

Collective Bargaining
Agreement

Between

AFT–Oregon Coast United Employees,
Local 6020,
AFT, AFL-CIO

and

Oregon Coast Community College

(Classified Unit)

2016 to 2019

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This Agreement is made and entered into by and between Oregon Coast Community College, hereinafter referred to as the College, and AFT-Oregon Coast United Employees, Local 6020, AFT, AFL-CIO, hereinafter referred to as the Union, for itself and on behalf of the employees in the bargaining unit described herein.

ARTICLE I – RECOGNITION

The College recognizes the Union as the sole and exclusive bargaining representative for all part-time and full-time non-faculty employees of the employer, excluding managers, supervisors, confidential employees as defined by ORS 243.650, casual employees as defined in the Memorandum of Understanding, attached as Appendix B, and instructors of non-credit, non-transferable community education courses, as determined by the Employment Relations Board on May 6, 2013, Case No. CC-002-13.

ARTICLE II – MANAGEMENT RIGHTS

Subject to the provisions of this Agreement, the College has the full right and authority to manage and administer the College and its employees. This includes, but is not limited to, establishment and management of properties, resources, and facilities; determination of the administrative organization; determination of financial policies of the College, the appointment, direction, evaluation, discipline, and supervision of employees; the right to determine educational courses and programs, curriculum, and services of the College; and the number and location of job positions required.

Nothing in the Agreement shall limit in any way the College's right to contract or subcontract work, nor shall it require the College to bargain such decisions with the Union, nor shall it require the College to continue in existence any of its present courses or programs in their present form and /or location or on any other such basis. This provision, however, does not limit the Union's right to bargain the impact of such decisions.

ARTICLE III – UNION RIGHTS AND RESPONSIBILITIES

Information

After a unit member is hired, the College will provide the Union with the employee's employee name, job name, FTE, date of hire, campus phone number, home address, personal email, cell phone number and home phone number so long as provided by the employee.

The Union will annually provide the College with a list of its officers and representatives.

Communications

The College agrees to allow the Union reasonable use of College internal mail service, and college mailboxes for official union business.

The College will designate a space at the Central Campus for a bulletin board, purchased by the Union at the Union's expense and installed by the College.

Facilities

The Union may use College facilities such as classrooms or meeting rooms for official Union business at no cost provided it abides by any facility usage policies.

Union Access

Representatives of the Union or any of its affiliates shall have reasonable access to all bargaining unit work areas for the purposes of administering this agreement, provided that such access does not interfere with the normal business of the College.

Union representatives who are not employees of the College must notify the College President or his/her designee at least twenty-four (24) hours in advance before visiting College facilities for the purposes of administering this agreement.

Equipment

Union representatives will have the same access to equipment available to the public, such as copiers or computers. The College will issue the Union a copier code for use of publicly available copiers, which the Union may use to make a reasonable number of copies, not to exceed 200 in a calendar year.

Release time

Union representatives shall be allowed reasonable release time for representational meetings and duties required for contract administration.

The Union officers or designees shall be allowed up to three days total per fiscal year paid release time to attend Union sponsored meetings, conferences, conventions or trainings, which the Union agrees to reimburse the College for payment during those days.

Release time shall be scheduled with the immediate supervisor with consideration for the operational needs of the College.

ARTICLE IV – UNION DUES

Dues

The College shall deduct monthly Union dues from the paycheck of each bargaining unit member who submits a written authorization for such deduction. The Union shall specify in writing at least ten (10) days prior to the end of the month names of new members, a copy of the dues deduction authorization for each new member, and the dollar and /or the percentage deduction to be applied from the paycheck each month.

The College shall remit to the Union the deductions made pursuant to this article together with the names of the employees for whom the deductions were made and the amounts deducted for each within ten (10) days from the payday on which the deductions were made.

The Union agrees to indemnify and hold the College harmless from any and all claims relating to any deduction made pursuant to this article.

ARTICLE V – PROBATIONARY PERIOD

Upon hire, every employee covered by this agreement shall serve a probationary period of 90 days. The College may extend the probationary period up to an additional ninety-days for any reason it determines warrants such an extension.

