



COLLECTIVE BARGAINING AGREEMENT
BETWEEN
COLUMBIA COUNTY, OREGON
AND THE
PUBLIC WORKS EMPLOYEES, LOCAL 697,
AND THE AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES,
COUNCIL 75

JULY 1, 2025 THROUGH JUNE 30, [2030](#)

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COLLECTIVE BARGAINING AGREEMENT
BETWEEN
COLUMBIA COUNTY, OREGON
AND THE
PUBLIC WORKS EMPLOYEES, LOCAL 697,
AND THE AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL 75
JULY 1, 2025 THROUGH JUNE 30, [2030](#)

PREAMBLE

This Agreement entered into by COLUMBIA COUNTY, OREGON, hereinafter referred to as the "County", the PUBLIC WORKS EMPLOYEES, LOCAL 697, AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, COUNCIL 75, hereinafter collectively referred to as the "Union", has as its purpose the promotion of harmonious relations between the County and the Union; the establishment of an equitable peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1 – DEFINITIONS

Anniversary Date – Original: Original anniversary date is the first day of the month in which the employee is hired into a particular position, if hired between the 1st and the 15th day of the month

inclusive, or the first day of the next month if the employee is hired on the 16th day or later in a month. This is the date utilized for salary step increases, unless specified otherwise under “Anniversary Date – Promotional”, vacation accrual adjustments, and sick leave accrual. This date shall be adjusted to subtract any periods of unpaid leave of a full day or more.

Anniversary Date – Promotional: Promotional anniversary date is the first day of the month in which the employee is promoted to a position in a higher salary range, if promoted between the 1st and the 15th day of the month inclusive, or the first day of the next month if the employee is hired on the 16th day or later in a month. This is the date utilized for salary step increases for the promoted position. This date shall be adjusted to subtract any periods of unpaid leave of a full day or more.

Bargaining Unit Employee: An employee who is a member of this bargaining unit as provided by Section 2.1 of this Agreement regardless of FLSA status.

Break In Service: A termination of employment as a result of a layoff in excess of twenty-four (24) months or as a result of resignation, retirement or dismissal. Periods of authorized leave without pay or layoff of twenty-four (24) months or less shall not be considered a break in service but shall not be considered when calculating length of service for step increases or eligibility for leave accruals, except as provided for in Article 11.

Business Day: Monday through Friday, excluding holidays.

Classification Family: A series of position classifications intended to be progressive and typically numbered from low to high, such as Property Appraiser Trainee, Property Appraiser I and Property Appraiser II.

Confidential Employee: A confidential employee as defined in ORS 243.650(6).

County: For the purposes of this Agreement, references to action by or directed to the County shall be deemed to refer to the Human Resources Director, as a representative of the Board of County Commissioners on personnel matters.

Date of Hire: The date an employee first performs paid service for Columbia County as a probationary or regular employee.

Dismissal: The termination of an employee from County employment as a result of disciplinary action.

Employee: As used in this Agreement, unless the context expressly provides otherwise, the term “employee” shall mean a “bargaining unit employee” as defined above.

FLSA Exempt: An employee considered exempt from overtime requirements as defined by the Fair Labor Standards Act.

FLSA Non-Exempt: An employee not considered exempt from overtime requirements as defined by the Fair Labor Standards Act.

Full-Time Employee: An employee whose regular work schedule is the full normal work week, as defined in Section 16.1.

Layoff: A separation from County employment for reasons not reflecting discredit on an employee and for reasons outside of the employee's control.

Leave of Absence: An authorized leave in a non-paid status.

Part-Time Employee: An employee whose regular work schedule is at least fifty percent (50%) of the full normal work week but less than full-time.

Probationary Period:

Initial – A twelve (12) month period after initial hire as a bargaining unit employee wherein the employee is not subject to the provisions of Article 12 herein.

Promotional – A six (6) month period after appointment to a promotional position during which the employee may be returned to the employee's former position or returned to layoff status with no loss of seniority.

Transfer to Vacant Entrance/Open Position – A current bargaining unit employee, including an employee who is on layoff status, who is a successful applicant to a vacant entrance or open position shall serve a six (6) month probationary period. If an employee has not completed an initial probationary period at the time of appointment to this different entrance or open position, the remaining portion of the initial probationary period shall be added to the six (6) months of this probationary period. If the employee fails to perform the duties of the position satisfactorily in this probationary period, the employee shall be returned to the employee's former position and salary, or returned to layoff status, whichever the case may be, with no loss of seniority. An employee returned to layoff status shall retain the employee's recall rights until the end of the original two (2) year term.

Promotional Position: A position specifically designed as promotional in Appendix B. Regular employee: An employee who has successfully passed an initial probationary period. Resignation: An employee's voluntary termination of employment with the County.

Retirement: A resignation with the intent to receive retirement benefits.

Seniority: Seniority shall be based on an employee's total length of employment by Columbia County in this bargaining unit position unless there is a break in service. This date applies to bargaining unit seniority only.

Supervisory Employee: A supervisory employee as defined in ORS 243.650(23).

Suspension: The temporary separation, other than administrative leave or a leave of absence, of an employee from County employment in connection with a disciplinary action.

Temporary Employee: An employee who is hired to fill a position during the leave of absence of a regular employee, or to fill a position of limited term for a period not to exceed 1040 hours in a calendar year. Time spent as a temporary employee does not count towards any benefits accruals, including seniority, leave accruals, salary and step increases, should the temporary employee be subsequently appointed to a regular position and represented by this bargaining unit.

ARTICLE 2 – BARGAINING UNIT AND RECOGNITION

2.1 The Bargaining Unit

This bargaining unit shall consist of all full-time employees and part-time employees of the Public Works Department of Columbia County excluding:

- a) Temporary employees and those employees whose regular work schedule is less than 50 percent (50%) of the normal work week;
- b) Confidential employees, supervisory employees, and elected officials; and
- c) Any employee working for the County who would otherwise meet the definition of 'managerial employee' as outlined in ORS 243.650(16);

Newly created positions shall be in this bargaining unit unless the County designates them as excluded. In the event of disagreement as to the status of newly created or modified classifications or positions, determination of status shall be in accordance with the unit clarification procedures as provided by Oregon Law. To minimize the possibility of such disputes, when a new non-bargaining unit classification is created, or when a new position is excluded from a classification otherwise represented by the Union, written notice will be sent to the Union to include the reason for the exclusion.

Should the County believe that any temporary position will exceed the stated time limits, then the Union shall be notified in writing and requested to grant an extension.

2.2 Recognition

The County recognizes the Union as the exclusive, collective bargaining representative for all employees in this bargaining unit for the purpose of negotiations with respect to wages, hours and related terms and conditions of employment for such employees.

ARTICLE 3 – UNION MEMBERSHIP

3.1 Union Membership Agreement

Membership in the Union shall be the individual choice of an employee. Employees covered by this Agreement shall have the right to pay dues as a means of participation in their Union. Applications for and resignations of membership shall be handled solely by the Union.

3.2 Checkoff – Union Dues Deduction

The Union shall notify the County of the current rate of dues and other authorized deductions in a timely manner, which will enable the County to make the appropriate payroll deductions as specified.

Upon receipt of the list of authorizations provided by the Union, the County shall begin monthly deductions effective as the date of signature on the written authorization. A written authorization for the deductions shall be provided to the County in a timely fashion by the Union.

Employees whose employment begins or ends after working less than ten (10) working days in any calendar month will not be subject to dues or a like amount in lieu of dues deductions.

The Union shall provide to the County a list of identifying the public employees who have authorized the deductions to the Union. The County is entitled to rely on the list to make the authorized deductions and to remit payment to the Union. To the extent the County makes deductions and payments in reliance on the list described herein, the County is not liable to any employee for damages resulting from an unauthorized deduction.

The County will remit aggregate deductions, together with an itemized statement to AFSCME Council 75, by the 10th day of the succeeding month after which the deductions are made. The itemized statement will be provided electronically in excel, provided the program is used by both parties regularly, and shall include: the employee name, employee identification number or other unique identifier, regular hourly wage, wages earned during the relevant period, the pay period dates for which the dues are being withheld, the amount of dues forwarded on behalf of the employee, the amount of any retroactive dues withheld, and the pay period for which such retroactive dues apply.

The Union shall defend, indemnify and hold harmless the County for any and all claims, damages, suits or other forms of liability which may arise out of any action taken or not taken by the County for the purpose of complying with the provisions of this Article. However, if the Union provides the County with the list of authorized deductions and the County fails to make an authorized deduction and remit payment to the Union, the County is liable to the Union without recourse

against the employee who authorized the deduction for the full amount that the County failed to deduct and remit to the Union.

Employees may revoke an authorization to deduct dues by providing a written statement to the Union within the time period outlined in their membership applications.

3.3 Rights of the Parties

The Union and County agree not to act in an arbitrary, capricious or unfair manner in the application and interpretation of the terms of this Agreement. Both parties agree to bargain collectively in good faith.

3.4 Access to Employees within Bargaining Unit

- A. The County shall allow the Union President or designee thirty (30) to one hundred and twenty (120) minutes to make a presentation to a new employee within thirty days of hire. The Union orientation will identify the Union's status, organizational benefits, related information and the distribution and collection of membership applications. The potential member may opt out of the meeting.
- B. Pursuant to ORS 243.804, to the extent the County has such information, the County shall provide to the Union, in excel, provided the program is regularly used by both parties, the following information for each employee in the bargaining unit: Name; date of hire; known contact information including cellular and home telephone numbers; personal email addresses, home or personal mailing address; job title; salary; and work site location.

The information listed above will be provided by the County to the Union within ten (10) calendar days from the date of hire for newly hired employees whose position is represented by the Union and every 120 calendar days for all employees represented by the Union.

ARTICLE 4 – HOLIDAYS

4.1 Recognized Holidays

The following days shall be recognized as holidays:

- New Year's Day – January 1
- Martin Luther King, Jr.'s Birthday – Third Monday in January
- President's Day – Third Monday in February
- Memorial Day – Last Monday in May
- [Juneteenth – June 19](#)

- Independence Day – July 4
- Labor Day – First Monday in September
- Veterans’ Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Day After Thanksgiving
- Christmas Day – December 25
- ½ Day before the Christmas holiday
- Two (2) Floating Holidays

Any other day which the Board of Commissioners declares a holiday will be recognized as such.

4.2 Observed Holidays

When a recognized holiday falls on a regularly scheduled workday of an employee, the recognized holiday shall be the observed holiday. When a recognized holiday does not fall on a regularly scheduled workday, either the immediately preceding workday or immediately succeeding workday shall be the observed holiday, whichever is closer. For example, for those employees working Monday through Friday on a regular work week schedule as defined by Section 16.2A of this Agreement, when a recognized holiday falls on a Saturday, the observed holiday shall be the preceding Friday. When the recognized holiday falls on a Sunday, the observed holiday shall be the succeeding Monday.

For those employees working Monday through Thursday on a modified regular or optional work week schedules as defined by Sections 16.2B or 16.3 of this Agreement, when a recognized holiday falls on a Friday or Saturday, the observed holiday shall be the preceding Thursday. When the recognized holiday falls on a Sunday, the recognized holiday shall be the succeeding Monday.

