

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

COOS COUNTY

AND

OREGON NURSES ASSOCIATION

July 1, 2024 through June 30, 2027

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1 **ARTICLE 1 – PREAMBLE**

2 This agreement is entered into by Coos County, Oregon hereinafter called the "County,"
3 and the Oregon Nurses Association, hereinafter referred to as the "Association." The
4 purpose of this Agreement is to set forth the full and complete agreement concerning
5 collective bargaining matters including wages, hours, working conditions and other
6 matters specified in the Public Employee Collective Bargaining Act (PECBA).

7
8 **ARTICLE 2 - DEFINITION OF TERMS**

9 SECTION 1. "Employee" means any nurse employed by the County who fills a
10 position in one of the classifications listed in the article of recognition.

11 SECTION 2. "Extra help" means an employee who is not considered to be either a
12 regular full time or regular part time employee. Such employee shall be ineligible for
13 any of the benefits provided in this contract, including but not limited to vacation,
14 sick leave, health and welfare coverage and pension contributions. Hours worked
15 by an extra employee shall not exceed 1040 in any employee's twelve (12)
16 consecutive month period of time.

17 SECTION 3. A "regular full time employee" shall be defined as any employee who
18 regularly works or is scheduled to work forty (40) hours per week for a period of six
19 (6) consecutive months.

20 SECTION 4. A "regular part time employee" is an employee who is regularly
21 scheduled to work less than forty (40) hours per week for six (6) consecutive
22 months.

23 SECTION 5. A "probationary employee" means a regular full time or regular part time
24 employee who, when initially hired, or promoted, serves a probationary period consisting
25 of one year of work following initial employment with the County. During the probationary
26 period, a probationary employee may be dismissed, or returned to their former position
27 with or without cause at the sole discretion of the County. This probationary period may
28 be extended by mutual written agreement between the employee and the County for up

1 to an additional six (6) months. The Extension Agreement shall describe the reasons
2 for such extension.

3 In the event of a promotion, (which is not merely an assignment to a different position)
4 the newly promoted employee shall serve a probationary period consisting of six (6)
5 months. The probationary period for a newly promoted employee may be extended up to
6 an additional six (6) months, provided however, in no event will the newly promoted
7 employee's probationary period last more than one (1) year from the date the employee
8 first assumed the new position. The employee who is promoted does not have to re-
9 qualify for benefits. The employee who is promoted, shall have no right to return to her
10 former position after thirty (30) days of employment in the new position. Within thirty (30)
11 days of the promotion, if the employee's former position remains vacant, the employee
12 may return to their former position, or the employer may place the employee back in her
13 former position. The County shall have the unlimited right to fill a vacated position as a
14 result of a promotion for thirty (30) days with extra-help. After thirty (30) days, the
15 County shall follow its customary practice with respect to use of extra-help.

16 SECTION 6. The feminine gender includes the masculine and the singular tense
17 includes the plural. "Days" means calendar days unless otherwise specified.

18 SECTION 7. "Family member" is defined as husband, wife, same-sex domestic partner,
19 son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, daughter-in-
20 law, son-in-law, father-in-law, mother-in-law, grandparent, grandchild, uncle, aunt,
21 nephew, niece, stepparent or stepchild of the individual, unless otherwise provided by
22 law. Legally adoptive or foster parents or children of the employee are included in the
23 definitions of "father," "mother," "son," and "daughter."

1 **ARTICLE 3 - RECOGNITION**

2 The County recognizes the Association as the sole and exclusive bargaining agent for
3 the purpose of establishing wages, hours and other conditions of employment for all
4 regular full time and regular part time employees of the County employed in the Public
5 Health Nurse position.

6 The employees in the recognized bargaining unit described above shall be covered by
7 the terms of this Agreement only when such employees are working in classifications
8 contained in this Agreement. This Agreement is not intended to cover any other
9 employee classification not specifically referred to in the prior paragraph. Nothing in this
10 Agreement shall be construed to prohibit supervisors or other employees from doing
11 work customarily performed by employees in this bargaining unit on a non-routine basis.
12 In addition to such non-routine work, supervisors shall not be regularly scheduled to
13 perform the work of bargaining unit members in excess of thirty-five percent (35%) of
14 their time.

15 Examples of such non-routine work shall include but are not necessarily limited to work
16 performed during an emergency; when employees are absent due to illness or vacation;
17 and when employees are attending meetings or performing work out of town.

18
19 **ARTICLE 4 - RIGHTS OF PARTIES**

20 The provisions of this Agreement shall be applied equally to all employees in the
21 bargaining unit without discrimination as to age, marital status, sex, sexual orientation,
22 race, color, creed, national origin, or political affiliation. The Association shall share
23 equally with the County the responsibility for applying the provisions of this Agreement.

24 The County and Association agree not to interfere with the rights of employees to
25 become members of the Association. There shall be no discrimination, interference,
26 restraint, or coercion by the County or any County representative or the Association or
27 Association representative against any employee acting in an official capacity on behalf
28 of the Association or County, or for any other lawful cause, provided such activity or
29 other cause does not interfere with the effectiveness and efficiency of County operation
30 in serving and carrying out its responsibility to the public.

1 **ARTICLE 5 - MANAGEMENT RIGHTS**

2 It is recognized that the County retains certain powers, duties and obligations to be
3 exercised in the interest of the public health, safety and welfare which cannot be
4 delegated or contracted away. It is further recognized by the parties that the County
5 retains all managerial rights and prerogatives except as specifically modified by a
6 provision of this contract; and that they include, but are not limited to, the right and
7 prerogative to:

- 8 1. Direct employees.
- 9 2. Evaluate, hire, promote, transfer, assign and retain employees in positions, and
10 to suspend, demote, discharge or take other disciplinary action against
11 employees.
- 12 3. Relieve employees from duties because of lack of work or other legitimate
13 reason.
- 14 4. Maintain the efficiency of governmental and County operations.
- 15 5. Determine the methods, means and personnel by which operations are to be
16 conducted.
- 17 6. Take whatever action may be necessary to carry out the missions of the County
18 in situations of emergency.
- 19 7. Determine reasonable schedules of work and establish the methods and
20 processes by which such work is performed.
- 21 8. Determine the need for, and assign employees to, educational and training
22 programs, on-the-job training and other educational activities.

