

**MEMORANDUM of UNDERSTANDING
BETWEEN the CITY OF GRESHAM and
TEAMSTER'S LOCAL 223**

Recital:

The City and the Teamster's have identified the need to provide a standardized and efficient manner to fill identified Police Records Specialist 1 absences caused by utilization of both expected and unexpected personal leave time of current staff. The parties agree to the following overtime volunteer rotational process in accordance with Article 6, Overtime, specifically Article 6.5 – Assignment.

Parties' agree to the following:

OVERTIME VOLUNTEER ROTATION LIST

1. When the list is utilized, and a phone call is necessary, a single phone call will be made to the next volunteer on the list.
2. If a volunteer chooses to accept the overtime being offered, they will be moved to the bottom of the Rotation List.
3. If a volunteer chooses to pass on the overtime being offered, they will be moved to the bottom of the Rotation List.
4. If a volunteer is called and there is no answer, it will be considered an automatic pass and they will be moved to the bottom of the Rotation List. If this volunteer calls back prior to the overtime being covered by another volunteer, they retain the right to accept the listed overtime. All other calls made after that volunteer will be held in their current position on the list and not moved to the bottom.
5. If a volunteer is on approved time off, such as Vacation, Holiday, Comp, Floating Holiday, Holiday-4, Sick, Funeral Leave or Workers Comp, they will be passed and not offered any overtime. They will remain on the Rotation List at their current position and not moved to the bottom.
6. If a volunteer is currently working and not able to work the overtime being offered, they will be passed, but will remain in their current position on the Rotation List and not moved to the bottom.

ADVANCE NOTICE OF OVERTIME:

1. The Rotation List will be utilized to cover all advance notice/scheduled overtime.
2. A list of the overtime available will be posted at the Assist Desk.

LAST MINUTE OVERTIME: Overtime is allotted in half-shift blocks of time for last minute, unscheduled overtime.

First Half Shift Coverage:

1. Employees currently on duty will be given first opportunity of any last minute overtime.
2. Accepting this overtime will not effect their position on the Rotation List.
3. If no one on duty volunteers, then the Rotation List will be utilized to cover the first half of the shift.
4. If no one on the list volunteers to take the overtime, management has the right to choose any employee to cover the overtime.

Second Half Shift Coverage:

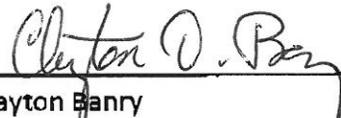
1. Employees scheduled to work the on coming shift will be given first opportunity of any last minute second half overtime.
2. Accepting this overtime will not effect their position on the Rotation List.
3. If no one from the on coming shift volunteers for the overtime, the Rotation List will be utilized to cover the second half of the shift.
4. If no one on the list volunteers to take the overtime, management has the right to choose any employee to cover the overtime.

Agreed to this 4th day of February, 2010.

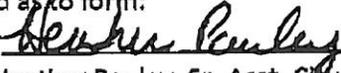
For the City:

For the Union:

Signed:  2/4/10
 Carol Murray
 Director of Human Resources


 Clayton Barry
 Secretary/Treasurer, Local 223

Reviewed as to form:

Signed:  2-8-10
 Heather Pauley, Sr. Asst. City Attorney

MOU 2008-11/01

Contract #