

**AGREEMENT
BETWEEN
DESCHUTES PUBLIC LIBRARY DISTRICT
&
AMERICAN FEDERATION OF STATE, COUNTY, AND
MUNICIPAL EMPLOYEES (AFSCME)
LOCAL 2837
July 1, 2022 – June 30, 2026**

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PREAMBLE

This Agreement is made and entered into by and between Deschutes Public Library District (hereinafter the District) and the American Federation of State, County and Municipal Employees Council 75 (hereinafter the Union), for the purpose of setting wages, hours, benefits, and mandatory conditions of employment.

It is also the purpose of this Agreement to promote the mutual interests of the District and its employees and to provide for the operation of the District's business under methods that will further, to the fullest extent possible, the safety of the employees, economy and efficiency of operation, elimination of waste, realization of maximum quantity and quality of output, cleanliness, protection of property and avoidance of interruptions to production. The parties will cooperate fully to secure the advancement and achievement of these purposes.

ARTICLE 1 – RECOGNITION

Section 1

The District recognizes the Union as the sole and exclusive bargaining agent for all regular employees of the District excluding supervisory and confidential employees, temporary employees, and employees with a regular work schedule of less than 80 hours per month.

Section 2

If the District establishes a new classification included in the bargaining unit or reclassifies an existing bargaining unit position, the District shall notify the Union in writing in a timely manner.

ARTICLE 2 – UNION SECURITY

Section 1

The Union shall notify the District in writing of its staff representative of the Local, Council 75, or International, American Federation of State, County and Municipal Employees, AFL-CIO. Upon proper introduction and reasonable advanced notice to Human Resources, the Assistant Director, or their designee, the representative shall have reasonable access to the premise of the District during all working hours to conduct Union business. The local representative shall observe any security regulations of the District. Such visits are not to interfere with the normal flow of work.

Section 2

Unless otherwise provided in the Agreement, the internal business of the Union shall be conducted by the employees during non-work time. Union Stewards, Local, Council, or Executive Board Representatives will be allowed to meet with management and to present and discuss grievances and to represent workers during District initiated disciplinary meetings on duty time without loss of pay, provided public/essential services are not disrupted, extra work hours and/or overtime are not incurred, and time away is pre-approved by management.

Section 3

The Union shall notify the District of the selection and turnover of Stewards and their alternates.

Section 4

The District agrees to provide bulletin board space at each location to be used exclusively by the Union for the posting of official Union notices. The Union agrees that it will not post material that is profane, obscene or defamatory of the District.

Section 5

The Union shall notify the District of the current rate of dues in a timely manner, which will enable the District to make the necessary payroll deductions as specified.

Section 6 (hold harmless)

The District will not be held liable for check-off errors, but will make proper adjustments with the Union for errors as soon as is practicable if notified within ten (10) days of the error. In no case shall such an adjustment extend beyond the following pay period.

Section 7 (report for Union)

The District will transmit a monthly report to the Union at the end of each period that includes the following information (to the extent the District has this information):

- a. Dues paying members in the prior pay period
- b. New hires, position changes, status changes, full-time equivalency (FTE), start date, mailing address, email address (both work and personal) and phone number (including cellular, home, and work)
- c. Terminations with last day worked occurring in the prior pay period.

The District will also transmit this information to the Union for new hires, within ten (10) days of hire.

Section 8 (Union orientation)

The Union may, with prior approval from the newly hired employee's supervisor, arrange a mutually agreeable time to complete a minimum of 30-minute Union orientation. The Union orientation, if done during regularly scheduled hours of the employee, will be on paid time.

Section 9

The District agrees to deduct monthly membership dues from the pay of those individuals who request deductions in writing. Dues deductions shall be certified to the District by the treasurer of the Union, and the aggregate deduction shall be remitted monthly, together with an itemized statement, to the treasurer of the Union.

Section 10

Upon request and approval, the Union shall be allowed the use of District meeting rooms for meetings when such meeting rooms are available and the meeting would not interfere with the business of the District.

Section 11

The District agrees to inform all new bargaining unit employees during onboarding of the Union's exclusive representation status and shall provide all employees with a copy of the Agreement.

ARTICLE 3 – MANAGEMENT RIGHTS

The District, in order to operate its business, in its sole discretion, retains and shall have the following exclusive rights: to determine the number, location and type of facilities and departments; to determine the type and/or quality of services rendered; to determine the methods, techniques and equipment utilized; to hire, supervise, evaluate, discipline, discharge, promote, demote, lay off, transfer and recall the work force; to assign work and change, combine, create or remove job classifications and job content; to establish and make known reasonable work rules and safety rules for all employees; to contract; and to determine the number of employees, including the number of employees assigned to any particular operation or shift.

Any of the District's rights, powers, authority and functions held prior to the negotiation of this Agreement are retained by the District and the expressed provisions of this Agreement constitute the only limitations on the District's right to manage its business. The District not exercising rights, powers, authority and functions reserved to it, or its 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.

All other traditional rights of management are also expressly reserved to the District and the express provisions of this Agreement constitute the only limitations upon the District's right to manage its business.

ARTICLE 4 – NON-DISCRIMINATION

Section 1

The District and the Union agree not to discriminate against any employee because of race, color, sex, gender identity, age, national origin, marital status, religion, disability, sexual orientation, union membership or non-membership, or any other basis protected by Oregon or federal law.

Section 2

The terms of this Agreement shall be applied equally to all members of the bargaining unit.

ARTICLE 5 – PROBATIONARY EMPLOYEES

Section 1

Every new employee shall serve a probationary period of twelve (12) months unless modified by mutual written agreement. New hire probationary employees shall not have access to the grievance process for discipline or discharge, but do have access to the grievance process for other contract disputes.

Section 2

Newly classified employees who are promoted shall serve a probationary period of six (6) months unless modified by mutual written agreement. Annual wage increases for newly promoted employees will be effective on the anniversary date of the most recent promotion date.

Section 3

Each employee shall be assessed at least twice during their probationary period; at six (6) months and twelve (12) months, unless modified by mutual agreement between the employee and their supervisor. If an employee's performance is not satisfactory, they shall be provided written notice of performance deficiencies and shall be provided an opportunity to improve. An employee shall advance to the next step of their pay range upon satisfactory completion of their probationary period and has received a satisfactory performance assessment. (Please see Article 8, Section 3(B) for timelines.)

