

# **COLLECTIVE BARGAINING AGREEMENT**

**between the**

**ONTARIO POLICE ASSOCIATION**

**and the**

**CITY OF ONTARIO POLICE DEPARTMENT**

**for the Period January 1, 2021**

**through December 31, 2023**

**TABLE OF CONTENTS**

**ARTICLE 1 – PURPOSE OF AGREEMENT ..... 1**

**ARTICLE 2 – RECOGNITION..... 1**

SECTION 1. INCLUDED POSITIONS. ..... 1

SECTION 2. EXCLUDED POSITIONS. ..... 1

SECTION 3. PART-TIME TEMPORARY EMPLOYEES. ..... 1

**ARTICLE 3 – EMPLOYEE AND UNION RIGHTS..... 1**

SECTION 1. NON-DISCRIMINATION..... 1

SECTION 2. ASSOCIATION RIGHTS..... 1

SECTION 3. DUES DEDUCTION. ..... 2

SECTION 4. NOTIFICATION OF UNION COVERAGE. ..... 2

SECTION 5. INDEMNIFICATION..... 2

SECTION 6. LEAVES OF ABSENCE. ..... 2

SECTION 7. ASSOCIATION-TIME (GRIEVANTS). ..... 2

SECTION 8. ASSOCIATION-TIME (BARGAINING TEAM). ..... 2

SECTION 9. BULLETIN BOARDS. ..... 2

**ARTICLE 4 – MANAGEMENT RIGHTS..... 2**

**ARTICLE 5 – POLICE DEPARTMENT MANUAL..... 3**

**ARTICLE 6 – PROBATIONARY PERIOD..... 3**

SECTION 1. PROBATION. ..... 3

SECTION 2. PROMOTION. ..... 3

**ARTICLE 7 – OUTSIDE EMPLOYMENT..... 4**

**ARTICLE 8 - DISCIPLINE, DISCHARGE AND SUSPENSION ..... 4**

SECTION 1. DISCIPLINARY MEASURES. ..... 4

SECTION 2. DUE PROCESS ..... 4

SECTION 3. AVOIDANCE OF EMBARRASSMENT ..... 5

SECTION 4. ASSOCIATION REPRESENTATION IN INTERVIEW AND DISCIPLINE PROCESS ..... 5

SECTION 5. GENERAL PROCEDURES. ..... 5

**ARTICLE 9 – SENIORITY..... 8**

SECTION 1. DETERMINATION..... 8

SECTION 2. CREDIT FOR PRIOR SERVICE FOR LATERAL POLICE HIRES. ..... 8

SECTION 3. JOB BIDDING. ..... 8

**ARTICLE 10 – LAYOFF..... 8**

SECTION 1. ORDER OF LAYOFF. ..... 8

SECTION 2. RECALL. ..... 8

SECTION 3. BUMPING RIGHTS. ..... 8

SECTION 4. NOTICE OF TRANSFER TO ANOTHER AGENCY. ..... 9

**ARTICLE 11 – ARTICLE 11 – HOURS OF WORK ..... 9**

SECTION 1. WORK WEEK. ..... 9

SECTION 2. WORK SHIFT. ..... 9

SECTION 3. WORK DAY. ..... 9

SECTION 4. WORK SCHEDULE ..... 9

SECTION 5. PATROL TEAMS. ..... 9

SECTION 6. EXCEPTIONS. ..... 10

SECTION 7. REST PERIODS AND MEAL BREAKS. ..... 10

<b>ARTICLE 12 – OVERTIME</b> .....	<b>11</b>
SECTION 1. <u>OVERTIME RATE</u> .....	11
SECTION 2. <u>PRIOR APPROVAL</u> .....	11
SECTION 3. <u>ROUNDING</u> .....	11
SECTION 4. <u>CALL-BACK</u> .....	11
SECTION 5. <u>SHIFT-FLEX</u> .....	12
SECTION 6. <u>HOLIDAY OVERTIME</u> .....	12
SECTION 7. <u>MANDATORY OVERTIME SCHEDULING</u> .....	12
SECTION 8. <u>OVERTIME OPPORTUNITIES</u> .....	12
<b>ARTICLE 13 – WAGES</b> .....	<b>12</b>
SECTION 1. <u>WAGE ADJUSTMENTS</u> .....	12
SECTION 2. <u>SALARIES FOR NEW POSITIONS</u> .....	12
SECTION 3. <u>DPSST INCENTIVE</u> .....	13
SECTION 4. <u>BILINGUAL PREMIUM</u> .....	13
SECTION 5. <u>FTO INCENTIVE</u> .....	13
SECTION 7. <u>CANINE OFFICER</u> .....	13
SECTION 8. <u>PAYMENT UPON EMPLOYMENT TERMINATION</u> .....	14
SECTION 9. <u>LONGEVITY</u> .....	14
<b>ARTICLE 14 – WORKING OUT OF CLASSIFICATION</b> .....	<b>14</b>
<b>ARTICLE 15 – HOLIDAYS</b> .....	<b>15</b>
SECTION 1. <u>HOLIDAYS</u> .....	15
SECTION 2. <u>HOLIDAY PAY</u> .....	15
<b>ARTICLE 16 – VACATIONS</b> .....	<b>15</b>
SECTION 1. <u>ACCRUAL</u> .....	15
SECTION 2. <u>MAXIMUM ACCUMULATION</u> .....	15
SECTION 3. <u>VACATION BUYBACK</u> .....	16
<b>ARTICLE 17 – LEAVES</b> .....	<b>16</b>
SECTION 1. <u>SICK LEAVE</u> .....	16
SECTION 2. <u>LEAVE OF ABSENCE</u> .....	17
SECTION 3. <u>JURY DUTY</u> .....	17
SECTION 4. <u>MILITARY LEAVE</u> .....	17
SECTION 5. <u>COMPASSIONATE LEAVE</u> .....	17
SECTION 6. <u>CONFERENCES AND CONVENTIONS</u> .....	17
SECTION 7. <u>MATERNITY, PARENTAL AND FAMILY LEAVE</u> .....	17
<b>ARTICLE 18 – INSURANCE BENEFITS</b> .....	<b>17</b>
SECTION 1. <u>HEALTH INSURANCE</u> .....	17
SECTION 2. <u>VISION CARE</u> .....	18
SECTION 3. <u>RETIREE MEDICAL</u> .....	18
SECTION 4. <u>SECTION 125 PLAN</u> .....	18
SECTION 5. <u>LIFE INSURANCE</u> .....	18
SECTION 6. <u>ON-THE-JOB INJURY INSURANCE</u> .....	18
SECTION 7. <u>INSURANCE REOPENER</u> .....	18
SECTION 8. <u>INDEMNIFICATION AGAINST LIABILITY</u> .....	18
SECTION 9. <u>EMPLOYEE PREMIUM CONTRIBUTION</u> .....	19
SECTION 10. <u>HEALTH SAVINGS ACCOUNT/OTHER</u> .....	19
SECTION 11. <u>ADDITIONAL COVERAGE</u> .....	19
<b>ARTICLE 19 – RETIREMENT</b> .....	<b>19</b>
SECTION 1. <u>PERS MEMBERSHIP</u> .....	19
SECTION 2. <u>PERS PICKUP</u> .....	19

<b>ARTICLE 20 – UNIFORMS .....</b>	<b>20</b>
SECTION 1. <u>ISSUANCE AND CLEANING.</u> .....	20
SECTION 2. <u>REPLACEMENT</u> .....	20
SECTION 3. <u>COURT APPEARANCES</u> .....	20
SECTION 4. <u>CLOTHING ALLOWANCE.</u> .....	20
SECTION 5. <u>UNIFORM AND BOOT ALLOWANCE.</u> .....	20
<b>ARTICLE 21 – MILEAGE AND LODGING .....</b>	<b>20</b>
THE PARTIES AGREE TO RELY ON THE CITY’S FINANCIAL POLICIES, TRAVEL AND EXPENSE, 1.10. IN THE EVENT THE CITY CONTEMPLATES A CHANGE IN POLICY, THE CITY WILL PROVIDE NOTICE OF CHANGE AND OPPORTUNITY TO REQUEST TO BARGAIN UNDER ORS 243.698.....	20
<b>ARTICLE 22 – PERSONNEL FILE .....</b>	<b>20</b>
SECTION 1. <u>EMPLOYEE ACCESS</u> .....	20
SECTION 2. <u>ACCESS OF OTHERS.</u> .....	21
SECTION 3. <u>ADVERSE ENTRIES.</u> .....	21
SECTION 4. <u>REMOVAL OF CERTAIN DISCIPLINE</u> .....	21
SECTION 5. <u>ADMISSIBILITY OF DISCIPLINARY PROCEEDINGS.</u> .....	22
SECTION 6. <u>RETENTION OF COMMENDATIONS.</u> .....	22
<b>ARTICLE 23 – SAFETY COMMITTEE.....</b>	<b>22</b>
<b>ARTICLE 24 – GRIEVANCE PROCEDURE.....</b>	<b>22</b>
SECTION 1. <u>GRIEVANCE DEFINED</u> .....	22
SECTION 2. <u>GRIEVANCE PROCEDURE.</u> .....	22
SECTION 3. <u>WAIVER OF TIMELINES, WITHDRAWAL.</u> .....	23
<b>ARTICLE 25 – FUNDING .....</b>	<b>23</b>
<b>ARTICLE 26 – SAVINGS CLAUSE .....</b>	<b>23</b>
<b>ARTICLE 27 – CONCLUSION OF COLLECTIVE NEGOTIATIONS.....</b>	<b>23</b>
SECTION 1. <u>COMPLETION OF BARGAINING.</u> .....	23
SECTION 2. <u>MID-CONTRACT CHANGES.</u> .....	23
SECTION 3. <u>SUCCESSORSHIP: SCOPE</u> .....	23
SECTION 4. <u>GENDER NEUTRAL.</u> .....	23
<b>ARTICLE 28 – TERM OF AGREEMENT.....</b>	<b>25</b>
SECTION 1. <u>TERM.</u> .....	25
SECTION 2. <u>AMENDMENTS.</u> .....	25
SECTION 3. <u>MEMORANDUMS</u> .....	25
<b>APPENDIX A WAGE SCHEDULE .....</b>	<b>26</b>
<b>APPENDIX B MEMORANDUM OF UNDERSTANDING DATED 11/30/2010 - ARTICLE 12 OVERTIME .....</b>	<b>28</b>
<b>MEMORANDUM OF UNDERSTANDING DATED 5/28/2015: AMASON BENEFIT LEVELS.....</b>	<b>29</b>
<b>APPENDIX C INSURANCE BENEFIT SUMMARIES.....</b>	<b>30</b>
<b>APPENDIX D DRUG AND ALCOHOL POLICY .....</b>	<b>49</b>
<b>APPENDIX E MOU RESIDENCY REQUIREMENT.....</b>	<b>59</b>
<b>CITY OF ONTARIO TRAVEL POLICY - REVISED PROPOSAL TO OPA: 7-9-15.....</b>	<b>62</b>

## ARTICLE 1 - PURPOSE OF AGREEMENT

It is the intent and purpose of the parties hereto that this Agreement shall promote and improve working conditions between the City of Ontario, Oregon, hereinafter referred to as the "City" and Ontario Police Association, hereinafter referred to as the "Association or Union", and to set forth herein rates of pay, hours of work and other terms and conditions of employment to be observed by the parties hereto.

## ARTICLE 2 - RECOGNITION

### **Section 1. Included Positions.**

The City recognizes the Association as the sole and exclusive bargaining agent for all regular and part-time employees, other than those described in Section 3, in the Police Department holding the positions of: Police Officer (which includes Patrol Officer, Motorcycle Patrol Officer, School Resource Officer, Detective and Canine Officer), Police Support Specialist, Evidence Technician, Ordinance Control Officer, and any other employee paid by the City as an employee of the Police Department who is not a confidential employee as defined by the Oregon PECBA, with respect to wages, hours and other conditions of employment.

### **Section 2. Excluded Positions.**

The Association and City agree that the classification of Sergeant, Lieutenant, Captain, Police Chief, and Police Secretary are excluded from the bargaining unit as supervisory and confidential personnel.

### **Section 3. Part-time Temporary Employees.**

Part-time temporary employees hired by the City, to work in classifications represented by the Association, may work no more than twenty (20) hours in any seven (7)-day work week; and will not be employed by the City in a part-time temporary position for more than five hundred twenty (520) hours in any twelve (12) consecutive months. Part-time temporary employees that exceed the above limitations will automatically become regular part-time employees subject to the terms of this Agreement.

The City will provide written notice to the Association of any part-time temporary employee hired to do Police Department work.

## ARTICLE 3 - EMPLOYEE AND UNION RIGHTS

### **Section 1. Non-Discrimination.**

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, marital status, race, color, sex, creed, religion, national origin, union affiliation, political affiliation, sexual orientation or handicap/disability except as provided by law.

The Association shall share equally with the City the responsibility for applying the provisions of this Agreement.

