

3375

# AGREEMENT

Between

The Newport Employees' Association &

The City of Newport

Expires June 30, 2025





# Table of Contents

<b>ARTICLE 1 – RECOGNITION</b>	4
<b>ARTICLE 2 –EXISTING CONDITIONS</b>	4
<b>ARTICLE 3 - MANAGEMENT RIGHTS</b>	4
<b>ARTICLE 4 – EQUAL OPPORTUNITY</b>	5
<b>ARTICLE 5 – STRIKES AND LOCKOUTS</b>	6
Section 1. Strike	6
Section 2. Lockout	6
<b>ARTICLE 6 - ASSOCIATION SECURITY</b>	6
Section 1. Association Representatives	6
Section 2. Bulletin Boards	7
Section 3. Use of Facilities	7
Section 4. Labor/Management Meetings	7
<b>ARTICLE 7- ASSOCIATION MEMBERSHIP</b>	7
Section 1. Association Membership	7
Section 2. Deductions	7
Section 3. Hold Harmless	7
<b>ARTICLE 8 GRIEVANCE PROCEDURE</b>	8
Section 1. Definition	8
Section 2. Arbitration	8
Section 3. Grievance Processing	9
<b>ARTICLE 9 - DISCIPLINE AND DISCHARGE</b>	9
Section 1. Discipline	9
Section 2. Internal Investigation and Interview Process	10
Section 3. Probationary Employees	11
Section 4. Due Process and Pre-Disciplinary Hearing	11
Section 5. Representation Rights	12
<b>ARTICLE 10 – SALARY ADMINISTRATION</b>	12
Section 1. Length of Service Salary Increases:	12
Section 2. Salary on Promotion	12
Section 3. Salary on Demotion	12
Section 4. Salary on Return from Layoff	13
Section 5. Personal Action Form (PAF)	13
Section 6. Salary Administration	13
<b>ARTICLE 11 - PERFORMANCE APPRAISAL</b>	13
<b>ARTICLE 12 - ESTABLISHING A NEW CLASSIFICATION</b>	13
<b>ARTICLE 13 – WAGES</b>	14
<b>ARTICLE 14 – INSURANCE</b>	14
Section 1 – Medical, Dental and Vision Coverage	14
Section 3. Long Term Disability Insurance	15
<b>ARTICLE 15 - RETIREMENT</b>	15
<b>ARTICLE 16 – WORKING OUT OF CLASSIFICATION</b>	15
Section 1: Higher Paying Classification	15
Section 2: Lead Worker Designation	16



<b>ARTICLE 17 – ON-CALL AND CALL-BACK and SHIFT DIFFERENTIAL .....</b>	<b>16</b>
Section 1. – On Call.....	16
Section 2 – Call-Back .....	18
Section 3 - Shift Differential.....	18
<b>ARTICLE 18 – PAY DAY .....</b>	<b>18</b>
<b>ARTICLE 19 - PROBATIONARY PERIOD .....</b>	<b>18</b>
Section 1. Probationary Status for New Employees.....	18
Section 2. Promotional Probation.....	19
<b>ARTICLE 20 - PERSONNEL FILES.....</b>	<b>19</b>
<b>ARTICLE 21 – FILLING OF VACANCIES.....</b>	<b>19</b>
<b>ARTICLE 22 – WORK WEEK AND WORK SCHEDULING.....</b>	<b>20</b>
<b>ARTICLE 23 – OVERTIME.....</b>	<b>21</b>
Section 1. Definition.....	21
<b>ARTICLE 24 - VACATION.....</b>	<b>21</b>
<b>ARTICLE 25 – HOLIDAYS.....</b>	<b>23</b>
<b>ARTICLE 26 – SICK LEAVE.....</b>	<b>24</b>
Section 1. Accrual.....	24
Section 2. Utilization .....	24
Section 3. Notification.....	25
Section 4. Termination.....	25
Section 5. Leave Donation:.....	25
<b>ARTICLE 27 – LEAVES OF ABSENCE.....</b>	<b>26</b>
Section1. Bereavement Leave .....	26
Section 2. Jury Duty and Witness Leave.....	26
Section 3. Military Leave .....	27
Section 4. Search and Rescue Operations.....	27
Section 4. Parental/Family Leave.....	27
Section 5. Personal Leave Without Pay.....	27
<b>ARTICLE 28 – SENIORITY/LAYOFF .....</b>	<b>27</b>
Section 1. Definition.....	27
Section 2. Layoff .....	27
Section 3. Recall .....	28
<b>ARTICLE 29 – INCLEMENT CONDITIONS.....</b>	<b>28</b>
<b>ARTICLE 30 – PROTECTIVE CLOTHING.....</b>	<b>28</b>
<b>ARTICLE 31 – TRAINING AND EDUCATION.....</b>	<b>28</b>
<b>ARTICLE 32 - SAFETY .....</b>	<b>29</b>
<b>ARTICLE 33 – CONTRACT NEGOTIATIONS.....</b>	<b>29</b>
<b>ARTICLE 34 – TRAVEL EXPENSES.....</b>	<b>29</b>
Section 1. Meals/Lodging.....	29
Section 2. Use of City Vehicles.....	31
Section 3. Expenses (Cell-Phone).....	31
<b>ARTICLE 35 – RESIDENCY.....</b>	<b>31</b>
<b>ARTICLE 36 – TERM OF AGREEMENT .....</b>	<b>31</b>



## **ARTICLE 1 – RECOGNITION**

The City of Newport recognizes the Newport Employees' Association hereafter referred to as the Association, as the sole and exclusive collective bargaining representative regarding wages, hours and other conditions of employment for members of the bargaining unit. The bargaining unit shall consist of all employees of the City of Newport Public Works Department, excluding supervisory, confidential, management, and seasonal employees; casual employees (for example day laborers); temporary employees (personnel employed for a period not to exceed six months in a calendar year unless extended by mutual agreement); and part-time employees (personnel scheduled for fewer than 30 hours of work per week).

## **ARTICLE 2 –EXISTING CONDITIONS**

This Agreement is subject to City policy. In the event of a conflict between a provision of this Agreement and a rule or regulation of the City of Newport, the terms of this Agreement shall prevail.

The Agreement expressed herein in writing constitutes the entire Agreement between the parties. This Agreement shall supersede all previous oral and written agreements between the City of Newport and the employees covered by this agreement and/or the Association. It is agreed that the relations between the parties shall be governed by the terms of this Agreement only; no prior agreements, understanding, past practices, maintenance of standards, existing conditions, prior benefits, oral or written, shall be controlling or in any way affect the relations between the parties or the wages, hours, and working conditions unless and until such agreement, understandings, past practices, existing conditions and prior agreements shall be reduced to writing and duly executed by both parties.

The City and the Association each waives the right and agrees that the other shall have no obligation to bargain with respect to any subjects covered by the terms of this Agreement unless such subject is specifically identified herein for future bargaining. This waiver and agreement includes any subject which was raised in the course of collective bargaining.

## **ARTICLE 3 - MANAGEMENT RIGHTS**

Section 1. In order to operate its business, the City of Newport, in its sole discretion, retains all the customary, usual and exclusive rights, decision-making prerogatives, functions, and authority connected with or in any way incident to its responsibility to manage the affairs of the City, or any part of it, except as specifically limited by the specific terms of this Agreement.

Section 2. Without limitation, but by way of illustration, the exclusive prerogatives, functions and rights of the City shall include the following, subject to the Association's right to demand-to-bargain the mandatory impacts:

- A. To direct and supervise all operations, functions and policies of the department in which the employees in the bargaining unit are employed and operations, functions



and policies in the remainder of the City as they may affect employees in the bargaining unit.

