

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 13-11-19-05

) IN THE MATTER OF APPROVING THE  
) TENTATIVE AGREEMENT  
) BETWEEN LANE COUNTY AND  
) ADMINISTRATIVE PROFESSIONALS  
) ASSOCIATION, INC.

**WHEREAS**, a tentative agreement has been reached between Lane County's bargaining team and the Agreement between Lane County and the Administrative Professionals Association.

**WHEREAS**, the agreement is consistent with the guidelines set forth by the Board of County Commissioners.

**IT IS NOW HEREBY ORDERED** that the attached tentative agreement between Lane County and the Administrative Professionals Association be approved.

**IT IS FURTHER ORDERED** that the County Administrator and the County's bargaining team be authorized to execute the revised agreement on behalf of the County.

**DATED** this 19th day of November 2013.

*Sid Leiken*  
for Sid Leiken, Vice Chair  
Sid Leiken, Chair  
Lane County Board of County Commissioners

APPROVED AS TO FORM

Date 11/21/13 lane county

OFFICE OF LEGAL COUNSEL

**ARTICLE X - WAGES**

**Article X, Section 1(D)**

Effective the first full pay period following July 1, 2013 employees covered under this agreement shall receive a zero percent (0%) cost of living increase.

Effective the first full pay period following ratification and approval from the Board of County Commissioners the County agrees to provide twenty-four (24) hours of "Negotiated Hours" to all employees covered under this agreement. Negotiated hours are to be used for leave purposes further outlined below. Negotiated hours must be used prior to June 30, 2014. Any unused negotiated hours will expire effective July 1, 2014.

For the twenty-four (24) negotiated hours identified above, employees eligible for negotiated hours must be employed on the date of ratification, and must be permanent benefited employees (eligible for health benefits).

Negotiated hours are to be used first, prior to any other existing time management banks and/or compensatory time off. To be assured that employees are able to use the time they must schedule the time with their supervisor by March 1, 2014. If an employee chooses to save their time for use after March 1, 2014 for unscheduled purposes (e.g., sick leave, unforeseen absences), the time must be used in accordance with the collective bargaining agreement terms and work unit rules or it will be forfeited.

Leave shall be scheduled by the County based primarily upon the needs of efficient operation, the availability of relief, and being responsive to the needs of the employee to use his/her negotiated hours. Employees shall be responsible for planning and initiating requests for leave. Supervisors will make a good faith effort to accommodate all leave requests.

Negotiated hours cannot be sold for cash value at any time (including termination), nor can negotiated hours be donated in any form.

Administrative Professional Association  
Tentative Agreement  
November 5, 2013

Tentatively agreed to this 5<sup>th</sup> day of November, 2013.

~~Budget Office~~  
for Madilyn Zike Inga Aanrud  
\_\_\_\_\_  
Madilyn Zike Inga Aanrud  
Chief Operations Officer/HR Director Labor Relations Manager

SD Deanna Maki for  
\_\_\_\_\_  
Stephen Dingle Ed Daniels  
County Counsel President, Administrative Professional Association