Section 4

Any employee terminated during their probationary period shall be provided the reason or reasons for termination.

ARTICLE 6 – DISCIPLINE AND DISCHARGE

Section 1

The principles of progressive discipline shall be used except when the nature of the problem disrupts core operations of the District and/or criminal activity has occurred. A non-probationary employee shall not be disciplined or

discharged without cause. Probationary employees shall not be covered by this Article.

Section 2

Discipline shall consist of one of the following:

- a. Verbal warning, which may be reduced to writing
- b. Written reprimand
- c. Suspension
- d. Discharge

Section 3

Disciplinary action shall be conducted in a manner that affords the employee the most protection possible from embarrassment before other employees and the public.

Section 4

When the District intends to take disciplinary action involving a written reprimand the District shall notify the employee and the Union in advance of the meeting between the non-probationary employee and the supervisor or person having authority to impose the proposed disciplinary action.

Section 5

When the District intends to take disciplinary action involving suspension or discharge, the District shall notify the employee and the Union in writing of the charges against the employee and the proposed disciplinary action and shall provide the non-probationary employee with the opportunity to respond to the charges at a meeting with the supervisor or person having authority to impose the proposed disciplinary action.

ARTICLE 7 – GRIEVANCE PROCEDURE

Section 1

The District will promptly consider and respond to employee grievances relating to the provisions of this contract. Furthermore, the District prefers to correct the causes of grievances informally and encourages both supervisors and employees to resolve problems as they arise.

An employee, at their discretion, may elect to be represented by the Union at any step of the grievance procedure.

Section 2 - Grievance Procedure

The following steps are required when submitting and processing a formal grievance.

Step 1.

The aggrieved employee or group of employees' grievance shall be submitted in writing, documenting the alleged violation along with the contract Article and Section the District has allegedly violated. The grievance document must be signed and dated by the aggrieved employee or group of employees, and presented by the aggrieved party or Steward to the immediate supervisor within:

- a) fourteen (14) calendar days from the alleged violation (excluding the day of the occurrence), or
- b) fourteen (14) calendar days from the date, the employee becomes aware of the alleged violation (excluding the day the employee became aware of the occurrence).

The immediate supervisor shall give their written reply within fourteen (14) calendar days from the date the employee or group of employees submit the grievance (excluding the date of presentation.)

Step 2.

If the grievance is not fully settled in Step 1, it shall, in detail, be submitted in writing, documenting the alleged violation along with the contract Article and Section the District has allegedly violated. The grievance document will be signed and dated by the aggrieved employee or group of employees, and presented by the aggrieved party or Steward to the Director within fourteen (14) calendar days following the immediate supervisor's initial written response (excluding the date of presentation).

The Director shall respond in writing to the grievance within fourteen (14) calendar days from the date of receiving the written grievance (excluding the date of presentation).

Step 3.

If the grievance is not settled at Step 2, the written grievance shall, in detail, be presented by the aggrieved party, along with all pertinent correspondence, records and information, to the District's Board of Directors at the Board's next regularly scheduled monthly meeting. Either the Board or the Union may request a separate meeting within fourteen (14) calendar days from the presentation of the written grievance to the Board. The Board, Union representatives, aggrieved employee or group of employees, the immediate supervisor, the HR Manager, and the Director shall be permitted at the meeting. A representative from AFSCME and a union steward shall be allowed to take part in the meeting before the Board and will be allowed to make comments and recommendations to the Board.

The Board shall reply to the written grievance in writing within forty-five (45) calendar days after:

- a) the date the written grievance was presented to the Board, or
- b) within forty-five (45) calendar days following the date of the requested, separate meeting.

Step 4

If the grievance is not settled at Step 3 and the Union decides to move the grievance to arbitration, the Union shall, within fourteen (14) calendars days from the date the Board issued its decision in Step 3, request a list of seven (7) arbitrators from the Oregon ERB. The party initiating Arbitration shall strike the first name, then the parties shall alternate strikes until one name remains. The parties may also mutually agree, in writing, to the selection of the arbitrator.

The arbitrator shall have the authority to issue subpoenas, examine witnesses and documentary evidence, administer oaths and affirmations, and regulate the course of the arbitration hearing. The arbitrator shall have no power to modify, add to or subtract from the terms of this Agreement and shall be confined to the interpretation and enforcement of this Agreement. The arbitrator's decision shall be in writing and shall be submitted to the parties following the close of the hearing. The arbitrator's decision shall be final and binding on the affected employee(s), the Union and the District.

Either party may request the arbitrator to issue subpoenas but, if issued, the cost of serving the subpoena shall be borne by the party requesting the subpoena. Each party shall be responsible for compensating its own witnesses and representatives during the arbitration hearing. The losing party shall pay the arbitrator's fees and expenses.

Section 3 - Time Limits

If the grievance procedures established by this Section are not initiated within the time limits, the grievance shall be deemed waived.

Section 4 - District Liability

If the District fails to meet or answer any grievance within the time prescribed for such action, the grievance shall automatically advance to the next step.

Section 5 - Extension of Time Limits

The time limits for the initiation and completion of the steps of the grievance procedure may be extended by mutual consent of the parties involved. Mutual consent must be indicated in writing and signed by all parties involved.

Section 6 - Performance Evaluation

Performance evaluations are not subject to the grievance procedure.

Section 7 - Prohibited Practices

No employee can be disciplined or discriminated against in any way because of the employee's use of the grievance procedure.

Section 8

Verbal warnings shall be confined to Step 2 of the grievance procedure. Written reprimands shall be confined to Step 3 of the grievance procedure.

ARTICLE 8 – SALARY ADMINISTRATION

Section 1

Pay for employees in the bargaining unit shall be in accordance with the District Salary Schedule attached as Appendix C.

Section 2

All employees shall be paid regularly on the last working weekday of the month.

Section 3 – Annual Pay Increase

- a) Employees shall be eligible for annual merit increases on their most recent anniversary date provided that the employee is not at the top step of the salary range of their classification.
- b) Employees shall receive a performance assessment at least annually by the employee's most recent anniversary date. The employee's performance assessment date is based on the following timeline:
 - i. If hired on the 23rd of the month through the 7th of the following month, the performance assessment will be completed by the 23rd of the first month with the annual merit increase retroactive to the 23rd of that month.
 - ii. If hired on the 8th through the 22nd of the month, the performance assessment will be completed by the end of that month with the annual merit increase effective on the 23rd of that month in accordance with current pay date schedules.