- B. To close or liquidate an office, branch, operation, department or facility or combination of facilities, or to relocate, reorganize or combine the work of divisions, office branches, operations or facilities for budgetary or other reasons.
- C. To determine the need for a reduction or an increase in the work force and the implementation of any decision with regard thereto.
- D. To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials, equipment, uniforms, appearance, methods and procedures.
- E. To implement new, and to revise or discard, wholly or in part, old methods, procedures, rules, materials, equipment, facilities and standards.
- F. To assign and distribute work.
- G. To introduce new duties and to eliminate or revise job classifications and duties within the unit.
- H. To determine the need and the qualifications for promotions.
- I. To discipline, suspend, demote or discharge an employee so long as such action is not arbitrary, in bad faith, or without just cause.
- J. To determine the need for additional education courses, training programs, on-the-job training and cross-training, and to assign employees to such duties for reasonable periods to be determined by the City.
- K. To make reasonable accommodations as may be necessary to comply with the requirements of the Americans with Disabilities Act.
- L. The City shall also have the right to contract or subcontract work; provided, however, that in the event the City decides to contract out work which results in a layoff of any current employee, the City agrees to notify and meet with the Association and bargain the mandatory impacts of that decision.

Section 3. Any of the rights, powers, authority and functions the City of Newport had prior to the negotiation of this Agreement are retained by the City and the expressed provisions of this Agreement constitutes the only limitations on the City's right to manage its business. The City by not exercising rights, powers, authority and functions reserved to it, or it's exercising them in a particular way, shall not be deemed a waiver of said rights, powers, authority and functions or of its right to exercise them in some other way not in conflict with a specific provision of this Agreement.

#### **ARTICLE 4 – EQUAL OPPORTUNITY**

It is the continuing policy of both the City and the Association to comply with all federal and state equal employment opportunity laws and to not unlawfully discriminate against any employee because of race, color, religion, sex, national origin, age, Association affiliation, political affiliation, mental or physical disability or other protected class status. The foregoing shall not be construed to prohibit discrimination as to factors listed above based upon bona fide occupational requirements.





Employees who feel they have been the victim of discriminatory treatment in violation of this policy should bring their concerns to their department head or City Manager's office for appropriate action. The employee may be accompanied by a Association representative if they so desire.

## **ARTICLE 5 – STRIKES AND LOCKOUTS**

### **Section 1. Strike**

During the life of this Agreement, the Association and members of the bargaining unit, as individuals or as a group, will not initiate, cause, condone or participate in any strike, work stoppage, slowdown, picketing or any other restriction of City of Newport work.

### **Section 2. Lockout**

There will be no lockout of employees in the bargaining unit by the City as a result of a labor dispute during the term of this Agreement.

## **ARTICLE 6 - ASSOCIATION SECURITY**

### **Section 1. Association Representatives**

- a. The Association shall notify the City of the selection of the Association Representatives.
- b. Meetings between the Association Representatives and bargaining unit employees shall be conducted at meal times, breaks, before or after shifts except for the following: Representatives will be paid at the appropriate rate of pay for attendance at disciplinary or grievance meetings if their attendance has been requested by the employee or the City. Call back pay will not be paid to employees for time spent in such activities and no overtime costs shall accrue to the Employer as a result of such activities outside the employee's regularly scheduled hours. The City will hold grievance meetings and disciplinary investigations during regular working hours of the employees involved whenever practicable.
- c. The City agrees there shall be no reprisal, coercion, intimidation or discrimination against the Representatives for the conduct of the functions described in this Article.
- d. Subject to the operating requirements of the City, the Representatives for the Association shall be allowed to use accrued vacation leave, accrued compensatory time or leave of absence without pay to attend training sessions central to the collective bargaining relations of the parties.
- e. Unless otherwise provided in this Agreement, the internal business of the Association shall be conducted by the employees during non-duty time.



## Section 2. Bulletin Boards

The City agrees to furnish and maintain suitable bulletin boards to be used by the Association in convenient places in each Public Works work area. The Association shall limit its use of such boards to the posting of official Association notices. All items so posted will bear the signature of an official of the Association.

## Section 3. Use of Facilities

Upon request and approval of the Supervisor, the Association shall be allowed to use a designated section of the facilities of the Public Works Department to meet with its' members when such facilities are available and the meeting would not interfere with the business of the City.

## Section 4. Labor/Management Meetings

There shall be a monthly labor/management meeting between Association representatives and the Public Works Director. The Association is responsible to coordinate and schedule the meetings with the Public Works Director.

# **ARTICLE 7- ASSOCIATION MEMBERSHIP**

## Section 1. Association Membership

Membership or non-membership in the Association shall be the individual choice of employees covered by this contract. Each employee shall have the right to freely join or decline to join the Association. Each Association member shall have the right to freely retain or discontinue his or her membership.

## Section 2. Deductions

The City of Newport agrees to deduct from the paycheck of each employee who has so authorized it the regular monthly dues uniformly required of members of the Association. The Association shall provide HR with a signed voluntary election card for monthly dues deduction for each member electing to participate and notices for employees changing membership status. Membership changes submitted each month will be processed and effective the payroll cycle after receipt of the election card from the Association. HR will provide a copy to payroll and a copy will be placed in the employee's personnel file. The amounts deducted shall be transmitted monthly to the Association on behalf of the employees involved. The monthly transmittal shall include the employee's name and the deduction amount for the current month and the year to date amount.

## Section 3. Hold Harmless



The Association agrees that it will indemnify, defend and save harmless the City and all persons acting on behalf of the City from all suits, actions, proceedings, complaints, claims, liability and expense resulting from the implementation of this Article.

## **ARTICLE 8 GRIEVANCE PROCEDURE**

### **Section 1. Definition**

A grievance for the purpose of this Agreement is defined as a dispute regarding the meaning or interpretation of a particular clause of this Agreement or regarding an alleged violation of this Agreement. Should such a dispute arise, the following procedure only shall be used.

Step 1. After first attempting to resolve the grievance informally, the employee, or Association, shall submit the grievance in writing and on the grievance form, which is attached to this Agreement as Appendix B, to the employee's immediate supervisor within ten (10) calendar days of its occurrence or within ten (10) calendar days of the employee's knowledge of its occurrence. The notice shall include (1) a clear and concise statement of the grievance and relevant facts; (2) specific provision(s) of the contract alleged to have been violated; (3) remedy sought. The supervisor shall respond to the grievance in writing as quickly as possible, but no later than ten (10) calendar days after the written grievance was submitted.

A grievance may be filed directly at Step 2 with the concurrence of the immediate supervisor.

Step 2. If the grievance remains unresolved, the employee, or Association, shall within ten (10) calendar days from receipt of the reply of the immediate supervisor, submit the grievance to the Public Works Director. The Public Works Director shall meet with the employee, and Association, and shall respond to the grievance in writing within ten (10) calendar days.

Step 3. If the grievance has not been settled, the Association, shall within ten (10) calendar days from the receipt of the Public Works Director's reply submit the written grievance to the City Manager. The City Manager may meet with the Association, employee, immediate supervisor and the Department Head. The City Manager shall respond in writing to the grievance within ten (10) calendar days.

### **Section 2. Arbitration.**

A. If the grievance remains unresolved, the Association shall, within ten (10) calendar days from the decision of the City Manager, notify the City in writing of its intent to submit the matter to arbitration by a third party jointly agreed upon. If the parties are unable to agree upon an arbitrator, they shall request a list of seven (7) arbitrators from the State Mediation Conciliation Service. The parties shall select an arbitrator by alternately striking names from the list. The order of striking names shall be determined by a coin toss.

