ARTICLE 16 WAGES

1. Wages

A. Effective July 1 of each year, 2018, employees shall be compensated in accordance with the wage table schedule attached to this Agreement as Addendum A, subject to the Memorandum of Agreement signed by the parties titled “COLA Implementation”, which by this reference is incorporated herein. Said table schedule shall be calculated every year based on reflects the actual Consumer Price Index (CPI) based on the Bureau of Labor Statistics for the previous fiscal year a three point six percent (3.6%) increase.

B. July 1, 2019

Effective July 1, 2019, the rates and ranges of employees covered by this Agreement shall be increased by the percentage increase in the West-Size A Consumer Price Index for Urban Wage Earners and Clerical Workers Index for the second half 2017 to the second half 2018. The minimum percentage increase shall be no less than one percent (1%) and the maximum percentage increase no more than four percent (4%).

C. July 1, 2020

Effective July 1, 2020, the rates and ranges of employees covered by this Agreement shall be increased by the percentage increase in the West-Size A Consumer Price Index for Urban Wage Earners and Clerical Workers Index for the second half 2018 to the second half 2019. The minimum percentage increase shall be no less than one percent (1%) and the maximum percentage increase no more than four percent (4%).

D. Market Adjustments

Effective July 1, 2022, the pay rates by classification will be adjusted if the
County rates fall below market average by one-and-one half percent 1.5% or more. Market average is defined as:

1. Comparables are: Clackamas County (Employee Association Bargaining Unit pay rates), Washington County, King County, OHSU, Portland VA Hospital, and Virginia Garcia.

2. Comparable market rates shall be by classification, comparing Multnomah LPN, CHN and NP classifications with comparables positions that are similar in duties, responsibilities and educational requirement. PA wage rates shall be tied to NP wage rates.

3. Midpoint is the midpoint between Step One (1) and the Pay Rate at ten (10) Years of Service.

4. Market adjustment shall be the addition of one (1) step at the top of the pay range and the deletion of one (1) step at the entry level of the pay range. Step adjustment at the top of the range shall be three percent (3%) higher than the top step.

5. Step Placement
Employees shall be placed on the new pay scale at a step that matches their pay on June 30th unless an employee’s anniversary date falls on July 1st, in which case they shall be eligible for a step increase on July 1st, otherwise employees will be eligible for a step increase on their anniversary date. Health Department employees shall not be maintained on a step that is lower than where they would be placed as an incoming New Hire under the Health Department Criteria for Hiring. In no event will employees be paid less than step 1. Employees who are at the top step of the salary range and have not received a step increase for at least twelve (12) months shall have a reset anniversary date for purposes of wage adjustments of July 1st.
6. Comparable pay rates shall be pay rates effective January 1, 2020 of the market review year, taking into consideration delayed implementation subject to finalize wage rates which are subject to such actions as contract negotiations/finalized salary studies. Multnomah County pay rate for purposes of comparison shall include appropriate July 1, 2020 CPI adjustment.

Example: January 1, 2020, the County shall by classification (LPN, CHN and NP) collect January 1, 2020 wage data from the comparables. Once the County has compiled finalized January 1, 2020 wage rates and it is found that the CHN wage July 1, 2020 wage rate is below the midpoint of comparables by one and one half percent (1.5%) or more the County CHN classification effective July 1, 2020 shall have a step adjustment as outlined in Section 1.D.5. above.

2. Degree Differentials (*we need better understand how you account for this now since that language is not part of the contract)
   A. Nurses who have a BSN degree will receive a 4.75% differential above their base wage.
   B. Nurses who have an MSN, DNP, PhD in Nursing or MHNP degree will receive a 9.5% differential above their base wage. PAs that hold a medically related Masters or Doctoral degree will receive a 9.5% differential.

3.2. Shift Differential
The County agrees to pay the following shift premium in addition to the established hourly wage rate:
   A. Upon ratification of this agreement by the parties, an hourly premium of two dollars ($2.70 $2.00) for all hours worked on shifts beginning between the hours of twelve (12:00) noon and seven (7:00) p.m.; or
   B. An hourly premium of five dollars ($6.10 5.00) for all hours worked on
shifts beginning between the hours of seven (7:00) p.m. and six (6:00) a.m.

C. In circumstances where an employee works an overtime shift in conjunction with their regular shift worked, the overtime shift will be paid with the shift differential of the overtime shift. In circumstances of night shift to day shift, the day shift hours worked will be paid with the night shift differential in addition to applicable overtime pay.

