

LETTER OF AGREEMENT
AFSCME-189 Representation of certain Human Capital Management employees within the Business Systems Analyst Classification

The parties to this Letter of Agreement (LOA) are the City of Portland (City) and AFSCME 189 (Union/AFSCME-189).

Background

1. On July 19, 2021 the parties entered into a mutual agreement to voluntarily recognize AFSCME-189 as the exclusive representative of employees in the Business System Analyst classification (BSA's) excluding individuals on the City's Human Capital Management Team (HCM Team).
2. On February 23, 2023, AFSCME-189 filed a Unit Clarification Petition (UC-003-23) with the Employment Relations Board (ERB) to clarify the status of seven non-represented City employees on the HCM Team, reclassified as Senior System Analysts.
3. On August 2, 2023 the ERB determined the seven petitioned-for HCM Team members are public employees and are properly included in the Union's existing bargaining unit of BSA's.

Agreement

1. The parties agree that in lieu of unpaid overtime earned between August 2, 2023 and through the signing of this Agreement, the HCM BSA's shall be awarded 80 hours of compensatory time added to their comp time quota within two weeks of City Council Ordinance Authorizing this agreement. Moving forward, all overtime requested by the employee must be approved in advance by management.
2. The City agrees that any Management Leave hours awarded to the seven HCM BSAs between March 2022 and August 2023 and used by December 31, 2023 will not be paid back to the City.
3. The parties agree to remove the classification of Senior System Analyst and restore the Business System Analyst III classification and seniority for the seven HCM BSAs.
4. HCM BSAs (Borden, Brown, Cornell, Cowen, Kamish, & Schweizer) will receive one-time \$3,000.00 bonus that was given to all employees as part of the BSA Inclusion Agreement on March 14th, 2022.
5. The parties agree to use the attached spreadsheet for wage adjustments. Wage changes will be retroactive to March 9th, 2022. Any overpayments will be collected in accordance with DCTU Article 28.
6. The parties agree that March 14th, 2022, shall be considered the date of recognition for the seven petitioned for HCM Team members.
7. The City will pay Victoria Duffey at the 1.5x overtime rate for work performed on Monday, November 27, 2023, the date which her Day After Thanksgiving city-paid holiday rolled to. The Union acknowledges that the HCM BSAs are otherwise not expected to work on any City-paid holiday unless explicitly directed to do so by their supervisor.
8. This agreement does not set any precedent and is not subject to the contract grievance or ERB ULP procedures.

Note:
 Underpayments are shown as positives (\$\$ due to member)
 Overpayments are shown as negatives (\$\$ due back to City)

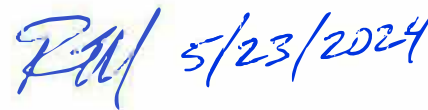
not collected

Position Number	Classification	Personnel Number	First Name	Last Name	Base wages due to member	Value of management leave received	80 hours comp time at current rate	Bonus	Estimated change in wage-driven benefits	Total cost to City	Net payments to (from) member	Additional payments due to City
40009047	Business Systems Analyst III	00430526	Monica	Borden	\$4,710.96	(\$9,738.80)	\$5,704.80	\$3,000.00	\$1,286.94	\$4,963.90	\$7,710.96	none
40009048	Business Systems Analyst III	01003225	Steven	Brown	\$104.92	(\$8,475.60)	\$5,704.80	\$3,000.00	\$116.94	\$451.07	\$3,104.92	none
40009049	Business Systems Analyst III	00221190	Amy	Cornell	\$4,710.96	(\$7,680.49)	\$5,704.80	\$3,000.00	\$2,007.35	\$7,742.62	\$7,710.96	none
40021568	Business Systems Analyst III	00851495	Anna	Cowen	\$7,644.32	(\$9,886.40)	\$5,704.80	\$3,000.00	\$2,261.95	\$8,724.67	\$10,644.32	none
40009050	Business Systems Analyst III	00420506	Victoria	Duffey	(\$1,052.12)	(\$9,103.02)	\$4,928.00	\$0.00	(\$1,829.50)	(\$7,056.64)	(\$1,052.12)	**SEE NOTE**
40009051	Business Systems Analyst III	00985385	De Ann	Kamish	\$4,710.96	(\$9,957.22)	\$5,704.80	\$3,000.00	\$1,210.49	\$4,669.03	\$7,710.96	none
40009046	Business Systems Analyst III	00209124	Britt	Schweizer	\$1,032.56	(\$10,195.97)	\$5,704.80	\$3,000.00	(\$160.51)	(\$619.12)	\$4,032.56	none
Total					\$21,862.56	(\$65,037.50)	\$39,156.80	\$18,000.00	\$4,893.65	\$18,875.52	\$39,862.56	

