

Collective Bargaining Agreement

between

Jefferson County, Oregon

and

Federation of Parole and Probation Officers

July 1, 2020 to June 30, 2023

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AGREEMENT
BETWEEN JEFFERSON COUNTY, OREGON
AND
FEDERATION OF PAROLE AND PROBATION OFFICERS

PREAMBLE

This Agreement is entered into by Jefferson County, Oregon, hereinafter referred to as the "County", and Federation of Parole and Probation Officers, hereinafter collectively referred to as the "Federation", for purposes of setting forth matters concerning rates of pay, schedule of hours, conditions of employment and other matters affecting members of the bargaining unit as certified by the Employment Relations Board.

ARTICLE 1 – RECOGNITION

The County recognizes the Federation as the sole and exclusive bargaining representative for all Adult Parole and Probation Officers, as defined under ORS 243.736, of Jefferson County, excluding confidential and supervisory employees.

ARTICLE 2 – FEDERATION MEMBERSHIP AND CHECKOFF

Section 1. Membership or non-membership in the Federation shall be the individual choice of employees covered by this Agreement. The County agrees to deduct from the paycheck of each employee who provides written authorization the regular initiation fee and regular monthly dues required of members of the Federation. The amounts deducted shall be transmitted monthly to the Federation on behalf of the employees involved. Authorization by the employees shall be on forms furnished by the Federation and may be revoked by the employee upon request. The performance of this service is at no cost to the Federation. The Federation shall hold the County harmless for the amount deducted from the employees' paycheck pursuant to dues authorization form signed by employees as directed by the Federation.

Section 2. The County will give new employees a copy of the Agreement. It will be the responsibility of the Federation representative to explain the contents of the Agreement, wage rates, fringe benefits and all aspects to the new employee. Such activity can take place during work as long as it does not unreasonably disrupt the performance of duties. The County will provide a copy of the Personnel Rules of Jefferson County to each new employee and make sure that the Federation representative has a copy. Provided, however, that the Federation's practice does not supplant other employer practices such as new employee orientation and exit interviews as conducted by the County's Human Resources personnel.

Section 3. The County shall provide the Federation upon request with all information that is reasonably necessary for the Federation to conduct its business. This will include periodically updated financial information, and names, addresses, and phone numbers of all new Federation members and notification of the termination of any Federation member.

Section 4 – Federation Business. Collective Bargaining. One member of the Federation shall, upon request, be granted leave from duty without any loss of pay for any meetings between the County and the Federation to negotiate wages, hours and working conditions, when such meeting(s) takes place at a time when any such member is scheduled to be on duty.

Other Business. The Federation representative shall be granted reasonable leave from duty without any loss of pay for the Federation's new employee orientation.

Telephone, Computer and E-Mail. The Federation President shall be allowed use of the County's telephone, computer and e-mail system to communicate with other bargaining unit members limited to official Federation communications, such as meeting notices, provided that such use does not disrupt the conduct of County business. Long distance telephone use that results in additional direct costs to the County is not allowed. Other than this restriction, no prior permission for such use is required. All Federation members recognize that these communication systems and the documents they generate will be a public record.

ARTICLE 3 – MANAGEMENT RIGHTS

Section 1. The County retains all rights to manage and direct the operations, except to the extent such rights are specifically limited or modified by the terms of this Agreement. The County's exercise of its management rights shall not affect employment relations as defined in ORS 243.650(7) which are not covered by this collective bargaining agreement unless there is an express waiver of the right of the Federation to bargain over mid-contract changes to such subjects. Management rights include, but are not limited to:

- a. The County's sole and exclusive right to manage the business and direct its work force;
- b. To establish jobs, eliminate jobs, and increase or decrease the number of jobs;
- c. To determine the number and starting and ending times of shifts;
- d. To assign employees to various jobs, work shifts, and routes;
- e. To determine the number of persons to be actively employed;
- f. To set the standards of productivity and the services to be rendered to maintain the efficiency of operations; to determine the introduction of new or improved methods, processes, or services of any kind;
- g. To expand, reduce, alter, combine, assign, or cease any job, department, operation, or service; to hire employees and determine their qualifications; to schedule (including hiring part-time, temporary or seasonal employees) and assign work, transfer, and lay off employees.
- h. To evaluate and reward employees;

- i. To discipline, suspend, demote and discharge probationary employees at will, and regular employees for just cause;
- j. To extend, maintain, relocate, curtail, or terminate the operation(s);
- k. To determine the quality of work and services required and maintain performance standards and records; and
- l. To issue, amend and revise reasonable policies, rules, regulations, and practices, including rules of conduct, standards of performance, recording of time, leaves of absence, alcohol and drugs (including testing to comply with federal and/or state law), policies and rules governing attendance, and safety and security (cameras, access, parking); to take whatever action is either necessary or advisable to determine, manage, and fulfill the mission of the County and to direct the County's employees; to determine the existence or nonexistence of facts which are the basis of management decisions; and
- m. Pursuant to ORS 181A.620, the right to request from other law enforcement units that subsequently employ any bargaining unit employee reimbursement for qualifying expenses incurred by the County while the employee was engaged in basic training or completing field training.

Section 2 – Use of Non-Bargaining Unit Labor. Nothing in this Agreement will prohibit any persons excluded from the bargaining unit under Article 1 from doing bargaining unit work, provided that it does not cause the layoff of any bargaining unit employee, nor will such persons become subject to the terms and conditions of this Agreement by doing so.

Section 3 – Employer Access to Property and Premises.

3.1 Desks, file cabinets, computers, computer files, email, lockers, and any other property supplied or provided by the County which employees use at the workplace are subject to County access, with or without prior notice. The County may search any personal property an employee may choose to bring to work.

3.2 The County will not use this provision for the purpose of harassment of any employee.

Section 4 – Temporary Assignments. The County may temporarily assign employees to perform duties not connected with their regular job or classification and/or working schedule for any bona fide business reason or purpose.

ARTICLE 4 – HOURS OF WORK

Section 1 – Regular Hours. The regular hours of work each day shall be consecutive except as may be interrupted by an unpaid meal period.

Section 2 – Workweek and Workday. The workweek shall begin at 12:00 AM on Sunday and end at 11:59 PM on Saturday and the normal work schedule shall consist of forty (40) hours in a seven (7) day work period. However, the County does not guarantee any minimum hours of work

per week. The work shall be consecutive days with either two (2) or three (3) consecutive days off, depending on the employee's work schedule. The intent of this language is to allow the County the flexibility to change the hours of work in a workday or workweek as the County deems necessary for the efficiency of operations. Such flexibility shall not be construed to allow irregular work hours, and employees will continue to work a four-day, 40-hour workweek schedule or a five-day, 40-hour workweek, as determined by the County. Unless agreed to by the Federation, the start time of a regular shift shall not begin prior to 6:00 AM or end after 8:00 PM. The County shall provide employees seven (7) calendar days' notice of any schedule change except for emergencies or employee absences beyond the control of the County.

Section 3 – Rest and Meal Periods. Employees are expected to arrange an unpaid one-hour meal period during each shift and arrange 15-minute paid rest periods during each half shift before and after the unpaid meal period. By mutual agreement between management and an employee, thirty (30) minute meal periods may be scheduled. An employee working six (6) hours or more must take an unpaid meal break. Employees may not stack, skip or delay 15-minute paid rest periods to extend their meal period or leave early.

