



HOMES FOR GOOD BOARD OF COMMISSIONERS' MEETING

Wednesday, September 24th, 2025

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AGENDA

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Location of the meeting:

Homes for Good Administrative Building
100 W 13th Avenue
Eugene, OR 97401



Teams

This meeting will be conducted in person with option to join via public video call and conference line (see details below).

Wednesday, September 24th, 2025 at 1:30pm

The September 24th, 2025, Homes for Good Board of Commissioners meeting will be held at the Homes for Good Administrative Building. It will also be available via a public video call with dial-in capacity. The public has the option to participate in person or by joining via video call or conference line.

Teams Meeting:

Join Meeting: [Link](#)

Meeting ID: 285 327 391 659

Passcode: a2UF27vQ

Dial-In: +1 689-206-0388,,817935186#

Phone Conference ID: 817 935 186#

Guide to Using Teams: [Link](#)

1. PUBLIC COMMENTS

Maximum time 30 minutes: Speakers will be taken in the order in which they sign up and will be limited to 3-minutes per public comments. If the number wishing to testify exceeds 10 speakers, then additional speakers may be allowed if the chair determines that time permits or may be taken at a later time.

PLEASE NOTE: *The Homes for Good Board of Commissioners is a policy advisory body to Homes for Good and is not designated to resolve issues in public meetings. The Board will not discuss or make decisions immediately on any issue presented.*

2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE (2 min. limit per commissioner)

3. ADJUSTMENTS TO THE AGENDA

4. COMMISSIONERS' BUSINESS

5. EMERGENCY BUSINESS

6. ADMINISTRATION

A. Executive Director Report

7. CONSENT AGENDA

A. Approval of 08/27/2025 Board Meeting Minutes

8. ORDER 25-24-09-01H

In the Matter of Approving the FY2026 Budget
(Leadership Team) (Estimated 20 minutes)

9. ORDER 25-24-09-02H

In the Matter of Approving the Fiscal Year 2026 Public Housing Operating Budget
(Wakan Alferes, Supportive Housing Director) (Estimated 5 minutes)

10. EXECUTIVE SESSION

The Homes for Good Board will hold an Executive Session pursuant to ORS 192.660(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

11.ORDER 25-24-09-03H

In the Matter Approving the Collective Bargaining Agreement Ratification
(Bailey McEuen, Human Resources Director) (Estimated 10 minutes)

12.PRESENTATION

Energy Services: Overview of Programs & Community Impact
(Esteban Montero Chacon, Energy Services Director) (Estimated 20 minutes)

13. OTHER BUSINESS

Adjourn.

I'm excited to report that our new Rent Assistance Director, Aleksandra (Aleksa) Bruns, started working with us on Monday, September 15th. Prior to starting at Homes for Good Aleksa was a Unit Manager for Lane Council of Governments working in their Senior and Disability Services Department. Aleksa brings 12 years of progressive experience with a strong track record of advancing through roles in case management, outreach program coordination and leadership that reflect a sustained commitment to public service and dedication to improving the lives of low-income seniors and people with disabilities.



The state funded Long Term Rent Assistance program that we are partnering with Lane County to administer continues to be a challenge that is consuming a significant amount of management bandwidth. There is uncertainty as to what the funding levels will be, which is holding up our ability to finalize the Intergovernmental Agreement with Lane County. In the meantime, we have exhausted the funding that Lane County has provided to us, so we are in the position of having to use our own funds so that LTRA clients don't lose their housing and become homeless. We will have additional information to provide at the Board meeting.



MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS



Wednesday, August 27th, 2025 at 1:30 p.m.

Homes for Good conducted the August 27th, 2025, meeting in person at the Homes for Good administrative building and via a public video call with dial-in capacity. The public was able to join the call, give public comments, and listen to the call.

CALL TO ORDER

Board Members Present:

Heather Buch

Michelle Thurston

Justin Sandoval

Pat Farr

Kirk Strohman

Chloe Chapman

Larissa Ennis

Joel Iboa

Destinee Thompson

Board Members Absent:

Kirk Strohman

Quorum Met

1. PUBLIC COMMENT

None

2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE

None

3. ADJUSTMENTS TO THE AGENDA

None

4. COMMISSIONERS' BUSINESS

None

5. EMERGENCY BUSINESS

None

6. EXECUTIVE SESSION

The Homes for Good Board will hold an Executive Session pursuant to ORS 192.660(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

7. ADMINISTRATION

A. Executive Director Report

Jacob Fox discussed the steady federal funding levels from HUD over the past several months. Amongst the appropriations leadership, there is a general agreement and understanding that HUD federal funding is a tool to prevent homelessness and housing for individuals on fixed incomes, specifically seniors and folks with disabilities. The only noticeable impact has been a delay in Department of Energy funds used to weatherize low-income households in Lane County.

The Coleman has been approved for funding by Oregon Housing & Community Services (OHCS). Construction is anticipated to start mid-2026. The Coleman is a 52-unit housing community designed in partnership with Sponsors, Inc.

Executive Director, **Jacob Fox** and Deputy Director, **Ela Kubok** have met with staff teams that spend most of their time working at our apartment communities across Lane County. This was in response to feedback received by staff during this year's employee engagement survey; that leadership should engage more with staff that don't normally work out of the administrative building. Jacob and Ela had an opportunity to spend time with the Property Management team, Permanent Supportive Housing team and Resident Services team.

Atkins Dame is in the final stages of pushing Parcel II into Oregon Centralized Application (ORCA) system. Jacob has received prior authorization to move forward with financial transactions regarding this development. Given elements of the language of the agreement are non-specific, Homes for Good will have legal counsel prepare a board memo and order.

Discussion Themes

None

8. CONSENT AGENDA

A. Approval of 07/30/2025 Board Meeting Minutes

Vote Tabulations

Motion: **Heather Buch**

Second: **Destinee Thompson**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Larissa Ennis, Joel Iboa Pat Farr, Destinee Thompson**

Abstain: **Chloe Chapman**

Excused: **Kirk Strohman**

The 08/27/2025 Consent Agenda was approved [8/0/1]

9. PRESENTATION: Fiscal Year 2026 Budget Updates

Deputy Director, Ela Kubok Presenting

Overview

Homes for Good has hosted two “Board Budget Office Hours” on August 19th and August 20th. Each session provided an opportunity to review draft budgets with Division Directors and ask clarifying questions.

The Board Finance Committee meeting on September 10th, will serve as the final “Board Budget Office Hour” before the September board meeting, at which time the finalized budget document will be presented for board approval.

Public Housing Portfolio Roll-Up

Some properties are in a deficit, but all funds are fungible with anticipated overall positive cashflow budget.

Affordable Housing Roll-Up

Anticipated positive cashflow budget, including a one-time \$500k contribution. Funds for these properties are not fungible.

Housing Choice Voucher

The budget still need to be finalized in conjunction with Long-Term Rent Assistance (LTRA) funds. LTRA is a program as a result of the governors’ state of emergency declaration for homelessness. Originally there were multiple service providers, but it’s anticipated this program will be facilitated by Homes for Good only moving forward. LTRA offers subsidies such as (rent assistance, utility assistance, etc.) for qualifying low-income households.

Real Estate Development

Vacancies in Bus Barn and ongoing stabilization of third-party managed properties has contributed to anticipated deficits. Some developer fees included in the FY25 budget were not received and will be considered for the FY26 budget to offset deficits.

Energy Services

Budget is in an anticipated positive cashflow – while acknowledging some funding uncertainties.

Discussion Themes

None

No action needed.

10. PRESENTATION: Rent Assistance Voucher Program Overview & Impact

Rent Assistance Director, Beth Ochs Presenting

Overview

The Homes for Good Rent Assistance Department administers the voucher program. The types of vouchers include:

- Housing Choice Voucher (HCV)
- Veterans Affairs Supportive Housing (VASH)
- Project-Based Vouchers (PBV)
- Mainstream (MS)
- Emergency Housing Voucher (EHV)
- Foster Youth Initiative (FYI)
- Homeownership (HO)

Voucher utilization rates are high, with 80% serving low-income and extremely low-income households (0-30% of area median income) with most households earning under \$15,000.

Funding has grown steadily across programs with HCV reaching over \$31 million, but EHV will end at the end of 2026 which will potentially reduce administrative fees by over \$209,000 in 2027. VASH is anticipated to expand this year with the acquisition of an additional 10-15 vouchers.

[see presentation titled: Voucher Overview]

Discussion Themes

- Determination methodology for “units available”
- Voucher attrition
- HCV vs. Mainstream
- Voucher administration and funding from HUD
- PBV clarifications
- Future for folks using EHV vouchers

No action needed.

11. OTHER BUSINESS

The Bridges on Broadway grand opening event was a success

Meeting adjourned at 3:07 p.m.

Minutes Taken By: Jasmine Leary Mixon



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/24/2025

AGENDA TITLE: In the Matter of Approving the Fiscal Year 2026 Budget

DEPARTMENT: Executive

CONTACT : Ela Kubok

EXT: 2506

PRESENTER: Leadership Team

EXT:

ESTIMATED TIME : 20 mins

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

Approval Signature

EXECUTIVE DIRECTOR:

A handwritten signature in black ink, appearing to be "JH", is written over a horizontal line.

DATE: 09.17.2025

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



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HOMES FOR GO

OD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners
FROM: Jacob Fox, Executive Director
TITLE: In the Matter of Approving the Fiscal Year 2026 Budget
DATE: September 24th, 2025

MOTION:

It is moved that the Order be approved which adopts the Agency fiscal year 2026 budget.

DISCUSSION:

A. Issue

It is necessary for the board to adopt the Homes for Good Housing Agency's fiscal year 2026 Budget.

B. Background

This Order approves the Homes for Good Housing Agency's (Agency) budget for the fiscal year beginning October 1, 2025.

C. Analysis

The fiscal year 2026 Budget Document (Budget Document) presents the Homes for Good Housing Agency's (Agency) Budget for the fiscal year October 1, 2025, through September 30, 2026. The Budget Document provides summary information about distinct activities. This year the Budget Document is organized by groupings consisting of Rent Assistance, Real Estate Development and Asset Management, Energy Services, Grants and Supportive Services, Supportive Housing Division and the Central Office Cost Center. These are the same groupings that were used for the first time last year, to better represent the business activity of each budget.

During the budget process this summer we included a series of open office hours meetings available to board members on specific budget areas. This approach allowed for more detailed discussion on budget deficits and strategies to overcome them as well as an overall budgeting philosophy discussion.

The FY26 Budget was our second time using the Budgeting module in Yardi. The Yardi software implementation allows us to utilize the budget and forecasting functionality,



involving a much more in-depth exercise with Division Directors and staff in the budget process and evaluation of presented expenses and income. Utilizing Yardi allows close monitoring of budget to actual reports in real time and the ability to adjust if needed throughout the budget year.

The budget document for FY26 does not feature an agency-all summary, because funding is not fungible between the different budgets. Each budget directly represents the business activities for their respective department.

Homes for Good carries reserve balances for many of the activities in the budget. Restricted reserves represent resources having externally imposed constraints on use by grantors, contributors, creditors, investors, other governments, or any applicable legislation. Unrestricted reserves represent resources that have not been restricted and may be strategically invested. Program reserves are limited to use for their respective programs.

Employment cost, salary and fringe continue to be the highest expense in the budgets. FY26 has 132 FTE, which includes 12 vacant positions to be filled.

The proposed fiscal year 2026 budget supports the Agency's ongoing commitment to provide quality affordable housing and our desire to make continued progress on our Access & Opportunity Plan (AOP) initiatives. Homes for Good plays a significant role in implementing public policy goals intended to provide solutions for people experiencing homelessness and other barriers to housing in our community that without our support will not be able to access an affordable home.

D. Furtherance of the Access & Opportunity Plan

One of the most important resources in achieving all four pillars of the AOP goals will be having the appropriate staffing levels to go beyond the operational and regulatory requirements associated with running our programs and properties while also implementing the AOP goals. Each division has impact on our communities in different ways and have AOP goals specific to their departments and jobs. By ensuring that each division is properly staffed, has a plan for appropriately allocating funds, all while keeping the pillars of the AOP at the forefront, the Agency as whole can continue to support our residents and in turn our community. Following the money and monitoring how we spend money through the lens of our Access & Opportunity Plan is another tactic to use to further our efforts.

E. Alternatives & Other Options

The Board can either approve the proposed budget Motion as recommended or make changes before adopting the budget.

F. Timing & Implementation

If approved, the proposed budget will be implemented starting October 1st, 2025.



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G. Recommendation

It is recommended that the Board of Commissioners approve the proposed budget.

H. Follow Up

None

I. Attachments

- Budget Document
- Budget Reference Table



CLICK THE LINK BELOW TO VIEW THE BUDGET DOCUMENT

[Fiscal Year 2026 Budget Document.pdf](#)

IN THE BOARD OF COMMISSIONERS OF THE
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 25-24-09-01H

In the Matter of Approving the Fiscal Year
2026 Budget

WHEREAS, it is necessary for the Board to adopt a fiscal year 2026 budget for the Homes for Good Housing Agency; and

WHEREAS, the Homes for Good Housing Agency Executive Director has recommended approval of the proposed Homes for Good budget for the 2026 fiscal year; and

WHEREAS, the Board having fully considered the Executive Director's recommendation; and

NOW, THEREFORE, IT IS ORDERED, that the 2026 fiscal year budget for Homes for Good Housing Agency is hereby approved and adopted by the Homes for Good Housing Agency of Lane County, Oregon

DATED this _____ day of _____, 2025

Chair, Homes for Good Board of Commissioners

Secretary, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/24/2025

AGENDA TITLE: In the Matter of Approving the Fiscal Year 2026 Public Housing Operating Budget

DEPARTMENT: Supportive Housing Division

CONTACT : Wakan Alferes

EXT: 2508

PRESENTER: Wakan Alferes

EXT: 2508

ESTIMATED TIME : 5 mins

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

Approval Signature

EXECUTIVE DIRECTOR:

A handwritten signature in black ink, appearing to be "JAF", is written over a horizontal line.

DATE: 09.17.2025

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



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HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners
FROM: Wakan Alferes, Supportive Housing Director
TITLE: In the Matter of Approving the Fiscal Year 2025 Public Housing Operating Budget
DATE: September 24th, 2025

MOTION:

It is moved that the Order/Resolution be adopted approving the Public Housing operating budget for the fiscal year ending September 30th, 2025

DISCUSSION:

A. Issue

HUD requires the Board to review and approve the Public Housing Operating Budget

B. Background

This Order/Resolution approves the Agency's fiscal year operating budget for Public Housing. There are six public housing asset management project (AMP) budgets as well as a separate budget for the central office cost center (COCC). HUD requires Board approval for each of these budgets.

C. Analysis

Attached is a site budget for each of the Agency's Public Housing asset management projects (AMPs). Major revenues for the AMPs include tenant rents and HUD's operating subsidy. Revenue from tenant rent is budgeted at approximately \$2.6 million which is higher comparable to the prior year. The operating subsidy budgeted for fiscal year 2026 is also comparable to the prior year. While Public Housing operating subsidy proration for next year is still uncertain, we are expecting a slight reduction based on proposed budgets from the House and Senate. Total budgeted AMP expenses of approximately \$5.4 million are comparable to the total budgeted AMP expenses for FY 2025. No notable cashflow or deficits are expected for FY 2026.

Also attached is a budget for the Agency's Central Office Cost Center (COCC). Under HUD's model, the COCC is analogous to the administrative office of a private property management company. The revenues of the COCC include management fees, bookkeeping fees, and asset management fees that are charged to the AMPs. The revenue also includes fees for service. Fees for service are based on the anticipated needs of property managers. The COCC revenues are expected to exceed \$5.5 million for FY 2026. COCC expenses are expected to be approximately \$5 million for FY 2026.



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D. Furtherance of the Access & Opportunity Plan

The Public Housing budget specifically focuses on those we serve, particularly residents of Homes for Good properties. This furthers Pillar I (Listen to Our Communities) and Pillar III (Create Pathways to Self-Sufficiency) of the Strategic Equity Plan. By continuing to ensure fiscal responsibility of Agency-owned properties this ensure the safety and maintenance of the homes the residents live in. Additionally, proper budgeting and planning will guarantee allocated resources towards improving the holistic well-being of the onsite families, such as: after school program for children, homeownership programs, wellness activities and much more.

E. Alternatives & Other Options

HUD requires that the Board approve next fiscal year's Public Housing Operating budget by September 30, 2025.

F. Timing & Implementation

HUD requires that the Board approve next fiscal year's Public Housing Operating budget by September 30, 2025.