ARTICLE VI – PERSONNEL RECORDS

An official personnel file shall be maintained by the Department of Human Resources. The file shall contain copies of evaluations, commendations, letters, or other materials deemed appropriate by the College.

Employees may inspect their personnel file during regular office hours after providing at least one work days' notice to Human Resources. A representative of the union can review an employee's personnel file after receiving a written, signed authorization from the employee authorizing such review. Employees may receive copies of materials in their personnel files at the unit member's cost, which will be no more than the amount reasonably calculated to cover the actual cost of providing the service.

An employee shall have the right to place a written statement of explanation or rebuttal to any material placed in his or her file. Disciplinary documents shall be signed or initialed by the employee before placement in the personnel file, indicating the material has been read. In the event that the employee refuses to sign, such will be noted on the document(s) and the document(s) will be placed in the personnel file.

ARTICLE VII – POSITION VACANCIES

All College job opportunities shall be posted in house at the Central Campus, on the college job opportunity web-site link and emailed to current employees.

Applications from College employees will be subject to the same screening process as outside applicants. In the formal recruitment process, preference will be given to a qualified employee of the College when he/she is a finalist for a position and when all of the finalists present equal qualifications at the conclusion of any interviews.

ARTICLE VIII – WORK DAY, WORK WEEK, WORK YEAR

The Oregon Coast Community College work week is established as 12:00 a.m. Sunday through 11:59 p.m. Saturday.

The regular full-time work day at Oregon Coast Community College is eight (8) hours and the regular work week is forty (40) hours. The College retains discretion to set schedules according to the needs of the College, including, without limitation, determining the days on which the College is open or closed.

Flexible schedule: A unit member may request an alternate work schedule. The schedule must be requested in writing and approved by the appropriate supervisor. Nothing in this paragraph precludes the College from setting schedules according to the need of the College. No grievance may be submitted concerning a determination concerning a requested flexible schedule.

Employees will receive break and meal periods at or greater than the minimum prescribed schedule under regulations of the Oregon Bureau of Labor and Industries.

When the College determines it is necessary to make a schedule change that affects all unit members for a period of greater than two calendar months, it will strive to provide employees at least forty-five (45) days' notice.

ARTICLE IX – VACATION

Full-time employees shall accrue vacation hours at the following rates:

During this period:	Days of Vacation	Vacation Accrued per month
0-36 months	12	8 hours per month
37-84 months	18	12 hours per month
85 months or longer	24	16 hours per month

Part-time employees shall have their vacation accrual pro-rated according to the percentage of FTE they work.

Vacation accrual shall apply only during months in which the employee is in a paid status (either actively at work or on approved paid sick or vacation leave) for more than half the working days of that month.

Vacation leave must be scheduled in advance and must have supervisory approval. Vacation leave shall be granted or denied based on the operational requirements of the department.

Vacation hours may accrue to a maximum of 160 hours, which will be paid out at the termination of employment. Employees must use any excess vacation hours within 30 days of reaching maximum accrual.

Upon termination, resignation, or a reduction in work hours which affects eligibility for vacation accrual, employees shall receive cash compensation for unused vacation hours up to the maximum accrual. If the employee is terminated during the probation period, the employee shall not be eligible to receive any compensation time for accrued vacation time.

In the event of an employee's death, all monies due for accumulated but unused vacation shall be paid to the decedent's estate.

ARTICLE X – HOLIDAYS

Oregon Coast Community College recognizes the following holidays:

Labor Day
Veteran's Day

Thanksgiving Day
Day after Thanksgiving
Day before Christmas
Christmas
New Year's Eve Day
New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day

For each fiscal year the College also recognizes as holidays under this section December 27-29, 2016, December 27-29, 2017 and December 26-28, 2018.

Employees shall be paid for those holidays which fall within their normal work year not to exceed eight (8) hours per holiday.

Part-time employees shall have their holiday pay pro-rated according to the percentage of FTE they work.