Section 4 – Travel Time. Employees traveling to attend mandatory training, conferences, or education shall be compensated as required by state or federal law.

Section 5 – Voluntary Travel to Training. Employees traveling to attend voluntary training, conferences or education shall only be compensated for travel and attendance when this occurs during their scheduled work hours, unless agreed to in writing by the County.

ARTICLE 5 – HOLIDAYS

Section 1 - Holidays. The following shall be recognized as holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

If an employee is on authorized vacation, sick leave, or other leave with pay when the holiday occurs, such holiday shall not be charged against such leave.

Section 2 – Holiday Pay. Fulltime employees shall receive eight (8) hours pay for each of the holidays listed above. Less than fulltime employees shall receive prorated benefits. Work performed on designated holiday shall receive compensation at a rate of time and one half as outlined in Section 2 of Article 10 (Overtime).

Employees shall be paid for holidays during the pay period which the holiday occurred. Holiday pay will be paid with the final check of any employee who terminates employment only if the holiday occurs prior to the termination.

ARTICLE 6 – VACATIONS

Section 1 – Accrual. Full time employees shall be entitled to vacation with pay at the following rate (all hours allocated shall be prorated for employees working less than 40 hours per week):

<u>Months of Service</u>	<u>Vacation Hours/annual</u>	<u>Accrual Rate/month</u>
Up to 60 months	96 hours	8.0 hours per mo.
61-120 months	136 hours	11.34 hours per mo.
121 months and over	176 hours	14.67 hour per mo.

A new employee may be initially hired at a higher vacation accrual rate based upon years of relevant experience at the sole discretion of the County Governing Body.

Section 2. Continuous service for the purpose of accumulating vacation leave credit shall be service unbroken by separation from the County, except that time spent by an employee on military leave, sick leave or other protected leave, and authorized paid educational or law enforcement training leave shall be included as continuous service.

Section 3. Employees may carry only one year's accumulated vacation credit past their anniversary date of employment, with a maximum of 176 hours of vacation time. For the purpose of calculating unused vacation accrual upon employee departure, the accrual is limited to 160 hours. Employees will not receive payment in lieu of vacation time, with the exception of those employees who retire or terminate with unused remaining accrued time. Vacation leave shall not accrue during a leave of absence without pay. It is understood that any employee attending DPSST training will be entitled to all pay and benefits as if they were working within the County. In no case shall an employee lose vacation time if they are unable to take time off due to the County's operational needs.

Section 4. Employees shall be permitted to use vacation on either a split or an entire basis, or to request vacation on a one-day-at-a-time basis. Vacation times shall be scheduled by the supervisor based on his judgment as to the needs of efficient operations and the availability of vacation relief. Subject to the foregoing, employees shall have the right to determine vacation times. Employees may put in requests for time off on a first come, first served basis, which shall be granted or denied depending on the reasonable operating requirements of the County.

Section 5 – Termination. Upon termination of employment, all accumulated vacation shall be paid subject to section 3 of this article.

ARTICLE 7 – SICK LEAVE

Section 1 – Accumulation. All full-time employees will earn eight (8) hours of sick leave with pay for each full calendar month worked; concurrently and inclusive in this accrual, employees will earn 1-1/3 hours of sick time for each 40 hours worked. All hours allocated shall be prorated for employees working less than 40 hours per week. For employees with a seniority date prior to July 1, 2018, there is no limit on the maximum accrual of sick leave. For employees hired after July 1, 2018), a total of 1,040 hours of sick leave may be accrued by each employee. Sick leave shall not accrue during any period of leave of absence without pay.

Section 2 – Utilization. Employees may utilize their accrued sick leave for reason of illness or injury, or for any of the purposes required by state or federal law. Additionally, employees may utilize their sick leave allowance for medical or dental appointments for themselves or their children under the age of 18 or incapable of self-care due to mental or physical disability.

To use paid sick leave, the employee shall notify the supervisor of the absence and expected length thereof at or before the beginning of the shift, unless unable to do so because of serious illness or injury. The department head may require medical verification for absences that exceed three (3) days, or if the County has sufficient evidence to suspect that an employee is abusing sick time, subject to the requirements of federal and state law.

An employee shall not work for other than the County while on sick leave, until such time as he or she has requested and received permission from the County governing body, in writing. Permission may be given where the work requested to be performed will not aggravate, prolong or complicate the illness, injury or disability.

Section 3 – Sick Leave Without Pay. Upon application by the employee, sick leave without pay may be granted at the discretion of the County for the remaining period of disability after accrued sick leave is exhausted. The County may require that the employee submit verification from a physician periodically during the period of such disability.

Section 4 – Retirement. The County agrees to exercise its option under ORS Chapter 238, requesting the Public Employees Retirement System to include the monetary value of 1/2 of the accrued value of the accumulated sick leave of each retiring employee in computing the employee's "final average salary". This section does not apply to OPSRP employees.

Section 5 – Bereavement Leave. Sick leave may be utilized for bereavement leave according to state and federal law.

ARTICLE 8 – OTHER LEAVES OF ABSENCE

Section 1 – Criteria and Procedure. At the County's sole discretion, leaves of absence without pay not to exceed 90 calendar days may be granted upon establishment of reasonable justification in instances where the work of the Department will not be seriously handicapped by the temporary absence of the employee. Requests for such leaves must be in writing. Normally, such leave will not be approved for any employee for the purpose of accepting employment outside the service of the County.

Section 2 – Jury. Employees shall be granted leave with pay for service upon a jury; provided, however, that the salary paid to such an employee for the period of absence shall be reduced by the amount of money received by the employee for such jury service. Upon being excused from jury service for any day, an employee shall immediately contact their supervisor for assignment for the remainder of the employee's regularly scheduled workday.

Section 3 – Appearances. An employee required to report for a court appearance arising out of performance of his or her duties or before a judicial or quasi-judicial body in response to a subpoena shall be allowed leave of absence with pay. Any and all witness fees will be remitted to the County as a condition of receipt of payment from the County.

Section 4 – Family Leave. Employees shall be entitled to paid or unpaid leave pursuant to the Family Medical Leave Act and the Oregon Family Medical Leave Act.

Section 5 – Educational Leave.

- 5.1 At the County's sole discretion, after completing one year of continuous service, a full-time employee, upon written request, may be granted a leave of absence without pay by the supervisor for the purpose of upgrading his or her professional ability through enrollment in educational courses related to the employee's employment, at an accredited school. The period of such leave of absence shall not exceed one year, but may be renewed or extended upon request of the employee and approval by the supervisor. One-year leave of absence, with requested extensions, for educational purposes may not be provided more than once in a three-year period.
- 5.2 Employees may also be granted time off with pay for educational purposes, for reasonable lengths of time, to attend conferences, seminars, briefing sessions, training programs, and other programs of similar nature that are intended to improve or upgrade the employee's skills and professional abilities when approved by the County.

Section 6 – Military and Peace Corps Leave. Military, alternative service and Peace Corps leave shall be granted in accordance with Oregon and federal law.