Annual merit increases shall not be withheld unless an employee's performance is deemed unsatisfactory. Employees will receive their annual merit step increase automatically if the employee's performance assessment is not completed timely as noted above.

Section 4 – Longevity Pay

Regular, fulltime employees who have continuously worked for the District will receive an additional fifty dollars (\$50.00) per month in longevity pay after five years of continuous service. This will increase by fifty dollars (\$50.00) every five years of continuous service worked up to a maximum of twenty (20) years or \$200 per month. Regular, part-time employees (half time or more) shall receive a pro-rated share of longevity pay according to the percentage of their full-time equivalency (FTE) classification. Longevity pay is effective on the employee's eligible anniversary date of service. Regular employees (full or part time) laid-off for less than eighteen months will not be at risk of losing the continuous service requirement of this benefit.

Section 5

Employees who are fluent in Spanish, American Sign Language (ASL), or another second language as needed and as determined by the District, will receive a premium of six percent (6%) of their base salary unless the District determines that their scope of work does not warrant the differential pay. Employees will be considered fluent in this second language if they meet the reasonable standards for fluency established by the District. The District will not be obligated to pay for any training, education, or other expenses for an employee to become fluent. Employees who are fluent in more than one language shall only receive one six percent (6%) incentive. Employees that were placed on a higher step within the salary schedule upon hire due to being fluent in a second language will be credited with a three percent (3%) bilingual incentive. Employees receiving this second language differential will be expected to utilize their second language in their scope of work for the benefit of the District.

Section 6

The District expressly reserves the right to adjust the salary schedule upward in order to recruit and retain employees. Prior to adjusting the salary schedule, the Union shall be notified in writing and provided an opportunity to confer.

ARTICLE 9 – ON CALL AND CALL BACK TIME

On-Call: Is defined in this Agreement as time an employee must be accessible either by phone outside of normal scheduled working hours. The employee must be able to respond within a timeframe determined by the supervisor. When on-call, employees are compensated for two (2) hours per day at the employee's current hourly pay rate.

Tele-Work: Any tele-work performed because of being on-call will be compensated in accordance with the Fair Labor Standards Act (FLSA).

Call Back: Is defined in this Agreement as time employees spend beyond their regular work schedule and come back on-site because of being called in due to an emergency and/or special circumstances.

When called back, employees will receive compensation in accordance with the FLSA. In no case will an employee receive less than two (2) hours compensation for being called back to work.

When possible and within budget constraints, the supervisor or designee will honor the employee's request regarding the method of compensation, either comp time or pay.

ARTICLE 10 – HOURS OF WORK

Section 1

The workweek begins at 12:00 AM on Saturday and ends at 11:59 PM on Friday.

Section 2

- a) A regular full-time work schedule consists of five (5) consecutive eight (8) hour shifts, with two (2) consecutive days off.
- b) A regular part-time work schedule consists of a schedule from 20 hours to 39 hours per week, with a minimum of two (2) consecutive days off.
- c) An employee may request a flexible and/or alternative work schedule, either days worked and/or number of hours worked in a day, and may vary on a weekly basis with prior approval from the supervisor, subject to state and federal requirements. Not all employee requests for alternative work schedules may be granted, but all possible considerations will be made to accommodate employee requests.
- d) Work schedules shall be determined by the supervisor or designee and subject to approval by the Director.

Section 3

Regular work schedules will not be changed with less than twenty-one (21) calendar days advance notice to the employee, unless the operating needs of the District otherwise require or the employee voluntarily agrees to an earlier effective date.

When establishing regular schedules, the supervisor or designee shall give due consideration to the desires of the employee, while weighing the work requirements of the District.

Section 4

Each employee shall be granted two (2) uninterrupted paid rest breaks of fifteen (15) minutes for each eight (8) hour shift. The rest breaks shall be scheduled as near the midpoint of the pre-meal and post meal work periods as possible. Any shift shorter or longer than eight (8) hours will exactly follow the BOLI regulations for breaks and meals. The employee's timecard approval of hours worked and written timecard acknowledgement indicates that the required rest break(s) have been taken.

Section 5

All employees shall be granted an unpaid meal break free from all work responsibilities during their work shifts of six (6) to ten (10) hours. Meal breaks shall be no less than thirty (30) minutes and shall be scheduled as near to the middle of the work shift as possible. The employee's timecard approval of hours worked and written timecard acknowledgement indicates that the required meal break has been taken.

Section 6

Nothing in this Article shall be construed as a guarantee of hours.

ARTICLE 11 – OVERTIME AND COMPENSATORY TIME

Section 1

Unless specifically exempted, employees will receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half (1.5) their regular rates of pay. Hours worked shall include holidays, vacation, and compensatory hours that are authorized and scheduled in advance in accordance with District policy.

Section 2

By mutual agreement, Non-Exempt employees may receive compensatory time off (comp time), at a rate of not less than one and one-half (1.5) hours for each overtime hour (1) worked, instead of cash overtime pay in accordance with Section 1. Compensatory time accrual shall not exceed 80 hours. Compensatory time beyond 80 hours accrual will be paid time.

Section 3

Overtime shall be approved in advance by an employee's supervisor. Exceptions for documented emergencies will be made.

Section 4

Subject to operational needs, the District shall attempt to offer extra hours or overtime opportunities as equally as possible among qualified employees in the department where additional work is needed.

ARTICLE 12 – WORK-OUT-OF-CLASS

Section 1 – Work-Out-Of-Class

The District will compensate an employee, assigned in writing to temporarily assume major distinguishing duties of a position in a higher classification, a 10% differential where such an agreement is for ten (10) consecutive days or more. The differential shall begin on the first day of the assignment.

Section 2 – Reclassification

If an employee believes they are working significantly outside their classification, they may request that their job be reviewed for a reclassification. Requests for reclassification review must be made through the employee's supervisor and are limited to one per employee per calendar year provided there is no significant change in job duties. In the event a reclassification is approved by the Director, the reclassification will be retroactive to the first of the month following the day the reclassification request was presented to the supervisor.

