

Memorandum Of Agreement (Response to COVID-19 Novel Coronavirus)

I. Parties to the Agreement

The parties to this Memorandum of Agreement (hereafter referred to as “MoA”) are Multnomah County, Oregon, (hereinafter referred to as “County”), and Federation of Oregon Parole and Probation Officers (hereinafter the “Federation”), (hereinafter referred to as “Union”).

II. Background

- A. In response to the spread of COVID-19 novel coronavirus, and the infection of patrons, clients, and potentially employees of Multnomah County, and
- B. Knowing that personally impacted employees who have little or no available accrued paid leave are incentivized to come to work in order to avoid lost wages, and
- C. Knowing that employees’ ability to care for personal and family needs is critical to reducing transmission of COVID-19 in the workplace, and
- D. Accepting that the recommended period for quarantine from the last possible exposure is fourteen (14) days.

THEREFORE, the parties have a shared interest in temporarily adopting revised Collective Bargaining Agreement terms and conditions, Personnel Rules, and work rules and structures that allow employees impacted by COVID-19, who may have limited or no banked accrued paid leave, innovative options for mitigating the impact of absence from work.

III. Agreement

- 1. This agreement applies to members of the Federation at Multnomah County..
- 2. **Telework**

A. Effective Tuesday, March 17, 2020, until otherwise vacated by the Chair or her designee, the County shall have the ability to direct FOPPO staff to commence teleworking. Where an employee does not have means to telework, the County will consider providing equipment or supplies to accommodate the barrier.

B. Teleworking employees shall record their time as teleworking or administrative leave as directed by their supervisor.

3. **Vacation Accrual Limits:** Any employee who is unable or not permitted to use vacation during the Declaration of Emergency, and whose accrual consequently exceed maximum accruable hours during or in the first ninety (90) days following the termination of the Declaration of Emergency, shall have leave that would have exceeded the maximum accrual placed in a separate frozen leave bank, and shall not forfeit the leave so long as it is used within one (1) year of the Chair's Declaration of Emergency.

4. **Sick Leave Borrowing:** The parties agree to the establishment of a Sick Leave Borrowing program as follows:

A. For the duration of this agreement, the following leave borrowing program will be in effect.

B. In order to participate, employees must meet the following eligibility requirements:

1. Employee holds a full- or part-time trial service or regular status, limited duration, or on-call or temporary position with the County and is entitled to accrue sick and/or vacation leave,

1. Without leave borrowing, the absence will result in all, or a portion, of the time charged as leave without pay, and

1. Either,

a. The employee or a member of the employee's immediate household has symptoms of flu-like illness or is recovering from flu-like symptoms, and is within the incubation quarantine period as recommended by the CDC, or

b. The employee has a child whose school or childcare facility has been closed by a public official due to COVID-19.

C. Employees who meet the eligibility requirements above shall be allowed to participate in the leave borrowing program subject to the following terms and conditions:

1. Borrowed leave may only be used for purposes identified in the eligibility criteria described above.

1. Part- and full-time trial service and regular status employees may borrow up to a maximum of eighty (80) total hours of paid leave to cover leave without pay status. The

first forty (40) hours will be charged to future sick leave accruals. Up to forty (40) subsequent hours will be charged to future vacation accruals.

1. Absence covered by the borrowed leave program may not exceed two episodes. If an employee is absent for more than one episode, the eighty (80) hour maximum applies to the total of the two episodes allowed.

1. Employees may submit sooner than, but must submit the request to borrow against future leave accruals to their supervisor no later than within thirty (30) calendar days of their return to work from an eligible absence. Requests must be submitted using the attached form, which is considered a part of this MoA.

1. Payment will only be made as part of a regular payday. The date of payment to employees who are approved to borrow against future leave accruals under the provisions of this MoA will be dependent upon the date the request is received by the County Payroll Unit.

1. Employees who borrow against future leave accruals will have the future sick and vacation leave accruals charged against the respective negative balances until the borrowed amount of leave is fully repaid. For example, if an employee needs to borrow forty (40) hours of leave to cover an eligible absence, in accordance with Paragraph C.2. above, all forty (40) hours will be charged to future sick leave accruals. If the employee accrues four (4) hours of sick leave per pay period, it would take ten (10) pay periods ($4 \times 10 = 40$) to pay back the borrowed sick leave amount. If the employee needs to borrow an additional forty (40) hours of vacation, and the employee accrues five (5) hours of vacation leave per pay period, it would take eight (8) pay periods ($5 \times 8 = 40$) to pay back the borrowed vacation leave. Sick leave and vacation leave accrual repayments will occur concurrently.

1. Employees who terminate employment, either voluntarily or involuntarily, prior to all borrowed time being repaid will have an amount equal to the value of the time still owed deducted from their final paycheck.

5. **Expansion of Catastrophic Leave Eligibility:** For the duration of the Declaration of Emergency, the County will expand eligibility for catastrophic leave as communicated by email on March 15, 2020.

6. **Use of Sick Leave Discipline:** For the duration of the Declaration of Emergency, the County will not use absence due to illness for COVID-19 or flu-like symptoms as a basis for employee discipline unless the County can establish that the employee has provided misleadingly incomplete or false information to the County.

7. Nothing in this MoA waives the County's right to require medical verification in accordance with the collective bargaining agreement, or for an employee that has an ongoing requirement to provide a medical verification for sick leave absences due to

previous leave usage concerns. However, no employee shall be disciplined if they have requested a medical verification from their provider in writing and the provider has failed to fulfill the request.

8. This agreement shall not establish a precedent in the negotiations of any future agreements on the subjects addressed herein. Additionally, this Memorandum of Agreement is subject to modification, suspension, or termination, should the Chair determine it necessary, without further notice or obligation to bargain.

9. This agreement shall terminate upon termination of the Declaration of Emergency, unless the parties agree to another termination date for any part of the agreement.

AGREED to this date, March 30, 2020.

For the Union:

For the County:



Patrick Braseco, Federation President

Shelly Kent, Labor Relations Manager