




Oregon

John A. Kitzhaber, MD, Governor

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Labor Relations Unit
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To: Agency Human Resource Managers
From:  Thomas Perry, Labor Relations Unit Manager
Date: June 17, 2014
Subject: Bargaining Preparation: Bargaining, HR Policy and Compensation Related Concepts for Represented, Unrepresented, Executive and Management Service Employees Form

As many of you know, DAS and the Chief Human Resources Office are responsible for conducting negotiations with the unions that represent most state employees over compensation and working conditions. Negotiations for successor contracts for the 2015-2017 biennium will begin no later than December 2014. However, to be fully prepared by December, the Labor Relations Unit must begin preparations now.

Accordingly, to identify and coordinate the specific changes that may be made to the contracts, policies and compensation, we have included a link to the input Bargaining Concept forms <http://cms.oregon.egov.com/DAS/CHRO/Pages/LRU.aspx>. The content of the input forms is to be held confidential, as the watermark on each page indicates.

Following is a brief description of each form:

- The Bargaining, HR Policy and Compensation Form is used for proposing specific changes in the terms and conditions in collective bargaining agreements, HR Policies and State employees' compensation. It gives managers in state agencies the opportunity to identify either new issues or problems in existing areas and propose solutions. The compensation change section may cover special salary range adjustments for individual classifications or special pay provisions. This form should be used for all Represented, Unrepresented, Executive, and Management service employees (excluding those in the Oregon University System).
- The Fiscal Impact Form should be used to estimate the effect on expenditures and FTE by fund type. Agencies must be willing and able to fund changes resulting from proposed concepts. Also, please note on the forms if a Policy Option Package is being proposed in the agency budget.

Completed concept forms must be returned to the CHRO, Labor Relations Unit no later than August 1, 2014. LRU@state.or.us

We ask that you or your agency head advise executive, management and confidential employees not to share the recommended concepts with represented staff. Please direct any union information requests—whether made directly by the union or by bargaining unit members—to the Labor Relations Unit for a response.

Thank you!