### **B. Decisions**



The jurisdiction of the arbitrator shall be limited to the interpretation of the provision of the contract alleged to have been violated and the determination if a violation has occurred. The arbitrator's decision shall be final and binding, but the arbitrator shall have no power to alter, modify, add to, or detract from the terms of this Agreement. The arbitrator shall render a written decision within 30 days.

#### C. Cost

Expenses for the arbitrator shall be borne by the losing party, as designated by the arbitrator. However, each party shall be responsible for the cost of presenting its own case to arbitration, including compensating its own representatives and witnesses. If either party desires a verbatim recording of the proceedings, it may cause such a record to be made, provided it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies.

#### D. Time Limits

Any and all time limits specified in the grievance procedure may be waived only by mutual written consent of the parties. Failure to submit the grievance in accordance with these time limits without such a waiver shall constitute abandonment of the grievance. Failure by the City to submit a reply within the specified time will constitute rejection of the grievance at that step and thereby allow the Association to pursue the matter to the next step within the specified time limit.

### Section 3. Grievance Processing

If meetings or hearings called for herein occur during the grievant's scheduled duty time, (s)he shall suffer no loss in pay. However, such meetings and hearings which occur outside the grievant's scheduled duty time shall not be with pay nor count toward accumulation of overtime.

No more than two employees shall be away from their assigned work at any one time to appear as witnesses.

## **ARTICLE 9 - DISCIPLINE AND DISCHARGE**

### Section 1. Discipline

The principles of progressive discipline shall normally be followed. The City reserves the right, at its sole discretion, to discipline in the manner and form in which it feels is the most appropriate so long as such action is not arbitrary, in bad faith, or without just cause. Discipline shall include documented verbal reprimands, written reprimands, suspensions without pay, demotions, last chance agreements, and termination. Documented counseling or coaching memos are not considered discipline and will not be placed in personnel files, nor are they subject to the grievance procedure. A documented verbal reprimand may not proceed to Arbitration. No employee will be disciplined without just cause.





## Section 2. Internal Investigation and Interview Process

- a. The employee and the Association will be informed when a formal investigation is initiated, unless the employee is under investigation for violation of the Controlled Substance Act, or violations which are punishable as felonies or misdemeanors under law, or if doing so would jeopardize either the criminal or administrative investigation.

At least forty-eight (48) hours prior to an interview by the City of an employee under investigation, the employee and the Association will be informed, in writing, of the nature of the investigation and the specific allegations, policies, procedures and/or laws which form the basis for the investigation at that time; the employee will be afforded the opportunity to consult with an Association representative.

- b. The employee shall be allowed the right to have an Association representative and/or Association attorney present during the interview. All interviews shall take place at City facilities, or elsewhere if mutually agreed.

The City shall make a reasonably good faith effort to conduct interviews during the employee's regularly scheduled shift, except for emergencies. The City may schedule the interview outside the employee's regular working hours as long as the appropriate overtime payments are made to the employee. Where an employee is working on a graveyard shift, the City will endeavor to conduct the interview contiguously to the employee's shift.

- c. The employee will be directed to answer any questions specifically involving the non-criminal matter(s) under investigation and will be afforded all rights and privileges to which they are entitled under the laws of the State of Oregon or the United States of America.
- d. The employee shall be entitled to such reasonable intermissions as may be requested for personal necessities.
- e. All interviews shall be limited in scope to activities, circumstances, events, conduct or acts which pertain to the incident which is the subject of the investigation. Nothing in this section shall prohibit the City from questioning the employee about information which is developed during the course of the interview. The employee shall be given a copy of any written or recorded statement made by the employee in an interview before subsequent interviews in the same investigation.
- f. The City and Association may tape record the interview and a copy of the complete interview of the employee shall be furnished, upon request, to



the Association or to the City. If the City or Association chooses to transcribe the recorded interview, then the transcription will be provided to the other party.

- g. Interviews and investigations shall be concluded without unreasonable delay. The City will put forth a good faith effort to complete investigations within sixty (60) days from the notice of investigation. If the investigation runs longer than sixty (60) days, then the City will provide periodic status updates to the employee and/or Association.
- h. The employee and the Association shall be notified in writing of the results of any investigation, and for non-criminal investigations, those results must be presented in writing to the employee and the Association within forty-five (45) days from the completion of the investigation that leads to discipline. By mutual agreement, the forty-five (45) days may be extended. The extension request will be in writing with the email being an acceptable form for making a request. The extension shall not be unreasonably denied. If not, the employee will be exonerated of all charges.

### Section 3. Probationary Employees

The provisions of this Article shall not apply to employees who have not completed an initial probationary period. As a result, a probationary employee may be discharged or otherwise disciplined without further recourse under this Agreement. Notwithstanding the prior provisions of this section, probationary employees have the right to Association representation.

### Section 4. Due Process and Pre-Disciplinary Hearing

Upon conclusion of the investigation and interview processes, and when the City determines that a suspension without pay, demotion or dismissal may be appropriate, the following due process steps shall be followed:

- a. At least 48 hours prior to the scheduling of the Due Process/Pre-Disciplinary Hearing, the involved employee shall be provided a pre-disciplinary hearing notice, which shall include: the date and time of the hearing; a summary of the charges that are the basis for possible disciplinary action; a copy of all reports and materials that serve as a basis for the discipline, and the range of discipline being considered.
- b. The pre-disciplinary hearing shall provide the employee or the employee's representative an opportunity to refute the charges or offer any extenuating or mitigating circumstances either in writing or orally before a decision as to the specific disciplinary action to be taken, if any, is made by the City. The employee will be entitled to an Association representative and/or an Association attorney at the pre-disciplinary hearing.
- c. The Due Process/Pre-Disciplinary Hearing shall be considered separate and distinct from the internal investigation and interview process.



- d. Barring any new developments, or further necessary investigation arising from the pre-disciplinary hearing, or unavailability of City Administration due to the use of sick leave or vacation leave the City shall put forth a good faith effort to deliver a final disposition within 14-days following conclusion of the hearing.

An appeal to a discharge may be filed by the Association within fourteen (14) calendar days of the dismissal. The Association shall submit the dismissal directly to Step 3 of the grievance procedure (City Manager) who shall respond within fourteen (14) calendar days. Upon mutual agreement between the City and the Association, an appeal to a discharge may be submitted directly to arbitration.

### Section 5. Representation Rights

If an employee has reasonable cause to believe that disciplinary action could result from a meeting with a supervisor, the employee shall have the right to have a representative from the Association present at said meeting. The right to have an Association representative present shall not result in an undue delay of the meeting.

### Section 6. Confidentiality

Whenever practicable, disciplinary measures shall be accomplished in a confidential manner.

## **ARTICLE 10 – SALARY ADMINISTRATION**

### Section 1. Length of Service Salary Increases:

Employees shall be eligible for merit salary increases following:

- A. Completion of initial six (6) months of service
- B. Completion of six (6) months of service following promotion
- C. Annual periods after A or B above until the employee has reached the top of the salary range

Length of Service salary increases shall be granted based on satisfactory performance. If a length of service salary increase is going to be withheld, the supervisor shall give written notice of the withholding prior to the eligibility date including a statement as to why the increase is being withheld.

### Section 2. Salary on Promotion

Upon promotion, an employee shall be paid at least at the minimum of the salary for the new classification and shall receive a minimum of a 5% increase.

### Section 3. Salary on Demotion

Whenever an employee is demoted as a result of disciplinary action, the employee's salary shall be maintained at the same step in the lower range.