G. Recommendation

It is recommended that the Board of Commissioners approve the proposed motion as recommended.

H. Follow Up

None

I. Attachments

- FY26_Public Housing Budget for Board Approval
- HUD-52574 FY26_PHA Board Resolution

Homes for Good Housing Agency
Low Rent Public Housing
 Oct 2025-Sep 2026

	Riverview Terrace	Cresview Villa	Laurelwood	McKenzie Village	Pengra Court	Maplewood Meadows	Parkview Terrace	Veneta Villa	Veneta Scattered Sites	Lindeborg Place	Total AMPS	Total COCC	Total	
3000-00-000	INCOME													
3199-00-000	TOTAL TENANT INCOME	155,500.00	139,704.00	147,000.00	857,000.00	112,000.00	274,000.00	645,000.00	117,000.00	65,278.00	146,100.00	2,658,582.00	1,136,643.25	3,795,225.25
3499-00-000	TOTAL GRANT INCOME	30,252.00	17,142.00	12,184.00	86,722.00	11,092.00	19,159.00	75,630.00	13,000.00	10,084.00	20,162.00	295,427.00	1,285.70	296,712.70
3699-00-000	TOTAL OTHER INCOME	204,494.00	135,000.00	160,137.00	750,000.00	112,000.00	130,000.00	617,160.00	166,152.00	110,000.00	280,000.00	2,664,943.00	4,371,998.35	7,036,941.35
3999-00-000	TOTAL INCOME	390,246.00	291,846.00	319,321.00	1,693,722.00	235,092.00	423,159.00	1,337,790.00	296,152.00	185,362.00	446,262.00	5,618,952.00	5,509,927.30	11,128,879.30
4000-00-000	EXPENSES													
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	198,834.16	119,725.71	103,123.60	534,893.61	88,063.59	224,653.87	443,830.31	92,308.73	56,855.29	160,631.00	2,022,919.87	3,824,375.16	5,847,295.03
4299-00-000	TOTAL TENANT SERVICES EXPENSES	21,023.12	24,252.04	14,561.20	79,289.16	9,633.60	43,190.84	65,210.64	19,122.56	12,094.88	6,300.00	294,678.04	0.00	294,678.04
4399-00-000	TOTAL UTILITY EXPENSES	59,000.00	48,800.00	44,500.00	215,500.00	32,500.00	54,175.00	186,850.00	50,000.00	32,500.00	41,500.00	765,325.00	77,000.00	842,325.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	175,958.84	97,234.28	109,367.48	430,329.40	76,932.04	101,541.16	419,669.28	93,401.40	60,720.56	158,119.20	1,723,273.64	875,276.55	2,598,550.30
4599-00-000	TOTAL GENERAL EXPENSES	33,294.35	23,298.23	24,568.24	131,586.97	20,366.74	44,888.63	100,730.14	15,596.91	13,410.23	25,593.36	433,333.80	86,778.39	486,817.84
4899-00-000	TOTAL FINANCING EXPENSES	12,255.12	6,942.60	5,922.36	35,146.92	4,491.60	7,763.52	30,444.24	6,133.44	0.00	8,174.04	117,273.84	242,607.72	359,881.60
5999-00-000	TOTAL NON-OPERATING ITEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-84,684.00	-84,684.00
8000-00-000	TOTAL EXPENSES	510,365.59	320,252.86	303,503.43	1,449,746.06	234,487.57	480,213.02	1,246,734.61	276,563.04	179,380.96	401,317.60	5,402,564.74	4,988,059.62	10,390,624.36
9000-00-000	NET INCOME	-120,119.59	-28,406.86	15,817.57	243,975.94	604.43	-57,054.02	91,055.39	19,588.96	5,981.04	44,944.40	216,387.26	521,867.87	738,254.94
9100-00-000	Debt Service	22,281.96	12,622.92	10,767.84	63,903.36	8,166.48	14,115.48	55,353.00	11,151.60	0.00	14,861.76	213,224.40	401,018.52	614,242.92
9100-01-000	Replacement Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00
9888-88-000	CASH FLOW	-142,401.55	-41,029.78	5,049.73	180,072.58	-7,562.05	-71,169.50	35,702.39	8,437.36	5,981.04	30,082.64	3,162.80	84,849.16	89,012.02

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed and budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Housing Authority & Community Services of Lane County** PHA Code: **OR006**

PHA Fiscal Year Beginning **10.01.2025** Board Resolution Number: **25-24-09-02H**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

	<u>DATE</u>
<input checked="" type="checkbox"/> Operating Budget approved by Board resolution on:	09.24.2025
<input checked="" type="checkbox"/> Operating Budget submitted to HUD, if applicable, on:	09.26.2025
<input type="checkbox"/> Operating Budget revision approved by Board resolution on:	
<input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on:	

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print Board Chairperson's Name:	Signature:	Date:



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/24/2025

AGENDA TITLE: In the Matter of Approving the Collective Bargaining Agreement Ratification [Executive Session & Public Session]

DEPARTMENT: Human Resources

CONTACT : Bailey McEuen

EXT:

PRESENTER: Bailey McEuen

EXT:

ESTIMATED TIME : 20 mins

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

Approval Signature

EXECUTIVE DIRECTOR:

A handwritten signature in black ink, appearing to be "JAF", is written over a horizontal line.

DATE: 09.17.2025

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411

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HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

FROM: Bailey McEuen, Human Resources Director
Jacob Fox, Executive Director

AGENDA ITEM TITLE: Collective Bargaining Agreement Ratification

AGENDA DATE: September 24, 2025

A. Background of Agency & Union Partnership

This memo summarizes the recent collective bargaining process, outlines the financial implications of the proposed wage adjustments, and seeks the Board's approval to ratify the tentative agreement.

Homes for Good and American Federation of State, County & Municipal Employees (AFSCME) Local 3267 are proud of the partnership we have created and fostered to provide Agency staff with a productive and positive workplace where all employees can thrive. Homes for Good believes that our employees are our most valuable assets. We also recognized that our past and our future are deeply connected to organized labor. To that end, continuing to grow and foster the relationship with union staff and leadership is imperative to achieving our organizational goals.

Working with our union throughout the bargaining process has allowed Homes for Good to align our shared goals and values, and to put them into practice by creating a collective bargaining agreement (CBA) that provides our represented team members with competitive pay and benefits, and workplace practices that foster a culture that prioritizes diversity, equity, inclusion and belonging.

The Homes for Good bargaining team requests that the Board of Commissioners ratification of the CBA between Homes for Good and AFSCME Local 3267, to be effective October 1, 2025, expiring on September 30, 2029.

B. Bargaining a New Contract

AFSCME notified Homes for Good on February 19, 2025 of their intent to open the CBA and negotiate a new contract. Both parties met on May 16, 2025 to establish ground rules and schedule subsequent bargaining sessions.

Homes for Good chose the following individuals to represent the Agency during negotiations:

- Bailey McEuen, Human Resources Director
- Natalie Dybens, Rent Assistance Manager
- Jeffrey Champ, Maintenance Services Manager
- Camryn Leland, PSH Manager (alternate)

AFSCME's bargaining teams was comprised of the following individuals:

- Monica Bielski-Boris, AFSCME Council 75 Representative
- Rebecca Murphy-Lyons, Programs & Grants Coordinator, Union President
- Will Hartley, Project Developer, Union Vice President
- David Sebold, Maintenance Mechanic (alternate)

Teams bargained for approximately 12 weeks, with the first session held on June 13, 2025 and the last session held on September 5, 2025 where the Teams came to a final tentative agreement. Union member vote will begin on September 17, 2025 and end on September 20, 2025.

This bargaining cycle was notably brief and remarkably collaborative. We attribute this positive experience to the strong relationship we have built with union leadership over the years and are grateful for AFSCME's continued collaboration and partnership in supporting Homes for Good team members.

C. Summary of Non-Monetary Changes

Some key non-financial changes to the CBA are highlighted below:

Article 2 STATUS OF AGREEMENT

Locks in 4-year agreement – contract expires September 30, 2029.

Article 7 TIME MANAGEMENT PROGRAM

Adds MOU language memorializing change in pay periods affecting paid time off (PTO) accrual rates per pay period. Adjust dates of time management buy back request requirements to align with biweekly pay periods.

Appendix II BUMPING CLASSIFICATION GROUPS

Reorganizes job groups to better align with current Agency structure and staffing needs.

Article 11 WORK SCHEDULE

Adds language agreeing to notify the Union and the affected employee when a change to remote work status is required. Aligns timing of notification with previously agreed upon schedule changes.

ARTICLE 18 SENIORITY & RECALL

Clarifies language around bumping rights in the event of a reduction in force to preserve seniority and ensure employees who bump into a different position are qualified for the role. Clarifies procedure for employee termination for exhaustion of leave.

Article 3.9 PROBATIONARY PERIOD

Adds language allowing the Agency to extend probationary periods by 3 months when deemed necessary. Increases the probationary period for Housing Specialists and Energy Auditors. Adds language allowing the Agency to extend probationary periods when an employee is on a continuous leave of absence for 10 or more working days in their probationary period.

Article 3.12 PERFORMANCE EVALUATIONS

Eliminates language preventing the Agency from using peer feedback in performance evaluations.

Many of these updates formally incorporate into the CBA language that had already been in place through memoranda of understanding (MOUs). Among the most significant revisions is the change to the probationary period, which allows the Agency to extend an employee's probation when needed.

This flexibility benefits both management and staff: it gives employees additional time to fully learn their roles and reduces the likelihood of probationary terminations, while ensuring the Agency can make well-informed decisions about long-term employment.

The updates to Appendix II and Article 18 clarify job groupings and seniority procedures so that, in the event of a major funding cut requiring a reduction in force, decisions can be made with transparency and fairness.

Finally, the change to Article 3.12 enables the Agency to include peer input in performance evaluations, helping to mitigate bias by drawing on feedback from multiple sources rather than relying solely on a manager's perspective.

D. Summary of Monetary Changes

Key monetary changes proposed are outlined below:

Article 3 WAGES & SALARIES

Provides a 3% cost of living adjustment (COLA) upon ratification, or October 1, 2025, whichever is later, and market adjustments for certain classifications. In subsequent years, variable COLAs will be based on the CPI-U Western Region (June-to-June), with a minimum of 2.5% and maximum of 5.5%.

The following classifications will receive an additional adjustment based on a compensation study:

- Office Assistants 4%
- Maintenance Mechanics 7%
- IT Support Technician 2%
- PSH Case Managers 2%

We have also agreed to create a new job classification group for our Permanent Supportive Housing (PSH) team members, recognizing that the work of our Resident Services and Property Management staff at PSH sites is fundamentally different from the work of similar classifications at non-PSH properties.

Article 6.5 HOLIDAYS DURING LEAVE OR VACATION

Adds MOU language providing clarity around holiday pay when on leave through Paid Leave Oregon (PLO) limiting Home's for Good's holiday pay expense to what is not covered by the PLO benefit.

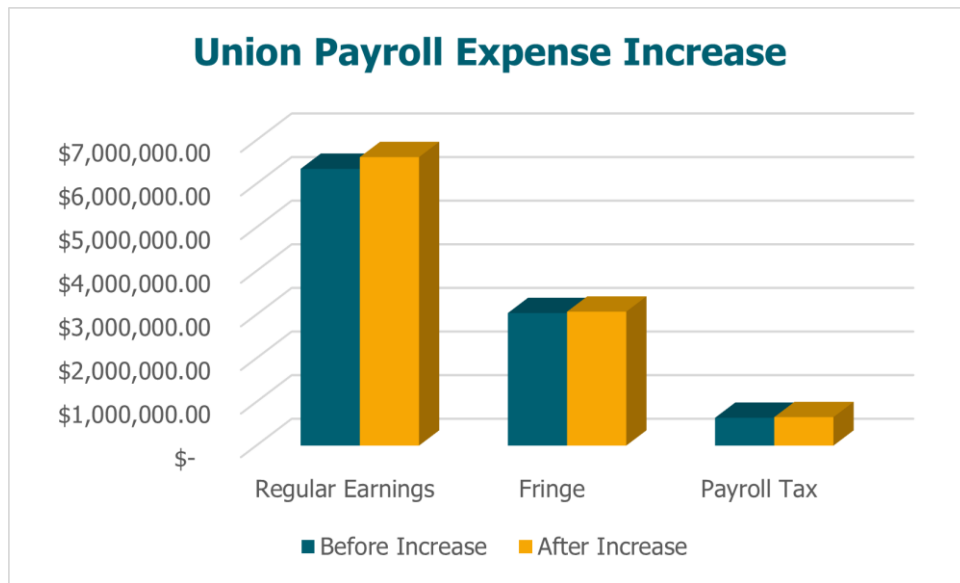
Throughout the negotiation process, keeping annual COLAs tied to the CPI-U for the Western Region was a priority for Homes for Good's bargaining team, as it's the most accurate indicator of regional inflation.

The financial changes outlined above will allow Homes for Good to remain an employer of choice in Lane County by ensuring wages remain competitive and keeping pace with regional cost of living changes.

E. Financial Analysis

The total estimated increase of union labor expenses for FY 2026 will be \$316,224.06. This figure includes cash compensation, employer payroll taxes and Agency retirement contributions. This change represents a total increase of 3.2%.

Category	Before Increase	After Increase	\$ Change	% Change
Regular Earnings	\$ 6,345,297.74	\$ 6,614,191.85	\$ 268,894.11	4.2%
Fringe	\$ 3,039,038.25	\$ 3,070,932.05	\$ 31,893.80	1.0%
Payroll Tax	\$ 637,573.97	\$ 653,010.12	\$ 15,436.15	2.4%
	\$ 10,021,909.96	\$ 10,338,134.02	\$ 316,224.06	3.2%



Subsequent increases will depend on the CPI-U Western Region published for the month of June for FY 2027, FY 2028 and FY 2029. Future year increases will depend on the CPI-U Western Region data, with a minimum of 2.5% and a maximum of 5.5%

These increases have been incorporated into the adopted FY 2026 budget. By shifting the CPI-U reference month from September to June through a memorandum of understanding outside of the bargaining cycle, the Agency was able to account for the projected cost-of-living adjustments (COLAs) and related expenses in advance, ensuring the financial impact of the new agreement is reflected in the approved budget.

When faced with the question of how Homes for Good will finance the proposed wage increase, we first assessed which divisions have adequate cash flows to support the financial impact. Currently, our Supportive Housing Division, Real Estate Development Division, and Central Office Cost Center have cashflows to support the proposed increase.

While the Rent Assistance Division is currently projecting a budget deficit, this will be managed primarily through a combination of surplus from Real Estate Development, income from interest-bearing bank accounts, and vacancy management measures if sufficient funding to fully cover the deficit is not secured. Should these strategies prove insufficient, limited reductions in FTE to close the gap may be necessary. Funding from the Long-Term Rent Assistance (LTRA) program is expected to offset most of the Housing Choice Voucher (HCV) program deficit. The Agency intends to strategically deploy LTRA funds to cover shortfalls in the Rent Assistance Division, and because budgeting assumptions for this department were intentionally conservative, the LTRA funding could potentially cover more payroll expenses than initially projected.

F. Furtherance of Access & Opportunity Plan

These negotiated changes also advance the goals of Homes for Good's Access and Opportunity Plan. Allowing peer feedback in performance evaluations helps reduce the risk of bias by incorporating perspectives beyond a single supervisor. In terms of compensation, market adjustments give additional wage increases to some of our lowest-paid classifications, such as Office Assistants, and provide extra adjustments for positions that had fallen furthest behind market rates, mainly Maintenance Mechanics. Together, these steps support a more equitable, inclusive, and competitive workplace.

G. Alternatives & Other Options

The Board may vote to approve the proposed changes and ratify the collective bargaining agreement. Alternatively, the Board could decline to approve the agreement, in which case bargaining with AFSCME would continue until a new tentative agreement is reached.

H. Timing & Implementation

If approved, the proposed changes will be implemented on October 1, 2025.

I. Recommendations

It's recommended that the Board of Commissioners approve the proposed budget.

H. Attachments

None



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PREAMBLE

THIS AGREEMENT, made by and between Homes for Good Housing Agency, herein called "Agency", and LOCAL 3267, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL NO. 75, AFL-CIO, herein called "Union."

The purpose of this document is to establish full and complete agreement between the parties relating to wages, hours, and other terms or conditions of employment. The Agency and the Union both recognize their mutual objective of providing efficient and effective services to the public of Lane County.

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit regardless of age, marital status, race, color, sex, creed, religion, national origin, sexual orientation, political affiliation, gender identity, source of income, family status, disability, or union membership.