ARTICLE 9 – COMPENSATION

Section 1. Salary Schedule. Employees shall be compensated in accordance with the salary matrix schedules attached to this Agreement and marked Exhibit A, which is hereby incorporated into and made a part of this Agreement. Step increases will be given to each eligible employee on the anniversary date of their employment.

The salary structure for employees will be a three salary grade matrix with ten steps (2.0% between steps). The salary matrixes are adopted as "Matrix 'A' & 'B'".

The County shall provide across the board wage adjustments for all employees covered by this Agreement as follows:

Effective July 1, 2020, 2.5% adjustment to the wage scale.

Effective July 1, 2021, 2.0% adjustment to the wage scale.

Effective July 1, 2022, 2.0% adjustment to the wage scale.

1.1 Job Classifications – Placement in Matrix

1.1.1 PO I Basic – Means an employee with a DPSST Basic PP Certificate or an employee who is serving a probationary period and has not yet received a DPSST Basic PP Certificate.

1.1.2 PO II - Intermediate – Means an employee with a DPSST Intermediate PP Certificate.

1.1.3 PO III - Advanced – Means an employee with a DPSST Advanced PP Certificate.

1.1.4 Lead – Means an employee assigned as Lead according to Section 3 of this article.

1.2 Certificate Advancement

1.2.1 When a PO I receives a DPSST Intermediate PP certificate, they shall be placed in the PO II salary grade and step that is the closest to their current wage with a minimum of a 7.8% increase. Employees will not be eligible to advance to the next step for 12 months.

1.2.2 When a PO II receives a DPSST Advanced PP certificate, they shall be placed in the PO III salary grade and step that is the closest to their current wage with a minimum of a 7.8% increase. Employees will not be eligible to advance to the next step for 12 months.

Section 2 – PERS. The County shall be a participant in the Public Employee's Retirement System (PERS). The salary matrix is divided into two different matrixes. The County shall make the employee's 6% contribution to the Public Employee's Retirement for Tier I/II employees. OPSRP employees are required to pay the 6%. OPSRP employees received a 6.95% wage increase effective March 21, 2019 for this exchange.

Matrix "A" represents the Salary Schedule for Tier I/II employees and employees that are employed under ORS 238.082(5)(a) (Sheriff's Employee Exemption to 1,040 hours limitation). For these employees the County will make the required 6% "employee share" of PERS.

Matrix "B" represents the Salary Schedule for OPSRP employees. For these employees the County does not make the required 6% "employee share" of PERS.

Section 3 – Lead Position. Employees designated as Lead shall be paid a premium of five percent (5%) or seven and one-half percent (7.5%) if a county resident while serving in the position. The County may assign or reassign PPO Leads using the following guidelines:

- 3.1 The County shall post available positions fifteen (15) days before the position(s) becomes available. The County shall allow PPOs to express interest in the position.
- 3.2 The County shall consider any candidate's work history, including any experience the candidate may have. The County is not prohibited from seeking outside candidates for the position of PPO Lead if a vacancy in a PPO position occurs.
- 3.3 PPO Lead assignments shall be for a period of twelve (12) months from the date of appointment. A PPO assigned as a Lead, may remain in the position, if within thirty (30) days of the PPO's appointment to lead anniversary date, the PPO notifies the County in writing of their request to remain in the position. The County will review the request and within fifteen (15) days notify the PPO if the request was granted or denied. The County has exclusive right to deny the continuation and does not need just cause to deny the renewal.
- 3.4 If the PPO Lead assignment is renewed, the County shall follow subsection 3.3 above.
- 3.5 If the PPO Lead assignment becomes available, the County shall again post the PPO Lead assignment position in accordance with subsections one (1) and two (2) above.
- 3.6 Except for the initial twelve (12) month assignment, the County may only remove the PPO from the PPO Lead Assignment during any twelve (12) month assignment period by following the disciplinary process outlined in the Policy and Procedures Manual.
- 3.7 A PPO who is either removed from a PPO Lead assignment or otherwise leaves a PPO Lead assignment shall return to a PPO position.

Section 4 – Spanish Bilingual Pay. An employee shall receive a bilingual premium of five percent (5%) if the employee is deemed fluently bilingual in Spanish. Fluency and qualification for this incentive is determined based upon a standard testing policy established by the County. Employees are required to successfully be retested every sixty (60) months to remain eligible. Testing arrangements are the responsibility of the employee.

Section 5 – Step Advancement. Employees will generally be eligible for step increases on their anniversary date. Step increases will be granted on the basis of satisfactory performance, as determined through evaluation. In the event a step increase is to be denied, the employee will receive written notice ninety (90) days prior to their anniversary date. This notice shall consist of the reason(s) why the increase is being denied and the action necessary, if any, to earn the increase.

The employee will be reevaluated at the end of the ninety (90) day period. If the denial is claimed to have been made arbitrarily or unreasonably, that issue may be submitted for grievance.

Section 6 – Education Expense. The County will allocate \$500 per fiscal year for reimbursement of bargaining unit employees for education expenses, including expenses for college course and conversion of training hours to education credits at an accredited school. Only courses related to the employee's employment or job-related degree shall be eligible for reimbursement. Prior to starting a class, employees will submit a notice of their intent to seek reimbursement for the class and the amount to be sought for reimbursement for tuition, fees, and cost of books. This notice will be submitted to Human Resources. Upon completing the class, the employee will submit a transcript showing the employee's grade for the class. A grade of "C" or better is required for reimbursement. The employee will also submit receipts showing the amounts paid for tuition, fees, and the cost of books. The County will reimburse the employee through regular scheduled payroll of its receipt of the requirement documentation, except as provided in the paragraph below. Reimbursement will be listed as a taxable fringe benefit on the employee's paycheck stub.

Employees will be reimbursed based on the date their required documentation is received and the degree sought. In the event claims for reimbursement exceed \$500 for the fiscal year, they will be paid in the following order depending on the degree sought by the member: Associates Degree, Bachelors Degree, and Masters Degree. If there is more than one claim for a given degree, claims will be paid in the order in which the required documentation supporting a claim is received by Human Resources. Employees seeking reimbursement for conversion of training hours to education credits at an accredited school must submit a notice of their intent to seek such reimbursement and the amount to be sought. This notice will be submitted in writing to Human Resources.

Section 7 – Survival Skills Instructor Incentive. Employees who have completed a Basic Instructor Development Course in a Survival Skills discipline and who have been appointed as a Survival Skills Instructor by the County shall receive an additional five percent (5%) of the employee's base pay but only for the time actually spent providing continuing education training in Survival Skills or while engaged in Survival Skills training activities (i.e., meetings, lesson planning, and set-up).

Survival Skills Instructor is defined as an instructor that has completed a DPSST Basic Instructor Development Course in Firearms, Defensive Tactics, and/or Confrontational Simulation. Both the training and the time spent preparing and setting up for training must be approved in advance by management.

ARTICLE 10 – OVERTIME

Section 1 – Overtime. The County whenever in their judgment they deem it necessary, because of emergency or for the purpose of efficiency, economy, or otherwise, may require one or more employees to work overtime on any day, at any hour, and for so long a period of time as they specify. An employee shall be compensated at the federal or state applicable rate of time-and-one-half for all hours worked in excess of forty (40) hours in any work week. Only hours actually performing work will count toward the forty hour calculation; in no circumstances shall any paid leave category be counted as work hours.