3. Work in a Higher Classification
Whenever an employee must be replaced by another employee(s) for a period of four (4) shifts within a thirty (30) day period and such employee(s) assigned to perform the work is normally assigned to work in a lower classification, that employee(s) will be paid for all shifts worked at the rate assigned to the higher classification in the appropriate step according to the promotional policy, if the employee(s) in fact performs a majority of the principal duties of the higher classification. Provided, further, however, that the amount of payment for acting as temporary supervisor shall be in accordance with existing practice. Employees who regularly work on a part-week basis in a higher classified job will be paid the higher rate for all hours worked in such assignment.

4. Overtime
A. Where operational circumstances permit, all overtime shall be by prior approval by the authorized supervisor or assigned designee, or evaluated, if appropriate, and approved later. Unauthorized and inappropriate overtime may result in disciplinary action. The employer shall ensure that nurses assigned to see clients in clinics have a means to request authorization to work overtime. The opportunity to make such request shall be made no sooner than the last hour of the regularly scheduled clinic day and not later than fifteen (15) minutes prior to the end of the day. In lieu of such opportunity, the employer may, at its discretion, issue standing orders to govern requests, in lieu of a daily request system, so long as the rule provides the employee clear guidance as to whether overtime is or is not authorized. When overtime is worked, employees will be compensated at the rate of one and one-half (1.5) times their normal hourly rate of pay for
additional time worked as follows:

1. In excess of eight (8) hours in any work day for a five (5)-day-a-week employee;

2. In excess of nine (9) hours in any workday for a four (4)-day-a-week employee;

3. In excess of ten (10) hours in any work day for a four (4)-day-a-week employee;

4. In excess of forty (40) hours in any work week.

5. In excess of twelve (12) hours in any work-day for employees working twelve (12) hour shifts pursuant to an agreement conforming with Article 15(7).

6. Overtime work shall be distributed as equitably as possible using a system of rotation.

7. There shall be no discrimination of employees who cannot accept an overtime assignment.

B. All work performed on an employee's scheduled second or third day of rest will be paid at the rate of two (2) times the employee's regular rate of pay, provided the employee has worked on the first day of rest.

C. Mandatory Overtime
Employees may sign up or volunteer for overtime shifts offered by the work unit. It is the desire of the parties that employees have at least twelve (12) hours of rest between shifts, but when mandatory overtime shifts become necessary the four (4) hours of mandated work beyond the twelve (12) hours are paid at two
times their rate of pay. A standard procedure is followed before mandatory shifts are instituted. The County will provide at least three (3) hours advance notice before mandating overtime shifts, when the staffing need is known more than three (3) hours in advance. If less than three (3) hours-notice is given, the employee will be paid for all hours of mandated work at two times their rate of pay. If the County identifies available alternative coverage, the employee initially mandated shall have the option of either working or declining the overtime shift. The employee’s position on the Mandated Overtime List shall only change if they elect to work the mandated overtime shift.

D. If the employer and employee voluntarily agree in advance that the employee will work longer hours one (1) day and offset them on an hour for hour basis by shorter hours on a work-day in the same work week as provided by Article 15, section 1, subsection D above, no time worked on the longer work-day is deemed overtime for pay purposes. If such agreement is not made and implemented, regular overtime rules under Article 16, section 4, subsection A above apply.

E. Compensatory Time
If consistent with the needs of the County, an employee may elect time off from work in lieu of overtime pay. In such case, the employee shall receive one and one-half (1.5) hours off or two (2) hours off for each hour of overtime worked, depending upon and determined by the rate at which the employee would otherwise be paid for overtime in accordance with subsection (A) and (C) of this section. Compensatory time off may be accumulated up to two-hundred-forty (240) hours.

F. Employees shall have ten (10) hours of rest after the end of one (1) regular and mandatory shift (two (2) consecutive shifts) and the commencement of their next regularly scheduled shift. Employees who are ordered vs scheduled
to return to their next regularly scheduled shift without ten (10) hours of rest shall be paid one and one half (1½) times their regular base rate of pay for all hours worked on their next regularly scheduled shift. This pay is in addition to any other premium pay/shift differential for which the employee qualifies. Employees who exercise the option of having ten (10) hours of rest before the beginning of their next regularly scheduled shift may charge the first two (2) hours of their shift to vacation, personal holiday or leave without pay. This section does not apply to employees who voluntarily return with less than ten (10) hours between their shifts.

