accrued sick leave and/or vacation leave to a fellow employee who is out of sick leave and is temporarily off work due to a catastrophic or chronic illness, hospitalization, operation or accident. Leave may also be donated for an employee off work and out of sick leave in order to care for an immediate family member, defined in Section 11.1, who meets the medical conditions defined above. In order for one employee (donor) to transfer leave to another employee (donee), the following conditions must be met:

1. The donated leave may only be used for a catastrophic or chronic illness, hospitalization, operation or accident.
2. The donee must have exhausted all sick, compensatory and all but 40 hours of vacation leave prior to requesting donations.
3. Once the donee satisfies the ninety (90) day elimination period for Long Term Disability, requests for sick leave donations will not be granted; however, employees who filed a claim within the first sixty (60) days of the elimination period will be eligible for sick leave donations while claim is pending. Donations will be processed until first disability payment is mailed or issued.
4. Donor must maintain a minimum bank of 80 hours sick leave to donate sick leave hours and 80 hours vacation leave to donate vacation leave (prorated by FTE) that is not eligible for transfer.
5. Sick leave hours cannot be transferred upon donor's termination of employment.
6. Donee requests for leave donations must be approved by the Human Resources Director. Only donee or Department Director is eligible to request leave donations. Requests must be accompanied by acceptable medical documentation. Upon approval, donation requests will be made by the Human Resources Director to County employees. All information regarding specific details of the medical emergency and/or donee's name shall be confidential unless release of information is authorized by the donee.
7. Donated leave will be used on a first-in, first-used basis. Any donated sick leave that is not utilized by donee to meet their leave needs related to the specific donated leave request, will be returned to the donor.
8. The County will continue to pay the employer's share of the medical and dental premiums while an employee is receiving long-term disability and is employed by the County.
9. Upon presentation of proper medical authorization of ability to return to work, any employee who is terminated from employment while on long term disability will be given recall rights for eighteen (18) months following termination.

ARTICLE 12. OTHER LEAVES OF ABSENCE

Section 12.1. Leave Procedure.

Employees may request leaves of absence. Each request shall be judged by the Department Director on its individual merit and on the basis of the guidelines provided herein.

No leave of absence, with or without pay, shall be granted unless a request is submitted in writing by the employee to their Department Director. Approval of leaves of absence shall be obtained prior to beginning the leave. All paid leaves shall be considered time worked. Leaves of absence without pay shall not be considered time worked, and the employee shall not accrue benefits, seniority, or other conditions noted herein during leaves without pay.

Section 12.2 Leave of Absence Without Pay.

Department Heads, for any reasonable purpose, shall grant a leave of absence without pay for a period not to exceed 90 calendar days. Leaves of absence without pay for period in excess of 90 calendar days, shall be submitted in writing to the Department Director, and at their discretion, may be approved. Prior to beginning a leave of absence without pay, the employee must first exhaust all vacation and compensatory accruals, except for employees who are requesting leave for Union activities. Union activity leave shall not exceed ninety (90) days, and shall be verified in writing by the Union in advance of the activity. Leaves of absence without pay may not be granted on a recurring annual basis. Probationary employees may be granted a leave of absence without pay subject to the operational needs of the department.

Section 12.3. Family and Medical Leave.

Employees may request up to twelve (12) weeks (480 hours prorated) of leave during any 12-month period for the purpose of caring for a child following birth, adoption, or foster care; for a spouse or domestic partner, son, daughter, parent, or parent-in-law who has serious health conditions; or for a serious condition that renders the employee unable to perform their job. The employee may choose to utilize this leave on an incremental (hourly) or full-time basis, and may further, choose to coordinate this leave with an accepted Workers' Compensation claim.

Requests for this leave shall be made in writing to the Department Director and forwarded to Human Resources. The Human Resource Director may ask for verification of need for leave request.

To be eligible for family and medical leave, an employee must have completed their initial probationary period.

The employee shall be required to utilize accrued leave balances, including vacation leave, sick leave, compensatory leave, and personal leave before utilizing unpaid leave. For duration of this leave, the employee's health, dental, life, and disability insurance coverage shall continue provided that the employee continues to pay the co-payment of premiums that existed prior to the commencement of

this leave.

Any eligible employee who takes family or medical leave must be returned to the same position held prior to the leave or an equivalent position.

Employees who have exhausted family medical leave limits may refer to Section 12.2. Leave of Absence Without Pay.

Section 12.4. Bereavement Leave.

Employees shall be granted not more than three (3) days leave of absence with pay in the event of death in their immediate family to make household adjustments and to attend funeral services. In the event of a family death occurring more than two hundred (200) miles from the employee's home, an additional two (2) days paid leave shall be granted. Bereavement leave shall not be charged to any other leave accruals. An employee's immediate family shall be defined as spouse, domestic partner, parents, children, siblings, grandparents, grandchildren, parents-in-law, domestic partner's parent, children or siblings, siblings-in-law, step parents, son-in-law, daughter-in-law, or other member of the household. In relationships other than those set forth above, and under exceptional circumstances, the Department Director may approve bereavement leave.

In some situations, employees may be eligible for additional Bereavement Leave under the Oregon Family Leave Act (OFLA). In these cases, qualifying County-paid Bereavement Leave and OFLA Bereavement leave run concurrently and count against the employee's OFLA entitlement.

Section 12.5. Witness or Jury Duty.

When an employee is called for jury duty, or is subpoenaed as a witness as a result of official business for the county, they shall continue to receive their regular salary and shall transfer all compensation received for the performance of such duty to the County. Jury and subpoena fees are to be submitted to the Finance Department. Overnight or weekend expenses compensated because of jury duty or as a subpoenaed witness, as well as statutory mileage fees provided for the use of the employee's private vehicle, shall be retained by the employee. Failure to comply with this Section shall be cause for disciplinary action.

Section 12.6. Military.

An employee of the County who is a member of the National Guard or a reserve component of the armed forces for the United States shall be entitled to a leave of absence with pay and without impairment of other rights or benefits for a period not to exceed twenty-one (21) calendar days per year. Leaves in excess of twenty-one (21) calendar days per year shall be considered leave without pay. Military leaves of absence and reinstatement of employment shall conform to applicable state statutes.

Section 12.7 Union Leave.

Upon request of the Union, the Employer may grant leave with pay for no more than two (2) Union representatives, stewards, or other Union appointees from the bargaining unit to attend Union training programs not to exceed thirty (30) calendar days in a calendar year. Granting the leave will depend upon operational needs and available staffing. The Union will submit the request to the supervisor and Human Resources Director at least thirty (30) calendar days prior to the leave, unless otherwise agreed. The employee released under this Section shall receive full retirement credit for the entire duration of the release time. The Union will reimburse the Employer for the “fully burdened costs of the positions” the Employer incurs as a result of placing the employee on leave with pay during the period of absence. The Union will reimburse the Employer each month for the previous month, upon receipt of an itemized summary of the costs to be charged to the Union. For purposes of this provision, “fully burdened costs of the position” means the cost of wages, benefits, workers’ compensation insurance, and other administrative costs not to exceed 5% of the employee’s total salary.

Section 12.8. Seniority During Leave.

Any employee granted a leave of absence pursuant to this Article shall maintain their existing seniority. During workers’ compensation disability, military leave and unpaid union activity leave, employees will continue to accrue seniority.

Section 12.9. Short Term Leave of Absence without Pay for Reduction in Work Load.

This section provides for employees to voluntarily accept leave without pay for short duration to address reduction in workload or funding as determined by the Department Director.

Such leave without pay will not result in reduction in medical, dental benefits, sick leave or vacation accruals, holiday pay or seniority.

Leave without pay will not exceed a reduction of 10% of the employees regular FTE within a fiscal year.

The Department Director or employee may terminate short term leave arrangements with a 10 working day notice. The provisions of this section will apply to the employee’s regular schedule.

Section 12.10 Paid Leave Oregon (PLO).

- a. The County will pay the employer portion of PLO premiums, and the bargaining unit member will pay the employee portion.
- b. Upon request, an employee shall be allowed to utilize their accrued leave (of their own choice), to compensate for the difference between their PLO benefits and their normal rate of pay received from the County. Employees may use donated vacation leave for such supplementation.
- c. Upon request, an employee may utilize their own accrued leave (of their choice), followed by donated vacation, to ensure they maintain their regular rate of pay pending the processing of their claim for PLO benefits. If an employee utilizes option (c), the employee will reimburse the County in an amount equal to the benefit they receive from the Employment Department or other equivalent plan provider, and will

be credited with the accrued leave the employee utilized equal to that benefit.

ARTICLE 13. WAGES AND SALARIES

Section 13.1. The Total Compensation Package.

This contract represents a Total Compensation Package including adjustments in PERS, Long Term Disability, sick leave donation and conversion programs, retiree benefit programs, medical and dental insurance costs and cost of living adjustments (COLA).

Section 13.2. Wages.

1. Effective upon ratification, the County will implement the following one-time wage adjustments:
 - a. There will be a one-time payment to each AFSCME member who was hired on or before December 1, 2024, in the amount of \$2,500.
 - b. Effective upon ratification, there will be a one-time increase of 3% for all A Band employees, 4% for all B Band employees, and 5% for all C Band employees.
2. AFSCME salary ranges will be comprised of eleven (11) merit steps and implemented as follows:
 - a. Effective December 1, 2024, any employee who was at Step 8 on July 1, 2023, will move to the new Step 9. This move does not impact the employee's anniversary date.
 - b. Effective July 1, 2025, all employees at Step 9 will move to Step 10 on their first anniversary date on or after July 1, 2025.
 - c. Effective July 1, 2026, all employees at Step 10 will move to Step 11 on the first anniversary date on or after July 1, 2026.
3. Effective December 1, 2024, a 4.4% wage increase will be applied to all steps of all Bands of the AFSCME salary schedule.
4. Effective July 1, 2025, a 3% or ECI (Employment Cost Index) for the twelve-month period ending March 31, 2025, whichever is greater, will be applied to all steps of all Bands of the AFSCME salary schedule.
5. Effective July 1, 2026, a market study will be conducted in accordance with the MOU as reflected in Appendix B: MOU Regarding Market Study.

Section 13.3. Merit Increases.

