

**Work Location and Work Schedules
Letter of Agreement**

This Agreement is between Marion County (hereinafter, "the County") and the Marion County Employees Association (MCEA), of the Oregon Public Employees Union, SEIU Local 503 (hereinafter, "the Union").

On April 25, 2023, Marion County provided an update of the Marion County Personnel Rules around Sick Leave Conversion, Work Location and Work Schedules. This update was created after several months of meetings between the Marion County Board of Commissioners, and each department head and elected official to better understand how county departments can best meet the needs of and deliver services to county residents.

Therefore, based on this policy the Parties agree to the following:

Work Location and Schedule:

- Article 11, Section 5 of the MCEA Collective Bargaining Agreement shall apply to any schedules that may have starting or stopping times that fall between the hours of 6 pm and 6 am.
- All other provisions relating to Alternative Work Schedules under Article 4, Section 5 shall apply.

Work Location:

- Department heads may direct an employee to work from an alternate location, including their home, in isolated instances when exigent circumstances exist that create a county business need for the employee to do so.
- In the event that a department head directs an employee to work from an alternate work location for an exigent circumstance, the directive must be in writing from the department head or deputy department head and a copy of the approval shall be sent to Human Resources and the Union President. Work cannot occur outside of the state of Oregon.
- An exigent circumstance to work from an alternate work location does not require any advanced notice when the time to be worked falls during the employee's regular work schedule or the employee is an FLSA Exempt employee. Article 14 - Travel Allowances shall apply to any travel where applicable in exigent circumstances. If outside the regular work schedule, Article 11, Section 10 - Telephone Call Pay and Article 13 - Overtime of the MCEA Collective Bargaining Agreement shall apply when applicable.

This Agreement is effective upon date of final signature through June 30, 2024.

FOR THE UNION



Melissa Unger, Executive Director
SEIU Local 503, OPEU

7/26/2023

Date

FOR THE COUNTY



Jan Fritz
Chief Administrative Officer

8/1/2023

Date



Shayna Schaeffer, Field Coordinator
SEIU Local 503, OPEU

7/27/23
Date



Kristina Ballow, Union President
SEIU Local 503, OPEU

7/27/23
Date



Salvador Llerenas
Chief Human Resources Officer

7/28/23
Date