### **Section 2. Right to Association Rights.**

Employees shall have the right to form, join and participate in the activities of their own choosing, for the purpose of representation on matters of employee relations. Employees shall also have the right to refuse to join or participate in the activities of any employee organization. No employee shall be

interfered with, intimidated, restrained, coerced or discriminated against by the City or by any employee organization because he/she exercises these rights.

**Section 3. Dues Deduction.**

The City will begin deducting Association dues and other deductions on behalf of employees who have given written authorization to do so, beginning with completion of the first full month of employment and will continue to make the regular deductions until such time as the Association notifies the City in writing that the employee has withdrawn his/her membership. The deductions of all dues payers shall be remitted by electronic funds transfer (EFT) to the Association designated account, no later than the tenth (10th) of the month following the month for which the deductions were made. A list of dues paying members shall be provided by the City electronically to an email address provided by the Association. Payroll deductions for insurance purposes shall be submitted in a separate check.

The City agrees to automatically adjust the dues amount or for employees whose base salaries increase or decrease during the term of this Agreement.

**Section 4. Notification of Union Coverage.**

When a person is hired in any classification represented by the Association, the City shall notify him/her that the Association is his/her recognized bargaining representative.

**Section 5. Indemnification.**

The parties shall cooperate in order that any errors and over/under payments in dues checkoff, withholding or remittance are promptly adjusted. The Association agrees to indemnify, defend and hold harmless the City in its administration of Fair Share and check off provisions of this Agreement.

**Section 6. Leaves of Absence.**

Upon return from leaves of absence without pay, the City shall reinstate the payroll deduction of Association dues.

**Section 7. Association Time (Grievants).**

The aggrieved employee and representative shall be allowed reasonable time off to participate in the grievance proceedings without loss of pay for the time so spent.

**Section 8. Association Time (Bargaining Team).**

Three (3) employees appointed by the Association as members of the Association's Collective Bargaining Committee shall be granted time off with pay to negotiate with the City but shall not receive extra pay for so doing.

**Section 9. Bulletin Boards.**

The City will permit a suitable bulletin board to be placed in a convenient place in the work area used by employees. The Association shall limit its posting of notices and bulletins to such bulletin board.

## **ARTICLE 4 - MANAGEMENT RIGHTS**

The City shall retain the exclusive right to exercise the customary functions of management, including but not limited to, directing the activities of the department, determining the level service and the

methods, means and personnel by which the City's operations are to be conducted, including the introduction of new equipment; the right to hire, layoff, transfer, promote and demote; to discipline or discharge for cause, to determine work schedules and assign work and any other such rights not specifically abrogated by the terms of this Agreement.

## **ARTICLE 5 - POLICE DEPARTMENT MANUAL**

The City agrees to furnish each employee of the bargaining unit with a current paper copy or electronic copy of the Police Department Manual. In accordance with the PECBA, the Union shall have the right to meet, consult, and bargain with the City in the formation and modification of policies of the Police Department Manual that are mandatory subjects, safety issues, and/or which have mandatory impacts. Said manual shall be considered as a supplemental document to this Agreement and by reference is incorporated herein.

## **ARTICLE 6 - PROBATIONARY PERIOD**

### **Section 1. Probation**

For employees who are not police officers, an appointment shall be made for a probationary period of one (1) year from their initial date of hire with the City. This probationary period can be extended by the Chief if, in his/her opinion, the employee has not satisfactorily completed his/her probation and if the Association agrees to the probation extension. The probationary period shall be a part of the examining process to determine the qualifications of the candidate. During this probationary period, an employee may be discharged without appeal or recourse to the grievance procedure.

For employees who are hired as "lateral" police officers, who are DPSST certified at the time of their hire or who can be certified by DPSST through the DPS ST police officer equivalency academy, an appointment shall be made for a probationary period of one (1) year from their initial date of hire with the City. This probationary period can be extended by the Chief if, in his/her opinion, the employee has not satisfactorily completed his/her probation and if the Association agrees to the probation extension. The probationary period shall be a part of the examining process to determine the qualifications of the candidate. During this probationary period, an employee may be discharged without appeal or recourse to the grievance procedure.

For employees who are hired as police officers, an appointment shall be made for a probationary period of eighteen (18) months from their initial date of hire with the City. This probationary period can be extended by the Chief if, in his/her opinion, the employee has not satisfactorily completed his/her probation and if the Association agrees to the probation extension. The probationary period shall be a part of the examining process to determine the qualifications of the candidate. During this probationary period, an employee may be discharged without appeal or recourse to the grievance procedure.

Probationary employees are covered by this Agreement and are represented by the Association but may be discharged by the City without just cause, during their probation, so long as the discharge is for a lawful reason.

### **Section 2. Promotion.**

A promotional appointment shall be made for a probationary period of one (1) year. During this probationary period, if the department head believes the employee is not qualified to hold the position

to which the employee has been appointed. the employee will be returned to the last position held. It is not discipline for an employee to be returned to their previous position in this circumstance.

## **ARTICLE 7 - OUTSIDE EMPLOYMENT**

Permission to work at outside employment while an employee of the City must be approved in writing by the Chief of Police. A copy of the Chiefs written approval shall be provided to the employee and the Association. However, such approval shall not be withheld arbitrarily. In order to be approved, the outside employment must:

- A. be compatible with the employee's City duties;
- B. in no way detract from the efficiency of the employee in City duties;
- C. in no way be a discredit to City employment; and
- D. not take preference over extra duty required by City employment.

If an employee is employed outside the City, and it is deemed by the Chief of Police that such employment is in violation of one of the four guidelines as set forth above and does so notify the employee, in writing, the employee shall be allowed fifteen (15) days in which to terminate such employment. It is understood that the Chief of Police may at any time revoke permission to hold outside employment. Any such revocation shall be provided, in writing, to the employee and the Association.

## **ARTICLE 8 - DISCIPLINE, DISCHARGE AND SUSPENSION**

### **Section 1. Disciplinary Measures**

Disciplinary action shall be for just cause. Discipline includes the following steps and shall normally be progressive as outlined below, but the disciplinary process may be entered at any step depending upon the severity of the incident causing the disciplinary action:

- A. Written reprimand;
- B. Reduction in pay;
- C. Suspension without pay;
- D. Demotion;
- E. Discharge.

The City shall not impose discipline of a non-probationary employee without appropriate pre-disciplinary due process procedures. Counseling is not disciplinary in nature.

Verbal counseling: Forms of evaluation or counseling are not discipline. These are less formal means of resolving issues related to daily operations or conflicts. These forms of counseling may serve as evidence for future disciplines. They may be maintained in supervisory or evaluation files to be reviewed and purged, if appropriate, yearly. Nothing in this Article shall be construed to prevent or prohibit the Police Chief or a superior officer from discussing operational matters informally with employees.

### **Section 2. Due Process.**

Pre-disciplinary "due process" means written notice of the charges and the facts upon which the charges are based and an opportunity to meet with the decision maker or his/her designee, per Loudermill. If the



essential facts which support the allegations are not described in detail in the written notice, the City shall provide the Association President or his/her designee and the affected employee with all the documents which are relied upon. If the employee receives an oral or written reprimand, the employee or the Association President, or his/her designee, may submit a written rebuttal, which shall be maintained with the record of reprimand. Upon the filing of a grievance, documents which the City has relied upon shall be provided to the Association President or his/her designee and the affected employee.

**Section 3. Avoidance of Embarrassment.**

If the Chief of Police or designee has reason to discipline an employee, the Chief of Police or designee shall make a reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the general public.

**Section 4. Association Representation in Interview and Discipline Process.**

The City acknowledges the right of the employee to have, upon request, a representative of the Association present at meetings with the employee, which could lead to discipline greater than a verbal reprimand.

**Section 5. General Procedures**

A. Potential Discipline Situations.

Any employee who will be interviewed at a disciplinary interview concerning an act, which if proven, could reasonably result in disciplinary action will be afforded the following safeguards:

1. The employee and the Association President or his/her designee will be informed in writing that a formal investigation is commencing, at least ( 48) forty eight hours prior to any disciplinary interview unless the employee is under investigation for violation of the Controlled Substance Act, or violations which are punishable as felonies or misdemeanors under law, or if doing so would jeopardize either the criminal or administrative investigation. The Association President or his/her designee or employee may request an additional 24 hours prior to the interview if necessary. This written notice will include: the nature of the investigation and the specific allegations, policies, procedures and/or laws which form the basis for the investigation at that time; the employee will be afforded the opportunity to consult with an Association representative; and the employee and the Association will be provided all available materials the City possesses related to the investigation, unless the City elects to provide a written statement of essential facts which would support any contemplated basis of discipline.  
When releasing information to the employee and the Association President or his/her designee, the City may place conditions on disclosure of witness statements under circumstances where the conditions are warranted in order to limit risk of claims or aggravation of difficult circumstances in the work place or in the City's relationship with a victim. In such event, the City and the Association President or his/her designee shall cooperate to meet appropriate investigative and due process needs.
2. The employee shall be allowed the right to have an Association representative present during the interview. The opportunity to have the Association representative present at the interview shall not delay the interview more than four ( 4) hours, except for minor

- complaints (incidents for which no more than a verbal warning may result) which may be handled immediately when a representative is not readily available. However, if in the course of the interview it appears as if a more serious disciplinary problem has developed, the employee will be allowed up to four ( 4) hours to obtain a representative to be present at the interview.
3. All interviews shall take place at Department facilities, or elsewhere if mutually agreed, unless an emergency exists which requires the interview to be conducted elsewhere.
  4. The City shall make a reasonable good faith effort to conduct these interviews during the employee's regularly scheduled shift, except for emergencies. However, where the Chief or the Chiefs designee is a party to the interview, the City may schedule the interview outside the employee's regular working hours as long as the appropriate overtime payments are made to the employee. Where an employee is working on a graveyard shift. the City will endeavor to conduct the interview contiguously to the employee's shift. and the appropriate overtime or irregular hours payments shall be made to the employee.
  5. The employee will be directed to answer any questions specifically involving the non-criminal matter(s) under investigation and will be afforded all rights and privileges to which they are entitled under the laws of the State of Oregon or the United States of America.
  6. The employee shall be entitled to such reasonable intermissions as may be requested for personal necessities.
  7. All interviews shall be limited in scope to activities, circumstances, events, conduct or acts which pertain to the incident which is the subject of the investigation. Nothing in this section shall prohibit the City from questioning the employee about information which is developed during the course of the interview.
  8. Either the City, the employee, or his/her representative shall record the interview. A copy of the complete recording of the interview of the employee shall be furnished to the Association President or his/her designee, or the City if the City requests the employee or his/her designee's recording. If the recording is transcribed by the City, the employee and the Association President or his/her designee shall be provided a copy thereof.
  9. Interviews and investigations shall be concluded without unreasonable delay.
  10. The employee and the Association President or his/her designee shall be notified in writing of the results of any investigation, and for non-criminal investigations, those results must be presented in writing to the employee and the Association within thirty (30) days from the initial interview of the employee by the City of the basis of discipline. If not, the employee will not face discipline nor will the investigation or findings be considered in future progressive discipline. Upon notice, in writing, timelines may be extended for an additional

fifteen ( 15) days for reasonable discovery purposes. All other extensions must be agreed upon by the Chief of Police and the Association President or their designees.

B. Use of Deadly Force Situations.

Employees involved in the use of deadly force shall be advised of their rights to and shall be allowed to consult with an Association representative or attorney prior to being required to give an oral or written statement about the use of force. The City shall pay for a debriefing with a psychologist in cases of officers involved in use of deadly force.

- C. Section 5, relating to General Procedures, shall not apply to a criminal investigation conducted by another law enforcement agency. This section shall not prevent informal inquiry following an event which will be formally investigated in order to ascertain what occurred to the best of the involved officer's ability to recall, provided however, that the City only rely upon the involved officer's formal interview statements for all administrative purposes. Should an officer reasonably believe the discipline may result from the informal inquiry, the officer may seek Association representation.

D. Pre-disciplinary hearing/Loudermill.

Prior to any discipline being imposed, the employee, or representative, shall be given the opportunity to meet with the person imposing discipline and provide additional evidence or mitigating circumstances related to the action leading to potential discipline. The employer will provide sufficient discovery regarding the findings of the investigation, witness statements and evidence relied upon to this point within a reasonable period prior to the pre-disciplinary hearing. The employer agrees not to decide on the discipline imposed until after such meeting.

E. Imposing Discipline.

When an investigation results in discipline: Any employee being disciplined will be given official written notice of discipline imposed including a summary of the facts, the policy violations or misconduct occurred and an explanation of the discipline imposed.

The employee and Association President or designee, upon request, shall be furnished with a copy of the reports of the investigation which shall contain all known material facts of the matter, witness statements, tape recordings, and any other materials relied upon, at no cost. The employee shall also be furnished with the names of all witnesses and complainants who shall appear against him or her and/or whose statements shall be used against him or her.