~~Diversity, equity and inclusion~~ Access & Opportunity are core values of Homes for Good. Addressing ~~systematic racism and other forms of discrimination of underrepresented groups~~ disparate treatment and disparities in opportunity is a fundamental function in our efforts to fulfill our mission and serve our community.

Homes for Good and the Union are committed to promoting a workplace of ~~diversity, equity and inclusion~~ Access & Opportunity. We strive to create a ~~diverse, equitable and inclusive~~ inclusive and supportive environment where all groups have access to the resources and opportunities essential to fulfilling their potential for success and where difference in life outcomes are not predicated on the basis of race, class or other elements of identity.

We recognize that embracing ~~diversity, equity and inclusion~~ Access & Opportunity will strengthen our decision making, systems and processes in the best interest of employees and the individuals and families we serve.

All references in this Agreement designate gender identity.

Except as otherwise required by law, regulation, or grant provision, the parties agree as follows:

Please sign below to confirm tentative agreement of the above.

A handwritten signature in blue ink, appearing to read "Monica BB".

Monica Bielski Boris (Aug 1, 2025 15:28:09 PDT)

A handwritten signature in blue ink, appearing to read "Bailey McEuen".

Bailey McEuen (Aug 1, 2025 16:39:38 PDT)



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ARTICLE 1 RECOGNITION

1.2 Salary of Reclassified Positions

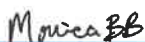
Whenever the Agency determines that a reclassification of a bargaining unit employee is necessary the Union and employee shall be notified and a copy of the proposed job description, salary-wage rate, and implementation date shall be provided at least fourteen (14) calendar days in advance, unless waived by the Union. The Agency shall meet upon request to discuss the proposed salary-wage rate. Such discussions shall not abrogate the rights or procedures of the Parties to this agreement.

- a. **Reclassification Upward.** When an employee is reclassified to a classification with a higher salary-wage range, the incumbent shall receive the first step of the higher classification or at least a five (5) percent increase above the employee's current salary-wage rate without exceeding the top step of the new salary-wage range.
- b. **Reclassification Downward.** When an employee is reclassified to a classification with a lower salary-wage range for reasons that do not reflect discredit on their employment record, the following shall occur:
 1. the employee's current salary-wage rate is within the salary-wage range of the new classification, the employee's salary shall remain the same.
 2. the employee's current salary is greater than the salary-wage range of the new classification, the employee's wage salary shall be redlined or frozen at its current level for a maximum of six (6) months. If after six (6) months the maximum rate of the new classification has not increased to the employee's frozen salary-wage level, the employee's salary shall be reduced to the maximum rate of the new classification. This type of reclassification is not considered a demotion. The employee's salary wage rate shall not be reduced, however, if the reclassification results from a general reorganization of a division.
- c. **Reclassification with No Change in Salary Wage Range.** When

an employee is reclassified and the ~~salary~~ wage range of the new classification is identical to the ~~salary~~ wage range of the old classification, the employee's ~~salary~~ wage rate shall remain the same.

- d. classification. A reclassification to a classification with the same salary wage range does not affect the merit eligibility date. When a reclassification results in an upgrading, a new merit eligibility date is assigned on the date that the reclassification becomes effective. If a reclassification results in a downgrading, the former merit eligibility date is retained.
- e. Voluntary Transfer to another Classification. Should an employee request a change to a position in a different previously held classification and the transfer is approved by the Agency, then the former merit eligibility date is retained. Notice to the Union shall be given prior to the initiation of salary wage and merit step discussions with the employee seeking a transfer.

Please sign below to confirm tentative agreement of the above.



Monica Bielski Boris (Aug 1, 2025 15:25:20 PDT)



Bailey McEuen (Aug 1, 2025 16:41:29 PDT)

ARTICLE 2 STATUS OF AGREEMENT

2.1. Term of Agreement. Other than as stated in this contract, this Agreement shall be effective on ~~October 1-2022~~, **October 1, 2025** or upon ratification, whichever occurs later, and shall continue in effect until and including ~~September 30-2025~~ **September 30, 2029**, and thereafter shall continue in effect from year-to-year, unless one party gives notice in writing to the other party of its desire to terminate, or modify the Agreement on or before ~~June 15th-2025~~ **March 1st, 2029**.

If this Agreement is not terminated or modified, but continues under the automatic year- to-year renewal provision above, it may be terminated by one party giving notice in writing to the other party of its desire to terminate or modify the Agreement on or before ~~June 15~~ **March 1st**, prior to the September 30 anniversary date.

2.2. Negotiating Successor Agreement. If either party serves written notice of its desire to terminate or modify provisions of the Agreement, the parties shall commence negotiations by ~~August 1~~ **March 1st**, unless mutually agreed otherwise. Notice given by one party shall render notice by the other party unnecessary.

2.3. During Negotiations. During the period of negotiations, this Agreement shall remain in full force and effect as defined in ORS 243.712.

2.4. Separability. If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby, and upon the request of either the Agency or the Union, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.

2.5. Matters Covered. Only such conditions of employment, grievance procedures, and benefits as are specifically covered by the terms of this Agreement shall be affected by its execution. However, nothing in this Agreement is intended to nullify existing wage or other economic benefits to employees under current policies, practices, and work rules, unless specifically included in this Agreement. To the extent that any proposed changes in work rules or working conditions consist of or affect mandatory subjects of bargaining the Agency agrees to collectively bargain the mandatory negotiable aspect of the change(s).

Nothing in this Agreement is intended to restrict the right of the Agency to adopt, change, or modify reasonable work rules or procedures necessary for the safe, orderly, and efficient operation of Agency services. The Agency agrees to provide a copy of new or revised work rules to the Union and employees covered. For changes on permissive

subjects of bargaining, the Agency and the Union acknowledge the mutual objective of involving employees voluntarily in those decisions that affect their work environment. The Agency agrees to consider reasonable alternatives to new or existing work rules and policies proposed by the Union and/or affected employees. The Agency and the Union agree that the Labor Management Committee is the appropriate forum to provide Union input and recommendations on changing existing or developing new work rules and policies.

2.6. Negotiating Committee. The parties agree to establish a negotiating committee for the purpose of modifying the Collective Bargaining Agreement. The committee shall be comprised of up to ~~three (3)~~ **four (4)** management representatives appointed by the Executive Director and ~~three (3)~~ **four (4)** Union representatives appointed by the Union President. The Negotiating Committee shall meet at mutually acceptable times and places during regular work hours. In the event that negotiations continue past regular work hours, or if the parties mutually agree to meet during non-work hours, the Agency shall not be obligated to compensate employees for periods of negotiations occurring outside the employees' normal work hours. The Committee shall establish its own ground rules.

The Negotiating Committee shall meet to negotiate as specified in this Agreement, the successor agreement, or by mutual agreement.

*Please sign below to confirm
tentative agreement of the above.*



Monica Bielski Boris (Aug 1, 2025 15:26:28 PDT)



Bailey McEuen (Aug 1, 2025 16:40:40 PDT)

ARTICLE 3 WAGES AND SALARIES

- 3.1. Rate of Pay. Effective October 1, 2025, or upon ratification, whichever is later, all employees in the bargaining unit shall receive a 3% cost of living adjustment (in accordance with Schedule A).

The following classifications will receive market adjustments as follows in addition to the 3% cost of living adjustment referenced above:

Office Assistants	4%
Maintenance Mechanics	7%
IT Technician	2%
PSH Case Managers	2%

~~The following classifications will be adjusted to the level of FSS Coordinator and Resident Services Specialist:~~

- ~~• Housing Specialist~~
- ~~• Assistant Property Manager~~
- ~~• Housing Inspector~~

~~Maintenance Mechanics shall receive an additional 1% market adjustment.~~

~~Employees receiving a longevity differential at the time of ratification will be moved to step 7.~~

~~Employees in the bargaining unit will be paid a one-time \$500 bonus in the pay period immediately following ratification. Bonuses will be prorated for part-time employees based on full-time equivalent.~~

- 3.2. Temporary Employees. Temporary employees covered by this bargaining agreement shall be paid within the rates outlined in Schedule A.

- 3.3. Salary Adjustments.

Effective October 1, 2026, the Agency will increase the rate of pay on the salary schedule for all bargaining unit employees by a percentage equal to the annual change in the US CPI-U (West Region) Index, ~~September to September~~ June to June, with a minimum of two and one-half percent (2.5%) and a maximum of five and one-half percent (5.5%).

Effective October 1, 2027, the Agency will increase the rate of pay on the salary schedule for all bargaining unit employees by a percentage equal to the annual change in the US CPI-U (West Region) Index, ~~September to September~~ June to June, with a minimum of two and one-half percent (2.5%) and a maximum of five and one-half percent

(5.5%).

Effective October 1, 2028, the Agency will increase the rate of pay on the salary schedule for all bargaining unit employees by a percentage equal to the annual change in the US CPI-U (West Region) Index, ~~September to September~~ June to June, with a minimum of two and one-half percent (2.5%) and a maximum of five and one-half percent

(5.5%).

If changes to any combination of the following three variables for any year during this Agreement - Section 8 administrative fee methodology, Section 8 administrative fee proration, or the Public Housing operating subsidy proration - results in a revenue reduction of 5.0% or greater to the sum of the previous calendar year actual revenues from Section 8 administrative fees or Public Housing operation subsidy, then either party may elect to open the contract to renegotiate wages and benefits. The Agency will contact the Union within a reasonable amount of time once the Agency becomes aware of the changes mentioned above.

3.4. Longevity Pay Differential.

All bargaining unit employees shall be eligible for longevity pay differential when the following circumstances are met:

- a. The employee's salary has been at the top of the salary range for a minimum of three (3) full years.
- b. The employee receives a satisfactory performance evaluation.

Employees who meet the above criteria will receive the following longevity pay:

• 15 years of continuous service	2.5%
• 20 years of continuous service	2.5%
• 25 years of continuous service	2.5%

Employees who complete 25 years of continuous service will receive 40 hours of compensatory time on their 25th work anniversary, regardless of what step they are on.

Approved leaves of absence and/or sabbaticals as outlined in Article 8 are not considered a disruption in continuous service for the purposes of longevity pay.

3.5. Overtime

a. Rate

Non-Exempt - Overtime worked shall be compensated at the rate of time and one-half (1 ½ times) the employee's regular hourly rate of pay for work under

any of the following conditions:

~~Exempt—Overtime worked shall be compensated at the rate of one (1) hour of compensatory time off for one (1) hour of required overtime worked under any of the following conditions:~~

1. All work performed in excess of eight (8) hours in any workday, unless an employee is working an alternative work schedule as specified in Article 11, WORK SCHEDULE, Section 11.7 Alternate Work Schedule or using approved flex time or trading time as specified in Article 11 WORK SCHEDULE, Section 11.7;
2. All work performed in excess of forty (40) hours per week;
3. All work performed before or after any scheduled work shift, except as provided to the contrary in this Agreement;
4. All work performed on a Saturday, Sunday or holidays. However, at the employee's written request, a work schedule may be approved by the Agency that would allow the employee to work on Saturday, Sunday or a Holiday. It is understood that such work schedule would not violate the provisions of the Articles on work schedule and outside employment of this contract, other than allowing the employee to adjust their schedule with prior approval from the Agency to allow work on Saturday or Sunday. It is also understood that the Agency, by allowing such a schedule, would not incur any overtime liability for such work unless total hours for the working week exceed forty (40). It is also understood that the approved alternate holiday schedules in which the employee voluntarily works during a regular Agency holiday will not be subject to overtime pay.

It's understood that for employees assigned to Agency managed Permanent Supportive Housing (PSH) sites, overtime compensation will not be due for work performed on Saturdays and Sundays, with the exception of situations outlined in Article 3.5(a) above.

5. Eligibility for overtime compensation for hours worked in excess of eight (8) hours in a day may be waived if mutually agreed to, where the eight (8) hours are exceeded in one (1) workday and equivalent amount of time is being taken off within the same work week. If an employee or a supervisor requests that time be flexed, the other party has the right to refuse.
- b. Overtime Calculation. Overtime shall be calculated to the nearest one-quarter (1/4) hour worked.
 - c. Overtime Authorization. All compensated overtime must be authorized in writing by the immediate supervisor before being worked. In the case of emergencies, oral authorization shall suffice.

- d. Qualification. Employees must be qualified to perform the work in which overtime is offered.
- e. Voluntary. Overtime work shall be voluntary, except in cases where the public safety or health may be jeopardized or when there is a critical business need.
- f. Compensatory Time. Employees may receive, upon request, and with Agency approval, compensatory time off in lieu of overtime at the overtime rate, ~~up to a maximum of~~ not to exceed eighty (80) hours per fiscal year.

3.6. Call Back.

- a. An employee who is called back to work prior to the next scheduled shift shall be guaranteed a minimum of two-and-two-thirds (2.67) hours pay at the overtime rate with the exception of Site Maintenance Specialists.
- b. An employee who reports for work as scheduled and upon reporting finds no work available shall be guaranteed a minimum of four (4) hours pay at the applicable straight or overtime rate, provided that such lack of work is not due to circumstances beyond the control of the Agency.
- c. It is understood that the provisions of this section are applicable only to the extent that such employees accept any work available.

3.7. On-Call Pay. Employees who are required to be on-call during off-duty hours will be compensated at the rate of one (1) hour of pay per every eight (8) hours on-call. Employees who are on-call for less than eight (8) hours shall be paid a prorated amount. Employees called to work will be compensated for time worked as provided by Article 3.6. To qualify for on-call pay, the employee is required to be available or contact by phone and be available to work. Employees who have been absent from work due to illness or injury are not considered available to be on-call. Employees will have the choice of taking home an Agency vehicle or reporting in to pick up a vehicle when called out. Employees will be compensated from their time they begin working in the Agency's vehicle.

Site Maintenance Specialist and Maintenance Workers will be paid out-of-class in the Maintenance Mechanic classification for call back time spent responding to after-hours work orders and for the one (1) hour of pay every eight (8) hours referenced above for the time spent assigned to be on-call. For the purposes of on-call pay, the Agency will not be subject to Working-Out-of-Class notifications, as outlined in Article 3.10(b).

3.8. Site Maintenance Specialist. Employees who are employed as Site Maintenance Specialists (SMS) will receive overtime at the rate of time and one-half (1 1/2) the employee's regular hourly rate of pay for all hours worked over forty (40) hours in a workweek. All other provisions of Article 3, WAGES AND SALARIES, Sections 3.6 Overtime, and 3.7. Call Back of this Agreement do not apply to Site Maintenance

Specialists. Site Maintenance Specialists are expected to work forty (40) hours a week, five (5) days a week, with two (2) consecutive days off.

- a. SMSs employed by the Agency prior to ratification of this Agreement may choose to live in Agency provided units and rent for those SMSs will remain as is currently set for each employee (i.e., current SMSs that chose to live on site will not see any increase in rent). SMSs hired after ratification of this Agreement may live on site only with the mutual agreement of the Employee and Agency. Rent for newly hired SMSs that live on-site will be set at the lowest flat rate for Agency owned housing and shall not exceed thirty percent (30%) of the employee's monthly gross wages. Occupancy of the unit shall be contingent on continued employment as an SMS. In the event the Agency requires an SMS to transfer from one living site to another, the Agency shall provide the employee as much notice as possible, but not less than thirty (30) calendar days. The Agency will absorb all moving costs associated with the transfer, consistent with the Agency's relocation policy.
- b. SMSs and family members living with the SMS in the unit provided by the Agency shall be eligible to participate in activities, events, etc. that program residents of the particular complex(es) assigned to the SMS have available to them through the Agency as long as funding/grant allows such.
- c. Emergency call-ins after normal working hours will be an exception. SMSs called in for emergency work orders, in the complex in which they live, shall be guaranteed a minimum of one (1) hour pay at the applicable straight or overtime rate or shall be paid for the actual amount of time they work, at the overtime rate, if they work more than one (1) hour on an emergency call-in.

SMSs called in for emergency work orders, in a complex to which they are assigned, but where they do not live, shall be guaranteed a minimum of two- and two-thirds (2.67) hours pay at the overtime rate or shall be paid for the actual amount of time they work, at the overtime rate, whichever is greater.

