

MEMORANDUM OF AGREEMENT

I. Parties to the Agreement

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

II. Background

In accordance with Article 8, Section 5 of the parties collective bargaining agreement, the use and scheduling of accrued vacation by library employees has been governed by a May 18, 2001 memorandum and July 18, 2012 Memorandum of Agreement that was an exception to the May 18, 2001 agreement and specific to employees working at Central Library in Circulation and Stacks.

It is the desire of the parties to this MOA to update the May 18, 2001 memorandum and make the July 18, 2001 circulation and Stacks agreement exception an on going vacation policy.

III. Agreement

The Library updated vacation policy is as follow.

Unless noted otherwise in this MOA, vacation selection at the Library shall be on a "first-come, first-served" basis. Management will determine minimum staffing levels and coverage requirements for purposes of vacation approval and identify "critical times of operation" that may present staffing challenges. (e.g. observed holidays, frequently requested dates throughout the year). Employees may submit a vacation request to their supervisor at any time up to a year in advance. If conflicts arise due to minimum staffing levels, that cannot be otherwise resolved, job class seniority will be used as the deciding factor.

Central Circulation will continue to process vacation requests using the alternating holiday method that was used in the 2012 holiday (Thanksgiving through the New Years Holiday Season), which is:

Circulation Alternating Holidays

1. Specify a date that folks should have their holiday requests in by (likely around or before mid July).
2. Supervisor looks at last year's calendar to see who had those dates off last year.

3. If an employee had that time off the year before and there are other employees requesting that time this year, the time off is given to the employees who didn't get the time last year.
4. After all of the above, if there is still space on the calendar, management approve those requesting that time, even though they had it off last year.

Central Stacks will continue to process vacation requests using the lottery method that has been used in previous holiday (Thanksgiving through the New Years Holiday Season), which is:

Stacks Lottery

1. Management specifies a date that folks should have their holiday requests in by (likely around or before mid July).
2. Arrange requests by holiday (Thanksgiving, Christmas, New Years) and number them (e.g.- if 25 people requested time off, numbers would be 1-25).
3. Neutral 3rd Party would draw numbers one at a time out of a container.
4. Leave requests are approved in draw order.

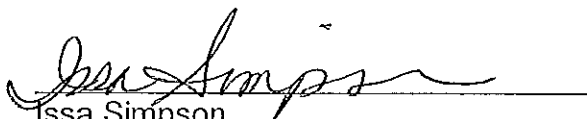
It is understood that subject to mutual agreement between Central Circulation/ Central Stacks employees and their manager, trades of holiday/vacation time may be allowed following both of the processes outlined above.

Approved vacation will be honored if an employee moves to a new location.

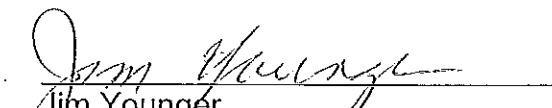
This Memorandum of Agreement is effective July 1, 2013 and will continue until superseded. It replaces the previous May 18, 2001 memorandum.

Agreed to this date, Sept 5, 2013, 2013.

For the Union:


Issa Simpson
Council Representative

For the County:


Jim Younger
Labor Relations Manager

For the Library


Shelly Kent
Human Resources Manager