F. Personnel File.

Disciplinary actions may be placed in a personnel file. After three (3) years and absent continued similar misconduct, an employee may request removal of the discipline from the personnel file. Prior to placing any document considered "negative" in any employee's personnel file, the employee will be given written notice of the document and may provide a rebuttal for the file.

## ARTICLE 9 - SENIORITY

### **Section 1. Determination.**

Seniority, as used in this Agreement, is determined by the length of an employee's continuous service with the Police Department since his/her date of hire, regardless of changes in classification. The City will provide the Union with a copy of the seniority list in July of each year and shall post the list in a conspicuous place available to all employees. In the event two (2) or more employees hold equal time in any classification, the City will use the employee's date of employment application with the City in deciding which employee is to be deemed the senior employee.

### **Section 2. Credit for Prior Service for Lateral Police Hires.**

The Chief may hire police officer laterals at a higher step based on prior years of certified service in other states/jurisdictions at year-for-year credit for each full year of service in the other jurisdiction. The Chief may also give police officer laterals half credit for each full year as a reserve officer.

For pay purposes, current employees who change classifications within the bargaining unit will receive year for year credit for each full year of service with the Ontario Police Department

### **Section 3. Job Bidding.**

Any job classification within the bargaining unit to be filled by the City shall be posted for bid for a period of five (5) working days, excluding Saturdays and Sundays. The job opening may also be publicly advertised at the same time. The bid will state which department has the job opening, qualifications of the job and the rate of pay. During this period, all employees within the bargaining unit will have the right to bid on the opening. Qualified employees will be selected for the job opening on the basis of their seniority and ability, seniority being the governing factor if abilities are equal. If no qualified employees bid on the job within the above-mentioned time period, the City may offer the job to any qualified applicant.

## ARTICLE 10 - LAYOFF

### **Section 1. Order of Layoff.**

In the event it becomes necessary to lay off employees for any reason, employees shall be laid off in the inverse order of their seniority in their classification. The City will decide in which classification it wishes to lay off employees.

### **Section 2. Recall.**

Employees shall be recalled from layoff in their classification according to their seniority in that classification until twenty-four (24) months from the layoff date. No new employees, temporary employees, or non-regular employees shall be hired in one of the classifications affected by layoff until all employees in that classification on layoff status desiring to return to work have been recalled.

### **Section 3. Bumping Rights**

The employee may demote to the lowest seniority credit position in any classification for which he/she is qualified within the department. An employee who demotes shall remain at the same years of service salary step within their new classification.

**Section 4. Notice of Transfer to Another Agency.**

In the event City Council is presented or receives a resolution to transfer bargaining unit work to a different government entity, absent exigent circumstances, the City shall notice OPA, in writing, within five (5) days. The City acknowledges the right of OP A to demand to bargain the impact of the transfers and, if such demand to bargain is timely made, the City agrees to bargain the impact prior to transfer and under ORS 243.698, and/or as applicable pursuant to ORS 236.605 and ORS Chapter 190.

**ARTICLE 11 - HOURS OF WORK**

**Section 1. Work week.**

- A. A normal work week shall consist of either forty (40) hours in seven (7) work days, including regularly scheduled work days and regularly scheduled days off based on a fifty-two (52)-week year (i.e., a work month will average 173.33 hours); or thirty-seven and one-half (37 ½) hours in seven (7) work days, including regularly scheduled work days and regularly scheduled days off, based on a fifty-two (52)-week year (i.e., a work month will average 173.33 hours).
- B. The intent of Article 11, Section 1, is for the definition of the work week. It shall be understood that for the purpose of shift work that the start of a new work week is Friday at 7 A.M. to coincide with the start of the new work shift.

**Section 2. Work shift**

A normal work shift will consist of ten (10) consecutive hours per day on the basis of a four (4)-day work week, or a normal work shift shall consist of twelve and one-half (12 ½) consecutive hours per work day on the basis of a three (3)-day work week. However, The Patrol Division will be divided into two (2) teams with the Patrol Division teams work schedules set forth below.

For part-time employees, a normal work shift shall be the length of their regularly scheduled hours as posted on the work schedule. A part time employee's posted normal work shift will not exceed ten (10) hours.

**Section 3. Work Day.**

A normal work day will consist of twenty-four (24) consecutive hours starting with the beginning of an employee's regularly scheduled work shift.

**Section 4. Work schedule.**

By December I of each calendar year, for the upcoming calendar year, the Police Department shall post an annual work schedule for employees that work shift work showing an employee's regularly scheduled work days, regularly scheduled days off, and regular work shift including regular start and stop times.

**Section 5. Patrol Teams.**

- A. Each patrol team will rotate on the work schedule as a patrol team. Individual work shifts will be assigned by the City;

- B. Team Hours: Monday through Thursday, four (4) work shifts often (10) consecutive hours (4-10s) each; and Friday through Sunday, three (3) work shifts of twelve and one-half(12 ½) consecutive hours each (3-12 ½s). Team rotation will be every twenty-eight (28) days;
- C. The patrol team working the twelve and one-half (12 ½) hour work shifts will have an additional ten (10) hours of work time scheduled by the City during each twenty-eight (28)-day work period in which the twelve and one-half (12 ½) work shifts are worked. This additional ten (10) hours of work time will be scheduled by management for the purpose of training, travel, schooling, special department projects, traffic enforcement, etc. The scheduling of this additional ten (10) hours of work time will be scheduled in one (1) block of time and will be done in such a manner as to minimize the inconvenience to the officer on his days off; and
- D. In regards to Article 12, Section 5 "Overtime" as set forth in this Agreement, both parties agree that no "shift flex" will be allowed to be used for the patrol team employees assigned to work the twelve and one-half(12½) hour work shifts. Any hours worked in excess of the twelve and one-half hour (12 ½) work shift and the ten (10) hour work shifts will be paid as overtime at the employee's regular overtime rate of pay. All other aspects of paid overtime, as set forth in Article 12 of this Agreement, shall remain the same. (Clarification: The ten (10) additional work shift hours will not be used by an employee or the City to replace hours that would normally be paid to an employee as overtime.)
- E. The following work shifts may be assigned for employees in special assignments:
1. **Investigations/Detectives:** Eight (8) consecutive hours per work day on the basis of a five (5)-day work week, ten (10) consecutive hours per work day on the basis of a four (4)-day work week, or twelve and one-half ( 12 ½) consecutive hours per work day on the basis of a three (3) day work week, with ten (10) additional hours to be scheduled based upon mutual agreement of the parties during the applicable twenty-eight (28)-day work period.
  2. **School Resource Officers:** Eight (8) consecutive hours per work day on the basis of a five (5)-day work week, or ten (10) consecutive hours per work day on the basis of a four (4)-day work week, or twelve and one-half (12 ½) consecutive hours per work day on the basis of a three (3)-day work week, with ten ( 10) additional hours to be scheduled based upon mutual agreement of the parties during the applicable twenty-eight (28)-day work period. When an SRO is assigned to a patrol team, the SRO will work the same hours as the patrol team schedule.
  3. **Ordinance Enforcement:** Either eight (8) consecutive hours per work day on the basis of a five (5)-day work week, or ten (10) consecutive hours per work day on the basis of a four (4)-day work week.

**Section 6. Exceptions.**

The parties may agree by written memorandum of agreement (MOA) to alternate work shifts for individuals in special assignments.

**Section 7. Rest Periods and Meal Breaks.**

- A. Rest Periods. Employees are entitled to two (2) fifteen (15)-minute paid rest periods during each ten (10)-hour work shift; any work shift over ten (10) hours requires a third (3rd) fifteen (15)-minute paid rest period. Each paid rest period is scheduled at or near the middle of each employee's half shift. All employees are required to follow City policies during such paid rest periods. Paid rest periods shall not interfere with or be detrimental to public safety and employees shall remain subject to call during each paid rest period.
- B. Meals. Sworn Officers have a compensated meal break of thirty (30) minutes during each work shift and employees shall remain subject to call during each meal break. Consistent with operating requirements, meal breaks are scheduled at or about the middle of the work shift. Non-sworn employees working 6 or more hours per day will be provided a 30 minute unpaid meal break.

## **ARTICLE 12 - OVERTIME**

### **Section 1. Overtime Rate.**

Employees covered by this Agreement shall be compensated at the rate of one and one-half (1½) times the employee's hourly rate of pay for all hours worked in excess of a normal work shift or work day as defined in Article 11 "Hours of Work", or for all hours of work performed by an employee on their regularly scheduled day off.

### **Section 2. Prior Approval.**

Overtime compensation shall be paid based upon overtime work performed by an employee. However, the parties agree that, except in an emergency situation, no overtime should be worked without prior approval of a supervisor. An employee who works overtime without prior approval of a supervisor will be paid by the City for the overtime worked, but may be subject to discipline for failure to obtain approval of a supervisor prior to working the overtime.

### **Section 3. Rounding.**

Overtime shall be rounded up to the next nearest quarter (1/4) hour for actual time worked except as specified in Section 4 and Section 5 of this Article.

### **Section 4. Call-Back.**

Call-back will be compensated as follows:

- A. An employee recalled or called back for work after completion of his/her regular work shift but within his/her normal workday shall be compensated at the employee's regular overtime rate of pay for a minimum of two (2) hours.
- B. An employee recalled or called-back for work on a day that the employee is not normally scheduled to work or is on approved leave, shall receive not less than four (4) hours overtime pay at one and one-half (1½) times his/her regular rate of pay.
- C. For purposes of Section 4(a) and 4(b) above, a work day shall be defined as a twenty-four (24)-hour period of time that begins when an employee reports to work at the beginning of their regularly scheduled work shift.

**Section 5. Shift-Flex.**

The City shall have two (2) hours scheduling flexibility at the discretion of management during an employee's work week without the schedule adjustment being subject to the provision of callback or recall. In addition, the City may have four (4) hours of scheduling flexibility if scheduled and posted on the shift schedule with actual notice in writing to the employee, or with mutual consent of the City and the employee, a flex shift may be scheduled within two (2) weeks of the flex shift.

**Section 6. Holiday Overtime.**

Overtime worked on a holiday (as defined in Article 15 "Holidays") will be paid at the rate of one and one-half (1½) times the employee's holiday rate of hourly pay.

**Section 7. Mandatory Overtime Scheduling.**

Mandatory overtime needed to cover a shift for which the scheduled employee notified the Police Chief or his designee at least two (2) weeks in advance that he/she will be absent will be posted. If no employee volunteers then overtime will be distributed as equally as possible. To ensure that mandated overtime is distributed equally, the City and the Association shall jointly maintain a list of employees that have been offered mandated overtime work and/or been mandated to work overtime. This list shall be posted upon the Association bulletin board and updated each time mandated overtime is required. With regard to maintenance of this list, an employee who is offered and rejects mandatory overtime will be treated the same as an employee who accepted and worked mandatory overtime.

**Section 8. Overtime Opportunities.**

Overtime opportunities shall be offered to all employees qualified to work the overtime opportunity, on a rotating basis, using a list of all qualified employees based on the employee's date of hire with the Ontario Police Department. With regard to maintenance of this list, an employee who is offered and rejects overtime will be treated the same as an employee who accepted and worked overtime. (*see Appendix "B", MOU dated 11-30-10*)

## **ARTICLE 13 - WAGES**

All employees covered by this Agreement shall be paid in accordance with "Schedule A" attached hereto and subject to the following wage adjustments:

**Section 1. Wage Adjustments.**

Effective January 1, 2021, the wage scale will be increased as described in the wage index attached to this agreement as Appendix A.

Effective January 1, 2022, the wage scale will be increased as described in the wage index attached to this agreement as Appendix A.

Effective January 1, 2023, the wage scale will be increased as described in the wage index attached to this agreement as Appendix A.

**Section 2. Salaries for New Positions.**

The City may create new bargaining unit positions and may establish an interim rate of pay for such positions. The City will negotiate a regular rate of pay for any new bargaining unit positions with the



Association. If the parties are unable to agree on a permanent rate of pay for a new bargaining unit position, the parties will use the ORS 243.698 et seq., mid-term PECBA bargaining process to resolve the matter. If the Association seeks resolution through interest arbitration, the City may proceed with the new hire which shall be subject to the final determination of the arbitration.

**Section 3. DPSST Incentive.**

Employees in classifications subject to certification by the Oregon Department of Public Safety Standards and Training (DPSST) shall receive certification pay as follows:

- A. Upon submittal of evidence to the City that said employee has received DPSST Intermediate Certification: three percent (3%) over and above base monthly salary; or
- B. Upon submittal of evidence to the City that said employee has received DPSST Advanced Certification: six percent (6%) over and above base monthly salary.
- C. DPSST incentives are not cumulative.

Employees shall be required to continuously maintain certification in order to receive said pay. The City shall provide the necessary training to each employee so that each employee certified by DPSST may maintain their DPSST certification on an annual basis.

**Section 4. Bilingual Premium.**

A premium of five percent (5%) of the employee's base salary shall be paid for fluency in Spanish. Fluency shall be determined with a test or other certification process acceptable to the City and to the District Attorney.