Whenever an employee is demoted by the City to a lower job classification for other than discipline, the employee's salary shall be maintained at his/her current rate. If the employee's



current rate of pay is below the maximum rate of pay for the new classification, the employee shall continue to receive market adjustments and to be eligible for merit increases. If the employee's current rate of pay is above the maximum rate of pay for the new classification, the employee shall receive one-half (1/2) of future market adjustments and will not be eligible for merit increases until his/her rate of pay is below the maximum for the range.

#### Section 4. Salary on Return from Layoff

When an employee who has been laid off is recalled from that layoff, he/she shall be paid at the same level of pay (percentage into the range) as he/she was at the time of layoff.

#### Section 5. Personal Action Form (PAF)

Employees shall be provided a copy of each PAF completed for them by the City.

#### Section 6. Salary Administration

Employees shall be compensated in accordance with the wage schedule attached to this agreement as Appendix A.

### **ARTICLE 11 - PERFORMANCE APPRAISAL**

Employees shall receive a performance appraisal near the end of their probationary period, and at least annually thereafter. Performance appraisals must be completed no later than their anniversary date. If this is not done, the employee shall not forfeit any applicable merit increase. The employee shall be rated by his/her immediate supervisor. The rater shall discuss the performance appraisal with the employee.

To receive a *does not meet expectations* annual performance appraisal rating, there must be written documentation that the employee knew of a performance deficiency.

The employee shall sign the final performance appraisal. The employee's signature shall only indicate that the employee has read the performance appraisal. A copy shall be provided to the employee at this time.

All written comments provided by the employee shall be attached to the performance appraisal.

At the request of the employee, the performance appraisal may be reviewed first at the Department Head level and then at the City Manager level, but cannot be appealed through the grievance procedure.

### **ARTICLE 12 - ESTABLISHING A NEW CLASSIFICATION**





Prior to implementation of a new classification within the bargaining unit, the Association will be provided reasonable opportunity for review and input. The parties shall negotiate the salary range for new classifications. Pending conclusion of negotiations, the City may implement its proposed salary rate.

In the event the City and the Association disagree as to whether a new classification is properly included in the bargaining unit, the Employment Relations Board will be petitioned for interpretation.

## **ARTICLE 13 – WAGES**

### **Section 1.**

Employees shall be compensated in accordance with the wage schedule attached to this agreement as Appendix A.

Effective and retroactive to July 1, 2022, wages shall increase by 3.5%

Effective July 1, 2023, wages shall increase by a percentage equal to the annual average change in the US CPI-W (All Cities) Index with a minimum of one-percent (1%) and a maximum of five- and one-half percent (5.5%)

Effective July 1, 2024, wages shall increase by a percentage equal to the annual average change in the US CPI-W (All Cities) Index with a minimum of one-percent (1%) and a maximum of five- and one-half percent (5.5%)

## **ARTICLE 14 – INSURANCE**

### **Section 1 – Medical, Dental and Vision Coverage**

For the term of this Agreement, the City agrees to provide medical, dental and vision insurance coverage for eligible employees, their spouses/domestic partners (same sex domestic partners only) and their dependents. Insurance coverage is effective on the first of the month following 30 days of employment as a benefit-eligible employee. The City shall have no obligation to bargain the impact of any change in insurance coverage provided by the insurance carrier solely in its discretion.

The City will provide the CIS High Deductible Health Care Plan (HDHP/HSA) with a HSA. The City will contribute 90% of the premium cost for the plan. The City will make the following annual contributions on behalf of each employee into the Health Savings Account:

- i) \$1,700 per year for a single coverage; and
- ii) \$3,400 per year for family coverage.

For employees hired after January 1<sup>st</sup> of each year, the City shall make a prorated contribution for each employee into the Health Savings Account.



For employees and family members not eligible for HSA due to possible coverage under Medicare, Tricare, VA or Indian Health Services, the City will contribute to a Voluntary Employee Benefits Association Account (VEBA) plan. The City will make the following annual contributions on behalf of such employees into a VEBA account:

- i) \$1,700 per year for single coverage; AND
- ii) \$3,400 per year for family coverage.

For employees hired after January 1<sup>st</sup> of each year, the City shall make a prorated contribution for each employee into the Voluntary Employee Benefit Association account.

### Section 2. Life and Accidental Death Benefits

The City will continue to provide \$10,000 of life and AD&D insurance at no cost to the eligible employees. The City also provides \$2000 of life insurance for the employee's spouse and graded amounts of life insurance up to \$2000 for children, depending on age.

### Section 3. Long Term Disability Insurance

The City will continue to provide current long-term disability insurance at no cost to the eligible employees.

## **ARTICLE 15 - RETIREMENT**

Employees in the bargaining unit who meet the participation requirements will continue to be covered by the City of Newport Employee's Retirement Plan, which includes a six (6) percent employer contribution to the money purchase plan as outlined in the plan document.

Employees hired after October 15, 2012 shall be placed in the defined contribution plan only. The City's contribution shall be six percent (6%) of the employee's normal rate of pay plus the City will match the employee's contribution, if any, up to another three percent (3%).

The City shall meet with employees once a year to update them on the retirement fund.

## **ARTICLE 16 – WORKING OUT OF CLASSIFICATION**

### Section 1: Higher Paying Classification

In the event an employee is assigned to perform the job of an employee in a higher paying classification for a period of five (5) consecutive working days or more, that employee will receive either a five percent (5%) increase on the employee's base wage rate or the minimum rate of pay for that higher classification, whichever is greater.

In order to receive working out of classification pay, the assignment to such a higher paying job must be in writing specifying the duration of the assignment and approved by the Public Works Director or designee. Nothing in this article shall prevent approval being granted retroactively.



Working out of classification pay will be computed and applied on an hourly basis.

## Section 2: Lead Worker Designation

1. The supervisor will identify the employee who will be designated as Lead Worker and the length of time and for that designation.
2. The employee will accurately indicate on their time report each day when they are acting as a Lead Worker.
3. The Lead Worker designation will apply only to the Utility Worker I, II, and III classifications for the Streets, Water Distribution, and Wastewater Collections divisions. The Lead Worker designation will not apply to the Senior job classifications for any Public Works division.
4. The Lead Worker is not a permanent designation, nor is it a job classification.
5. In situations where there is an employee in the Senior Worker position, a lead will be identified at the discretion of the supervisor. In these situations, the decision to designate a lead will be based on business needs and overall work demands.
6. Employees in the Lead Worker designation will receive an additional .85 cents an hour in pay each day they work in the capacity of a Lead Worker.
7. Lead Workers will be required to meet all performance expectations for their positions. In addition, they will be required to perform the following duties:
  - A. Provide appropriate onsite direction for daily work activities.
  - B. Make appropriate and timely decisions regarding repairs and maintenance activities.
  - C. Appropriately prioritize repair and maintenance activities.
  - D. Ensure all safety policies and requirements are consistently being followed.
  - E. Provide feedback to supervisor on day-to-day activities and performance of staff.

## ARTICLE 17 – ON-CALL AND CALL-BACK and SHIFT DIFFERENTIAL

### Section 1. – On Call

All bargaining unit employees determined by the City to meet necessary qualifications are on the on-call list. Voluntary sign-ups will be used as a primary basis for covering on-call. In the event a call period remains unfilled, management has the discretion to assign the coverage.

Employees covered by this contract who are scheduled as the designated on-call employee shall be paid according to the following schedule:

Weekly rate	\$600.00 for the full on-call week
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In the event of unscheduled/unplanned illness, injury, or emergency situations that may arise (such as death in the family or jury duty) preventing employees from fulfilling the full on-call week as scheduled, or individuals covering a portion of a duty week by mutual agreement between members of the bargaining unit (with notice to the city) , a daily rate will apply.

Any day of the full on-call week not fulfilled will be deducted from the \$600.00. The employee will be paid only for the days they fulfill on-call duty.