When holidays occur on a Saturday, the preceding Friday is observed as a holiday. When holidays occur on Sunday, the following Monday is observed as a holiday. When a holiday occurs on an employee's regularly scheduled day off, another day off will be taken in lieu of the holiday. The day off must be taken in the same pay period the holiday occurs. The day will be scheduled in advance with the supervisor's approval.

If a holiday occurs during an employee's authorized paid absence, the holiday will be paid and not charged against sick or vacation time. Holidays occurring during leave without pay will be unpaid.

ARTICLE XI –LEAVES OF ABSENCE

For the purpose of this article an immediate family member is defined as a parent, step-parent, spouse, domestic partner, child, step-child, (when the employee serves in a parental relationship), grandchild, brother, sister, grandparent, son-in-law, or daughter-in-law. The definition of a child will include members of the household who are legally placed foster children or dependents for whom the employee or employee's spouse is legal guardian. In-law relationships shall also include those who are related to an employee through a domestic partner.

Sick Leave

Accrual: Full-time employees shall accrue sick leave at a rate of eight (8) hours per month. Part-time employees eligible for benefits shall accrue sick leave hours pro-rated by the percentage of FTE they work. Part-time employees not eligible for benefits shall accrue sick leave at the rate of one (1) hour of sick leave for every thirty (30) hours worked as outlined in Senate Bill 454. Sick leave shall accrue from the first day of employment, however it may be used only upon successful completion of the initial ninety (90) day probationary period.

For full-time and part-time employees who are eligible for benefits, to earn their full sick leave accrual for a given month, they must be in a paid status (either actively at work or on approved paid leave) for more than half of their scheduled work days in that month. If they are not in a paid status for more than half their scheduled work days in a given month, then they shall accrue sick leave at the rate of one (1) hour of sick leave for every thirty (30) hours worked as outlined in Senate Bill 454. Unused sick leave shall accumulate for an unlimited number of hours.

Use: Sick leave may be taken to prevent loss of income as a result of absences due to illness, injury, medical or dental appointments or when the health of others will be affected due to the employee's condition.

Sick leave may also be taken to prevent loss of income resulting from absence due to an illness, injury, medical or dental appointment of an employee's immediate family member.

Personal Leave

Employees who have completed their initial ninety (90) day probationary period shall receive one (1) personal day per fiscal year. During the first year of eligibility, employees who are hired during the second half of the fiscal year will receive only one-half of their normal accrual rate for this "personal" holiday which is to be used prior to the end of that fiscal year. Personal days must be used prior to the end of the fiscal year and may not be carried forward from year to year. Part time employees will receive personal days based on a percentage of their FTE.

Leaves under Federal and Oregon Law

The College will provide employees eligible for leave under federal and state law leave to which they are legally entitled.

Bereavement Leave

After completion of the initial ninety (90) day probationary period, employees shall be allowed up to five (5) days of paid leave due to the death of an immediate family member.

Education Leave

Educational leave may be granted to an employee at the discretion of the College President for the purpose of educational development. Educational development may include, but is not limited to: obtaining professional certification, licensing, short-term training, or pursuing an educational certificate or degree. This is unpaid leave separate and distinct from Tuition Waiver and Tuition Reimbursement described in Articles XV and XVI.

Legal Leave

Employees required to appear in court or hearings due to a call to jury duty, a subpoena to appear to testify where the employee is not personally the plaintiff, the defendant or the object of investigation shall be allowed to attend without loss of pay. Any per diem fees paid for such duty shall be paid to the college.

Emergency closure

Unless the College's offices have been declared closed, employees are expected to report to work. In the event that the weather conditions make it impossible to safely get to work or in the

event of a delayed opening, employees may substitute vacation leave for the hours of work missed.

If the College is declared closed due to inclement weather or reasons of an emergency nature, the employees shall suffer no loss of pay up to 40 hours per fiscal year.

ARTICLE XII – EVALUATIONS

The College may, at its discretion, conduct performance evaluations. A unit member may request an evaluation if the unit member has not been evaluated in the previous fourteen (14) months. The Supervisor shall perform the evaluation within one calendar month of the request or a written response as to why the evaluation is not necessary.