**Section 5. FTO Incentive.**

The City may, on a weekly basis, designate up to three (3) officers to serve as Field Training Officers (FTO) for that week. In exchange for that designation, each officer so designated will receive a five percent (5%) incentive added to their base wage for each week that they are designated as an FTO. This designation and incentive shall also apply to any employee of the Police Department designated as a trainer/coach for a probationary employee. In the event another Officer needs to cover the assigned FTO for a shift, the covering Officer will be paid an additional 5% (five percent) of base hourly wage for the hours worked as assigned.

**Section 7. Canine Officer.**

A premium of five percent (5%) of the employee's base salary shall be paid for an officer assigned to be the Canine Officer.

In addition, the City will pay the reasonable expenses for food, care, upkeep, and for veterinary care for the City's dog. The Canine Officer shall also be provided a marked police vehicle for the normal and route transport of the City's dog to and from work and for Canine Officer/police dog service work.

In each 28-day FLSA work period, Canine Officers shall be granted sixteen ( 16) hours of release time as compensation for the time it is necessary for the Canine Officer to care for, groom, feed, and maintain the canine during off-duty hours. The Canine Officer will use his/her best effort to schedule this release time at least seven (7) calendar days in advance. Release time must be scheduled and used by the Canine Officer during the 28-day FLSA work period in which it is accrued. Release time will normally be scheduled to coincide with the beginning or end of a Canine Officer's normal work shift.

Canine Officers are to record actual time spent on the above activities during each pay period and provide that record to the Employer each pay period. Any such non-regular duty work in excess of the paid release time shall require advance written approval from the Chief or his/her designee.

The release time shall include time necessary for the Canine Officer to care for, groom, feed, and maintain the canine on days off, vacation, and holidays when the Canine Officer has the canine in his/her possession. The Canine Officer will thus be entitled to the same paid release time for canine care purposes during a scheduled vacation or holiday when the Canine Officer has the canine in his/her possession.

Hours worked in law enforcement activities by Canine Officers during hours scheduled as paid release time or outside of their regularly scheduled normal work shift shall be compensated at one and one-half (1.5) times the Canine Officer's regular rate of pay.

The parties have reviewed the hours of work actually spent and reasonably required for Canine Officers to care for the canine outside normal duty hours and agree that those hours approximate the hours of release time granted. However, it is understood that compensation for canine maintenance work performed by Canine Officers outside the regular duty assignment may calculate to be a lesser hourly rate than the Officer's regular pay rate.

The above release time is in addition to the Specialty Pay received by Canine Officers as provided in this Agreement.

**Section 8. Payment Upon Employment Termination.**

A regular employee terminating employment (voluntary, involuntary, retirement, layoff) with the City will be paid any earned and unpaid wages then due plus any accumulated and unused vacation pay to which the employee is entitled. Payment will be made in accordance with the requirements of Oregon Law.

**Section 9. Longevity.**

The City recognizes the value and contributions of employees with extended years of service. Effective January 1, 2016, employees with 20 years (240 months) of continuous service with the City, the employee will receive a longevity incentive of 3% base monthly pay.

## **ARTICLE 14 - WORKING OUT OF CLASSIFICATION**

When an employee is assigned for a limited period to perform the duties of a position at a higher level classification for more than fifteen (15) consecutive calendar days, the employee shall be paid at what

would be the next higher salary step from the first day of the assignment for the full period of the assignment.

## **ARTICLE 15 - HOLIDAYS**

### **Section 1. Holidays.**

The following days shall be recognized by the City as official holidays:

- 1) New Year's Day - January 1
- 2) Martin Luther King, Jr. Day
- 3) Presidents' Day (3<sup>rd</sup> Monday in February)
- 4) Memorial Day (last Monday in May)
- 5) Independence Day July 4
- 6) Labor Day (1<sup>st</sup> Monday in September)
- 7) Veterans' Day - November 11
- 8) Thanksgiving Day
- 9) Day after Thanksgiving Day
- 10) Christmas Day

### **Section 2. Holiday Pay.**

Any employee who works on one of the above holidays will be paid double time (2x) the employee's regular hourly rate of pay for any hours the employee actually worked on that holiday. The time span of a designated holiday shall be a twenty-four (24)-hour period of time from 12:01 a.m. to 11:59 p.m.

## **ARTICLE 16 - VACATIONS**

### **Section 1. Accrual.**

Paid vacation time for full time employees shall accrue at the following rates per year:

1 month through 71 months of employment (1 - 6 years)	90 hours per year
72 months through 143 months of employment (6- 12 years)	130 hours per year
144 months through 203 months of employment (12 - 17 years)	170 hours per year
204 months through 263 months of employment (17 - 22 years)	210 hours per year
264 months or more of employment (More than 22 years)	228 hours per year (19 hours per month)

An employee who has not completed his/her probationary period is not eligible to take vacation unless approved in writing by the supervisor and will not be paid for accrued vacation if the employee does not satisfactorily complete the probationary period prior to employment termination.

### **Section 2. Maximum Accumulation.**

An employee can carry a maximum accumulation of vacation of two (2) times the annual rate (example: a five (5)-year employee could have a maximum amount of vacation of one hundred eighty (180) hours). Ongoing vacation accruals are forfeited once this maximum is reached.

**Section 3. Vacation Buyback.**

Employees who earn eighty (80) hours or more of vacation annually shall have the option of receiving forty (40) hours of pay in lieu of up to one (1) week's vacation: (a) if the pay is taken concurrently with a week of vacation, or (b) if taken as pay in the November paycheck. This option may be taken once per year, but only if adequate vacation has been accrued to provide for said option.

Employees who earn one hundred twenty (120) hours or more of vacation annually shall also have the option of taking an additional forty (40) hours of vacation in pay following the same rules above.

## **ARTICLE 17 - LEAVES**

**Section 1. Sick Leave.**

- A. Accrual. For the sole purpose of providing financial security to employees and their families, all permanent full time employees and all probationary employees with three (3) months' service are allowed sick leave for non-occupational disability with full pay. An employee shall earn twenty (20) hours per month during the first year of service and ten (10) hours per month thereafter up to a maximum of twelve hundred and eighty ( 1280) hours. If an employee, because of catastrophic illness, injury, or a serious health care condition as defined by OFLA/FMLA, has exhausted his/her accumulated sick leave and requests, in writing, an extension of sick leave, the written request shall be submitted to the City Manager for written approval by the City Manager of an extension not to exceed a maximum of one hundred sixty (160) hours. Unused accumulated sick leave during a calendar year shall be carried to the credit of the employee the next year. provided that such accumulation does not at any time exceed twelve hundred and eighty (1280) hours. In the event an employee exhausts all their vacation and sick leave as a result of a long-term illness or injury, a fellow employee may donate up to forth (40) hours of their own accrued vacation hours.
- B. Use and Verification. Sick leave is provided as an insurance against an employee's illness and inability to work; in no sense is it a right which the employee can use for any purpose other than actual illness or accident causing personal disability, except as otherwise required by law. An employee may use sick leave for OFLA, FMLA, integration with workers' compensation leave absences due to personal or dependent injury or illness and health care provider (HCP) appointments. Abuse of this privilege shall be cause for dismissal. The Chief of Police or Human Resources Manager may require an HCP certification of illness or fitness for duty for any sick leave.
- C. Temporary Employees. Temporary employees will not earn paid sick leave accruals during the first three (3) month of employment.

**Section 2. Leave of Absence.**

A non-probationary employee may be granted leave of absence without pay when the work of the department will not be handicapped by this absence. Requests for such leaves must be in writing and must establish reasonable justification for the approval by the department head or City Manager. Leaves of absence up to two (2) weeks without pay may be granted by the department head. Leaves of absence for longer than two (2) weeks must be approved by the City Manager.

**Section 3. Jury Duty.**

When an employee is called for jury duty as a citizen during a regularly schedule work shift, he/she will be paid his/her regular salary and turn over to the City any jury duty pay received, excluding mileage reimbursement.

**Section 4. Military Leave.**

Military leave will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advanced written notice using the Leave Request form is required unless military necessity prevents this.

**Section 5. Compassionate Leave.**

If a employee must lose work because of a death in the immediate family (spouse, child, parent, brother, sister, parent of present living spouse and/or grandparents of employee and present living spouse, Registered domestic partner) an employee shall be excused. without loss of pay, for up to a maximum of three (3) shifts (and receive his/her normal rate of pay. A brother-in-law or sister-in-law shall be considered a member of the immediate family of an employee for purposes of compassionate leave at the discretion of the Police Chief. An additional shift may be granted if extensive travel is involved. If an employee must lose work due to his/her service as a pallbearer, he/she shall be reimbursed for such lost work at the employee's straight-time hourly rate up to a maximum of four (4) hours pay. Leaves provided under OFLA are concurrent to leaves provided in this section.

**Section 6. Conferences and Conventions.**

Decisions concerning attendance at conferences, conventions or other meetings at City expense will be made by the department head with the approval of the City Manager. Members of professional societies will be permitted to attend meetings of their society when such attendance is considered to be in the best interest of the City.

**Section 7. Maternity, Parental and Family Leave.**

Family leave and medical leave will be granted in accordance with federal (FMLA) and state (OFLA) law and as provided in the City personnel policy manual.

## **ARTICLE 18 - INSURANCE BENEFITS**

**Section 1. Health Insurance.**

Employees are eligible for insurance on the first of the month following their date of hire. Eligibility is subject to the terms of the insurance carrier. Bargaining note: Effective July 1, 2015, the insurance

carrier will not provide benefits to domestic partners except for Registered Domestic Partners under ORS 106.300 et seq.

As of January 1, 2021, the City will provide full-time employees and their dependents Regence Copay Plan F, with RX, Vision VSP A, Alternative Care Chiropractic and Hearing Aid rider.

A summary of the Regence Copay Plan F with Alternative Care plan and Hearing Aids is attached as Appendix "C." For the purposes of this Article, full time is considered working 30 hours or more per week.

**Section 2. Vision Care.**

Effective January 1, 2015, and for the term of the Agreement, the City shall provide all full time employees CIS Vision Plan -VSP A.

**Section 3. Retiree Medical.**

Pursuant to State and Federal Laws, the City offers retired employees access to continuation of plan benefits as provided by the carrier. The retired employee is responsible for all associated costs and premiums.

**Section 4. Section 125 Cafeteria Plan.**

The City will provide employees the opportunity to participate in an Internal Revenue Service, Section 125, cafeteria plan as allowed by IRS regulations.

**Section 5. Life Insurance.**

For the term of this Agreement, the City shall furnish to each employee \$20,000.00 of term life insurance coverage. At the employee's expense, the employee may upgrade the life insurance coverage amount subject to the provider's conditions.

**Section 6. On-the-Job Injury Insurance.**

All employees are covered for accidents on the job under Workers' Compensation. When an employee must take time off by reason of an occupational disability, he/she will receive compensation from Workers' Compensation.

In addition, at the employee's option, the employee shall have the ability to receive the difference between the loss-time benefit compensation and his/her net regular salary after taxes, one-half of which shall be paid by the City and the half charged to the employee's accrued sick leave and/or vacation.

**Section 7. Insurance Reopener.**

In the event a currently offered health, dental, or vision plan is no longer available. the parties agree to reopen for bargaining in regard to the eliminated plan(s).

**Section 8. Indemnification Against Liability.**

The City agrees to provide one million dollars (\$ 1,000,000) on-the-job personal liability insurance at no cost to the employee.

**Section 9. Employee Premium Contribution.**

The City will pay the full premiums (100%) for health, dental and vision insurance, as referenced in Sections 1, 2 and 3 for the CIS HDHP plan up to December 31, 2015. The City will pay premiums (100%) for health, dental and vision insurance, as referenced in Sections 1, 2 and 3 for CISCO-PAY B.

**Section 10. Health Savings Account/Other.**

- 1) For employees who do not have a choice to participate in an HSA account because of coverage under Medicare, TricareN A or Indian Health Services, the City will make available a comparable benefit, subject to IRS and plan regulations.

Part-Time Employees. Part-time employees shall not be eligible for any health insurance coverage.

**Section 11. Additional Coverage.**

The Association will insure that all eligible members of the Ontario Police Department are enrolled as participants for benefits and coverage provided by the Legal Defense Fund of the Peace Officers Research Association of California (PO RAC). Eligible members include all sworn members regular police officers and reserve officers, including police supervisors and command level police executives who are sworn Oregon police officers, as well as non-sworn public safety employees (including Dispatchers and Code Enforcement) as defined in the Summary Plan Description of the PORAC legal Defense Fund.

During the first calendar week of December, March, June and September of each year, the City and Association shall cooperate to ascertain the amount due to PORAC by reason of participants' enrollment coverage of Plan II relating to services and representation in civil and criminal actions. The City shall pay the Association the full amount of such costs during the first half of such months in order to enable the Association to remit full costs to PORAC on or before the due dates of December 31, March 31, June 30 and September 30.