1 **ARTICLE 6 - WORK RULES**

2 It is jointly recognized that the County retains broad authority to fulfill its responsibilities
3 and may do so by implementing work rules, oral or written. It is agreed, however, that no
4 work rule will be adopted or implemented which is inconsistent with any specific provision
5 of this Agreement. The County agrees the Association has the right to challenge work
6 rules in the grievance procedure if it believes the work rule to be arbitrary and/or
7 capricious.

8
9 **ARTICLE 7 - ASSOCIATION MEMBERSHIP**

10 Section 1. The County agrees to deduct once each month the Association
11 membership dues of those Association members who individually authorize such
12 deductions in writing on a form supplied by the Association. The Association shall
13 provide written authorization to deduct and/or cease deduction of membership dues to
14 the County within ten (10) calendar days of receiving a membership application form or
15 opt out request form from any nurse who is a member of the bargaining unit. Therefore,
16 the cost per employee is fixed proportionately at the amount of dues uniformly required
17 by each member of the Association, which amount shall be deducted monthly from
18 Association member's compensation and remitted monthly in the aggregate to the
19 Association.

20 Section 2. Such uniform amounts as the Association certifies to the County as the
21 monthly dues approved by the members of the Association shall be the amount
22 deducted hereunder. If applicable, the County agrees to deduct union initiation fees.

23 Section 3. If the County acts in compliance with the provisions of this Article, the
24 Association will indemnify, defend and hold the County harmless against any claims
25 made and against any suit instituted against the County as a result of the County's
26 enforcement of this Article.

27 Section 4. The County will provide the Association with a list of nurses every 120 days
28 showing: name, address, date of hire, job classification, OSBN license number,
29 telephone number and FTE status. The County will also provide a list of newly hired

1 nurses with the same information and the names of terminated nurses whenever a
2 member of the bargaining unit is hired or terminated.

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ARTICLE 8 - HOLIDAYS

5 SECTION 1. The following days are paid holidays.

New Year's Day	Independence Day
Martin Luther King Jr.'s Birthday	Presidents' Day
Memorial Day	Friday Following Thanksgiving Day
Labor Day	Veteran's Day
Thanksgiving Day	Christmas Day

6 Any day declared by the Governor of Oregon as a holiday for purposes of national
7 mourning or celebration.

8 After ninety (90) calendar days of employment from the date of hire, two (2) floating
9 holidays will be granted to regular full or part time employee(s). Part time employees
10 shall receive pro rata floating holiday pay. Such holidays must be taken once during any
11 fiscal year and will not be cumulative. The department head and the employee will
12 schedule a mutually convenient time for observance of the floating holidays. After
13 completion of ten (10) years of continuous county service, regular full and part-time
14 employees shall be granted one (1) additional floating holiday to be taken once during
15 any fiscal year and will not be cumulative. After completion of fifteen (15) years of
16 continuous County service regular full and part time employees shall be granted one (1)
17 additional floating holiday to be taken once during any fiscal year and will not be
18 cumulative.

1 SECTION 2. Whenever a holiday falls on a weekend, or a nonscheduled work day, the
2 closest scheduled work day to the actual holiday shall be taken as the observed holiday. In
3 order to be eligible for holiday pay, an employee must work the scheduled day before
4 and the scheduled day after such holiday or be on paid leave (as that term is defined in
5 this Agreement) and have worked or been on paid leave no less than eighty (80) hours
6 in the calendar month of the holiday. The eighty (80) hour requirement shall be pro rata
7 for part time employees. An employee who fails to meet all of the above-described
8 requirements shall not receive holiday pay.

9 SECTION 3. Regular full time employees who do not work on a holiday shall receive the
10 equivalent of one full day's pay for that holiday. Regular part time employees shall have
11 pro-rated holidays, the number of hours of which will be in direct proportion to the
12 percentage of the forty (40) hour work week worked by the regular part time employees.
13 If an employee works on a holiday, the employee shall receive his or her regular pay
14 plus overtime for the number of those hours actually worked. For all hours in excess of
15 eight (8) hours worked on a holiday, the employee will receive double time for all hours
16 worked. If a holiday falls on a regular work day, a part time employee shall have the
17 option to make up the lost time due to said holiday during that pay period. If a holiday is
18 observed on a part time employee's regular day off, the County may schedule such
19 accrued time off so long as the employee has accrued sufficient holiday time so that a
20 full shift off can be scheduled without loss of pay.

21 SECTION 4. Holidays which occur during a vacation or paid leave shall not be charged
22 toward such vacation or paid leave.

ARTICLE 9 - VACATION LEAVE

SECTION 1. Accrual. After having served six (6) continuous months of regular full time service, employees shall be eligible and shall be credited with forty-eight (48) hours of vacation leave. After having served six (6) continuous months of regular part time service, employees shall be eligible and shall be credited with a pro rata portion of forty-eight (48) hours of vacation leave based upon the actual number of hours worked each month during the six (6) month period.

In order to be eligible for vacation accrual, a regular full time employee must have worked or been on paid leave no less than eighty (80) hours in the month. Regular part time employees shall accumulate vacation leave on a pro rata basis. Employees shall accrue vacation leave at the rates provided on the following schedule of continuous services:

(a) Less than five (5) full years' service, eight (8) hours for each month of service cumulative to a maximum of one hundred ninety-two (192) hours (24 days). After six (6) months of service, the employee shall be entitled to forty-eight (48) hours vacation.

(b) Five (5) full years, but less than ten (10) full years of service, ten (10) hours for each month of service cumulative to a maximum of two hundred forty (240) hours (30 days).

(c) Ten (10) full years, but less than fifteen (15) full years of service, twelve (12) hours for each month of service cumulative to a maximum of two hundred eighty-eight (288) hours (36 days).

(d) Fifteen (15) full years but less than twenty (20) full years of service, fourteen (14) hours for each month of service, cumulative to a maximum of three hundred thirty-six (336) hours (42 days).

(e) Twenty (20) or more full years' service, sixteen (16) hours for each month of service, cumulative to a maximum of three hundred eighty-four (384) hours (48 days).

1 Employees shall not accumulate vacation hours in excess of the amounts indicated in
2 paragraphs (a), (b), (c), (d) and (e). Whenever it appears that an employee will lose
3 vacation hours because of accrual limitations they shall be notified in writing by the
4 department at least three (3) months prior to the time that such vacation time would be
5 lost. Such notification shall be countersigned by the employee and a copy kept of record
6 by the department head. The employee and department shall arrange for a mutually
7 convenient time for vacation time to be taken within the three (3) month period.