ARTICLE 13 – VACANCIES

Section 1

Vacancies of Union represented positions shall be posted for internal interest for no fewer than seven (7) calendar days with the following exception: positions may be posted for fewer than seven (7) days when the District determines that there is a pressing need to fill the vacancy.

Section 2

The decision to hire, transfer, assign and promote employees shall be based on skill, ability, qualifications, recency of experience, training, length of service and work record. In recognition of seniority and/or current employment, the senior and/or current employee shall have preference if all the foregoing qualifications are equal in the sole judgment of the District.

Section 3

Employees who apply for a position opening within the District shall be granted an interview provided they have satisfactory performance in their present position and meet the minimum job qualifications.

Section 4

Employees who apply for a position and do not receive it, shall be given the reason for their non-selection should the employee request a reason.

ARTICLE 14 – ASSIGNMENT OF PERSONNEL

Section 1

The decision to hire, transfer, assign, promote and lay-off employees shall be based on skill, ability, qualifications, recency of experience, training, length of service and work record. In recognition of seniority, the senior employee shall have preference if all the foregoing factors are equal in the sole judgment of the District. The District shall make every effort to transfer laid off employees into any vacant position for which they are qualified. Affected employees shall be notified of lay-off at least thirty (30) days in advance of the lay-off.

Section 2 - Recall

Employees shall be eligible for recall for a period of eighteen (18) months from the date lay-off commenced. Employees shall be notified of recall in writing at their last known address and shall have seven (7) working days in which to respond. The District will make every effort to place laid off employees in any other open position for which they are qualified.

ARTICLE 15 – PERFORMANCE ASSESSMENTS

Section 1

Each employee shall receive a performance assessment prepared by their supervisor or designee at least annually according to the timelines in Article 8, Section 3 (B) of this Agreement. The rater shall discuss the performance assessment with the employee. The employee shall have the opportunity to add their comments to the performance assessment. The employee shall sign the performance assessment and the signature acknowledgment shall only indicate that the employee has read and received the performance assessment. A copy of the completed performance assessment shall be provided to the employee at the time.

Section 2

Position description and salary information shall be provided to the employee upon hire and shall be posted on the Intranet, with electronic notification to staff upon revision.

ARTICLE 16 – LONGEVITY AND LENGTH OF SERVICE

Section 1

Longevity and length of service is determined by the length of an employee's continuous regular full-time or regular part-time service (regular part-time is any position assigned a regular schedule equal to half or more of the regularly scheduled full-time hours) with the District.

Section 2

Longevity and length of service shall terminate in the event of the following:

- a. Voluntary termination for greater than three (3) months except under special circumstances to be determined by the District.
- b. Discharge for cause.
- c. A lay-off period of greater than eighteen (18) months.
- d. Failure to report to work as expected following an extended leave of absence.
- e. Acceptance of employment with another employer while on leave of absence.
- f. Retirement.

ARTICLE 17 – HOLIDAYS

Section 1

The following shall be recognized as paid holidays:

New Year's Day (January 1)	Labor Day
MLK Day	Thanksgiving Day
President's Day	Day After Thanksgiving
Memorial Day	Christmas Eve Day (December 24)
Juneteenth (June 19)	Christmas Day (December 25)
Independence Day (July 4)	

Holidays shall be observed on the holiday identified. When Christmas Day falls on a Sunday, then Monday will be a closed, non-paid day. Employees who are eligible for holiday pay and not scheduled to work on the holiday shall take an equivalent amount of holiday leave within 60 days following the holiday. Holidays that occur during paid time management shall not be charged against time management. In order to qualify for holiday pay, employees must work their normal workday before and after the holiday or be on authorized leave of absence with pay.

Section 2

Regular, full-time employees shall be compensated at the straight time rate of eight (8), nine (9) or ten (10) hours for each recognized holiday, depending on the number of hours they are regularly scheduled to work for the day. All regular, part-time employees (half time or more) shall be compensated at the straight time rate on a pro-rated basis for each recognized holiday.

Section 3

Work performed by non-exempt employees on holidays that fall within their regular work schedule shall be considered as overtime. Non-exempt employees who work on such holidays will be granted time off or compensation pay on the basis of time-and-one-half for the hours worked in addition to their regular holiday pay. Employees working on New Year's Day, Thanksgiving Day, and/or Christmas Day will be compensated at the rate of double time in addition to their regular holiday pay. Paid holidays shall be scheduled on the date requested by the employee, subject to approval by the supervisor.

Section 4

Full and part-time employees with recognized holidays falling on their days off will receive straight compensatory time off for these holidays. Compensatory holidays off shall be scheduled on date requested by the employee, subject to approval of the supervisor.

ARTICLE 18 – TIME MANAGEMENT

The specific application of this section will be governed by the Time Management Program. (Appendix B of this Agreement)

Section 1 - Eligibility

Regular full-time and regular part-time employees can use their eligible time management as soon as it is accrued. Time management for regular part-time employees is calculated based on the percentage of hours worked each month.

Section 2 - Time Management Accrual

Time management accrues while an employee is on leave with pay, but not while on leave without pay. No employee can be granted leave without pay until after all eligible paid leave is exhausted.

Section 3 - Payment upon Separation

An employee who terminates their employment is entitled to time management payout in lieu of leave subject to the requirements set forth in Appendix B of this Agreement. In the event of the employee's death, compensation for accrued time management will be paid to the employee's beneficiary on file with the District.

Section 4 - Time Management Scheduling

The supervisor or designee shall adjust staffing schedules to provide for requested time management for employees annually, and employees are to take time management at the time scheduled. Such schedules may be amended to meet work emergencies. Such schedules may be amended to meet work emergencies. Whenever possible, and when time off has not already been approved, length of service shall prevail where there is a conflict between two or more employees requesting the same time off for vacation purposes.

Section 5 - Mandatory Leave

All regular full and part-time employees must be allowed to take off five (5) days consecutively annually if accrued.

Section 6 – Time Management Sick Notification

When an employee is unable to perform their job duties because of illness or injury, the employee shall notify their immediate supervisor as soon as possible prior to the beginning of their shift by either text or phone. At the request of the immediate supervisor or other supervisor, the employee will obtain certification from a qualified healthcare provider documenting the nature and period of illness.