- d. Out-of-class pay according to Article 3, WAGES AND SALARIES, Section 3.10, Working Out-of-Class shall be provided to SMSs on an actual hours of work basis, i.e., vacate painting, annual inspections outside of those done in coordination with the Housing Representatives, appliance repair, etc. Completion of the following work items will be considered working out-of-class:
 1. ELECTRICAL. All electrical repairs on 220-volt appliances or equipment such as:
 - Range repair or replacement
 - Wall oven repair or replacement

- Water heater repair or replacement
- Furnace or heater repair or replacement

2. PLUMBING

- Removal and replacement of entire under sink plumbing
- Replacement of toilet or wax ring
- Replacement or repair requiring soldering
- Sink replacement

3. CARPENTRY

- Replacement of door jambs
- Dry rot repair
- Countertop replacement

4. FLOOR COVERING

- Vinyl installation
- Vinyl composition tile (50% or more of room)
- Carpet installation
- Installation of new base molding

5. PAINTING

- All interior and exterior painting
- Preparation of surfaces to accept paint.
- Staining or varathaning of doors/window sills

- e. SMS benefits that are based on compensation shall be computed according to the Agency's legal and contractual obligations.
- f. SMSs shall not be required to pay utilities except for telephone and cable, which shall be arranged by the employee.
- g. SMSs compensation shall be determined by subtracting the rental value of their unit from their total wages. The total wages shall be within the five (5) step range as outlined in Schedule A.

Effective April 8, 2009, current SMSs shall have their current rents grandfathered. Rents for SMSs hired after April 8, 2009 shall not exceed the minimum flat rent charged by the Agency for a one-bedroom unit at McKenzie Village.

The Agency shall assign SMSs housing size based on the Agency occupancy standards, as defined in the PH/AH Statement of Policies, and unit availability. Upon request SMSs may be granted a larger unit by paying an additional fifty dollars (\$50) per month rental per bedroom.

3.9. Probationary Period

- a. The probationary period is an integral part of the employee selection process and the Agency with an opportunity to upgrade and improve operational efficiency by observing an employee's work, training, and aiding employees in adjustment to their positions, and by providing an opportunity to reject any new employee whose work performance fails to meet required work standards.

The Agency is committed to fostering a supportive work environment during the probationary period. This includes providing new employees with the guidance, training, supervision, and feedback necessary to help them succeed in their roles and meet performance expectations. The probationary period is intended not only as an evaluative phase, but also as an opportunity to equip employees with the tools and support needed for long-term success.

- b. New bargaining unit employees shall serve an initial probationary period of nine (9) continuous months worked. The Union recognizes the right of the Agency to terminate such probationary employees for any reason, at any time during the probationary period, without recourse, and to exercise all rights not specifically modified by this Agreement. Probationary bargaining unit employees, excluding Site Maintenance Specialists, hired prior to the effective date of this Agreement will be subject to a six (6) month probationary period. The Agency may extend the nine (9) month probationary period up to an additional three (3) months. If the probationary period is extended, and the employee's performance is considered satisfactory at the end of the three (3) month extension period, the employee will receive a merit increase with an effective date of their original merit increase date prior to the extension. If an employee's probationary period is extended, the Union and the employee will be notified in writing of the extension and provided a reason.

If a probationary employee is exceeding performance expectations, the Agency may allow them to complete their probationary period and receive a merit increase at six (6) months.

The Agency shall grant merit increases according to Article 3, WAGES AND SALARIES, Section 3.14, Merit Increases.

- d. ~~The probationary period for current Site Maintenance Specialists shall be twelve (12) months. The Agency has the option to end the probationary period at the six (6) months evaluation or anytime thereafter up to twelve (12) months from the date of hire, or at nine (9) months from the date of reclassification for internal promotions and reclassifications. The Agency shall grant merit increases according to Article 3, WAGES AND SALARIES, Section 3.14, Merit Increases. Newly hired SMSs will serve a nine (9) month probationary period as provided in Section 3.10(b) above.~~

The probationary period for the following positions will be twelve (12) months. The Agency has the option to end the probationary period at nine (9) months or anytime thereafter up to twelve (12) months from the date of hire:

- Housing Specialist
- Energy Auditor

- d. Employees who change classification may serve a continuous six (6) month probationary period as outlined below. Probationary employees, who fail to meet the requirements of the new classification, as determined by the Agency, shall be returned to the previously held classification.
 1. Employees who are transferring within the same classification to another position will not be required to serve a probationary period. This is termed a "lateral transfer". (See Article 1, CLASSIFICATION, Section 1.2.c., Reclassification With No Change in Salary Range, and Article 18, SENIORITY AND RECALL, Section 18.3, Lateral Transfers.)
 2. Employees moving from one classification to another at the same or higher wage rate will be required to serve a probationary period in the new classification. (See Article 1, RECOGNITION, Section 1.2, Salary of Reclassified Positions.)
 3. Classification changes resulting from Agency approved employee-initiated transfers will require that a probationary period be served, unless the transfer is to a previously held classification for which the employee has successfully completed a probationary period. (See also Article 1, RECOGNITION, Section 1.2, e., Voluntary Transfer to Another Classification.)
 4. Employees who are reclassified by the AGENCY into a classification with a lower salary range, for reasons that do not reflect discredit on their employment record, will not be required to serve a probationary period (See Article 1, RECOGNITION, Section 1.2.b, Reclassification Downward.)
- e. At any time during the probationary period, a probationary employee or their supervisor may request a meeting to discuss performance issues. The employee may request Union representation. This informal meeting is meant to assist the employee in understanding areas where deficiencies may exist, and to assist the employee in finding ways to meet the expectations of the job. It is understood that satisfactory performance during a portion of the probationary period does not presume continued employment for the balance of the probationary period.
- f. If a probationary employee takes a continuous leave of absence of two (2) or more consecutive workweeks (typically ten (10) working days), the employee's probationary period and corresponding merit increase eligibility date may be extended by the length of the leave.

3.10. Working Out-of-Class.

- a. Any employee working out-of-classification in a higher position than their permanent classification shall be paid their regular rate of pay plus five percent (5%) but no less than the Step 1 pay rate of the higher classification, for all time worked after four (4) hours in a week. If the higher classification involves supervisory duties, then the employee shall be paid at least five (5) percent more than the highest pay rate of the employees being supervised.
The Agency may not move an employee in and out of the higher classification for the purpose of avoiding the premium pay provided in this section
- b. The Agency shall designate in writing working out-of-classification assignments prior to the employee beginning the assignment, except in cases of an emergency, and shall include the Union in this notification. In such written, planned designations, the working out-of-class assignment and additional compensation begins as soon as the working out-of-class initiates.
- c. An employee shall not be required to work in an out-of-class position in excess of six (6) months. If the employee who fills a working out-of-class position exceeds six (6) months in the position and that employee is the successful applicant in the hiring process, the employee will not be required to serve a new probationary period.

3.11. Pay Periods.

- ~~a. All employees shall be paid through the twenty-fifth (25th) day of each month. Monthly paychecks shall be distributed not later than the first (1st) day of the following month.~~
- ~~b. Employees may draw up to fifty (50) percent of their gross paycheck, less deductions, on the nearest working day to the fifteenth (15th) day of the month.~~

- a. All employees shall be paid on a biweekly basis, with pay days scheduled every other Friday. The first biweekly pay day was April 14, 2023.
- b. The Agency shall publish a payroll calendar for the upcoming year no later than December 1st of each year.

3.12. Performance Evaluations. The Agency may implement and maintain a performance evaluation process involving members of the bargaining unit.

- a. It is the goal for all employees to have their work performance evaluated annually. Performance evaluations are required for less than competent performance, extraordinary merit increase, and at the completion of a probationary period.

- b. ~~No written peer evaluations will be used in the performance evaluation process. However, it is recognized that supervisors may gather information from others verbally and informally throughout the evaluation period, and in writing when poor performance is an issue.~~

Performance evaluations are intended to provide relevant positive and constructive feedback and communication about progress toward established goals.

- c. Employees have the right to attach a response to any evaluation included in their personnel file.
- d. Performance evaluations cannot be used as a step in progressive discipline.

3.13 Merit Increases. The Agency shall grant merit increases at the conclusion of the nine (9) month probationary period, and again every twelve (12) months until the final step is reached, as reflected in the Compensation Plan (Schedule A).

- a. Eligibility. A permanent employee shall not be eligible for a merit increase if the employee has received a less than competent evaluation.

- b. Merit evaluations shall be discussed by the supervisor with the employee. The employee shall have ten (10) working days from the date of the discussion to request the employee's supervisor to change the evaluation. The request shall be in writing and contain a concise statement of the changes requested and the reasons for the changes. The supervisor shall respond in writing to the request within fifteen (15) working days after receiving the request.

- 1. Merit Increase Not Affected. The employee shall have fifteen (15) working days from the date the supervisor's response is delivered to the employee to appeal the supervisor's response. If the evaluation does not deny the merit increase, the disputed evaluation may be appealed by the employee to the Agency's Executive Director, whose decision is not grievable. In such case, the Executive Director shall render a final decision within ten (10) working days after such investigation as necessary.

- 2. Merit Increase Denied. If a merit increase is denied, the employee may appeal the determination through provisions in Article 14, GRIEVANCE PROCEDURE, Section 14.4.b, Informal Attempt to Resolve, (Step 2), within five (5) working days of receiving the supervisor's written response.

In the event that an employee's evaluation is not completed within thirty (30) calendar days of when due, the employee shall advance to the next higher step, effective the anniversary date. If an employee disputes an evaluation that denies him/her them a merit increase, then any delay caused by the dispute will not trigger automatic advancement.

3. Budgeting Funds for Merit Increases. The Agency shall include each fiscal year in its proposed operating budget the funds for projected merit increases. The attached ~~salary~~ compensation plan (Schedule A) shall be the compensation plan as well as the basis for applying merit raises, as applicable. Employees shall receive a merit raise equal to the percentage indicated for each particular classification. Employees who have been laid off and recalled to a lower position are eligible for compensation at the top step, or their previous pay rate, whichever is lower, of the applicable ~~salary-wage~~ range.

3.14 Bilingual/Signing Pay.

- a. When the Agency adds bilingual or signing skills as a requirement for the position or when an employee routinely uses bilingual skills, the employee shall receive an additional five and seven tenths percent (5.7%) compensation above their regular rate of pay as reflected in the compensation plan (Schedule A), upon passing the Agency's established language fluency assessment.
- b. When the Agency assigns bilingual or signing skills intermittently to an employee, the employee shall receive an additional five and seven tenths percent (5.7%) compensation for working out-of-classification for the length of the assignment. Bilingual/ signing pay will be calculated to the nearest one-quarter (1/4) hour worked.


3.15 Employee Reclassification Request. When an employee believes that they are performing the essential functions of a higher classification on a substantial, ongoing basis, the employee may make a request for reclassification to their supervisor in writing

- a. As justification for the reclassification, the written request shall include:
 1. A description of those assignments or duties believed to be outside the employee's present classification.
 2. A notice of the job classification to which the assigned duties generally apply, if known.

3. A description of when those assigned duties started.
 - b. Supervisor Review. The supervisor shall review the request and respond in writing within fifteen (15) working days. The supervisor's response shall include at least one of the following:
 1. Reclassification approved. The request for reclassification is approved, and the Agency shall notify the employee and the Union according to Article 1, Section 1.1, Classification and Article 1, Section 1.2, Salary of Reclassified Positions.
 2. Working out-of-class determination. The Agency determined that the employee was working out-of-class, and the Agency shall notify the employee and the Union according to Article 3, Section 3.11, Working Out-of-Class.
 3. Discontinue working out-of-class. The Agency determined the employee was working out-of-class according to Article 3, Section 3.11, Working Out-of-Class, but the Agency no longer wishes the employee to continue in this capacity. The Agency shall notify the employee and redistribute the out-of-class work.
 4. Working out-of-class Denied. The supervisor denies working out-of-class. The supervisor's written response shall specifically address issues raised by the employee in a. and b., above.
 5. Reclassification Denied. The supervisor denies reclassification. The supervisor's written response shall specifically address issues raised by the employee in a. and b., above.
- 3.16 Equity Strategy Access & Opportunity Planning Team. For the duration of time in which the Agency employs an Equity Strategy Access & Opportunity Planning Team (ESTAAOPT), bargaining unit members of the ESTAAOPT will receive a 7% pay differential for the duration of their term on the ESTAAOPT.

ESTAAOPT membership will require participating in a selection process determined by the current EST AAOPT members. Membership will be subject to work performance within the team. The EST AAOPT will develop and approve a team charter outlining expectations of EST AAOPT members as well as coaching and exit procedures.

Please sign below to confirm tentative agreement of the above.


Monica Bielski Boris (Sep 16, 2025 13:53:16 PDT)


Bailey McEuen (Sep 16, 2025 13:54:51 PDT)



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ARTICLE 6 HOLIDAYS

6.1. Dates. The following days shall be recognized and observed as paid holidays subject to the provisions of Section 6.6:

New Year's Day (January 1 st)	Martin Luther King Day (3 rd Monday in January)
Washington's Birthday (3 rd Monday in February)	Memorial Day (Last Monday in May)
Juneteenth (June 19 th)	Independence Day (July 4 th)
Labor Day (First Monday in September)	Indigenous People's Day (Second Monday in October)
Veteran's Day (November 11 th)	Thanksgiving Day (4 th Thursday in November)
Day after Thanksgiving (4 th Friday in November)	Christmas Eve (December 24 th)
Christmas Day (December 25 th)	Personal Day (Added to accrued TM each fiscal year)

Homes for Good prioritizes diversity, equity and inclusion, and acknowledges that traditionally recognized U.S. holidays may not align with holiday observance in all communities. To that end, an alternative schedule option will be available to allow staff time off to celebrate holidays that are meaningful to them, their families and their communities.

Upon Agency approval, employees can choose an alternative holiday schedule, where they can choose from the following days to replace with their paid holidays with alternative observed holidays.

- Washington's Birthday
- Memorial Day
- Labor Day
- Veteran's Day
- Day After Thanksgiving
- Christmas Eve

Holiday designation will be decided at the time of hire and will include dates of alternatively observed holidays.

Employees can convert their holiday schedule each calendar year, with written notice to their supervisor submitted by no later than December 1st for a January 1st effective date. The notice must include a list of alternative holiday dates. Changes to holiday schedule options cannot be made mid-year.

Alternative holidays must be observed and cannot be cashed out **or worked** in lieu of observance.

6.2. Qualifications. The prior Agency holidays are to be paid holidays, but only for eligible and qualified employees. For the purposes of this Article, an eligible and qualified employee shall mean any employee who:

- a. Reports for work on their last scheduled work day prior to, or first scheduled day following the holiday, or is on approved Agency leave with pay. For the purposes of this section, an employee must work or have sufficient time management to account for a regular day's work. Probationary or employees who are terminating must work the first scheduled day following the holiday to be eligible for holiday pay.
- b. Whose scheduled work day prior to or following the holiday falls within two (2) calendar days of the holiday.

6.3. Pay.

- a. Eligible employees shall receive one (1) day's pay based on an eight (8) hour day for each designated holiday that falls on a day the employee would otherwise work.
- b. Eligible employees shall receive one (1) alternate day off equivalent to eight (8) hours (prorated by full time equivalent), at the mutual

convenience of the employee and the Agency, for each designated holiday that falls on a day the employee otherwise would not work.

- c. Eligible employees shall receive one and one-half (1 1/2) times the regular straight time rate for all work performed on a designated holiday plus holiday pay allowed under Article 6, HOLIDAYS, Section 6.3, Pay, Subsection a. above.

6.4. Weekend Holidays. Whenever a holiday falls on a Sunday, the succeeding Monday shall be designated as the holiday. Whenever a holiday falls on a Saturday, the preceding Friday shall be designated as the holiday.

6.5. Holidays During Leave or Vacation.

- a. Should an employee be on authorized paid Agency leave when a holiday occurs, such holiday shall not be charged against such leave or vacation.
- b. For the purposes of this article, "paid leave" refers to Time Management, jury duty leave, bereavement leave or other leaves paid by Homes for Good. This does not include Paid Leave Oregon unless specified.
- c. For holidays that occur while an employee is on approved leave and receiving benefits through Paid Leave Oregon, the Agency agrees to make the employee whole for the holiday based on the following methodology:
 - The Agency will pay the difference between the employee's Paid Leave Oregon benefit and the amount they would have received if they had not been on leave, calculated using their regular straight-time rate.
 - To determine the hourly rate for Paid Leave Oregon benefits, the estimated weekly benefit (as calculated using the official Paid Leave Oregon benefits calculator) will be divided by the employee's regular hours per week.
 - The Agency will compensate the employee for the difference between eight hours (prorated for part-time employees) at their regular hourly rate and eight hours (prorated for part-time employees) at their hourly rate for Paid Leave Oregon benefits.
 - If the employee receives 100% of their regular pay through the Paid Leave Oregon program for the time they are on leave during a holiday, Homes for Good will not provide additional holiday pay.