Upon successful completion of the regular six (6) month probationary period, employees shall receive a step increase from their initial hire step to the next step in their position's salary range. In situations where a reduced probationary period is served or a probationary period is extended, upon successful completion of the probationary period the employee will receive a step increase from their initial hire step to the next step in their position's salary range. Thereafter, employees will become eligible for an additional step in their position's salary range on the anniversary of their appointment to the position.

Merit increases shall be based on satisfactory service. This step increase will be granted, and subsequent step increases will be granted annually until the employee reaches the top step of their position's salary range, unless work performance is evaluated as unsatisfactory. For purposes of annual step increases, the anniversary date of appointment for each employee shall be adjusted to the first day of the month in which they were hired or promoted.

If an employee's work performance is deemed to be unsatisfactory, at least ninety (90) days prior to an employee's step date, the supervisor shall counsel the employee. The supervisor and employee will develop a work plan, which will contain objective standards that the employee must meet over the next ninety (90) days in order to bring their performance to a satisfactory level. The work plan will specify regular meetings between the employee and supervisor to monitor progress. If the employee's performance becomes satisfactory within ninety (90) days, they will be granted the merit increase. If the employee's work performance remains unsatisfactory, the County may deny the employee a merit increase.

Section 13.4 Overpayments and Payments in Violation of Contract

Any employee receiving unauthorized payments has the obligation to call such error to the attention of his or her supervisor once the overpayment is discovered.

- A. **Unauthorized Overpayments:** Any employee who receives payments to which they are not entitled, including but not limited to premium pay, shift differential, overtime pay, step increases, or any other salary, wage, or reimbursement which is not authorized by this contract or County Personnel Rules, and which the employee knew or reasonably should have known they were not entitled to receive, shall reimburse the County for the full amount of the overpayment.
- B. **Payments in Error:** When an employee receives payments due to a clerical, technical, or computer error, or if the County fails to deduct for authorized deductions or deductions that are required by law, through no fault of the employee and where the employee did not and could not reasonably have known that the error occurred, the employee will only be liable for and the County shall only recover the overpayment for a period of one-hundred and eighty (180) days preceding the date of discovery of the error.
- C. **Repayment to the County:** As soon as the overpayment is known, the County will recover overpayments as specified in subsections A or B above, by payroll deduction or by separate check/cash as chosen by the employee. Repayments over time are subject to approval by the County's Chief Financial Officer.
- D. **Repayment to the Employee:** When an error occurs, which results in a negative impact on the employee, upon notification by the employee, and verification by the payroll division, payment in correction of the error shall be made in the employee's paycheck for the current pay period.
- E. **Specifically for insurance premium contributions only:** Individual employees shall be responsible for paying their portion of the insurance premium through payroll deduction. As necessary, the County is hereby authorized to advance such sum(s) for the express purpose of premium payment to the

insurance providers and then make automatic retroactive payroll deductions from the earnings of any and all covered employees for reimbursement to the County for such advances. Those specific retroactive payroll deductions will only occur on paychecks issued within sixty (60) days of the advance (with the employee's portion of the premium amount evenly split between two (2) paychecks. If the amounts are not deducted as specified, the County is then responsible for the amounts and there will be no reimbursement from the employee. If an employee does not have sufficient wages in their paycheck to have their portion of the insurance premium deducted as required, the employee will arrange for payment of that amount to the County by means other than payroll deduction, (at the employee's choice).

Section 13.5. Pay Periods.

Paydays for all employees shall be twice a month. Paydays shall be on the last day of the month and on the fifteenth (15th) of each month. If the last day of the month or the 15th should fall on a weekend or holiday, payday will be on the last working day prior. All payroll deductions shall be spread equitably between the two checks.

Section 13.6. License and Certification Pay.

As provided in Section 23.5, the Labor Management Advisory Committee may make recommendations to the Board of Commissioners and AFSCME for compensation for licenses and certification that are not required in a position description.

Employees who are directed to attend job-related training and/or education programs shall have necessary costs and travel expenses paid for by the County and shall not experience any loss of pay or require the usage of any accrued leave.

Section 13.7 Bilingual Pay

Bilingual Skills Differential applies to employees who regularly use bilingual skills to perform assigned duties. "Bilingual skills" means translation to and from English, interpretation of another language or the use of sign language. To be eligible for the differential, the employee's supervisor must first assign the interpretation and translation duties. The supervisor documents the assignment in the employee's position description. The differential is 5 percent of base pay. Bilingual pay shall be effective at the beginning of the next pay period, following the successful passing of skills testing.

Section 13.8 Working Out of Classification/Lead Work

- A. An employee assigned the major duties and responsibilities of a higher classification shall receive compensation at step 1 of the higher classification, or a 5% increase in their base compensation, whichever is greater, provided such assignment is designated by the supervisor or manager in writing, and providing that the assignment is planned to extend, or actually extends, for more than three (3) continuous working days. In no case, however, will work out of class (WOC) pay be more than the top step of the higher classification. The County will not rotate these assignments for the purpose of avoiding work out of class pay. If the employee is assigned lead work, and that lead work is not among the major duties and responsibilities of a higher classification within the employee's band, the employee shall receive a 5% increase in their base compensation.

This Section shall not apply to an employee working in a job-related training program that has been mutually agreed to by the County and the employee.

Section 13.9 Acting in Capacity (AIC)

Temporary appointment to a position in a higher level classification by the department director.

Bargaining unit employees assigned to a higher level position with management duties will not hire, discipline, terminate, or approve a personnel action.

Employees appointed to AIC for a minimum of three days will receive placement on a step in the higher classification that represents at least a 5% increase in regular pay rate starting on day one (1) of the assignment and continuing until the assignment is complete.

Section 13.10 Job Assignment Outside of the Bargaining Unit

Employees may be offered a temporary professional development opportunity for work outside of the bargaining unit for a fixed period of time, not to exceed one year. During this time, the employee will:

- retain their right to seniority and total hours of service accrued.
- accrue seniority hours during the period of supervisory assignment.
- retain rights to their former position.
- maintain all bargaining unit benefits such as retirement, health savings, etc.
- continue step progression in the regular appointed position.
- be assigned or have the opportunity to enroll in a county-approved training course to gain additional supervisory or other experience that would ordinarily help satisfy the minimum qualifications for the work which the employee is doing. The cost of the training course will be paid by the county. This training course may be considered as part of a County Career Development Plan as outlined in Article 21.16
- receive credit for supervisory assignment towards fulfilling minimum qualifications, where applicable.

At the end of the fixed period of the job assignment, the employee may be offered the opportunity to continue with the job assignment for up to one additional year, provided that the employee has enrolled or will enroll in the county-approved training course. This extension must be approved by the department director. All other provisos of this article will continue to apply during the job extension.

To end a temporary assignment the employee or manager will give a written notice of 10 working days.

The County and the Union agree that employees working out of class in supervisory positions make meaningful recommendations to management related to hiring, performance evaluations, discipline, and discharge, without being in conflict with articles 13.8 and 13.9 or ORS 243.650. The Union will continue to provide fair representation to members both AIC and otherwise in grievance and discipline. Further, the parties are committed to supporting the success of members working out of class by problem-solving workplace issues collaboratively and at the lowest level.

Section 13.11. Short Term Reassignments Out of Classification.

To avoid reducing hours or a short term layoff, an employee may volunteer to be temporarily reassigned outside the duties of their classification without loss of wages or hours. The employee may return to their original job assignment when hours are restored or temporary assignment is no longer available.

Section 13.12. Specialty Equipment Operators.

A Road Maintenance Worker assigned the major duties and responsibilities of operating specialized equipment to construction and/or application specifications shall receive compensation of a five percent (5%) increase in their current salary, provided such assignment is approved by the employee's supervisor in advance. This compensation will be paid in each payroll period for actual hours worked on heavy equipment. Specialty equipment operation is recognized for the purposes of this section as:

1. Chip spreader
2. Paint striper

3. Computerized Herbicide Sprayer

4. Paving Machine
5. Distributor
6. Bridge Truck

A specialty equipment operator acting in capacity of a Working Foreman – Road, shall receive one additional increase as described above provided such assignment is approved by the employee's supervisor in advance. In no case shall a heavy equipment operator acting in capacity of a Working Foreman – Road, receive greater than ten percent (10%) of their current salary. The pay increase is effective every day of the temporary assignment. For purposes of this section acting in the capacity of a Working Foreman-Road shall mean performance of the primary duties of that position with respect to planning, implementing, coordinating, and accountability for a job that requires oversight of a substantial crew. Examples include chip sealing, major bridge repair, and asphalt placement with a paving machine or other activities as determined by the employee's supervisor.

This Section shall not apply to an employee working in a job-related training program that has been mutually agreed to by the County and the employee.

Section 13.13 Tool Replacement.

- A. Through June 30, 2025, employees regularly assigned to perform the duties of a fleet mechanic in the Maintenance and Operations classification series must supply their own tools and equipment unless required tools or equipment are unique to the County's work requirements. Personal tools or equipment shall be in good repair at the time of employment or when this Agreement becomes effective. The County will provide any specialty tools or equipment. The County shall provide a tool and equipment allowance to the employees in the amount of one thousand five hundred dollars (\$1,500) per fiscal year. This amount shall be paid in the first pay period of each fiscal year. Mechanics appointed to their position mid-year shall be paid a prorated tool allowance amount. Fleet mechanics will be allowed reasonable time on their scheduled shift to clean and maintain their personal equipment they use for County Fleet work.

The County assumes no responsibility whatsoever for the use of personal tools, unless the County specifically authorizes their use in writing. Personal tools specifically authorized by the County will be listed on an approved inventory list and shall be replaced if reported to law enforcement as stolen.

- B. Beginning July 1, 2025, the provisions in 13.13.A. expire and are null and void, and the County will provide the tools and equipment the County deems necessary. Fleet Mechanics may use their personally owned tools in performance of job duties only if the County specifically authorizes the use of such tool in writing. Personal tools specifically authorized by the County will be listed on an approved inventory list and shall be replaced if reported to law enforcement as stolen from County facilities or while performing County work.

ARTICLE 14. HEALTH AND WELFARE

Section 14.1. Medical/Vision/Dental.