For those employees working Tuesday through Friday on a modified regular or optional work week schedules, when a recognized holiday falls on a Saturday, the observed holiday shall be the preceding Friday. When the recognized holiday falls on a Sunday or Monday, the recognized holiday shall be the succeeding Tuesday.

4.3 Floating Holidays

Two (2) floating holidays shall be credited to those employees on the payroll on July 1 of each fiscal year. One (1) floating holiday shall be credited to those employees hired on the payroll after July 1, and on or before January 1, of each fiscal year. No floating holidays shall be credited for any employee hired on the payroll on or after January 1 and on or before June 30 of any fiscal year for the fiscal year in which the employee was hired. Each floating holiday shall consist of holiday leave equal to twenty percent (20%) of the employee’s normal work week or the number of hours in a workday scheduled under Section 16.2B and holiday pay equal to twenty percent (20%) of the employee’s normal weekly pay or the number of hours in a workday scheduled under Section 16.2B. Floating holidays shall be prorated for part-time employees. Floating

holidays must be used by June 30 of each fiscal year or they will be lost. Such time off will be available at the discretion of the employee, with the consent of the supervisor in charge. The supervisor will recognize seniority in any conflicts of scheduling. Sections 4.4 and 4.5 do not apply to floating holidays.

4.4 Holiday Leave

Each full-time employee shall be entitled to take holiday leave on each observed holiday equal to twenty percent (20%) of the employee's full normal work week or the number of hours in a workday scheduled under Section 16.2B, whichever is greater. Holiday leave shall be prorated for part-time employees covered by this Agreement.

4.5 Holiday Pay

Employees who work the last scheduled workday before and the first scheduled workday after the observed holiday shall be entitled to holiday pay for the observed holiday. Workdays when an employee is on authorized paid leave shall be considered days worked for the purpose of this Section.

Holiday pay shall mean twenty percent (20%) of an employee's normal weekly pay, or the daily pay the employee would earn under Section 16.2B, whichever is greater. Holiday pay shall be prorated for all part-time employees covered by this Agreement.

4.6 Holiday During Leave

Should an employee be on authorized sick leave or vacation when a holiday occurs, the holiday shall not be charged against such leave or vacation.

Employees drawing workers' compensation benefits shall receive a supplement from the County for the holiday in an amount equal to the difference between twenty percent (20%) of the employee's normal weekly pay and that received for one (1) day in workers' compensation benefits. Such supplement shall not be charged against an employee's accrued sick leave or vacation leave.

4.7 Holiday Work

If an employee is required to work on a recognized holiday, the employee shall be paid, in addition to holiday pay, time and one-half pay for all hours worked. Pay on Christmas Day, New Year's Day, Thanksgiving Day, Independence Day and Labor Day shall be at the rate of double time. Premium pay shall be earned only for hours actually worked, subject to minimum call-in time, whichever is greater, on the recognized holiday and under no circumstance will the County pay time and one-half pay for both the recognized holiday and the observed holiday under this Section.

ARTICLE 5 – VACATION LEAVE

5.1 Accrual

Full-time employees who are on a regular work week of forty (40) hours of compensated time shall accrue vacation leave at the following rates. Vacation leave shall be prorated for all part-time employees covered by this Agreement. Vacation leave shall be accrued at the end of the month in which it is earned.

Completed Years of Service	Accrual for 37.5 Hour Week	Accrual for 40 Hour Week
0 through 5 Years	7.5 Hours Per Month – 12 Days Per Year	8 Hours Per Month – 12 Days Per Year
5+ through 10 Years	9.375 Hours Per Month – 15 Days Per Year	10 Hours Per Month – 15 Days Per Year
10+ through 15 Years	11.875 Hours Per Month – 19 Days Per Year	12.667 Hours Per Month – 19 Days Per Year
15+ through 20 Years	13.125 Hours Per Month – 21 Days Per Year	14 Hours Per Month – 21 Days Per Year
20+ Years	15.0 Hours Per Month – 24 Days Per Year	16 Hours Per Month – 24 Days Per Year

No vacation leave shall accrue for any month during which the employee is on leave without pay or layoff status for more than one-half of the employee’s standard working hours for that month. The monthly vacation leave accrual shall be pro-rated for employees who work more than one-half but less than the full amount of the employee’s standard working hours for that month.

5.2 Maximum Accrual and Payment

No employee shall accumulate more than a maximum of 400 hours of vacation leave except for employees who have 20 or more years of service, in which case, the maximum accrual of vacation leave shall be five hundred (500) hours (see section 5.4 for maximum payment of accrued vacation leave).

Employees who, because they are over the maximum accrual, would lose accrual in any month may request a 90 day time period in which to bring the balance below 400 hours. Employees may make such a request no more than once each calendar year.

Once every 12 months, an employee may cash out up to 40 hours of accrued vacation leave provided the employee has an accrued balance of at least 250 hours and provided budgeted funds are available. [However, employees must notify their supervisor by March 1st of every year in order for payment to be made in the following fiscal year. The County may refuse to pay](#)

employees under this provision if notice is not given by the employee by the required date. The March 1st deadline does not take effect until March 1, 2026.

In the event of an unforeseen financial emergency, requests made after March 1st will be considered on an individual basis.

The Union explicitly, clearly, and unmistakably agrees to the following waiver: Any amounts paid to the employees under the terms of this section for accrued vacation and/or compensatory leave payouts are specifically not to be included in the calculation of an employee's overtime rate.

Completed years of service shall include all periods of employment by Columbia County unless there is a break in service or a leave of absence without pay.

For purposes of accrual, the original anniversary date shall be utilized.

5.3 Utilization

An employee may not utilize accrued vacation leave during the employee's first six (6) months of service, unless authorized by the Human Resources Director. Thereafter, employees shall be permitted to choose either split or entire vacation periods and shall take not less than five (5) working days annually. Whenever practicable, and consistent with the needs of the County and the availability of vacation relief, employees shall have the right to select vacation times. It shall be the responsibility of supervisors annually to establish lists showing the vacation periods chosen by individual employees.

Seniority shall prevail in the event of conflict between employees over the choice of vacation dates.

5.4 Payment of Vacation Leave Upon Separation

In the event of the dismissal, lay off, resignation (including retirement), or death a maximum of 400 hours of accumulated vacation leave shall be converted to vacation pay and paid to the employee, or to the employee's estate.

Employees who separate from the County prior to the end of the month shall have their leave accrual prorated.

An employee who resigns or who is dismissed prior to the completion of six (6) months of service from the date of hire shall not be eligible for accumulated vacation pay.

ARTICLE 6 – SICK LEAVE AND BEREAVEMENT LEAVE

6.1 Accrual

Full-time employees who are on a regular work week of forty (40) hours of compensated time shall accrue sick leave at the rate of eight (8) hours for each month worked. Sick leave shall be prorated for all part-time employees covered by this Agreement. Sick leave shall be accrued at the end of each month in which it is earned.

No sick leave shall accrue for new hires or for employees who have separated employment for any month in which they work less than one-half of the employee's standard working hours for that month. The monthly sick leave accrual shall be prorated for those employees who work less than the full amount of the employees' standard working hours for that month. An employee on layoff status who is re-employed within two (2) years shall be credited with the employee's accrued sick leave balance at the time of layoff minus any amounts paid to the employee pursuant to Section 6.8 below.

6.2 Maximum Accrual and Payment

An employee may accumulate up to 2,080 hours of sick leave for use or for retirement credit purposes, if such credit is available. No other compensation for accrued sick leave shall be provided to an employee except as provided for in Section 6.8 or 6.9 below.

6.3 Scope

Sick leave shall encompass absence from work by reason of illness, injury, disability or incapacity, or because of any condition requiring the care and attendance of State licensed physicians (or practitioners), nurses, dentists, or any licensed member engaged in the healing arts, or confinement in a hospital or convalescent institution or for other reasons as provided by federal or state law. Whenever practical, employees shall schedule routine, non-emergency doctor or dentist appointments outside of their normal working hours.

6.4 Utilization

If an employee will be utilizing sick leave, the employee shall notify the supervisor or department head of absence due to illness or injury, and the nature and expected length thereof, as soon as possible, and in no event later than the start of their first regular work shift, unless unable to do so because of serious injury or illness.

Sick leave may be used for illness or injury in the employee's immediate family provided the employee's presence is required. A notice from the physician may be required by the supervisor. Immediate family is defined as an employee's spouse, parents, step-parents, children, step-children, sisters, brothers, grandparents, grandchildren, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, aunt, uncle, niece or nephew, whether or

not residing with the employee; and other close relatives or persons who regularly reside in the employee's household.

A physician's statement of the nature of the illness, the need for the employee's absence, and the estimated duration of the absence may be required at the option of the supervisor or department head for absences of over three (3) days. In cases where the County has documented evidence of sick leave abuse, the employee may be required to get a doctor's statement for absences of one (1) day. Abuse of sick leave may lead to disciplinary action up to and including dismissal.

6.5 Transfer of Sick Leave

An employee having accumulated sick leave and/or vacation leave may transfer up to eighty (80) hours per fiscal year of the employee's accumulated sick leave and/or vacation leave to any other employee, whether in or out of this bargaining unit, who is suffering from an injury, disability, or illness preventing the employee from returning to work and who has exhausted all their accumulated sick leave, accrued vacation leave, and other leave with pay to which the employee may be entitled. Sick leave and/or vacation leave contributions may be made only in units of whole days and used for sick leave purposes only.

Employees receiving transfers of sick leave shall be considered on paid status for the purpose of all benefits and rights under this Agreement.

No employee in an initial probationary period may receive a transfer of sick leave of more than a total of five days during the first six months after hire and no more than a total of ten days during the first 12 months after hire. No regular employee receiving a transfer of sick leave under this Section shall be eligible to receive more than two hundred forty (240) hours in any one fiscal year.

6.6 Bereavement Leave

In addition to regular sick leave, an employee shall be granted up to five (5) days of bereavement leave, with regular salary, as may be necessary as a period of mourning, to make household adjustments, arrange for funeral services, or to attend funeral services in the event of death in the immediate family of the employee. Employees are expected to use only the amount of leave necessary.

[Immediate family shall be defined the same as the definition of "family member" in the Oregon Family Leave Act \(OFLA\), as it may be amended. The current definition of family member includes the employee's spouse, domestic partner, child or a child's spouse or domestic partner, grandparents or a grandparents' spouse or domestic partner, grandchild or a grandchild's spouse or domestic partner, parent or a parent's spouse or domestic partner, sibling or stepsibling or a](#)

Deleted: Immediate family is defined as the spouse, son, daughter, grandparents, grandchildren, mother, father, brother or sister of the employee or the employee's spouse or the aunt, uncle, niece, nephew, stepparent or stepchild of the employee or any relative regularly residing in the employee's home...

[sibling's or stepsibling's spouse or domestic partner, or any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.](#)

If additional time off is needed for the above reasons, an employee may request to take up to ten (10) additional days, upon approval of the department head, drawing from accumulated sick leave, if available. If not, the employee shall utilize accrued vacation, comp or floating holiday leave. If no paid leave is available, the employee shall go on leave without pay.

6.7 Illness During Leave

Should an employee become ill while on vacation leave, such period of illness may be charged against accrued sick leave, if verified by a doctor.

6.8 Layoff or Death

In the event of an employee's layoff or death after five (5) consecutive years of County service, the employee or employee's estate shall be paid for fifty percent (50%) of accrued sick leave up to a maximum of five hundred twenty (520) hours. Said payment shall be calculated using the employee's last hourly rate of pay.