ARTICLE 19 – LEAVES OF ABSENCE

Section 1 Jury Duty

Full-time and part-time employees shall be granted leave with full pay, computed based on their regular schedule and rate of pay, any time they are required by summons or subpoena to report for jury duty or jury service. Any jury duty pay earned while on District working time, other than transportation reimbursement, shall be endorsed to the District.

Section 2 Time Management While on Leave

Paid leave shall continue to accrue for those employees who are on leave with pay. Leave accrual and leave approval shall be calculated on an hourly basis. Deductions shall not be made from leave accruals for regularly scheduled days off, or for District holidays occurring during a period of leave with pay, if the employee returns to work on the first day thereafter or has been granted additional leave.

Section 3 FMLA/OFLA

Employees shall be entitled to family medical and parental leave in accordance with the federal Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) medical leave laws.

Section 4 Military Leave

An employee, who is a member of the National Guard or the reserve of any branch of the U.S. Military or the United States Public Health Services, is entitled to military leave not to exceed fifteen (15) calendar days per training year in accordance with state and federal law.

Section 5 Sabbatical/Education

After completing one year of continuous service, a regular full-time employee, upon written request, may be granted a leave of absence without pay by the Director (with departmental approval) for the purpose of upgrading his/her professional ability through enrollment in educational courses at an accredited school. The period of such leave of absence may not exceed one year, but may be renewed or extended upon request of the employee and approved by the Director.

Section 6 Professional Development

Employees may be granted time off with pay for educational purposes to attend conferences, seminars, briefing sessions, training programs and other programs of a similar nature required or approved by the supervisor.

Section 7 Court Appearance

Employees who are required to appear on the District's behalf connected with their official job duties before a court, legislative committee, judicial or quasi-judicial body as a witness are considered to be on paid work time and will be compensated accordingly. Employees shall return to the District any compensation, excluding mileage, received because of such duty.

Section 8 Paid Leave-Closed Location

Special paid leave may be granted to affected employees when an assigned work location is closed due to weather emergencies, natural disasters, facility maintenance, or other emergency situations, and when the District deems an alternate work location or remote work options are not available. Special paid leave is granted at the discretion of the Director or designee to address closures of short duration. Such leave will not adversely affect an employee's earned leave. Employees with previously approved time management are ineligible to receive special paid leave for the hour(s) or day(s) the work location is closed due to any of the aforementioned special circumstances.

Section 9 Compassionate Leave

In the event of a death of an immediate family member, a full-time employee may use up to forty (40) hours paid leave per occurrence, with part-time employees receiving time prorated by their scheduled FTE. Compassionate leave benefits run concurrently with bereavement leave as set forth under the OFLA. For purposes of this benefit, an immediate family member means the spouse, registered domestic partner, significant other residing in the household, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of registered domestic partner, grandparent, grandchild, sister or brother of the employee, or a person with whom the employee is or was in a relationship of *in loco parentis*. It also includes the biological, adopted, foster, or stepchild of an employee or the child of an employee's registered domestic partner.

Compassionate leave benefits will also be granted for up to four (4) hours when an employee serves as a pallbearer, or in some other way participates in a funeral/memorial ceremony.

Section 10 Leave of Absence

The Director may grant a leave of absence without pay not to exceed thirty (30) calendar days. Leaves of absences without pay may not be granted until all accrued leave has been exhausted.

ARTICLE 20 – HEALTH AND OTHER INSURANCE

Section 1

Insurance is to include the following:

- a) Health insurance
- b) Vision Insurance
- c) Dental Insurance (including Orthodontia)
- d) Prescription Drug Insurance
- e) Employee Life Insurance
- f) Dependent Life Insurance
- g) Long Term Disability
- h) Admin Fee for self-insurance not to exceed \$7.00 per person per month

The District shall contribute 91% of the total premium costs for health, vision, dental and prescription drug insurance for eligible and participating full time employees. The District shall contribute a percentage of the total premium costs for health, vision, dental, and prescription drug insurance for eligible and participating part-time employees using a pro-rated calculation of the 91% employer contribution prorated by the part-time employee's assigned FTE.

Section 2

Other insurance is to include the following:

- * Unemployment Insurance
- * Retiree Health Insurance (as noted in Section 4)

Section 3

In addition to health insurance and other insurance, the District will make available to bargaining unit employees a qualified IRS 125 plan.

Section 4

The District will provide health insurance benefits at the same level and under the same conditions as a regular full-time employee to retired District employees collecting PERS who have worked for the District for thirty (30) years or more on a full-time basis. This benefit will be provided within the three years prior to when the employee reaches the age of sixty-five (65), or until eligible for Medicare.

Employees who retire from the District with more than fifteen (15) years and less than thirty (30) years of full-time service are eligible to receive a District contribution towards their monthly health insurance premiums in accordance with the following schedule within the three years prior to when the employee reaches the age of sixty-five (65) or until eligible for Medicare:

Years of Service	District Contribution
0-14	-0-
15-19	\$100.00
20-24	\$150.00
25-29	\$200.00

Section 5

Workers' Compensation will be paid at the rate mandated by Oregon state law.

Section 6

The Employee Benefits Advisory Committee, including three (3) AFSCME representatives or other mutually agreed upon equal number to management representatives, shall meet at least three (3) times per year for the purpose of reviewing program performance and advising the Director on desired changes in Insurance Benefits. By agreement of all committee members, e-mail communication may substitute for one (1) of these meetings. The committee shall meet and review any proposed changes to the insurance benefits noted in Section 1 above before a change occurs.

Health benefits and other insurance will be provided to AFSCME represented employees under the same terms and conditions as provided to non-represented employees. Coverage may be adjusted or modified by the District upon the recommendation of the Employee Benefits Advisory Committee.

ARTICLE 21 – RETIREMENT

The District shall participate in the Public Employees Retirement System (PERS) or its equivalent.

After the employee has completed their six full months' employment period and holds a position requiring that the employee work in excess of 600 hours per year, the District shall make contributions to PERS in accordance with levels established for the employee's position.

In the event that state law provides for other alternatives, all bargaining unit employees will be afforded the same options available to non-represented employees.

The District shall also provide a Deferred Compensation Plan in compliance with IRC 457. The plan will be available to all AFSCME bargaining unit employees.