The substitute will be paid the corresponding weekday or weekend day rate.

In cases where the on-call week is split between two pay periods, the daily rate, as described above, will be paid for each on-call day that is worked for that pay period.

#### Daily Rates

Weekday (Monday – Friday)	\$72.00
Weekend (Saturday or Sunday)	\$120.00
Holiday	\$125.00 Additional
1/2 Day Holiday	\$62.50 Additional

#### Weekly Shift

The designated on-call employee will be on-call beginning Friday at the end of their regular shift until the following Friday shift end. The 7-day on-call period may be altered by mutual agreement between the parties.

#### Daily Shift

For purposes of compensation, a day of on-call duty shall be considered to begin at the end of shift on the preceding calendar day. Thus, Saturday on-call duty will begin at end of shift on Friday, and end at end of shift Saturday.

While on on-call status, the employee is required to be reachable by phone, must be fit, not on sick leave, and available for work, and must be able to respond within 1/2 hour of call-back. The City shall provide an on-call cell phone. No personal use of the cell phone will be allowed. The on-call employee will carry the on-call phone at all times. The on-call number will not be transferred to another phone unless specific permission is received from the immediate supervisor.

The City shall determine the number of on-call employees needed at any particular time. An on-call schedule shall be prepared at the beginning of the calendar year showing the on-call duty for that year. This schedule shall be posted in the On-Call outlook profile located on the City server and available on the on-call phone and shall be kept up-to-date by the on-call employee if





their scheduled duty changes. If the City designates and/or assigns other bargaining unit employees on-call status, they shall receive the same compensation.

An on-call supervisor shall be available by phone at all times.

If an on-call employee is called back to work, he/she shall be compensated in accordance with Article 17, Section 2 of the Collective Bargaining Agreement (CBA) in addition to the on-call amount.

Employees, who are scheduled as the designated on-call employee and live within a reasonable distance to be determined by the City, may take a City vehicle home for on-call purposes.

The discussion of employee performance while on-call shall be conducted privately between the employee and the employee's immediate Supervisor.

#### Section 2 – Call-Back

When an employee is called back to work outside of his/her normal work hours, such employee shall accrue a call-back minimum of two (2) hours overtime. Employees called back to work less than two (2) hours prior to the start of their regular starting time shall be paid only for actual hours worked and may continue to work through the employee's regular shift.

Exceptions to this section will include pre-scheduled overtime and regularly scheduled weekend work.

#### Section 3 - Shift Differential

An employee shall receive a shift differential of 2.5% of the employee's base hourly pay for each hour worked between the hours of 6:00pm and 6:00am. Weekend pay will be standard pay with shift differential applying between 6:00pm and 6:00am.

Employees working on-call and a shift eligible for shift differential, the employee will be paid the shift differential pay.

### **ARTICLE 18 – PAY DAY**

The City will utilize its best efforts to issue payroll checks on the first of each month. If any pay day falls on a Saturday, Sunday or a holiday, employees shall be paid on the last working day preceding the normal pay day.

### **ARTICLE 19 - PROBATIONARY PERIOD**

#### Section 1. Probationary Status for New Employees

A. All newly-hired employees shall serve for a probationary period of six (6) calendar months and may be extended an additional six (6) months by mutual agreement of the parties. In the



event an employee does not obtain the certificates required in the class specification for his/her position within the designated time period, the City may discharge the employee. The discharge shall not be appealable under this contract.

B. During the period of probation, employees may be discharged or otherwise disciplined at the discretion of the City. Probationary employee dismissals are not subject to the grievance procedure in this Agreement nor are they subject to the terms and conditions of this Agreement.

## Section 2. Promotional Probation

A. Every promoted employee shall serve a probationary period of six (6) calendar months. The employee shall be returned to their formerly-held position, if, in the Employer's judgment it is determined that the employee is not satisfactorily performing the duties in the promoted position. Should the Employer return such a promotional probationary employee to the formerly-held position, such action will be without recourse to the grievance procedure.

B. Promotional probationary employees who return or are returned to their former position will be paid at their former rate of pay with no loss of seniority. Time spent in promotional position will count for eligibility for wage adjustment.

## ARTICLE 20 - PERSONNEL FILES

The City will maintain only one (1) official personnel file which shall be kept in the City Manager's office. Employees may review the contents of his/her personnel file, excluding confidential reports received from reference sources, during normal working hours. No grievance documents will be kept in an employee's personnel file except for documents confirming resolution of the grievance.

Disciplinary notices and other documents critical of an employee's performance or conduct will not be placed in that employee's personnel file until after the employee has had an opportunity to review and sign such document. If an employee believes the information contained in a document to be placed in the employee's personnel file is incorrect, the employee may submit a written, dated explanation in response.

Written reprimands shall be removed upon request of the employee at the end of eighteen (18) months, provided there is no subsequent disciplinary action during the intervening period of time.

## ARTICLE 21 – FILLING OF VACANCIES

Open positions in the bargaining unit shall be posted internally only for seven (7) calendar days. The opening will be posted online and sent via email to represented staff. This posting may then be posted externally with outside advertising for the position. Employees meeting the qualifications for the position are encouraged to apply. Hiring decisions, including the decision to post externally, are at the City's discretion.



Any qualified bargaining unit employee that is not selected for an open position shall be provided, within fourteen (14) days of their request, a written statement explaining why the candidate was not selected. A request must be made within thirty (30) days of the notification of the hiring decision.

Interview panels for bargaining unit positions shall include a minimum of one (1) panelist possessing technical knowledge that is specifically related to the open position.

The City shall notify the Association of all new hires within the bargaining unit within the first month of hire.

## **ARTICLE 22 – WORK WEEK AND WORK SCHEDULING**

### **Section 1.**

The work week shall begin on Saturday at 12:01 a.m. and end on Friday at midnight unless a different work week is established for an individual employee or group of employees. If a separate work week is established, a memo will be provided to the employee and a copy will be placed in the employee's personnel file. A normal work schedule for a full-time employee shall consist of five (5) eight (8) hour work days, except that the City may at its discretion elect to go with four (4) ten (10) hour work days or other alternative work schedule for an individual employee or group of employees with fourteen (14) calendar days' notice to the employee(s) and the Association. Employees shall have regular starting and quitting times except for emergency situations or as pre-arranged with the immediate supervisor.

For divisions requiring employees to regularly work on weekends (Saturday and Sunday), an employee may request to be scheduled to work the weekend hours in lieu of a rotation. The City will consider the request form in terms of operational needs. In the event the employee no longer wants to be scheduled for the weekend hours, the employee separates employment, or there is an adverse operational impact, the rotation of weekend hours will be re-instated. It is also understood that there may be some weekend rotation to handle vacation, sick leave, and other time off.

### **Section 2.**

To the extent consistent with operating requirements of the department, meal breaks shall be scheduled in the middle of the work shift. Full-time employees shall receive a minimum of thirty (30) minutes unpaid time for meal break. This time will be unpaid, unless an authorized management representative requires the employee to remain at the work site during the meal break in which case, this time will be considered work time.

### **Section 3.**

Full-time employees shall receive two (2) fifteen (15) minutes breaks during each scheduled shift. The breaks shall be provided as near the mid-point of each one-half (1/2) shift as possible, subject to operational requirements.



## **ARTICLE 23 – OVERTIME**

### **Section 1. Definition**

Employees shall be eligible for overtime for hours worked in excess of forty (40) hours in a work week or eight (8) hours (employees working a 5 – 8 schedule) or ten (10) hours (employees working a 4 – 10 schedule) in a work day.

