

Memorandum of Agreement

I. Parties

The parties to this agreement are Multnomah County ("County") representing the Department of Community Justice ("Department") and AFSCME Local 88 ("Union") representing the employees of the Department.

II. Background

Article 8, Section 5 provides the means for use and scheduling of accrued vacation to be in accordance with Memoranda of Agreement. The Department and the Union have reviewed the current memorandum and agreed to changes.

III. Agreement

Employees of the Department of Community Justice will submit their request for vacation to their immediate, exempt supervisor or the program/district manager in the supervisor's absence for approval. Each vacation request will be completed by the supervisor and returned to the employee within three (3) business days. If the supervisor is unable to return the approved or denied request to the employee within three (3) business days, the supervisor will inform the employee and let the employee know the date by which the supervisor will be able to respond.

Wherever possible, consistent with the needs of the Department and requirement for vacation coverage, employees will have the right to determine their vacation dates. Vacation requests will be granted based on the date and time of the request. If there are two or more vacation requests on the same date and there is a coverage issue, employees in the work unit will be asked to review their respective requests and forward a resolution to their supervisor. In the event the employees involved cannot reach resolution in this manner, the supervisor will grant the vacation request based on seniority. Additionally, each employee will be allowed to exercise the right of seniority only once for no more than two (2) different periods of consecutive vacation days in each calendar year. If the employee has already exercised their right of seniority previously in the calendar year, the vacation requests will be granted based on the date and time of the request.

Example: Two employees, Beth and Aaron, both request the following time off on the same date: Labor Day (Sept. 6-9), Thanksgiving (Nov. 21-23), and Christmas (Dec. 19-23). Beth turned in her requests on August 1 at 10:00 a.m. Aaron turned his requests in on August 1 at 3:00 p.m. Aaron has more seniority than Beth. Due to coverage issues, the unit can only allow one person to be off at the same time. Both Beth and Aaron review their requests, but are unable to come to a resolution. Aaron indicates that he would like to use his seniority in deciding whose vacations requests will be approved. Aaron has not used seniority previously in the calendar year. Since the request is for more than two different periods of consecutive days off, Aaron must choose which two he wants to use his seniority on, e.g. Labor Day and Christmas or Thanksgiving and Christmas. Beth would be approved to take the remaining period of vacation days off, since her request was received first.

If an employee changes supervisors as a result of moving to a different work unit, he/she will inform their new supervisor of any approved vacation requests upon accepting the new assignment/position.


Approved vacation requests will not be rescinded or altered by management unless in a bona fide emergency. An employee retains the right to rescind an approved vacation request and must inform the supervisor as soon as the employee determines that she/he wishes to rescind the vacation. An employee also retains the right to alter her/his request, with the approval of management.

This Memorandum of Agreement is effective December 5, 2005 and will continue until superseded. It replaces all previous vacation agreements with AFSCME Local 88.

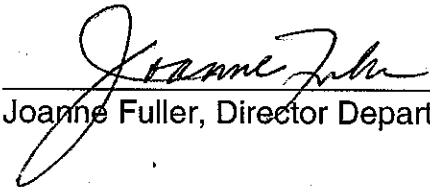
For the Union:


Bryan Lally, Council Representative

For the County:


Rebecca Gabriel, HR Manager

For the Department:


Joanne Fuller, Director Department of Community Justice