Upon retirement from PERS, employees will be able to cash out up to two (2) years of Time Management Leave.

ARTICLE 22 – TRAVEL EXPENSES

A subsistence allowance is paid to District employees who are away from the District on official District business. This reimbursement is calculated when the employee returns actual receipts for meals, lodging and other necessary expenses. No reimbursement for alcohol is allowed. Employees are expected to be frugal in making such expenditures. Expenditures considered unnecessarily indulgent may be denied reimbursement.

The following procedures will be used to reimburse District employees for travel and expenses:

- a) When travel is necessary, employees are encouraged to use their personal credit cards and/or cash and request reimbursement for authorized expenditures.
- b) Cash advances from the District will not be authorized unless checks are issued for travel purposes or to a specific vendor, such as a hotel or conference authority for registration purposes.
- c) When requesting reimbursement for travel (mileage, meals, lodging, parking, etc.) and other miscellaneous expenses, a travel expense sheet must be completed, signed and accompanied by original expense receipts. If the travel expense sheet is not completed properly, it will be returned to the employee.
- d) Reimbursement follows IRS guidelines. These amounts are posted on the Financial Services website and updated annually. Lodging expenses exceeding posted amounts or as identified in Article 23, need prior approval. The maximum allowable gratuity for meals is as set by the IRS guidelines. If this limit is exceeded, the District will only reimburse up to the maximum gratuity as set by IRS guidelines.

- e) Within budget guidelines and subject to available funds, there will be reasonable exceptions made. For example:
 - i. The scheduled banquet for a conference exceeds the maximum dinner allowance.
 - ii. The lowest priced room at a conference exceeds the maximum lodging reimbursement.
 - iii. There are circumstances that do not allow the employee to secure lodging below the maximum level.
- f) When submitting reimbursement requests that require an exception, it is the employee's responsibility to provide a written explanation detailing why an exception should be granted.
- g) If the District adjusts reimbursement allowances for other non-represented employees during the term of this Agreement, such adjustments shall also apply to bargaining unit employees.
- h) Mileage reimbursement rates will be the same as non-represented employees. The rates are adjusted annually based on the rate allowed by the IRS.
- i) If the work-related travel is cancelled due to event or conference cancellation or an Act of God, any incurred costs that are not refundable will be reimbursed by the District. Airline travel points or vouchers for canceled flights, along with hotel or other accommodation vouchers or credits, in lieu of a cash refund are considered a refund when reservations are purchased by personal credit card.

ARTICLE 23 – SAFETY

Section 1

The District and the Union agree to cooperate in the continuing objective to address employee safety and eliminate accidents and health hazards.

Section 2

All employees are encouraged and expected to inform their supervisor of safety concerns in the work place including health and safety issues. It is clearly understood that the District shall not retaliate against employees for reporting issues to their supervisor or Director.

Section 3

The District will continue an effective risk management program following Oregon OSHA guidelines for safety committees and will review issues reported in Section 2 above. The Union shall be entitled to have a representative on the employee committee. Minutes from safety committee meetings shall be posted on the District's Intranet safety page.

ARTICLE 24 – PROFESSIONAL DEVELOPMENT

Section 1

The District shall pay for the professional registration, certification, professional membership dues or licensure of all full-time professional staff required to maintain their registration, certification or licensure as a condition of employment and as required by state law.

Section 2

Professional development is a shared responsibility of the employee and District. Employees who wish to attend an optional class, conference, workshop, or professional activity, shall submit a request to their supervisor for full or partial release time, as well as full or partial reimbursement for registration, transportation, meals, or lodging, not to exceed the amounts outlined in Article 22.

Section 3

In the event an employee utilizes their license for any private gain and/or any non-district services, they shall reimburse the District the full amount expended for professional development on their behalf.

ARTICLE 25 – RIGHT TO CONTRACT

The District expressly reserves the right to contract any and all District work and services to non-District employees. The District agrees to fulfill its obligations under the Public Employee Collective Bargaining Act (PECBA) before contracting out any work. The District agrees that it will not contract out services with the purpose to end the Union's representation status.

ARTICLE 26 – SEPARABILITY

In the event that any provision of this Agreement shall at any time be declared invalid by any court of competent jurisdiction or through government regulations or decree, such decision shall not invalidate the entire Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

ARTICLE 27 – SCOPE OF AGREEMENT

Section 1

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 District and the employees. It is agreed that the relations between the parties shall be governed by the terms of this Agreement only, no prior agreements, understandings, past practices, 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/or prior agreements shall be reduced to writing and duly executed by both parties.

Section 2

In the event the District intends to make a unilateral change in a mandatory subject of bargaining as determined by the Employment Relations Board, the District agrees to notify the Union and subsequently fulfill its obligation under the PECBA prior to making said change.

ARTICLE 28 – TERM OF THE AGREEMENT

This Agreement shall be effective July 1, 2022 and shall remain in full force and in effect through June 30, 2026.

ARTICLE 29 – WAGES

The following wage increases will take effect only if, in each year of the anticipated wage increase, the Deschutes County Assessor's Summary of Assessment and Tax Roll (SATR) report (available at: <https://weblink.deschutes.org/Public/Browse.aspx?id=4497&dbid=0&repo=LFPUB>) shows a 1.5% increase or more for property tax revenue for the District.

On July 1, 2022, the Salary Schedule will be increased seven and one-half percent (7.5%).


On July 1, 2023 the Salary Schedule shall be amended to reflect a COLA equal to the "average 12-month CPI percentage" from the twelve months of the Consumer Price Index for All Urban Consumers (CPI-U), West Region, Size Class B/C cities using each month's CPI 12-month percentage change from February 2022 to January 2023. The CPI% used for each month is the "12-month percent change" - meaning the month is compared (for the CPI index) to the same month from the previous year. The CPI Index shall be: All Urban Consumers (CPI-U), West

Region, Size Class B/C cities. The COLA shall have a minimum increase of not less than three percent (3%) and a maximum increase of not more than five percent (5%).