Exclusively for the purpose of representation of reserve officers in regards to civil and criminal issues that arise in the context of critical incidents (such as but not limited to use of force incidents), reserve officers shall be special members of the Association. The City shall remit periodically to the Association funds necessary for PO RAC Legal Defense Fund (Plan II) participation provided for in this Agreement.

The Association agrees to hold the City harmless for any failure on behalf of the Association to pay adequate amounts to PORAC for coverage after payment is paid by the City to the Association.

## **ARTICLE 19 - RETIREMENT**

**Section 1. PERS Membership.**

The City agrees to continue to participate in the Public Employees Retirement System (PERS) and the Oregon Public Service Retirement Program (OPSRP) or its successor.

**Section 2. PERS Pickup.**

The City will pick up the employee's contribution to the Individual Account Program (IAP) and/or Oregon Public Employees Retirement System, as lawfully appropriate, upon completion of six (6) full months of employment. The City shall comply with the various provisions of the Oregon Revised Statutes regarding salary, final average salary and pick up of employee contributions.

## **ARTICLE 20 - UNIFORMS**

### **Section 1. Issuance and Cleaning.**

All uniforms and equipment as required by the City shall be provided by the City. Uniform cleaning shall be paid by the City, up to two (2) cleanings per week, per employee. Certain circumstances may require cleanings in excess of this limit, but shall be approved by the Chief of Police or his/her designee.

### **Section 2. Replacement**

When a uniform is returned to the City because of wear, size or damage, it shall be replaced as soon as possible.

### **Section 3. Court Appearances.**

An officer on overtime for court appearance shall be in uniform regardless of the court involved.

### **Section 4. Clothing Allowance.**

Detectives, except narcotics task force investigators, assigned and required to wear civilian clothes which meet a department standard on duty shall be reimbursed each December I, based on receipts for slacks, coats, dress shirts and ties worn on their plain clothes assignment, in an amount not to exceed two hundred dollars (\$200) per year.

### **Section 5. Uniform and Boot Allowance.**

The City agrees to provide sworn officers and the ordinance officers with uniforms and boots and replace when necessary.

During the term of this Agreement, officers will be reimbursed for up to three-hundred and fifty (\$350) for the purchase of approved footwear. This may be for multiple pairs of approved footwear during the three (3) year period. Footwear damaged in the line of duty shall not be counted against an employee's reimbursement allowance.

## **ARTICLE 21 - MILEAGE AND LODGING**

The parties agree to rely on the City's Financial Policies, Travel and Expense, 1.10. In the event the City contemplates a change in policy, the City will provide notice of change and opportunity to request to bargain under ORS 243.698.

## **ARTICLE 22 - PERSONNEL FILE**

### **Section 1. Employee Access.**



Each employee shall have the right to review the contents of his/her own personnel file. At his/her option, he/she may request to be accompanied by a Union representative of his/her choosing. A Union representative may also have access to, right of review and copies of the materials in an employee's personnel file when the materials requested by the Union representative have a direct, probable or relevant connection to an ongoing PECBA matter between the City, the Union and/or the employee. No material in the personnel file shall be altered, removed or in any other way changed by an employee and/or a Union representative who is reviewing the files. A City representative may choose to be present during review.

**Section 2. Access of Others.**

Access to a staff member's personnel file shall be limited to only the individual employee involved and/or his/her designated representative, such supervisors and administrators of the City who are assigned to review or place materials therein and such clerical personnel whose duty it is to maintain personnel files, provided such access does not conflict with the provisions of ORS 192.501-505. Access to files shall also be granted to agencies granted that privilege by federal and state laws.

Any time the employee's personnel file or a copy of that file leaves the control of the City, the employee will be notified, in writing, at least three (3) business days prior to the release. Routine releases to the City Attorney or District Attorney of certification records (intoxilyzer, radar) will not require written notification to the employee.

**Section 3. Adverse Entries.**

No information reflecting critically upon an employee shall be placed in the employee's personnel files that does not bear the signature of the employee, except notice of discharge. The employee shall be required to sign material to be placed in his/her personnel files provided the following disclaimer is attached:

"Employee's signature confirms only that the supervisor has discussed and given a copy of the material to the employee. The employee's signature does not indicate agreement or disagreement with the contents of this material."

If an employee is not available within five (5) working days to sign the material, the City may place the material in the files provided a statement has been signed by two (2) management representatives and a copy of the document was mailed to the employee and the Association President at their addresses of record.

**Section 4. Removal of Certain Discipline.**

Letters of caution, consultation, warning, admonishment and reprimand shall be considered temporary and shall be removed no later than three (3) years after they have been placed in the employee's personnel file unless required by state law to be held longer. If a subsequent disciplinary action(s) of a similar nature is imposed prior to removal of a record of discipline under this section, the time for removal shall be computed from the subsequent disciplinary action. Once removed, material may be retained in a sealed file, but shall not be considered by the City for any purpose, except for showing notice of a rule or policy when just cause discipline of an employee is at issue.

**Section 5. Admissibility of Disciplinary Proceedings.**

Materials placed in the personnel record of an employee without conforming with the provisions of this Article shall not be permitted to be used by the City in any disciplinary proceeding involving the employee. Said materials may be removed earlier upon mutual agreement between the employee and his/her supervisor.

**Section 6. Retention of Commendations.**

Written commendations shall become a permanent part of the employee's personnel file, and the employee shall be furnished a copy of all such material at the time it is placed in the employee's personnel file.

## **ARTICLE 23 - SAFETY COMMITTEE**

The bargaining unit shall designate a member and alternate to serve on the City's Safety Committee without loss of compensation. The City shall conduct the Safety Committee in accordance with Oregon OSHA Regulations.

## **ARTICLE 24 - GRIEVANCE PROCEDURE**

**Section 1. Grievance Defined.**

A grievance for the purpose of this Agreement is defined as a dispute regarding the meaning or interpretation of a particular clause of this Agreement or change in City procedure which impacts wages, hours, or working conditions, or an alleged violation of this Agreement.

**Section 2. Grievance Procedure.**

A grievance shall be resolved through the following procedure:

Step 1: In cases involving a complaint by an employee or employees, the representative of the Union or the aggrieved employee or employees, with or without the presence of the representative of the Union, shall present the complaint, within ten (10) calendar days after it arises, to the immediate supervisor in a written or electronic format. The supervisor shall respond in writing to the grievant within ten (10) calendar days from the receipt of such grievance.

Step 2: If the grievance still remains unsettled at Step I, within ten (10) calendar days from receipt of the Step I denial, or within ten (10) calendar days of when a written Step 1 response was due from the immediate supervisor, the grievance may be submitted to the Police Chief. The Police Chief shall respond in writing to the grievant and the Union within ten (10) calendar days from the receipt of such Step 2 grievance.

Step 3: If the grievance still remains unsettled at Step 2, within ten (10) calendar days from receipt of the Step 2 denial, or within ten (10) calendar days of when a written Step 2 response was due from the Police Chief, the grievance may be submitted to the City Manager. If the grievance is not satisfactorily resolved within ten (10) calendar days after being received by the

City Manager, the employee or his/her designated representative will notify the City Manager of their intent to arbitrate.

Step 4: If the grievance is not settled at Step 3, the Union may file a notice of intent to arbitrate the grievance with the City Manager within ten (10) calendar days of the date the decision of the City Manager is due. The parties shall request a list of seven (7) Oregon/Washington arbitrators who are certified from the Oregon Employment Relations Board and meet or communicate within five (5) calendar days after receipt of the list to select an arbitrator by the method of alternately striking names. The party to strike the first name shall be determined by the flip of a coin, with each party alternately striking names with the remaining person being the arbitrator. The cost of the arbitrator's fees and expenses shall be paid by the losing party as determined by the arbitrator. Each party shall be responsible for costs of presenting its own case to arbitration. The arbitrator shall be asked to render a decision within thirty (30) days of the termination of the hearing. The decision of the arbitrator shall be final and binding on both parties.

**Section 3. Waiver of Timelines, Withdrawal.**

Any time limits specified in the grievance procedure may be waived or extended by mutual prior consent of the parties.

**ARTICLE 25 - FUNDING**

The parties recognize the revenue needed to fund the compensation provided by this Agreement must be approved by established budget procedures and in certain circumstances by vote of the citizens. All such compensation is therefore contingent upon sources of revenue and, where applicable, voter budget approval. The City has no intention of reducing the compensation specified in this Agreement because of budgetary limitations, but cannot and does not guarantee any level of employment in the bargaining unit covered by this Agreement, and makes no guarantee as to passage of such budget requests or voter approval thereof. In the event the City finds it is unable to fund the economic provisions of this Agreement, then, at the request of either party to this Agreement, economic provisions of this Agreement will be reopened for negotiations.

**ARTICLE 26 - SAVINGS CLAUSE**

Should any provision of this Agreement be found by a court of competent jurisdiction to be in violation of any federal, state or City law, the remainder of the provisions of this Agreement shall be considered as severable and remain in full force and effect for the duration of this Agreement.

**ARTICLE 27 - CONCLUSION OF COLLECTIVE NEGOTIATIONS**

**Section 1. Completion of Bargaining.**

The parties acknowledge that during collective bargaining negotiations, each party has an unlimited right and opportunity to make demands with respect to all matters appropriate for bargaining and have fully settled them for the term of this Agreement.

**Section 2. Mid-Contract Changes.**

The Agreement may be amended, altered or added to by written agreement of both parties.

**Section 3. Successorship: Scope.**

This Agreement shall be binding upon the successors and assigns of the parties hereto, and no provision, term or obligation herein contained shall be affected, modified, altered or changed in any respect whatsoever by the change of any kind of ownership, management or governmental entity of either party hereto. All terms and conditions of employment not covered by this Agreement shall continue to be maintained as the status quo subject to the Police Department's direction and control and/or bargaining as required by the PECBA.

**Section 4. Gender Neutral.**

All reference to employees in this Agreement refers to both sexes and wherever the male gender is used, it shall be construed to include male and female employees.

## ARTICLE 28 - TERM OF AGREEMENT

### Section 1. Term.

This Agreement shall become effective upon execution or January 1, 2021, whichever is later, and shall remain in effect through December 31, 2023. It shall be automatically renewed from year to year, thereafter, unless either party shall notify the other in writing not later than July 1 of the expiring year that it desires to bargain a successor agreement. This Agreement shall remain in full force and effect during the period of any negotiations for a successor Agreement.

### Section 2. Amendments.

The parties acknowledge the following memorandums:

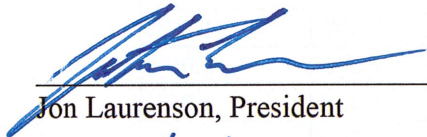
MOU dated 11-30-2010: Overtime

MOU dated 05-28-2015: Amason Benefit Levels

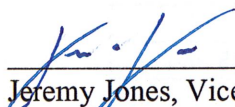
MOU dated 05-20-2020: RE: City Policy #2018-112 Residency Requirement

EXECUTED by the parties the dates indicated below:

ONTARIO POLICE ASSOCIATION

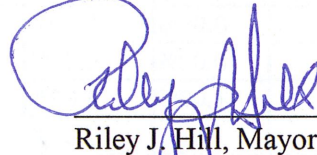
  
\_\_\_\_\_  
Jon Laurenson, President

Date: 3/6/2021

  
\_\_\_\_\_  
Jeremy Jones, Vice President

Date: 3-6-2021

CITY OF ONTARIO

  
\_\_\_\_\_  
Riley J. Hill, Mayor

Date: 3-1-2021

ATTEST:

  
\_\_\_\_\_  
Adam Brown, City Manager

Date: 2-19-2021

**2021 Increases**

	A	B	C	D	E	F
	0 to 13	13 to 31	31 to 49	49 to 97	97 to 144	145 and up
Police Officer	0.00%	0.00%	2.25%	2.25%	2.25%	2.25%
Ordinance Officer	0.00%	0.00%	0.00%	1.50%	1.50%	1.50%
Police Support Specialist	1.00%	1.00%	1.00%	2.00%	2.00%	2.00%
PT Evidence Technician	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
PT Ordinance Officer	0.00%	0.00%	0.00%	1.50%	1.50%	1.50%

**2021 Rates (Effective 1/1/21)**

	A	B	C	D	E	F
	0 to 13	13 to 31	31 to 49	49 to 97	97 to 144	145 and up
Police Officer	\$ 26.45	\$ 27.67	\$ 29.54	\$ 30.70	\$ 31.76	\$ 32.87
Ordinance Officer	\$ 21.23	\$ 22.34	\$ 23.44	\$ 25.05	\$ 25.92	\$ 26.83
Police Support Specialist	\$ 18.49	\$ 19.33	\$ 20.20	\$ 21.33	\$ 22.28	\$ 23.30
PT Evidence Technician	\$ 20.81	\$ 21.75	\$ 22.70	\$ 23.72	\$ 24.79	\$ 25.90
PT Ordinance Officer	\$ 17.14	\$ 18.02	\$ 18.91	\$ 20.16	\$ 21.16	\$ 22.23