8 Earned and unused vacation time exceeding the maximum allowed shall be forfeited,
9 except that vacation time exceeding the maximum amount to be accrued shall not be
10 forfeited whenever as a result of a requirement of the department head such time
11 cannot be taken. Vacation time not forfeited shall be taken as soon as possible and as
12 mutually agreed. Vacation accrual shall be prorated for part time employees.

13 SECTION 2. Vacation Accrual During Leave and After Lay Off. All authorized leave taken
14 as a part of the employee's continuous service shall be counted for the purpose of
15 determining the employee's accrual rate. The employee shall accrue vacation leave
16 when on paid leave. To the extent permitted by applicable law, an employee on a short
17 term disability or an employee off work as a result of a workers' compensation injury shall
18 not accrue vacation or other benefits during the period of such leave.

19 Prior service of employees returning from lay off status shall be counted for the purpose
20 of determining the employee's accrual rate, but the time during lay off shall not be
21 counted.

22 SECTION 3. Vacation Times. Employees shall be permitted to choose either split or
23 entire vacation periods, and shall take not less than five (5) working days annually.
24 Whenever practicable, and consistent with the needs of the County and the availability of
25 vacation relief, employees shall have the right to select vacation times. It shall be the
26 responsibility of supervisors annually to establish lists showing the vacation periods
27 chosen by individual employees for planning purposes. In the event of a conflict between
28 employees over choice of vacation dates during the first ninety (90) calendar days of any
29 calendar year, the conflict shall be resolved by the senior employee having the right to
30 select the preferred vacation time. Each employee shall be permitted to exercise his or
31 her right of seniority for vacation scheduling only one (1) time every other calendar year.

1 After the first ninety (90) calendar days of the calendar year, vacation requests will be
2 granted on a first come, first served basis.

3 SECTION 4. Termination or Death. In the event of the termination or death of an
4 employee, all accumulated vacation credits shall be paid at that employee's current
5 salary rate either to the employee or to their heirs. An employee who is terminated for
6 just cause shall not be eligible for any accrued but unused vacation pay.

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8 **ARTICLE 10 - SICK LEAVE**

9 SECTION 1. Regular full time employees shall accumulate sick leave at the rate of eight
10 (8) hours per month of service at their regular rates of pay for each month in which he or
11 she works and/or is on paid leave for eighty (80) hours or more. Regular part time
12 employees shall accumulate sick leave at a rate proportionate to the actual amount of
13 time worked. Regular employees are eligible for use of accrued sick leave upon
14 completion of one (1) month of employment.

15 SECTION 2. Accrued sick leave may be utilized by an employee when he or she is
16 unable to perform his or her duties by reason of his or her personal illness or injury,
17 necessity for medical or dental care including check-ups, exposure to contagious
18 disease, because of illness or injury to his or her family member, or for any other reason
19 permitted under ORS 653.601 *et seq.* (i.e., "Oregon's Sick Time Law"). The employee
20 may be required to furnish satisfactory evidence of illness, consistent with state and
21 federal law.

22 SECTION 3. No compensation for accrued sick leave shall be provided for any
23 employee for any other purpose, except as provided herein. Upon an employee's death,
24 or termination of employment for whatever reason (excluding termination for just cause),
25 and the employee has completed one (1) continuous year of service, either the
26 employee or the employee's heirs shall be paid twenty-five percent (25%) of his/her
27 unused sick leave up to nine hundred sixty (960) hours. Upon retirement, the balance of
28 sick leave hours shall be reported to PERS. Payments upon termination shall be based
29 upon the employee's final rate of pay. Sick leave shall not accrue during any period of
30 leave of absence or layoff.

1 SECTION 4. Sick Leave Abuse. There is no presumption of sick leave abuse, and it is
2 presumed that employees in the bargaining unit will always endeavor to maintain the
3 highest standards of personal and official integrity.

4 SECTION 5. Transfer of Sick Leave. An employee having accumulated sick leave may
5 transfer a portion of his or her accumulated sick leave to any other County employee
6 who is suffering from an injury, disability or illness preventing the employee from
7 returning to work and who has exhausted all of their accumulated sick leave, accrued
8 vacation leave and other leave with pay to which he or she may be entitled. Sick leave
9 contributions may be made only in units of eight (8) hours. Contributions of sick leave
10 shall be limited as follows: Only employees who have accumulated more than two
11 hundred forty (240) hours may make contributions, and no employee may contribute
12 more than forty (40) hours per year to any other employee. No employee can receive
13 more than two hundred forty (240) hours contributed sick leave in any one (1)
14 calendar year.

15 SECTION 6. The County agrees to unlimited accumulation of sick leave for Public
16 Employees Retirement System (PERS) benefits. Sick leave accumulation may be used
17 to increase employee retirement benefits by applying the total accumulation to the last
18 three (3) years of work for the purpose of determining retirement benefits.

1 **ARTICLE 11 - OTHER LEAVE**

2 SECTION 1. Personal Leave of Absence. A personal leave of absence up to six (6)
3 months may be granted within the discretion of the County for good cause shown when
4 applied for in writing and in advance, except in extreme circumstances. The Board of
5 Commissioners has the authority to extend such leaves. Leaves of absence shall not be
6 approved for employees accepting other employment.

7 SECTION 2. Family Medical Leave. Family Medical leave of absence shall be as
8 required by relevant State and Federal statutes and County Personnel Policies and
9 Procedures. An employee must use accrued sick, vacation and compensatory time
10 during such leave consistent with the County Personnel Policies and Procedures.
11 Leave in excess of that allowed by statute may be granted by the County.

12 SECTION 3. Jury Duty. An employee shall be granted jury leave with pay for jury duty, up
13 to a maximum of thirty (30) paid days in any consecutive twenty-four (24) calendar
14 month period, provided that the compensation paid to the employee during the jury duty
15 shall be reduced by the amount of money, if any, received by the employee for such
16 duties excluding mileage reimbursement associated with such jury duty unless
17 operating a County vehicle.

18 SECTION 4. Military Leave. Military, alternative service, and Peace Corps leave shall be
19 granted in accordance with Federal and State Law.