Supervisors shall provide the employee a minimum of two (2) days' notice prior to meeting to formally discuss a performance evaluation. The supervisor shall discuss the evaluation and provide the employee with a copy. The employee will sign the performance evaluation which acknowledges that he or she has read and understands the contents. The employee's signature does not constitute agreement with the evaluation but confirms that the employee has read and understands its content. A grievance concerning a performance evaluation shall be limited to an allegation that the evaluation was done in bad faith.

ARTICLE XIII – DISCIPLINARY AND DISMISSAL PROCEDURES

During the probation period, employee's employment is at will and the College may end the employee's employment for any legal reason or no reason at all. An employee may not grieve a dismissal that occurs during the probationary period.

Disciplinary action, after the probationary period shall only be taken for just cause.

Just cause shall mean that the employee knew or should have known that the act or acts engaged in were impermissible, that the College had evidence that the act or acts occurred, and that the College did not act in an arbitrary or capricious manner.

The parties agree that inadequate performance may be grounds for performance management and possible dismissal, and that the College may dismiss an employee for inadequate performance without formal discipline. Prior to any adverse action, the employee shall be provided written notice outlining the performance concerns and shall be given an appropriate amount of time to correct the outlined deficiencies unless the performance concern is one that such notice and opportunity to improve is not appropriate. In the event a grievance is pursued to arbitration concerning dismissal based on inadequate performance, the arbitrator will be limited to considering whether the College determined in good faith that performance warranted dismissal. Discipline shall include oral and written reprimands or warnings placed in the employee's personnel file, suspension, demotion and dismissal.

ARTICLE XIV – GRIEVANCE PROCEDURES

The purpose of this procedure is to provide for an orderly and expeditious process to secure, at the lowest possible level, solutions to disputes relating to interpretation of the Agreement.

Grievant is defined as an employee or a group of employees who allege a violation of the terms of this Agreement. The term grievant also includes the Union with respect to grievances growing out of an alleged violation of its organizational rights under this Agreement, however, no grievance concerning an alleged violation of organizational right is subject to arbitration.

Grievance is defined as an allegation that a specific section of this Agreement has been violated.

A grievance shall not include any matter as to which the College is without authority to act, any matter for which a specific remedy has been prescribed by State and/or Federal Statute, or the dismissal of a probationary employee. A grievance shall not include any claim that the employee did not receive leave that the employee believes he or she is entitled to under federal or state law.

Days are defined as Monday through Friday, excluding Saturdays, Sundays and College observed holidays. Days shall also mean those College workdays that occur during term breaks.

Occurrence is defined as when the grievant knew or reasonably should have known of the event giving rise to the violation.

Informal Resolution: Whenever possible, grievances shall be discussed with the immediate supervisor who has the authority to resolve the issue.

STEP ONE: The grievance shall be submitted in writing to the Department of Human Resources within (20) days of the occurrence. The grievance document shall set forth a statement of the grievance and the alleged facts involved, relevant dates, applicable provisions of the agreement violated and the relief sought. A written decision shall be provided to the grievant and the Union within (10) days.

STEP TWO: In the event that the grievance is not resolved at step one, the grievant shall submit the written grievance and supporting documentation to the College President within ten (10) days of receipt of the Department of Human Resources or designee's written response at step one. The President shall provide a written response with ten (10) days.

STEP THREE: If the step two decision is not acceptable to the Union, the Union shall notify the President within ten (10) days that the grievance be submitted to final and binding arbitration.

Time Limits: Failure of the College at any step of the procedure to communicate a decision in writing within the specified time limits shall permit the grievant to proceed to the next step. Failure of the grievant at any step of the procedure to appeal the grievance to the next step within the specified time limit shall deem the grievance resolved. Time limits at any step in the grievance procedure may be extended if mutually agreed to in writing by the parties.

Arbitration: Within ten (10) days after a written notice of arbitration the parties shall request that the Oregon Employment Relations Board furnish a list of seven (7) Oregon and Washington arbitrators and, upon receipt, alternately strike names until one (1) remains, and submit the matter to arbitration. The parties may mutually select an arbitrator without requesting a list of arbitrators.