In no event shall overtime compensation be received twice for the same hours. All overtime must be approved in advance by the designated supervisor, except in the case of emergency which must be subsequently submitted to the supervisor for approval, and shall be recorded and reported to the designated supervisor within twenty-four (24) hours of time worked.

Section 2 – Form of Compensation. All overtime compensation shall be in the form of compensatory time off. Employees shall be allowed to accumulate overtime to a maximum of eighty (80) hours of compensatory time. Employees must use “comp time” prior to using vacation or administrative leave.

All accumulated compensatory time in excess of eighty (80) hours shall be paid in cash at the end of the pay period following the date the overtime was worked. The County shall pay an employee for accumulated compensatory time upon termination or ending of employment.

ARTICLE 11 – DISCIPLINE AND DISCHARGE

Section 1 – Discipline. The principles of progressive discipline shall be used. Disciplinary action may include the following sanctions:

- a. Oral reprimand by immediate supervisor;
- b. Written reprimand;
- c. Demotion;
- d. Suspension; or
- e. Discharge.

These sanctions are independent of each other. Depending on the severity of the disciplinary offense, the County may commence disciplinary action at any level set out above.

Disciplinary action may be imposed upon any employee for just cause which shall include, but not be limited to, the following:

- a. Failing to fulfill the employee's responsibilities as an employee;
- b. Conduct reflecting discredit on the Department, or which is a direct hindrance to the effective performance of County functions;
- c. Misconduct;
- d. Inefficiency;
- e. Incompetence;
- f. Insubordination;
- g. Misfeasance;

- h. Malfeasance;
- i. The willful giving of false information;
- j. The withholding of information with intent to deceive when making application for employment; or
- k. Willful violation of Department rules.

Grievances regarding oral reprimands shall not be processed beyond Article 12, Settlement of Disputes, Step I of the grievance procedure. If the Department has reason to discipline an employee, they shall make reasonable efforts to impose such discipline in a manner that will not embarrass or humiliate the employee before other employees or the public. The County is not obligated to use this section as a compelling reason to not release public records upon receiving a valid request for records that must be disclosed under Oregon law.

Section 2 – Federation Representation. At the beginning of an interview, which the employee reasonably believes will result in discipline, the employee shall be informed of the nature of the complaint or charges before the employee is required to respond to questions concerning the same, and be given a reasonable amount of time to obtain representation. The interview will be conducted without coercion. The employee will be given reasonable breaks for personal purposes. The Federation or the County may tape record the interview. The employee shall be entitled to all of the rights and privileges set forth in ORS 236.350 - 236.370. The affected employee(s) shall be advised in writing of the disposition of the investigation within three (3) days following its completion.

Section 3 – Discharge. An employee having less than twelve (12) months of continuous employment shall serve at the pleasure of the Department and may be dismissed at any time without appeal. An employee having service in excess of twelve (12) months shall be discharged only for just cause unless they are a probationary employee (see Article 13.2). If the Department determines that there is just cause for discharge, it shall suspend the employee with pay and shall deliver to the employee and the Federation a written notice of such suspension and proposed dismissal. Such notice shall specify the principle grounds for such action. The employee will be given an opportunity to respond to the charges. Protest of the discharge of any employee can be made through the grievance procedure set forth in Article 12. The Federation may process a grievance concerning suspension or discharge or both, at Step II of the grievance procedure. At no time shall a probationary period exceed eighteen (18) months or such period as may be prescribed by the Oregon Board of Public Safety Standards and Training as a probationary period unless agreed by the Department, employee and the Federation in writing.

- 3.1 For this section only, time spent at the academy shall not be counted in determining if an employee has more than eighteen (18) months of continuous employment.

Section 4. Any reports, correspondence or documents of an adverse nature, three years after the date they were written, may not be used against the employee for disciplinary purposes, provided no incident of a similar nature occurred in the intervening time. If any material reflecting critically

or adversely on an employee is proven to be materially incorrect, it shall be removed from the personnel file.

ARTICLE 12 – SETTLEMENT OF DISPUTES

Section 1 – Grievance Procedure. Any grievance or dispute which may arise between the parties concerning the application, meaning, or interpretation of this Agreement shall be settled in the following manner:

- Step I. The affected employee or the Federation shall take up the grievance or dispute with the supervisor within fourteen (14) calendar days of the date the employee or the Federation knew or reasonably should have known of the occurrence giving rise to the grievance. The supervisor and the Federation will meet within fourteen (14) calendar days of the filing of the grievance unless the meeting is mutually extended or waived by the parties. The County shall issue its response within fourteen (14) calendar days of the meeting or the filing of the grievance if the meeting is waived.
- Step II. If the grievance is not satisfactorily resolved at Step I, the employee or the Federation may appeal the grievance. The appeal must be in writing and must clearly state the facts, the identity of the allegedly aggrieved employee(s), the specific provisions of the Agreement alleged to have been violated and the requested remedy, and provided to the Department Director within fourteen (14) calendar days from the receipt of the Step I response. The Department Director or designee will deliver a written answer to a Federation representative within fourteen (14) calendar days after the appeal is received.
- Step III. If the grievance is not settled at Step II, it shall be forwarded by the Federation or the employee within fourteen (14) calendar days from the date the Director's or designee's response is received, to the County Administrator or the County Commissioners provided there is no Administrator. After receipt of the grievance, the Administrator shall render a written decision within twenty-one (21) calendar days.
- Step IV. If the grievance is not resolved at step III, the Federation or the affected non-member employee shall provide written notice within fourteen (14) days of receiving the County's response that it wants to have the matter submitted to final and binding arbitration by a third party jointly agreed upon by the County and Federation. If the parties are unable to agree upon an arbitrator, the Oregon State Mediation and Conciliation Service shall be requested to submit a list of seven (7) Oregon arbitrators. Both the County and the Federation shall have the right to strike three (3) names from the list. The parties shall flip a coin to determine which party shall strike the first name and the other party shall subsequently strike one name. The process shall be repeated and the remaining person shall be the arbitrator. The designated arbitrator shall hear both parties and take testimony and evidence in a hearing on the disputed matter and shall issue a decision which shall be final and binding on the parties if within the

scope of this Agreement. Expenses for the arbitrator shall be borne by the losing party; however, each party shall be responsible for compensating its own representatives and witnesses.

ARTICLE 13 – PROBATIONARY PERIOD

Section 1 – Purpose. The probationary period is an integral part of the employee selection process and provides the County with the opportunity to upgrade and improve the Department by observing a new employee's work, training and aiding new employees in adjusting to their positions, and by providing an opportunity to reject any employee whose performance fails to meet required work standards.

Section 2 – Duration of Probationary Period. New employees who do not possess a DPSST Basic certificate shall serve a probationary period of eighteen (18) full months. New employees who already possess a DPSST Basic certificate shall serve a probationary period of twelve (12) full months. Probationary employees may be terminated without cause or notice and shall not have access to the grievance and arbitration procedures in this Agreement with regard to their termination. For this section only, time spent at the Academy shall not be counted in determining if an employee has more than eighteen (18) months of continuous employment.