20 SECTION 5. Court Appearance. When an employee is subpoenaed for a court
21 appearance regarding County business, the employee shall be paid at his regular rate
22 of pay provided that the compensation paid to the employee during the court
23 appearance shall be reduced by the amount of money, if any, received by the employee
24 for such duties, excluding mileage reimbursement associated with such court
25 appearance unless operating a County vehicle.

26 SECTION 6. Educational Leave. After completing one (1) year of service, an employee
27 upon request may be granted leave of absence without pay for educational purposes at
28 an accredited school when it is related to his employment. The Administrator of the
29 Department shall have the sole discretion to determine whether the requested leave of
30 absence is approved. The decision of the Administrator shall be final and binding. A

1 period of such leave shall not exceed one (1) year, but it may be renewed or extended
2 by the County at the request of the employee when necessary. Employees may also be
3 granted leaves of absence, with or without pay, for educational purposes for reasonable
4 lengths of time to attend conferences, seminars and other functions of a similar nature
5 that are intended to improve or upgrade the individual's skills or professional ability,
6 provided that, in the sole discretion of the County, it does not interfere with the operation
7 of the County.

8 SECTION 7. Expenses. Upon written authorization, food, lodging and travel expenses
9 shall be paid pursuant to County policy to a nurse who is required by the County to
10 attend a conference or meeting away from home or job location upon receipt of a proper
11 detailed County expense form. Changes to the previously issued written authorization
12 require supervisory approval. County will pay tuition and instructional material costs for
13 any employee required by the County to attend a regular course of instruction. The
14 County may continue its current practice of advancing monies to nurses who submit
15 proper expense forms.

16 SECTION 8. Bereavement Leave. Bereavement leave shall be granted as required by
17 Oregon Revised Statutes. In addition, regular full-time employees shall be allowed up to
18 forty hours for bereavement leave, to be used concurrently with leave required under
19 Oregon Revised Statutes, with pay at straight-time, for the purpose of grieving the
20 death of an employee's family member. Regular part time employees shall have pro-
21 rated bereavement leave, the number of hours of which will be in direct proportion to
22 the percentage of the forty (40) hour work week worked by the regular part time
23 employees for the purpose of grieving the death of an employee's family member.

24 Bereavement leave may be extended up to one (1) week if the death occurs outside the
25 state and the employee does in fact travel outside the state of Oregon to attend the
26 funeral; provided however, that the employee shall use any available accruals or be
27 granted leave without pay to cover such additional leave. Paid days off will be limited to
28 the employee's scheduled workdays. Scheduled days off will not be changed to avoid
29 payment of funeral leave. Should the employee be notified on the job of such death,
30 he/she will also get the remainder of that day off with pay. Time off for the death of
31 relatives not covered under the definition of family member, or time off in addition to the
32 days specified above, may be taken as unpaid leave provided the employee has

1 received the authorization from the department head. It shall be the duty of the
2 employee to notify the department head of a pending absence.

3 SECTION 9. Association Business. An employee may be granted an unpaid leave of
4 absence in order to participate in Association business. Requests for such leave shall
5 be in writing and shall not be unreasonably denied by the County. Denial of leave is
6 subject to the grievance process. The County has no obligation to grant more than ten
7 (10) calendar days off to any bargaining unit nurse in any calendar year for purposes of
8 attending to Association business.

9 SECTION 10. Educational Training. At such time as the Oregon State Board of Nursing
10 adopts mandatory educational requirements for license maintenance, the County and
11 the Association will negotiate this Article. During these negotiations, Article XXIV shall
12 not apply.

13 **ARTICLE 12 - HOURS OF WORK**

14 SECTION 1. The normal workday for regular full or part time nurses shall consist of eight
15 (8) consecutive hours of work, or ten (10) consecutive hours, excluding lunch periods.
16 Employees shall be scheduled to work on a regular work shift and each shift shall have
17 regular starting and ending times. The basic work week shall consist of seven (7)
18 consecutive days starting at 12:01 AM Sunday and ending the following Saturday at
19 midnight and shall normally consist of five (5) consecutive days of work, commencing on
20 Monday and ending on Friday.

21 SECTION 2. Each employee shall be afforded a fifteen (15) minute rest period during
22 the first four (4) hours of the work day and a fifteen (15) minute rest period during the
23 second four (4) hours of the work day.

24 SECTION 3. Each employee shall be afforded a one (1) hour lunch period on the
25 employee's time, which shall be scheduled as near as possible to the middle of the
26 workday.

27 SECTION 4. County will attempt to give an employee seven (7) days' notice of any work
28 to be performed outside of the normal work day or normal work week. If less than 48
29 hours' notice is provided, all work performed outside of the normal work day or normal

1 work week and within 48 hours of the employee's receipt of notice shall be compensated
2 at the overtime rate. This section applies to both temporary and permanent schedule
3 changes.

4 SECTION 5. So that the employee can more effectively meet the health needs of the
5 community, he or she may, with the consent of the County, elect to work outside of the
6 normal work day or normal work week. However, under this provision, except as
7 provided in Article 13, Section 4 of this agreement, no employee may work more than
8 forty (40) hours in any one (1) week. By mutual agreement between an employee and
9 the individual manager, the employee will be able to work a schedule equivalent to a four
10 (4) day/ ten (10) hour day workweek. The employee would be paid one and one-half (1
11 $\frac{1}{2}$) times their regular rate of pay for work performed over forty (40) hours in a week.

12 SECTION 6. Overtime provisions of this Article and of Article 13 - Overtime shall not
13 apply to time spent in employee initiated travel to and from and participation in County
14 authorized professional training sessions. If an employee is authorized by the County to
15 participate in such training on the employee's regular day off, the County shall provide
16 an equal amount of compensatory time off.

17 SECTION 7. Travel required by the County or in relation to authorized professional
18 training, shall be compensated pursuant to the terms of this Agreement and County
19 policy.

1 **ARTICLE 13 - OVERTIME**

2 SECTION 1. Except in an emergency, all overtime must be approved in advance by
3 the County. Overtime is work performed in excess of forty (40) hours in a seven (7)
4 consecutive day period. For those employees assigned to work a four (4) day/ ten (10)
5 hour work week, overtime is work performed in excess of ten (10) hours in one day or
6 forty (40) hours in a seven (7) consecutive day period.

7 SECTION 2. Overtime, as defined in section 1, shall be compensated by cash or by
8 time off computed at the rate of one and one-half (1 ½) times for each hour or quarter
9 of an hour of overtime worked, taken within the same quarter.