Overtime will be compensated at the rate of one and one-half (1½) the employee's regular rate of pay or compensatory time off at one and one-half (1½) hours for each hour of overtime worked. The employee's option, if exercised, to receive overtime pay is subject to budget limitations. If funds budgeted for overtime payment are exhausted, compensatory time will be granted.

Each employee shall be permitted to accumulate and carry over from month to month up to a maximum of sixty (60) hours of compensatory time unless otherwise approved by the Public Works Director or designee.

There shall be no pyramiding of hours for overtime pay.

Eight (8) hours for holiday pay shall be considered hours worked for the purpose of computing overtime.

Overtime shall be kept at a minimum and must be authorized by the employee's immediate supervisor or designee. Employees working unauthorized overtime are subject to disciplinary action.

Overtime shall be computed to the nearest 15 minutes.

The City shall make a reasonable effort to give employees timely notice on available overtime.

## **ARTICLE 24 - VACATION**

### **Section 1.**

Regular full-time employees shall accrue vacation time in accordance with the following schedule:

Years of Continuous Service	Monthly Accrual	Days/Year
0 to 5 years	8.0 hours	12 days
5 to 10 years	10.0 hours	15 days
10 to 15 years	12.0 hours	18 days
15-through 20	15.34 hours	23 days
20 and over	16.67 hours	25 days





All regular part-time employees covered by this Agreement shall be eligible to receive vacation leave on a pro rata basis based on the number of hours regularly scheduled to work per week.

## Section 2.

New employees will accrue vacation, but are not able to use it until after successfully completing the first six months of employment. If an employee terminates during the first six (6) months of employment, no vacation benefits will be paid.

Vacation accrual amounts in the first and last months of employment will be prorated based on the number of hours worked and will be rounded to the nearest two (2) hours.

## Section 3.

Vacation leave shall not accrue during any month in which the employee is on an unpaid leave of absence for more than one half (1/2) of his/her assigned work hours for the month.

## Section 4.

For the purpose of accumulating vacation leave, continuous service shall be service unbroken by separation from the City. Time spent by an employee on paid military leave, sick leave, leave resulting from an injury incurred in the course of employment, layoff and other authorized leave shall be included as continuous service. Other breaks in service shall result in a loss of continuous service for the purpose of vacation accrual.

## Section 5.

The maximum vacation leave that may be accrued by an employee is 240 hours, as of December 31<sup>st</sup> each year. An employee is responsible for requesting and using appropriate vacation leave to maintain their accrual within the cap. If, however, the failure to take vacation leave is caused by the City requiring the employee to be at work during an approved and scheduled vacation period during the last month of the calendar year, the employee shall not lose vacation accrual. Following this, a vacation leave should be scheduled as soon as the departmental work schedule shall permit.

## Section 6.

Vacations must be scheduled in advance with the approval of the employee's supervisor. If it is necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority who has made their request for one vacation period by January 31<sup>st</sup> (for the following 12-month period) shall be given their choice of vacation period. Vacation requests submitted on or after February 1<sup>st</sup> shall be on a first-come first-served basis. Vacation schedules may be amended to allow the department to meet operational requirements. Vacation is to be taken in minimum of one (1) hour increments.

## Section 7.



Upon termination of employment with the City, the employee shall be paid a lump sum for all accrued vacation leave that the employee has earned in accordance with these rules prior to the termination, except that no payment shall be made for termination made during an employee's probationary period. In case of death, compensation for accrued vacation leave shall be paid in the same manner as salary due the decedent.

## **ARTICLE 25 – HOLIDAYS**

### **Section 1.**

The following days will be recognized and observed as paid holidays:

New Year's Day	(January 1 <sup>st</sup> )
Martin Luther King	(third Monday in January)
President's Day	(third Monday in February)
Memorial Day	(last Monday in May)
Juneteenth	(June 19 <sup>th</sup> )
Independence Day	(July 4 <sup>th</sup> )
Labor Day	(first Monday in September)
Veteran's Day	(November 11 <sup>th</sup> )
Thanksgiving Day	(fourth Thursday in November)
Day After Thanksgiving	(Friday following Thanksgiving)
Christmas Eve	(Normally a ½ day See Below.)
Christmas Day	(December 25 <sup>th</sup> )
Three (3) Personal Holidays	(days off during year at employee's Discretion)

The day before the Christmas Day holiday shall be a half day holiday, with employees required to work only the first half of the day. On days when December 24 falls on a Monday, the day shall be a full day holiday. For purposes of this section a half day shall mean four (4) hours. The half day holiday shall be at the end of the work day.

Whenever a holiday specified in this section fall on a Saturday, the preceding Friday shall be recognized as the holiday. Whenever a holiday specified in this section falls on a Sunday, the following Monday shall be recognized as the holiday.

Part-time employees covered by this Agreement will be paid for a recognized holiday on a pro rata basis based on the number of hours regularly scheduled to work per week.

An employee who works on a recognized holiday (not to be moved because of the recognized holiday falling on either a Saturday or Sunday) will be compensated at one and one-half (1.5) time his/her regular rate of pay for actual hours worked.



Employees whose regularly scheduled day off falls on a holiday will be compensated with a day off mutually agreed upon between the employee and the immediate supervisor or receive an additional eight (8) hours at their regular rate of pay.

An employee may take a personal holiday of his/her choosing with prior approval of the immediate supervisor. The personal holidays are credited on July 1<sup>st</sup> of each year to current employees. An employee must use the personal holidays within that fiscal year or lose any unused personal holiday time.

## **ARTICLE 26 – SICK LEAVE**

### **Section 1. Accrual**

Regular full-time employees shall accrue eight (8) hours of sick leave for each full month of work and the maximum accrual is 910 hours. Regular part-time employees covered by this Agreement shall accrue sick leave on a pro-rata basis based on the number of hours regularly scheduled to work per week.

Sick leave shall not accrue during any month in which the employee is on an unpaid leave of absence for more than one-half (1/2) of his/her assigned work hours for the month.

Employees shall be eligible to utilize sick leave immediately upon accrual. Accrual occurs at the end of each calendar month.

### **Section 2. Utilization**

Employees may utilize their accumulated sick leave for the following purposes:

- On- or off-the-job illness or injury which renders the employee unable to perform their work duties. In the event of an on-the-job illness or injury, an employee may utilize accrued leave for the three-day waiting period before worker's compensation benefits begin, if applicable. After any waiting period, an employee may utilize accrued leave to augment workers' compensation benefits up to his/her normal gross salary. The City shall provide bargaining unit employees written information detailing employee options under this section.
- Medical or dental appointments which cannot reasonably be scheduled during non-working time.
- Quarantine of an employee by a physician.
- Illness or temporary disability in the immediate family requiring the employee to be away from home to care for an immediate family member, or to care for an immediate family member at home. Immediate family member shall include an employee's spouse, domestic partner, parent, grandparent, children, stepchildren, brother, sister, mother-in-law or father-in-law and any ancestor or descendant as well as any other relative living in the employee's household. A request of this nature requires the approval of the immediate supervisor.



- With approval of the immediate supervisor, an employee may utilize sick leave to leave work one (1) hour before his/her normal ending time to donate blood to the American Red Cross.

### Section 3. Notification

Employees are required to notify their immediate supervisor of intent to use sick leave as soon as possible, but in no event later than their starting time. The immediate supervisor may require certification from a physician to substantiate that an illness or injury prevents the employee from working. If the employee does not provide appropriate notification or certification, as required, sick leave with pay will not be provided and the employee may be subject to disciplinary action.

For sick leave requests which are predictable, the employee shall give his/her immediate supervisor sufficient notice, no less than 48 hours, to plan for staffing during the employee's absence or else the request may be denied.