5. **Stand-by and Call-Back Pay**  
   A. **Stand-by**  
   Employees on a regular work schedule who are placed on "stand-by" duty beyond their regularly scheduled work-day or work week and are assigned an answering device for stand-by purposes, shall be paid four dollars and seventy-five cents two dollars ($4.75 2.00) per hour they are on stand-by status.

   Employees on stand-by duty who are called in to work shall be compensated in compensatory time off or payment for the time worked at one and one-half (1.5) times their straight time hourly rate. Such employees are guaranteed a minimum credit of three (3) hours' work for each occasion on which they are called in. In the event an employee is unable to use earned compensatory time, then the employee shall receive payment for the unused compensatory time at the overtime rate earned. Employees on stand-by duty who take a phone call at home shall be paid at their regular rate of pay in fifteen (15) minutes increments. If a person giving advice by phone talks for ten (10) minutes the employee shall be paid for fifteen (15) minutes. If a person giving advice by phone talks for twenty-five (25) minutes the employee shall be paid for thirty (30) minutes, etc. Multiple calls less than fifteen (15) minutes between the end of the 1st and beginning of the 2nd (or more) calls will be considered one (1) call. Work which is performed under this section shall be defined as work performed by an employee...
who is called back to work or consulted by phone away from work after having left the County facilities. It shall not include work performed immediately prior to or immediately after the regular daily work shift.

B. Call-Back
An employee not on stand-by who is called back to work on any day other than the employee’s regularly scheduled work-day shall be paid a minimum of four (4) hours at the rate of time-and-one-half (1-1/2), if a full-time employee, or four (4) hours straight time.—if a part-time employee.

6. No Low Census Reporting Pay
An employee who is scheduled to report for work and who presents themselves for work as scheduled, but where work is not available for the employee, shall be excused from duty and paid at the employee’s regular rate for a day’s work.

7. Reimbursement for Required Use of Personal Automobile
A. Employees who are required to use their vehicle, typically for those who have to report to more than one location as determined by the County, shall be reimbursed at the rate approved by the IRS for non-taxable reimbursement per mile. Employees shall be assigned a regular reporting site, and if required by the County to report for work at an alternate work site, the employee shall be entitled to mileage reimbursement, the difference in mileage to and from their regular work site and the alternate work site, if reporting directly from home to the alternate work site is a further distance.

B. To qualify for the one hundred fifty dollars ($100,0050.00) for full-time employees’ and seventy thirty-five dollars ($70,00 35.00) for part-time employees’ mileage base reimbursement, employees must be required by the County, as a condition of their current job assignment, to have a vehicle available daily. They must routinely report to more than one (1) site in a day and/or be required to make field visits. The one-hundred fifty dollars ($100,00 50.00) for
full-time employees and seventy thirty-five dollars ($70.00 35.00) for part-time employees, per month base reimbursement shall be for vehicle maintenance and insurance allowance.

C. It is further understood and agreed that employee(s) must be in active pay status to qualify and receive mileage base reimbursement. All other employees that use their own vehicles shall only be reimbursed at the IRS rate set forth in Section 7.A above.

D. Teleworking Employees – reference personnel rule 3-65 for definitions, policies, and procedures related to telework employee status.

1. Employees with a Telework schedule (routine, hybrid, or ad hoc) should use their assigned County facility for subtracting commute mileage from their home before requesting mileage reimbursement. For example, an employee’s assigned building is the Multnomah Building, and the employee’s house is 10 miles away. The employee is asked to report to the McCoy Building for training. The McCoy Building is 15 miles from the employee’s house, so the employee can be reimbursed for 5 miles since it is the amount over and above their normal commute.

