



DCTU, PROTEC17, LIUNA
Letter of Agreement
Overviews
June 2020



OFFICE OF MANAGEMENT & FINANCE



BHR BUREAU OF
HUMAN
RESOURCES



Agenda

- Letters of Agreement
 - Background
 - Key Provisions
- DCTU LOA
- LIUNA LOA
- ProTec 17 LOA
- Furloughs
- Voluntary Reduction in Schedules
- Work Share Applications
- Additional Resources



Background

- COVID-19 Pandemic
- State of Emergency
 - Stay Home Save Lives
 - Physical Distancing
- Revenue Loss and Reduction in City Services
- Significant budget gaps in General Fund between \$75-\$100 million
- Non-Represented Cost Saving Measures – Effective April 10th
 - COLA Freeze
 - Merit Freeze
 - Furloughs

Key Provisions

Labor Union	Furloughs	COLA	Steps	Hours Reductions	Contract Extension
DCTU	8 furlough days for every DCTU member, excludes members not eligible for Workshare	6 mos Freeze, through January 2021	N/A	Voluntary reductions during FY 20/21 - will not be subject to furloughs	6 month extension (December 31, 2020)
LIUNA	8 furlough days for most members and 4 days for members not eligible for Workshare	N/A	No step increases for FY 20/21	N/A	1 year extension for PCL and Rec Contracts Reopener to Bargain COLA (June 30, 2022)
ProTec	5 furlough days for members making more than \$29.55/hr	6 mos Freeze, through January 2021	Delayed for 6 months	Voluntary reductions during FY 20/21 - will not be subject to furloughs	6 month extension (December 31, 2021)



DCTU LOA Overview

- **64 hours of Furlough leave per DCTU member**
 - Excludes members not eligible for Workshare
 - Includes provision for operational closure
- **6 month COLA freeze. New COLA effective date January 1, 2021**
- **Members may voluntarily reduce their schedules during FY 20/21**
 - Members will not be subject to furloughs if hours voluntarily reduced
- **CBA extended to December 31, 2020**



LIUNA LOA Overview

Includes: Recreation & PCL (excludes SMW CBA)

- **64 hours of Furlough leave per employee**
 - **32 hours for employees not eligible for Workshare**
 - **Includes provision for operational closure**
- **No step increases for FY 2020/21**
- **Members may voluntarily reduce their schedules during FY 20/21**
 - **Members will not be subject to furloughs if hours voluntarily reduced**
- **CBA for Rec and PCL extended to June 30, 2022**



PROTEC-17 LOA Overview

- **40 hours of Furlough leave per member earning more than \$29.55**
 - **Part-time employees' Furlough leave will be prorated based on hours worked**
 - **Includes provision for operational closure**
- **6 month COLA freeze. New COLA effective date January 1, 2021**
- **All step and merit increases will be delayed for 6 months (effective July 1, 2020)**
- **Members may voluntarily reduce their schedule during FY 2020/21**
 - **Members will not be subject to furloughs if hours voluntarily reduced**
 - **Reduction of hours starts July 1st and lasts for the full 20-21 fiscal year**
- **CBA extended to December 31, 2021**



Furloughs

Labor Union	DCTU	ProTec17	LiUNA
General Furlough Requirement	8 Furlough days (64 hours)	5 Furlough days (40 hours)	8 Furlough days (64 hours)
Employees Earning \$29.55/hr or Less	N/A	0 Days	N/A
Employees Not Eligible for Workshare*	0 Days	N/A	4 days (32 hours)
Employees Retiring on or before January 31, 2021	0 Days	0 Days	0 Days
Voluntary Reduction of Hours During FY 20/21	0 Days	0 Days	N/A

* Part-time for less than one (1) year, or full-time for less than six (6) months with the City

DCTU Furloughs

- DCTU represented employees shall take eight (8) furlough days, or a total of sixty-four (64) hours, of unpaid leave.
- DCTU represented employees who are not eligible for the Work Share program will not be required to take furlough days, provided that such ineligibility is not due to a failure to meet the requirement for days worked during a workweek.
- Furloughs must be completed by October 31, 2020
- Employees who provide written notice of retirement will not be required to furlough, so long as they retire by January 31, 2021. Any employee who provided such notice but does not retire by the date stated in this paragraph shall be immediately required to take the furlough days/hours.
- Employees who sign a reduced schedule agreement are not required to take furlough days for the duration of the Agreement so long as such schedule reduction provides not less than 64 hours of unpaid leave.



ProTec17 Furloughs

- ProTec17 represented employees earning more than \$29.55 per hour shall take five (5) furlough days, or a total of forty (40) hours, of unpaid leave.
- Employees earning \$29.55/hr or less will not be required to take furlough days.
- Part-time employees earning more than \$29.55/hr will be required to take an amount of furlough days that are prorated based on the average number of hours worked in a two-week period.
 - 40hrs times the % of the employee's FTE
(e.g. .8 FTE *40 = 32 hours)
- Furloughs must be completed by October 31, 2020;
- Employees who provide written notice of retirement will not be required to furlough, so long as they retire by January 31, 2021. Any employee who provided such notice but does not retire by the date stated in this paragraph shall be immediately required to take furlough days/hours.

