



# Oregon

Governor Kate Brown

## Department of Administrative Services

Chief Human Resources Office

Labor Relations Unit

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### MEMORANDUM

**DATE:** June 6, 2016  
**TO:** Agency Human Resource Managers  
**FROM:** Craig Cowan and Nettie Pye, Lead Labor Negotiators/Labor Relations Unit  
**SUBJECT:** 2017-2019 Biennial Bargaining Preparation

The Department of Administrative Services through its Labor Relations Unit in the Chief Human Resource Office is responsible for leading bargaining with Unions representing most state employees. Bargaining for agreements that cover the 2017-2019 biennium will start with most Unions in December 2016 except AFSCME Security and Security Plus Units inside of the Department of Corrections and STEA. Bargaining with AFSCME Security and Security Plus Units start in October 2016 on local working conditions, and STEA will begin in March 2017. The SEIU Central Table will meet in December, but likely won't begin bargaining until a few months later.

STEA and SEIU Unions both agreed to a four year agreement and limiting the number of bargaining issues to wages/insurance. In the case of STEA, one additional language issue can be raised by each side. For SEIU, this means there will not be any coalition bargaining. We are starting bargaining with AFSCME Security and Security Plus Units in October because of the number and complexity of issues raised and the time it takes to work through them thoroughly at multiple work locations. In order to be fully prepared to bargain, this means we must begin our preparations now.

**Because SEIU bargaining is limited to wages, insurance and retirement pickup, please do not send any bargaining concepts on issues involving language.**

One step in preparing for bargaining is for agencies to identify what specific changes they recommend be made to agreements by completing the Bargaining Concept Forms which are located at [www.Oregon.gov/das/HR/Pages/LRU.aspx](http://www.Oregon.gov/das/HR/Pages/LRU.aspx) The content of the forms are to be held confidential as the watermark on each page indicates.

Following is a brief description of each form:

- The Bargaining/Compensation Form is used to propose specific changes to the agreement and on employee compensation. It gives managers in state agencies the opportunity to identify new issues or problems in these areas and recommend solutions. The compensation change section may cover special salary range adjustments for individual classes or special pay premiums. This form should be used for all represented, unrepresented, executive and management service employees excluding those in the Oregon University System.

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- The Fiscal Impact Form should be used to estimate the effect on your agency's expenditures and FTE by fund type. Agencies must be willing and able to fund changes resulting from recommended concepts. Also, please note on the forms if a Policy Option Package is being proposed in Agency budget.

Please complete and return the Bargaining/Compensation Forms to CHRO Labor Relations Unit no later than August 31, 2016. We ask that you or your Agency Head advise executive, management and confidential employees not to share the recommendations with Union represented staff.

In addition, please direct any Union information requests whether made by the Union or bargaining unit members to the Labor Relations Unit for a response.

Should you have any questions regarding the content of this memorandum please email or call your assigned Labor Relations Manager.

Thank you for your time and staff resources needed to begin our preparations for bargaining.