On July 1, 2024 the Salary Schedule shall be amended to reflect a COLA equal to the “average 12-month Consumer Price Index (CPI) percentage” using each month’s CPI 12-month percentage change from February 2023 to January 2024. The CPI% used for each month is the “12-month percent change” - meaning the month is compared (for the CPI index) to the same month from the previous year. The CPI Index shall be: All Urban Consumers (CPI-U), West Region, Size Class B/C cities. The COLA shall have a minimum increase of not less than three percent (3%) and a maximum increase of not more than five percent (5%).


On July 1, 2025 the Salary Schedule shall be amended to reflect a COLA equal to the “average 12-month Consumer Price Index (CPI) percentage” using each month’s CPI 12-month percentage change from February 2024 to January 2025. The CPI% used for each month is the “12-month percent change” - meaning the month is compared (for the CPI index) to the same month from the previous year. The CPI Index shall be: All Urban Consumers (CPI-U), West Region, Size Class B/C cities. The COLA shall have a minimum increase of not less than three percent (3%) and a maximum increase of not more than five percent (5%).

Signed: **AFSCME**

Brenda Johnson  Date: 06/09/2022
AFSCME Local Representative

Contract Negotiating Team

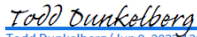
Graham Fox  Date: 06/10/2022
Graham Fox (Jun 10, 2022 08:44 PDT)

Jenny Pedersen  Date: 06/13/2022
Jenny Pedersen (Jun 13, 2022 13:23 PDT)

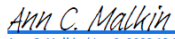
Elaine Bradford Johnson  Date: 06/14/2022
Elaine Bradford Johnson (Jun 14, 2022 13:40 PDT)

Mary Olson  Date: 06/14/2022
Mary Olson (Jun 14, 2022 14:17 PDT)

Management

Todd Dunkelberg  Date: 06/09/2022
Director
Todd Dunkelberg (Jun 9, 2022 13:35 PDT)

District Board

Ann Malkin  Date: 06/09/2022
Library Board President
Ann C. Malkin (Jun 9, 2022 13:34 PDT)

APPENDIX “A” – WAGE AND HOUR

WORKWEEK: Workweeks and work schedules shall be determined by the Director. The standard workweek is Saturday 12:00 AM through Friday 11:59 PM.

TIMECARDS: (Non-exempt employees) In compliance with the Fair Labor Standards Act (FLSA) timecards must be processed by all non-exempt employees. Timecards must be completed monthly to track all hours worked and leave taken during the monthly pay period. All timecards for non-exempt employees require both supervisor and employee approval. The approval certifies that the document contents are accurate and true. If an employee is absent on the day that payroll is due, the timecard is submitted to Payroll by the supervisor or designee. It is the responsibility of the employee and supervisor to apply correct payroll codes on the timecard to distinguish between various types of work, time management, or compensatory time that the employee may be utilizing each pay period.

Exempt employees (not subject to FLSA) shall also process individual timecards to reflect all time management utilized during the payroll period. Exempt employee timecards are required to have supervisor approval before the payroll deadline.

OVERTIME: (All non-exempt employees) Unless specifically exempted, employees covered by FLSA must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half (1.5) their regular rates of pay. When possible extra hours or overtime hours will be scheduled in advance with approval of the immediate supervisor or designee. Hours worked shall include holidays, vacation and compensatory hours. Overtime does not include sick time as hours worked.

COMPENSATORY TIME: (Non-exempt employees) In lieu of overtime pay, by mutual agreement between the Supervisor or designee and employee, a non-exempt employee may receive compensatory time off at the rate of 1.5 times their hourly rate of pay for each overtime hour worked, instead of cash overtime pay. A request to accrue compensatory time off shall be made prior to the end of the pay period in which the overtime is worked. An employee designated to utilize compensatory time off shall have the option to request the day in which such compensatory time off is to be utilized, and the supervisor shall, within the constraints of staffing and scheduling, make every effort to honor that request.

Compensatory time off for approved overtime worked shall be taken within 180 days of the date such overtime was earned. In no event shall compensatory time off accrue beyond a maximum of 80 hours without explicit approval from the Director.

EXCHANGE TIME: (Exempt employees) Exempt employees may be approved for exchange time on a matching hour for hour basis. This exchange time must be used and no monetary compensation can be claimed. Exchange time will be used and granted by supervisor approval. Records of any exchange time will be maintained within the department. The Director may determine the maximum exchange time accrual, but it will never exceed 40 hours.

TRAVEL TIME: Time spent traveling during normal work hours is considered compensable work time. This includes travel between worksites and to meetings. Portal-to-Portal travel (aka home to worksite commute) is not considered compensable work time. If there is a required stop to one location at the beginning of the work day (to pick up supplies or receive instructions) the initial time spent to that location (portal-to-portal) from home is not compensated work time, but any time spent traveling after the first location is compensable time.

Regular (Full and Part time) employees shall be assigned a base work location. This is the location where the employee normally reports at the start of each work day.

If an employee is given a special one-day assignment at another location that does not require an overnight stay, time spent traveling is handled as followed:

1. Travel time from the employee's home to the temporary work site in excess of the employee's regular portal-to-portal commute shall be counted as work time.
2. If the location is over 30 miles away from the employee's base work location the total travel time will be compensable.

All work assignments at alternate locations must be approved by the employee's supervisor.

If the employee has an out of town assignment that requires an overnight stay, any time spent traveling to the other location during normal work hours is counted as compensable time. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. Travel time not consider as work time is time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

APPENDIX "B" – TIME MANAGEMENT - AFSCME

I. PURPOSE

It is the purpose of the District Time Management Program to provide employees with a leave-with-pay program that is easily understood, responsive to individual needs, and easy to administer.

II. SCOPE

This program covers all AFSCME represented employees. Those employees covered by the provisions of this program shall not be eligible for separate leave benefits covering the following:

- sick leave (non-occupational illness or injury leave)
- time management leave
- family emergency
- compensatory time (except as provided by the FLSA)

Non-exempt employees who are eligible for 1-1/2 compensatory time or overtime will still receive such under this program in accordance with the Fair Labor Standards Act. Exempt employees who are eligible for limited one-for-one exchange time in accordance with District policy will still receive such under the time management program.

