

Memorandum of Agreement

Multnomah County & AFSCME Loc. 88 (ERP Program Team Retention Benefit)

The Parties to this Memorandum of Agreement are Multnomah County, Oregon, hereinafter referred to as the County, and Local 88 of the American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the Union.

Recitals

A. The County is currently planning to implement a replacement cloud-based Enterprise Resource Planning (ERP) system. During implementation, it will be critical to maintain support of the current primary legacy ERP system (the application named SAP) and to retain staff dedicated to implementation of the new software applications.

B. ERP development and implementation skills are highly sought after in the employment market. The parties have a shared interest in incentivizing current and future staff to maintain County employment through implementation of the new system and the decommissioning of the legacy application.

C. Losing staff who are critical to current system maintenance or to new system implementation presents a significant risk to the County. Availability of skilled staff in the market, and our ability to recruit staff for a time-limited project, are limited as well. The loss of staff could require the County to engage contractors at a significantly higher cost, and timelines and quality of the implementation would also suffer.

THEREFORE, the parties mutually agree as follows:

Agreement

1. Eligibility:

A. Beginning March 6, 2017, current and newly hired regular/probationary/limited duration employees supporting the current ERP system, serving on the ERP Implementation Team or serving as subject matter experts (SME's) are eligible to receive Accrued Project Credit for time worked on the Project through the final Go-Live date (including overtime hours), as set out in the schedule and terms below.

B. Unless laid off by the County, employees must be continuously employed as regular/probationary/limited duration through six (6) months following the final Go-Live date of the county's new ERP system to receive this incentive. Final Go-Live date to be determined by ERP Executive Sponsor. Employees who resign their county employment prior to this date forfeit any accrued benefit.

C. Time working on this project must be approved by management and tracked in the County's timekeeping system in order to count towards the incentive. Current SAP support team's time on both the project and maintaining the current system will count towards eligibility.

2. Benefit:

A. Employees will be granted the following incentive based on total SAP/Project hours worked:

1,500 or more Project Hours worked:	240 Hours Accrued Project Credit
1,000 to 1,499 Project Hours worked:	160 Hours Accrued Project Credit
500 to 999 Project Hours worked:	80 Hours Accrued Project Credit
250 to 499 Project Hours worked:	40 Hours Accrued Project Credit

The Accrued Project Credit grant will be effective six (6) months after the final Go-Live date.

B. Employees may designate up to eighty (80) hours of Credit as paid leave, and balance shall be paid out at the employee's current rate of pay at the time of payout.

C. Accrued Project Credit designated to be taken as paid leave must be used within one (1) year from date of award; scheduling of leave is subject to supervisor approval but shall be in accordance with the applicable Department policy or MoA regarding vacation scheduling. Any Credit designated as leave that is unused at the end of one (1) year will be paid out to the employee.

3. Project Work Tracking:

Employees will be responsible for tracking their project time per the Project Management Team's instructions. All project time must be approved by a designated Project Lead in order to qualify. A list of current Project Leads can be found at <https://commons.multco.us/multco-align>. For the SAP Support Team, all hours worked will be counted towards eligibility.

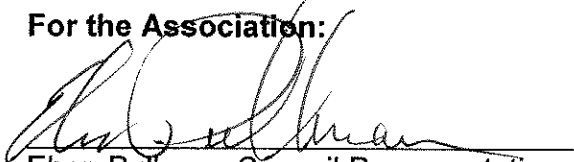
4. The Examples attached hereto and incorporated herein shall be of equal weight and value as the terms of this agreement for purposes of interpreting the terms of this agreement.

5. This MoA shall not be construed as establishing a precedent, practice or custom, and neither party shall raise it as such in any other forum. Any dispute over the meaning, interpretation or application of this MoA shall be subject to the grievance procedure set forth in Article 18 of the parties' CBA.

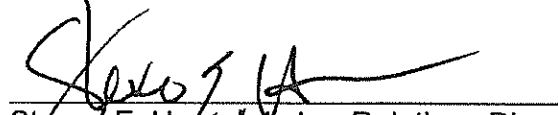
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Executed this 4th day of ~~September~~ ^{October}, 2017.

For the Association:


Eben Pullman, Council Representative

For the County:


Steven E. Herrof, Labor Relations Dir.

ERP Team Retention Benefit

Examples:

NOTE: The ERP Program Executive Sponsor designated March 6, 2017, as the start of the project, and the project is declared complete and "in production" on June 30, 2018. Therefore, December 31, 2018 is determined as the date 6 months post project completion. For determination of eligibility for the pay out of the accrued benefit, the employee that accrued the benefit must still be employed as of December 31, 2018.

NOTE: See Example 4 below for one permutation that includes an interruption in continuous employment as a scenario to consider.