6.9 Retirement

In the event of an employee's retirement after five (5) consecutive years of County service, the employee shall be paid up to fifty percent (50%) of accrued sick leave up to a maximum of five hundred twenty (520) hours at the employee's election. Said payment shall be calculated using the employee's last hourly rate of pay. In addition, fifty percent (50%) of the employee's accrued, unpaid sick leave shall be reported to the Public Employee's Retirement System, if allowed by law.

6.10 Paid Leave Oregon

[An employee is entitled to use any accrued paid sick leave, accrued vacation leave, or any other paid leave that is offered by the County in addition to receiving paid family and medical leave insurance benefits during a period of leave for family leave, medical leave, or safe leave to the extent that the total combined amount of accrued paid leave and benefits received by the employee does not exceed an amount equal to the employee's full wage replacement during the period of family leave, medical leave, or safe leave. It is the employee's responsibility to calculate the amount of leave needed to equal the employee's full wage replacement and record hours in the timekeeping system.](#)

[Should the State of Oregon make changes to Paid Leave Oregon, the Union and the County shall meet and confer to negotiate necessary changes.](#)

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ARTICLE 7 – OTHER LEAVES

7.1 Leave of Absence

Leaves of absence without pay or accrual of other benefits for a limited period, not to exceed six (6) months, may be granted upon written request for any reasonable purpose where, in the judgement of the department head and upon approval of the Human Resources Director, the work of the department will not be seriously handicapped by the temporary absence of the employee requesting such leave. A leave of absence without pay will not be granted until all of the employee's accrued vacation leave, and other leave with pay (except sick leave), has been exhausted.

At the discretion of the department head and upon approval of the Human Resources Director, upon written request by the affected employee, such leave may be renewed or extended up to an additional six (6) months.

No leave will be granted to an employee to accept employment in any other capacity, except military duty, unless approved by the department head and Human Resources Director.

7.2 Jury Duty

Employees shall be granted leave with regular pay any time they miss their regularly scheduled shift because they are required to report for jury duty or jury service. Absence of an employee duly required to attend a proceeding and testify as a witness, under subpoena, shall be allowed without loss of compensation, provided the employee is not a party to the litigation, with the exception of County employment-related litigation.

If the employee receives jury duty pay or witness pay (excluding mileage reimbursement) from any source, then that money shall be given to Columbia County.

Employees who are excused from jury service before the end of their normal shifts shall immediately report their availability for assignment to their supervisors.

Employees whose jury service is away from the Columbia County Courthouse shall report their availability to their supervisors when excused if two (2) or more hours of their shift remains.

7.3 Voting Time

If vote by mail is abolished, employees shall be granted leave with pay of not more than two (2) hours on any election day for the purpose of voting if, due to work schedules, they are unable to vote outside of working hours.

7.4 Union Business

Employees elected to any Union office or selected by the Union to do work or to participate in any other Union activity which takes them from their employment with the County may, at the written request of the Union, be granted a leave of absence without pay or accrual of benefits.

A leave of absence for such activities shall not exceed one (1) month, but may be renewed or extended for a period not to exceed a total of three (3) months. An employee returning from a leave under this Section shall be reinstated to the employee's former position.

7.5 Education Leave

- A. Extended Leave.** After completing one (1) year of service, an employee, upon written request, may be granted a leave of absence without pay for education purposes. The period of such leave of absence shall not exceed one (1) year, but may be renewed or extended at the request of the employee and approved by the department head and the Human Resources Director. A request in writing for educational leave shall be made not less than thirty (30) days prior to the date of the leave.

Employees shall exhaust all accrued leave, except sick leave, prior to being granted an unpaid leave of absence for educational purposes.

One (1) year leaves of absence, with any requested extensions, for educational purposes, shall not be provided more than once in any three (3) year period.

- B. Optional Education.** Employees may also be granted leaves with pay for educational purposes, for reasonable lengths of time, to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability related to the employee's employment with the County, with the approval of the employee's department head.
- C. Required Education.** Whenever the County requires an employee to attend a school, seminar or workshop to improve work skills, the County will pay the full cost of the employee's wages and benefits and shall pay all expenses directly related to attendance at such training. The County reserves the right to deny payment for any expense request submitted which it deems unnecessary or excessive.

7.6 Parental/Family Leave

To the extent provided by federal and state law, employees may use up to twelve (12) weeks of accrued sick leave, vacation leave, compensatory time or leave without pay for parental/family leave. Leave beyond twelve (12) weeks must be approved by the Human Resources Director unless such time meets the definition of Section 6.4.

7.7 Military Leave With Pay

The County shall grant military leave with pay to the extent required by state and federal law.

7.8 Military Leave Without Pay

The County shall grant military leave without pay to the extent required by state and federal law.

7.9 Administrative Leave

Administrative leave is defined as a directed leave with pay from regularly scheduled employment. Administrative leave is not considered a form of discipline. Administrative leave must be approved by the department head and the Human Resources Director.

Employees placed on administrative leave shall continue to receive their pay and accrue benefits during their administrative time off from regularly scheduled employment. The employee may be required to be available for investigations and interviews.

7.10 General

Time spent on authorized leaves of absence shall not be considered a break in the employee's service to the County.

Periods of authorized leave with pay shall be counted as service for the purpose of all benefits provided under this Agreement.

Time spent on leaves of absence without pay shall not be counted for holidays, vacation and sick leave accrual, severance pay, health and welfare, wages, step increases or seniority, except as provided for in Article 1, 'Break in Service' definition.

ARTICLE 8 – SEVERANCE PAY

Any employee who has completed one (1) full year of service with the County, and who shall be laid off as a result of causes other than dismissal, retirement, or resignation, shall receive two (2) full weeks' pay. Such severance pay shall be in addition to any other accrued pay to which the employee is entitled.

However, should the employee be offered and refuse transfer to a position within this bargaining unit within the same classification, reclassification within the same pay scale, or retraining for a class within the same pay scale or higher, the employee's refusal shall be considered as a resignation, if the employee was able to perform the essential duties of the job.

ARTICLE 9 – HEALTH/WELFARE/RETIREMENT BENEFITS

The Union and the County support the creation and function of the Health Care Benefits Committee and pledge to give strong consideration to any recommendation the Committee might make and to further allow the specific issue of health care benefits provided to the County employees to be addressed by this Committee. The terms of the Letter of Agreement dated May 30, 2001, updated November 27, 2007, and updated again April 5, 2017, wherein the Health Care Benefits Committee was jointly formed are incorporated herein by reference.

When the parties open the Agreement for negotiation under the terms of Article 19, both parties agree to refrain from presenting a specific proposal changing the existing terms of Sections 9.1 and 9.2 of the Agreement during bargaining. However, both parties reserve their rights to make proposals of any type during the bargaining process, or later, depending on when the Committee is ready to make its recommendations, and the County and Union agree to re-open Sections 9.1 and 9.2 and bargain in good faith on such proposals, once the recommendations are made.

The parties agree to the continuation of the Health Care Benefits Committee.

9.1 Medical/Dental/Vision Benefits

The County will provide the insurance coverages subject to the terms of the Letter of Agreement (LOA) approved July 2025, attached as Exhibit C to this Agreement. After the expiration of the 2025 LOA, the County will provide insurance coverage as negotiated based on a recommendation from the Health Benefits Committee. The County will pay the premium for said coverages for each eligible employee and eligible dependents as outlined in the LOA. Payment of insurance premiums by the County shall be pro-rated for part-time employees and eligible dependents. The insurance coverages cited may change per recommendation from the Health Care Benefits Committee and approval by the parties.

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If the insurance coverage provided by the carrier under any particular plan or under any particular plan then in effect is substantially changed or discontinued by the carrier during the term of this Agreement, the Health Benefits Committee will develop a recommendation for the Union and the County regarding what coverage would be offered to affected employees.

9.2 Life Insurance

The County shall provide group life insurance in the amount of \$50,000 for each employee eligible plus coverage for accidental death or dismemberment including dependent life insurance under AOC Option II (\$2,000). Employees may purchase additional coverage through the plan offered by the County. The additional premium shall be deducted from the employee's monthly paycheck.

9.3 Workers' Compensation

A. Insured Personnel. All employees will be insured under the provisions of the Oregon State Workers' Compensation Act.

B. Supplemental Payment. The County shall supplement the amount received by an employee from the Oregon Workers' Compensation Board for injuries received while in the course of employment with the County. The day of injury shall be considered a workday, and the employee shall receive the employee's normal salary for that day.

Supplemental payments by the County in an amount equal to the difference between moneys received from the Workers' Compensation Board and the employee's regular gross take-home pay for up to ten (10) working days. Thereafter, at the employee's option, the supplemental payments may continue and shall be debited against the employee's accrued sick leave, vacation, compensatory time and/or transferred sick leave (if applicable) at the rate of one-quarter (1/4) day for each day of payment. Any time loss related to a workers' compensation injury or illness must be authorized by a written statement from a medical provider.

9.4 Unemployment Insurance

The County agrees to make unemployment insurance payments as required by state and federal law.

9.5 Continuation of Benefits

The County shall continue to pay the insurance premiums for the plans under Sections 9.1 and 9.2 for three (3) months for employees on a verified and approved leave of absence because of illness or injury.

The County shall continue to pay the insurance premiums for the plans under Sections 9.1 and 9.2 for employees on a verified and approved leave of absence because of an on-the-job illness or injury until such time as the employee has been declared medically stationary and the workers' compensation insurance carrier has issued a Determination of Closure. The parties agree to work cooperatively to resolve any and all concerns regarding closure of such claims.

This continuation period shall begin when the employee is no longer utilizing accrued sick leave, vacation time, compensatory time or transferred sick leave.

An employee may thereafter continue the benefits under Sections 9.1 and 9.2 for the maximum period permitted by the insurance carrier by paying the required premiums to the County on or before the 20th day of the preceding month.

Employees who have exhausted their vacation, accrued sick leave, compensatory time and transferred sick leave shall be considered on unpaid leave of absence until there is a change in their status or a doctor certifies that they are unable to perform the essential duties of their job.

9.6 Loss of Continuation of Benefits

Any employee who is absent from work other than for illness or injury shall not be entitled to the benefits described in Section 9.5.

Any employee absent from work other than for illness or injury shall be able to pay for health insurance premiums through the County as provided by COBRA/HIPPA or other applicable law. Such payment shall be submitted to the County no later than the 20th day of the preceding month.

9.7 Public Employees Retirement System

The County will pay the employee’s contributions to PERS, if allowed by law, in accordance with the rules and regulations of the Public Employees Retirement Board.

If the County is again prevented by legislation or court ruling from paying the PERS “employee pickup”, the County shall, if allowed by law, add the current “employee pickup” amount, minus any expenses to the County caused by this addition, e.g., unemployment insurance compensation, workers’ compensation insurance or other payroll taxes, to the base salary of each employee who is required to pickup the employee PERS contribution. This addition to each employee’s base salary shall be at no additional expense to the County.

9.8 Auto Enrollment in Deferred Compensation

The County will automatically enroll new hires in the deferred compensation plan with a beginning pre-tax deduction of \$25 per month. This first deduction shall begin with the end of the month pay of the second full month of employment. Any employee who wishes to opt out may do so by submitting the appropriate form as provided by the County.