LIUNA Furloughs

- LIUNA represented employees shall take eight (8) furlough days, or a total of sixty-four (64) hours, of unpaid leave.
- Employees who are not eligible for the Work Share Oregon program shall be required to take only four (4) furlough days for a total of thirty-two (32) hours of unpaid leave.
- Furlough must be completed by October 31, 2020.
- Employees who provide written notice of retirement will not be required to furlough, so long as they retire by January 31, 2021.

LIUNA represented employees covered by the **Seasonal Maintenance Worker collective bargaining agreement** will not be required to take furloughs.

LIUNA Class Specifics

- LUINA represented employees in the following classifications within the **Recreation collective bargaining agreement** are required to take furloughs including: Recreation Leader, Facility Tech, Recreation Coordinator I, and Recreation Coordinator II.
- All LUINA represented employees covered by the **Portland City Laborer's collective bargaining agreement** are required to furlough except for:
 - Employees in the Storekeeper series, in the Automotive and Equipment Operator II: Tractor-Trailer classification and any PCL employees within the Bureau of Environmental Services.
- However, the following classifications **are required** to furlough:
 - Storekeeper III in the Portland Parks and Recreation Bureau;
 - Storekeeper I, Storekeeper II and Storekeeper III, in the Portland Bureau of Transportation;
 - Automotive Equipment Operator II: Tractor-Trailer, in the Portland Bureau of Transportation; and
 - Storekeeper II in OMF.

Scheduling Furloughs

- In the event that the City opts to close a facility or workgroup or otherwise designate specific furlough days, such furlough days shall not occur more than one day per week so that the weekly negative financial impact to employees covered by this Agreement is kept to a minimum.

In General:

- Employees should work with their manager and/or supervisor to schedule furlough days that does not unduly interfere with business operations or cause overtime costs for the bureau.
- Employees will have flexibility in determining how they take the furlough days in order to best address their own financial needs.
- Employee requests will only be denied if they affect operations and will not be unreasonably denied.
- With the agreement of the manager, furloughs may be scheduled in increments as small as one hour.



Voluntary Reduction in Work Schedules

- **ProTec17 and DCTU** members may, with the approval of their manager and Bureau Director or designee, elect to voluntarily reduce their work schedule instead of taking furlough days.
- This voluntary and temporary reduction would be for the 2020-21 Fiscal Year
 - The time period can be less than the entire FY provided managerial approval and the furlough obligation is met.
- This reduction can be any number between 0.9 and 0.5 FTE, provided that such reduction in hours meets the operational needs of the bureau and does not create overtime costs.
- The City will continue full-time health care contributions for current full-time employees reducing to any amount between 0.9 and 0.5 FTE.



Schedule Reduction Process

- An employee and their Manager/Supervisor will agree to temporary schedule reduction and inform their bureau timekeeper.
- Due to the special circumstances of this reduction they will not need to submit the typical schedule request change form.
- Employees will enter the RSUP code on their timesheet which will ensure that full accruals will continue to be earned on the reduced work week.
- **DCTU** Employees may end the temporary reduction in hours as of December 23, 2020, provided they give notice to their manager at least two (2) weeks before the temporary reduction in hours ends or by mutual agreement of the employee and manager with the approval of the Bureau Director.
- **ProTec17** employees may end their temporary reduction in hours if economic conditions improve and the City no longer requires the savings, or by mutual agreement between the City and employee.



Work Share Oregon

- Work Share Oregon is run by the Oregon Employment Department and provides employers an alternative to layoffs, allowing unemployment insurance to be leveraged to subsidize a portion of employees' lost wages due to market downturns or other business stressors.
- Employees who receive state unemployment benefits under Work Share may also be entitled to an additional benefit of \$600 per week for any week furlough is taken through July 25, 2020. This additional \$600 is available through the CARES Act, the federal stimulus program, and is separate from the benefits available under Work Share.
- Temporary, seasonal, casual staff, and working retirees are not eligible to participate in the Work Share program.
- The City's application was approved and is effective as of Sunday, May 31, 2020.

Work Share Application Submissions

- Individual employees must apply to Workshare through their employer.
- Employees must complete a Work Share Initial Claim Form and submit it directly to their Human Resources Business Partner (HRBP) or through a secure link sent from your HRBP.
- Furlough days and the related reduction in workweek must be recorded in SAP on employees' timesheets.
 - Employees who utilize ESS should request furlough days or the reduction in workweek in SAP as a time request, as well as record that time on the timesheet in SAP.
 - For those who do not have access to SAP, timekeepers should enter the appropriate code on employees' timesheets.
- **Furlough or reduction in workweek hours must be recorded no later than 5:00 p.m. every Monday.** When entering furlough hours, please make sure to use the furlough (FRUP) or reduction in workweek code (RSUP) to ensure employees are paid correctly and unpaid time accurately reported to the State.

Additional Resources

- **General Work Share Information can be found here:**
<https://www.portlandoregon.gov/bhr/80824>
- **DCTU information can be found here:** <https://www.portlandoregon.gov/bhr/80948>
- **PROTEC17 information can be found here:** <https://www.portlandoregon.gov/bhr/80949>
- **LL483 information can be found here:** <https://www.portlandoregon.gov/bhr/80950>
- **Work Share Application Questions can be submitted to:**
inboxworkshare@portlandoregon.gov
- **Bureau HR Business Partner contact information available here:**
<https://www.portlandoregon.gov/bhr/article/430513>
- **BHR Labor Relations Staff assignment information can be found here:**
<https://www.portlandoregon.gov/bhr/article/671197>