8. Parking

A. For those employees required to use their vehicle, determined by the County, as a condition of employment and Employees whose permanent reporting station is the downtown core area (Defined as Burnside N, Market S, Naito Parkway E, Hwy 405 W), parking shall be provided for each employee by the County within a reasonable distance of that location. Reasonable distance is defined as less than point five (0.5) miles from the employee’s worksite. In addition, the County agrees to meet with the Building Security Sergeant and the
Association to coordinate means whereby a nurse assigned to a downtown jail facility during night operation may, upon request, be escorted to the nurse’s parking place. **Nurses who work at the McCoy building will receive a 15% differential. Nurses who work at MCDC will receive a 10% differential in addition to the corrections differential.**

B. Employees entitled to but unable to find parking as provided for in item "A" above shall be reimbursed for any parking fees incurred in the course of business. In addition, the following shall apply to an employee who is not required to use their personal automobile as a condition of employment. If such employee is authorized to use the employee’s personal automobile on County business, the employee will be reimbursed for parking fees necessary on such business. However, no reimbursement will be made if, in light of the nature of the business, the employee’s schedule, and any equipment that the employee must carry to the business site, the employee could have reasonably parked at any County lot designated by the Department for such use. The employee’s immediate supervisor shall determine whether to authorize such ad hoc use of personal automobiles. Such authorization shall only be valid if received by the employee in writing in advance of the trip. A copy of such authorization shall be submitted with the employee’s parking reimbursement request. Supervisors shall make every effort to facilitate the use of less congestive alternative transportation, insofar as practical, before authorizing such ad hoc use. The County agrees to establish a procedure in cooperation with ONA for reimbursement of such fees. Early Childhood Services (ECS) employees who are regularly assigned to the Southwest/Northwest area of the City with metered streets, shall be compensated an additional twenty dollars ($20.00) per month above the regular mileage reimbursement base.

9. Transit Subsidy
   A. Statement of Purpose
      1. For the purpose of encouraging employees to use mass transit as
part of the County’s ride reduction program under the Oregon Department of Environmental Quality (DEQ)’s Employee Commute Options (ECO) mandate, as well as part of the County’s commitment to limiting traffic congestion and promoting clean air, each employee shall be eligible to receive a bus pass entirely subsidized by the County for the employee’s personal use while employed by the County. Employees shall return the bus pass to the County upon termination of County employment. Failure to do so may result in further action by the County and may be noted in the employee’s personnel file.

2. Employees will be provided sufficient commute time if utilizing public transportation from work site to work site and such transportation time will not impede upon the employee(s) break time.

B. Scope of Subsidy

1. The County will provide a one hundred percent (100%) subsidy for employee Tri-Met Universal Bus Pass. However, the County may require that the employee pay a percentage if the County’s subsidy exceeds the IRS standard for a de minimis employee benefit.

2. It will be the employee’s responsibility to request the necessary Photo ID from the Employee Benefits Office. Instructions for obtaining the photo ID will be available through Employee Benefits and will be included in new hire packets.

3. This program is offered only by Tri-Met. C-Tran will honor the Tri-Met Universal Bus Pass on all C-Tran regular routes (C-Tran Express routes are excluded).

C. Procedural Requirements

The procedural requirements for obtaining the pass and verification that the pass
has been used solely by the employee shall be the same as apply to managerial employees. Such requirements may change from time to time to ensure efficient implementation of the program.

10. Pay Upon Promotion
Employees promoted to a higher classification will be placed at a step within the new range which results in a salary increase of not less than one (1) step above former salary.

11. Pay Upon Entry
An employee may be credited for past work experience, clinical expertise, or advanced education, and hired at a wage higher than step one (1) in the job classification upon request by the appointing authority with approval of the Department's Human Resources Manager. Successful applicants will at the time of hire be given a copy of the department's policy concerning step placement and a copy of the worksheet used by the hiring manager to determine the applicant's entry step. A copy of the worksheet will be placed in the employee's personnel file.

12. Nurse Practitioner Certification
An employee may not be classified or paid as a Nurse Practitioner unless the employee holds current certification as such from the Oregon State Board of Nursing (or its successor) and is actually assigned to and does perform Practitioner duties.

13. Lead Assignments
   A. Definition
   The Lead Nurse concept is to be utilized when the work situation dictates that the nurse who usually performs the same work as the other nurses in the work unit is, in addition, delegated limited supervisory duties when, in the County's judgment, such duties are not within the scope of the job description.
B. Compensation
When a nurse is assigned by an appropriate supervisor and performs Lead Nurse duties, the nurse will receive a differential of six and one-half percent (6.5%) of the nurse’s assigned rate beginning from the first day of such assignment.

14. Retirement
A. PERS/OPSRP MEMBERSHIP
Employees shall be eligible for participation in the Oregon Public Employee Retirement System (PERS) and the Oregon Public Service Retirement Plan (OPSRP) pursuant to ORS 237 and 238A subject to the terms and conditions of the Agreement, dated February 1, 1982, integrating the Multnomah County Employees' Retirement System and PERS, such Agreement having been entered into between the Public Employee Retirement Board and Multnomah County pursuant to the provisions of ORS 237.051.