In order to maintain employment status while on sick leave in excess of fourteen (14) days, an employee must maintain a current physician's statement on file with the City and must call in to his/her immediate supervisor at a minimum of every fourteen (14) calendar days. The employee must notify his/her immediate supervisor as soon as the attending physician releases the employee to return to work and a signed work release must be provided to the immediate supervisor on or before the start of the first day back to work.

Sick leave is intended to protect an employee against undue financial loss in the event of a serious illness or injury. Any misuse or abuse of sick leave will be grounds for disciplinary action.

### Section 4. Termination

Sick leave is provided by the City in nature of insurance against the loss of income due to illness or injury. No compensation for accrued sick leave shall be provided for any employee upon termination of employment, for whatever reason.

### Section 5. Leave Donation:

Leave donation shall be permitted consistent with the City's Personnel Policy.

Donated leave:

- 1) Employees will be allowed to donate accrued vacation or compensatory time to other employees under certain circumstances. Donations may not be withdrawn once made but will be returned to the donor if not used. All time donated will be converted to sick time for the receiving employee. Donated hours may be used by an employee who is ill for a protracted period of time or by an employee who would otherwise be entitled to unpaid family medical leave under federal or state law.





- 2) The City shall determine the order in which donated leave will be transferred to the recipient employee. Donations not used will not be debited against the donor's accrued leave.
- 3) Donated hours shall not be processed in an amount greater than needed to cover more than a single pay period at a time.
- 4) To avoid any impact on the city's financial resources, the amount of leave credited shall be adjusted based on the relative salary of the donor and recipient employees. The adjustment shall be calculated as follows:
  - i) Multiply the donor's hourly rate times the number of hours donated.
  - ii) Divide the product by the recipient's hourly rate to arrive at the number of hours of donated leave available for use by the recipient.
- 5) For all purposes, donated time shall be considered sick time.
- 6) The City will not release any medical information regarding the recipient employee or his/her family members unless authorized to do so, in writing, by the recipient employee.
- 7) The City retains the right to change, modify or discontinue this program at any time.

The City will notify the donating employee when hours are debited from the employee's account, and provide an accounting to each donating employee at the conclusion of the period of leave donation.

## **ARTICLE 27 – LEAVES OF ABSENCE**

### **Section 1. Bereavement Leave**

In the event of a death in an employee's immediate family, the employee may be granted a leave of absence with pay not to exceed three (3) working days. If the death in the employee's immediate family should require out-of-state travel, the leave may be extended to five (5) working days. Immediate family shall have the same definition as in Article 26 – Section 2.

### **Section 2. Jury Duty and Witness Leave**

In the event an employee is duly summoned to any court for the purpose of performing jury service, or is required by the City to testify in any court or administrative proceeding, the employee shall be compensated for any regularly scheduled working hours spent in the performance of such service. The amount of the compensation shall be the straight time wages lost by the employee as a result of jury duty, less compensation received for such jury duty, exclusive of mileage reimbursement. The City may verify the amount received in jury pay as a condition to payment.

If jury duty ends before the employee's scheduled shift is over, the employee shall return to the work site and commence performing his/her regular duties.



### Section 3. Military Leave

Employees will be granted military leave in accordance with applicable Oregon and federal law. Insurance benefits shall be maintained by the City until full insurance benefits are in effect through the federal /state government.

### Section 4. Search and Rescue Operations

A regular employee may be granted a leave of absence with pay for search and rescue operations for a period of not more than five (5) working days for each occurrence without forfeiture of wages or benefits. Operations lasting longer than five (5) days, the City will allow the employee to take part for as long as the City considers proper.

### Section 4. Parental/Family Leave

Employees will be provided with parental/family leave in accordance with applicable Oregon and federal law.

### Section 5. Personal Leave Without Pay

A regular employee may be granted a leave of absence without pay for personal reasons at the discretion of the department head. Generally, unpaid leaves of absence may not exceed ninety (90) days. The department head may, however, authorize extensions beyond a ninety (90) day period. All personal leaves of absences must be requested in writing, including the reason for the leave and a date certain for the employee to return to work. Employees who fail to return to work upon expiration of an authorized leave will be considered to have terminated their employment with the City.

## **ARTICLE 28 – SENIORITY/LAYOFF**

### Section 1. Definition

“Seniority” as used in this agreement, is defined as an employee’s length of continuous service for the City. To qualify for seniority, an employee must complete his/her probationary period. Upon completion of probation an employee’s seniority shall date back to the last date of hire. An employee shall lose all seniority in the event of termination of employment with the City. Time spent on leave without pay exceeding fifteen (15) calendar days shall not be counted toward an employee’s continuous service.

### Section 2. Layoff

Subject to the qualifications for the classification, no regular employee shall be laid off prior to a temporary or probationary employee in the same classification. Employees shall be laid off based on inverse order of bargaining unit seniority. If a regular bargaining unit employee is laid off, the employee shall be given written notice of a layoff at least 30 days in advance of the



effective date. He/she may choose to displace a less senior employee in any bargaining unit classification that they meet minimum qualifications

### **Section 3. Recall**

Employees shall be recalled in reverse order of layoff, subject to the same conditions outlined in Section 2. An employee who is laid off will remain on the laid off list and be eligible for recall for a period of twelve (12) months. No new employees shall be hired into bargaining unit job classifications from which employees have been laid off until the recall list is exhausted; provided, however, the City may fill a vacant position if no person on the recall list meets the minimum experience and training required for that job classification.

The City shall notify laid off employees of a position opening by registered letter, return receipt requested at his/her address of record. Laid off employees shall have seven (7) calendar days from receipt of such notification in which to indicate their acceptance or rejection of the position and an additional seven (7) calendar days there from to begin active employment. Employees not responding within the seven (7) day limit or employees who decline the recall request shall forfeit all rights to employment. Laid off employees who are recalled within the twelve (12) month period will have previous sick leave accrual and seniority reinstated.

### **ARTICLE 29 – INCLEMENT CONDITIONS**

Due to the nature of the public works operations, it is expected that employees will report to work in inclement weather conditions. If, however, an employee is unable to report to work or is late due to weather or other weather-related conditions, in lieu of unpaid leave, the supervisor shall allow the use of accrued leave (including compensatory time) except sick leave to cover the absence or may allow the employee to adjust their work day to avoid the use of accrued leave.

### **ARTICLE 30 – PROTECTIVE CLOTHING**

The City agrees to continue to provide special articles of clothing on an as needed basis such as rain gear, safety vests, steel-toed shoes, hip or knee boots, overalls and all safety equipment/articles required by regulation. Employees shall be reimbursed up to three hundred and fifty dollars (\$350.00) annually for boots. All such clothing shall remain property of the City. The employees are required to take proper care of all clothing provided. The City will replace or repair such clothing as deemed appropriate.

Laundering facilities will continue to be provided at the Wastewater Treatment Plant and employees will be allowed work time to launder clothes as necessary. Employees will maintain an extra set of work clothes in their locker if clothes are laundered on work time.

### **ARTICLE 31 – TRAINING AND EDUCATION**

The City will pay for training, fees and materials for employer required certifications and/or for advancement to career levels within the employee's classification (a classification would be



Utility Worker-Water Distribution, while career levels would be I, II, III, etc within the classification).

The City may pay for other classes and seminars that in its sole determination benefit the City.

### **ARTICLE 32 - SAFETY**

Federal and state safety regulations shall be strictly observed by the City and all employees. The City, its Safety Officers, and Safety Committee shall work to review and update policies as needed to help ensure policies are current with federal and state regulations. Employees should use all protective equipment required, shall perform their work in a safe manner and shall comply with all safety rules of the City.

In the event of an employee safety issue/concern, the employee should take the issue/concern to their immediate supervisor and/or department head for resolution and/or complete a Safety Suggestion/Concern Form and provide it to a member of the City's Safety Committee.