The designated arbitrator shall set a time and place for hearing which is agreeable to both parties. The powers of the arbitrator shall be limited to interpreting this Agreement and determining if it has been violated. The decision of the arbitrator shall be binding on all parties.

The arbitration hearing shall be set on a date or time that ensures that the grievant and union's witnesses providing testimony at hearing shall suffer no loss of pay.

The fees and expenses of the arbitrator shall be shared equally by the parties.

ARTICLE XV – TUITION WAIVERS

Unit members who work twenty (20) hours per week or more and who are not on a paid or unpaid leave of absence (except for leaves protected by federal or state statutes providing entitlements to leave, which does not include the Americans With Disabilities Act) may have their tuition waived for 15 credits or up to \$600 of non-credit classes each term for classes offered by the College. Classes not offered directly by the College such as Ed2Go, hosted online classes, and SBDC, shall be made available at the cost, if any, incurred by the College.

Employee dependents (defined as spouse, domestic partner, and/or dependent children under age 26) may use the tuition waiver benefit.

ARTICLE XVI – TUITION REIMBURSEMENT/ADVANCE

Unit members who work 20 hours per week or more may apply for tuition reimbursement for courses, seminars or other study. Reimbursement applies to tuition only; costs incurred in attending classes, fees, mileage, lodging, books supplies, etc. are not reimbursable items. Such courses must relate directly to the employee's area of professional expertise. Reimbursement must be approved in advance by the President and the member's immediate supervisor. Unit members utilizing this benefit must provide the College, in advance, on a term-by-term basis, a plan of courses to be taken and any work time that must be missed to accommodate this schedule. Appropriate receipts must be submitted with the request for reimbursement or, with sufficient verification, the College may write the check to be payable directly to the scholastic institution(s).

Reimbursement will be limited to the equivalent cost of nine quarter hours per year.

A grade of A, B, C, P, or S must be earned unless the class is non-credit or non-graded. Verification of the final grade must be submitted upon completion of the class. If a unit member fails to achieve such a grade or fails to complete a proposed plan of courses, the unit member will reimburse the College for all previously paid tuition.

ARTICLE XVII – TRAVEL REIMBURSEMENT

When employees are required by the College, as part of their job, to use their personal vehicles for College business, or travel between college work sites, they shall be reimbursed at the current Internal Revenue Service rate.

ARTICLE XVIII – PAY DAY

Full time employees shall have their basic annual wages paid in equal installments. If this payment results in an employee being paid for more hours of work than the employee has worked at the time of his/her final paycheck, any overpayment may be deducted from the employee's final paycheck and if the employee still has been overpaid, the employee must repay the College for such overpayment. The union acknowledges that any deduction from a final check is authorized under ORS 652.610(1)(d) as in effect at the time of effectiveness of this Agreement.

ARTICLE XIX – COMPENSATION

The College will place new hires on the pay schedule that is attached as Appendix A. This pay schedule combines the previously separate schedules for Support Staff and Administrative & Professional Staff and changes the increase between steps to 2%.

Effective July 1, 2016, and on July 1 in the subsequent years covered by this agreement, all current employees, hired prior to January 1, will advance one step on the new pay schedule.

In December of each year of this agreement, all current employees will receive a one-time bonus of 2% for the fiscal year. The bonus will be calculated based on the employee’s gross annual pay. Those employees hired between July 1 and December 1 of each fiscal year, will have their bonus pro-rated by the number of months that they will be covered under this agreement.

ARTICLE XX – BENEFITS

Medical, Dental, Vision

	Full-time Premium Support	Full-time Premium Support for Employees Selecting HRA
Effective October 1, 2016	960	1050

For full-time unit members, the College will pay the monthly premium up to a maximum combined total of the amount stated above, depending on the plan choice, per month for life; accidental death and dismemberment; long term disability; and health, vision, and dental insurance.

The monthly amount paid by the College will be prorated for unit members that work 20 or more hours per week.

ARTICLE XXI – RECLASSIFICATION

If a unit member believes that his or her position is not properly classified under the College's salary schedule, the unit member may make a formal written request to his or her supervisor, on a form prepared by the College, to review the classification. The reclassification form shall be

available either on the College website at www.oregoncoastcc.org or through the Human Resources Department.