****NOTE****

The parties agreed that Victoria Duffey's step placement on 8/2/2023 is Step 5. Victoria received a step increase (to Step 6) on 5/2/2024 (the JCAD). However, this results in Victoria advancing 3 steps in the course of 2 years. To promote parity, Victoria's step increase on 5/2/2024 will be reversed. Victoria will remain on Step 5 through 5/1/2025 and will advance to Step 6 on 5/2/2025. Victoria will repay the overpayments that occurred between 5/2/2024 and the date that this agreement is implemented. As of 5/20/24, the repayment amount is estimated at \$320.32.

 5/23/2024

 5/23/2024

Monica Borden

Actual personnel actions: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	656	\$ 38,487.52	40	\$ 2,346.80
7/1/2022	7/14/2022	COLA (Cost of Living)	\$ 128,128.00	\$ 61.60	Step 6	80	\$ 4,928.00	120	\$ 7,392.00
7/15/2022	6/30/2023	Merit Increase - Non Rep	\$ 130,686.40	\$ 62.83	n/a	2088	\$ 126,162.64	0	\$ -
7/1/2023	7/14/2023	COLA (Cost of Living)	\$ 137,217.60	\$ 65.97	n/a	80	\$ 5,277.60	0	\$ -
7/15/2023	8/1/2023	Merit Increase - Non Rep	\$ 141,336.00	\$ 67.95	n/a	96	\$ 6,523.20	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			0	\$ -
Total:						2920	\$ 181,378.96	160	\$ 9,738.80

Monica Borden

Personnel actions after proposal implementation: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	656	\$ 38,487.52	0	\$ -
7/1/2022	7/1/2022	COLA (Cost of Living)	\$ 128,128.00	\$ 61.60	Step 6	0	\$ -	0	\$ -
7/1/2022	6/30/2023	Step increase	\$ 134,534.40	\$ 64.68	Step 7	2088	\$ 135,051.84	0	\$ -
7/1/2023	7/1/2023	COLA (Cost of Living)	\$ 141,252.80	\$ 67.91	Step 7	0	\$ -	0	\$ -
7/1/2023	8/1/2023	Step increase	\$ 148,324.80	\$ 71.31	Step 8	176	\$ 12,550.56	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			0	\$ -
Total:						2920	\$ 186,089.92	0	\$ -

Under (over) payment: \$ 4,710.96

\$ (9,738.80)



5/23/2024



Steven Brown

Actual personnel actions: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 133,348.80	\$ 64.68	Step 8	656	\$ 42,430.08	0	\$ -
7/1/2022	6/30/2023	COLA (Cost of Living)	\$ 140,025.60	\$ 67.91	Step 8	2088	\$ 141,796.08	24	\$ 1,629.84
7/1/2023	8/1/2023	COLA (Cost of Living)	\$ 147,035.20	\$ 70.71	n/a	176	\$ 12,445.64	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			96	\$ 6,845.76
Total:						2920	\$ 196,671.80	120	\$ 8,475.60