ARTICLE 10 – WAGES

10.1 Wages and Classification Schedule

The monthly and hourly wages and classifications for employees covered by this Agreement are set forth in Appendix A which is attached hereto and incorporated in this Agreement.

Retroactive to July 1, 2025, all bargaining unit employees shall receive a cost-of-living adjustment of 5%.

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Effective July 1, 2026, the monthly wages from July 1, 2025 shall be increased based upon the annual average for 2025, of the CPI-U West with the minimum increase of 2% and a maximum increase of 5%.

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Effective July 1, 2027, the monthly wages from July 1, 2026, shall be increased based upon the annual average for 2026 of the CPI-U West with the minimum increase of 2% and a maximum increase of 5%.

Deleted: Effective July 1, 2021, the Crew Leadworker, Mechanic and Solid Waste Coordinator classifications shall be moved from salary range 24 to salary range 25.¶

Effective July 1, 2028, the monthly wages from July 1, 2027, shall be increased based upon the annual average for 2027 of the CPI-U West with the minimum increase of 2% and a maximum increase of 5%.

Deleted: Effective July 1, 2021, the Engineering Technician 1 classification shall be moved from salary range 25 to salary range 26.¶

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Effective July 1, 2029, the monthly wages from July 1, 2028, shall be increased based upon the annual average for 2028 of the CPI-U West with the minimum increase of 2% and a maximum increase of 5%.

Deleted: On or around February 1, 2023, the parties shall re-open section 10.1 of this agreement to determine wages effective July 1, 2023 through June 30th, 2025.¶

10.2 Temporary Assignments

Whenever an employee performs assigned work above the required skill level for the employee's classification for one (1) hour or more, the employee shall be paid at the applicable hourly rate for the classification within which the work would normally be performed.

An employee's pay rate shall not be decreased when temporarily assigned work in a classification with a lower rate of pay.

10.3 Pay Periods

Employees will be semi-monthly. The County may, upon 30 days' notice to the Union, implement a monthly pay cycle. Pay day for each month shall be designated as the 15th of the month and the last business day of the month. If the fifteenth (15th) falls on a Saturday, Sunday or holiday, the mid-month check shall be ready for the employee on the preceding business day. Any errors in an employee's pay shall be corrected on the next pay check provided five (5) working days prior notice is given to the County. The County's obligation to retroactively pay an employee for a payroll error is limited to six (6) months after the date the employee should have reasonably known of the error. Similarly, the County shall not retroactively deduct pay based on a payroll error after six (6) months after the County should have reasonably known of the error.

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10.4 Call-In Time

A call-in is defined as a County initiated return to duty of a FLSA non-exempt employee which begins after release from a regular shift and before the start of the employee's next shift. Excluded shall be (1) anticipated events such as scheduled staff meetings, or training sessions; (2) extensions to an employee's regular shift either before the start or after the end of the shift; and (3) adjustments made to the work week schedule pursuant to Section 16.3.

To the extent consistent with the operational needs of the department, call-in work offered to the bargaining unit employees shall be offered by seniority within the district, subject to the following conditions: The Union will provide a sign-up sheet each January 15 and July 15, which employees may sign to indicate they are willing and available to respond to call-ins. The supervisor will call in employees on that sheet in order of seniority. Any employee who is otherwise fit for duty and who is contacted and declines to respond to three call-ins consecutively or six call-ins within a six-month time period shall be moved to the bottom of the call sheet, regardless of that employee's seniority. This seniority requirement will not apply to those emergencies where time of response is critical. In those cases, a less senior employee who is able to respond more quickly may be called.

Any FLSA non-exempt employee called in to work as defined above shall be credited with overtime for each hour or part of an hour worked outside the employee's regular shift at the rate of time and one-half for all hours worked including required travel time from the employee's assigned work site. However, the employee shall be credited with a minimum of three (3) hours of overtime in addition to any other compensation the employee may be entitled to under this Agreement including full payment for all hours worked during the employee's regular shift. An employee working three (3) hours or less on a call in shall receive the minimum three (3) hours in overtime pay for all work performed during the call in work period. An employee working more than three (3) hours shall receive the actual number of hours worked as overtime pay.

10.5 Reporting Time

Employees who are scheduled to report to work and who presents themselves for work as scheduled, but where work is not available for them, shall be excused from duty and paid their regular rate for a day's work. If a disaster prevents the County from supplying work for more than one (1) week, employees shall use paid accrued leave or enter unpaid leave status after the end of that first week.

10.6 Overtime

FLSA non-exempt employees shall be paid for overtime at the rate of time and one-half for all hours worked under the following conditions:

- A. All work performed in excess of the employee's regularly scheduled workday.
- B. All work performed in excess of the employee's regularly scheduled work week.

- C. All work performed on Saturday or Sunday, or the sixth or seventh day of the employee's work week (fifth, sixth and seventh day for those on a four-day (4) workweek).

Notwithstanding paragraphs (a) through (c) above, upon mutual agreement of the employee and the department head, an employee may be allowed to work before or after the regularly scheduled work shift without earning overtime, provided the employee does not exceed the hours in the regularly scheduled work week.

Where reasonably practical, employees shall be notified no less than 72 hours before they are to work overtime. Such notice may be canceled or changed.

Upon request, FLSA non-exempt employees shall receive compensatory time off, at the overtime rate for hours worked, in lieu of paid overtime provided the maximum accrual limit of compensatory time is not exceeded.

No employee shall accumulate more than a maximum of eighty (80) hours accrued compensatory time. Compensatory time in excess of the maximum shall be paid to an employee unless funds are not available, at which time arrangements shall be made for time off with the employee to bring the employee into compliance with the maximum accrual limit.

FLSA exempt employees shall not be eligible to earn overtime or compensatory time under this section.

10.7 Distribution of Overtime

To the extent consistent with the operational needs of the Public Works Department, overtime work before or after a regular shift shall be offered to the project crew doing the work. If the County only requires part of the project crew, then overtime will be offered by seniority first, provided those employees are qualified to perform the work.

Scheduled overtime on non-regular workdays shall be offered by seniority within district first, provided those employees are qualified to perform the work.

Overtime work shall be scheduled by the department head or supervisor as deemed necessary to complete scheduled work projects and to meet emergency needs. Overtime work shall be voluntary, so long as a sufficient number of employees volunteer. If a sufficient number of qualified employees does not volunteer, any or all employees may be required to work the overtime or the County may hire temporary employees as needed.

A record of overtime hours worked by each employee within the department shall be readily available to the Union.

This section does not apply to call in time discussed in Section 10.4 above.

10.8 Mileage Pay and Meal Pay

Any employee who uses the employee's personal vehicle in the performance of the employee's duties as an employee of Columbia County, with the approval of the department head, shall be paid at the cent per mile rate established by the Internal Revenue Service for tax purposes.

An employee who is required to purchase a meal while on County business shall be reimbursed at the current IRS per diem rate by locality.

The following criteria shall determine whether an employee is entitled to reimbursement for mileage or meals under this section:

- A. An employee shall not receive mileage pay for commuting to or from the employee's normal workplace.
- B. An employee shall not receive mileage pay for commuting to or from a workplace that is not the employee's normal workplace if the actual mileage is less than the mileage to or from the employee's normal workplace.
- C. When the mileage to or from a workplace is greater than the mileage to or from the normal workplace, the mileage to or from the normal workplace shall be deducted from the mileage to the new workplace before determining the amount to be reimbursed.
- D. An employee shall not be reimbursed for the cost of meals purchased in the normal course of employment.
- E. An employee shall be reimbursed for meals when:
 - a. The meal is purchased during an activity which is outside the normal course of employment; and
 - b. Is directly related to County activities; and
 - c. The employee's attendance at such activity is directed or requested by the employee's department head or the reimbursement is authorized in advance by the department head.

10.9 Travel Pay

An employee required to report for work at a job site other than the employee's regular work place and who uses the employee's personal vehicle for travel to the job site shall be paid at the rate set forth in Section 10.8 per mile both ways for any extra miles required because of the location of the job site.

10.10 Salary Increases

Employees shall normally be hired at Step 1 of the appropriate salary range.

After completion of twelve (12) months of service, employees who have performed in a satisfactory manner shall be advanced to the next higher step of their salary ranges until they have reached step 9.

[Longevity – Employees working for the County for more than 15 continuous years shall receive a 4% addition to their base pay.](#)

10.11 Establishment of New Positions

The County agrees to give written notice to the President of the Union of the establishment of any new positions in the bargaining unit, the job classification for that position and the proposed pay rate for that position. If the Union does not agree that the pay rate set for the classification is proper, the Union may request negotiations on that issue. A request by the Union for negotiations must be made within fifteen (15) working days following receipt of such notification from the County.

10.12 Incentive Pay

Regular employees who have received certification for completion of the Oregon Roads Scholar Program ([classes 1-10](#)) sponsored by the Oregon Technology Transfer Center shall receive \$500. [Upon completion of classes 11-20, employees shall receive \\$500.](#)

Up to four regular employees who receive an Herbicide Applicator’s License from the Oregon Department of Agriculture shall receive ~~\$750~~. An additional ~~\$750~~ shall be paid each time the License is renewed for that employee. [Up to two regular employees who receive a procurement certification shall receive a one-time payment of \\$500.](#)

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Such payment shall be made to the employee within 30 days of receipt by the County of the appropriate written certification of class completion or valid license.

The County shall not pay overtime for attendance at classes to obtain either the certification or license listed above. The County may allow attendance at classes during regular work hours if the work schedule can accommodate that request.

10.13 Retention Incentive

[Each employee in the bargaining unit with less than one year of service as of July 1, 2025, shall receive a one-time \\$1,000 retention incentive payment, payable on the pay date immediately following their 12-month anniversary with the County.](#)

[New employees hired during the course of the CBA shall receive a one-time \\$1,000 retention incentive payment, payable on the pay date immediately following their 12-month anniversary with the County.](#)

10.14 Compensation Review

[Beginning July 1, 2028, the County and the Union shall form a collaborative committee with AFSCME represented employees to prepare and recommend an outline for compensation review. Each party shall appoint three members to this committee. The committee shall strive to complete its recommendation by January 1, 2029.](#)

ARTICLE 11 – SENIORITY

11.1 Acquisition of Seniority

An employee shall acquire seniority at the end of the employee’s initial probationary period. An employee’s seniority will date back to the employee’s date of hire as a bargaining unit employee, minus any periods spent on unpaid leaves of absence or separation from the County, except as outlined in Sections 11.2 and 11.3 below and except as provided as in Article 1 ‘Break in Service’ definition. When an employee acquires seniority, the employee’s name will be placed on the seniority list.

11.2 Employment Outside the Bargaining Unit

When a bargaining unit employee accepts a position with the County outside this bargaining unit and returns to the bargaining unit within six (6) months, the employee shall be reinstated with the seniority he or she had earned previously as a bargaining unit employee.

11.3 Seniority During Periods of Disability, Layoff and Leave Without Pay

Seniority shall accrue for employees while on sick leave without pay as a result of a workers’ compensation injury or illness. Seniority shall accrue for up to two (2) years of an unpaid leave of absence as a result of a non-compensable injury or illness. Bargaining unit seniority shall continue to accrue for layoffs or authorized unpaid leaves for up to 24 months.