- 6.6. Holidays during 4/10 Work Schedule. Employees who are required to work a 4/10 schedule shall receive ten (10) hours compensation for holidays, but employees who are voluntarily working 4/10 schedules shall only receive eight (8) hours of holiday pay and must use Time Management or unpaid time off or with supervisory approval, change their work schedule within the work week to reconcile the time differential.
- 6.7. Personal Day. Personal day hours shall be added to each employee's accumulated time management at the beginning of each fiscal year.

Please sign below to confirm tentative agreement of the above.



Monica Bielski Boris (Aug 1, 2025 15:25:46 PDT)



Bailey McEuen (Aug 1, 2025 16:41:14 PDT)



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ARTICLE 7 TIME MANAGEMENT PROGRAM

7.2 Time Management

a. Rate Time Management Accrual. Employees shall accumulate earned leave, based on a full-time status, at the following rates:

~~Months of Service — Earned Leave Monthly Leave Accumulation~~

~~0-48 mos. (to 4 yrs) 26.0 days/yr 17.33 hrs/pay period~~

~~49-108 mos. (4-9 yrs) — 28.5 days/yr 19.00 hrs/pay period~~

~~109-168 mos. (9-14 yrs) — 31.0 days/yr 20.67 hrs/pay period~~

~~169-228 mos. (14-19 yrs) 33.5 days/yr 22.33 hrs/pay period~~

~~229-288 mos. (19-24 yrs) 36.0 days/yr 24.00 hrs/pay period~~

~~289 mos./over (24 yrs +) 38.5 days/yr 25.67 hrs/pay period~~

Length of Service	Annual Earned Leave	Bi-Weekly Accrual
0-48 mos. (0-4 years)	26 days per year	8 hours/pay period
49-108 mos. (4-9 years)	28.5 days per year	8.77 hours/pay period
109-168 mos. (9-14 years)	31 days per year	9.54 hours/pay period
169-228 mos. (14-19 years)	33.5 days per year	10.31 hours/pay period
229 - 288 mos. (19-24 years)	36 days per year	11.08 hours/pay period
289+ mos. (24+ years)	38.5 days per year	11.85 hours/pay period

Note: ~~Exempt employees~~ Employees who are considered exempt from overtime, per the Fair Labor Standards Act (FLSA) shall earn two (2) additional days per year or one and one-third (1.33, 62) hours per pay period for each of the rates scheduled above.

Permanent, part-time employees shall accrue time management on an amount proportionate to that which would be accrued under permanent, full-time employment.

b. Deductions from Accrued Time Management. During the course of the year, absences from work because of vacation, sick leave, or family emergency, shall be charged against accrued time management. Time management shall accrue whenever an employee is on paid status with through the Agency, except when receiving

~~supplemental sick leave benefits.~~ Employees do not accrue time management when on leave without pay or suspension without pay.

Please sign below to confirm tentative agreement of the above.



Monica Bielski Boris (Aug 1, 2025 15:26:07 PDT)



Bailey McEuen (Aug 1, 2025 16:40:55 PDT)

ARTICLE 7 TIME MANAGEMENT PROGRAM

7.1. Purpose of Time Management. It is the purpose of the employee time management program to provide employees with a leave with pay program that is easily understood, responsive to individual needs, and easy to administer.

7.2. Time Management.

- a. Rate Time Management Accrual. Employees shall accumulate earned leave, based on a full-time status, at the following rates:

Months of Service	Earned Leave	Monthly Leave Accumulation
0-48 mos. (to 4 yrs)	26.0 days/yr	17.33 hrs/pay period
49-108 mos. (4-9 yrs)	28.5 days/yr	19.00 hrs/pay period
109-168 mos. (9-14 yrs)	31.0 days/yr	20.67 hrs/pay period
169-228 mos. (14-19 yrs)	33.5 days/yr	22.33 hrs/pay period
229-288 mos. (19-24 yrs)	36.0 days/yr	24.00 hrs/pay period
289 mos./over (24 yrs +)	38.5 days/yr	25.67 hrs/pay period

Length of Service	Annual Earned Leave	Bi-Weekly Accrual
0-48 mos. (0-4 years)	26 days per year	8 hours/pay period
49-108 mos. (4-9 years)	28.5 days per year	8.77 hours/pay period
109-168 mos. (9-14 years)	31 days per year	9.54 hours/pay period
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289+ mos. (24+ years)	38.5 days per year	11.85 hours/pay period

Note: ~~Exempt employees~~ Employees who are considered exempt from overtime, per the Fair Labor Standards Act (FLSA) shall earn two (2) additional days per year or one and one-third (1.33,62) hours per pay period for each of the rates scheduled above.

Permanent, part-time employees shall accrue time management on an amount proportionate to that which would be accrued under permanent, full-time employment.

- b. Deductions from Accrued Time Management. During the course of the year, absences from work because of vacation, sick leave, or family emergency, shall be charged against accrued time management. Time management shall accrue whenever an employee is on paid status with through the Agency; except when receiving supplemental sick leave benefits. Employees do not accrue time management when on leave without pay or suspension without

pay.

7.3. Cash Out of Time Management at Termination of Employment. After six (6) months of service, upon the termination of an employee, or in the event of the death of an employee, accumulated time management hours shall be paid to the employee or personal representative at the current rate of pay, up to a maximum of three hundred fifty (350) hours. Employees who had a time management accrual balance over three hundred fifty (350) hours on December 21, 2011 will be paid all accumulated time management and will be exempted from the three hundred fifty (350) maximum amount. When an employee receives a cash out payment, the Agency shall fund the employee's retirement contribution for the first eighty (80) hours cashed out. The employee shall be required to pay for the retirement contribution for all hours cashed

out in excess of eighty (80) hours. The employee contribution shall be deducted from the employee's cash out payment.

7.4. Minimum Required Use of Time Management. Employees shall be required to take a minimum of two (2) weeks of time management per fiscal year. The Agency's fiscal year is October 1 through September 30.

7.5. Requests for Use of Time Management. Agency employees shall request time off as far in advance as possible, but at least one day prior to the day off. When an employee is sick or an emergency occurs requiring their presence elsewhere, or an employee is taking bereavement leave, the employee shall notify their supervisor as soon as possible. The notice must include the general reason for the requested time off, such as sick leave, family sick leave, or childcare issues. In the case of sickness or emergency, an employee shall notify their supervisor at least prior to the beginning of their work shift the morning of absence, per the Agency's Absence Notification Procedure. The Agency may not unreasonably deny leave requests. The Agency has the right to require verification of the employee's need for sick leave from the employee's or family member's health care provider for any absence of more than three (3) days or when the Agency observes a pattern of unplanned absences, such as when leave is combined with weekends, vacations, or holidays.

7.6. Record Keeping Requirements. Accurate records of time management accruals and usage shall be maintained by the Agency and shall be reported monthly on employees' payment slips.

7.7. Employee Time Management Balances. Accrued time management cannot be used until the completion of the pay period in which it is earned.

7.8. Scheduling of Absences from Work. When time management is to be taken as vacation, the leave shall be scheduled in advance by the employee and Agency. In case of any conflict between employees concerning the scheduling of vacation time, employee seniority shall be given first consideration. No employee shall be granted a continuous leave of more than five (5) weeks in any calendar year unless both parties agree in writing to the longer leave. Employees who wish to exercise the seniority provision of this section must do so by May 15 for July through December, and November 15 for January through June of each year, and it will apply for each six (6) month period only.

7.9. Use of Compensatory Time. Any employee who is granted a leave of absence other than Union leave without pay shall first be required to take any compensatory time that has accrued to their credit before they are placed on leave without pay.

7.10. New Employee Time Management Reserve. Each new (classified) employee will start accruing Time Management at the time of hire according to Section 7.2a Rate of Time Management Accrual. However, time accrued cannot be used for vacation purposes until the employee has completed six (6) months of employment with a

reserve of forty-eight (48) hours of time management. Time in the employee's reserve cannot be used for vacation but may otherwise be "drawn down" for any other absence. Accrual rates for new employees with this reserve amount will be reduced by eight (8) hours per month for six (6) months. After six (6) months the employee's time management accrual rate shall increase to the rate specified above in Section 7.2.a. Rate of Time Management Accrual, and the hours remaining in the employee's time management reserve shall be added to the employee's time management account.

7.11. Buying Back of Time Management. After an employee has taken a minimum of eighty (80) hours of time management during the previous twelve (12) months, an otherwise eligible employee may "buy-back" up to one hundred twenty (120) hours of time management at the straight time rate with the restriction that after the buy-back at least eighty (80) hours must remain in the employee's time management account. An additional deduction of hours will be made from the employee's time management account which will equate to the dollar amount necessary to fund the employee's retirement contribution at the current rate paid by the Agency. An employee may take only one (1) buy-back per fiscal year. No deductions other than as required by law shall be made from the buy-back reimbursement check. ~~Requests for buy-back that are submitted by the fifteenth (15th) of a month will be processed with that month-end payroll.~~ The deadline for Time Management Buy Back Requests will be the timecard deadline, the end of business on Friday preceding pay day.

7.12. Forfeiture of Time Management. Employees may accumulate twice their annual accumulation. On September 30, any employee credited with accrued leave greater than their allowable accumulation shall forfeit that amount above their maximum accumulation, unless the Agency has refused to allow the employee to take time off. An employee who has acquired the maximum allowable accumulation of earned leave may continue to accumulate earned leave for the balance of the fiscal year in which the maximum accrual was reached, provided, however, that the employee must take sufficient earned leave and/or use the buy-back plan to reduce the accumulation to the maximum allowable prior to September 30 of that year, or forfeit the excess.

7.13. Emergency Donations of Time Management. When an employee has an emergency need for sick leave or care for family members (as defined in Article 8, LEAVE OF ABSENCE, Section 8.13, Parental Leave and Family Leave) but does not have enough time management accrued, other employees may voluntarily donate time management hours to the requesting employee's account. Donations shall remain anonymous. To be eligible for donations, the employee must be absent due to an emergency situation for five (5) or more continuous workdays and not be receiving any other compensation covered by this agreement. Emergency for the purpose of this section is defined as an unplanned, unexpected, or unanticipated illness or injurious condition of the employee or an employee's family member.

The contributions of time management hours shall be given a cash value at the contributor's current rate of pay and applied at the recipient's current rate of pay into the employee's time management account.


The Human Resources Director or designee will be responsible for notifying all employees when there is a need for donations to eligible employees. Supervisors are expected to notify the Human Resources Director or designee when an employee may not have enough time management to cover a qualifying leave and desires donations; however, any staff member may bring the matter to the Human Resources Director's or designee's attention.

Donated hours will be accepted in the order they are received. An employee may retain up to the number of hours of donated time management that they had at the beginning of the emergency or forty (40) hours, whichever is greater. Any hours an employee retains beyond the hours they had prior to the emergency may be used only for sick leave purposes.

The remaining donated hours will be credited back to the donors' leave accrual on a pro- rata basis. In order to be eligible to donate time management hours, an employee must maintain a minimum of eighty (80) hours remaining in their account after the contribution.

7.14 Union Donations. Donations of time management may also be provided to Union Officials to attend Union functions (Trainings and Conventions), upon written request, from the Union President to the Human Resources Director. The Agency shall maintain a bank of any unused donated hours for Union use. The Union shall be responsible for notification. This section shall be subject to the provisions regarding scheduling absences from work, Section 7.8 of this article.

Please sign below to confirm tentative agreement of the above.


Bailey McEuen (Sep 5, 2025 13:17:40 PDT)


Monica Bielski Boris (Sep 5, 2025 14:50:23 PDT)



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COUNTER PROPOSAL

ARTICLE 11 WORK SCHEDULE

11.1. Regular Hours. The regular hours of work each day shall be consecutive, except for interruptions for a lunch period.

11.2. Workweek. The workweek is defined as a fixed and regularly recurring period of one hundred sixty-eight (168) hours seven (7) consecutive twenty-four (24) hour periods. The workweek for all bargaining unit employees will be from 12:01 a.m. Sunday to midnight Saturday. The workweek for full-time employees shall generally consist of five (5) consecutive work days.

11.3. Workday. Eight (8) hours of work, except for a lunch period interruption, shall generally constitute a normal workday for full-time employees.

11.4. Work Shift. All employees shall be scheduled to work on a regular work shift and each shift shall have regular starting and quitting times, unless the parties mutually agree in writing upon a different work shift.

11.5. Schedule. Notwithstanding, Section 11.3. Workday, above, it is recognized that the Agency may, from time-to-time, find that changes in individual or operational work schedules are in the best interest of governmental operations. Except for bona fide emergencies, it is agreed that the Agency shall notify the Union and any affected employees ten (10) working days prior to implementation of such changes, and upon request shall arrange to meet with the Union to discuss the impact of such changes in an attempt to resolve any conflicts. Temporary work schedule changes for the purpose of meeting statutory requirements shall not be subject to the provisions of this section.

For employees approved by the Agency to perform remote or hybrid work, their assigned remote work schedule—including fixed days or an approved percentage of remote work—shall be considered part of the employee's regular schedule for the purposes of this Article. If a permanent change to a hybrid schedule is necessary, the notice provisions in this Article shall apply. In cases of urgent operational need, the Agency may require an

employee to report onsite, regardless of the regular remote or hybrid schedule.

11.6. Modifications. The provision for an eight (8) hour day should not be construed as prohibiting the creation of part-time employment or the establishment of rotative, staggered, flexible, or shortened work periods for permanent, part-time employees.

11.7. Flex Time. Employees may request to flex their time or rearrange their work schedule for a given day to accommodate personal needs, up to four (4) hours per week, provided working hours remain between 6:00am and 6:00pm. Required notice for flex time requests will be:

- | | |
|-------------------------------|------------------|
| • Up to 1 hour | 4 hours' notice |
| • 1 hour & 1 minute - 3 hours | 12 hours' notice |
| • 3+ hours | 24 hours' notice |

Requests may be denied based on Agency operational need. In case of a denial, the Agency shall explain the reason for denial. The denial of a flex time request is not

grievable. Neither work schedule changes nor flex time requests, unless mutually agreed upon, may split an employee's shift within a work day. Employees shall not flex schedules across multiple weeks.

If the request has been made within the appropriate time frame and the supervisor does not respond before the flex time is set to begin, the request will be considered approved.

Employees who work beyond their scheduled end time due to operational needs, upon approval from their supervisor, are permitted to trade their time up to four

(4) hours within the same work week without being subject to flex time notification requirements, and the time will not count against the weekly flex time limit, as long as shifts are limited to no more than twelve (12) hours.

11.8. Alternative Work Schedules. The Agency recognizes the importance of work-life balance and offers alternative and compressed schedule options outside of the traditional Monday through Friday 8am – 5pm schedule to allow flexibility for employees to better meet family and personal needs. Alternative schedule options will include the following and must be worked within the hours of 6:00am and 6:00pm, with the exception of on-call maintenance staff.

Five (5) eight (8) hour shifts

- Hours worked between hours of 7:00am and 6:00pm

Four (4) ten (10) hour shifts

- Monday through Thursday
- Tuesday through Friday

Four (4) nine (9) hour shifts, one (1) four (4) hour shift

- Monday – Friday, short day Friday
- Monday – Friday, short day Monday

Alternative schedule requests must be submitted in writing and are subject to approval from the employee's supervisor. Requests will be evaluated based on position, department operational needs and seniority. Upon denial of an alternative schedule request, the Agency will provide the employee with the reason for denial. Denial of an alternative schedule request is not grievable.

Notwithstanding Article 3, WAGES AND SALARIES, Section 3.6, Overtime, overtime shall only be paid for hours worked beyond ten (10) hours a day or forty (40) hours a week.

Maintenance staff who are required to work in an on-call rotation may choose from the above schedule options for their regular shifts but may be required to work outside of the hours of 7:00am – 6:00pm when on call.

11.9. Relief Periods. Employees shall be allowed one relief period of fifteen (15) minutes duration in each four (4) hour work period. Insofar as it is practicable, it shall be in the middle of each four (4) hour work period, such time to begin when the employee leaves their workstation and to end when the employee returns to their work station. Rest periods that are not taken during a given shift shall not be considered as overtime accumulation.

11.10. Meal Periods. Employees shall receive either one (1) hour or one-half (1/2) hour unpaid lunch period during each work shift. The Agency shall determine whether the lunch period shall be one (1) hour or one-half (1/2) hour. Whenever practicable, lunch periods shall be scheduled at the middle of the shift.

11.11. Clean-Up Time. Employees shall be afforded reasonable necessary

time, as determined by the Agency, for the purpose of cleanup prior to the conclusion of the workday.

Please sign below to confirm tentative agreement of the above.