10 The employee may elect to take cash or compensatory time off, providing funds remain
11 in the department budget for payment of cash. In all cases, the employee will have the
12 consent of the department regarding when the compensatory time may be taken. If an
13 agreement cannot be reached as to when the time may be taken, the County shall pay
14 the employee cash.

15 SECTION 3. Call Back Time. Any employee who has been off duty and is called back to
16 work to their work site location outside their regular work shift shall be compensated by
17 cash or time off a minimum of two (2) hours at the rate of one and one-half (1 ½) times
18 their normal pay.

19 SECTION 4. Flex Time. Employees shall be paid overtime as stated in Sections 1, 2 and
20 3 with the following exceptions: Employees whose work assignments require work in
21 excess of their regular eight (8) or ten (10) hours in one day shall be granted
22 compensatory time off (Flex Time) at straight time which shall be taken within the twenty-
23 six (26) week periods earned and set forth below. To the extent possible and consistent
24 with operational requirements such comp time shall be taken at the convenience of the
25 employee. If an employee fails to request specific times off, when accrued Flex-Time
26 hours balance exceeds twenty-four (24) hours, or when the County is unable to
27 accommodate the specific time(s) requested by the employee, the County may select
28 the dates and/or times to be taken off. The parties recognize that for the purpose of
29 effectuating the Flex Time arrangements in this Article, the parties have entered into a

1 valid "1040 plan" pursuant to 29 USC§ 207(B). The parties agree that the twenty-six
2 (26) consecutive week periods will begin on January 1 and July 1 of each year.

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ARTICLE 14- WAGES

5 SECTION 1. Effective July 1, 2024, wage rates shall be increased by 4 % as set forth in
6 Exhibit A, which is attached hereto and incorporated herein by this reference and which
7 represents an increase in wages compared to the wages in effect on June 30, 2024.
8 Nurses shall receive retroactive pay from July1, 2024 to ratification for the
9 difference between the nurses prior wage rate and the new wage rate for all hours
10 compensated during such time period.

11 Effective July 1, 2025, and July 1, 2026 wages shall be increased by 4%.

12 SECTION 2. A new employee will receive a step increase at one (1) year and yearly
13 thereafter if job performance is acceptable. Thereafter, employees will receive yearly
14 step increases if job performance is acceptable until Step 5 is reached. The
15 acceptability of job performance shall be determined by the employee's annual job
16 evaluation. In the event of an unsatisfactory evaluation, the employee will be denied the
17 regular step increase which would otherwise apply. In the event of such a denial, the
18 employee will be given five hundred twenty (520) hours of work to improve their
19 performance to acceptable standards. In the event that the employee's work
20 performance does not improve in this five hundred twenty (520) hours of work period,
21 the step increase shall not be credited to the employee until such time as the next yearly
22 step increase may be earned. Promotion to higher classification will be based, in part,
23 on whether vacancies exist in higher classifications and whether funds are available for
24 the position. The Administrator shall assess experience required. Employees promoted
25 to a higher classification shall serve the probationary period referenced in Article 2,
26 Section 5 for that classification providing management the ability to evaluate acceptable
27 job performance in the new classification. Subject to receipt of a satisfactory
28 performance evaluation, a promoted employee may be eligible for a step increase and a
29 new anniversary date upon completion of six (6) months in the new position. If an

1 employee's job performance is unsatisfactory, the employee shall be returned to the job
2 classification at the same salary step held prior to the promotion.

3 Step level at which an employee is placed in this higher classification will provide a
4 salary increase of not less than one (1) step above the employee's former salary. If an
5 employee's duties and responsibility decrease, the employee may be reduced in
6 classification accordingly.

7 Employees within the bargaining unit shall be hired at Step 1 of the appropriate salary,
8 unless a new employee is more qualified than other employees currently employed at
9 that rate. If a new employee is more qualified, he or she may be hired at any rate up to
10 the rate at which he or she is as qualified as present employees in that step. Such
11 qualifications may be measured by any of the following:

12 (a) Skills required for that position.

13 (b) Any appropriate merit tests.

14 (c) Additional education or formal training beyond the minimum requirement for the
15 position appropriate for the job classification.

16 (d) Outside nursing experience directly related to the work required beyond the
17 minimum required for the job classification at a rate of two (2) years for step
18 longevity.

19 (e) If the employee holds any credentials required or preferred in the classification
20 one range above that being filled, he or she may be hired up to Step 3, provided
21 no one is employed in Step 1 or 2 who holds such credentials. The County may
22 require, upon one (1) calendar week notice at the County expense, any
23 employee to take any test necessary to implement this section, provided that no
24 employee shall be required for the purpose of this section to be tested more
25 frequently than once every six (6) months.

26 EXCEPTION: The new hire provisions above are not applicable to any positions
27 established by the County under any program funded in whole or in part by agencies
28 outside the County and intended to provide employment or training to minority or

1 unemployed persons. Employees hired under such programs may receive the same
2 seniority rights as other employees.

3 SECTION 3. Whenever an employee is required to assume all of the essential duties
4 and responsibilities in a classification above that which the employee is classified, for
5 two (2) working weeks or more, the employee shall be paid retroactively for such work
6 at the rate in which they would be entitled if they were promoted to Step 1 of that
7 position. In no case will the employee make less than an amount equal to one (1) step
8 above his or her current rate.

9 This section does not apply in situations where an employee is assuming the duties of a
10 higher classification for training purposes and where the County and the Association
11 have agreed to the classification change without a change in pay.

12

13 Section 4. Longevity Pay. Commencing on an employee's anniversary date,
14 employees that are eligible for Longevity Pay will follow the schedule as outlined
15 below.

- 16 • After ten (10) years of service, an additional one percent (1%) on base
17 pay.
- 18 • After fifteen (15) years of service, an additional one- and one-half
19 percent (1.5%) on base pay.
- 20 • After twenty (20) years of service, an additional two percent (2%) on
21 base.

1 **ARTICLE 15 - HEALTH & LIFE INSURANCE**

2 The County agrees to make a Health and Welfare monthly premium payment for each
3 employee for medical; dental; and vision; benefits (G/W/L, D-5, V-4 subject to
4 availability from OTET). The parties agree that any contribution required by an
5 employee will be deducted from the employee's paycheck.