Section 3. New employees hired without a DPSST Basic certificate must obtain the Basic certificate within 18 months of hire. Failure to achieve a Basic certificate in this timeframe shall be cause for failing probation.

ARTICLE 14 – GENERAL PROVISIONS

Section 1 – No Discrimination. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, religion, disability, national origin, Federation or political affiliation. The Employer and the Federation agree not to interfere with the rights of employees to become or not become members of the Federation, and there shall be no discrimination, interference, restraint, or coercion by the Employer or the Federation, or any Employer representative, or any Federation representative against any employee because of Federation membership, non-Federation membership, or for any other cause.

All references to employees in the Agreement designate both sexes, and wherever the male gender is used, it shall be construed to include the male and female employees. Employees shall have the right to form, join and participate in the activities of the Federation or other labor organization, or to refrain from any or all such activities, and there shall be no discrimination by either the County or the Federation by reason of the exercise of such right except as specifically provided herein. Nothing in this Agreement shall be construed as precluding or limiting the right of an individual employee to represent themselves in individual personal matters.

Section 2 – Bulletin Boards. The County agrees to furnish and maintain suitable bulletin boards in convenient places in each work area to be used by the Federation. The Federation shall limit its posting of notices and bulletins to such bulletin boards.

Section 3 – Personnel Files. The County will notify an employee whenever any new material or information is placed in the employee's personnel file. The affected employee may note or attach any comments and/or objections the employee may have to the new information or material and such notes or attachments will be placed in the employee's personnel file. Any material which reflects discredit on an employee may only be placed in the employee's file with the employee's signature on it, indicating receipt of the document only, not agreement with its content. If an employee refuses to sign the document, the County may nevertheless place the document in an employee's personnel file with a written note indicating the date and in the presence of which management representative the employee refused to sign.

Section 4 – Firearms. The County may implement a mandatory job qualification that PPOs are required to qualify and carry firearms. Employees hired before July 1, 2018 shall not be required to carry firearms. In the event an employee hired before July 1, 2018 elects to carry a firearm, the employee will then become subject to the County's firearms policy.

ARTICLE 15 – HEALTH, WELFARE AND RETIREMENT

Section 1 – Health and Welfare. The County agrees to provide coverage for the employees and their dependents in the bargaining unit who work 80 hours or more per month under the currently existing health plans through December 31, 2020. Less than fulltime employees shall receive prorated benefits. The County shall contribute 90% of the monthly premium and the employees shall contribute 10% of the monthly premium.

The parties agree that effective January 1, 2021, the County will provide coverage for the employees who work 80 hours or more per month and their dependents under the LiUNA health and medical plan. Less than fulltime employees shall receive prorated benefits.

- 1.1 The County shall contribute 90% of the monthly premium and the employee shall contribute 10% of the monthly premium.
 - 1.1.1 Effective January 1, 2021, and on the first day of each subsequent benefit year, the County shall contribute \$3,000 to each employee's health benefit account to be administered by a third party. However, the County's \$3,000 health benefit account contribution effective January 1, 2021 will be reduced by the amount of the County's health insurance premium contribution to the LiUNA health and medical plan made on behalf of the employee in November and December 2020.
 - 1.1.2 For employees that are not eligible for participation in a health benefit account for non-choice reasons (Tricare/VA, Medicare, and Indian Health Services), the County shall instead contribute equivalent amounts listed above into an employee's Voluntary Employee Beneficiary Association (VEBA) account to be administered by a third party.
 - 1.1.3 Employees hired after the first day of the benefit year shall receive a prorated contribution within 30 days. For example, an employee hired in July would receive fifty percent (50%) of the contribution listed above.

(However, a new employee hired in 2020 would receive a prorated amount of the County's 2020 HSA contribution which is \$1,500 rather than \$3,000.) In addition, the amounts listed above shall be pro-rated for part-time employees.

- 1.2 In the event two employees covered by this Agreement are the same immediate family so as to be in the relationship of primary insured and dependent under the insurance policy, the County shall not be obligated to duplicate either contributions or benefits for the same family unit.
- 1.3 The County does not guarantee that health insurance benefits plans available to its employees currently provide or will provide retiree coverage.

Section 2 – Retirement. The County agrees to pick up the employee's share of PERS for Tier I/II employees. Effective March 21, 2019, OPSRP employees are required to pay the "employee share". OPSRP employees received a 6.95% wage increase effective March 21, 2019 for this exchange.

Section 3 – Dual County Coverage. In the event an employee is covered by this Agreement is married to another County employee, or is otherwise eligible to become a dependent of another County employee not covered by this Agreement, the employee shall have the option to waive primary coverage in favor of becoming a dependent of the other County employee's insurance plan. If the employee so chooses, the County will contribute \$100.00 per month to the employee's deferred compensation (457b) account.

Section 4 – Voluntary Declination of Benefits. Employees who decline benefits because they can be covered by other group medical coverage shall receive:

- 4.1 A contribution of \$100.00 monthly (pro-rated for part-time employees) to an employee's deferred compensation (457b) account, and
- 4.2 Eight (8.0) hours per month (pro-rated for part-time employees) of "administrative leave". **Conditions on Administrative Leave:** Cannot have a balance (bank) more than 12 times the monthly allotment (use it or lose it). County is not obligated to "payout" unused time upon separation. Employees who receive Administrative Leave are not eligible for "vacation buyout". The County may restrict the use of Administrative Leave due to workload, staffing levels, and/or other business needs.

ARTICLE 16 – WORKERS' COMPENSATION

Section 1. All County Employees will be insured under the provisions of the Oregon Workers' Compensation Law for injuries arising out of and in the course of employment with the County. When an injury occurs in the course of employment, the injured employee's accrued sick leave may be utilized to pay the employee the difference between payments received under Workers' Compensation and regular salary until sick leave is exhausted. Regular salary for the purpose of

this Section shall be defined as the employee's gross salary less the state and federal tax deductions and FICA.

ARTICLE 17 – LIABILITY INSURANCE

Section 1. The County shall purchase liability insurance in such amounts and containing such terms and conditions as are necessary for the protection of all employees and other persons covered by this Agreement against claims against them incurred in or arising out of the performance of their official duties. The premium for such insurance shall be paid by the County.

ARTICLE 18 – SENIORITY, LAYOFF AND RECALL

Section 1. Seniority is defined as the length of continuous service worked by an employee in the Department. Seniority shall be broken or terminated if an employee:

- a. Resigns;
- b. Is discharged for just cause;
- c. Is laid off and fails to respond to written notices as provided in Section 3 below;
- d. Is laid off for a period of time greater than 12 months;
- e. Fails to report to work at the termination of an extended leave of absence;
- f. Is on leave of absence for a period of time greater than 12 months;
- g. Retires; or
- h. Voluntary resignation for job abandonment – an absence of three (3) or more consecutive working days without any notice to their supervisor.

Section 2 – Layoff. The County may, for economic, reorganizational, or budgetary reasons, lay off employees within the bargaining unit. In the event that the County determines that a reduction in force is required, the employee with the least seniority within the Department shall be laid off first.

