

COLLECTIVE BARGAINING AGREEMENTS

PURPOSE

This practice describes the responsibilities and process for managing collective bargaining agreements (CBA) that apply to your agency.

This practice encourages you to:

- Familiarize yourself with bargained provisions
- Select the proper pay code for bargained provisions
- Clarify provisions prior to their use
- Ensure timely and accurate timesheet entry
- Protect public funds

AUTHORITY / REFERENCES

ORS 292 Salaries and Expenses of State Officers and Employees
 OAM 45.07.00.PO Time Record Approval
 OAM 10.40.00.PO Expenditures

SCOPE / APPLICABILITY

This practice applies to all agencies that use collective bargaining agreements and OSPA.

RESPONSIBILITIES

Entity	Responsibility
Labor Relations (LRU), Human Resource Services Division (HRSD), Department of Administrative Services (DAS), LRU@state.or.us	<ul style="list-style-type: none"> • Provides settled CBA's online • Assists Agency Human Resource Offices with interpreting CBA provisions

Entity	Responsibility
Agency Payroll Office	<ul style="list-style-type: none"> Analyzes each CBA and identifies Articles with payroll-related provisions Identifies pay codes for each payroll-related provision Reviews the PTB1 Payroll Benefit Package Table screen for accuracy of pay code controls Reviews the PTB2 Payroll Benefit Package Table screen for completeness Submits a request to OSPS to add, change, or delete pay codes or adjust controls Seeks guidance from Agency Human Resources Office as needed for interpretation or application
Agency Human Resources Office	<ul style="list-style-type: none"> Assists Agency Payroll Office with applying and interpreting CBA provisions Seeks guidance from the assigned State Labor Relations Manager, LRU, DAS when needed
Oregon Statewide Payroll Services (OSPS), State Controller's Division (SCD), DAS, OSPS.Help@state.or.us	<ul style="list-style-type: none"> Analyzes CBA to determine OSPA readiness Maintains and modifies the OSPA payroll benefit package tables Communicates benefit package table changes to Agency Payroll Offices Helps Agency Payroll Offices identify pay codes for bargained provisions

SYSTEMS / APPLICATIONS

System / Application	Functionality
Oregon State Payroll Application (OSPA)	<ul style="list-style-type: none"> Uses the PTB1 screen to control pay code usage and leave accruals Uses the PTB2 screen to allow employee payment

PREREQUISITES

You must have a settled CBA and general knowledge of payroll practices. It helps to be comfortable with the OSPA payroll tables.

RECOMMENDED PRACTICE

Action	More
1. Obtain a copy of the settled CBA or download it from the DAS Labor Relations Web site.	See Resources below

Action	More
2. Review the settled CBA and highlight anything that touches payroll.	See Attachments below
3. Use the PTB2 screen or the OSPA Reference Manual, Codes, Pay and Leave Codes to identify a pay code for each highlighted section.	See Resources and Attachments below
4a. If you wish to add an existing code to a benefit package, complete OSPS.99.27 Code Request Form and send it to the OSPS Help Desk 4b. If you wish to remove an existing code from a benefit package, send an e-mail to OSPS.Help@state.or.us 4.c If you wish to create a new pay code, send an e-mail to the OSPS Application Development Analyst For any of these, include a specific reference from the CBA to support your request.	See Resources, OSPS Contacts below
5. Review the PTB1 screen to make sure the table controls properly reflect the provisions in the CBA.	See the OSPA Reference Manual, Screen Descriptions, PTB1 and PTB2
6. Contact OSPS to modify payroll controls as needed. Provide reference to the CBA Article number for support.	
7. OSPS will modify or maintain benefit package tables as needed.	
8. OSPS will notify agencies of changes to the benefit package table	
9. Keep the CBA handy for guidance in applying provisions to employee scenarios.	
10. Contact OSPS for help with identifying a pay code for a bargained provision.	
11. Contact your Agency Human Resources Office for help with properly applying a CBA provision or for interpretation of contract language.	