B. Sick Leave in Application to Final Average Salary
In accordance with the terms of ORS 238.350, one-half (1/2) the accumulated unused sick leave with pay will be applied to final average salary for the purpose of pension benefit determination.

C. PERS Pick-up
The County shall "pick-up" employee contribution to PERS as provided by ORS 238.205. Should any reason the ORS 238.205 “employer pick-up” no longer be legally available the County shall on the last payroll period of this Agreement increase employee wages by six percent (6%) and return to the limited “pick up” provided for prior to the resumption of PERS pick-up in 1999, including but not limited to the terms of compensation for non-PERS members. Pursuant to ORS 238.205 (5) and (6), the parties agree and acknowledge that employee compensation was reduced in order to generate the funds needed to make these employee contributions to the employee accounts; the employer will file any
required notices with the Public Employees Retirement Board.

D. OPSRP Employer Pick-up
The County shall “pick up” the employee contribution to OPSRP as permitted by ORS 238A.335(1). Should for any reason the ORS 238A.335(1) “employer pick-up” no longer be legally available the County shall on the last payroll period of this Agreement increase employees wages by six percent (6%) and return to the limited “pick-up” provided for prior to the resumption of PERS pick-up in 1999, including but not limited to the terms of compensation for non-OPSRP members. Pursuant to ORS 238.335(2)(a) and (3), the parties agree and acknowledge that employee compensation was reduced in order to generate the funds needed to make these employee contributions to the employee accounts; the employer will file any required notices with the Public Employees Retirement Board.

15. Corrections Nursing Premium
An hourly premium of ten percent (10%) of base rate will apply to: (1) all hours paid to employees assigned to one of the correctional facilities on an ongoing basis, or (2) hours worked in one of the correctional facilities outside of the regularly scheduled work hours/days for employees assigned on an intermittent ad hoc basis.

16. Weekend Differential
Bargaining unit members will receive a four dollar and seventy-five cents three dollar ($4.75 3.00) per hour weekend differential for each such hour worked on Friday from 9:30 p.m. until midnight, on Saturday, or on Sunday before 9:30 p.m.

17. Overpayments and Payments in Violation of Contract
Any employee receiving unauthorized payments has the obligation to call such error to the attention of the employee’s supervisor. The County shall have no expectation that the employee knew they were receiving unauthorized payments.

As soon as the overpayment is known, the County will make every effort to recover
such overpayments, by payroll deduction within 180 days of when the error occurred over a reasonable period of time as determined by the Department Personnel Director. There will be consultation with the employee on how the repayments are made so that the employee is not financially harmed.

Where an error occurs which results in a negative impact on the employee, upon notification by the employee, and verification by the payroll division, payment in correction of the error shall be made in the employee’s paycheck for the current pay period. Per occurrence, any underpayment will be considered a $200 fine against the County per the unlawful deduction law. This fine will be factored in for any underpayment made, which will offset any overpayment made.

18. Longevity Pay
Employees who have ten (10) years of service in positions covered by the ONA bargaining unit shall receive a longevity pay increase of two percent (2%). Employees who have fifteen years of service in positions covered by the ONA bargaining unit shall receive three percent (3%). Employees who have twenty years in positions covered by the ONA bargaining unit shall receive four percent (4%). All of the longevity increases will be above the base rate of pay. Ten (10) years of service in positions covered by the ONA bargaining unit shall receive a longevity pay increase one percent (1.0%) above the base step rate the employee would otherwise receive. Longevity pay shall be deemed part of the employee’s regular base pay rate.

Employees who have twenty (20) years of service in positions covered by the ONA bargaining unit shall receive a longevity pay increase two percent (2.0%) above the base step rate the employee would otherwise receive. Longevity pay shall be deemed part of the employee’s regular base pay rate.

19. Bilingual Pay
A differential of four percent (4%) over base rate will be paid to employees in positions
which specifically require, and who have been directed to translate to and from English to another language (including the use of sign language) as a condition of employment. The proficiency level for interpretation and translation skills will be assigned by management and contained in an employee's individual position description. Employees are not eligible for both a bilingual and KSA differential. If an employee is regularly translating (more than 50% of shifts), their manager will contact human resources to have the position reclassified as a bilingual position.