The Public Works department will offer all employees hepatitis B and tetanus immunizations. If an employee has a reasonable belief that they have been exposed to a communicable disease during the course and scope of their employment, they should report the incident to their immediate supervisor who will make arrangements for testing, if appropriate.

The City reserves its right to require an employee to undergo a physical examination or independent medical evaluation at any time as it determines necessary, where, due to performance considerations, the City has a reasonable concern regarding the employee's ability to safely, efficiently and effectively carry out their job functions.

### **ARTICLE 33 – CONTRACT NEGOTIATIONS**

The Association negotiation team will be composed of up to three (3) bargaining unit employees who shall be on paid time while involved in the bargaining process. The authorized Association bargaining representatives will suffer no loss in compensation for bargaining sessions scheduled by mutual agreement during regularly scheduled work hours. The City incurs no overtime obligation if the meetings run past the scheduled workday.

The date, time and place for negotiation sessions shall be established by mutual agreement between the parties.

### **ARTICLE 34 – TRAVEL EXPENSES**

#### **Section 1. Meals/Lodging**

When an employee is authorized to utilize his/her vehicle in the performance of his/her official City duties, he/she shall be compensated at the IRS-approved rate.





When an employee's duties require an employee to travel outside the City, the City agrees to reimburse him/her the reasonable costs of meals and lodging in accordance with the City's policy for meals and lodging. In no case will the meal reimbursement be less than:

Breakfast: \$8.00  
Lunch: \$12.00  
Dinner: \$25.00

#### Advances – Mileage and Meals

The City shall, if feasible, provide for payment in advance for mileage and meals only. If necessary, subsequent adjustments will be made by the parties.

- 1) Requests for advance payments of travel expenses (meals and mileage) are to be made using the City of Newport Travel Expense and Reimbursement Request Form available from the Finance Department.
- 2) The City of Newport Travel Expense and Reimbursement Request Form must be submitted to the Finance Department a minimum of fifteen (15) calendar days prior to the Conference date.
- 3) Conference registration materials must accompany the request identifying what meals are being provided during the conference. If a meal is provided as part of the training or event being attended, then the amount provided for in the bargaining agreement for that meal will be deducted from the total amount available to be allocated toward meals for that day.
- 4) Detailed (not a summary) receipts must be submitted to the Finance Department no later than one (1) week after the conference to support all expenses.
- 5) Should any advancement amount be in excess of expenses covered by a receipt or approved signed statement, the employee will return that amount to the City no later than thirty (30) days from the date of the conference.

#### Reimbursements

- 1) The City of Newport Travel Expense and Reimbursement Request Form must be submitted to the Finance Department.
- 2) Conference registration materials must accompany the request identifying what meals were provided during the conference. If a meal is provided as part of the training or event being attended, then the amount provided for in the bargaining agreement for that meal will be deducted from the total amount available to be allocated toward meals for that day.
- 3) Detailed (not a summary) receipts must be attached to the form to support all expenses.

Payment will be made upon presentation of approved receipts to the Finance Department.

Receipts are required to document purchases/expenditures, however, in isolated incidences the



Public Works Director may allow the use of a signed statement, which listed the date, location, purpose and amount of the purchase/expenditure in lieu of a receipt.

Employees will be reimbursed only for expenses covered by a receipt or approved signed statement.

**\*\*The City agrees to adopt and implement a per diem reimbursement policy.**

### Section 2. Use of City Vehicles

It is the policy that a City-owned vehicle should be used any time an authorized employee travels on official business for the City. Should a City-owned vehicle not be available, the employee must receive prior authorization from his/her supervisor to use a privately-owned vehicle.

When an employee has been given prior authorization to use a privately-owned vehicle because a City-owned vehicle is unavailable, the City will provide reimbursement for all costs of operation of such vehicle, including insurance, at the IRS Standard Mileage Rate.

City vehicles are to be used for City business, and not for personal use.

### Section 3. Expenses (Cell-Phone)

At the City's discretion, the City may issue employees a city cell phone for city business OR the City shall provide a cell phone allowance of twenty-five dollars (\$25) per month for employees using their personal cell phone for City business (non-smart phone). If a smart phone is required by the City, an allowance of fifty dollars (\$50) per month shall be provided.

## **ARTICLE 35 – RESIDENCY**

To provide prompt response to our community in emergency situations all employees must reside within (30) road miles of City Hall. This article only applies to employees hired after July 1, 2019.

## **ARTICLE 36 – TERM OF AGREEMENT**

This agreement shall become effective upon execution by the parties, and shall remain in full force and effect through June 30, 2025. This Agreement shall automatically reopen for successor negotiations on January 1 in the year of expiration. The parties shall strive to commence negotiations no later than February 1 of the expiring year.

The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the parties agree that they are not required to bargain collectively during the life of this Agreement except as required by law.



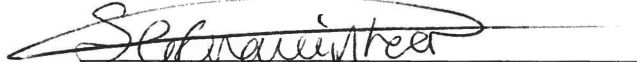
FOR THE CITY OF NEWPORT



Spencer Nebel, City Manager

09-08-22  
Date

FOR THE NEWPORT EMPLOYEE  
ASSOCIATION



Stephanie Kerns, NEA President

9/8/2022  
Date



**Newport Employees' Association CBA - Fiscal Year July 1, 2022- June 30, 2023**  
**APPENDIX A**

<b>RANGE</b>	<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
ET1	Engineering Tech I	4,082	4,369	4,675	5,001	5,350
ET2	Engineering Tech II	4,290	4,590	4,911	5,257	5,623
ET3	Engineering Tech III	4,664	4,991	5,339	5,712	6,113
UWS1	Utility Worker I - Streets	3,692	3,950	4,227	4,522	4,840
UWS2	Utility Worker II - Streets	4,030	4,314	4,614	4,939	5,381
UWS3	Utility Worker III - Streets	4,232	4,528	4,845	5,183	5,548
SUWS	Sr. Utility Worker - Streets	4,445	4,756	5,089	5,444	5,826
UWW1	Utility Worker I - Water	3,765	4,028	4,312	4,613	4,937
UWW2	Utility Worker II - Water	4,108	4,395	4,702	5,031	5,383
UWW3	Utility Worker III - Water	4,398	4,706	5,036	5,388	5,764
SUWW	Sr. Utility Worker - Water	5,075	5,432	5,812	6,217	6,653
UWC1	Utility Worker I - Collections	3,875	4,147	4,437	4,748	5,081
UWC2	Utility Worker II - Collections	4,030	4,314	4,615	4,940	5,285
UWC3	Utility Worker III - Collections	4,612	4,936	5,281	5,650	6,046
SUWC	Sr. Utility Worker - Collections	4,844	5,182	5,547	5,935	6,350
WTPO1	Water Treatment Plant Operator I	3,992	4,270	4,570	4,889	5,231
WTPO2	Water Treatment Plant Operator II	4,398	4,706	5,035	5,388	5,765
WTPO3	Water Treatment Plant Operator III	4,707	5,037	5,389	5,766	6,171
SWTPO	Sr. Water Treatment Plant Operator	5,329	5,599	6,100	6,528	6,984
WWTPO1, WWECS	Wastewater Treatment Plant Operator I, Environmental Compliance Specialist	3,914	4,189	4,483	4,796	5,132
WWTPO2	Wastewater Treatment Plant Operator II	4,150	4,440	4,751	5,082	5,439
WWTPO3	Wastewater Treatment Plant Operator III	4,844	5,182	5,546	5,934	6,350
SWWTPO	Sr. Wastewater Treatment Plant Operator	5,231	5,597	5,989	6,408	6,857