11.4 Seniority List

A seniority list shall be made available to the Union upon request.

11.5 Retention of Employees

The County will make every effort to retain full-time positions when budgeted funding for the position is available.

11.6 Posting and Filling of Vacancies

- A. **Entrance Positions.** Except as provided in Section 11.7B, when a vacancy occurs in a position designated in Appendix A, which is attached hereto and incorporated herein by this reference, as an entrance position, the County shall post, as provided by Section 14.2, for not less than ten (10) business days, a notice of the vacancy in the entrance position. The County shall also send a notice of the vacancy in the entrance position to employees on layoff status from this bargaining unit by first class mail at the same time notice of the vacancy is posted in the Courthouse.

- B. **Promotional Positions.** Except as provided in Section 11.7B, when a vacancy occurs in a position designated in Appendix A as a promotional position, the County shall post, as provide in Section 14.2, for not less than five (5) business days, a notice of the vacancy in the promotional position. The County shall also send a notice of the vacancy in the promotional position to employees on layoff status from this bargaining unit by first class mail at the same time notice of the vacancy is posted in the Courthouse.

If a bargaining unit employee, including an employee who is on layoff status, applies for a promotional position, meets the minimum Civil Service qualifications for the promotional position, and passes the promotional test, if any, the department head shall select that employee for the position. If more than one bargaining unit employee, including an employee who is on layoff status, apply for a promotional position, meet the minimum Civil Service qualifications for the promotional position, and pass the promotional test, if any, the department head shall select the employee best qualified to do the work. The employee with the greatest seniority shall be selected when qualifications are deemed essentially equivalent. Provided, however, an employee need not be selected when the employee's personnel record raises a sufficient doubt as to the employee's ability to perform satisfactorily in the promotional position.

If no employees from within this bargaining unit apply, including employees on layoff status, for a promotional position, or if they apply but fail to meet the minimum Civil Service qualifications for the promotional position, and/or fail to pass the promotional test, if any, or are otherwise deemed unsuitable for the position as provided above, the department head may request an entrance register and hire a new employee from outside this bargaining unit.

A successful applicant from within the bargaining unit, or a new employee, filling a position under this section shall be placed at the salary range for the position as specified in Appendix A. When a current employee from within this bargaining unit is appointed to a promotional position in the manner provided by this section, and Appendix A specifies

a higher salary range for the new position than the employee's previous position, the employee shall be placed on the step in the new range which is nearest to and higher in salary and at least 3% higher than the step on which the employee was placed in the employee's previous position on the date of promotion.

When a current employee from within the bargaining unit is appointed to a promotional position in the manner provided by this section, and Appendix A specifies the same salary range for the new position as the employee's previous position, the employee shall be placed on the same step in the new range as the step on which the employee was placed in the employee's previous position on the date of promotion.

When a current employee from within this bargaining unit is appointed to a promotional position in the manner provided by this section, and Appendix A specifies a lower salary range for the new position than the employee's previous position, the employee shall be placed on the step in the new range which is nearest to and higher, if available, in salary than the step on which the employee was placed in the employee's previous position on the date of promotion.

A current bargaining unit employee, including an employee who is on layoff status, who is a successful applicant to a vacant promotional position shall serve a six (6) month promotional probationary period. If the employee fails to perform the duties of the position satisfactorily in this promotional probationary period, the employee shall be returned to the employee's former position and salary, or returned to layoff status, whichever the case may be, with no loss of seniority. An employee returned to layoff status shall retain recall rights until the end of the original two (2) year term. Within ninety (90) days of promotion, an employee may elect to return to the employee's former position in the employee's former classification, with no loss in seniority or benefits, or return to layoff status.

Employees who receive a promotion shall be allowed to first perform work of the promotional position in accordance with Article 10.2 Temporary assignments, if the employee was within 60 days of a step increase in the employee's current position. After this step increase, the employee shall be officially promoted

When an employee is assigned temporary work in a promotional position and then is promoted to that position without a break in the temporary assignment, the employee's eligibility for a step increase shall date back to the date of the temporary assignment. Paid or unpaid leave is not considered a break in the assignment subject to the terms of Article 1.

Employees who do not successfully complete a promotional probationary period and revert back to his or her former position shall return to the step in their former salary range at which the employee would have been if they had not been promoted.

C. **Open Positions.** Except as provided in Section 11.7B, when a vacancy occurs in a position designated in Appendix A as an open position, the County may elect to apply either Section 11.6A or 11.6B above.

D. **New Positions.** When a new position not listed on the wage schedule is created, the County shall notify the Union as part of the notice required under Section 10.11, of the County's position regarding the designation of the position as entry, open or promotional. The Union shall have the right to negotiate concerning this matter in accordance with Section 10.11 of this Agreement.

E. **Temporary and Part-Time Positions.** When an employee is on layoff status and the County has a need to fill a temporary or part-time position performing the same or similar duties as the position the employee was laid off from, the County shall send a notice of the temporary or part-time position to the employee, or give notice by telephone when the position needs to be filled immediately.

If an employee on layoff status applies for a temporary or part-time position performing the same or similar duties as the position the employee was laid off from, the department head shall select the employee for the position. If more than one employee applies, the department head shall select the employee with the greatest seniority for the position.

When an employee is on layoff status and the County has a need to fill a temporary or part-time position which does not perform the same or similar duties as the position the employee was laid off from, the County shall give notice to the employee of the temporary or part-time position.

F. **Vacant Positions.** In no event shall the County be required to fill vacant positions.

11.7 Layoff and Recall

A. **Layoff.** The County retains the right to lay off employees. In the event of a layoff, the County shall determine which positions shall be subject to the layoff. Employees in positions subject to a layoff shall be given no less than fourteen (14) days written notice prior to the effective date of the layoff. When an employee is notified of a layoff, the employee shall be permitted to exercise the employee's seniority rights to bump (replace an employee with less seniority) another employee in this bargaining unit. Such employee may bump an employee provided the bumping employee has greater seniority than the employee to be bumped and providing the employee meets the minimum Civil Service qualifications of the job classification into which the requested bump is made. No bargaining unit employee shall be laid off while temporary employees performing substantially the same duties are retained by the County. The bumping employee need not be on the Columbia County eligibility list for the position into which the employee is bumping. Any disagreement as to qualifications of employees to fill a job by bumping may be taken up by the Union as a grievance, starting at Step III. A bumping employee shall be

placed on a six (6) month trial period in the new position. If the employee fails to perform the duties of the position satisfactorily during this trial period, the employee shall be returned to layoff status but shall retain the employee's recall rights until the end of the original two (2) year term as provided in Section 11.7B below. In addition, the employee may initiate a subsequent request to bump as provided below.

Within five (5) working days of receipt of notice of layoff, the employee may initiate the employee's bumping rights by notifying the Human Resources Director, in writing, with a copy to the Union and the department head affected.

This notification shall include the bumping employee's seniority date, present department and job classification. It will also include the employee to be bumped, by name, seniority date, present department and job classification.

Within five (5) working days of receipt of this notification, the Human Resources Director shall approve or deny the bumping request and notify the bumping employee of its decision, with copies to the Union and the department head affected.

If the bumping is approved, the employee to be bumped will be notified of this decision and given the employee's layoff notice at the same time as the bumping employee is notified of the employee's approval to bump.

If denied, the bumping employee shall have five (5) days to either initiate a subsequent request to bump another employee as provided above or initiate a grievance beginning at Step III.

If the bumped employee is compensated at a rate that is lower than the bumping employee, the bumping employee shall be compensated at no less than the same salary range and step level as the bumped employee. If the bumped employee is compensated at a rate that is higher than the bumping employee, the bumping employee shall be compensated at the first step of the salary range of the bumped employee or at the rate of the bumping employee prior to the layoff, whichever is higher.

- B. Recall.** If the County decides to fill a position within the bargaining unit and there is an employee on layoff status with recall rights to that position, this paragraph, and not Section 11.6 shall control.

An employee on layoff status shall retain the right to recall to the position the employee was laid off from, or to a position which is fundamentally the same as the one the employee was laid off from if the employee is qualified for the new position, for a period of two (2) years from the original date of layoff. If more than one employee was laid off from a position, the employee with the most seniority in the position shall be recalled first. An employee who bumps into a different position as a result of a layoff shall retain the right to recall to the employee's original position for a period of two (2) years.

It shall be the responsibility of an employee on layoff status to keep the County informed of the employee's current address during the two (2) year recall period, preferably by certified mail, receipt requested. The County shall recall an employee by making every attempt to contact the employee by phone and by mailing a copy of the notice of recall by certified mail, return receipt requested, to the latest address on file in the Human Resources Department for the employee on layoff status. An employee on layoff status shall have ten (10) business days after the mailing date of the certified letter to accept the vacant position. The employee must give, and the County must receive, written notice of the employee's acceptance of the position within the ten (10) business day period to preserve the employee's right to the vacant position. If the employee actually receives the notice of recall and refuses the position, or actually receives the notice of recall and fails to respond to the notice, the employee shall lose the employee's recall rights under this section.

An employee on layoff status shall also have the right to apply for positions as specified in Section 11.6.

ARTICLE 12 – DISCIPLINE AND DISMISSAL

12.1 Discipline

Disciplinary action or measures shall include only the following: Written reprimand; suspension without pay (with notice in writing); or dismissal. It is not required that such disciplinary action be administered in progressive form for serious offenses.

A copy of any written notice of disciplinary action will be placed in the employee's personnel file and a copy shall be provided to the employee with an opportunity for a written rebuttal to be submitted.

Disciplinary action may be imposed upon an employee only for failing to fulfill the employee's responsibilities as an employee. Except for employees serving an initial probationary period, any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure. If the County has reason to reprimand or discipline an employee, the County shall make reasonable efforts to do so in a manner that will not embarrass the employee before other employees or the public.

12.2 Voluntary Resignation

An employee shall be considered to have resigned their position if all of the following conditions are met:

- a. The employee is not on authorized leave including, but not limited to medical, sick, vacation or other leaves as allowed by this Agreement and/or state and federal law, and
- b. The employee fails to report to work for four (4) consecutive scheduled work shifts, and
- c. The employee or their designee fails to contact the employee's supervisor regarding their absence, and
- d. The County shall attempt to contact the employee and their emergency contact, and simultaneously inform the Union of the employee's absences.

An employee who is unable to call in due to an emergency (example: medical) or other good cause shall not be subject to this provision.

Nothing in this section precludes the County from imposing discipline under the terms of this Agreement.

12.3 Reduction in Pay, Suspension Without Pay and Dismissal

The County shall not reduce in pay (e.g. reduce the step at which an employee is paid or demote employee), suspend without pay, or dismiss any regular employee covered by this Agreement without just cause.

A supervisor intending to take disciplinary action involving reduction in pay, loss of pay or dismissal will, prior to taking such action:

- A. Notify the employee, Local President and AFSCME Council 75 representative in writing of the nature of the charges, which will include a copy of the complaint against the employee and which will identify the directives, policies, procedures, work rules, regulations, or other order of the County which appear to have been violated.
- B. State the range of discipline that is being considered; and
- C. Afford the affected employee an informal opportunity to respond to the charges orally or in writing, normally within five (5) days from receiving such written notice.