**2022 Increases**

	A	B	C	D	E	F
	0 to 13	13 to 31	31 to 49	49 to 97	97 to 144	145 and up
Police Officer	0.00%	0.00%	2.50%	2.50%	2.50%	2.50%
Ordinance Officer	0.00%	0.00%	0.00%	1.50%	1.50%	1.50%
Police Support Specialist	1.00%	1.00%	1.00%	2.00%	2.00%	2.00%
PT Evidence Technician	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
PT Ordinance Officer	0.00%	0.00%	0.00%	1.50%	1.50%	1.50%

**2022 Rates (Effective 1/1/2022)**

	A	B	C	D	E	F
	0 to 13	13 to 31	31 to 49	49 to 97	97 to 144	145 and up
Police Officer	\$ 26.45	\$ 27.67	\$ 30.28	\$ 31.46	\$ 32.55	\$ 33.70
Ordinance Officer	\$ 21.23	\$ 22.34	\$ 23.44	\$ 25.43	\$ 26.31	\$ 27.23
Police Support Specialist	\$ 18.68	\$ 19.52	\$ 20.40	\$ 21.75	\$ 22.72	\$ 23.76
PT Evidence Technician	\$ 21.01	\$ 21.96	\$ 22.93	\$ 23.96	\$ 25.03	\$ 26.16
PT Ordinance Officer	\$ 17.14	\$ 18.02	\$ 18.91	\$ 20.46	\$ 21.48	\$ 22.56

**2023 Increases**

	A	B	C	D	E	F
	0 to 13	13 to 31	31 to 49	49 to 97	97 to 144	145 and up
Police Officer	0.00%	0.00%	2.50%	2.50%	2.50%	2.50%
Ordinance Officer	0.00%	0.00%	0.00%	1.50%	1.50%	1.50%
Police Support Specialist	1.00%	1.00%	1.00%	2.00%	2.00%	2.00%
PT Evidence Technician	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
PT Ordinance Officer	0.00%	0.00%	0.00%	1.50%	1.50%	1.50%

**2023 Rates (Effective 1/1/23)**

	A	B	C	D	E	F
	0 to 13	13 to 31	31 to 49	49 to 97	97 to 144	145 and up
Police Officer	\$ 26.45	\$ 27.67	\$ 31.04	\$ 32.25	\$ 33.37	\$ 34.54
Ordinance Officer	\$ 21.23	\$ 22.34	\$ 23.44	\$ 25.81	\$ 26.71	\$ 27.64
Police Support Specialist	\$ 18.86	\$ 19.72	\$ 20.61	\$ 22.19	\$ 23.18	\$ 24.24
PT Evidence Technician	\$ 21.22	\$ 22.18	\$ 23.16	\$ 24.20	\$ 25.28	\$ 26.42
PT Ordinance Officer	\$ 17.14	\$ 18.02	\$ 18.91	\$ 20.77	\$ 21.80	\$ 22.90

# APPENDIX B

## Memorandum of Understanding: Article 12 Overtime

COPY

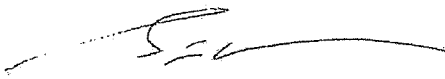
The intent of Article 12 Section 8 is to ensure that overtime opportunities are offered in a fair and consistent manner. The Association understands the difficulty and effort involved to locate employees to cover shifts when absences occur on short notice.

A common solution for many years has been to ask represented employees currently on shift, or scheduled to work around the time of absence, if they would be willing to come in early for shift or stay over late on their shift.

For illustration purposes, two officers are scheduled 9 PM to 7 AM and one officer is scheduled 5 PM to 3 AM. There are two officers working 7 AM to 5 PM. One of the graveyard officers calls in sick. The sergeant asks the swing officer if he can hold over two hours until 5 AM, and asks the day shift officers (beginning with the senior member) if they can come in early at 5 AM and work until 5 PM. Both the swing officer and day shift officer would receive 2 hours overtime.

The Association and City agree that this practice can be continued. If the employees working or scheduled to work are not willing or able to provide coverage, the overtime opportunity shall be offered to all employees as described in Section 8.

  
Chris Bolyard, OPA President

  
Sergeant Steve Mallea, City of Ontario

Date

Date

11-30-10



**Memorandum of Understanding**

**City of Ontario  
&  
Ontario Police Association**

**Liz Amason**

This agreement is entered into between the City of Ontario, hereinafter "City," and the Ontario Police Association, hereinafter "Association," a non-profit labor organization.

The City and Association are parties to a collective bargaining agreement.

The City and Association acknowledge that Liz Amason accepted the position of Police Support Specialist stemming from the transition of dispatchers moving to work for Malheur County. As a result of a prior Memorandum of Understanding dated June 30, 2015 regarding dispatchers, the wages and benefits for Amason as a Police Support Specialist was established. The parties agree to the following conditions to clarify benefit levels for Amason.

**IT IS AGREED:**

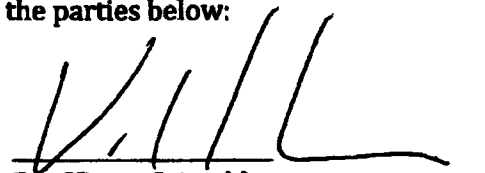
1. For the purpose of benefits, Amason will be considered "fully benefited" and receive benefits as if a full time employee, even though Amason is a 0.75 FTE.
2. The benefit values provided in this MOU do not apply to any other employee who may take the Police Support Specialist position and do not set precedent.
3. This MOU is valid throughout the duration of Amason's continuous employment as a part time Police Support Specialist within the bargaining unit.

The agreement is effective upon execution by all the parties below:



By: Tori Barnett  
Interim City Manager

05-28-2015



By: Victor Grimaldo  
President, OPA

5-28-1

# Regence Copay Plan F

## Alternative Care and Hearing Aids

Benefits Summary  
Effective January 1, 2021



cis benefits  
www.cisbenefits.org

These medical plans are insured by CIS but administered by Regence BlueCross BlueShield (BCBS) of Oregon. This means that CIS, not Regence BCBS, pays for your covered medical services and supplies.

<b>Copay Plan F</b>		
Deductible Per Calendar Year	\$500 Individual \$1,500 Family	
Out-of-Pocket Maximum Per Calendar Year	\$2,500 individual \$5,500 family	
<b>Category 1 &amp; 2</b> - Preferred and Participating Provider (includes deductible and medical copays but does not include prescription copays)		
<b>Category 3</b> - Non-Preferred Provider (includes deductible and medical copays but does not include prescription copays)		
	\$4,500 individual \$9,500 family	
Medical Services	Member Pays Category 1 - Preferred	Member Pays Category 2 - Participating Category 3 - Non-Preferred
<b>Preventive Care Services</b>		
Routine well-baby care, physical examinations, health screenings, and immunizations (for a list of covered services, visit our website <a href="http://regence.com">regence.com</a> , hover over "Member dashboard" at the top, select Preventive Care from the drop down)	0% for Category 1 & 2 (deductible waived) 40% for Category 3 (after deductible)	
<b>Professional Services</b>	<b>After Deductible – Member Pays</b>	
Office visits for illness or injury, mental/behavioral health or substance use disorder (primary care, specialist, naturopath or urgent/immediate care center)	\$20 copay (deductible waived)	40%
Outpatient laboratory, radiology, and diagnostic procedures	\$0 up to first \$400 then 20% (deductible waived)	40%
Maternity care	20%	40%
Therapeutic injections including allergy shots	20%	40%
<b>Hospital/Facility Services</b>	<b>After Deductible - Member Pays</b>	
Ambulatory Surgical Center	10% (20% for all other facilities)	40%
Emergency room care (including professional charges)	20% after \$100 copay (copay waived if admitted)	
Inpatient/outpatient surgery and surgeon fees	20%	40%
Inpatient mental/behavioral health & substance use disorder	20%	20% - Category 2 40%- Category 3
Skilled Nursing Facility – 120 inpatient days per year	20%	40%
<b>Other Services</b>	<b>After Deductible - Member Pays</b>	
Ambulance	20%	
Rehabilitation Services: Inpatient: Unlimited / Outpatient: 77 visits per year	20%	40%
Hearing Aids- applies to children 18 years or younger or children 19 to 25 enrolled in an accredited education institution	20%	40%
Home health care - 180 visits per year	20%	40%
Hospice – 14 respite days/lifetime	0% (deductible waived)	
Durable Medical Equipment	20%	40%
Weight Management/Nutritional Counseling and Bariatric Surgery:	0% (deductible waived)	
- Weight management and nutritional counseling visits Four visits per plan year per member		
- Bariatric surgery may be covered to treat morbid obesity (participant must meet participation requirements) Limited to one surgery per claimant lifetime	\$1,000 copay then 20% after deductible (does not accumulate towards the out-of-pocket maximum)	\$1,000 copay then 40% after deductible (does not accumulate towards the out-of-pocket maximum)

<b>Prescription Medication Benefit</b> <i>If you need drugs to treat your illness or condition, your prescription drug coverage is administered through Express Scripts (ES). Please visit Express Scripts' web site at <a href="http://www.express-scripts.com">www.express-scripts.com</a> or contact their customer service at 1 (800) 496-4182. Regence BlueCross BlueShield of Oregon assumes no liability for the accuracy of your prescription drug benefits information.</i>	<b>At the Pharmacy (30-day supply) Member Pays</b>	<b>Mail Order Program (90-day supply) Member Pays</b>
Individual deductible per calendar year	No deductible	
Out-of-pocket maximum each calendar year	\$2,500 per person/\$7,500 per family	
Generic drugs	\$10 copay	\$20 copay
Preferred brand drugs	\$40 copay	\$80 copay
Non-Preferred brand drugs	\$100 copay	\$200 copay
Specialty Generic	\$50 copay	N/A
Specialty Preferred brand drugs	\$100 copay	N/A
Specialty Non-Preferred brand drugs	\$200 copay	N/A
<b>Limitations and Exceptions</b>	<p><b>Out-of-pocket limit</b> \$2,500 / claimant / year. Coverage is limited to 30-day supply retail or 90-day supply mail order. Long-term medication fills at participating retail pharmacies may be filled for up to a 90-day supply. Visit Express Scripts' website for details. Specialty drug coverage is limited to a 30-day supply.</p> <p>Specialty medication filled at a retail pharmacy is subject to 100% copay/coinsurance, and this amount does not accumulate towards the out-of-pocket maximum.</p> <p>Certain preventive items and services as defined by the Affordable Care Act are covered at zero-dollar cost share. You are responsible for the difference in cost between a dispensed brand-name drug and the equivalent generic drug, in addition to the <b>copayment</b> and/or <b>coinsurance</b>, unless your <b>provider</b> specifies "dispense as written."</p>	

### Additional Medical Services

#### Alternative Care Services

Acupuncture and Chiropractic Spinal Manipulations	No deductible, any provider - \$20 Copay – Maximum allowance of \$1,000 per member per calendar year. Does not accumulate toward the out-of-pocket maximum.
---	---

#### Hearing Exam and Hearing Aids

Hearing Aids	Paid at 100% up to a maximum of \$3,000 every 4 calendar years. The \$3,000 is an accumulative amount over the 4 calendar years and not a one-time benefit.
Hearing Examination	One exam every calendar year. Covered at 20% using a Category 1 provider, 40% using a Category 2 or 3 provider; not subject to the deductible. Does not accumulate toward the out-of-pocket maximum.

#### Other services provided by Regence BlueCross BlueShield

#### Contact Information

MDLIVE (Telehealth) - With MDLIVE's telehealth service, you can see a doctor or therapist from home, work or on the go, 24/7/365. Board-certified doctors visit with you by phone or secure video to treat non-emergency medical conditions. They can diagnose symptoms, prescribe medication, and send prescriptions to your pharmacy.	To learn more call 1 (888) 725-3097 or sign on to the CIS Health Manager at <a href="http://www.regence.com">www.regence.com</a> and hover on "Programs & Resources", then click on Telehealth.
Chronic Condition Coaching supports and educates members with chronic conditions including hypertension, diabetes, COPD, CAD, CHF, asthma and obesity.	To learn more, please call 1 (866) 865-6725.
BeyondWell - A comprehensive well-being solution for members that integrates wellness activities, goals, rewards and challenges into a single location for a holistic wellness offering.	To learn more, please call 1 (866) 865-6725 or sign on to the CIS Health Manager at <a href="http://www.regence.com">www.regence.com</a> and click on BeyondWell.
Case Management - Supports and educates members with serious illnesses or injuries.	To learn more, please call 1 (866) 543-5765 or sign on to the CIS Health Manager at <a href="http://www.regence.com">www.regence.com</a> and hover on "Programs & Resources", then click on Case Management.
BabyWise ( <i>Childbirth to Newborn resources</i> ).	To learn more, call 1 (888) 569-2229 or sign on to the CIS Health Manager at <a href="http://www.regence.com">www.regence.com</a> and hover on "Programs & Resources", then click on Maternity.
BlueCard Program (Out of Area Services) – access hospital and physicians when outside the four-state area Regence services (Oregon, Idaho, Utah and Washington) as well as receive care in 200 countries around the world.	Find a provider near you at <a href="http://www.regence.com">www.regence.com</a> or call 1 (800) 810-BLUE (2583).