Subject to the provisions of this Article, the County shall provide and maintain medical insurance, which includes vision insurance coverage and dental insurance coverage. These plans will be substantially equivalent to those in effect for each employee and their family as of the effective date of this contract. If a substantially equivalent plan is not available, as determined by mutual agreement of the parties, then the issue shall be referred to the Benefits & Wellness Committee. The Committee shall make a recommendation to the Union and the County for ratification. In addition, the County and Union agree to a re-opener of section 14.1 if State or National health care legislation makes major changes to the economics of healthcare. The Benefit and Wellness Committee will monitor these trends and determine if a re-opener is necessary. The Benefit and Wellness committee will make this decision by consensus and the issue will be given back to the negotiating teams.

The County shall provide a preferred provider dental plan that is substantially equivalent to the plans in effect for each employee and their family as of the effective date of this contract.

Preferred Provider

The County will pay eighty-five percent (85%) and the employee will pay fifteen percent (15%) of the Preferred Provider medical plan premium and the preferred provider dental plan premium. Part-time employee's insurance costs will be prorated by FTE with no employee paying more than thirty percent (30%) of the premium.

Consumer Driven High Deductible Plan (CDHDP)

The County shall also provide a consumer driven high deductible plan option with a health savings account (HSA). The County shall contribute eight hundred dollars (\$800) of the deductible for an individual, and one thousand, four hundred dollars (\$1,400) of the deductible for an employee and family to an employee's Health Savings Account (HSA) or Health Reimbursement Account (HRA/VEBA) based on the eligibility requirements determined by the IRS. For 2024-2027, the County will pay the monthly premium for full-time employees not to exceed the monthly premium for the Preferred Provider Plan. Monthly premiums will be prorated for part-time employees as noted above. Additionally, the County will match employee contributions to an HSA account up to a maximum of \$500 annually.

Section 14.2. Life Insurance.

The County agrees to provide term life insurance coverage in the amount of \$50,000 per employee, plus an accidental death and dismemberment rider in the amount of \$100,000.00.

Section 14.3. Long Term Disability Insurance.

The County agrees to provide long term disability insurance coverage to members of the bargaining unit, with a maximum monthly benefit of 66.67% of actual salary. Eligibility for benefit payments shall be subject to rules established by the vendor. As an example, such rules normally include a ninety (90) day elimination period and coordination of other income sources in determining the maximum monthly benefit.

Employees with a potential eligibility for long term disability should file a claim within the first sixty (60) days of qualifying absence. (See article 11.7 regarding eligibility for sick leave donations.)

Section 14.4. Dependent Medical Insurance Continuation.

Dependent(s) of a regular Benton County employee who dies during the term of their employment may continue under the County's medical and dental plans for the term authorized under the Federal Consolidated Omnibus Budget Reconciliation Act of 1989 (COBRA). If the dependent(s) choose to continue under the County's medical/dental plans under COBRA regulations, the County will pay the first six months premium costs for the plans. Thereafter, the dependents shall be required to pay the premium as required by COBRA.

Section 14.5. Retirement Health and Dental Insurance.

The County shall provide funds for the purchase of medical insurance and access to dental insurance to qualified retirees as follows:

Regular status employees who have been continuously employed at Benton County since on or before July 1, 1996 shall be eligible to make a one time only choice, no later than 90 days from the execution of this agreement, to continue in the Premium Reimbursement benefit program described in Section 14.5 or to change to the Retirement Health Savings Plan. Regular part-time employees who work at least .5 FTE (20 hours or more per week) shall be eligible for pro-rated benefits according to their position's established FTE, provided that the part-time employee pays the difference.

1. On the day of retirement, the retiree must have completed a minimum of fifteen (15) continuous years of employment with Benton County.
2. On the day of retirement, the retiree must be fully eligible for and either receiving or have applied for retirement benefits from the Public Employee Retirement System (PERS).
3. Coverage shall be limited to the employee and spouse, beginning on the date of retirement and continuing until they are Medicare eligible but not more than seven (7) years. However, coverage shall be for the employee only if the retiree meets all the other qualifying criteria in this section and opts for early retirement as defined by the rules and regulations of PERS.

4. The County's share of insurance premiums shall be fixed according to premium rates, which are current on the day of retirement. In order to qualify for this benefit, the retiree must secure medical insurance from outside the County's existing medical plan (i.e. Portability, PERS, etc.). The County will reimburse retirees for their payment of outside insurance, up to set limits as set forth in Section 14.5(6) upon submission of proof of payment for medical insurance. Premium increases occurring during retirement shall be the responsibility of the retiree.
5. The County's share of the dental insurance premium shall be fixed according to dental premium rates, which are current on the day of retirement. This payment shall be used for coverage under the Current County dental plan according to limits set forth in No. 6.
6. Dental premium increases occurring during retirement shall be the responsibility of the retiree. Failure to pay required dental premiums on time shall result in canceling dental insurance coverage. Reinstatement, if possible, shall follow established Finance Department and vendor rules.

The County shall pay insurance premiums according to years of service as follows:

| | |
|--------------------------------|----------------------|
| 15 through 19 years | 25% of premium cost |
| 20 through 24 years | 50% of premium cost |
| 25 through 29 years of service | 75% of premium cost |
| 30 or more years of service | 100% of premium cost |

7. The Finance Department shall administer this program and shall establish dates when premiums shall be paid and when reimbursements will be made.

Section 14.6. Retirement Health Savings Plan.

Employees who did not elect the Premium Reimbursement benefit under 14.5 or were hired after July 1, 1996, shall be eligible to receive Retirement Health Savings Plan (RHSP) benefits. The County shall make semi-monthly deposits in the RHSP for each eligible employee according to the following schedule based on years of completed continuous service (starting with the beginning of the 4th year of service):

| Months of Completed Service | Amount per Pay Period | Annualized Amount |
|-----------------------------|-----------------------|-------------------|
| 36 - 59 | \$21 | \$504 |
| 60 - 119 | \$42 | \$1008 |
| 120 - 179 | \$63 | \$1512 |
| 180 - 227 | \$84 | \$2016 |
| 228 and above | \$105 | \$2520 |

Section 14.7. Deferred Compensation Plan.

The County will make available to bargaining unit members an approved deferred compensation plan(s). Eligibility for membership and regulations governing participating will follow all IRS regulations and all

appropriate state and federal statutes.

The County will contribute one and one-half percent (1.5%) of an eligible employee's base pay into the employee's designated account. Employees are deemed eligible after six (6) months of continuous, active status in a regular position. The employee must be enrolled in a County plan to receive the County's contribution.

Section 14.8. Health and Welfare Proration.

Part-time employee's insurance costs will be prorated by FTE with no employee paying more than thirty percent (30%) of the premium.

ARTICLE 15. PROBATIONARY PERIOD

Section 15.1. Definition.

All persons newly hired or promoted into a position covered by this agreement shall be considered probationary until they complete a probationary period. The probationary period for regular full and part time employees is defined as six months of trial service from the date of hire during which the employee serves at the pleasure of the Department Director and may be discharged without just cause. For purposes of crediting benefits, off-probation dates are established as the next pay period following the completion of minimum probation service.

If during the trial service period the employee is absent on an approved leave without pay for two continuous weeks or more, the probationary period may be extended by the length of the leave period.

Section 15.2. Extension of Initial Probationary Period.

The Department Director may extend the probationary period one time only for a maximum period of 3 months when an employee's work performance during the first 6 months has been marginal. The employee shall be granted a step increase upon successful completion of the probationary period. Vacation accrual shall be retroactive to the date of hire when the probationary period is completed.

Section 15.3. Temporary Service Credit.

Whenever an employee who has been serving in a temporary position either through the County or a temporary or other employment agency is appointed to a regular position in the bargaining unit in the same department in which the temporary position was situated, and the regular position is of the same or equivalent classification, one-half of the time served in that temporary position, up to but not more than three months, shall be deducted from the employee's 6 month probationary period. In order to qualify pursuant to this Section, the temporary service must have been continuous. The employee shall be granted the ability to use a prorated amount of vacation leave accrual upon successful completion of probation pursuant to Section 10.1 of this agreement based upon their date of hire into a regular position in the bargaining unit. Upon successful completion of the reduced probationary period, the employee will also

be eligible for a step increase.

Section 15.4. Promotional and Career Change Probationary Period.

An employee serving a promotional or career change probationary period shall be eligible for reinstatement to the same or equal position previously held if they are deemed by the County to be unsatisfactory in the new position. If the employee occupying the position to which the reinstated employee is returning is post-probationary, the employee occupying the position shall be placed on lay off pursuant to Section 16.4.

Section 15.5 Promotional Salary Increases.

An employee who successfully competes in a recruitment for a position in a higher salary grade will have the right to negotiate the step on the new salary grade which is at least a five percent increase over their prior salary at the time of promotion, subject to pay equity review.

Section 15.6 Career Change.

An employee who successfully competes in a recruitment for a position in an unrelated job family will be placed on the new salary grade that is mutually agreeable between the employee and the supervisor.

ARTICLE 16. SENIORITY

Section 16.1. Definition.

Seniority in the bargaining unit shall be defined as the total hours of service in the AFSCME bargaining unit with Benton County.

Section 16.2. Acquisition of Seniority.

An employee shall acquire seniority at the end of their probationary period. The employee's seniority will date back to the date of hire as a regular bargaining unit employee without a break in continuous service. When an employee acquires seniority, their name and classification will be placed on the seniority list by department indicating hours of service with the County and within the AFSCME bargaining unit.

Section 16.3. Seniority List Posting.

Human Resources shall maintain and each Department will post a current seniority list in accordance with the requirements of Section 16.2. Such list shall be updated at least quarterly. In case of dispute, official records shall be those maintained in Human Resources.

Section 16.4. Layoff.

A. Definition of Layoff:

1. Any involuntary separation of a regular employee from the County due to the elimination of a position.
2. Any involuntary change in employment category.
3. Refusal of employee to accept mandatory increase in hours.
4. Any involuntary reduction of hours.

B. Notice and Order of Layoff. Each employee laid off within the employee's particular department shall be laid off in order of least seniority to greatest seniority within their classification subgrade.