Steven Brown

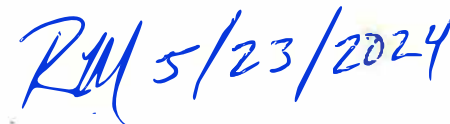
Personnel actions after proposal implementation: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 134,534.40	\$ 64.68	Step 8	656	\$ 42,430.08	0	\$ -
7/1/2022	6/30/2023	COLA (Cost of Living)	\$ 141,252.80	\$ 67.91	Step 8	2088	\$ 141,796.08	0	\$ -
7/1/2023	8/1/2023	Step increase	\$ 148,324.80	\$ 71.31	Step 8	176	\$ 12,550.56	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			0	\$ -
Total:						2920	\$ 196,776.72	0	\$ -

Under (over) payment: \$ 104.92 \$ (8,475.60)



5/23/2024



Amy Cornell

Actual personnel actions: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	656	\$ 38,487.52	40	\$ 2,346.80
7/1/2022	7/14/2022	COLA (Cost of Living)	\$ 128,128.00	\$ 61.60	Step 6	80	\$ 4,928.00	22.5	\$ 1,386.00
7/15/2022	6/30/2023	Merit Increase - Non Rep	\$ 130,686.40	\$ 62.83	n/a	2008	\$ 126,162.64	18	\$ 1,130.94
7/1/2023	7/14/2023	COLA (Cost of Living)	\$ 137,217.60	\$ 65.97	n/a	80	\$ 5,277.60	0	\$ -
7/15/2023	8/1/2023	Merit Increase - Non Rep	\$ 141,336.00	\$ 67.95	n/a	96	\$ 6,523.20	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			39.5	\$ 2,816.75
Total:						2920	\$ 181,378.96	120	\$ 7,680.49


Amy Cornell

Personnel actions after proposal implementation: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	656	\$ 38,487.52	0	\$ -
7/1/2022	7/1/2022	COLA (Cost of Living)	\$ 128,128.00	\$ 61.60	Step 6	0	\$ -	0	\$ -
7/1/2022	6/30/2023	Step increase	\$ 134,534.40	\$ 64.68	Step 7	2088	\$ 135,051.84	0	\$ -
7/1/2023	7/1/2023	COLA (Cost of Living)	\$ 141,252.80	\$ 67.91	Step 7	0	\$ -	0	\$ -
7/1/2023	8/1/2023	Step increase	\$ 148,324.80	\$ 71.31	Step 8	176	\$ 12,550.56	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			0	\$ -
Total:						2920	\$ 186,089.92	0	\$ -

Under (over) payment: \$ 4,710.96 \$ (7,680.49)

 5/23/2024

 5/23/2024

Anna Cowen

Actual personnel actions: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	656	\$ 38,487.52	40	\$ 2,346.80
7/1/2022	7/14/2022	COLA (Cost of Living)	\$ 128,128.00	\$ 61.60	Step 6	80	\$ 4,928.00	0	\$ -
7/15/2022	6/30/2023	Merit Increase - Non Rep	\$ 130,686.40	\$ 62.83	n/a	2008	\$ 126,162.64	120	\$ 7,539.60
7/1/2023	7/14/2023	COLA (Cost of Living)	\$ 137,217.60	\$ 65.97	n/a	80	\$ 5,277.60	0	\$ -
7/15/2023	8/1/2023	Merit Increase - Non Rep	\$ 141,336.00	\$ 67.95	n/a	96	\$ 6,523.20	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			0	\$ -
Total:						2920	\$ 181,378.96	160	\$ 9,886.40