**Please note: This benefit summary provides a brief description of your health care plan benefits and is not a guarantee of payment. For a detailed description of your plan benefits, visit [www.regence.com](http://www.regence.com) on or after January 1, 2021. You must set up an account to review your specific plan booklet.**

# Regence Vision Plan A (12/12/24)

## Benefits Summary

Effective January 1, 2021

Keep your eyes healthy with Regence Vision Plan A, administered by the Vision Service Plan Insurance Company (VSP).



cis benefits  
www.cisbenefits.org

Benefit	Description	Copay	
Your coverage with a VSP Provider			
<b>WellVision Examination®</b>	<ul style="list-style-type: none"> <li>Focuses on your eye health and overall wellness</li> <li>Every calendar year</li> </ul>	\$10	
<b>Prescription Glasses</b>			
Frame	<ul style="list-style-type: none"> <li>\$170 allowance for a wide selection of frames (\$95 allowance at Costco, Walmart &amp; Sam's Club)</li> <li>20% savings on the amount over your allowance</li> <li>\$95 for VSP approved wholesale/retail</li> <li>Every other calendar year</li> </ul>	\$25 for materials*	
Lenses	<ul style="list-style-type: none"> <li>Single vision, lined bifocal, and lined trifocal lenses</li> <li>Lenticular Lenses</li> <li>Polycarbonate lenses for dependent children</li> <li>Every calendar year</li> </ul>	\$25 for materials*	
Lens Enhancements	<ul style="list-style-type: none"> <li>Standard, premium, and custom progressive lenses</li> <li>Photo-chromatic, UV Coating, Solid tint, Gradient tint, Scratch protective coating, Anti-reflection and blue-light filter coating</li> <li>Polycarbonate lenses – Adults</li> <li>Every calendar year</li> </ul>	\$50 \$0	
Contacts (instead of glasses)	<ul style="list-style-type: none"> <li>\$166 allowance for contact lenses (including the fitting examination and evaluation)</li> <li>15% savings on a contact lens exam</li> <li>Every calendar year</li> </ul>	\$0	
<b>Safety Glasses (Employee-only Coverage)**</b>			
Frame	<ul style="list-style-type: none"> <li>\$65 frame allowance for safety frames</li> <li>Certified according to the American National Standards Institute (ANSI) guidelines for impact protection</li> <li>Every other calendar year</li> </ul>	\$0 for frame and lenses	
Lenses	<ul style="list-style-type: none"> <li>Prescription single vision, lined bifocal, and lined trifocal lenses</li> <li>Certified according to the American National Standards Institute (ANSI) guidelines for impact protection</li> <li>Every calendar year</li> </ul>	\$0 combined with frames	
Extra Savings and Discounts	<p><b>Glasses and Sunglasses</b></p> <ul style="list-style-type: none"> <li>Extra \$20 to spend on featured frame brands. Go to <a href="http://vsp.com/special">vsp.com/special</a> offers for details.</li> <li>20% savings on additional glasses and sunglasses, including lens enhancements, from any VSP doctor within 12 months of your last WellVision Exam.</li> </ul> <p><b>Retinal Screening</b></p> <ul style="list-style-type: none"> <li>No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam</li> </ul> <p><b>Laser Vision Correction</b></p> <ul style="list-style-type: none"> <li>Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities</li> </ul>		
Your Coverage with Out-of-Network Providers			
Get the most out of your benefits and greater savings with a VSP network doctor. Call Member Services for out-of-network plan details.			
***All Balances Below are out-of-network allowances***			
Exam.....	up to \$50	Lenticular Lenses.....	up to \$105
Frame.....	up to \$70	Progressive Lenses.....	up to \$105
Single Vision Lenses.....	up to \$35	Elective Contacts.....	up to \$110
Lined Bifocal Lenses.....	up to \$55	Necessary Contacts.....	up to \$215
Lined Trifocal Lenses.....	up to \$70		
<b>Submit claims for out-of-network providers to: VSP OA Claims; PO Box 385018, Birmingham, AL 35238-5018</b>			

## Using your Benefits

- **Register at regence.com** Once your plan is effective, review your benefit information.
- **Find any eye care provider who's right for you.** The decision is yours to make—with the largest national network of private-practice doctors, it's easy to find the in-network doctor who's right for you. To find a VSP doctor, visit [vsp.com](http://vsp.com) or call 844.299.3041.
- At your appointment, tell them you have VSP and show them your Regence member ID card. Use your member ID and member suffix (e.g. ABC123456789-00).
- The VSP Choice network offers more than 81,000 provider points of access across the country, including both community-based providers as well as the most popular retail chains\*, such as Costco®, Walmart®, Sam's Club®, ShopKo®, Visionworks® and any out-of-network provider (lower reimbursement rates).
  - Please note, participation in the VSP network is voluntary; therefore, not all doctors at a retail location may be in the VSP network.

## Personalized Care

A VSP doctor provides personalized care that focuses on keeping you and your eyes healthy year after year. Plus, when you see a VSP doctor, you'll get the most out of your benefits, have lower out-of-pocket costs, and your satisfaction is guaranteed.

## Choice in Eyewear

- From classic styles to the latest designer frames, you'll find hundreds of options for you and your family.
- Prefer to shop online? Check out all of the brands at [eyeconic.com](http://eyeconic.com), VSP's preferred online eyewear store.

Your vision plan is issued by Regence BlueCross BlueShield of Oregon and insured by CIS but administered by VSP. This means that CIS, not Regence BlueCross BlueShield of Oregon, pays for your covered vision services and supplies.

\*The \$25 copay only applies once if buying both lenses and frames.

\*\*Lens enhancements are not covered, but members will receive a 20-25% discount if purchasing an enhancement







The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. **NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary.** For more information about your coverage, or to get a copy of the complete terms of coverage, go to <https://regence.com> or call 1 (888) 370-6159. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at [healthcare.gov/sbc-glossary](https://healthcare.gov/sbc-glossary) or call 1 (888) 370-6159 to request a copy. **Please Note:** Your medical plan is issued by Regence BlueCross BlueShield of Oregon and insured by CIS, but administered by Regence BlueCross BlueShield of Oregon. This means that CIS, not Regence BlueCross BlueShield of Oregon, pays for your covered medical services and supplies.

Important Questions	Answers	Why This Matters:
<b>What is the overall <u>deductible</u>?</b>	\$500 individual / \$1,500 family per calendar year.	Generally, you must pay all of the costs from <u>providers</u> up to the <u>deductible</u> amount before this <u>plan</u> begins to pay. If you have other family members on the <u>plan</u> , each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible</u> expenses paid by all family members meets the overall family <u>deductible</u> .
<b>Are there services covered before you meet your <u>deductible</u>?</b>	Yes. Certain <u>preventive care</u> and those services listed below as " <u>deductible</u> does not apply" or as "No charge."	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without <u>cost sharing</u> and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at <a href="https://healthcare.gov/coverage/preventive-care-benefits/">healthcare.gov/coverage/preventive-care-benefits/</a> .
<b>Are there other <u>deductibles</u> for specific services?</b>	No.	You don't have to meet <u>deductibles</u> for specific services.
<b>What is the <u>out-of-pocket limit</u> for this <u>plan</u>?</b>	<u>Preferred</u> & <u>Participating</u> : \$2,500 individual / \$5,500 family per calendar year. <u>Nonparticipating</u> : \$4,500 individual / \$9,500 family per calendar year.	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
<b>What is not included in the <u>out-of-pocket limit</u>?</b>	<u>Copayments</u> for alternative care, <u>premiums</u> , <u>balance-billed</u> charges, and health care this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
<b>Will you pay less if you use a <u>network provider</u>?</b>	Yes. See <a href="https://regence.com/go/OR/Preferred">https://regence.com/go/OR/Preferred</a> or call 1 (888) 370-6159 for a list of <u>network providers</u> .	You pay the least if you use a <u>provider</u> in the preferred <u>network</u> . You pay more if you use a <u>provider</u> in the participating <u>network</u> . You will pay the most if you use a <u>nonparticipating provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the <u>provider's</u> charge and what your <u>plan</u> pays ( <u>balance billing</u> ). Be aware, your <u>network provider</u> might use a <u>nonparticipating provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.

<b>Do you need a <u>referral</u> to see a <u>specialist</u>?</b>	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .
--	-----	--



All **copayment** and **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies.

Common Medical Event	Services You May Need	What You Will Pay			Limitations, Exceptions, & Other Important Information
		Preferred Provider (You pay the least)	Participating Provider (You pay more)	Nonparticipating Provider (You pay the most)	
<b>If you visit a health care provider's office or clinic</b>	Primary care visit to treat an injury or illness	\$20 <u>copay</u> / office visit, <u>deductible</u> does not apply;  20% <u>coinsurance</u> for all other services	40% <u>coinsurance</u>	40% <u>coinsurance</u>	Coverage includes primary care visits at a retail clinic. <u>Copayment</u> applies to each preferred office visit only. All other services are covered at the <u>coinsurance</u> specified, after <u>deductible</u> . Coverage for alternative care (acupuncture and chiropractic spinal manipulations) is subject to \$20 <u>copayment</u> / visit, <u>deductible</u> waived. Limited to \$1,000 / year for all alternative care services combined. <u>Copayment</u> for alternative care does not apply to the <u>out-of-pocket limit</u> .  <u>Coinurance</u> and <u>deductible</u> waived for childhood immunizations from nonparticipating <u>providers</u> . You may have to pay for services that aren't preventive. Ask your <u>provider</u> if the services needed are preventive. Then check what your <u>plan</u> will pay for.
	<u>Specialist</u> visit	\$20 <u>copay</u> / office visit, <u>deductible</u> does not apply;  20% <u>coinsurance</u> for all other services	40% <u>coinsurance</u>	40% <u>coinsurance</u>	
	<u>Preventive care/screening/immunization</u>	No charge	No charge	40% <u>coinsurance</u>	
<b>If you have a test</b>	<u>Diagnostic test</u> (x-ray, blood work)	No charge for the first \$400 / year, then 20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	\$400 combined for outpatient <u>diagnostic tests</u> and imaging / year for <u>preferred providers</u>
	Imaging (CT/PET scans, MRIs)	No charge for the first \$400 / year, then 20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	
<b>If you need drugs to treat your illness or condition</b>	Specialty generic drugs & generic drugs	\$50 <u>copay</u> / specialty retail prescription \$10 <u>copay</u> / retail prescription \$20 <u>copay</u> / mail order prescription			<u>Out-of-pocket limit</u> : \$2,500 claimant / \$7,500 family / year. 30-day supply / retail prescription 90-day supply / mail order prescription



Common Medical Event	Services You May Need	What You Will Pay			Limitations, Exceptions, & Other Important Information
		Preferred Provider (You pay the least)	Participating Provider (You pay more)	Nonparticipating Provider (You pay the most)	
<p>Your prescription drug coverage is administered through Express Scripts (ES). Please visit Express Scripts' web site at <a href="http://www.express-scripts.com">www.express-scripts.com</a> or contact their customer service at 1 (800) 496-4182.</p> <p>Regence BlueCross BlueShield of Oregon assumes no liability for the accuracy of your prescription drug benefits information.</p>	Preferred brand drugs	\$40 <u>copay</u> / retail prescription \$80 <u>copay</u> / mail order prescription			<p>Some prescriptions may be filled for a 90-day supply at participating pharmacies only. Visit Express Scripts website for details.</p> <p>30-day supply / <u>specialty drug</u> retail prescription</p> <p>Specialty medication filled at a retail pharmacy is subject to 100% <u>copayment</u> / <u>coinsurance</u>, and this amount does not accumulate towards the <u>out-of-pocket limit</u>.</p> <p>Certain preventive items and services as defined by the Affordable Care Act are covered at zero dollar cost share.</p> <p>No charge for certain preventive drugs, women's contraceptives and immunizations at a participating pharmacy.</p> <p>You are responsible for the difference in cost between a dispensed brand drug and the equivalent generic drug, in addition to the <u>copayment</u> and/or <u>coinsurance</u>, unless your <u>provider</u> specifies "dispense as written."</p>
	Brand drugs	\$100 <u>copay</u> / retail prescription \$200 <u>copay</u> / mail order prescription			
	Preferred <u>specialty drugs</u> & <u>specialty drugs</u>	\$100 <u>copay</u> / preferred specialty retail prescription \$200 <u>copay</u> / preferred specialty retail prescription			
<b>If you have outpatient surgery</b>	Facility fee (e.g., ambulatory surgery center)	10% <u>coinsurance</u> for ambulatory surgery centers; 20% <u>coinsurance</u> for all other facilities	40% <u>coinsurance</u>	40% <u>coinsurance</u>	None
	Physician/surgeon fees	10% <u>coinsurance</u> for ambulatory surgery center physicians; 20% <u>coinsurance</u> for all other physicians	40% <u>coinsurance</u>	40% <u>coinsurance</u>	None