20. KSA Differential
Culturally-Specific Knowledge, Skills, and Abilities Positions Compensation
A differential of four percent (4%) over the base rate will be paid to employees in positions that have an additional Culturally-Specific Knowledge, Skills, and Abilities minimum qualification attached to them. An employee may not simultaneously receive multiple premiums for related KSAs (e.g., premiums for a Vietnamese Culturally-Specific KSA and Bilingual pay for speaking Vietnamese).

20. Preceptor Differential (Health Department)
A preceptor differential shall be paid to any nurse who precepts eligible preceptors in the amount of $2.00 per hour for each hour worked as a preceptor. An eligible preceptor shall be defined as a Health Department bargaining unit member who has completed a health preceptor education program and who has been assigned by their manager to act as a preceptor or is scheduled to complete a health preceptor education program and has been approved by management to act as a preceptor. Preceptor differential is for those preceptoring for nursing students, agency nurses, new employees and current employees changing service area.

21. Corrections Health Agency Nurse Orientation Differential (Health Department)
An orientation differential shall be paid to eligible preceptors in Corrections Health in the amount of $2.00 per hour for each hour worked in orienting agency nurses working in Corrections Health. An eligible preceptor shall be defined as a Health Department
bargaining unit member working in Corrections Health who has completed a health preceptor education program and who has been assigned by their manager to act as a preceptor or is scheduled to complete a health preceptor education program and has been approved by management to orient agency nurses working in Corrections Health.

22 Deferred Compensation Plan (?)
Subject to applicable federal regulations, the County agrees to provide a deferred compensation plan that provides for payment at a future date for services currently rendered by the eligible employee. Effective the first of the month following ratification of the agreement by the Board of County Commissioners each new employee will be automatically enrolled in the County’s Deferred Compensation program, at the rate of one percent (1%) of their pre-tax wages, unless the employee chooses to opt out.

23. Inclement Weather Essential Assignment Compensation
A. Employees in positions that have been designated as Inclement Weather Essential Assignments shall receive two (2) saved holidays, at the number of hours described in Article 7, Section 1.B., on October 16 of each year. An employee who is hired into or transfers into an Inclement Weather Essential Assignment after October 16 but before January 1 of the same fiscal year will receive two (2) saved holidays effective to the date of their transfer. An employee who is hired into or transfers into an Inclement Weather Essential Assignment on or after January 1 but before March 15 of the same fiscal year will receive one (1) saved holiday effective to the date of their transfer. An employee who is hired into or transfers into an Inclement Weather Essential Assignment after March 15 will receive no saved holidays for the fiscal year.

B. An employee who terminates employment or transfers out of an Inclement Weather Essential Assignment after October 16, but before January 1 of the same fiscal year shall have one (1) saved holiday deducted from their accrued leave; if the employee has already used both saved holidays, they will have one (1) vacation day deducted from their accrued leave or will have a negative
C. An employee that was ineligible for the saved holidays under Section 23.A of this article, but who is directed to report to work under Article 14, Section 8.C. shall be paid an hourly premium of twenty percent (20%) of base pay for all hours worked during qualifying inclement weather.

24. Telework Stipends and Allowances

A. Amounts

1. Routine

a. $40 internet/utilities monthly stipend

b. $500 one-time allowance for equipment

● No receipts required

● IT will provide laptops and related technology

2. Hybrid

a. $20 internet/utilities monthly stipend

b. $500 one-time allowance for equipment

● No receipts required

■ IT will provide laptops and related technology

B. Eligibility

1. Routine

a. All employees who telework including limited duration assignment (LDA) employees

b. Routine teleworker - An employee that is assigned a telework schedule all of the time, and only works onsite in a County building location unscheduled, infrequently, or as needed
c. Must give up onsite desk

2. Hybrid
   a. All employees who telework
   b. Hybrid teleworkers are eligible for reimbursements and allowances or stipends if (1) telework is a condition of employment as identified in the position description, or (2) the employee spends fifty percent or more of their time teleworking AND the hybrid teleworker only has a shared work space available to them.

C. Trial service period
   1. Trial service for routine and hybrid teleworking may be up to 6 months
   2. Employees receive the internet stipend during the trial service and $250 equipment allowance at the beginning of the trial service and the remaining $250 at the end of the trial service if continue with the routine and qualifying hybrid telework schedules

3. Managers should define what a successful trial service looks like