6 Effective July 1, 2021, the County's contribution towards medical, dental, and vision
7 benefits shall not exceed an average monthly composite rate of one thousand four
8 hundred dollars (\$1,400.00) per month, per eligible employee unless and until the total
9 premium for medical, dental and vision benefits exceeds one thousand, five hundred and
10 fifty six dollars (\$1,556.00) per month. If the monthly premium for medical dental, and
11 vision benefits exceeds one thousand, five hundred and fifty-six dollars (\$1,556) per
12 month during the term of this CBA, the County shall contribute a monthly composite rate
13 of ninety percent (90%) of the monthly premiums for each eligible employee.

14 SECTION I. Eligibility. All regular full time and regular part time employees who are on
15 paid status for eighty (80) or more hours per month shall be eligible for health
16 insurance the first (1st) day of the month following the first (1st) month in which the
17 employee was on paid status for eighty (80) hours or more. For the purpose of this
18 agreement, "paid status" includes hours worked (excluding overtime) and hours the
19 employee was away from work on approved paid leave.

20 SECTION 2. Individual Health Care Account. Effective January 1, 2008, the County shall
21 contribute an amount equal to two-point four percent (2.4%) of the employee's regular
22 wages each month to a tax free, tax exempt, Individual Health Care Account (i.e.
23 voluntary employees' beneficiary association [VEBA] account) for all regular full-time
24 and regular part-time employees who are on paid status for eighty (80) or more hours
25 per month and who have established eligibility under Section 2 above. The cost to the
26 County of this benefit shall not exceed an amount equal to two-point four percent
27 (2.4%) of the employee's regular wages. For the purpose of this section, an employee's
28 "regular wages" includes all straight time hours worked, overtime pay, vacation pay,
29 holiday pay, and sick leave pay.

1 **ARTICLE 16 – PENSION**

2 The County shall participate in the Public Employees Retirement System.

3 Benefits will be provided under the Oregon Public Employees Retirement System
4 (PERS) or Oregon Public Service Retirement Plan (OPSRP), whichever is applicable
5 pursuant to ORS 238 and 238 A. Effective January 1, 2008, the County shall pick up the
6 six percent (6%) employee contribution to PERS or OPSERP whichever is appropriate.

7 The County shall provide for a PERS credit for unused sick leave upon retirement under
8 O.R.S. 237.153.

9
10 **ARTICLE 17-WORKERS' COMPENSATION**

11 SECTION 1. Insured Personnel. All County employees will be insured under the
12 provisions of the Workers' Compensation Act for injuries/illnesses received while at work
13 for the County.

14 SECTION 2. Supplemental Insurance. The County will maintain Supplemental Workers'
15 Compensation Insurance for each employee covered by this agreement. The insurance
16 will be provided by the Standard Insurance Company or another comparable carrier.
17 The insurance shall supplement the amount received by the employee from Workers'
18 Compensation for on-the-job injuries in an amount to insure the injured employee one
19 hundred percent (100%) of his or her monthly net take home pay up to a period of six
20 (6) months.

21 SECTION 3. Long Term Disability Insurance. The County shall maintain insurance to cover
22 employees in the bargaining unit for long term disabilities. Such insurance shall
23 supplement Workers' Compensation or Social Security for a period of five (5) years
24 beginning after the first six (6) months of disability at a rate of sixty percent (60%) of
25 base monthly pay.

26 SECTION 4. On-the-Job Injury. Employees off work due to an on-the-job injury and
27 receiving Workers' Compensation benefits shall continue to accrue seniority while off
28 work from the beginning of the leave due to the on-the-job injury.

1 **ARTICLE 18 - OTHER BENEFITS**

2 SECTION 1. Bulletin Boards. The County agrees to furnish and maintain suitable bulletin
3 boards in convenient places in each work area to be used by the Association and to
4 allow posting of all notices of the Association. The Association shall limit its posting of
5 notices and bulletins to such bulletin boards.

6 SECTION 2. Association Representatives. Accredited representatives of the Association,
7 upon reasonable and proper introduction, shall have reasonable access to the premises
8 of the County at any time during working hours to examine work conditions, provided
9 that such visits shall not interfere with or cause neglect of employees' work.

10 SECTION 3. Transportation. If the County provides employees with vehicles, it will
11 assume responsibility for maintaining and cleaning such vehicles. Vehicles will be
12 maintained in safe working condition by the County. Any unsafe condition coming to the
13 attention of the employee shall be reported in writing to the County, and the County shall
14 restore the vehicle to a safe and healthful condition as soon as possible or shall remove
15 the vehicle from service. The Road Department mechanic shall make the determination
16 as to the safe and healthful condition of any County vehicle. No employee shall be
17 required to operate a vehicle which has been reported as unsafe or unhealthy.

18 An employee whose job requires driving from home to a job location or locations other
19 than the Health Department office and back home in his or her vehicle shall receive the
20 County designated rates per mile for all such travel. Such mileage reimbursement shall
21 also be paid for all miles driven in response to County business, including travel
22 between job locations or Health Department offices when a County vehicle is not
23 available.

24 SECTION 4. Tuition Reimbursement. The County may reimburse an employee for the
25 cost of tuition, to a maximum of six (6) course hours in a calendar year, for any course
26 taken on the employee's own time and which is related to his or her position and will
27 result in professional improvement. The determination of whether the course is related to
28 an employee's position shall be made by the Administrator, whose decision shall be
29 final and binding. A denial of the request may be subject to the grievance procedure.
30 Such denial shall not be made in an arbitrary or capricious manner. Reimbursement will

1 be made only if the employee is able to obtain a grade of "C" or better in the course, if
2 grades, or a "pass" if the course carries no grade.

3 SECTION 5. Flu Vaccinations/Pandemic Vaccinations. The County shall make
4 appropriate and timely FLU/Pandemic vaccines at no cost to direct care staff.

5

6 **ARTICLE 19 - ADJUDICATION OF RIGHTS**

7 Adjudication of a dispute concerning a regular employee's rights which are granted by
8 this Agreement shall be accomplished as follows:

9 STEP 1. Within seven (7) calendar days of the occurrence of the matters causing the
10 dispute, or if the employee is unaware of such matters at the time, then within seven (7)
11 calendar days after the employee becomes cognizant of such matters, the employee
12 shall present the dispute to his supervisor in writing. The writing shall state the nature of
13 the dispute, the provisions of the contract which grants the affected right and the
14 remedy requested.