An employee may not make a formal request for a review more than once every two (2) years. The supervisor will meet with the employee within thirty (30) calendar days of initial receipt of the completed reclassification form to review the request and a determination concerning the request will be made within ninety (90) calendar days of initial receipt of the completed reclassification form.

ARTICLE XXII – RETIREMENT

In accordance with established PERS directives, the College provides a retirement plan through the Public Employees Retirement System (PERS). PERS membership is available to employees who are appointed to PERS qualifying positions. OCCC will pay the employer contribution and will, additionally, "pick-up" the employee contribution to the plan for eligible members. Part-time employees appointed to positions which do not meet this requirement may still be eligible if working concurrently for another PERS covered employer.

ARTICLE XXIII – NONDISCRIMINATION

The College is committed to providing equal employment opportunity through the practice of non-discrimination with regard to race, color, sex, sexual orientation, religion, age, national origin, marital status, disability or any other status protected by law. The College is committed to providing reasonable accommodation to qualified individuals with disabilities in accordance with applicable law.

ARTICLE XXIV – LAYOFF OF STAFF

The College may lay off a unit member because of abolition of position, shortage of funds or work, a material change in duties, or changes in the organization the College determines warrant a layoff. In the event employee reductions become necessary the College will notify the Union and the affected employee(s) at least 14 days in advance of any layoff. A layoff is defined as elimination of a position or positions or a reduction of the overall employment hours from 20 hours or above to less than 20 hours. Duties performed in conjunction with laid-off positions may be reassigned to other employees if those duties are appropriate to the other employees' classifications.

No temporary or permanent separation of a unit member from the College as a penalty or disciplinary action will be considered a layoff.

Laid-off unit members will be eligible for recall to their former positions up to 12 months from the date of lay off. The laid-off unit member will be responsible for maintaining with the College a current address, e-mail address, and telephone number where the member can be contacted.

If recall is offered the offer shall be sent by certified mail; any laid-off unit member offered a recalled position must confirm acceptance of his/her former position within to five business days of receipt of the offer. The unit member must be available to report to work within 15 days or

he/she will forfeit all recall rights. Failure to confirm acceptance will also result in forfeiture of recall rights.

Employees returning from a layoff shall have previously accrued sick leave reinstated. Participation and/or eligibility for PERS benefits will be governed by PERS rules and regulations existing at the time of the recall.

ARTICLE XXV – STRIKES/LOCKOUTS

The bargaining unit employees agree that during the term of this Agreement they will not call, encourage, support, or in any way be involved in any form of strike, boycott, slowdown, work stoppage or picketing and the College will not lock out employees.

ARTICLE XXVI – SCOPE OF THE AGREEMENT

This Agreement modifies or replaces the College's policies and practices which are in conflict with a provision of the Agreement.

The parties agree that they have had full opportunity to negotiate over mandatory subjects of bargaining and that all agreements reached during bargaining are reflected in this Agreement. After ratification, this Agreement shall not be modified in whole or in part except by the mutual consent of the parties in a written agreement.

ARTICLE XXVII – SEPARABILITY

If any provision(s) of this Agreement are declared invalid by any court or State administrative law body with jurisdiction to make such a declaration, the provision(s) shall no longer be operative or binding on the parties, but the remainder of the Agreement shall be of full force and effect.

ARTICLE XXVIII – DURATION

Unless otherwise noted, this Agreement shall take effect on the first day of the month following ratification by both parties, and shall remain in full force and effect until through June 30, 2019.