Bailey McEuen (Sep 5, 2025 13:04:15 PDT)


Monica Bielski Boris (Sep 5, 2025 14:52:06 PDT)



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COUNTER PROPOSAL

ARTICLE 15 UNION RIGHTS

15.1. Union Security

Employees covered by this Agreement shall have the right to become members of the Union through application to the Union. Application and resignations of membership shall be handled solely by the Union.

15.2. Dues Check Off

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

The Agency shall deduct from the monthly paycheck of employees in the bargaining unit who have authorized the deduction, the specified amount for payment to AFSCME Council 75. The Agency agrees to remit the aggregate deductions together with an itemized statement to the AFSCME Council 75, by the fifth day of the succeeding month after such deductions are made. The itemized statement will be provided electronically in an MS Excel, comma separated value, data interchange format, symbolic link format, tab delimited or space delimited file; and shall include: the employees name, employee identification number or other unique identifier, regular hourly wage, wages earned during the relevant period, the pay period dates from which the dues are being withheld, the amount of dues forwarded on behalf of the employee, the amount of any retroactive dues withheld and the pay period for which they were withheld from.

Employees whose employment begins or ends after working less than ten (10) working days in any calendar month will not be subject to dues or a like amount in lieu of dues deduction. The Union shall indemnify and save the Agency harmless against any and all claims, damages, suits or other forms of liability which may arise out of any action taken or not taken by the Agency for the purpose of complying with the provisions of this Article.

15.3. Holder of Record

During the life of this Agreement, the Union will notify the Agency periodically of individuals who have become members of the Union.

Timely Deductions. An electronic file listing new authorizations or changes in authorizations for employee Union deductions will be submitted by the Union to the Employer electronically by close of business on the business day immediately preceding the twentieth (20th) of each month. The Agency agrees that payroll deduction authorizations submitted within the timelines above shall be deducted from the next issued paycheck for the previous applicable pay period.

15.4. New Employee Orientation

Within ten (10) calendar days from the date of hire of a new employee, the employer will provide the Union with notice of the new employee's name, official start date, , reporting location, job title, work e-mail address, work phone number, , home address, home phone number, mobile phone number, and personal e-mail address..

Within thirty (30) calendar days from the date of hire, new employees and a Union Steward or designee will be granted thirty (30) minutes of paid time for orientation. . Such orientation may be conducted in conjunction with the employer's new employee orientation and the Union will be reasonably notified in advance of the Employer's new employee orientation. If no such orientation is conducted within the first thirty (30) days, the formal Union orientation will occur on an individual basis. When travel is necessary to conduct the formal union NEO travel time shall be considered duty time.

15.5. Bulletin Boards. The Agency agrees to furnish and maintain suitable bulletin boards in convenient places in each Agency-owned project, central maintenance office, and administration office for use by the Union. The Union shall limit the use of the bulletin boards to the posting of notices of general interest to the bargaining unit members and of Union meetings, exclusive of objectionable materials.

15.6. Union Activity during Working Hours

- The Union agrees that working hours shall be considered productive hours and that there shall be no Union work or Union activity on Agency time or on the Agency's regular premises, other than specifically permitted by the express terms of this Agreement.
- Union officers and representatives may communicate with Agency representatives concerning negotiation matters and contract administration


matters during normal working hours.

- A duly authorized representative of the Union may be admitted to Agency premises for the purpose of assisting in the adjustment of grievances. Such visits shall not interfere with, hamper or obstruct normal Agency operations. Whenever practicable, Union representatives shall first report their presence to the supervisor in charge of the work area that is being visited.
- The Union may hold meetings in Agency's meeting facilities during lunch time and before and after regularly scheduled work hours unless facility is previously scheduled. The Union shall be responsible to ensure that facilities are properly secured and clean after such meetings.
- With prior supervisory approval, on a quarterly basis, Union members may flex their schedule to attend a Union lunch time meeting.
- Union officers and duly authorized representatives may meet on Agency time ~~thirty (30) minutes prior to and thirty (30) minutes a~~ **reasonable amount of time** following negotiations with the Agency for the purpose of resolving negotiations or grievances. During the period of contract negotiations, each employee on the Negotiating Committee shall be allotted ~~two (2) hours~~ **reasonable** of paid time per bargaining session to prepare for and respond to proposals. No overtime or compensation time shall be granted.
- A Union steward or Union officer working in the capacity of a Union steward may spend a reasonable amount of time investigating, filing, and subsequently processing a grievance or a potential grievance, during normal working hours. The Union steward shall be responsible to arrange for the necessary time with the applicable supervisors.

15.7. Personnel Files. The Agency agrees to permit the Union, in response to a written authorization of an employee in the bargaining unit, to examine and duplicate that employee's personnel file.

15.8. Listing of Employees. Upon request, the Agency agrees to furnish the Union each month a current listing of all employees within the bargaining unit and their contact information including: personal and work phone numbers, personal and work email addresses, home or personal mailing addresses; and employment information including: job title, wage and worksite location.

Please sign below to confirm tentative agreement of the above.


Monica Bielski Boris (Aug 1, 2025 15:27:44 PDT)


Bailey McEuen (Aug 1, 2025 16:39:53 PDT)



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ARTICLE 18 SENIORITY AND RECALL

18.1. Seniority

- a. Seniority is defined as the relative position of a bargaining unit employee in relation to other bargaining unit employees based on most recent date of continuous employment with the Agency uninterrupted by voluntary quit, discharge, or resignation, provided that in the event of an unpaid leave of absence beyond ninety (90) calendar days, other than military, Peace Corps, or Union leave granted in accordance with this Agreement, the actual time of leave shall be deducted from the employee's length of continuous service.
- b. ~~If a current non bargaining unit employee, employed prior to November 10, 1982, who has never been in the bargaining unit, becomes a bargaining unit member, said employee shall be allowed to receive seniority credit for fifty (50) percent of previous Agency service to a maximum of five (5) years of total seniority.~~
- c. Employees transferred or promoted out of the bargaining unit shall not accumulate seniority while out of the bargaining unit. However, if the employee returns to the bargaining unit, the seniority previously earned shall be fully restored.
- d. Employees who are members of the bargaining unit shall be added to the seniority list upon completion of the probationary period, indicating seniority from the date of hire with the Agency.
- e. Upon request, the Agency shall furnish the Union a current seniority list quarterly.

18.2. Application of Seniority - Layoffs. In the event a layoff becomes necessary, the most senior employees in each classification shall be offered a voluntary layoff or early retirement (see Article 5.3). When reductions exceed the volunteers, employees shall be laid off in inverse order of seniority by classification, unless in the Agency's judgment the retention of special skills requires doing otherwise. Special skills for the purposes of this Article are defined as advanced skills, training, or knowledge that is not readily attainable by, or available to, other employees in the same classification and which cannot generally be obtained within a reasonable period of time. If the Agency

identifies a person with special skills, they must notify the Union when the position is posted with the requirement or when a current employee obtains the skills, but no less than six (6) months prior to invoking the right in a layoff situation.

- a. Non-bargaining unit employees shall not displace bargaining unit employees at the time of a layoff.
- b. It is understood that initial probationary employees and temporary employees within the affected classification group(s) shall be terminated before any layoffs of permanent employees occur.
- c. Employees working out-of-class within the affected classification shall be returned to their permanent classification before a layoff occurs.
- d. If approved by the Agency, any employee may elect to be subject to layoff during the notification period even though they are not in the affected classification group(s).
- e. Employees subject to layoff shall be given written notification at least ten (10) working days and, whenever possible, thirty (30) calendar days in advance of the effective date of the layoff. The Union president shall be provided a copy of the notice.
- f. ~~Any employee who is laid off shall be given bumping rights, based on seniority, to bump the least senior employee in any classification at the same or lower salary range within their classification group(s) or any previously held classification (See Appendix II for the listing of classification groups). An employee must be qualified and meet the essential job functions of the new classification in order to exercise their right to bump.~~

In the event an employee's position, including a limited-duration position held by a regular, permanent bargaining unit employee, is eliminated, the employee shall have bumping rights as follows, provided the employee is qualified and meets the knowledge, skills, and ability requirements of the position:

- Into a vacancy within the same classification; if none, then:
- Into the position held by the least senior employee within the same classification, provided the affected employee has greater seniority; if none, then:
- Into previously held classifications, in inverse order of service, provided the affected employee is more senior than the incumbent.

- Into a vacant position in a comparable, lateral, or lower classification within the same job group as defined in Appendix II, provided the affected employee meets the qualifications and is more senior than the incumbent.
- Into a filled position in a comparable, lateral, or lower classification within the same job group, provided the affected employee meets the qualifications and has greater seniority than the incumbent.

Employees hired into limited-duration positions who do not possess seniority in a previously held classification are not eligible to bump into non-limited term or regular permanent positions.

g. An employee who elects to bump must notify the Agency within five (5) working days from the date of the layoff notification of intent. The employee shall indicate a first and second choice of classifications for consideration based on qualifications. The Agency shall evaluate the employee's qualifications. In the event the employee does not qualify for the first choice, the Agency shall evaluate the employee's qualifications for the second choice.

~~h. An employee who elects to bump into a lower paid classification shall continue to be paid at current salary for three (3) months. After the initial three (3) months, if the maximum rate of the new classification has not increased to the employee's wage rate in the previously held classification, the shall be paid at previous salary on reduced to the maximum rate of the new classification.~~

An employee who elects to bump into a lower paid classification shall continue to receive their current rate of pay for a period of three (3) months. After the initial three (3) month period:

- If the employee's current rate of pay is less than or equal to the maximum step of the new classification, the employee shall be placed at the step closest to, but not less than their current rate of pay.
- If the employee's current rate of pay exceeds the maximum step of the new classification, the employee shall be placed at the maximum step of the new classification.

i. For the purposes of this Article, higher classification shall mean any classification with a higher top salary on the salary schedule.

18.3. Lateral Transfers. Lateral transfers may only occur when two (2) or more employees of the same classification desire to trade jobs. Employees desiring such an exchange shall submit their written requests to their supervisors clearly explaining their interests. The supervisors shall respond to their employees in writing within ten (10)

working days. If the supervisors agree to the exchange, a recommendation shall be forwarded to the Executive Director, whose decision is not grievable, for final approval within five (5) working days.

18.4. Application of Seniority - Hiring

Applicants for both internal and external job postings, who have been employed by the Agency in a permanent position for a minimum of five (5) years and who meet the minimum qualifications for the position, will receive seniority points during the screening process to determine who will continue on in the hiring process to testing or interview.

One (1) point will be awarded for every five (5) years of service up to a maximum of five

(5) points. Employees on the recall list who are eligible to apply in accordance with Section 18.6 d., Recall, below will also receive seniority points.

18.5. Job Posting.

The Agency is committed to recruiting a talented and diverse workforce, acknowledging the broader social and historical context of the communities we serve, and commit to taking a purposeful approach in continuing to recruit and retain individuals from underrepresented groups.

Vacant bargaining unit positions, except those filled by lateral transfer or by the placement of an employee with legal rights to the position, shall be posted for employment applications.

- a. Positions will be posted internally, as provided below. However, there shall be no obligation on the part of the Agency to select any one of the candidates who apply during the internal posting period.
 1. Any employee, or former employee with recall rights, who is qualified to apply for a position as defined in d. below, and who is interested in being considered for a position in a specific classification, may notify Human Resources of their interest at any time. Such requests shall be in writing and include the classification(s) the employee is interested in.
 2. Human Resources will maintain an up-to-date list or file of employees interested in positions. When a vacant bargaining unit position is posted, Human Resources will send a copy of the recruitment announcement to all Agency employees, and

individually to the employees on the notification list for that classification who are eligible for recall.

3. If three (3) or more qualified, eligible internal employees or former employees have notified Human Resources of their interest in a position prior to the beginning of a recruitment process, the Agency will post the position internally only for a minimum period of five (5) consecutive work days.
 4. If less than three (3) qualified internal applicants have notified Human Resources of their interest in the position prior to the beginning of the recruitment process, the Agency shall have the option of posting the vacancy internally or externally.
 5. Bargaining unit employees are required to complete an application and submit any other required information to be considered for any vacant position.
- b. The Agency, shall conduct objective testing/interviews to determine the most qualified candidates. All applicants must meet all the requirements stated in this section. To be considered as an internal candidate, the applicant must:
1. Have successfully completed the probationary period for their current classification, or
 2. Have accumulated a minimum of one thousand forty (1,040) hours in service to the Agency and been employed by the Agency within the last twenty-four (24) months.
 3. Submit an application, as required, and
 4. Meet the minimum qualifications outlined in the job description and/or posting. Internal candidates will be evaluated using the same screening matrix used to evaluate applicants recruited during an open recruitment.
 5. If equally qualified internal candidates and qualified employees eligible for recall are being considered for the same position, the employee with the most seniority will be offered the position.
- c. It is understood that for internal candidates an employee's starting salary shall be treated in a manner consistent with Article 1, RECOGNITION, Section 1.2
- a. Reclassification Upward, or 1.2 b., Reclassification Downward, of the Agreement.
- d. The Agency may elect, at its sole discretion, to open the recruitment for outside applicants, subject to the requirements in a. above.

e. The Agency may elect to hire candidates from past hiring pools within 120 days from the job posting, unless three or more internal candidates have notified Human Resources of their interest in the position.

18.6. Recall. This section covers recall of permanent employees into permanent positions. Permanent employees are those who have successfully completed a probationary period.

- a. Employees on layoff shall be eligible for recall for a period of twenty-four (24) months from the effective date of the layoff. However, employees who have demoted, bumped, or transferred to a different classification as a result of a layoff, or who have recalled to a different classification than the one held prior to the layoff, shall retain recall eligibility to the previously held classification for a period of four (4) years from the time of displacement.
- b. Employees with the most seniority shall be recalled first.
- c. Employees shall first be recalled to a vacant position in their former classification. Their salary wage rate shall be set at the same ~~(percentage)~~ position step on the salary schedule as at the time of the layoff.
- d. An employee may be eligible to be recalled into a vacant position in a lower classification within original classification's group if they are qualified, as specified in Section 18.5, Job Posting, Subsection b. If recalled, the employee shall receive the highest comparable salary wage rate to previous salary wage rate available in the new classification range.
- e. Employees recalled to a temporary work assignment shall have their recall eligibility period extended by the length of the temporary work assignment. An employee recalled into a temporary work assignment shall retain recall rights to their former classification.
- f. The seniority of a laid-off employee shall be protected during the recall eligibility period unless the employee has resigned in writing or has refused recall to former classification. An employee may remove him/herself themselves from the recall list at any time.
- g. When recalling an employee(s) to a permanent position, the employee(s) shall be notified by phone whenever possible. If an employee cannot be reached by phone, a Notice of Recall shall be sent via certified mail to the last address the employee has given the Agency. The employee shall have ten (10) calendar days from the date of notification to provide the Agency with their intent to return. An

employee accepting recall must thereafter report on the starting date specified by the Agency or lose all recall rights, providing that the starting date is more than twenty (20) calendar days from the date of the notice of recall. If an employee refuses an offer of recall to a position in the classification held at the time of layoff, that laid-off employee shall be removed from the recall list and lose any rights to recall. An employee who declines recall for a temporary work assignment shall not forfeit recall rights to which they are otherwise entitled.

18.7. Temporary Work Assignments. This section applies to the recall of permanent employees into temporary work assignments. The Agency will make a good faith effort to offer employees from the Agency's twenty-four (24) month recall list temporary work assignments. If the work assignment is expected to last less than ninety (90) calendar days, the Agency will pay a salary within the range of the assigned classification with no fringe benefits.

a. If an employee is recalled into a temporary work assignment and that assignment exceeds ninety (90) calendar days, an employee will be eligible for the benefits below:

1. The salary will adjust to the salary paid at the time of the layoff or the highest comparable salary of the assigned work in a lower classification, and
 2. Activate the "temporary" fringe benefit package. Article 1, RECOGNITION, Section 1.3.a., AGENCY Temporary Employees.
- b. If the work assignment exceeds ninety-one (91) calendar days, and the employee filling the assignment is not the most senior from the recall list, the Agency must offer the assignment to most senior employee on the recall list. If that employee does not accept the assignment, the remaining employees will be contacted in order of seniority. Any employee serving in a temporary work assignment must complete ninety (90) calendar days of service prior to receiving the benefits listed in a.1 and a.2, above.