III. LEAVE-WITH-PAY PROVISIONS

- A. Non-exempt employees will earn time management based on full-time service in accordance with the following schedule:

Non Exempt Accrual

Months of Service	Hours of Leave	Earned Leave Accumulation
0 - 48 months	168 hours	14 hours/month
49-108 months	192 hours	16 hours/month
109-168 months	216 hours	18 hours/month
169-228 months	240 hours	20 hours/month
229-288 months	264 hours	22 hours/month
289 + months	288 hours	24 hours/month

Exempt employees will earn time management, based on full-time service in accordance with the following schedule:

Exempt Accrual

Months of Service	Hours of Leave	Earned Leave Accumulation
0- 48 months	216 hours	18 hours/month
49-108 months	240 hours	20 hours/month
109-168 months	264 hours	22 hours/month
169-228 months	288 hours	24 hours/month
229 + months	312 hours	26 hours/month

- B. For regular part-time employees, all reference to time accrual or usage in the Time Management Program shall be pro-rated according to the percentage of full-time equivalency authorized for the position.
- C. During the course of the year, absence from work for any reason other than on-the-job illness or injury covered by Workers' Compensation or paid holiday shall be charged against "earned time management" except as otherwise noted in this contract. Earned time management shall accrue whenever an employee is on pay status with the District. Employees do not accrue earned time management when on leave without pay.
- D. An employee may accumulate time management, including the previous time management balance, if any, to a maximum of twice the annual time management accumulation. On March 31 of each year, any employee accredited with accrued time management greater than twice the annual accumulation shall forfeit the amount above the maximum accumulation. An employee who has acquired the maximum allowable accumulation of earned time management may continue to accumulate earned time management for the balance of the year in which the maximum accrual was reached, provided that the employee take sufficient earned time management to reduce the accumulation to the maximum allowable prior to the following March 31 or forfeit the excess. Employees may appeal the forfeiture of excess time management to the Director.
- E. Upon an employee's separation of employee, after six months of service, all of the employee's earned time management shall be paid to the employee at the current rate of pay up to the maximum of the annual time management hours accrued based on the employee's months of service. (See Section III A)
- F. In the event of an employee's death, after six months of service, all earned time management shall be paid to the employee's designated beneficiary at the current rate of pay.
- G. During the first five years of employment, employees shall be required to take a minimum of one (1) week of earned time management per year. Thereafter, employees shall be required to take a minimum of two (2) weeks of earned time management per year.
- H. Employees shall, whenever possible, request time off in advance. Use of such time management must be scheduled between the employee and her/his supervisor or designee. When an employee is sick or an emergency requires her/his presence elsewhere, the employee must notify the supervisor or designee as soon as possible.
- I. After one year of continuous employment, employees may request to convert up to 40 hours of accrued time management to cash on an annual basis. To be eligible, an employee must maintain a minimum balance of one year's accrual of annual time management and must have used at least 40 hours of time management during the previous twelve (12) months. A request for conversion of annual time management to cash must be approved by the Director subject to budget restrictions and is allowed once each fiscal year. The request must be made prior to March 31 and will be included in the employee's April paycheck.
- J. During the last three years prior to retirement, employees may sell up to 80 hours each year of their annual time management accrual at the current rate of pay. A request to sell 80 hours must be approved by the Director subject to budget restrictions and is allowed once each fiscal year. Extensions of an employee's scheduled retirement date notwithstanding, no employee will be entitled to this option in more than three years. This paragraph is not subject to any of the limitations expressed in Section I of this policy.

APPENDIX "C" – SALARY SCHEDULE

REPRESENTED POSITIONS										Updated for July 2022 w/ 7.50% COLA				
		Note: Paycheck salaries may vary slightly due to rounding												
Pay Range	FLSA	Position Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
4A	NE	Materials Specialist	\$2,910.44	\$2,997.76	\$3,087.69	\$3,180.32	\$3,275.73	\$3,374.00	\$3,475.22	\$3,579.48	\$3,686.86	\$3,797.47	\$3,911.39	\$4,028.74
5A		No position assigned	\$3,201.49	\$3,297.53	\$3,396.46	\$3,498.35	\$3,603.30	\$3,711.40	\$3,822.75	\$3,937.43	\$4,055.55	\$4,177.22	\$4,302.53	\$4,431.61
6A	NE	Public Services Specialist	\$3,521.64	\$3,627.28	\$3,736.10	\$3,848.19	\$3,963.63	\$4,082.54	\$4,205.02	\$4,331.17	\$4,461.10	\$4,594.94	\$4,732.78	\$4,874.77
	NE	Technical Services Specialist												
7A	NE	Facilities Technician	\$3,873.79	\$3,990.01	\$4,109.71	\$4,233.00	\$4,359.99	\$4,490.79	\$4,625.51	\$4,764.28	\$4,907.21	\$5,054.42	\$5,206.06	\$5,362.24
	NE	Programs Coordinator												
8A	NE	Facilities Technician - Lead	\$4,261.18	\$4,389.02	\$4,520.69	\$4,656.31	\$4,796.00	\$4,939.88	\$5,088.07	\$5,240.72	\$5,397.94	\$5,559.88	\$5,726.67	\$5,898.47
	NE	Volunteer Services Coordinator												
9A	NE	Latino Services Coordinator	\$4,687.30	\$4,827.92	\$4,972.76	\$5,121.94	\$5,275.60	\$5,433.87	\$5,596.88	\$5,764.79	\$5,937.73	\$6,115.86	\$6,299.34	\$6,488.32
	NE	Grants & Development Coordinator												
10A	E	Collection Development Librarian	\$5,156.02	\$5,310.70	\$5,470.02	\$5,634.12	\$5,803.15	\$5,977.24	\$6,156.56	\$6,341.26	\$6,531.50	\$6,727.44	\$6,929.26	\$7,137.14
	E	Community Librarian												
	NE	Graphic Design/Project Coordinator												
	NE	Communications Coordinator												
11A		No position assigned	\$5,671.62	\$5,841.77	\$6,017.03	\$6,197.54	\$6,383.46	\$6,574.97	\$6,772.22	\$6,975.38	\$7,184.64	\$7,400.18	\$7,622.19	\$7,850.86
REPRESENTED POSITIONS - Information Technology														
IT-0	NE	IT Service Technician	\$4,667.02	\$4,807.03	\$4,951.24	\$5,099.77	\$5,252.77	\$5,410.35	\$5,572.66	\$5,739.84	\$5,912.04	\$6,089.40	\$6,272.08	\$6,460.24