1. Employees working within the classification subgrade and the department in which a lay off is to occur may volunteer to be laid off.
2. Temporary employees working within the occupational group and the department in which a lay off is to occur shall be terminated before any permanent employees are laid off.
3. Initial trial service employees within the classification subgrade and the department in which a lay off is to occur shall be terminated before any permanent employees are laid off.

The County shall give the affected employee(s) a minimum of six weeks' notice.

C. Bumping procedures. An employee who is laid off shall, if they choose to bump, bump an employee with less seniority, who is in the bargaining unit, and who meets the minimum qualifications and special job skills identified in the recruitment announcement and the classification/position description. Bumping shall occur in this order:

1. The least senior employee in the next lower classification subgrade within the occupation group and if no such position is available to the laid off employee; then
2. The bumping continues down the occupational group, and if no such position is available to the laid off employee; then

The least senior employee in a lower classification subgrade that was previously held by the laid off employee (or successor to previously held position); provided the laid off employee is able to perform the work of the lower position without further training (ten day orientation period shall not be considered training for purposes of this Article) and if no such position is available to the laid off employee; then

3. If the laid off employee has more than 10,000 hours of service with the County, they may bump across department lines in the same order as specified in 16.4 (C) (1) through (3)

above.

D. Occupational Groups

| | Clerical & Administrative | Legal | Maintenance & Operations | Clinical Health | Technical | Information Technology | Programming | Business & Financial |
|-----------------|---------------------------|------------------|--------------------------|-------------------------|----------------------|------------------------|---------------------|----------------------|
| Process (C) | | | | Healthcare Professional | Technical Analyst | IT Analyst | Program Coordinator | Business Analyst |
| Operational (B) | Administrative Specialist | Legal Specialist | Maint & Ops Specialist | Healthcare Technician | Technical Specialist | IT Specialist | Program Specialist | Business Specialist |
| Defined (A) | Administrative Assistant | | Maint & Ops Assistant | | | | | |

Section 16.5. Recall.

An employee who is laid off shall be placed on a recall list for a period of eighteen (18) months. If there is a recall, employees will be recalled from the recall list by seniority to their former classification and employment category, provided they are qualified at the time of the recall to perform the work in the job classification to which they are recalled without additional training.

A recalled employee shall be notified by tracked mail at employee’s address on file, telephone, and email/ AFSCME President will be copied on all mail and email notifications. Employee will confirm acceptance of recall within 5 business days. Upon agreement to return to work, employee must report to work within 15 calendar days. Time may be extended by mutual agreement.

Official records of the mailing of notices are those maintained in Human Resources. It shall be the employee's absolute and complete responsibility to maintain their current address with the Benton County Human Resources Department. An orientation period of ten (10) working days shall not be considered training pursuant to this Section. Should the employee decline recall they shall be removed from the recall list.

Section 16.6. Return from Lay-off Interview.

At the expiration of the 18-month recall period the laid-off employee will have an additional 12-month right to “first interview” consideration prior to the internal/external posting of a job vacancy in their former job classification. The laid-off employee will be notified of the interview opportunity by Human Resources via regular mail, email and phone using the contact information on record as provided to Human Resources by the laid off employee. The union will also be notified. The laid off employee will have 5 working days from the contact by Human Resources to respond to the interview opportunity.

The hiring decision will be at the full discretion of the hiring department.

If a laid-off employee is rehired through this process the following conditions will prevail:

The rehired employee will have a 3 months probationary period.

The rehired employee will maintain their former pay grade and step at the time of their re-employment.

The rehired employee's benefit accrual rate will be the same as at the time of their lay off.

The rehired employee's AFSCME seniority will be restored to what it was at the time of their lay off.

Section 16.7. Scheduling.

Seniority will be considered in the assignment of shifts, days and hours of work, and will be given preference so long as departmental efficiencies are not adversely affected.

Section 16.8. Filling of Vacancies.

Whenever the County seeks to fill a vacancy within the bargaining unit, the County shall, at least ten (10) working days before the filling of the vacancy, post notice with the job description, essential functions, qualifications and requirements of the vacancy on the departmental bulletin board and provide notice to the Union. The County may, in special circumstances, reduce the posting period to a minimum of five (5) working days. The County may close a specific recruitment to an intra-departmental promotion, thus limiting application to current departmental staff. If intra-departmental promotional recruitment fails, a general recruitment will follow. All County employees and all former employees on layoff status shall have the right to apply for the vacant position. If more than one qualified employee applies for the position, the County shall provide preference to the employee with the greatest seniority, provided that other objective merit factors are equal.

The County may fill a vacancy from a list of qualified candidates generated pursuant to the job posting process detailed above within three months of generation of that list without posting a new notice. Should a hiring manager wish to consider a candidate from such a prior recruitment, approval must first be obtained from the Human Resources Director who will confirm the candidates on the prior list are qualified for that later vacancy.

Section 16.9. Seniority During Periods of Disability.

Employees who are on leave and receiving income from non-County sources shall not accrue seniority hours during periods of disability except as provided for in Section 12.7. Once an employee has completed initial probation, if they were off work due to an approved workers' compensation claim, the employee will accrue seniority based on his or her regular FTE, as follows: once the claim is approved, seniority will be retroactive to the date the time loss began.

Section 16.10. Continuous Service.

An employee's continuous service seniority shall be considered broken by voluntary resignation,

discharge for just cause, retirement, layoff in excess of eighteen (18) months, and disability pursuant to Section 16.9, for which workers' compensation coverage is not approved.

ARTICLE 17. CLASSIFICATION

Section 17.1. Reclassifications.

In addition to the department director, reclassification requests may be initiated by the Union or a member of the bargaining unit who believes that the duties, responsibilities, and/or required skills of the job they are performing do not accurately reflect the classification to which they are assigned. The request will be reviewed by the supervisor and the request will be forwarded to the Department Director for review. The Department Director's review and recommendation will be forwarded to Human Resources within thirty (30) calendar days following receipt of the request.

Human Resources shall send the Union notice of all requests for reclassification evaluations of its members within ten (10) working days of receipt of the request.

If the change in duties would result in the position being reclassified to a higher level, but it is determined by the Department Director that the position will not be upgraded, the higher-level duties will be removed. The employee will receive a lump sum payment for the difference between their current salary and the approved salary rate for the time period starting at the pay period following receipt of the request in Human Resources, to the date the duties are removed.

If the reclassification is approved, the new pay rate will be effective at the start of the pay period following receipt of the request in Human Resources. Employees reclassified to a position in a higher salary grade shall be granted a salary increase at the step in the new salary grade that is at least a five percent increase over the employee's prior salary at the time of reclassification. The effective date of the reclassification shall become the employee's new position appointment date. Thereafter, the employee may be considered for a step increase on their position appointment date provided they are below the maximum salary for the position.

If the review of the position does not support a reclass, the Union may appeal. The Union may appeal the decision at Step 3 of the grievance procedure within thirty (30) calendar days from the decision. The appeal will be based upon the information/documents received and/or reviewed in making the original decision. At this appeal, the employee, manager, Human Resources, and Union will review the reclassification decision. Human Resources will issue a decision within twenty (20) working days from the appeal. Such decision will be final and binding. There shall be no right to appeal the Step 3 decision further.

Section 17.2 Career Progression Reclassifications.

Budgetary-approved positions that are filled at a lower level (underfill):

1. An employee in an underfill position will be reclassified into the higher subgrade upon meeting all of the qualifications for the higher position. The reclassification will be effective the pay period

following the date Human Resources receives documentation from the employee of the employee's meeting the qualifications of the higher subgrade.

Section 17.3. New Classification.

If the County establishes a new classification, or materially revises an existing classification of a position within the bargaining unit, the County shall provide the Union with a copy of the new job description and salary range within ten (10) working days following final approval by the Board of Commissioners. Within ten (10) working days following notice to the Union, the Union shall have the right to initiate discussions limited to the salary range assigned to the new classification. If discussions have not been initiated by the Union pursuant to the notice period herein, the salary range so assigned shall be deemed approved. Any adjustment to the pay rate shall be retroactive to the date the new classification was approved by the Board of Commissioners or when implemented by the Department Director, whichever occurs later.

Section 17.4. Employee Reclassification Downward.

Employees subject to County-initiated reclassification, which results in the reduction of salary, shall be red-circled at their current wage. The employee has 42 calendar days from receipt of notice of the reclassification, to opt for lay off as set forth in Article 16, Seniority.

The employee retains recall rights to the prior classification as long as they are employed with no break in service. If the employee turns down a recall notice according to Section 16.5, they will forfeit their right to recall.

Section 17.5. Classification Not Guaranteed.

Classifications and/or job titles used in the County's pay system are for descriptive purposes only. Their use is neither an indication of nor a guarantee that these classifications and/or titles will continue to be utilized by the County in the future.

ARTICLE 18. SAFETY

Section 18.1. Safety Rules Generally.

The County will make good faith efforts to resolve employee safety concerns and will make reasonable efforts to maintain safe working conditions and equipment for all employees. The County shall not discipline or in any manner discriminate against any employee who, in good faith and for good cause, reports the existence of an unsafe condition or practice to management, OSHA, the Union or other agency.

Employees shall comply with all County-wide and departmental safety rules that are in force and effect on the date of the signing of this agreement, or may thereafter become effective during the term of this

agreement. Employees shall report all unsafe acts or conditions to their supervisors when such acts or conditions occur and the County will decide if the employee should continue with that assignment. The County shall inform all members of the bargaining unit of all of the safety rules and procedures that apply to their positions.

Section 18.2. Immediate Safety Concerns

No employee shall be expected to operate any equipment or to perform any work assignment that would cause imminent or immediate danger to themselves or the public, and would reasonably be considered to be unsafe by a normally prudent person. Employees shall report all unsafe acts or conditions to their supervisors when such acts or conditions occur and the County will decide if the employee should continue with that assignment. If substantiated by the County, the unsafe condition shall be remedied. Nothing shall prevent the employee from reporting the immediate safety concern to the appropriate safety agency.

The County will continue to offer safety training during new employee orientation and provide annual emergency response and personal safety training to employees. The County will provide all drills, trainings, and activities as defined in the applicable Emergency Action Plan ("EAP"). The County will have an EAP in place for each facility and provide drills, trainings, and activities as defined in the applicable EAP as required by OSHA laws and regulations, and will additionally provide fire drills, fire extinguisher training, active shooter training, situational awareness training, and earthquake awareness training or drills.