The opportunity to respond may occur at a meeting conducted and presided over by the department head or supervisor with authority to impose or recommend the proposed disciplinary action. The meeting shall be informal, but sufficient to assure the employee full opportunity to be heard, respond to the charges, and have the employee's response considered prior to the imposition of discipline. Disciplinary action shall only be based on just cause.

The employee shall have the right to answer the charges in writing and orally.

The employee shall be entitled to Union representation at all meetings when discipline is being considered.

The department head or supervisor will issue a written decision imposing discipline, exonerating the employee or taking any other action deemed appropriate.

The Union shall have the right to take up a suspension without pay and/or dismissal as a grievance at Step III of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step, if deemed necessary by the Union.

12.4 Probationary Employees

The provisions of this Article shall not apply to employees who have not completed an initial probationary period. It is understood that the probationary period is a part of the selection process and designated to allow evaluation of an employee's fitness for regular status. As a result, an employee on initial probation may be dismissed or otherwise disciplined without further recourse under this Agreement.

12.5 Personnel Files

Upon request of the employee, the County shall remove from the employee's personnel files any written reprimands which are over two (2) years old and any notices of suspension or demotion which are over three (3) years old, provided that the employee has received no additional discipline during that period.

Employees shall have the right to attach written responses to any/all disciplinary records in the file.

ARTICLE 13 – SETTLEMENT OF DISPUTES

13.1 Grievance and Arbitration Procedure

A grievance is defined as a dispute over the meaning, interpretation or application of any portion of this Agreement. Grievances shall be processed in the following manner:

Step I. The employee and/or Union representative, may verbally take up the grievance or dispute with the employee's supervisor within ten (10) business days of their knowledge of its occurrence. The supervisor shall then attempt to adjust the matter and respond to the employee and representative within ten (10) business days.

Step II. If the grievance has not been settled, it may be presented in writing by the Union representative, or the Union Grievance Committee, to the department head within ten (10) business days after the supervisor's response. The department head shall respond to the Union representative or the Grievance Committee in writing within ten (10) business days.

Step III. If the grievance remains unresolved, the Union representative, or the Union Grievance Committee, may advance the grievance in writing to the Human Resources Director, as the Board of Commissioners' designee, within ten (10) business days after the response of the department head.

If the Union requests to present the grievance before the Board, the Human Resources Director shall, within ten (10) business days of receipt of the grievance, schedule an opportunity for the Union to present the grievance before the Board. The date of the scheduled presentation shall occur within twenty (20) business days of the date the written grievance is filed at Step III unless an extension in time is agreed to by both parties. The Union shall have up to 45 minutes to present such grievance to the Board. The Board may ask clarifying questions, which may extend the overall time of the grievance presentation.

The Human Resources Director or other designee shall respond with the decision of the Board in writing to the Union representative, or the Union Grievance Committee, (with a copy to the Local Union President) within ten (10) business days of the date of the presentation by the Union, if there is such a presentation. If not, the response shall be provided within ten (10) business days of the date of the receipt of the grievance at Step III.

Step IV. If the Union is not satisfied with the decision of the Board of Commissioners, the Union may within ten (10) business days of the date of the decision, forward a request to the Employment Relations Board (ERB) to assign a Mediator from their staff. Upon designation of the Mediator, the parties will make every attempt to schedule a date for mediation within thirty (30) calendar days. If either party does not wish to use mediation, the grievance may be advanced to Step V.

Proceedings before the Mediator shall be confidential and informal in nature. No transcript or other official record of the mediation conference shall be made.

The Mediator shall attempt to ensure that all necessary facts and considerations are revealed. The Mediator shall have the authority to meet jointly and/or separately with the parties and gather such evidence as deemed necessary.

The Mediator shall not have the authority to compel resolution of the grievance. If the Mediator is successful in obtaining agreement between the parties, the employee shall reduce the grievance settlement to writing. Said settlement shall not constitute a precedent unless both parties so agree.

If mediation fails to settle the dispute, the Mediator may not serve as an arbitrator in the same matter nor appear as a witness for either party. No mediation efforts may be referred to or introduced into evidence at any subsequent arbitration hearing.

Step V. If the grievance remains unsettled, the Union may, within ten (10) business days after the response date in the preceding step, notify the other party of a written request for arbitration.

The parties shall first attempt to select an arbitrator who is mutually acceptable. If, within ten (10) business days from the request for arbitration, the parties are unable to agree upon an arbitrator, the State Mediation and Conciliation Service shall be requested to submit a list of five names. Both the County and the Union shall have the right to reject a list one (1) time per grievance. Both the County and the Union shall have the right to strike two names from the list. The party requesting arbitration shall strike the first name, and the other party shall then strike one name. The process shall be repeated, and the remaining person shall be the arbitrator. The designated arbitrator shall set a time and place for hearing which is agreeable to both parties.

Expenses for the arbitration shall be borne equally by the County and the Union. Each party, however, shall be responsible for compensating its own representatives and witnesses.

If either party desires a verbatim recording of the proceedings, it may cause such a record to be made, provided it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies.

The arbitrator shall have the authority to consider only a claim based upon a specific provision of this Agreement and shall have no authority to add to, modify, or detract from this Agreement. The arbitrator's decision shall be final and binding upon the parties.

13.2 Stewards

Employees selected by the Union to act as Union representatives shall be known as "stewards" which includes one Chief Steward.

The names of employees selected as stewards and the names of other Union representatives who may represent employees shall be certified in writing to the County by the Union.

13.3 County-Union or Grievance Committee Meetings

The County shall meet at mutually convenient times with any number of representatives selected by the Union, but no more than three (3) Union representatives will be allowed to attend such meetings on County time with no loss of wages.

All meetings with the County normally shall be held during working hours. This Section is not intended to be used to disrupt County business. The purpose of these Committee meetings will be to adjust pending grievances and to discuss procedures for avoiding future grievances. In addition, the Committee may discuss with the County other issues which would improve relationships between the parties. Prior notice of topics for discussion at such meetings shall be furnished by either party to the other.

13.4 Processing Grievances

Union Grievance Committee members and Steward(s) may investigate and process grievances during working hours, within reasonable limits, without loss of pay. The County's obligation to compensate such individuals shall be limited to not more than three (3) individuals. The members must notify the supervisor prior to taking time to process grievances during normal work hours and must further identify to the supervisor the type of issue to be discussed.

13.5 Time Periods

The time periods specified in this Article may be extended or modified by mutual consent. Failure by an employee or the Union to comply with time periods specified shall be treated as final disposition of the subject matter of the grievance.

At any step of the grievance process, if the County or its officers, supervisors or department heads fail to respond, it shall be treated as a denial of the grievance and the Union may advance it to the next step.

13.6 Civil Service Commission Appeals

Employees who take a grievance to arbitration under this Agreement shall be deemed to have waived any appeal rights which they may have under the Columbia County Civil Service Ordinance and the related rules of the Civil Service Commission.

Employees who pursue an appeal to hearing before the Civil Service Commission shall be deemed to have waived their right to arbitrate their grievance under this Agreement.

ARTICLE 14 – GENERAL PROVISIONS

14.1 Non-Discrimination

The provisions of this Agreement shall be applied equally to all employees without discrimination as to age, sex, marital status, race, color, creed, national origin, religion, disability or political affiliation. The Union shall share equally with the County the responsibility for applying this provision of the Agreement.

The County agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the County, or any County representative, against any employee because of any lawful Union activities.

14.2 Bulletin Boards

The County agrees to furnish and maintain suitable bulletin boards in convenient places in each work area, to be used by the Union. The Union shall limit its posting of notices and bulletins to such boards and shall use the boards only for notices and bulletins concerning union matters. Bulletin boards shall not be used for controversial or inflammatory subjects.

14.3 Visits by Union Representatives

The County agrees that accredited representatives of the Union, whether Local Union representatives, District Council representatives, or International Union representatives, shall have reasonable access to the premises of the County to conduct Union business. Such visits shall not interfere with the normal operation of the department.

14.4 Union-Management Meetings

Representatives of the Union and the County shall meet, when requested by either party, at mutually convenient times, to discuss any matters pertinent to maintaining good employer-employee relationships, problem solve and work to resolve outstanding issues.

Each party shall advise the other, at least two (2) working days prior to such meeting, as to the subjects it wishes placed on the agenda. Such meetings will normally be held during working hours, at times which do not interfere with normal operations of the Public Works Department.

Union representatives attending such meetings during their normal working hours shall suffer no loss in their normal earnings. The County's obligation to compensate such individuals shall be limited to not more than three (3) individuals. Time devoted to committee meetings outside of an employee's normal shift shall not be compensable.

14.5 Existing Conditions and Future Rules

Existing work rules and conditions which are not modified by this Agreement shall continue in effect. No work rule shall be adopted which is inconsistent with the provisions of this Agreement or the requirements of Oregon law.

The County agrees to notify the Union, in writing, prior to changing existing work rules or adopting new rules.

Should the Union disagree with the new rule(s), the County, upon request, shall meet with the Union to discuss its concerns.

Any dispute concerning new rules may be submitted at Step III of the Grievance Procedure. Such a rule shall be effective until the dispute is resolved through the Grievance Procedure.

This Section only applies to mandatory subjects of bargaining.

14.6 Uniforms and Protective Clothing

If an employee is required to wear a uniform, protective clothing, or any type of protective device as a condition of employment, such uniform, protective clothing, or protective device shall be furnished to the employee by the County.

The cost of maintaining the uniform or protective clothing or protective device in proper condition including tailoring, cleaning and laundering, shall be paid for by the County.

Coveralls – the County agrees to furnish and maintain two (2) pairs of coveralls per two (2) week period for all employees, except office staff. Eleven (11) pairs of coveralls per two (2) week period shall be provided for Mechanics and Lube Service Workers.

Safety/Protective Clothing/Boot Allowance – the County shall provide an annual allowance of four hundred and fifty dollars (\$450) for the purchase of rain gear, rubber boots, leather work boots, insulated coveralls, and/or approved personal protective equipment for all Public Works employees who perform work in the field or public right of way, except office staff. Such amount shall be paid in August with the employee’s regular monthly pay check.

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14.7 Health and Safety

Federal and state safety regulations shall be strictly observed by the County, the Union, and all employees. Employees shall use all protective equipment required, shall perform their work in a safe manner, and shall comply with all safety rules of the County. Required safety equipment and any associated required trainings shall be furnished by the County.

Safety meetings shall be conducted by the County and the Union at designated times for the purpose of safety training and discussing problems of employee safety. Such meetings shall be held during working hours.

Employees may be sent home if they are under medication, sick or otherwise unable to perform their normal duties without, in the judgment of the department head, creating an unnecessary safety or health hazard to themselves or other employees. If an employee is sent home under the provisions of this paragraph, that employee shall utilize paid accrued leave for the period of time not worked.

14.8 Negotiations

The County shall grant time off as necessary for negotiating meetings for up to three (3) employees in the Public Works Department who are selected by the Union to serve on the Union's Negotiating Committee, without loss of pay.

Time devoted to negotiations outside of an employee's normal shift shall not be compensable.

14.9 CDL Training Program

The County may provide employees with external training to achieve their Commercial Drivers' License (CDL). Employees who participate in the CDL training program will be expected to remain employed by the County for four (4) years following such training. If an employee leaves before then they will be required to repay the County a portion of the training cost that is 25% of the cost of the training program for each year they leave employment before the end of the four year period.

