

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**THE CITY OF EUGENE
AND
AFSCME LOCAL 1724**

The City has completed reviews of the classifications listed below in accordance with Article 15.9. The City and AFSCME agree to the following as resolution of the study.

1. The following range changes will be implemented effective July 10, 2005.

Class	Current Range	New Range
Engineering Permit Tech 1	N/A	21
Engineering Permit Tech 2	22	23
Residential Plans Reviewer	23	24
Box Office Specialist	13	No change
Recreation Facility Office Coordinator (RFOC)	15	16
Stores Clerk	N/A	15
Supply Specialist	16	17
Fleet Parts Specialist	18	19

2. All effected employees will retain their current merit dates.
3. In addition, both parties agree to the following for **Engineering Permit Technicians**.
 - a. A lump sum of \$1200 will be paid to each of the following employees moving to Engineering Permit Technician 2 (Quentin Blattler, Louranah Janeski, Leslie Price and Kristie Brown), pro-rated based on full-time status and percent of time worked from January 1, 2005 to July 9, 2005.
 - b. A review of the classification will be conducted within six (6) months of the adoption of the new stormwater quality ordinance.
 - c. Flex 1/2 Training Program:
 - i. A joint labor/management committee will be formed to develop the training program specifications based on the framework proposed by management. All new employees working within the new Engineering Permit Technician 1/2 (EPT 1/2) classification shall be required to complete the training in order to advance to the EPT 2 level.
 - ii. The intent of the training plan is to provide trainees with the necessary technical skills and knowledge required to meet the proficiency levels at both the EPT 1 and EPT 2 levels. The goal is that at the end of the training period, all entry level employees will be proficient at the full range of the EPT 2 duties.
 - iii. A minimum of two (2) EPT team members shall participate on the joint labor management committee to develop the training plan and specifications.

- iv. A draft EPT 1/2 training plan and specifications document shall be developed within 60 days. Additional time may be required to review, refine and complete the plan.
 - v. The draft training plan and specifications shall be circulated to AFSCME for review and comment prior to adoption. A meeting may be requested by AFSCME if necessary to discuss comments. A minimum 3 week review time is requested.
 - vi. The training program shall as a minimum address the roles and responsibilities of the supervisor, trainee and the trainer(s), review and evaluation processes for the trainees, the proficiency standards required for advancement and a review process for the training plan and specifications document.
 - vii. Typically the training program will last no more than 24 months from the date of hire. Once an employee demonstrates proficiency, the training is complete and the trainee is eligible to promote to the EPT 2 classification.
- d. For current employees requiring additional training to become fully proficient at the EPT 2 level:
- i. All current regular employees are fully proficient in Residential review.
 - ii. A customized, self directed training plan shall be developed for each incumbent requiring additional training in Commercial review. The proficiency standards established for new employees shall be used to evaluate incumbent employees.
 - iii. A period of one year shall be allowed for each incumbent to train and learn the commercial review process and requirements. If necessary, e.g. an insufficient amount of commercial plans are available for training purposes or the employee is absent for the office for an extended period of time (four weeks or longer), the training period shall be extended by mutual agreement.
 - iv. Incumbent employees who do not meet the proficiency requirement after 1 year may seek other City employment through internal referral and will be considered for a vacancy, non-competitively. The supervisor of the vacancy will consider the employee's qualifications, but is not obligated to hire the employee. If the employee chooses to remain in the work unit, s/he will be reclassified to the EPT 1 classification and red circled for one year.

For the City of Eugene

For AFSCME Local 1724

Date

Date