18.8. ~~Termination for Exhaustion of Supplemental Sick Leave. Employees who have exhausted their supplemental sick leave benefits provided under Article 7, EMPLOYEE TIME MANAGEMENT PROGRAM, Section 7.14 Supplemental Sick Leave Benefits, and who fail to return to work shall be terminated with recall rights.~~

~~However, an employee may opt to take any available time management, not to exceed one (1) calendar month from the end of short term disability, if they submits a medical statement that the employee is expected to return to work within a month. Employee is~~

~~subject to reporting requirements as defined in Article 7, Section 7.14 Supplemental Sick Leave.~~

~~The Agency will provide the employee health benefits coverage for an additional month upon termination under this section.~~

~~Employees shall be recalled in accordance with Section 18.6 of this Article, only if the Agency receives a full doctor's release stating clearly in writing that the physical and/or mental problems have been corrected to the point where the employee is fully capable of performing the regular duties of the job. The recall provisions set forth above will apply as if the employee had been laid off as of the date the supplemental sick leave benefits ended.~~

Termination for Exhaustion of Leave. Employees who have exhausted all available protected and paid leave—including but not limited to Paid Leave Oregon (PLO), Family and Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), and any available Time Management—and who are unable to return to work shall be terminated and placed on the recall list.

An employee may elect to use any remaining Time Management, not to exceed one (1) additional calendar month, if they provide a medical statement from a licensed healthcare provider indicating that they are expected to return to work within that period. The employee must comply with any applicable reporting or documentation requirements during this extension.

Upon termination under this section, the Agency will continue to provide health benefits coverage for one (1) additional month.

Employees may be recalled in accordance with Section 18.6 of this Article if the Agency receives a written release from a licensed healthcare provider confirming that the employee is fully able to perform the regular duties of their position. For the purposes of recall eligibility, the employee shall be considered to have been laid off as of the date their protected and paid leave was exhausted.

Please sign below to confirm tentative agreement of the above.



Monica Bielski Boris (Aug 1, 2025 15:26:56 PDT)



Bailey McEuen (Aug 1, 2025 16:40:25 PDT)

Appendix II – Bumping Classification Groups

Group 1 – Accounting & Finance

(accounting functions with technical accounting & regulatory compliance duties)

Senior Staff Accountant
Staff Accountant
Real Estate Accounting Administrator
Energy Service Finance Specialist
Senior Accounting Technician
Accounting Technician

Group 2 – Housing Admin

(compliance-based roles that support tenancy through eligibility, inspections and lease administration)

Housing Specialist
Housing Inspector
Assistant Property Manager

Group 3 – Resident Services

(resident focused roles centered around service coordination and housing stability supports)

Lead FSS Coordinator
FSS Coordinator
Lead Resident Services Specialist
Resident Services Specialist
Resident Services Assistant

Group 4 – Permanent Supportive Housing (PSH) Services

(resident focused roles centered around service coordination, housing stability supports and management of Permanent Supportive Housing Properties)

PSH Resident Services Assistant
PSH Resident Services Specialist
PSH Assistant Property Manager
PSH Maintenance Worker
PSH Case Manager

Group 5 – Real Estate Functions

(specialized roles focused on development, procurement and real estate coordination)

Project Developer
Contract Administrator

Group 6 – Client & LL Facing Specialists

(roles with public facing outreach and navigation functions)

Landlord & Community Relations Specialist

Housing Liaison
Veteran Housing Coordinator
Accommodations Coordinator
Resident Services Programs & Grants Specialist

Group 7 – Specialized Administration

(project & data-oriented roles requiring analysis and technical admin)

Compliance & Data Analyst
Asset Management Specialist
Project Coordinator Specialist
Real Estate Specialist
Energy Services Administrative Specialist

Group 8 – Office Administration

(Office focused support roles. Shares transferable administrative skills and software fluency)

Office & Administrative Coordinator
Office Assistant

Group 9 – Maintenance

(physical, site focused roles with overlapping maintenance/facilities work)

Maintenance Mechanic
Maintenance Worker
Painter
Site Maintenance Specialist
Landscape
Laborer/Janitor

Group 10 – Energy Services

(specialized certifications, tools and independent fieldwork)

Lead Energy Auditor
Energy Auditor

Group 11 – Special Skills, Knowledge & Ability

(separate due to specialized training and functionally siloed duties)

IT Support Technician

*Please sign below to verify tentative
agreement of the above.*


Bailey McEuen (Sep 5, 2025 14:41:02 PDT)


Monica Bielski Boris (Sep 5, 2025 15:25:15 PDT)



Schedule A
Effective 10.01.2025 Date

GROUP	POSITION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
GROUP 1 - ACCOUNTING & FINANCE									
Accounting Technician	Hourly		\$ 22.95	\$ 24.10	\$ 25.31	\$ 26.58	\$ 27.91	\$ 29.31	\$ 30.78
	Bi-weekly		\$ 1,836.00	\$ 1,928.00	\$ 2,024.80	\$ 2,126.40	\$ 2,232.80	\$ 2,344.80	\$ 2,462.40
	Annual		\$ 47,736.00	\$ 50,128.00	\$ 52,644.80	\$ 55,286.40	\$ 58,052.80	\$ 60,964.80	\$ 64,022.40
Senior Accounting Technician	Hourly		\$ 24.65	\$ 25.88	\$ 27.17	\$ 28.53	\$ 29.96	\$ 31.46	\$ 33.03
	Bi-weekly		\$ 1,972.00	\$ 2,070.40	\$ 2,173.60	\$ 2,282.40	\$ 2,396.80	\$ 2,516.80	\$ 2,642.40
	Annual		\$ 51,272.00	\$ 53,830.40	\$ 56,513.60	\$ 59,342.40	\$ 62,316.80	\$ 65,436.80	\$ 68,702.40
Energy Services Finance Specialist	Hourly		\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19
	Bi-weekly		\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20
	Annual		\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20
Staff Accountant	Hourly		\$ 25.87	\$ 27.16	\$ 28.52	\$ 29.95	\$ 31.45	\$ 33.02	\$ 34.67
	Bi-weekly		\$ 2,069.60	\$ 2,172.80	\$ 2,281.60	\$ 2,396.00	\$ 2,516.00	\$ 2,641.60	\$ 2,773.60
	Annual		\$ 53,809.60	\$ 56,492.80	\$ 59,321.60	\$ 62,296.00	\$ 65,416.00	\$ 68,681.60	\$ 72,113.60
Senior Staff Accountant	Hourly		\$ 27.17	\$ 28.53	\$ 29.96	\$ 31.46	\$ 33.03	\$ 34.68	\$ 36.41
	Bi-weekly		\$ 2,173.60	\$ 2,282.40	\$ 2,396.80	\$ 2,516.80	\$ 2,642.40	\$ 2,774.40	\$ 2,912.80
	Annual		\$ 56,513.60	\$ 59,342.40	\$ 62,316.80	\$ 65,436.80	\$ 68,702.40	\$ 72,134.40	\$ 75,732.80
Real Estate Accounting Administrator	Hourly		\$ 31.54	\$ 33.12	\$ 34.78	\$ 36.52	\$ 38.35	\$ 40.27	\$ 42.28
	Bi-weekly		\$ 2,523.20	\$ 2,649.60	\$ 2,782.40	\$ 2,921.60	\$ 3,068.00	\$ 3,221.60	\$ 3,382.40
	Annual		\$ 65,603.20	\$ 68,889.60	\$ 72,342.40	\$ 75,961.60	\$ 79,768.00	\$ 83,761.60	\$ 87,942.40
GROUP 2 - HOUSING ADMINISTRATION									
Housing Specialist	Hourly		\$ 24.11	\$ 25.32	\$ 26.59	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33
	Bi-weekly		\$ 1,928.80	\$ 2,025.60	\$ 2,127.20	\$ 2,233.60	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40
	Annual		\$ 50,148.80	\$ 52,665.60	\$ 55,307.20	\$ 58,073.60	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40
Housing Inspector	Hourly		\$ 24.11	\$ 25.32	\$ 26.59	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33
	Bi-weekly		\$ 1,928.80	\$ 2,025.60	\$ 2,127.20	\$ 2,233.60	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40
	Annual		\$ 50,148.80	\$ 52,665.60	\$ 55,307.20	\$ 58,073.60	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40
Assistant Property Manager	Hourly		\$ 24.11	\$ 25.32	\$ 26.59	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33
	Bi-weekly		\$ 1,928.80	\$ 2,025.60	\$ 2,127.20	\$ 2,233.60	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40
	Annual		\$ 50,148.80	\$ 52,665.60	\$ 55,307.20	\$ 58,073.60	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40
GROUP 3 - RESIDENT SERVICES									
Resident Services Assistant	Hourly		\$ 21.38	\$ 22.45	\$ 23.57	\$ 24.75	\$ 25.99	\$ 27.29	\$ 28.65
	Bi-weekly		\$ 1,710.40	\$ 1,796.00	\$ 1,885.60	\$ 1,980.00	\$ 2,079.20	\$ 2,183.20	\$ 2,292.00
	Annual		\$ 44,470.40	\$ 46,696.00	\$ 49,025.60	\$ 51,480.00	\$ 54,059.20	\$ 56,763.20	\$ 59,592.00
Resident Services Specialist	Hourly		\$ 24.11	\$ 25.32	\$ 26.59	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33
	Bi-weekly		\$ 1,928.80	\$ 2,025.60	\$ 2,127.20	\$ 2,233.60	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40
	Annual		\$ 50,148.80	\$ 52,665.60	\$ 55,307.20	\$ 58,073.60	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40
FSS Coordinator	Hourly		\$ 24.11	\$ 25.32	\$ 26.59	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33
	Bi-weekly		\$ 1,928.80	\$ 2,025.60	\$ 2,127.20	\$ 2,233.60	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40
	Annual		\$ 50,148.80	\$ 52,665.60	\$ 55,307.20	\$ 58,073.60	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40
Lead Resident Services Specialist	Hourly		\$ 25.32	\$ 26.59	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33	\$ 33.95
	Bi-weekly		\$ 2,025.60	\$ 2,127.20	\$ 2,233.60	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40	\$ 2,716.00
	Annual		\$ 52,665.60	\$ 55,307.20	\$ 58,073.60	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00
Lead FSS Coordinator	Hourly		\$ 25.32	\$ 26.59	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33	\$ 33.95
	Bi-weekly		\$ 2,025.60	\$ 2,127.20	\$ 2,233.60	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40	\$ 2,716.00
	Annual		\$ 52,665.60	\$ 55,307.20	\$ 58,073.60	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00
GROUP 4 - PERMANENT SUPPORTIVE HOUSING									
PSH Resident Services Assistant	Hourly		\$ 22.45	\$ 23.57	\$ 24.75	\$ 25.99	\$ 27.29	\$ 28.65	\$ 30.08
	Bi-weekly		\$ 1,796.00	\$ 1,885.60	\$ 1,980.00	\$ 2,079.20	\$ 2,183.20	\$ 2,292.00	\$ 2,406.40
	Annual		\$ 46,696.00	\$ 49,025.60	\$ 51,480.00	\$ 54,059.20	\$ 56,763.20	\$ 59,592.00	\$ 62,566.40
PSH Resident Services Specialist	Hourly		\$ 25.32	\$ 26.59	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33	\$ 33.95
	Bi-weekly		\$ 2,025.60	\$ 2,127.20	\$ 2,233.60	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40	\$ 2,716.00
	Annual		\$ 52,665.60	\$ 55,307.20	\$ 58,073.60	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00
PSH Assistant Property Manager	Hourly		\$ 25.32	\$ 26.59	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33	\$ 33.95
	Bi-weekly		\$ 2,025.60	\$ 2,127.20	\$ 2,233.60	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40	\$ 2,716.00
	Annual		\$ 52,665.60	\$ 55,307.20	\$ 58,073.60	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00
PSH Maintenance Worker	Hourly		\$ 21.70	\$ 22.79	\$ 23.93	\$ 25.13	\$ 26.39	\$ 27.71	\$ 29.10
	Bi-weekly		\$ 1,736.00	\$ 1,823.20	\$ 1,914.40	\$ 2,010.40	\$ 2,111.20	\$ 2,216.80	\$ 2,328.00
	Annual		\$ 45,136.00	\$ 47,403.20	\$ 49,774.40	\$ 52,270.40	\$ 54,891.20	\$ 57,636.80	\$ 60,528.00
PSH Case Manager	Hourly		\$ 25.83	\$ 27.12	\$ 28.48	\$ 29.90	\$ 31.40	\$ 32.97	\$ 34.62
	Bi-weekly		\$ 2,066.40	\$ 2,169.60	\$ 2,278.40	\$ 2,392.00	\$ 2,512.00	\$ 2,637.60	\$ 2,769.60
	Annual		\$ 53,726.40	\$ 56,409.60	\$ 59,238.40	\$ 62,192.00	\$ 65,312.00	\$ 68,577.60	\$ 72,009.60
GROUP 5 - REAL ESTATE FUNCTIONS									
Contract Administrator	Hourly		\$ 31.54	\$ 33.12	\$ 34.78	\$ 36.52	\$ 38.35	\$ 40.27	\$ 42.28
	Bi-weekly		\$ 2,523.20	\$ 2,649.60	\$ 2,782.40	\$ 2,921.60	\$ 3,068.00	\$ 3,221.60	\$ 3,382.40
	Annual		\$ 65,603.20	\$ 68,889.60	\$ 72,342.40	\$ 75,961.60	\$ 79,768.00	\$ 83,761.60	\$ 87,942.40
Project Developer	Hourly		\$ 34.06	\$ 35.76	\$ 37.55	\$ 39.43	\$ 41.40	\$ 43.47	\$ 45.64
	Bi-weekly		\$ 2,724.80	\$ 2,860.80	\$ 3,004.00	\$ 3,154.40	\$ 3,312.00	\$ 3,477.60	\$ 3,651.20
	Annual		\$ 70,844.80	\$ 74,380.80	\$ 78,104.00	\$ 82,014.40	\$ 86,112.00	\$ 90,417.60	\$ 94,931.20