Section 18.3. Uniforms and Protective Clothing.

If an employee is required by the County to wear a uniform, protective clothing, or protective device, it shall be provided to the employee by the County, however, such uniform, protective clothing, or device shall remain the property of the County. If special shoes, work boots, glasses, or other equipment is required by the County, the County shall pay the additional cost appropriate to such equipment, and the Department Director shall determine this cost. The County retains the right to pre-approve purchases and to designate vendors.

Section 18.4. Safety Committee

The County will maintain a Safety Advisory Committee that will meet as needed, but no less than quarterly, to provide input for developing a comprehensive, County-wide safety program. Two employee representatives from the Union will be appointed by AFSCME Local 2064 to serve on the Safety Advisory Committee. The County shall also maintain 3 years of minutes for each of the Safety Committees accessible to any Union member for review. Each quarter, the County will provide the Union with a report of all Union personnel who completed County mandated training in a previous quarter. Safety Advisory Committee meeting minutes will include information regarding safety issues unresolved thirty (30) days after initial report.

ARTICLE 19. RETIREMENT PROGRAM

Section 19.1. Program Definition.

During the term of this agreement, the County shall continue to participate in the Public Employees' Retirement System (PERS) and shall pick-up, assume and pay the employer's and the employee's contribution to PERS for members of the bargaining unit participating in PERS.

The full amount of employee contributions pick-up or paid by Benton County on behalf of members of the bargaining unit shall be considered salary within the meaning of ORS 238.005(11) for the purposes of computing an employee final average salary pursuant to ORS 238.005(15) but shall not be considered salary for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 238.200. Such picked-up or paid employee contributions shall be credited to employee accounts pursuant to ORS 238.200(2) and shall be considered to be employee contributions for the purposes of ORS Chapter 238.

In the event the laws controlling the above pick-up agreement are scheduled to change in the future, the parties agree to bargain before implementation, upon request, for the protection of the rights and obligations set forth in this section.

ARTICLE 20. EMPLOYEE DISCIPLINE

Section 20.1. Progressive and Corrective Discipline.

The County agrees with the tenets of progressive and corrective discipline, when appropriate. Progressive discipline will normally start with an oral reprimand. Disciplinary actions and measures shall include only the following: oral reprimand, written reprimand, suspension, demotion (which could also include a temporary salary reduction), and discharge. An oral reprimand is defined as a corrective action, which will result in a written record to the employee's Personnel file. The County shall neither discipline nor discharge post-probationary employees without just cause.

Section 20.2. Removal of Discipline.

A written warning placed in an employee's personnel file will be removed after three years when requested by the employee, provided that there has been no recurrence of the type or kind of conduct giving rise to the warning. In the event the employee fails to request removal in a timely manner, no written warning may be considered after three (3) years if it qualifies for removal, and shall be removed when discovered. No written record of disciplinary action shall be deemed official unless it is date stamped by Human Resources and included in the employee's personnel file which is maintained in Human Resources.

Both parties acknowledge that letters of warning appropriately removed from the personnel file under this article shall be maintained by the County and only used by the County to defend itself in a judicial or administrative action or complaint, which includes a grievance filed by an employee or the union.

Section 20.3. Administration of Discipline.

Discipline will be administered in such a manner so as not to embarrass the employee in front of other employees or the public.

Section 20.4. Presence of Union Steward.

The County acknowledges the right of an employee to have a Union steward present during any disciplinary process. If the purpose of an interview is reasonably expected to relate to a disciplinary matter, the employee shall be so advised before the interview and provided a reasonable period of time to obtain Union or other representation, if they desire.

Section 20.5. Notice to Union.

Any employee who is the subject of a disciplinary investigation may invoke their right to have a Union representative present during any investigatory interview or meeting between the employee and management related to such potential discipline. When any written disciplinary action is received or issued by Human Resources that affects an employee of the collective bargaining unit, a copy will be forwarded to the Union within three (3) working days of receipt thereof, unless the affected employee specifically objects or that the case was dismissed.

If an employee invokes their rights to representation at any step of a disciplinary investigation or due process meeting, the Union representative will be copied on future written communications from the County to that employee regarding the discipline, unless revoked by the employee.

Section 20.6. Administrative Leave Time Limits.

The time frame for Administrative Leave should be justified by the complexity of the investigation. The County will update the employee and if represented, the Union's Chief Steward, regarding the progress of the investigation at least twice a month. Investigation shall not exceed 30 days without communication to the employee and their Union representative, if any, of the specific circumstances of an extension.

ARTICLE 21. MISCELLANEOUS

Section 21.1. Respectful and Harassment Free Workplace

The County will strive to provide a respectful and harassment and bullying free workplace for all employees. Employees are to refrain from harassing or bullying behavior. If an employee experiences harassment or bullying behavior, they are encouraged to contact any member of management and will not be penalized or reprimanded for reporting issues outside their immediate supervisor.

See personnel rule 17.2—Employee may be represented by a union representative throughout the complaint process. If the union disagrees with the complaint findings, the union may appeal to the Board's designee within 10 working days for final resolution.

Bullying is defined as a consistent pattern of objectively hostile behavior which may be verbal or non-verbal, overt or hidden that occurs over time. This hostile behavior is intended to control, diminish or devalue a peer (or group).

Section 21.2. Personnel File.

No disciplinary or corrective information of any kind whatsoever, shall be deemed official, or usable against any employee unless it has been received in Human Resources, date stamped, bears the signature of the employee, and is included as part of the employees official personnel file.

The employee's signature only confirms having received a copy of the material but does not indicate agreement or disagreement. In the event the employee refuses to sign it, the County may place the document in the file, provided it is signed by two (2) management or supervisory employees and mailed to the employee's address of record.

Section 21.3. Job Sharing.

Job sharing, which is the sharing of an authorized full-time position by two employees, may be allowed at the discretion of the County with notice to the Union. Both employees shall agree in writing to the conditions of the sharing as determined by the County. The position may revert to its previous status at the discretion of the County, if one of the persons sharing the position is no longer employed in the position, or if the sharing is deemed unsatisfactory by the County. A job-share shall not be implemented unless approved in writing by the Human Resources Director.

Section 21.4. Transfer Notice.

If an employee is involuntarily transferred to a reporting station which is in excess of ten (10) miles one way, twenty (20) miles round trip from their present reporting station, the County shall provide thirty (30) days advance notice of the transfer's effective date. Should the County fail to give the required notice, the employee shall be reimbursed for their private vehicle mileage, for the increased distance traveled for a maximum of thirty (30) days, minus the number of days' notice provided.

Section 21.5. Mileage Pay/Parking Reimbursement.

Employees who are authorized by their supervisor to use their personal vehicle in the performance of the normal course of their duties as an employee of Benton County shall be paid at the rate approved by the Board of Commissioners, including parking reimbursement.

Section 21.6. Bargaining Unit Work.

County employees outside the bargaining unit shall not on a regular basis perform work regularly performed by employees in the bargaining unit which would result in the layoff of bargaining unit members. Subject to Article 3, Management Rights, when the county proposes to contract out work that is normally performed by regular full-time or part-time bargaining unit employees, notice shall be given to the Union.

Section 21.7. Contract Work and Notice to the Union.

Contract Work. During the term of this agreement, the County shall not contract or sub-contract public work now performed by employees covered under this agreement which would result in the loss of employment of a member of the bargaining unit, provided that such public work is being accomplished in the most efficient and cost effective manner available to Benton County.

- a. **Notice to the Union.** Subject to Article 3, Management Rights, when the County proposes to contract out work that is normally performed by regular full-time or part-time bargaining unit employees, notice shall be given to the Union. Notice is not required for the County's use of temporary employees. If the contracting will result in loss of employment to bargaining unit employees, the County will provide a written notice to the Local President and Council 75 Representative as soon as reasonably practicable, but at least 30 calendar days prior to the loss of employment, except when not possible due to grant/funding availability and/or conditions. This notification will be made in writing and be made prior to Employer implementation of the proposal.

Section 21.8. Negotiations.

The County agrees to pay at least four (4) bargaining unit members, or a number equal to one less than the number of members on the County negotiating team, their regular pay for periods of contract negotiating which occur during the business day of 8:00 a.m. through 5:00 p.m. or during the normal workday. The Union representative will not be paid by the County. The Union has the right to select its own negotiators from any department or area within the County. No regular pay or overtime pay shall apply to periods of negotiations occurring outside of the business day or outside of the employee's normal workday. Union bargaining team will be provided reasonable time to prepare without loss of pay before and after each scheduled session, provided the period of time does not exceed the normal workday. In addition, when it is mutually agreed to hold bargaining outside of the 8:00 AM to 5:00 PM schedule or on a weekday that a bargaining team member is normally off work, bargaining team members will be allowed to flex their schedule.

Section 21.9. FTE Modification.

All benefits shall be calculated based on the employee's established FTE as of the first day of the month.

Section 21.10. Outside Employment.

Employees who desire to accept outside employment while employed by the County shall comply with the procedure noted in the County's Personnel Policies.

Section 21.11. Team Representation.

The County and the Union agree to the following:

1. The Parties support the formation of process improvement and self-directed work teams

throughout the County for the express purpose of sharing and formulating ideas, which result in efficient management and superior service to all county customers.

2. The Parties acknowledge that certain teams may be formed which consist entirely of management personnel. An example is the Department Director team.
3. The Parties encourage the formation of mixed teams, consisting of management and represented personnel working toward common goals; however, decisions and/or recommendations concerning wages, hours, and working conditions shall not be made if they are in conflict with the Public Employees Collective Bargaining Act, State law, or with the terms and conditions of this labor agreement.
4. To the best of their ability, the County shall notify the Union of the formation of new teams along with their goals and objectives. If requested, the Union shall be provided with progress information of any team.

Section 21.12. Health Benefits Committee.

Labor and Management will partner to provide oversight and guidance to the Board of Commissioners and the Bargaining Units regarding health care benefits and related wellness programs.