AFT-Oregon Coast
United Employees, Local 6020, AFT,
AFL-CIO

Oregon Coast Community College

By: Roberta Green

By: Birgitte Ryslinge
Dr. Birgitte Ryslinge, President

Date September 26, 2016

Date Sept 26, 2016

OREGON COAST COMMUNITY COLLEGE
Support Staff (Classified/Non-Exempt)
Effective July 1, 2016

ANNUAL PAY SCHEDULE

Step-2%																							
Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
B	23,054	23,515	23,985	24,465	24,954	25,453	25,962	26,482	27,011	27,552	28,103	28,665	29,238	29,823	30,419	31,028	31,648	32,281	32,927	33,585	34,257	34,942	35,641
C	24,783	25,279	25,784	26,300	26,826	27,362	27,910	28,468	29,037	29,618	30,210	30,815	31,431	32,059	32,701	33,355	34,022	34,702	35,396	36,104	36,826	37,563	38,314
D	26,642	27,175	27,718	28,272	28,838	29,415	30,003	30,603	31,215	31,839	32,476	33,126	33,788	34,464	35,153	35,856	36,573	37,305	38,051	38,812	39,588	40,380	41,188
E	28,640	29,213	29,797	30,393	31,001	31,621	32,253	32,898	33,556	34,227	34,912	35,610	36,322	37,049	37,790	38,545	39,316	40,103	40,905	41,723	42,557	43,408	44,277
F	30,788	31,404	32,032	32,672	33,326	33,992	34,672	35,366	36,073	36,794	37,530	38,281	39,046	39,827	40,624	41,436	42,265	43,110	43,973	44,852	45,749	46,664	47,597
G	33,097	33,759	34,434	35,123	35,825	36,542	37,272	38,018	38,778	39,554	40,345	41,152	41,975	42,814	43,671	44,544	45,435	46,344	47,271	48,216	49,180	50,164	51,167
H	35,579	36,291	37,017	37,757	38,512	39,282	40,068	40,869	41,687	42,520	43,371	44,238	45,123	46,025	46,946	47,885	48,843	49,819	50,816	51,832	52,869	53,926	55,005
I	38,248	39,013	39,793	40,589	41,400	42,228	43,073	43,934	44,813	45,709	46,624	47,556	48,507	49,477	50,467	51,476	52,506	53,556	54,627	55,720	56,834	57,971	59,130

MONTHLY PAY SCHEDULE

Step-2%																							
Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
B	1,921	1,960	1,999	2,039	2,080	2,121	2,164	2,207	2,251	2,296	2,342	2,389	2,436	2,485	2,535	2,586	2,637	2,690	2,744	2,799	2,855	2,912	2,970
C	2,065	2,107	2,149	2,192	2,235	2,280	2,326	2,372	2,420	2,468	2,518	2,568	2,619	2,672	2,725	2,780	2,835	2,892	2,950	3,009	3,069	3,130	3,193
D	2,220	2,265	2,310	2,356	2,403	2,451	2,500	2,550	2,601	2,653	2,706	2,760	2,816	2,872	2,929	2,988	3,048	3,109	3,171	3,234	3,299	3,365	3,432
E	2,387	2,434	2,483	2,533	2,583	2,635	2,688	2,742	2,796	2,852	2,909	2,968	3,027	3,087	3,149	3,212	3,276	3,342	3,409	3,477	3,546	3,617	3,690
F	2,566	2,617	2,669	2,723	2,777	2,833	2,889	2,947	3,006	3,066	3,128	3,190	3,254	3,319	3,385	3,453	3,522	3,593	3,664	3,738	3,812	3,889	3,966
G	2,758	2,813	2,870	2,927	2,985	3,045	3,106	3,168	3,232	3,296	3,362	3,429	3,498	3,568	3,639	3,712	3,786	3,862	3,939	4,018	4,098	4,180	4,264
H	2,965	3,024	3,085	3,146	3,209	3,274	3,339	3,406	3,474	3,543	3,614	3,687	3,760	3,835	3,912	3,990	4,070	4,152	4,235	4,319	4,406	4,494	4,584
I	3,187	3,251	3,316	3,382	3,450	3,519	3,589	3,661	3,734	3,809	3,885	3,963	4,042	4,123	4,206	4,290	4,375	4,463	4,552	4,643	4,736	4,831	4,928