GROUP 6 - CLIENT & LANDLORD-FACING SPECIALISTS									
Landlord & Community Relations Specialist	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
Housing Liaison	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
Veteran Housing Coordinator	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
Accommodations Coordinator	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
Resident Services Programs & Grants Specialist	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
GROUP 7 - SPECIALIZED ADMINISTRATION									
Energy Services Administrative Specialist	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
Real Estate Specialist	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
Project Coordination Specialist	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
Asset Management Specialist	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
Compliance & Data Analyst	Hourly	\$ 27.73	\$ 29.12	\$ 30.58	\$ 32.11	\$ 33.72	\$ 35.41	\$ 37.18	
	Bi-weekly	\$ 2,218.40	\$ 2,329.60	\$ 2,446.40	\$ 2,568.80	\$ 2,697.60	\$ 2,832.80	\$ 2,974.40	
	Annual	\$ 57,678.40	\$ 60,569.60	\$ 63,606.40	\$ 66,788.80	\$ 70,137.60	\$ 73,652.80	\$ 77,334.40	
GROUP 8 - OFFICE ADMINISTRATION									
Office Assistant	Hourly	\$ 21.59	\$ 22.67	\$ 23.80	\$ 24.99	\$ 26.24	\$ 27.55	\$ 28.93	
	Bi-weekly	\$ 1,727.20	\$ 1,813.60	\$ 1,904.00	\$ 1,999.20	\$ 2,099.20	\$ 2,204.00	\$ 2,314.40	
	Annual	\$ 44,907.20	\$ 47,153.60	\$ 49,504.00	\$ 51,979.20	\$ 54,579.20	\$ 57,304.00	\$ 60,174.40	
Office & Administrative Coordinator	Hourly	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
	Bi-weekly	\$ 1,980.80	\$ 2,080.00	\$ 2,184.00	\$ 2,293.60	\$ 2,408.00	\$ 2,528.80	\$ 2,655.20	
	Annual	\$ 51,500.80	\$ 54,080.00	\$ 56,784.00	\$ 59,633.60	\$ 62,608.00	\$ 65,748.80	\$ 69,035.20	
GROUP 9 - MAINTENANCE									
Site Maintenance Specialist	Hourly	\$ 19.32	\$ 20.29	\$ 21.30	\$ 22.37	\$ 23.49	\$ 24.66	\$ 25.89	
	Bi-weekly	\$ 1,545.60	\$ 1,623.20	\$ 1,704.00	\$ 1,789.60	\$ 1,879.20	\$ 1,972.80	\$ 2,071.20	
	Annual	\$ 40,185.60	\$ 42,203.20	\$ 44,304.00	\$ 46,529.60	\$ 48,859.20	\$ 51,292.80	\$ 53,851.20	
Landscaper	Hourly	\$ 19.33	\$ 20.30	\$ 21.32	\$ 22.39	\$ 23.51	\$ 24.69	\$ 25.92	
	Bi-weekly	\$ 1,546.40	\$ 1,624.00	\$ 1,705.60	\$ 1,791.20	\$ 1,880.80	\$ 1,975.20	\$ 2,073.60	
	Annual	\$ 40,206.40	\$ 42,224.00	\$ 44,345.60	\$ 46,571.20	\$ 48,900.80	\$ 51,355.20	\$ 53,913.60	
Laborer/Janitor	Hourly	\$ 19.33	\$ 20.30	\$ 21.32	\$ 22.39	\$ 23.51	\$ 24.69	\$ 25.92	
	Bi-weekly	\$ 1,546.40	\$ 1,624.00	\$ 1,705.60	\$ 1,791.20	\$ 1,880.80	\$ 1,975.20	\$ 2,073.60	
	Annual	\$ 40,206.40	\$ 42,224.00	\$ 44,345.60	\$ 46,571.20	\$ 48,900.80	\$ 51,355.20	\$ 53,913.60	
Painter	Hourly	\$ 20.67	\$ 21.70	\$ 22.79	\$ 23.93	\$ 25.13	\$ 26.39	\$ 27.71	
	Bi-weekly	\$ 1,653.60	\$ 1,736.00	\$ 1,823.20	\$ 1,914.40	\$ 2,010.40	\$ 2,111.20	\$ 2,216.80	
	Annual	\$ 42,993.60	\$ 45,136.00	\$ 47,403.20	\$ 49,774.40	\$ 52,270.40	\$ 54,891.20	\$ 57,636.80	
Maintenance Worker	Hourly	\$ 20.67	\$ 21.70	\$ 22.79	\$ 23.93	\$ 25.13	\$ 26.39	\$ 27.71	
	Bi-weekly	\$ 1,653.60	\$ 1,736.00	\$ 1,823.20	\$ 1,914.40	\$ 2,010.40	\$ 2,111.20	\$ 2,216.80	
	Annual	\$ 42,993.60	\$ 45,136.00	\$ 47,403.20	\$ 49,774.40	\$ 52,270.40	\$ 54,891.20	\$ 57,636.80	
Maintenance Mechanic	Hourly	\$ 25.43	\$ 26.70	\$ 28.04	\$ 29.44	\$ 30.91	\$ 32.46	\$ 34.08	
	Bi-weekly	\$ 2,034.40	\$ 2,136.00	\$ 2,243.20	\$ 2,355.20	\$ 2,472.80	\$ 2,596.80	\$ 2,726.40	
	Annual	\$ 52,894.40	\$ 55,536.00	\$ 58,323.20	\$ 61,235.20	\$ 64,292.80	\$ 67,516.80	\$ 70,886.40	
GROUP 10 - ENERGY SERVICES									
Energy Auditor	Hourly	\$ 25.62	\$ 26.90	\$ 28.25	\$ 29.66	\$ 31.14	\$ 32.70	\$ 34.34	
	Bi-weekly	\$ 2,049.60	\$ 2,152.00	\$ 2,260.00	\$ 2,372.80	\$ 2,491.20	\$ 2,616.00	\$ 2,747.20	
	Annual	\$ 53,289.60	\$ 55,952.00	\$ 58,760.00	\$ 61,692.80	\$ 64,771.20	\$ 68,016.00	\$ 71,427.20	
Lead Energy Auditor	Hourly	\$ 26.90	\$ 28.25	\$ 29.66	\$ 31.14	\$ 32.70	\$ 34.34	\$ 36.06	
	Bi-weekly	\$ 2,152.00	\$ 2,260.00	\$ 2,372.80	\$ 2,491.20	\$ 2,616.00	\$ 2,747.20	\$ 2,884.80	
	Annual	\$ 55,952.00	\$ 58,760.00	\$ 61,692.80	\$ 64,771.20	\$ 68,016.00	\$ 71,427.20	\$ 75,004.80	
GROUP 11 - SPECIAL SKILLS, KNOWLEDGE & ABILITY									
IT Help Desk Support	Hourly	\$ 25.26	\$ 26.52	\$ 27.85	\$ 29.24	\$ 30.70	\$ 32.24	\$ 33.85	
	Bi-weekly	\$ 2,020.80	\$ 2,121.60	\$ 2,228.00	\$ 2,339.20	\$ 2,456.00	\$ 2,579.20	\$ 2,708.00	
	Annual	\$ 52,540.80	\$ 55,161.60	\$ 57,928.00	\$ 60,819.20	\$ 63,856.00	\$ 67,059.20	\$ 70,408.00	


 Monica Bielski Boris (Sep 16, 2025 13:53:40 PDT)


 Bailey McEuen (Sep 16, 2025 13:54:26 PDT)

IN THE BOARD OF COMMISSIONERS OF THE
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 25-24-09-03H

In the Matter of adopting and ratifying the
Collective Bargaining Agreement with
AFSCME Local 3267 and approving changes
to wages, benefits and other provisions.

WHEREAS, a Collective Bargaining Agreement between Homes for Good Housing Agency and the American Federation of State, County and Municipal Employees (AFSCME) Local 3267, has been negotiated for the period of October 1, 2025 through September 30, 2029; and

WHEREAS, certain salary modifications to the agreement were negotiated; and

WHEREAS, other modifications to the agreement were negotiated; and

NOW IT IS THEREFORE ORDERED THAT: the negotiated Collective Bargaining Agreement between Homes for Good Housing Agency and AFSCME Local 3267 for the period of October 1, 2025 through September 30, 2029, is hereby adopted and ratified by the Board and the Board further authorizes the Executive Director to execute the agreement on behalf of Homes for Good Housing Agency.

This Order/Resolution No. 25-24-09-03H shall take effect immediately upon adoption, effective October 1, 2025.

DATED this 24th day of September, 2025

Chair, Homes for Good Board of Commissioners

Secretary, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/24/2025

AGENDA TITLE: Energy Services: Overview of Programs and Community Impact

DEPARTMENT: Energy Services Division

CONTACT : Esteban Montero Chacon

EXT:

PRESENTER: Esteban Montero Chacon

EXT:

ESTIMATED TIME : 20 mins

- ☐ ORDER/RESOLUTION
- ☐ PUBLIC HEARING/ORDINANCE
- ☒ DISCUSSION OR PRESENTATION (NO ACTION)
- ☐ APPOINTMENTS
- ☐ REPORT
- ☐ PUBLIC COMMENT ANTICIPATED

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 09.17.2025

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



Energy Services

Overview of Programs & Community Impact

Weatherization Assistance Program

The nation's largest single "whole-house" energy efficiency program



The Weatherization Assistance Program (WAP) reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety.

- Serves homeowners and renters
- Must fall below 200% of the federal poverty line
- Comprehensive, full house weatherization
- No cost to client



Did You Know?



The median energy burden of low-income households is

↑ 3.6 times higher

than that of non-low-income households.²

Weatherization Assistance Program



Mechanical Measures

- Repair or replace heating/cooling systems
- Repair/replace water heaters
- Insulate water pipes and ducts
- Install/repair ducts as needed



Building Shell Measures

- Insulation
- Air sealing
- Repair/replace windows and doors
- Minor roof and wall leaks



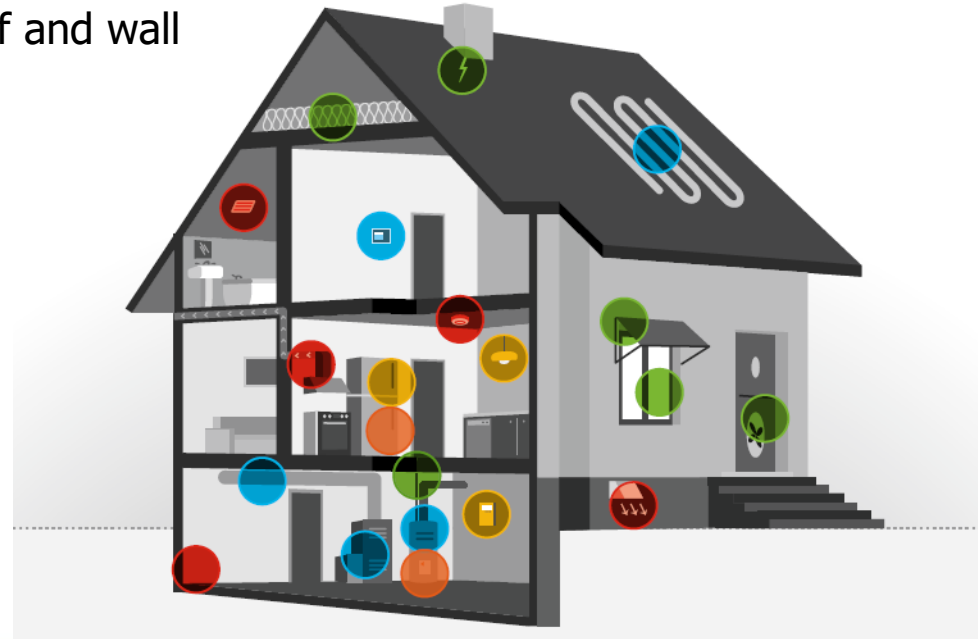
Electric Baseload Measures

- Install LED bulbs
- Replace inefficient refrigerators with energy-efficient models



Health & Safety Measures

- Install smoke/carbon monoxide alarms
- Evaluate mold/moisture hazards
- Perform incidental safety repairs when needed



Climate Crisis

Emergency heating and cooling for Lane County residents



- Funded by Lane County's LIHEAP program
- Recipients must qualify for LIHEAP
- Started as a heat only program and is now addressing cooling
- Shorter waitlist
- Call back within 48-72 hours
- Provide temporary space heaters and cooling devices
- No cost to client



Before



After

Healthy Homes Program

Promotes safe and long-lasting homes through repair and rehabilitation



- Administered by the Oregon Health Authority
- Homes for Good is one of 34 grantees in the state of Oregon that received this grant
- 3-year grant totaling \$750,000



**KEEP IT
CLEAN**



**KEEP IT
DRY**



**KEEP IT
PEST-FREE**



**KEEP IT
CONTAMINANT-
FREE**



**KEEP IT
SAFE**



**KEEP IT
VENTILATED**



**KEEP IT
COMFORTABLE**



**KEEP IT
MAINTAINED**

Special Projects

Firwood Multifamily Weatherization



- In PY 25, we continued our weatherization of one of our buildings, Firwood Apartments
- Completed 27 units
- All units received DHPs, ASHRAE compliant bath and kitchen fans, air sealing, and ceiling insulation
- Collaborated with EWEB



Special Projects

NWN Ground Source Heat Pump Pilot Project



- Funded by NWN's OLIEE (Oregon Low Income Energy Efficiency Program)
- NWN decarbonization focus – piloting new solutions
- Installed 12 Ground Source Heat Pumps for previous Weatherization clients



Upcoming Initiatives

Looking into next program year and beyond

- Continuation of Firwood weatherization
- Healthy Homes
- Develop decarbonization initiatives
- Explore new funding initiatives
- Expand partnerships with local utilities and organizations like ETO
- Incorporate OR-MEP funding for new construction
- Continue exploring intersection between health and weatherization



OREGON HOUSING & COMMUNITY SERVICES

MULTIFAMILY
Energy Program

EnergyTrust
of Oregon

The Missoula Footprint Fund



Community Impact



Reduces energy burden for low-income families who spend 14% of income on energy vs. 3% for higher income households²



\$538 savings in pay per year due to fewer missed work days²



\$514 savings per year in a household's out-of-pocket medical expenses²

Through weatherization improvements and upgrades, households save on average **\$372 or more every year**

Since the program began in 1976, WAP has helped improve the lives of more than **7.2 million families** through weatherization services.

For every **\$1.00** invested in weatherization **\$1.72** is generated in energy benefits and **\$2.78** in non-energy benefits



\$300+ Annual Cost Savings¹

18% Annual Heat Savings¹

7% Annual Electric Savings¹

Health Benefit Impacts



In Oregon, **30% of children live in households with a high housing cost burden**, and 14% of children live in poverty (2022).



In Oregon, **50% of the housing stock was built prior to 1978** and may contain lead-based paint; approximately 11% was built in 1939 or earlier.



In 2018, **148 Oregon children tested had an elevated blood lead level** (5 µg/dL or more); **28 of them had blood lead levels of 10 µg/dL or more**.



Approximately **11% of adults** and **5% of children have current asthma** in Oregon (2022).



In 2017, there were **1,163 hospitalizations due to asthma** in Oregon, **totaling \$9.2 million in direct charges**.



On average, **16 Oregonians die annually from carbon monoxide exposure** (2018-2022).



26 ZIP codes in Oregon are considered high risk for indoor radon, with as many as 50.7% of homes testing above the EPA action level. An average of **276 radon-related lung cancer deaths occur in Oregon each year**.



Unintentional falls were responsible for 884 deaths among Oregonians over the age of 65 in 2023.

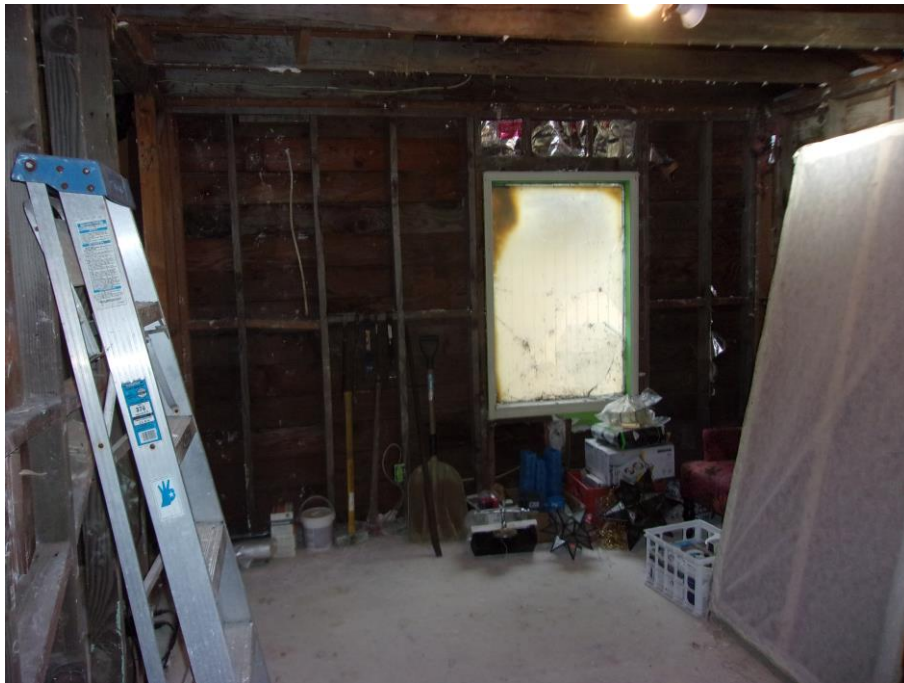
Past Weatherization Jobs

Pre-Weatherization



Weatherization project in collaboration with St. Vincent de Paul Home Habilitation Program

Located in Florence, Oregon



Past Weatherization Jobs

Post-Weatherization



New DHP, insulation,
windows, roof

Participant Feedback

Customer Satisfaction Surveys



	Very Satisfied	Neutral	Dissatisfied
How satisfied were you overall with our customer support?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How satisfied were you with the measures installed in your home?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How satisfied were you with the work quality of the Contractor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How satisfied were you with the Auditor's professionalism?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Agree	Neutral	Disagree
Weatherization Contractor cleaned up to your satisfaction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auditor responded to all my questions/concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auditor was polite and respectful	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please write any specific comments you'd like to make regarding our Weatherization Program You came at a time I needed to feel hope and for the first month I was aware of how beautiful it helped me get through someone poisoning my yard. Do you have any suggestions for improving our service? New carpet, new walls painted. maybe throw in a new car?			

my yard is ugly but you made my home warm & beautiful

Thank you
So much

God Bless
you

I owe you so much. I was at the point of killing myself. my front yard had been poisoned on purpose killing the 40+ year old Bee Bush was the middle of my yard not counting the other plants. The Bee Bush (cottoncuster) would be full of bees during the summer I would feel so special because I knew I had Bees. I would work around the Bush just humming away I didn't bother them they never stung me.

It is so wonderful to walk through my home warm. I would have to wear layers of clothes to ever be comfortable. I am retiring my electric blanket

Meet our Participants



Applicant Demographics

- **Elderly (Age 60+): 60%**
- **Single Person Homes: 40%**
- **Persons with Disability (SSDI, self-reported): 44%**
 - **Households with Children: 30%**
 - **Elderly, Disabled, Living Alone: 13%**

The majority of applicants primarily apply because of one of the following issues: Structural Integrity, HVAC System Failures, High Utility Costs, Health and Safety Hazards

Thank You!



Homes. People. Partnerships. Good.