Anna Cowen

Personnel actions after proposal implementation: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	4/9/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	184	\$ 10,795.28	0	\$ -
4/10/2022	6/30/2022	Step increase	\$ 128,128.00	\$ 61.60	Step 7	472	\$ 29,075.20	0	\$ -
7/1/2022	4/9/2023	COLA (Cost of Living)	\$ 134,534.40	\$ 64.68	Step 7	1608	\$ 104,005.44	0	\$ -
4/10/2023	6/30/2023	Step increase	\$ 141,252.80	\$ 67.91	Step 8	480	\$ 32,596.80	0	\$ -
7/1/2023	8/1/2023	COLA (Cost of Living)	\$ 148,324.80	\$ 71.31	Step 8	176	\$ 12,550.56	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			0	\$ -
Total:						2920	\$ 189,023.28	0	\$ -

Under (over) payment: \$ 7,644.32 \$ (9,886.40)

 5/23/2024

 5/23/2024

5/23/2024

05/23/2024

Victoria Duffey**Actual personnel actions: 3/9/2022 - 8/2/2023**

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
5/2/2022	6/30/2022	Promotion	\$ 105,435.20	\$ 50.69	Step 3	352	\$ 17,842.88	0	\$ -
7/1/2022	7/14/2022	COLA (Cost of Living)	\$ 110,697.60	\$ 53.22	Step 3	80	\$ 4,257.60	0	\$ -
7/15/2022	6/30/2023	Merit Increase - Non Rep	\$ 112,902.40	\$ 54.28	n/a	2008	\$ 108,994.24	89	\$ 4,830.92
7/1/2023	7/14/2023	COLA (Cost of Living)	\$ 118,539.20	\$ 56.99	n/a	80	\$ 4,559.20	0	\$ -
7/15/2023	8/1/2023	Merit Increase - Non Rep	\$ 122,096.00	\$ 58.70	n/a	96	\$ 5,635.20	35	\$ 2,054.50
8/2/2023	12/31/9999	Labor Contract Change	\$ 128,128.00	\$ 61.60	Step 5			36	\$ 2,217.60
Total:						2616	\$ 141,289.12	160	\$ 9,103.02

Actual personnel actions: 8/2/2023 - present (5/20/2024)

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
8/2/2023	5/1/2024	Labor Contract Change	\$ 128,128.00	\$ 61.60	Step 5	1568	\$ 96,588.80	0	\$ -
5/2/2024	5/20/2024	Step Increase	\$ 134,534.40	\$ 64.68	Step 6	104	\$ 6,726.72	0	\$ -
Total:						1672	\$ 103,315.52	0	\$ -

Victoria Duffey**Personnel actions after proposal implementation: 3/9/2022 - 8/2/2023**

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
5/2/2022	6/30/2022	Promotion	\$ 105,435.20	\$ 50.69	Step 3	352	\$ 17,842.88	0	\$ -
7/1/2022	5/1/2023	COLA (Cost of Living)	\$ 110,706.96	\$ 53.22	Step 3	1736	\$ 92,397.73	0	\$ -
5/2/2023	6/30/2023	Step increase	\$ 116,230.40	\$ 55.88	Step 4	352	\$ 19,669.76	0	\$ -
7/1/2023	8/1/2023	COLA (Cost of Living)	\$ 122,041.92	\$ 58.67	Step 4	176	\$ 10,326.62	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 128,128.00	\$ 61.60	Step 5			0	\$ -
Total:						2616	\$ 140,237.00	0	\$ -

Personnel actions after proposal implementation: 8/2/2023 - present (5/20/2024)

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
8/2/2023	5/1/2024	Labor Contract Change	\$ 128,128.00	\$ 61.60	Step 5	1568	\$ 96,588.80	0	\$ -
5/2/2024	5/20/2024	Step Increase	\$ 128,128.00	\$ 61.60	Step 5	104	\$ 6,406.40	0	\$ -
Total:						1672	\$ 102,995.20	0	\$ -

Under (over) payment through 8/2/2023: \$ (1,052.12) \$ (9,103.02)
Under (over) payment through 8/2/2023 - 5/20/2024: \$ (320.32) \$ -