HOURLY PAY SCHEDULE

Step-2%																							
Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
B	11.08	11.31	11.53	11.76	12.00	12.24	12.48	12.73	12.99	13.25	13.51	13.78	14.06	14.34	14.62	14.92	15.22	15.52	15.83	16.15	16.47	16.80	17.14
C	11.91	12.15	12.40	12.64	12.90	13.16	13.42	13.69	13.96	14.24	14.52	14.81	15.11	15.41	15.72	16.04	16.36	16.68	17.02	17.36	17.70	18.06	18.42
D	12.81	13.06	13.33	13.59	13.86	14.14	14.42	14.71	15.01	15.31	15.61	15.93	16.24	16.57	16.90	17.24	17.58	17.94	18.29	18.66	19.03	19.41	19.80
E	13.77	14.04	14.33	14.61	14.90	15.20	15.51	15.82	16.13	16.46	16.78	17.12	17.46	17.81	18.17	18.53	18.90	19.28	19.67	20.06	20.46	20.87	21.29
F	14.80	15.10	15.40	15.71	16.02	16.34	16.67	17.00	17.34	17.69	18.04	18.40	18.77	19.15	19.53	19.92	20.32	20.73	21.14	21.56	21.99	22.43	22.88
G	15.91	16.23	16.55	16.89	17.22	17.57	17.92	18.28	18.64	19.02	19.40	19.78	20.18	20.58	21.00	21.42	21.84	22.28	22.73	23.18	23.64	24.12	24.60
H	17.11	17.45	17.80	18.15	18.52	18.89	19.26	19.65	20.04	20.44	20.85	21.27	21.69	22.13	22.57	23.02	23.48	23.95	24.43	24.92	25.42	25.93	26.44
I	18.39	18.76	19.13	19.51	19.90	20.30	20.71	21.12	21.54	21.98	22.42	22.86	23.32	23.79	24.26	24.75	25.24	25.75	26.26	26.79	27.32	27.87	28.43

APPENDIX B

OREGON COAST COMMUNITY COLLEGE

Memorandum of Understanding

Casual Employees

Oregon Coast Community College does not desire nor intend to use the Classified employee class to supplant current or new Classified positions. It is our goal that when Classified-type workload requirements are regular (predictable throughout a year) and continuing (expected for the years to come), the College will create and staff new, regular Classified positions contingent on resource availability.

Recognizing that there will be on-going circumstances in which the “regular and continuing” standard is either not met or not yet met, the College seeks to establish the category of “Casual Employees.”

A casual employee is an employee with an assignment that does not exceed 599 hours per year, and whose assignment automatically ends on June 30th of each fiscal year.

In addition, casual employees:

- Are not be included in the AFT-Oregon Coast United Employees, Local 6020, AFT, AFL-CIO bargaining unit;
- The total FTE of casual assignments at any given time will not exceed 20% of the total FTE of the Classified Support Staff group.
- Do not receive benefits except for the minimums set forth by Federal and State law; and
- Are not the same as “temporary” employees (defined as represented, fixed-duration employees, for example those hired through a grant).

Examples where the College would use Casual employees at a Classified level (categories are not mutually exclusive):

1. Student employees
2. A short-term (less than 6 months) vacancy in a regular, represented position. Examples:
 - Position is vacated due to retirement or resignation, and the program or area workload requires that the work continue to be performed while the search process for a new permanent hire moves forward.
 - Regular employee in a position is on leave and will return.
3. When a new staffing structure is in development, pending a new permanent structure, which could include new Classified positions if a final determination to implement the structure is made.
4. For work that is by nature, filled by transitory employees, where there is high turnover both because the work requires very recent exposure, and also because the people

typically seeking the work are in transition. Examples would be tutoring or aquarists where the work is most frequently done by students or recent graduates.

5. For Seasonal/Intermittent/Project needs where there is work to be done on occasion and not necessarily according to a regular, ongoing, defined schedule. Examples would be:
 - Seasonal landscaping or one-time facilities support
 - Intermittent technical work related to program equipment (such as in Aquarium Science or Nursing).
 - One-time, clerical project work such as scanning document batches.
6. Intermittent work that relies on a pool of specialists, for example musical accompanists or lab equipment repair or maintenance.

The College will provide to the Union the name, date of hire, position title, associated FTE, pay rate and duration of the assignment for any casual hires at the Classified level.