1. A current employee begins working on the project March 6, 2017. The employee works on the project for the full period of the project through the Go-Live date of the final HR and Finance components on June 30, 2018. The employee is still employed by the County on December 31, 2018. The employee records approved time of 1,760 hours in that period on the project. The employee accrued enough time to:
 - Receive **240 hours** of pay; or
 - Receive 240 hours and choose to designate up to 80 hours of it as paid leave. The remaining balance of the 240 hours will be paid out. The paid leave must be used within 1 year; any hours unused will be paid out to the employee.
2. A current employee begins working on the project on August 1, 2017. The employee completes their designated work and supports the Go-Live of the HR components in June 2018, and is released from the project. The employee records approved time of 815 hours in that period. The employee is still employed by the County on December 31, 2018. The employee accrued enough time to:
 - Receive **80 hours** of pay; or
 - Receive 80 hours and choose to designate up to 80 hours of it as paid leave. The remaining balance of the 80 hours, if any, will be paid out. The paid leave must be used within 1 year; any hours unused will be paid out to the employee.
3. A new employee is hired in August 2017. The employee begins working on the project on September 1, 2017. The employee completes their designated work and supports the Go-Live of the final Finance components in June 2018, and is released from the project. The employee records approved time of 1,340 hours in that period on the project.

- The employee resigns their employment with the County in August 2018. The employee receives **no benefit** from this program.
 - The employee is still employed by the County on December 31, 2018. The employee accrued enough time to:
 - Receive **160 hours** of pay; or
 - Receive 160 hours and choose to designate up to 80 hours of it as paid leave. The remaining balance of the 160 hours will be paid out. The paid leave must be used within 1 year; any hours unused will be paid out to the employee.
4. A Temporary/On-Call employee is hired in January 2017. Then they are hired as a regular/probationary/LDA and subsequently begins working on the project on April 1, 2017. The employee completes their designated work and supports the Go-Live of the HR components in June 2018, and is released from the project. The employee records approved time of 480 hours on the project in that period. The employee was laid off by the County prior to December 31, 2018. The employee accrued enough time to:
- Receive **40 hours** of pay.



Eben Pullman <epullman@oregonafscme.org>

Local 88 Draft MOA - ERP Team Retention Benefit

Steve HERRON <steve.herron@multco.us>

Tue, Sep 26, 2017 at 9:22 AM

To: Eben Pullman <epullman@oregonafscme.org>

Cc: JAMES OPOKA <james.j.opoka@multco.us>, Jason Heilbrun <president@afscmelocal88.org>, Denise HOLTROP <denise.holtrop@multco.us>

Hi Eben -

We would treat that the same as we are approaching the issue with Regular employees -- if it is an early termination due to discipline or performance deficiency, we would treat them as not eligible, but if it was an early separation for lack of work or lack of staffing need (akin to a layoff for a Regular employee) then we would treat them as remaining eligible (contingent on them not turning down an offer to resume, akin to a layoff call-back).

- Steve

On Fri, Sep 22, 2017 at 12:55 PM, Eben Pullman <epullman@oregonafscme.org> wrote:

Hello James,

Thanks for our discussion on this subject. The point of clarification I'm seeking is the following: If a Limited Duration employee had a scheduled end date to their LDA at some point after the 6 month period following the Go-Live date but County decides to end their employment within the 6 month period - would they be eligible to receive the retention benefit? Based on the language of the MOA, it suggests that they would be eligible.

Thanks,
Eben

On Fri, Sep 15, 2017 at 3:08 PM, JAMES OPOKA <james.j.opoka@multco.us> wrote:

Hi Eben,

This email is response to your question about an LDA assignment ending before reaching six (6) months after Go-Live, and whether or not the LDA employee would be eligible for the ERP Team Program Retention Benefit. If a person is newly hired into a LDA assignment that has an end date before reaching six (6) months after Go-Live, they would not be eligible to receive the retention benefit. The reason for this is that it is known from the outset that the LDA assignment will be ending before six (6) months after Go-Live. It's possible that the County may have some LDA assignments that are for the purpose of completing a specific piece of the ERP Implementation Project and it is not the County's intent to have them stay for the entire project implementation. The County will let newly hired LDAs, who are in these type of LDA assignments, know that they are not eligible for the retention benefit at the time of hire.

Please let Steve or I know if you have additional questions. I will be out of the office next week (Sept. 18-22), so please be sure to copy Steve and Denise on your email.

Thanks

James J. Opoka, SPHR, SHRM-SCP

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503-988-3009 (Fax)

james.j.opoka@multco.us

10/4/2017

Oregon AFSCME Council 75 Mail - Local 88 Draft MOA - ERP Team Retention Benefit

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