De Ann Kamish

Actual personnel actions: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	656	\$ 38,487.52	31	\$ 1,818.77
7/1/2022	7/14/2022	COLA (Cost of Living)	\$ 128,128.00	\$ 61.60	Step 6	80	\$ 4,928.00	0	\$ -
7/15/2022	6/30/2023	Merit Increase - Non Rep	\$ 130,686.40	\$ 62.83	n/a	2008	\$ 126,162.64	119	\$ 7,476.77
7/1/2023	7/14/2023	COLA (Cost of Living)	\$ 137,217.60	\$ 65.97	n/a	80	\$ 5,277.60	9	\$ 593.73
7/15/2023	8/1/2023	Merit Increase - Non Rep	\$ 141,336.00	\$ 67.95	n/a	96	\$ 6,523.20	1	\$ 67.95
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			0	\$ -
Total:						2920	\$ 181,378.96	160	\$ 9,957.22

De Ann Kamish

Personnel actions after proposal implementation: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	656	\$ 38,487.52	0	\$ -
7/1/2022	7/1/2022	COLA (Cost of Living)	\$ 128,128.00	\$ 61.60	Step 6	0	\$ -	0	\$ -
7/1/2022	6/30/2023	Step increase	\$ 134,534.40	\$ 64.68	Step 7	2088	\$ 135,051.84	0	\$ -
7/1/2023	7/1/2023	COLA (Cost of Living)	\$ 141,252.80	\$ 67.91	Step 7	0	\$ -	0	\$ -
7/1/2023	8/1/2023	Step increase	\$ 148,324.80	\$ 71.31	Step 8	176	\$ 12,550.56	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			0	\$ -
Total:						2920	\$ 186,089.92	0	\$ -

Under (over) payment: \$ 4,710.96 \$ (9,957.22)



5/23/2024

RM 5/23/2024

Britt Schweizer

Actual personnel actions: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	656	\$ 38,487.52	0	\$ -
7/1/2022	7/14/2022	COLA (Cost of Living)	\$ 128,128.00	\$ 61.60	Step 6	80	\$ 4,928.00	35	\$ 2,156.00
7/15/2022	6/30/2023	Merit Increase - Non Rep	\$ 130,686.40	\$ 62.83	n/a	2008	\$ 126,162.64	81	\$ 5,089.23
7/1/2023	7/14/2023	COLA (Cost of Living)	\$ 137,217.60	\$ 65.97	n/a	80	\$ 5,277.60	35	\$ 2,308.95
7/15/2023	8/1/2023	Merit Increase - Non Rep	\$ 141,336.00	\$ 67.95	n/a	96	\$ 6,523.20	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			9	\$ 641.79
Total:						2920	\$ 181,378.96	160	\$ 10,195.97

Britt Schweizer

Personnel actions after proposal implementation: 3/9/2022 - 8/2/2023

Start Date	End Date	Change Reason	Annualized Salary	Hourly Rate	Step Placement	Hours Paid during Period	Base Wages during Period	Management leave hours paid during Period	Cash value of management leave
3/9/2022	6/30/2022	Class/Comp Change	\$ 122,033.60	\$ 58.67	Step 6	656	\$ 38,487.52	0	\$ -
7/1/2022	12/22/2022	COLA (Cost of Living)	\$ 128,128.00	\$ 61.60	Step 6	1000	\$ 61,600.00	0	\$ -
12/23/2022	6/30/2023	Step increase	\$ 134,534.40	\$ 64.68	Step 7	1088	\$ 70,371.84	0	\$ -
7/1/2023	8/1/2023	COLA (Cost of Living)	\$ 141,252.80	\$ 67.91	Step 7	176	\$ 11,952.16	0	\$ -
8/2/2023	12/31/9999	Labor Contract Change	\$ 148,324.80	\$ 71.31	Step 8			0	\$ -
Total:						2920	\$ 182,411.52	0	\$ -

Under (over) payment: \$ 1,032.56 \$ (10,196)



5/23/2024