Section 3 – Recall. Any employee who has been laid off shall be entitled to be recalled to the position he/she vacated or any other position he/she is qualified for that are covered by this agreement, within 12 months of the date that he/she was laid off. Reemployment shall be in the reverse order of layoff.

It shall be the employee's responsibility to keep the County notified of any change of address so proper notification can be made. When a position is available that the employee was laid off from, the County will notify the employee by certified mail of the position opening.

The employee will be required to notify the County within five (5) days of receipt of the letter if he/she wishes to return to work. In any event, the employee shall have an additional two (2) weeks to return to work or forfeit all rights to return to the position.

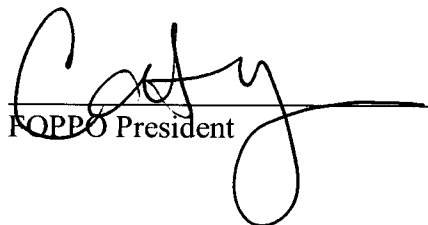
ARTICLE 19 – SAVING CLAUSE AND FUNDING

Section 1 – Savings Clause. Should any article, section, or portion thereof of this Agreement be held unlawful and unenforceable by a Court of competent jurisdiction or an administrative agency having jurisdiction over the subject matter, such ruling shall apply only to the specific article, section or portion thereof, directly specified in the ruling; upon the issuance of such a ruling, the parties agree immediately to negotiate a substitute, if possible, for the invalidated article, section or portion thereof.

ARTICLE 20 – TERMINATION AND RE-OPENING


This Agreement is to be effective from the date of ratification of the Agreement through June 30, 2023. It shall be automatically renewed from year to year thereafter unless either party notifies the other in writing not later than December 31, 2022. Negotiations shall commence on a mutually agreed date. During the period of the negotiations through the effective date of a successor agreement or an arbitration award, this Agreement will remain in full force and effect.

FOR THE FEDERATION:

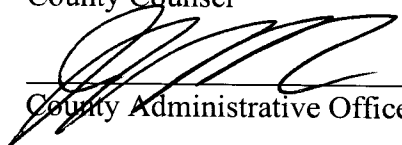


FOPPO President

FOR THE COUNTY:



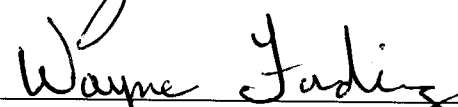
County Counsel

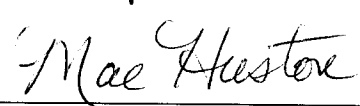


County Administrative Officer

BOARD OF COUNTY COMMISSIONERS







FEDERATION RATIFICATION DATE:

BOARD RATIFICATION DATE:

**JEFFERSON COUNTY FOPPO EMPLOYEES
YEAR 1 - 2020-2021 SALARY SCHEDULE - Matrix A - Tier I/II and Others**

CLASSIFICATION	ST/GR	EFFECTIVE On July 1, 2020									
		A	B				F	G	H	I	J
Adult PO I (Basic)	HR	\$ 22.98	\$ 23.44	\$ 23.90	\$ 24.38	\$ 24.87	\$ 25.37	\$ 25.88	\$ 26.39	\$ 26.92	\$ 27.46
	Monthly	\$ 3,997.90	\$ 4,077.86	\$ 4,159.42	\$ 4,242.60	\$ 4,327.46	\$ 4,414.00	\$ 4,502.28	\$ 4,592.33	\$ 4,684.18	\$ 4,777.86
	Annual	\$ 47,974.80	\$ 48,934.30	\$ 49,912.98	\$ 50,911.24	\$ 51,929.47	\$ 52,968.06	\$ 54,027.42	\$ 55,107.96	\$ 56,210.12	\$ 57,334.33
											7.00%
Adult PO II (Intermediate)	HR	\$ 24.58	\$ 25.08	\$ 25.58	\$ 26.09	\$ 26.61	\$ 27.14	\$ 27.69	\$ 28.24	\$ 28.80	\$ 29.38
	Monthly	\$ 4,277.75	\$ 4,363.31	\$ 4,450.57	\$ 4,539.59	\$ 4,630.38	\$ 4,722.98	\$ 4,817.44	\$ 4,913.79	\$ 5,012.07	\$ 5,112.31
	Annual	\$ 51,333.04	\$ 52,359.70	\$ 53,406.89	\$ 54,475.03	\$ 55,564.53	\$ 56,675.82	\$ 57,809.34	\$ 58,965.52	\$ 60,144.83	\$ 61,347.73
											7.00%
Adult PO III (Advanced)	HR	\$ 26.31	\$ 26.83	\$ 27.37	\$ 27.92	\$ 28.47	\$ 29.04	\$ 29.62	\$ 30.22	\$ 30.82	\$ 31.44
	Monthly	\$ 4,577.20	\$ 4,668.74	\$ 4,762.11	\$ 4,857.36	\$ 4,954.50	\$ 5,053.59	\$ 5,154.67	\$ 5,257.76	\$ 5,362.91	\$ 5,470.17
	Annual	\$ 54,926.35	\$ 56,024.88	\$ 57,145.37	\$ 58,288.28	\$ 59,454.05	\$ 60,643.13	\$ 61,855.99	\$ 63,093.11	\$ 64,354.97	\$ 65,642.07
											COLA 2.50%

LEAD PO 5.0% or 7.5% if County Resident

Year-to-Year Application of Wage Adjustments: In order to keep a formulaic difference between salary grades and steps year-to-year, the annual salary is considered the 'base'. To determine the actual hourly rate, the annual wage is divided by 2,088 (174 hours times 12 months) and then rounded up to the nearest cent using MS Excel. Multiplying the hourly rate by 2,088 will likely be different than the actual annual 'base' due to rounding. When double-checking COLAs, Step Differentials, or Salary Grade differentials, employees should use the annual salary amounts.

M - 115 - 20

JEFFERSON COUNTY FOPPO EMPLOYEES - OPSRP Swap (6.95%)
Year 1 - 2020-21 SALARY SCHEDULE - Matrix B - OPSRP Only
EFFECTIVE On July 1, 2020
COLA 2.50%