The Benton County Health Benefits and Wellness Committee shall, at all times, consist of at least three AFSCME members, chosen by the Bargaining Unit. The representatives will be assigned by the Union President. The Union will be sensitive to countywide representation. The representatives serving on this committee may attend committee meetings without loss of pay. The representatives shall have the opportunity to actively participate in committee discussions and have a vote in any decisions made by the committee. Should the committee cease to exist, an Ad Hoc Advisory Committee will be established to provide oversight and guidance to the Board of Commissioners and the Bargaining Units regarding health care benefit changes. The Committee will be responsible to obtain and review claims and usage data, and provide input to proposals and contracts relating to health care, wellness, or other related insurance programs and make recommendations related to substantial changes (see Article 14).

Section 21.13. Fiscal Year.

Fiscal year is July 1st through June 30th. The year ends June 30th wherever fiscal year is referenced.

Section 21.14. Compensation Issues Related to Recruitment and Retention.

The County and the Union shall reopen negotiations during the term of this agreement to discuss recruitment and retention issues. If the Parties mutually agree a recommendation for action shall be made to the Benton County Board of Commissioners and the AFSCME membership for approval. If the Parties cannot reach agreement the status quo shall prevail.

Section 21.15. Training and Education.

Each employee will meet with their supervisor, at least annually, to review career development and

training opportunities. The parties shall discuss how to allocate resources to meet the needs of the Department and the employee and review requests for career development.

To encourage professional development, any regular full time, seasonal, or part time employee who wishes to pursue educational courses or certification training directly related to the employee's career in County service, may apply for financial assistance as follows:

1. Employees must secure their department director's approval before the training class or course begins. A Memorandum of Agreement must be completed and signed by the employee and department director. The original Agreement must be forwarded to Human Resources; and a copy forwarded to Payroll.
2. The department director may choose to reimburse 50 to 100 percent of the course/class, upon successful completion of the course/class. The employee may be reimbursed for a maximum of three courses per school year provided that a grade of "C" or above is earned. The employee must provide a statement of course credit, training certification, and a tuition receipt to the department director.
3. If the County provides funds for tuition assistance, the employee agrees to remain in the employ of the County for a minimum period of one full year dating from the completion of the course/s or repay the County for the full amount of the tuition/training reimbursement. Educational assistance will not be provided to an employee whose employment terminates prior to completion of the course/s, unless terminated as a result of a layoff.
4. The employee agrees that if they fail to continue in County employment for the minimum period as outlined in No. 3 above, they will repay the County the cost of the educational/training course/s.
5. The employee agrees that any repayment required by No. 4 above, shall be deducted from the employee's final payroll check.
6. The department director may, in special circumstances, choose to pay 50% to 100% of the costs prior to the class/course start date. In such circumstances, employees must abide by all conditions set forward in this policy and agree to reimburse the County as outlined above.

Section 21.16. Career Development.

In order to retain knowledge of and experience with County operations, the County will strive to support employees who wish to develop their skills and pursue career development and promotions within the County.

Employees who successfully meet the minimum qualifications, and who apply for an open county position, will be offered an interview during the selection process. Employees who have successfully completed a county-approved training course intended specifically to gain supervisory knowledge and/or experience, as outlined in this Article or in Article 13.9, will be able to count that course as one

year of supervisory experience for the purposes of meeting minimum qualifications.

Section 21.17 Exit Interviews.

Human Resources will offer an exit interview to departing employees and offer departing employees the opportunity for union representation at that interview.

ARTICLE 22. GRIEVANCE PROCEDURE

Section 22.1. Grievance Definition.

A grievance is a dispute raised by an employee or the Union against the County and shall be limited in scope to the interpretation and/or the application of specific Articles, Sections, and provisions of this agreement. Unless otherwise designated by the Board of Commissioners, the Human Resources Director shall serve as the Designee of the Board of Commissioners at step 3 of this procedure. All matters relating to grievances shall be directed to them.

Section 22.2. Time Periods and Notice Stipulations.

Time limits established herein may be waived through the written mutual consent of the parties. However, absent the written consent of the parties, failure of the employee or the Union to submit or prosecute a grievance in accordance with time limits and notice requirements established herein, shall constitute abandonment of the grievance.

Failure of the County to respond to a grievance within the time limits herein shall result in the Union having the absolute right to elevate the grievance within ten (10) working days to the next higher step in the grievance procedure. A grievance may be dismissed at any time, and at any step, upon receipt by the Designee of the Board of Commissioners of a signed statement from the aggrieved employee and/or the Union, that the dispute has been resolved or withdrawn.

All time periods in this Article are measured in full working days, on a five (5) day workweek basis. Weekends, partial days, and designated County holidays are excluded.

Section 22.3. Informal Discussion Permitted.

Nothing in this Article is intended to prohibit informal discussions relating to a potential grievance between the employee and/or the Union and the immediate supervisor, provided that the time limits set forth in Section 22.2 and Section 22.6 are adhered to. If resolved informally, resolution shall conform to the terms and conditions as defined in this labor agreement.

Section 22.4. Confidentiality.

All proceedings and evidence of any kind whatsoever that are related to grievances shall be considered exempt from public disclosure until the conclusion of the final grievance proceeding in Benton County.

Section 22.5. Exclusive Remedy.

Grievances shall be commenced and processed according to provisions herein, which provisions the parties mutually acknowledge to be the exclusive and binding process for the resolution of disputes constituting grievances as herein defined.

Section 22.6. Grievance Procedure.

The Union and County accept the following statement of principles:

- The Union and County have a mutual commitment to using a problem-solving approach in the resolution of grievances;
- Resolution of a grievance at the lowest possible level is always encouraged;
- Complete disclosure of information will be made at the lowest possible level;

All written grievances shall include the following information. Grievance filings that are deficient in one or more of the items noted in “a” through “f” below shall be returned to the person who filed the grievance to be conformed to these requirements, and the time period to file the grievance shall be extended by five (5) additional working days, beginning on the date the grievance is returned.

- a. The name and position of the employee on whose behalf the grievance is brought.
- b. The date of the circumstances giving rise to the grievance, and the date the employee had first knowledge thereof.
- c. A clear and concise statement of the grievance, including relevant facts which give a full and objective understanding of the employee’s grievance.
- d. The specific Article, Section, or provision of this agreement alleged to have been violated. Ambiguous statements such as “any Article or Section, which may apply” shall not be considered in compliance with this section.
- e. The remedy or relief sought by the employee.
- f. The signature of the person submitting the grievance.

A. Grievances at step 1.

1. There shall be flexibility in the problem-solving process for resolution of a grievance at step 1. An employee, with or without Union representation, shall have five (5) working days from the date of occurrence of the circumstance(s) giving rise to a potential grievance, or from the date of employee's first knowledge of the occurrence, to informally discuss the problem or issue with their supervisor, to define the issue, and to resolve the issue if possible.
2. An employee or the employee's Union steward shall have fifteen (15) working days from the date of occurrence of the circumstance(s) giving rise to a potential grievance, or from the date of employee's first knowledge of the occurrence, within which to file a written statement of the issues with the employee's immediate supervisor outside of the bargaining unit. A copy shall be sent to Human Resources.
3. The supervisor shall respond in writing to the person filing the written statement of the

issues within ten (10) working days following receipt of the written statement of the issues. This written response shall either deny the grievance or acknowledge what step(s) will be taken to remedy the grievance. A copy shall be sent to Human Resources.

4. If the employee is satisfied with the supervisor's written response, the grievance shall be deemed resolved without further action. If the employee is not satisfied with the supervisor's written response, the aggrieved employee and/or the Union may elevate the grievance to step 2.
5. Steps 1 and 2 may be combined by mutual consent of both the employee and their Union steward and both the employee's supervisor and Department Head.
6. An issue, which involves a property right, shall not be heard at step 1 but shall be elevated immediately to step 2.

B. Grievances at step 2

1. A grievance at step 2 shall be initiated by the filing of a written grievance, the written statement of the issues, and the response above, with the employee's Department Head within ten (10) working days following the employee's or the Union steward's receipt of the response to the written statement of the issues. A grievance involving a property right shall not be heard at step 1, but shall be elevated immediately to step 2, and shall be filed within ten (10) working days following the occurrence of the circumstance(s) giving rise to the grievance, or the date the employee first knew of the circumstance(s). A copy shall be sent to Human Resources
2. A Union steward and/or the aggrieved employee shall file the grievance at step 2. A copy shall be sent to Human Resources.
3. The Department Head shall respond in writing to the person filing the grievance within ten (10) working days following receipt of the required grievance documents, and the Department Head is encouraged to meet with the aggrieved employee, Union representative, and supervisor to clarify the issues presented in the grievance. A copy shall be sent to Human Resources.
4. If the aggrieved employee is not satisfied with the Department Head's response, the aggrieved employee and/or the Union may elevate the grievance to step 3.
5. Steps 1 and 2 may be combined, by mutual consent of both the employee and their Union steward and both the employee's supervisor and Department Director.

C. Grievance at step 3

1. If the grievance is still unresolved, within ten (10) working days following the written response at Step 2, the Union may file the step 3 grievance with Human Resources. The Parties, which shall include the grievant(s), a Union Representative, a Local Union Representative, a Human Resources representative, and two other management representatives shall meet within twenty (20) working days to review the facts. The goal of

this step is to achieve cost efficient and timely resolution through a problem-solving process, which could include a mediator by mutual agreement. Any cost for mediation will be shared equally by both parties.

2. All available information concerning the grievance shall be provided by the Parties at the meeting and become the official record.
3. In the event, the Parties are unable to reach a consensus regarding a resolution of the grievance or resolution is not reached at mediation, the matter may be referred to an arbitrator (step 4) by the Union for final determination. The Union shall give the County written notice of its intent to refer the matter to arbitration within 10 working days of the last step 3 meeting or the last mediation session.