- Leaves between 0-12 months of employment = 100% repayment
- Leaves between 13-24 months of employment = 75% repayment
- Leaves between 25-36 months of employment = 50% repayment
- Leaves between 37-48 months of employment = 25% repayment
- Leaves after 48 months of employment = No repayment

This repayment requirement will apply only to employees who begin the program after ratification of the 2025 collective bargaining agreement, including employees who voluntarily terminate their employment with the County, are discharged for cause, or retire. It will not apply to employees who are laid off for lack of work or for medical reasons or retire due to medical reasons.

If external training is provided, the County will pay for, or reimburse, costs for CDL-related training, test costs, and then ongoing physicals. All regular employees are responsible for all licensing fees related to their Commercial Drivers' License.

The CDL training program must be disclosed to all applicants at the time of job offer, failure to do so will invalidate the repayment requirements in section 14.9.

ARTICLE 15 – STRIKES AND LOCKOUTS

15.1 Lockouts

No lockout of employees shall be instituted by the County during the term of this Agreement.

15.2 Strikes

The Union and its members, as individuals or as a group, will not initiate, cause, participate or join in any strike, work stoppage, or slowdown, of County work during the term of this Agreement.

15.3 Performance of Duties

In the event of the performance of statutory duties on the premises being picketed by a lawful picket line (excluding informational picket lines), directed against an employer other than the County, every reasonable effort will be made to find a way in which to perform such duties without requiring an employee covered by this Agreement to cross such a picket line.

No employee will be required to cross a picket line under any circumstances in which to do so may be reasonably anticipated to endanger the employee's personal safety.

Matters pertaining to the public safety, such as law enforcement, are excluded from this Section.

ARTICLE 16 – WORKING CONDITIONS

16.1 Work Week

For full-time employees of the Public Works Department the regular work week shall consist of forty (40) hours of compensated work time. [The work week shall be a seven \(7\) day period beginning on Monday at 12:01 a.m. and ending on Sunday at 12:00 a.m. \(midnight\).](#)

16.2 Work Week Schedule

- A. Regular Work Week Schedule.** The regular work week schedule for full-time employees shall consist of five (5) work days, Monday through Friday, inclusive. Each work day shall consist of eight (8) consecutive hours, excepting a meal period.
- B. Modified Regular Work Week Schedule.** A modified regular work week schedule which shall be established from the closest Monday to March 16th, through the closest Friday to October 15th of each calendar year. The modified regular work week schedule shall consist of four (4) days of ten (10) hours on either Monday through Thursday or Tuesday through Friday.
- C.** The Public Works Director may extend either the beginning or the end of the modified work schedule upon at least two (2) weeks advance notice of the change. Said notice shall include both the starting date and time, and anticipated ending date of the modified regular work week schedule.

- D. The Public Works Director shall not suspend the modified regular work week schedule for the purpose of avoiding enhanced holiday leave and holiday pay under Section 4.4 and 4.5 of this Agreement.

16.3 Optional Work Week Schedule

Upon the mutual agreement of the department head and the employee, individual employees may be scheduled to work on an optional work week schedule. The hours worked in a day shall be consecutive except for a meal period. The optional work week schedule shall contain the same number of work hours as the employee's regular work week schedule. The optional work week schedule may be suspended or terminated by either the department head or employee upon two (2) weeks advance notice.

Upon the mutual agreement of the department head and the employee, individual employees may be scheduled to continue on a modified regular work week schedule beyond the scheduled ending date for the modified schedule. Such individual schedules shall also be considered optional work week schedules. In such case, notwithstanding Section 4.4 and 4.5, holiday leave and holiday pay during such period shall be twenty percent (20%) of the employee's normal work week and normal weekly pay.

16.4 Regular Hours and Posting

All employees shall be scheduled to work on a regular work shift. Each shift shall have regular starting and quitting times. Each employee shall be assigned a regular reporting location. Schedules showing each employee's regular shift, starting and quitting times, and workdays shall be posted in advance. Schedules may be modified at the discretion of the department head upon two (2) weeks advance notice. Schedules may be modified immediately upon mutual consent of the County and the Union.

16.5 Emergency Provision

During an emergency, the following modifications of this Agreement are made for affected employees:

- A. The provisions of Section 16.2 are suspended and the work week may be scheduled to consist of any forty (40) hours within a week as designated by the Public Works Director, or the Board of County Commissioners. The hours of each day worked shall be continuous except for a meal period;
- B. Section 16.3 is suspended;
- C. Section 16.4 is suspended;

An emergency is defined as a condition in which life or property in the County are immediately endangered, requiring the services of County employees to abate the hazard. Such services include only those necessary to address the immediate danger; an emergency may be declared by the Public Works Director, or the Board of County Commissioners.

The provisions of this Section apply only to those specific employees needed to address the immediate hazard.

16.6 Rest Periods

Rest periods shall be provided during each half work day. Such rest periods shall be considered part of the compensated work time. Rest periods shall be scheduled as near the middle of each half workday as practicable.

The time allowed for rest periods is not extended for travel. Such rest periods may not be interrupted except to provide for the public safety. Waiting periods inherent in a job may be construed as the rest period if:

- A. A single waiting period is of sufficient length to cover the rest period;
- B. No attention to any part of the employee's job is required during the waiting period; and
- C. The employee knows in advance that the waiting period is of sufficient length that it will be considered as their rest period.

Rest periods shall be fifteen (15) minutes for eight (8) hour work days, or half work days of four (4) hours or less, and twenty (20) minutes in length for ten (10) hour work days, or half work days of more than four (4) hours.

Employees who, at the request of the department head or supervisor, work one (1) hour beyond their regular work shift shall receive an additional rest period before starting the work beyond their regular shift. Such employees shall also receive an additional rest period for each two (2) hours worked beyond their regular work shift.

16.7 Meal Periods and Meals

Employees shall be granted a one-half (½) or one (1) hour uncompensated meal period each work shift. Such meal periods shall be scheduled as close as practicable to the middle of the work day.

When the Public Works Director so designates in advance, during a hot mix paving project, Road Workers involved directly with the specific hot mix paving project will be provided with a paid meal break and are not obligated to take a 30 minute unpaid meal break.

The County shall furnish a meal (or a ~~\$25.00~~ meal allowance, in lieu thereof), plus a one-half (½) hour uncompensated meal period to any employee who, at the department head or supervisor's request, works three (3) hours beyond what would be considered a full day's work of eight (8) or ten (10) hours. An additional meal (or ~~\$25.00~~ meal allowance, in lieu thereof), plus one-half (½) hour uncompensated meal period shall be furnished each four (4) hours thereafter. This applies to unscheduled overtime only.

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Employees who are away from their regular workplace at meal times may use a County vehicle to stop at restaurants, snack bars, etc., for meals at locations that are within a reasonable distance given employee's normal travel distance.

16.8 Clean-up Time

If necessary, employees shall be granted up to fifteen (15) minutes personal clean-up time prior to the end of each work shift. In circumstances where employees have been exposed to particularly dirty conditions or have become contaminated by hazardous materials, additional time will be granted to perform clean-up. The County shall provide the required facilities for employees' clean-up times, and shall arrange work schedules so that employees may utilize clean-up time. Employees working with herbicides shall have readily available a portable wash-down rack.

ARTICLE 17 – MANAGEMENT RIGHTS

The parties recognize that the elected officials of the County are directly responsible to the public and to the citizens of the County, for the performance of the functions and services of the County.

The functions incident to such responsibilities cannot be delegated. Accordingly, the County retains all of the rights, functions, and authority connected with its responsibility to manage the affairs of the County government. The rights of the Union and of employees are those set forth in this Agreement, the Oregon Revised Statutes, and in the Civil Service Ordinance.

The County retains all management functions and rights not specifically limited by the terms of this Agreement.

Nothing in this paragraph will preclude the right of an employee to utilize the provisions of Article 13, Settlement of Disputes.

ARTICLE 18 – SAVINGS CLAUSE

Should any article, section, or portion thereof, of this Agreement be held unlawful or unenforceable by an opinion of the Attorney General of the State of Oregon or by any court of competent jurisdiction, or any administrative agency of the State of Oregon having jurisdiction over the subject matter, such decision shall apply only to the specific article, section, or portion thereof, directly specified in the decision.

Upon the issuance of any such decision, the parties agree immediately to negotiate a substitute, if possible, for the invalidated article, section, or portion thereof. All other portions of this Agreement, and the Agreement as a whole, shall continue without interruption for the term hereof.

ARTICLE 19 – TERM AND TERMINATION

Except where other effective dates are set forth, this Agreement shall be effective as of July 1, 2025, and shall remain in full force and effect until the 30th day of June 2030.

The Agreement shall be automatically renewed from year to year after July 1, 2030, unless either party shall notify the other in writing, not later than February 1, 2030, or any subsequent year, that it wishes to modify this Agreement for any reason. In the event such notice is given, negotiations shall begin within thirty (30) days following said notice. The Agreement shall remain in full force and effect during the period of negotiations.

In witness whereof, County and Union have executed this Agreement on the ____ day of, 2025.

FOR THE UNION:

AFSCME LOCAL #697

By: _____

By: _____

FOR THE COUNTY:

BOARD OF COUNTY COMMISSIONERS

By: _____
Kellie Jo Smith, Chair

By: _____
Casey Garrett, Commissioner

By: _____
Margaret Magruder, Commissioner

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APPENDIX A – COLUMBIA COUNTY SALARY RANGES