NOTES

SEIU Collective Bargaining Agreement – The SEIU Collective Bargaining Agreement has two versions. One version is a master contract, which encompasses all coalitions into one document. This is the version OSPS uses for reference. The second version is specific to each coalition.

EXCEPTIONS

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TROUBLESHOOTING

OSPS helps with:

- Identifying a pay code to fit an Article or bargained provision
- Modifying payroll benefit package tables

Your Agency Human Resources Office helps with:

- Interpretation of CBA provisions
- Deciding when or how to apply a bargained provision to an employee situation

DAS Labor Relations:

- Assists Agency Human Resource Offices to interpret CBA provisions

SUPPORTING DOCUMENTATION / FORMS

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RESOURCES

ORS 292 Salaries and Expenses of State Officers and Employees,

<http://www.leg.state.or.us/ors/292.html>

DAS Labor Relations Web site, including CBA's: <http://oregon.gov/DAS/HR/LRU.shtml>

Oregon Accounting Manual (OAM), http://oregon.gov/DAS/SCD/SARS/oam_toc.shtml

- 10.40.00.PO and PR Expenditures
- 45.07.00.PO Time Record Approval

OSPS Web Site:

- OSPA Reference Manual, <http://www.oregon.gov/DAS/SCD/OSPS/referencemanual.shtml>
 - Codes, Pay and Leave Codes
 - Screen Descriptions, PTB1
 - Screen Descriptions, PTB2
- OSPS.99.27 Code Request Form, <http://oregon.gov/DAS/SCD/OSPS/docs/forms/OSPS.99.27.pdf>
- OSPS Contact Information, http://oregon.gov/DAS/SCD/OSPS/contact_us.shtml

REPORTS

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ATTACHMENTS

Attachments include samples of the following OSPS internal review documents:

- CBA Evaluation Form
- CBA Control Sheet

REVISION HISTORY

Date	Rev. No.	Modification
05/20/09	1.0	Original
05/25/11	1.1	Periodic review; OSPS.99.27 Code Request Form; appendices to codes

ATTACHMENTS

CBA EVALUATION FORM

COLLECTIVE BARGAINING AGREEMENT EVALUATION CHECKLIST

Use to analyze, evaluate, and note necessary production region changes in support of ratified collective bargaining agreements (CBAs).

CBA Identifying Information

Union Name	Local #	Agency/Group Covered	Benefit Pkg
Contract Effective Dates <u>Begin</u> <u>End</u>		Contract Assignment <u>Labor Relations</u> <u>OSPS</u>	

OSPA-Related Contract Provisions

General (No associated pay code):

Provision	Article	Changes or Notes	ADA Coordinate
Holidays			
Insurance Contribution			
Pay Advances			
Workweek			

Pay Types (Have associated pay code):

Provision	Article	Pay Code	\$ or Max Limit		Update OSPA	
			Old	New	Date	Initials
Comp Time Accrual		CTA				
Given Leave		GL				
Personal Business		PB				
Shift Differential		SD				
Vacation		VA				

OSPS Sign-Offs

1. Reviewed:	_____	_____	3. Agency E-Mail Summary	_____	_____
	Date	Initials		Date	Initials
2. Verified (second eyes):	_____	_____	4. Update Control Sheet	_____	_____
	Date	Initials		Date	Initials

CBA CONTROL SHEET

Collective Bargaining Agreement Control Sheet 20xx - 20xx									
Ben Pkg	Date Rev'd from LRU	Date Begin Review	Date Completed Review	Observed HO Deviation ¹	HO Restrictions	GL Deviation ²	Workweek Definition	Special Handling	Furlough Rules
AB									
AC									
AG									
AM									
AP									
AQ									
AR									
AS									
AW									
AX									
~									
~									
~									
NS									
OY									
SN									
SP									
TF									
TG									
UA									
UB									
UR									
XO									

¹ Standard Holidays are based on HRSD definitions
² Standard GL use is the day before or after Thanksgiving, Christmas, or New Year's Day