15 STEP 2. If the dispute is not settled within seven (7) calendar days of the presentation to
16 the supervisor, the dispute may be presented to the department head or his designee
17 within an additional seven (7) calendar days. The department head, or his designee, and
18 such representatives as he may select shall meet promptly with the employee and the
19 employee's representative to attempt to settle the dispute.

20 STEP 3. If the dispute is not settled within fourteen (14) calendar days of its presentation
21 to the department head, the dispute may be submitted to the Board of County
22 Commissioners or their designee within fourteen (14) calendar days thereafter. The
23 Board of County Commissioners or their designee shall consider the matter and shall
24 issue a decision within fourteen (14) calendar days of the date that the dispute is
25 submitted to them.

26 STEP 4. If the employee is dissatisfied with the decision he may, within twenty-eight
27 (28) calendar days of the date of the submission of the dispute to the Board of County
28 Commissioners, serve notice of his intention to arbitrate the dispute. Such notice shall be
29 in writing and delivered to the Board of Commissioners.

1 After the dispute has been so submitted, the parties, or their representatives, shall jointly
2 request Employment Relations Board for a list of the names of five (5) arbitrators. The
3 parties shall select an arbitrator from the list by such method as they may jointly elect
4 or, if they are unable to agree, then by the method of alternative striking of names under
5 which the employee shall strike the first name objectionable to him and the County shall
6 strike a name objectionable to it. The final name left on the list shall be the arbitrator.
7 Nothing in this section shall prohibit the parties from agreeing upon a permanent
8 arbitrator or permanent list. The arbitrator's decision shall be final and binding, but he
9 shall have no power to alter, modify, add to or detract from the terms of this agreement.
10 His decision shall be within the scope and terms of this agreement and in writing. The
11 arbitrator shall be asked but not required to submit his award within twenty-one (21)
12 calendar days from the close of the hearing. His decision may also provide retroactivity
13 not exceeding forty-two (42) calendar days. The County and the Association shall
14 equally divide the compensation of the arbitrator's fee, the cost of any hearing room and
15 the cost of shorthand reports, if mutually agreed to, unless such are paid by the State of
16 Oregon.

17

18 **ARTICLE 20 - SPECIAL CONFERENCES**

19 Special conferences for important matters may be arranged between designated
20 representatives of the Association and the County upon request of either party. The
21 matters to be discussed at such a conference shall be proposed at the time the
22 conference is requested. Two (2) Association representatives may participate in such
23 conferences without loss of pay.

1 **ARTICLE 21 - DISCIPLINE AND DISCHARGE**

2 SECTION 1. Discipline. Disciplinary action or measures shall include only the following:
3 oral reprimand, written reprimand, suspension without pay with notice in writing,
4 demotion, decision-making leave, or discharge.

5 The County shall not discipline any employee without just cause. Any disciplinary action
6 or measure imposed upon an employee may be processed through the adjudication of
7 rights procedure. If the County has reason to reprimand an employee, it shall be done
8 in manner that will not embarrass the employee before other employees or the public.

9 SECTION 2. Suspension/Discharge. The employee and their Association representative,
10 unless the employee requests otherwise, will be immediately notified in writing that the
11 employee has been suspended or discharged. Such notification shall state in detail the
12 nature of the alleged offense and shall include dates, locations and other corroborative
13 details.

14 The Association shall have the right to take up the suspension and/or discharge at Step
15 3 of the Adjudication of Rights procedure.

16 SECTION 3. This article does not apply to probationary employees.

17 SECTION 4. Personnel Records and Performance Evaluations. Personnel Records:
18 Pursuant to ORS 652. 750: At the request of the employee the County shall provide
19 reasonable opportunity for the employee to inspect the employee's official personnel
20 records which are used or have been used to determine the employee's qualification for
21 employment, promotion, additional compensation or employment termination or other
22 disciplinary action. At the request of the employee, the County shall furnish a certified
23 copy of such records.

24 An employee may be obligated to pay any required costs of copying for such certified
25 records.

26 Performance Evaluation: Performance evaluations shall be done on an annual basis.
27 The employee shall be provided with a copy of the evaluation at the time of the
28 evaluation.

1 **ARTICLE 22 - GENERAL PROVISIONS**

2 SECTION 1. Reduction in Personnel. In case of budgetary limitations requiring a reduction
3 in personnel, the decision to lay off is based on performance, fitness, seniority and
4 program specialty. Where otherwise equal in performance, fitness, and program
5 specialty, persons with the highest seniority will be retained.

6 SECTION 2. Change in Assignment. Current employees will be given preference in the
7 filling of new positions. A nurse who desires a change in assignments shall make their t
8 desires known in writing to the individual designated by the appropriate department or
9 division head who shall retain such requests for subsequent consideration when an
10 opening occurs. The department will post or circulate a list of job vacancies as they
11 occur. Where there are two (2) or more qualified employees bidding for a vacant
12 position, preference shall be given to the most senior.

13 SECTION 3. Alternative Leave Accrual/Longevity. With the prior approval of the County
14 and the Association, an employee returning to employment within two (2) years of their
15 most recent date of separation, shall be credited with their total length of service for the
16 purpose of determining vacation leave accrual, floating holiday accrual, and longevity
17 pay.

18
19 **ARTICLE 23 - SENIORITY AND LAY OFF**

20 SECTION 1. Seniority shall mean the length of continuous service with the County.

21 SECTION 2. For the purposes of determining the length of service with the County, the
22 accumulation period shall commence with the most recent date of hire for regular part
23 time or regular full time employees.

24 Seniority shall be accumulated separately for regular part time and regular full time
25 employees.

26 SECTION 3. A layoff is defined as an involuntary separation from County service. A
27 position can be designated for layoff due to lack of work, lack of funds, abolishment of
28 position or for other involuntary reasons not reflecting discredit on the employee. A

1 written notice of layoff stating the reasons for it shall be given at least fifteen (15)
2 calendar days before the effective date of layoff except in emergency situations. Layoff
3 rights pursuant to this article shall extend twenty-four (24) months from the date of
4 involuntary separation.