CLASSIFICATION	ST/GR	A	B	C	D	E	F	G	H	I	J
Adult PO I (Basic)	HR	\$ 24.57	\$ 25.06	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.23	\$ 28.79	\$ 29.37
	Monthly	\$ 4,275.75	\$ 4,361.27	\$ 4,448.49	\$ 4,537.46	\$ 4,628.21	\$ 4,720.78	\$ 4,815.19	\$ 4,911.50	\$ 5,009.73	\$ 5,109.92
	Annual	\$ 51,309.05	\$ 52,335.23	\$ 53,381.93	\$ 54,449.57	\$ 55,538.56	\$ 56,649.34	\$ 57,782.32	\$ 58,937.97	\$ 60,116.73	\$ 61,319.06
Adult PO II (Intermediate)	HR	\$ 26.29	\$ 26.82	\$ 27.36	\$ 27.90	\$ 28.46	\$ 29.03	\$ 29.61	\$ 30.20	\$ 30.81	\$ 31.42
	Monthly	\$ 4,575.06	\$ 4,666.56	\$ 4,759.89	\$ 4,855.09	\$ 4,952.19	\$ 5,051.23	\$ 5,152.26	\$ 5,255.30	\$ 5,360.41	\$ 5,467.62
	Annual	\$ 54,900.68	\$ 55,998.70	\$ 57,118.67	\$ 58,261.04	\$ 59,426.26	\$ 60,614.79	\$ 61,827.08	\$ 63,063.63	\$ 64,324.90	\$ 65,611.40
Adult PO III (Advanced)	HR	\$ 28.13	\$ 28.70	\$ 29.27	\$ 29.86	\$ 30.45	\$ 31.06	\$ 31.68	\$ 32.32	\$ 32.96	\$ 33.62
	Monthly	\$ 4,895.31	\$ 4,993.22	\$ 5,093.08	\$ 5,194.94	\$ 5,298.84	\$ 5,404.82	\$ 5,512.92	\$ 5,623.17	\$ 5,735.64	\$ 5,850.35
	Annual	\$ 58,743.73	\$ 59,918.60	\$ 61,116.98	\$ 62,339.32	\$ 63,586.10	\$ 64,857.82	\$ 66,154.98	\$ 67,478.08	\$ 68,827.64	\$ 70,204.19
LEAD PO 5.0% or 7.5% if County Resident											

7.00%

7.00%

COLA
2.50%

Year-to-Year Application of Wage Adjustments: In order to keep a formulaic difference between salary grades and steps year-to-year, the annual salary is considered the 'base'. To determine the actual hourly rate, the annual wage is divided by 2,088 (174 hours times 12 months) and then rounded up to the nearest cent using MS Excel. Multiplying the hourly rate by 2,088 will likely be different than the actual annual 'base' due to rounding. When double-checking COLAs, Step Differentials, or Salary Grade differentials, employees should use the annual salary amounts.

W-115-20

JEFFERSON COUNTY FOPPO EMPLOYEES
YEAR 2 - 2021-2022 SALARY SCHEDULE - Matrix A - Tier I/II and Others
EFFECTIVE On July 1, 2021
COLA 2.00%

CLASSIFICATION	ST/GR	A	B	C	D	E	F	G	H	I	J
Adult PO I (Basic)	HR	\$ 23.44	\$ 23.90	\$ 24.38	\$ 24.87	\$ 25.37	\$ 25.88	\$ 26.39	\$ 26.92	\$ 27.46	\$ 28.01
	Monthly	\$ 4,077.86	\$ 4,159.42	\$ 4,242.60	\$ 4,327.46	\$ 4,414.00	\$ 4,502.28	\$ 4,592.33	\$ 4,684.18	\$ 4,777.86	\$ 4,873.42
	Annual	\$ 48,934.30	\$ 49,912.98	\$ 50,911.24	\$ 51,929.47	\$ 52,968.06	\$ 54,027.42	\$ 55,107.96	\$ 56,210.12	\$ 57,334.33	\$ 58,481.01
Adult PO II (Intermediate)	HR	\$ 25.08	\$ 25.58	\$ 26.09	\$ 26.61	\$ 27.14	\$ 27.69	\$ 28.24	\$ 28.80	\$ 29.38	\$ 29.97
	Monthly	\$ 4,363.31	\$ 4,450.57	\$ 4,539.59	\$ 4,630.38	\$ 4,722.98	\$ 4,817.44	\$ 4,913.79	\$ 5,012.07	\$ 5,112.31	\$ 5,214.56
	Annual	\$ 52,359.70	\$ 53,406.89	\$ 54,475.03	\$ 55,564.53	\$ 56,675.82	\$ 57,809.34	\$ 58,965.52	\$ 60,144.83	\$ 61,347.73	\$ 62,574.68
Adult PO III (Advanced)	HR	\$ 26.83	\$ 27.37	\$ 27.92	\$ 28.47	\$ 29.04	\$ 29.62	\$ 30.22	\$ 30.82	\$ 31.44	\$ 32.07
	Monthly	\$ 4,668.74	\$ 4,762.11	\$ 4,857.36	\$ 4,954.50	\$ 5,053.59	\$ 5,154.67	\$ 5,257.76	\$ 5,362.91	\$ 5,470.17	\$ 5,579.58
	Annual	\$ 56,024.88	\$ 57,145.37	\$ 58,288.28	\$ 59,454.05	\$ 60,643.13	\$ 61,855.99	\$ 63,093.11	\$ 64,354.97	\$ 65,642.07	\$ 66,954.91

LEAD PO 5.0% or 7.5% if County Resident

Year-to-Year Application of Wage Adjustments: In order to keep a formulaic difference between salary grades and steps year-to-year, the annual salary is considered the 'base'. To determine the actual hourly rate, the annual wage is divided by 2,088 (174 hours times 12 months) and then rounded up to the nearest cent using MS Excel. Multiplying the hourly rate by 2,088 will likely be different than the actual annual 'base' due to rounding. When double-checking COLAs, Step Differentials, or Salary Grade differentials, employees should use the annual salary amounts.

M - 115 - 20

JEFFERSON COUNTY FOPPO EMPLOYEES - OPSRP Swap (6.95%)
Year 2 - 2021-22 SALARY SCHEDULE - Matrix B - OPSRP Only
EFFECTIVE On July 1, 2021
COLA 2.00%

CLASSIFICATION	ST/GR	A	B	C	D	E	F	G	H	I	J
Adult PO I (Basic)	HR	\$ 25.06	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.23	\$ 28.79	\$ 29.37	\$ 29.95
	Monthly	\$ 4,361.27	\$ 4,448.49	\$ 4,537.46	\$ 4,628.21	\$ 4,720.78	\$ 4,815.19	\$ 4,911.50	\$ 5,009.73	\$ 5,109.92	\$ 5,212.12
	Annual	\$ 52,335.23	\$ 53,381.93	\$ 54,449.57	\$ 55,538.56	\$ 56,649.34	\$ 57,782.32	\$ 58,937.97	\$ 60,116.73	\$ 61,319.06	\$ 62,545.44
Adult PO II (Intermediate)	HR	\$ 26.82	\$ 27.36	\$ 27.90	\$ 28.46	\$ 29.03	\$ 29.61	\$ 30.20	\$ 30.81	\$ 31.42	\$ 32.05
	Monthly	\$ 4,666.56	\$ 4,759.89	\$ 4,855.09	\$ 4,952.19	\$ 5,051.23	\$ 5,152.26	\$ 5,255.30	\$ 5,360.41	\$ 5,467.62	\$ 5,576.97
	Annual	\$ 55,998.70	\$ 57,118.67	\$ 58,261.04	\$ 59,426.26	\$ 60,614.79	\$ 61,827.08	\$ 63,063.63	\$ 64,324.90	\$ 65,611.40	\$ 66,923.62
Adult PO III (Advanced)	HR	\$ 28.70	\$ 29.27	\$ 29.86	\$ 30.45	\$ 31.06	\$ 31.68	\$ 32.32	\$ 32.96	\$ 33.62	\$ 34.30
	Monthly	\$ 4,993.22	\$ 5,093.08	\$ 5,194.94	\$ 5,298.84	\$ 5,404.82	\$ 5,512.92	\$ 5,623.17	\$ 5,735.64	\$ 5,850.35	\$ 5,967.36
	Annual	\$ 59,918.60	\$ 61,116.98	\$ 62,339.32	\$ 63,586.10	\$ 64,857.82	\$ 66,154.98	\$ 67,478.08	\$ 68,827.64	\$ 70,204.19	\$ 71,608.28

LEAD PO 5.0% or 7.5% if County Resident

Year-to-Year Application of Wage Adjustments: In order to keep a formulaic difference between salary grades and steps year-to-year, the annual salary is considered the 'base'. To determine the actual hourly rate, the annual wage is divided by 2,088 (174 hours times 12 months) and then rounded up to the nearest cent using MS Excel. Multiplying the hourly rate by 2,088 will likely be different than the actual annual 'base' due to rounding. When double-checking COLAs, Step Differentials, or Salary Grade differentials, employees should use the annual salary amounts.