D. Grievances at step 4

1. Grievances unresolved at step 3 and/or mediation may be elevated to step 4.
2. Within ten (10) working days of the notice of intent to arbitrate, if the County and the Union cannot agree on a private arbitrator, the Union may request that a list of potential arbitrators from the Oregon State Conciliator be sent to the County and to the Union. Upon receipt, the parties shall contact each other to assure that both have received the list. The official date of receipt shall be designated as the date when both parties are in receipt of the list, either from the State Conciliator or from the other Party. Within ten (10) working days of the official date of receipt of the list of potential arbitrators, final selection shall be accomplished by the County and the Union alternatively crossing off one of the five (5) named arbitrators until only one remains. The grieving party strikes the first name. Before the selection process, either party may reject the entire list once and request an alternate list from the State Conciliator. The arbitrator shall be notified of their selection to arbitrate the disputed issue(s).
3. The decision of the arbitrator shall be final and binding on the parties, however the arbitrator shall not have authority to alter, modify, amend, vacate or change any terms or conditions of this agreement, and their remedy must follow the tenets of being within the four corners of this agreement. This provision is not intended to prevent either party from any administrative or statutory relief they may otherwise have to appeal an arbitrator's award. The decision of the arbitrator shall be issued within thirty (30) days of the conclusion of the arbitration hearing.
4. Prior to the arbitration hearing, if either party discovers new information or evidence not previously considered at step 3 of this procedure, the parties may mutually agree to reconvene at step 3 to consider such new information or evidence, and include the information or evidence in the step 3 official record. If the parties agree to reconvene, their meeting may not delay an already scheduled arbitration hearing unless there is a mutual written waiver, and unless there is mutual written agreement as to the liability for the payment of the arbitrator's cancellation fee.
5. Nothing in this Article is intended to prevent a mutually acceptable settlement prior to,

or during the arbitration procedure.

6. If arbitration is utilized, the cost of the arbitrator, court reporter (if any), and conference room cost shall be borne by the losing party. Each party shall bear the cost of presentation and representation of their own case.

Section 22.7. Absence From Work Station.

A steward or Union officer who represents a grievant or the Union at a meeting or grievance hearing pursuant to this Article, shall be permitted to be present without loss of pay, following reasonable notice to their Department Director. To help minimize departmental impact, a steward working in the department where the grievant is employed shall be utilized whenever possible. In any event, one (1) representational steward, or Union officer shall be permitted to be present without loss of pay.

ARTICLE 23 LABOR MANAGEMENT ADVISORY COMMITTEE

Section 23.1.

To improve communication between AFSCME and Management the parties agree to establish a Labor Management Advisory Committee (LMAC). LMAC shall discuss ongoing labor-management issues and matters of mutual interest related to productivity, employee morale, mutual problem solving, and furthering the goal of general labor-management cooperation.

Section 23.2.

The Committee shall consist of an equal number of participants, not to exceed three (3) on each side. Each side shall select its own representatives to include the County Administrator, or designee, and Union Local President. LMAC shall establish its own protocols and ground rules.

The parties may also invite individuals with specific expertise on a planned discussion topic if it is reasonable to assume the additional information and insight would be helpful to the Committee. The party choosing to bring an expert will notify the other party of such an addition as soon as possible and not later than the day before the scheduled meeting.

Section 23.3.

LMAC shall meet at least bimonthly. Either party may request an additional meeting of the Committee to be held at a mutually convenient time and place and such a meeting shall if at all practicable be scheduled within fourteen (14) days. The Committee shall have no authority to amend the terms of the Agreement or to be involved in the grievance procedure.

Section 23.4.

Because participation in the LMAC is viewed as mutually desirable for the County and AFSCME, no person will be penalized for or benefit from participation in this group. Therefore, members of LMAC will not

suffer loss of pay for time spent in conducting LMAC business during their regularly scheduled work shift nor will any member of LMAC receive pay for time spent conducting LMAC business outside their regularly scheduled work shift.

Section 23.5.

LMAC may make recommendations to the Board of Commissioners and AFSCME for compensation for licenses and certifications that are not required in a position description. The County and AFSCME will develop criteria for bringing a request forward to LMAC.

Section 23.6.

The parties agree to share the task of running LMAC meetings. The role of presenter/host and notetaker will be shared equally between the Union and the County and notes will be taken and shared with the whole committee within two weeks of each meeting.

ARTICLE 24. SAVINGS CLAUSE

Should any Article, Section, or portion thereof of this agreement be held unlawful or unenforceable by a Court of competent jurisdiction, or should any Article, Section, or portion thereof this agreement become invalid pursuant to a rule of an administrative agency of the State of Oregon, a statute or any amendments to the Constitution of the State of Oregon, the effect of such invalidity shall only apply to the specific Article, Section or portion thereof referred to or indicated in the decision, statute, or rule or amendment of the Constitution. Upon the issuance effective date of such decision, statute, or rule or amendment to the Constitution, the parties may agree to negotiate substitute provisions in accordance with the procedures and timeframes provided by statute. All other portions of this agreement, and the agreement as a whole, shall continue without interruption except those remaining provisions which are so essential and inseparably connected with and dependent upon the unlawful or unenforceable part that it is apparent that such remaining provision(s) would not have been agreed to without such other parts and the remaining provisions, which, standing alone, are incomplete and incapable of being executed in accordance with the intent of this agreement.

ARTICLE 25. TERM OF AGREEMENT

This agreement covers the period of July 1, 2024 through June 30, 2027. This agreement shall be effective as of the date of execution but in no event before July 1, 2024, and shall remain in full force and effect until June 30, 2027.

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| | DBM/Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 8 |
|----------|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| C/41 | Business Analyst I | | | | | | | | | |
| | Health Care Professional I | \$63,349 | \$66,517 | \$69,684 | \$72,851 | \$76,018 | \$79,185 | \$82,352 | \$85,482 | \$88,559 |
| | Program Coordinator I | \$5,279 | \$5,543 | \$5,807 | \$6,071 | \$6,335 | \$6,599 | \$6,863 | \$7,123 | \$7,380 |
| | Technical Analyst I | \$30.46 | \$31.98 | \$33.50 | \$35.02 | \$36.55 | \$38.07 | \$39.59 | \$41.10 | \$42.58 |
| C/42 | Business Analyst II | | | | | | | | | |
| | Health Care Professional II | \$67,359 | \$70,739 | \$74,106 | \$77,471 | \$80,834 | \$84,214 | \$87,583 | \$90,910 | \$94,183 |
| | IT Analyst I | \$5,613 | \$5,895 | \$6,176 | \$6,456 | \$6,736 | \$7,018 | \$7,299 | \$7,576 | \$7,849 |
| | Program Coordinator II | \$32.38 | \$34.01 | \$35.63 | \$37.25 | \$38.86 | \$40.49 | \$42.11 | \$43.71 | \$45.28 |
| | Technical Analyst II | | | | | | | | | |
| C/42MA | Technical Analyst II | \$76,960 | \$80,822 | \$84,667 | \$88,509 | \$92,355 | \$96,216 | \$100,064 | \$103,866 | \$107,605 |
| | Engineering Associate | \$6,413 | \$6,735 | \$7,056 | \$7,376 | \$7,696 | \$8,018 | \$8,339 | \$8,656 | \$8,967 |
| | | \$37.00 | \$38.86 | \$40.71 | \$42.55 | \$44.40 | \$46.26 | \$48.11 | \$49.94 | \$51.73 |
| C/43 | Business Analyst III | | | | | | | | | |
| | Health Care Professional III | \$71,383 | \$74,946 | \$78,525 | \$82,088 | \$85,667 | \$89,230 | \$92,799 | \$96,325 | \$99,793 |
| | IT Analyst II | \$5,949 | \$6,246 | \$6,544 | \$6,841 | \$7,139 | \$7,436 | \$7,733 | \$8,027 | \$8,316 |
| | Program Coordinator III | \$34.32 | \$36.03 | \$37.75 | \$39.47 | \$41.19 | \$42.90 | \$44.61 | \$46.31 | \$47.98 |
| | Technical Analyst III | | | | | | | | | |
| C/43MA | Technical Analyst III | \$81,556 | \$85,627 | \$89,716 | \$93,788 | \$97,875 | \$101,943 | \$106,021 | \$110,051 | \$114,013 |
| | Land Surveyor | \$6,796 | \$7,136 | \$7,476 | \$7,816 | \$8,156 | \$8,495 | \$8,835 | \$9,171 | \$9,501 |
| | Civil Engineer | \$39.21 | \$41.17 | \$43.13 | \$45.09 | \$47.06 | \$49.01 | \$50.97 | \$52.91 | \$54.81 |
| C/44 | Health Care Professional IV | \$75,408 | \$79,185 | \$82,962 | \$86,723 | \$90,500 | \$94,261 | \$98,031 | \$101,756 | \$105,419 |
| | | \$6,284 | \$6,599 | \$6,913 | \$7,227 | \$7,542 | \$7,855 | \$8,169 | \$8,480 | \$8,785 |
| | | \$36.25 | \$38.07 | \$39.89 | \$41.69 | \$43.51 | \$45.32 | \$47.13 | \$48.92 | \$50.68 |
| C/45 | Health Care Professional V | \$79,433 | \$83,407 | \$87,365 | \$91,341 | \$95,315 | \$99,291 | \$103,262 | \$107,186 | \$111,045 |
| | IT Analyst III | \$6,619 | \$6,951 | \$7,280 | \$7,612 | \$7,943 | \$8,274 | \$8,605 | \$8,932 | \$9,254 |
| | Technical Analyst V | \$38.19 | \$40.10 | \$42.00 | \$43.91 | \$45.82 | \$47.74 | \$49.65 | \$51.53 | \$53.39 |
| C/45MA | Technical Analyst V | \$90,752 | \$95,292 | \$99,817 | \$104,359 | \$108,899 | \$113,439 | \$117,977 | \$122,460 | \$126,868 |
| | Sr. Civil Engineer | \$7,563 | \$7,941 | \$8,318 | \$8,697 | \$9,075 | \$9,453 | \$9,831 | \$10,205 | \$10,572 |
| | Land Surveyor (County) | \$43.63 | \$45.81 | \$47.99 | \$50.17 | \$52.36 | \$54.54 | \$56.72 | \$58.87 | \$60.99 |
| C/4premB | Health Care Professional IV | \$107,842 | \$111,475 | \$117,285 | \$123,078 | \$128,874 | \$134,806 | \$140,738 | \$146,649 | \$152,514 |
| | Physician Assistant | \$8,987 | \$9,290 | \$9,774 | \$10,257 | \$10,739 | \$11,234 | \$11,728 | \$12,221 | \$12,710 |
| | | \$51.85 | \$53.59 | \$56.39 | \$59.17 | \$61.96 | \$64.81 | \$67.66 | \$70.50 | \$73.32 |

*** Salary Ranges listed in red are representative of a specific job that is compensated at a different rate than others within that classification due to market***

Note: The monthly is based on the annual divided by 12; the hourly is based on the annual divided by 2080. Employees who are paid on a salary basis are paid the same salary each pay period regardless of the hours in that pay period. Semi-monthly salary is based on the annual salary divided by 24.