Columbia County AFSCME Local 697 Salary Ranges												
Effective July 1, 2025 - June 30, 2026												
		COLA increase:		5.00%								
Job Title		Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
No positions currently assigned	N	20	\$21.88	\$22.46	\$23.08	\$23.69	\$24.34	\$24.99	\$25.67	\$26.35	\$27.05	
			\$3,793	\$3,893	\$4,001	\$4,107	\$4,219	\$4,332	\$4,449	\$4,568	\$4,688	
			\$1,896.50	\$1,946.50	\$2,000.50	\$2,053.50	\$2,109.50	\$2,166.00	\$2,224.50	\$2,284.00	\$2,344.00	
Lube Service Worker	E	21	\$24.07	\$24.72	\$25.39	\$26.07	\$26.78	\$27.50	\$28.24	\$29.00	\$29.75	
Office Specialist	E		\$4,172	\$4,284	\$4,401	\$4,519	\$4,641	\$4,767	\$4,895	\$5,026	\$5,157	
			\$2,086.00	\$2,142.00	\$2,200.50	\$2,259.50	\$2,320.50	\$2,383.50	\$2,447.50	\$2,513.00	\$2,578.50	
Department Secretary	P	22	\$26.46	\$27.18	\$27.91	\$28.67	\$29.45	\$30.24	\$31.05	\$31.89	\$32.72	
Road Maintenance Worker I	E		\$4,587	\$4,711	\$4,838	\$4,970	\$5,104	\$5,242	\$5,382	\$5,528	\$5,671	
			\$2,293.50	\$2,355.50	\$2,419.00	\$2,485.00	\$2,552.00	\$2,621.00	\$2,691.00	\$2,764.00	\$2,835.50	
Administrative Assistant I	O	23	\$29.12	\$29.90	\$30.72	\$31.54	\$32.39	\$33.26	\$34.15	\$35.09	\$36.00	
Road Maintenance Worker II	P		\$5,047	\$5,182	\$5,324	\$5,467	\$5,614	\$5,765	\$5,920	\$6,082	\$6,240	
Sign Maintenance Worker	O		\$2,523.50	\$2,591.00	\$2,662.00	\$2,733.50	\$2,807.00	\$2,882.50	\$2,960.00	\$3,041.00	\$3,120.00	
Administrative Assistant II	P	24	\$32.03	\$32.90	\$33.78	\$34.69	\$35.63	\$36.59	\$37.58	\$38.60	\$39.59	
			\$5,551	\$5,702	\$5,855	\$6,012	\$6,175	\$6,342	\$6,514	\$6,690	\$6,863	
			\$2,775.50	\$2,851.00	\$2,927.50	\$3,006.00	\$3,087.50	\$3,171.00	\$3,257.00	\$3,345.00	\$3,431.50	
Crew Leadworker	P	25	\$35.23	\$36.19	\$37.15	\$38.16	\$39.20	\$40.25	\$41.33	\$42.45	\$43.56	
Mechanic	O		\$6,106	\$6,272	\$6,440	\$6,614	\$6,795	\$6,976	\$7,164	\$7,357	\$7,550	
Solid Waste Coordinator	E		\$3,053.00	\$3,136.00	\$3,220.00	\$3,307.00	\$3,397.50	\$3,488.00	\$3,582.00	\$3,678.50	\$3,775.00	
Signs & Markings Technician	P											
Engineering Technician I	O	26	\$38.75	\$39.79	\$40.87	\$41.98	\$43.11	\$44.27	\$45.48	\$46.70	\$47.90	
			\$6,717	\$6,897	\$7,084	\$7,277	\$7,472	\$7,674	\$7,883	\$8,094	\$8,303	
			\$3,358.50	\$3,448.50	\$3,542.00	\$3,638.50	\$3,736.00	\$3,837.00	\$3,941.50	\$4,047.00	\$4,151.50	
Engineering Technician II	P	27	\$42.63	\$43.78	\$44.97	\$46.17	\$47.42	\$48.70	\$50.01	\$51.37	\$52.70	
			\$7,389	\$7,588	\$7,794	\$8,003	\$8,220	\$8,441	\$8,668	\$8,904	\$9,135	
			\$3,694.50	\$3,794.00	\$3,897.00	\$4,001.50	\$4,110.00	\$4,220.50	\$4,334.00	\$4,452.00	\$4,567.50	

APPENDIX B – FITNESS FOR DUTY POLICY

Columbia County, Oregon
Public Works Department

SECTION 1. PURPOSE

Columbia County has a strong commitment to its employees to provide a safe work environment and to promote high standards of employee health and performance. Consistent with the spirit and intent of these commitments, the County has established this Fitness for Duty Policy. The goal is to establish and maintain a safe and healthy work environment that is free from the effects of alcohol and drugs. This Policy is also established to comply with the County's obligations under alcohol and drug testing rules (49 CFR 382 and 49 CFR 40) established by the Federal Highway Administration (FHWA).

While the County has no intention of interfering with the private lives of its employees, employees are expected to report to work in a condition to perform their duties in a safe, effective, and efficient manner. An employee's off-the-job, as well as on-the-job, involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to co-workers and others. Columbia County will not tolerate any drug or alcohol use which imperils the health, well-being, or productivity of its employees or threatens the quality or high standards of its business.

SECTION 2. POLICY

SECTION 4. DEFINITIONS:

Controlled Substance: as used in this policy shall mean a controlled substance as defined in ORS 475.005 Uniformed Controlled Substances Act and/or in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined in regulation at 21 CFR 1300.11 - 1300.15.

Conviction: means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

Criminal Drug Statute: means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

Illegal Drug: any drug which is not legally obtainable under federal law, or which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and not being used for prescribed purposes.

Legal Drug: includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

Under the Influence: means, for the purpose of this Appendix, that the employee is noticeably affected by a drug.

EMPLOYEE RESPONSIBILITY

Employees shall, as a condition of their employment, abide by the terms and conditions of this Appendix and the County's Drug-Free Workplace Policy.

An employee shall notify their supervisor of any criminal drug statute conviction no later than five (5) days after such conviction.

COUNTY RESPONSIBILITY

It shall be the County's responsibility to notify employees that they are subject to the provisions of this section and their responsibilities under the related rules and regulations upon hire, transfer or promotion in an affected position.

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Establish a drug-free awareness program to inform affected employees about the dangers of drug abuse in the workplace, the County's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

If a convicted employee works in a federally funded program, the County shall notify the involved federal grant agency of the conviction as required by federal law.

The County shall impose an appropriate sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by federal law.

PROHIBITED CONDUCT

The following conduct is prohibited:

- a. The buying, selling, or providing controlled substances while on County property or in County vehicles or equipment, or during work hours, including rest and meal periods.

- b. Being at work under the influence of alcohol, or consuming alcohol while in County vehicles or equipment at any time or on County property during work hours, including rest and meal periods.
- c. Possession of any controlled substance while on County property or in County vehicles or equipment at any time, or during work hours, including rest and meal periods.
- d. Being at work under the influence of drugs while on County property or in County vehicles or equipment at any time, or during work hours, including rest and meal periods.
- e. Use of prescribed substances or over the counter medicines beyond intended use which result in the impairment of job performance may be a violation of this policy.

EMPLOYEE ASSISTANCE PROGRAM

The County will offer and maintain an Employee Assistance Program (EAP) at no cost to the employees. The general purpose of the EAP will be to provide resources to employees intended to reduce problems in the work force and retain employees. The EAP will offer limited professional assistance to employees in dealing with problems of a personal nature, including substance dependency that may have an adverse effect on job performance.

Testing

An employee will be placed on paid administrative leave pending results of testing. An employee may be tested for drugs and alcohol under the following circumstances:

- a. Employees whose positions may be required by law or due to Federal grant funding requirements.
- b. The employee was observed using alcohol, drugs, or other controlled substances by a supervisor or manager while on duty or on County property.
- c. Based on a reasonable suspicion that the employee is under the influence. Reasonable suspicion exists when the employer holds a belief that it is reasonable under the totality of the circumstances existing at the time and place that the employee is more likely than not under the influence of drugs and/or alcohol as those terms are defined in this agreement.

Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. A pattern of abnormal or erratic behavior;

2. Direct observation of drug or alcohol use; or information provided by a reliable and credible source;
3. Presence of the mental or physical symptoms of drug or alcohol use (e.g., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes).
4. A work-related accident in conjunction with other facts which together support reasonable suspicion.

For purposes of this agreement, an employee is considered under the influence when reasonable suspicion has been demonstrated and confirmed with a drug test and/or blood alcohol test that demonstrate concentrations of controlled substances.

Supervisors may require an employee to be drug and/or alcohol tested on the basis of reasonable suspicion only after consultation with a second trained County supervisor, or the appropriate department director, or the Human Resources Director or designee.

Employees may request a Union Steward or representative to be present. The absence of a Union representative shall not be grounds for the employee to refuse to consent and submit to such tests or searches in the time frame required by the Drug Free Workplace Act of 1988 and DOT.

Testing procedures for Commercial Drivers License will be performed in accordance with DOT requirements.

All other testing will be governed by industry practices for non-DOT testing. The standards include utilizing a Department of Health and Human Services certified laboratory that demonstrates experience and capacity of quality control, documentation, chain of custody, technical expertise and demonstrated proficiency testing. All alcohol tests will be performed by a Certified Breath Alcohol Technician using a breathalyzer for both initial and confirmation testing. Unless otherwise agreed to by the County and Union, all drug testing will be performed by urine testing.

Test Results

The drug testing company will contract with a certified medical review officer (MRO). The MRO will review preliminary non-negative drug test results with the employee and any relevant health care provider(s) before the results are reported to the County.

If an employee disagrees with the results of a drug test, the employee may request the sample be retested at the employee's expense. The request for retesting must be submitted in writing to the testing facility and Human Resources within five (5) business days. The result of any retest will be deemed final and binding and not subject to any further test. Failure to make a timely written request for a retest shall be deemed an acceptance of the test results. If an employee requests a retest, disciplinary action shall be held pending receipt of the results of the retesting.

The employee may be placed on paid administrative leave pending results of retesting or may continue working.

Employees who test positive for alcohol or controlled substances shall be required to undergo assessment at the earliest opportunity, regardless of whether disciplinary action has been taken. The County will verify an employee's attendance and that the assessment has been completed.

The County may take disciplinary action for violation of this policy in accordance with Just Cause. In instances in which the County determines the employees conduct warrants termination, the County may offer an employee continued employment under the terms of a last chance agreement. Last chance agreements for employees who possess a CDL must comply with DOT regulations.

APPENDIX C – LETTER OF AGREEMENT

ARTICLE 16.2 – WORKING CONDITIONS – WORK WEEK SCHEDULE

Modified Regular Work Week Schedule – 10-Hour Shift Pilot

This Letter of Agreement is between Columbia County (hereinafter referred to as the “County” or “Employer”) and the American Federation of State County and Municipal Employees (“AFSCME”) Local 697 (hereinafter referred to as the “Union”), (collectively “the parties”).

In accordance with Article 16 – Working Conditions, a Modified Work Week Schedule means the work week shall consist of four (4) days of ten (10) hours on either Monday through Thursday or Tuesday through Friday.

The purpose of this agreement is to pilot a year-round modified regular work week schedule for Public Works employees.

The parties recognize that implementing a year-round modified regular work week schedule may increase savings associated with fuel costs, maintain or improve overall productivity and service to the public, reduce employee absences for medical and other appointments, provide continuity in employees work/life balance, and improve overall employee morale.

Therefore, the Parties agree to the following:

1. Starting no later than the closest Friday to October 15, 2205, and ending no earlier than the closest Friday to October 15, 2026, the County and Union shall maintain the Modified Regular Work Week Schedule year-round for a period of one (1) full year.
2. Public Works employees assigned to road crews will be assigned a Monday through Thursday schedule to ensure required and necessary road work operations are executed without delay, and to maintain overall productivity and service to the public.
3. To ensure consistent public access and customer service five (5) days per week, the Public Works Director may direct a Monday through Thursday or Tuesday through Friday schedule for Public Works Administrative Office Staff.
4. The parties recognize the importance of mitigating health and safety risks associated with working longer days during the winter months. Therefore, considerations for health and safety as it relates to this Letter of Agreement shall be addressed through the County-Union Committee meetings (Article 13.3).

5. In the event an emergency is declared by the Public Works Director or the Board of County Commissioners, all provisions outlined in this Collective Bargaining Agreement, EMERGENCY PROVISIONS – ARTICLE 16.5, shall apply.
6. Provisions for overtime, rest, and meal periods shall be in accordance with this Collective Bargaining Agreement.
7. Should concerns be identified or brought forward by either party as it relates to this Letter of Agreement and for the duration of the pilot project, the Employer and the Union shall meet promptly to work towards a mutually agreeable resolution.
8. The Parties acknowledge that nothing in this Agreement shall constitute a waiver of any Party's rights, claims, or defenses with respect to mandatory subjects of bargaining.
9. By no later than September 1, 2026, the Employer and the Union shall meet to discuss the findings of this Pilot Project and, by mutual agreement, may extend this agreement for the duration of the contract.