W - 115 - 20

JEFFERSON COUNTY FOPPO EMPLOYEES
YEAR 3 - 2022-2023 SALARY SCHEDULE - Matrix A - Tier I/II and Others
EFFECTIVE On July 1, 2022
COLA 2.00%

CLASSIFICATION	ST/GR	A	B	C	D	E	F	G	H	I	J
Adult PO I (Basic)	HR	\$ 23.90	\$ 24.38	\$ 24.87	\$ 25.37	\$ 25.88	\$ 26.39	\$ 26.92	\$ 27.46	\$ 28.01	\$ 28.57
	Monthly	\$ 4,159.42	\$ 4,242.60	\$ 4,327.46	\$ 4,414.00	\$ 4,502.28	\$ 4,592.33	\$ 4,684.18	\$ 4,777.86	\$ 4,873.42	\$ 4,970.89
	Annual	\$ 49,912.98	\$ 50,911.24	\$ 51,929.47	\$ 52,968.06	\$ 54,027.42	\$ 55,107.96	\$ 56,210.12	\$ 57,334.33	\$ 58,481.01	\$ 59,650.63
Adult PO II (Intermediate)	HR	\$ 25.58	\$ 26.09	\$ 26.61	\$ 27.14	\$ 27.69	\$ 28.24	\$ 28.80	\$ 29.38	\$ 29.97	\$ 30.57
	Monthly	\$ 4,450.57	\$ 4,539.59	\$ 4,630.38	\$ 4,722.98	\$ 4,817.44	\$ 4,913.79	\$ 5,012.07	\$ 5,112.31	\$ 5,214.56	\$ 5,318.85
	Annual	\$ 53,406.89	\$ 54,475.03	\$ 55,564.53	\$ 56,675.82	\$ 57,809.34	\$ 58,965.52	\$ 60,144.83	\$ 61,347.73	\$ 62,574.68	\$ 63,826.18
Adult PO III (Advanced)	HR	\$ 27.37	\$ 27.92	\$ 28.47	\$ 29.04	\$ 29.62	\$ 30.22	\$ 30.82	\$ 31.44	\$ 32.07	\$ 32.71
	Monthly	\$ 4,762.11	\$ 4,857.36	\$ 4,954.50	\$ 5,053.59	\$ 5,154.67	\$ 5,257.76	\$ 5,362.91	\$ 5,470.17	\$ 5,579.58	\$ 5,691.17
	Annual	\$ 57,145.37	\$ 58,288.28	\$ 59,454.05	\$ 60,643.13	\$ 61,855.99	\$ 63,093.11	\$ 64,354.97	\$ 65,642.07	\$ 66,954.91	\$ 68,294.01
LEAD PO 5.0% or 7.5% if County Resident											

Year-to-Year Application of Wage Adjustments: In order to keep a formulaic difference between salary grades and steps year-to-year, the annual salary is considered the 'base'. To determine the actual hourly rate, the annual wage is divided by 2,088 (174 hours times 12 months) and then rounded up to the nearest cent using MS Excel. Multiplying the hourly rate by 2,088 will likely be different than the actual annual 'base' due to rounding. When double-checking COLAs, Step Differentials, or Salary Grade differentials, employees should use the annual salary amounts.

M - 115 - 20

JEFFERSON COUNTY FOPPO EMPLOYEES - OPSRP Swap (6.95%)
Year 3 - 2022-23 SALARY SCHEDULE - Matrix B - OPSRP Only
EFFECTIVE On July 1, 2022
COLA 2.00%

CLASSIFICATION	ST/GR	A	B	C	D	E	F	G	H	I	J
Adult PO I (Basic)	HR	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.23	\$ 28.79	\$ 29.37	\$ 29.95	\$ 30.55
	Monthly	\$ 4,448.49	\$ 4,537.46	\$ 4,628.21	\$ 4,720.78	\$ 4,815.19	\$ 4,911.50	\$ 5,009.73	\$ 5,109.92	\$ 5,212.12	\$ 5,316.36
	Annual	\$ 53,381.93	\$ 54,449.57	\$ 55,538.56	\$ 56,649.34	\$ 57,782.32	\$ 58,937.97	\$ 60,116.73	\$ 61,319.06	\$ 62,545.44	\$ 63,796.35
Adult PO II (Intermediate)	HR	\$ 27.36	\$ 27.90	\$ 28.46	\$ 29.03	\$ 29.61	\$ 30.20	\$ 30.81	\$ 31.42	\$ 32.05	\$ 32.69
	Monthly	\$ 4,759.89	\$ 4,855.09	\$ 4,952.19	\$ 5,051.23	\$ 5,152.26	\$ 5,255.30	\$ 5,360.41	\$ 5,467.62	\$ 5,576.97	\$ 5,688.51
	Annual	\$ 57,118.67	\$ 58,261.04	\$ 59,426.26	\$ 60,614.79	\$ 61,827.08	\$ 63,063.63	\$ 64,324.90	\$ 65,611.40	\$ 66,923.62	\$ 68,262.10
Adult PO III (Advanced)	HR	\$ 29.27	\$ 29.86	\$ 30.45	\$ 31.06	\$ 31.68	\$ 32.32	\$ 32.96	\$ 33.62	\$ 34.30	\$ 34.98
	Monthly	\$ 5,093.08	\$ 5,194.94	\$ 5,298.84	\$ 5,404.82	\$ 5,512.92	\$ 5,623.17	\$ 5,735.64	\$ 5,850.35	\$ 5,967.36	\$ 6,086.70
	Annual	\$ 61,116.98	\$ 62,339.32	\$ 63,586.10	\$ 64,857.82	\$ 66,154.98	\$ 67,478.08	\$ 68,827.64	\$ 70,204.19	\$ 71,608.28	\$ 73,040.44
LEAD PO 5.0% or 7.5% if County Resident											

Year-to-Year Application of Wage Adjustments: In order to keep a formulaic difference between salary grades and steps year-to-year, the annual salary is considered the 'base'. To determine the actual hourly rate, the annual wage is divided by 2,088 (174 hours times 12 months) and then rounded up to the nearest cent using MS Excel. Multiplying the hourly rate by 2,088 will likely be different than the actual annual 'base' due to rounding. When double-checking COLAs, Step Differentials, or Salary Grade differentials, employees should use the annual salary amounts.

M - 115 - 20