5 SECTION 4. In the event of lay off or a reduction in hours, employees may then bump
6 other employees in the following order:

- 7 (a) Temporary and extra help employees
- 8 (b) Probationary employees
- 9 (c) The least senior part time employee in a classification
- 10 (d) The least senior full time employee in a classification

11 SECTION 5. An employee subject to layoff in an affected position shall have the right to
12 "bump" the least senior employee in an equal or lower job classification, subject to the
13 following:

- 14 (a) The employee must have more seniority than the employee being "bumped".
- 15 (b) The employee must have the required skills, ability and qualificationsto
16 effectively perform the work of the remaining position without a training period.
- 17 (c) If the employee bumps into a lower classification, such employee shall be placed
18 on a step on the lower pay range which represents an amount closest to, but not
19 more than, the employee's existing salary. Employees who bump to an equal
20 position shall continue at their regular pay rate.
- 21 (d) A part time employee who is eligible to bump a full time employee oran employee
22 with more hours, must agree to work all of the hours required of the new
23 position.
- 24 (e) The decision of the Administrator shall be final with respect to anemployee's
25 qualifications to perform the remaining work. The Administrator's decision may be
26 challenged under the grievance procedure only if made in an arbitrary or
27 capricious manner.

1 (f) Reduction of hours is defined as a reduced work schedule. A reduction in hours
2 is not subject to bumping rights until the reduction in hours has reached a level
3 that the employee is no longer eligible for County paid benefits. It is agreed that
4 temporary, probationary and extra help employees shall be laid off before a
5 reduction in hours may be implemented subject to the other provisions of this
6 Article.

7 (g) A reduction in work may, if mutually agreed by the County and the effected
8 employee, be accomplished by a distribution among employees.

9 (h) The County shall determine the position(s) to be laid off or reduced in hours.
10 Layoffs or a reduction in hours may be accomplished by seeking volunteers.

11 SECTION 6. Employees shall have re-employment rights in the reverse order of
12 layoffs. Employees will be notified of re-employment opportunities by certified mail,
13 return receipt, sent to the last address given by the employee to the County Human
14 Resources Office. The employee will have five (5) calendar days from postmark
15 date of such notice to notify the department head of their intention to return on the
16 date specified by the County. Failure to respond timely shall result in forfeiture of all
17 re-employment rights. It shall be the responsibility of the employee who has been laid
18 off to provide the current telephone number and address where he or she may be
19 reached. Employees outside the department shall not be employed for a vacancy in
20 the unit if there is an employee on the layoff list with the required experience and
21 qualifications. Benefits and seniority shall not accumulate during the layoff period.

22 SECTION 7. Seniority shall be lost for any of the following reasons:

23 (a) Termination, except that permanent employees who resign their position in order
24 to accept a relief or temporary position shall have their accrued seniority restored
25 upon return to permanent status;

26 (b) Layoff or lack of work that has continued for more than twenty-four (24)
27 consecutive months.

1

ARTICLE 24 - STRIKES AND LOCKOUTS

2

During the term of this Agreement there will be no strikes, withholding of professional services or work slowdowns by the employees or lockouts by the County.

4

5

ARTICLE 25 - WARRANTY OF AUTHORITY

6

Persons executing this Agreement on behalf of County and of the Association hereby warrant and guarantee that they have the authority to act for, bind and collectively bargain on the behalf of the organizations which they represent.

9

10

ARTICLE 26 - REPRODUCTION COSTS

11

The cost of reproducing copies of this agreement for members of the bargaining unit and for the County will be shared through a mutual agreement between the County and the Association.

14

15

ARTICLE 27 - SAVINGS CLAUSE

16

If any part of this agreement should be held unlawful or unenforceable by any court of competent jurisdiction, the remainder of this agreement shall not be affected thereby and the parties will immediately enter into collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement.

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ARTICLE 28 - CONTRACT NEGOTIATIONS

A negotiating team for the Association to include no more than two (2) employees may attend negotiation meetings with County representative to secure renewal of this contract without loss of pay. The County's obligation shall be to pay each representative no more than eight (8) hours of straight time pay for each day of contract negotiations. No pay shall be provided to Association representatives who are not members of the bargaining unit. Employees shall only receive compensation for time actually spent in collective bargaining with the County's collective bargaining representatives. During the collective bargaining process, the County shall not be obligated under any circumstances to provide more than one hundred fifty (150) hours of total straight time compensation to the employee-representative(s) selected by the Association to participate in the collective bargaining process. If such paid hours are exceeded before the contract bargaining process is completed, the date, time and place for negotiation meetings shall be established by mutual agreement between the parties. In addition, the Association shall be provided notice and an opportunity to bargain on any County proposed changes in mandatory subjects during the term of this Agreement.

ARTICLE 29 - DURATION AND TERMINATION

This agreement shall be effective upon execution by the parties and shall remain in force through June 30, 2027, subject to Article XI, Section 10 of the Oregon Constitution and the provisions of Oregon's Local Budget Law. If either party wishes to renew or modify this agreement it shall notify the other party in writing not more than one hundred twenty (120) calendar days or less than ninety (90) calendar days prior to the expiration of this agreement.

SIGNATURE PAGE

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2
3

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of
July 1, 2024 through June 30, 2027

COOS COUNTY

By: absent

Title: Chair

By: [Signature]

Title: Commissioner

By: [Signature]

Title: Commissioner
2/18/25

OREGON NURSES ASSOCIATION

By: Debra D Richardson

[Signature]
[Signature]

Labor Representative

Date: 2.11.25

HEALTH DEPARTMENT

[Signature]

Coos Health & Wellness Director

02/19/2025

Date: _____

ONA WAGES
2024-2025
Effective July 1, 2024

	Pay	STEP	STEP	STEP	STEP	STEP	STEP
RANGE	Grade	1	2	3	4	5	6
PHN	600	5,667	5,936	6,215	6,510	6,842	7,164
		32.6942	34.2462	35.8558	37.5577	39.4731	41.3308
		\$68,004	\$71,232	\$74,580	\$78,120	\$82,104	\$85,968

CONTRACT RECEIPT FORM

(Please fill out neatly and completely.)

Return to Oregon Nurses Association,
18765 SW Boones Ferry Road Ste 200, Tualatin OR 97062-8498
or by Fax 503-293-0013.

Thank you.

Your Name: _____

I certify that I have received a copy of the ONA Collective Bargaining Agreement
with COOS COUNTY FOR July 1, 2024 through June 30, 2027.

Signature: _____

Today's
Date: _____

Mailing
Address: _____

Cell Phone: _____ Work Phone: _____

Email: _____

Unit: _____ Shift: _____