Appendix B

Market Study Memorandum of Understanding
Between
Benton County
And
AFSCME Local 2064

The County of Benton (County) and the American Federation of State, County, and Municipal Employees (AFSCME), Oregon Council 75, Local 2064, AFL-CIO enter into this memorandum of understanding regarding Article 13 Wages and Salaries, Section 2(5) Wages.

The COUNTY and the AFSCME agree to the following:

The County agrees to conduct a benchmark job market study for AFSCME positions. The study is to begin no earlier than November 1, 2025, and no later than March 1, 2026. The purpose of the study is to provide an assessment of the current state of compensation, market competitiveness of specific benchmark jobs that represent AFSCME position classifications and implementation of recommendations. The benchmarked jobs will cover at least 50% of the employees in the AFSCME bargaining unit and include at least one job in every classification.

The parameters of the study will be substantially similar to the 2023 market study conducted for Benton County Non-represented positions. The parties agree to the following:

1. The parties will establish a subcommittee made up of two management and two union employees who will work together to mutually select a third-party consultant to perform the study. The subcommittee will mutually agree to the parameters of the study with input from the consultant regarding specific data sets to use and include consultant's recommendations for pay ranges where midpoint is reflective of labor market average rates of pay.
 - a. The parties intend to compare jobs that are similar in:
 - Focus
 - Job duties
 - Minimum qualifications
 - b. Results will be adjusted to reflect Portland geographic area. Wage rates for the data in the sets will be adjusted using the geographic assessor function on the Economic Research Institute (ERI) platform, or its equivalent, using Portland, OR as the geographic area.
 - c. The subcommittee's role is solely to determine parameters of data, and not to influence results or the consultant's recommendations.
2. Employees will be placed on the same step in the new range for their classification. For example: if an employee is at Step 6 of a pay range that the parties have determined should be increased by 5%, the entire pay range will be increased by 5% and the employee will stay at Step 6 of the new range.
3. No pay ranges for any classification will be reduced as a result of this study.
4. Pay adjustments based on market study will go into effect or retroactive to July 1, 2026.

Page 231 of 235
AFSCME CBA 2024-2027 Summary of Changes for TA
November 21, 2024

| Article | Summary Notes |
|---|--|
| PREAMBLE | No change. |
| | |
| ARTICLE 1 RECOGNITION | Neutral pronouns. |
| | |
| ARTICLE 2 GENERAL PROVISIONS | No change. |
| | |
| ARTICLE 3 MANAGEMENT RIGHTS | No change. |
| | |
| ARTICLE 4 UNION RIGHTS | No change. |
| | |
| ARTICLE 5 UNION ACTIVITY | <p>5.3 Union Activity</p> <ul style="list-style-type: none"> • Added clarifying language to 5.3.A. • 5.3.D - Revises process for Council rep visits. <p>5.4 Orientation- Revises process: union rep at NEO.</p> |
| | |
| ARTICLE 6 STRIKES AND LOCKOUT | No change. |
| | |
| ARTICLE 7 HOURS OF WORK AND OVERTIME | <p>7.6 Overtime Premium</p> <ul style="list-style-type: none"> • Adds more flexibility on comp time cash out • Adds ability to extend timeline to use comp time off <p>7.12 Mental Health Standby Duty</p> <ul style="list-style-type: none"> • Revises After Hours Sign-up Procedure • Adds pay premium for Peers and QMHAs <p>7.13 NEW-Assertive Community Treatment Crisis Phone Standby Duty – Establishes process and premium pay.</p> <p>7.14-7.20 Housekeeping (formatting)</p> |

Page 232 of 235
AFSCME CBA 2024-2027 Summary of Changes for TA
November 21, 2024

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| | 7.21 NEW —Re-opener to bargain impact of crisis center. |
| ARTICLE 8 HOLIDAYS | <p>8.1 Holidays – Added Day After Thanksgiving (per previous BOC declaration)</p> <p>8.3 Holiday Pay—Added 10 hour paid time for current employees working 4x10 (or other alternate) schedules and future, if alt schedule required.</p> |
| ARTICLE 9 LEAVE DUE TO DISASTER OR ADVERSE WEATHER CONDITIONS | <p>9.3 Declared Emergency—Adds pay for 2nd day of office closure due to declared emergency if no other work options exist.</p> <p>9.4 Emergency Personnel Defined</p> <ul style="list-style-type: none"> • Codifies current practice for designating emergency personnel and notifications. • Adds 5% premium pay for emergency personnel required to work in-person during a closure. • Adds straight time pay for FLSA-exempt employees if FEMA-reimbursable and County is paid. |
| ARTICLE 10 VACATION LEAVE | <p>10.2 Scheduling—Adds timelines for requesting vacation time off. (Note: this was 1 of 2 County “asks.”)</p> <p>10.4 Notice to Employees Nearing Maximum Accrual—Deleted obsolete language.</p> <p>10.6 Continued Vacation Credit—Added PLO, OFLA to list of leaves.</p> |
| ARTICLE 11 SICK LEAVE | <p>11.1 Accrual—Revised for clarity.</p> <p>11.7 Sick Leave Donations – Revised: lowered requirement for donor maintaining bank from 160 to 80 hours.</p> |
| ARTICLE 12 OTHER LEAVES OF ABSENCE | <p>12.6 Military—Updated to conform with law.</p> <p>12.10 Paid Leave Oregon—NEW – Added PLO process.</p> |
| ARTICLE 13. WAGES AND SALARIES | <p>13.2 Wages-- Effective upon ratification, the County will implement the following one-time wage adjustments:</p> <p style="padding-left: 40px;">a. There will be a one-time payment to each AFSCME member who was hired on or before December 1, 2024, in</p> |

Page 233 of 235
AFSCME CBA 2024-2027 Summary of Changes for TA
November 21, 2024

the amount of \$2,500.

b. Effective upon ratification, there will be a one-time increase of 3% for all A Band employees, 4% for all B Band employees, and 5% for all C Band employees.

1. AFSCME salary ranges will be comprised of eleven (11) merit steps and implemented as follows:

a. Effective December 1, 2024, any employee who was at Step 8 on July 1, 2023, will move to the new Step 9. This move does not impact the employee's anniversary date.

b. Effective July 1, 2025, all employees at Step 9 will move to Step 10 on their first anniversary date on or after July 1, 2025.

c. Effective July 1, 2026, all employees at Step 10 will move to Step 11 on the first anniversary date on or after July 1, 2026.

2. Effective December 1, 2024, a 4.4% wage increase will be applied to all steps of all Bands of the AFSCME salary schedule.

3. Effective July 1, 2025, a 3% or ECI (Employment Cost Index) for the twelve-month period ending March 31, 2025, whichever is greater, will be applied to all steps of all Bands of the AFSCME salary schedule.

4. Effective July 1, 2026, a market study will be conducted in accordance with the MOU as reflected in Appendix B: MOU Regarding Market Study.

13.4 Overpayments and Payments in Violation of Contract—Revised to include collection of authorized deductions.

13.6 License and Certification Pay—Incorporated current practice.

13.7 Bilingual Pay—Incorporated current practice.

13.9 Acting in Capacity—Revised to align with work out of class criteria.

13.12 Specialty Equipment Operators-Revised for current equipment.

13.13 Tool Replacement

- A. Increased tool allowance from \$650 to \$1500 through June 30, 2025. Added reasonable time to clean up.
- NEW--B. July 1, 2025 No more tool allowance and County will provide necessary work tools.

Page 234 of 235
AFSCME CBA 2024-2027 Summary of Changes for TA
November 21, 2024

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| ARTICLE 14 HEALTH AND WELFARE | 14.1 Medical/Vision/Dental —CDHDP: Added up to \$500 match for HSA contributions. |
| ARTICLE 15 PROBATIONARY PERIOD | 15.1 Definition —Revised for clarity. 15.5 Promotional Salary Increases —NEW—Right to negotiate increase subject to pay equity review. |
| ARTICLE 16 SENIORITY | 16.8 Filling of Vacancies —NEW—Added ability to use eligible list for 3 months. (1 of only 2 County “asks.”) |
| ARTICLE 17 CLASSIFICATION | No change. |
| ARTICLE 18 SAFETY | 18.2 Immediate Safety Concerns - Added EAP activities to training list. 18.4 Safety Committee - Safety Advisory Committee: <ul style="list-style-type: none"> • Added quarterly meeting. • Added quarterly report on members who completed training. • Added Meeting minutes will include information on safety issues unresolved 30 days after reporting. (already in minutes) |
| ARTICLE 19 RETIREMENT | No change. |
| ARTICLE 20 DISCIPLINE | 20.5 Notice to Union — <ul style="list-style-type: none"> • Repetition of 20.4 right to steward. • NEW-Steward of record to be cc’d on communication. |
| ARTICLE 21 MISCELLANEOUS | 21.1. Respectful and Harassment Free Workplace —NEW—Added bullying and definition. 21.5 Mileage Pay/Parking Reimbursement —Revised for clarity. 21.7.a- Contract Work and Notice to the Union. Revised for clarity. 21.8 Negotiations —NEW—Added ability to flex schedule for bargaining team. NEW—21.7 Exit Interviews —Adds ability to have steward present at interview. |

Page 235 of 235
AFSCME CBA 2024-2027 Summary of Changes for TA
November 21, 2024

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| ARTICLE 22 GRIEVANCE PROCEDURE | Neutral pronouns 22.2 Time Periods and Notice Stipulations —Revised for clarity. 22.6 Grievance Procedure —Revised and re-ordered for clarity. |
| ARTICLE 23 LABOR MANAGEMENT ADVISORY COMMITTEE | 23.2 –NEW—Added current practice of inviting subject matter experts when needed. |
| ARTICLE 24 SAVINGS CLAUSE | No change |
| ARTICLE 25 TERM OF AGREEMENT | 2024-2027 term |