Common Medical Event	Services You May Need	What You Will Pay			Limitations, Exceptions, & Other Important Information
		Preferred Provider (You pay the least)	Participating Provider (You pay more)	Nonparticipating Provider (You pay the most)	
If you need immediate medical attention	<u>Emergency room care</u>	20% <u>coinsurance</u> after \$100 <u>copay</u> / visit	20% <u>coinsurance</u> after \$100 <u>copay</u> / visit	20% <u>coinsurance</u> after \$100 <u>copay</u> / visit	<u>Copayment</u> applies to facility charge for each visit (waived if admitted), whether or not the <u>deductible</u> has been met.
	<u>Emergency medical transportation</u>	20% <u>coinsurance</u>	20% <u>coinsurance</u>	20% <u>coinsurance</u>	None
	<u>Urgent care</u>	Covered the same as <b>If you visit a health care provider's office or clinic</b> (Primary care visit or <u>Specialist</u> visit) or <b>If you have a test</b> above.			None
If you have a hospital stay	Facility fee (e.g., hospital room)	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	None
	Physician/surgeon fees	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	\$20 <u>copay</u> / office visit, <u>deductible</u> does not apply;	\$20 <u>copay</u> / office visit, <u>deductible</u> does not apply;	40% <u>coinsurance</u>	<u>Copayment</u> applies to each preferred or participating office/psychotherapy visit only. All other services are covered at no charge.
		No charge for all other services	No charge for all other services		
	Inpatient services	20% <u>coinsurance</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	None
If you are pregnant	Office visits	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	<u>Cost sharing</u> does not apply for <u>preventive services</u> . Depending on the type of services, <u>coinsurance</u> or <u>deductible</u> may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).
	Childbirth/delivery professional services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	
	Childbirth/delivery facility services	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	
If you need help recovering or have other special health needs	<u>Home health care</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	180 visits / year
	<u>Rehabilitation services</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	77 outpatient visits / year for all <u>rehabilitation</u> and <u>habilitation services</u>
	<u>Habilitation services</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	Includes physical therapy, occupational therapy, speech therapy and neurodevelopmental therapy services. Neurodevelopmental therapy limited to individuals under age 18.

Common Medical Event	Services You May Need	What You Will Pay			Limitations, Exceptions, & Other Important Information
		Preferred Provider (You pay the least)	Participating Provider (You pay more)	Nonparticipating Provider (You pay the most)	
	<u>Skilled nursing care</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	120 inpatient days / year
	<u>Durable medical equipment</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	None
	<u>Hospice services</u>	20% <u>coinsurance</u>	40% <u>coinsurance</u>	40% <u>coinsurance</u>	14 respite inpatient or outpatient days / lifetime
<b>If your child needs dental or eye care</b>	Children's eye exam	Not covered	Not covered	Not covered	None
	Children's glasses	Not covered	Not covered	Not covered	None
	Children's dental check-up	Not covered	Not covered	Not covered	None

**Excluded Services & Other Covered Services:**

<b>Services Your <u>Plan</u> Generally Does NOT Cover (Check your policy or <u>plan</u> document for more information and a list of any other <u>excluded services</u>.)</b>		
<ul style="list-style-type: none"> <li>• Cosmetic surgery, except congenital anomalies</li> <li>• Dental care (Adult)</li> <li>• Infertility treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Long-term care</li> <li>• Private-duty nursing</li> <li>• Routine eye care (Adult)</li> </ul>	<ul style="list-style-type: none"> <li>• Routine foot care</li> <li>• Weight loss programs</li> </ul>
<b>Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your <u>plan</u> document.)</b>		
<ul style="list-style-type: none"> <li>• Abortion</li> <li>• Acupuncture</li> <li>• Bariatric surgery</li> <li>• Chiropractic care, spinal manipulations only</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing aids (Adult)</li> <li>• Hearing aids for individuals up to age 19, or individuals 19 years of age up to age 26 and enrolled in a secondary school or an accredited educational institution</li> </ul>	<ul style="list-style-type: none"> <li>• Non-emergency care when traveling outside the U.S.</li> </ul>

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the U.S. Department of Labor, Employee Benefits Security Administration at 1 (866) 444-3272 or [dol.gov/ebsa/healthreform](http://dol.gov/ebsa/healthreform), or the U.S. Department of Health and Human Services, Center for Consumer Information and Insurance Oversight at 1 (877) 267-2323 ext. 61565 or [ccio.cms.gov](http://ccio.cms.gov) or your state insurance department. You may also contact the plan at 1 (888) 370-6159. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit [HealthCare.gov](http://HealthCare.gov) or call 1 (800) 318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact the plan at 1 (888) 370-6159 or visit [regence.com](http://regence.com) or the U.S. Department of Labor, Employee Benefits Security Administration at 1 (866) 444-3272 or [dol.gov/ebsa/healthreform](http://dol.gov/ebsa/healthreform). You may also contact the Oregon Division of Financial Regulation by calling 1 (503) 947-7984 or the toll-free message line at 1 (888) 877-4894; by writing to the Oregon Division of

Financial Regulation, Consumer Advocacy Unit, P.O. Box 14480, Salem, OR 97309-0405; through the Internet at: [dfr.oregon.gov/help/complaints-licenses/Pages/file-complaint.aspx](http://dfr.oregon.gov/help/complaints-licenses/Pages/file-complaint.aspx); or by E-mail at: [DFRInsuranceHelp@oregon.gov](mailto:DFRInsuranceHelp@oregon.gov).

**Does this plan provide Minimum Essential Coverage? Yes**

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

**Does this plan meet the Minimum Value Standards? Yes**

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

**Language Access Services:**

Spanish (Español): Para obtener asistencia en Español, llame al 1 (888) 370-6159.

*To see examples of how this plan might cover costs for a sample medical situation, see the next section.*

**About these Coverage Examples:**



**This is not a cost estimator.** Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

**Peg is Having a Baby**  
(9 months of in-network pre-natal care and a hospital delivery)

- **The plan's overall deductible** \$500
- **Specialist copayment** \$20
- **Hospital (facility) coinsurance** 20%
- **Other coinsurance** 20%

**This EXAMPLE event includes services like:**

- Specialist office visits (*prenatal care*)
- Childbirth/Delivery Professional Services
- Childbirth/Delivery Facility Services
- Diagnostic tests (*ultrasounds and blood work*)
- Specialist visit (*anesthesia*)

<b>Total Example Cost</b>	<b>\$12,700</b>
---------------------------	-----------------

**In this example, Peg would pay:**

*Cost Sharing*

<u>Deductibles</u>	\$500
<u>Copayments</u>	\$0
<u>Coinsurance</u>	\$2,000

*What isn't covered*

Limits or exclusions	\$61
----------------------	------

<b>The total Peg would pay is</b>	<b>\$2,561</b>
-----------------------------------	----------------

**Managing Joe's Type 2 Diabetes**  
(a year of routine in-network care of a well-controlled condition)

- **The plan's overall deductible** \$500
- **Specialist copayment** \$20
- **Hospital (facility) coinsurance** 20%
- **Other coinsurance** 20%

**This EXAMPLE event includes services like:**

- Primary care physician office visits (*including disease education*)
- Diagnostic tests (*blood work*)
- Prescription drugs
- Durable medical equipment (*glucose meter*)

<b>Total Example Cost</b>	<b>\$5,600</b>
---------------------------	----------------

**In this example, Joe would pay:**

*Cost Sharing*

<u>Deductibles</u>	\$500
<u>Copayments</u>	\$254
<u>Coinsurance</u>	\$683

*What isn't covered*

Limits or exclusions	\$178
----------------------	-------

<b>The total Joe would pay is</b>	<b>\$1,615</b>
-----------------------------------	----------------

**Mia's Simple Fracture**  
(in-network emergency room visit and follow up care)

- **The plan's overall deductible** \$500
- **Specialist copayment** \$20
- **Hospital (facility) coinsurance** 20%
- **Other coinsurance** 20%

**This EXAMPLE event includes services like:**

- Emergency room care (*including medical supplies*)
- Diagnostic test (*x-ray*)
- Durable medical equipment (*crutches*)
- Rehabilitation services (*physical therapy*)

<b>Total Example Cost</b>	<b>\$2,800</b>
---------------------------	----------------

**In this example, Mia would pay:**

*Cost Sharing*

<u>Deductibles</u>	\$500
<u>Copayments</u>	\$165
<u>Coinsurance</u>	\$348

*What isn't covered*

Limits or exclusions	\$0
----------------------	-----

<b>The total Mia would pay is</b>	<b>\$1,013</b>
-----------------------------------	----------------

The plan would be responsible for the other costs of these EXAMPLE covered services.

## NONDISCRIMINATION NOTICE

Regence complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Regence does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

### **Regence:**

**Provides free aids and services to people with disabilities to communicate effectively with us, such as:**

- Qualified sign language interpreters
- Written information in other formats (large print, audio, and accessible electronic formats, other formats)

**Provides free language services to people whose primary language is not English, such as:**

- Qualified interpreters
- Information written in other languages

If you need these services listed above, please contact:

### **Medicare Customer Service**

1-800-541-8981 (TTY: 711)

### **Customer Service for all other plans**

1-888-344-6347 (TTY: 711)

If you believe that Regence has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with our civil rights coordinator below:

### **Medicare Customer Service**

Civil Rights Coordinator

MS: B32AG, PO Box 1827

Medford, OR 97501

1-866-749-0355, (TTY: 711)

Fax: 1-888-309-8784

medicareappeals@regence.com

### **Customer Service for all other plans**

Civil Rights Coordinator

MS CS B32B, P.O. Box 1271

Portland, OR 97207-1271

1-888-344-6347, (TTY: 711)

CS@regence.com

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services  
200 Independence Avenue SW,  
Room 509F HHH Building  
Washington, DC 20201

1-800-368-1019, 800-537-7697 (TDD).

Complaint forms are available at  
<http://www.hhs.gov/ocr/office/file/index.html>.

## Language assistance

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-344-6347 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-344-6347 (TTY: 711)。

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-888-344-6347 (TTY: 711).

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-888-344-6347 (TTY: 711) 번으로 전화해 주십시오.

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-888-344-6347 (TTY: 711).

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-888-344-6347 (телетайп: 711).

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-888-344-6347 (ATS : 711)

注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-888-344-6347 (TTY:711) まで、お電話にてご連絡ください。

Díí baa akó nínízin: Díí saad bee yáníłti'go **Diné Bizaad**, saad bee áká'ánída'áwo'déé', t'áá jiik'eh, éí ná hóló, kojí' hódíílnih 1-888-344-6347 (TTY: 711.)

FAKATOKANGA'I: Kapau 'oku ke Lea-Fakatonga, ko e kau tokoni fakatonu lea 'oku nau fai atu ha tokoni ta'etotongi, pea te ke lava 'o ma'u ia. ha'o telefonimai mai ki he fika 1-888-344-6347 (TTY: 711)

OBAVJEŠTENJE: Ako govorite srpsko-hrvatski, usluge jezičke pomoći dostupne su vam besplatno. Nazovite 1-888-344-6347 (TTY- Telefon za osobe sa oštećenim govorom ili sluhom: 711)

ប្រយ័ត្ន៖ បើសិនជាអ្នកនិយាយ ភាសាខ្មែរ, សេវាជំនួយផ្នែកភាសា ដោយមិនគិតល្អ្ល គឺអាចមានសំរាប់បំរើអ្នក។ ចូរ ទូរស័ព្ទ 1-888-344-6347 (TTY: 711)។

ਧਿਆਨ ਦਿਓ: ਜੇ ਤੁਸੀਂ ਪੰਜਾਬੀ ਬੋਲਦੇ ਹੋ, ਤਾਂ ਭਾਸ਼ਾ ਵਿੱਚ ਸਹਾਇਤਾ ਸੇਵਾ ਤੁਹਾਡੇ ਲਈ ਮੁਫਤ ਉਪਲਬਧ ਹੈ। 1-888-344-6347 (TTY: 711) 'ਤੇ ਕਾਲ ਕਰੋ।

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlose Sprachdienstleistungen zur Verfügung. Rufnummer: 1-888-344-6347 (TTY: 711)

ማስታወሻ:- የሚናገሩት ቋንቋ አማርኛ ከሆነ የትርጉም እርዳታ ድርጅቶች፣ በነጻ ሊያገዝዎት ተዘጋጅተዋል፤ በሚከተለው ቁጥር ይደውሉ 1-888-344-6347 (መስማት ለተሳናቸው:- 711)::

УВАГА! Якщо ви розмовляєте українською мовою, ви можете звернутися до безкоштовної служби мовної підтримки. Телефонуйте за номером 1-888-344-6347 (телетайп: 711)

ध्यान दिनुहोस्: तपाईंले नेपाली बोल्नुहुन्छ भने तपाईंको निम्ति भाषा सहायता सेवाहरू निःशुल्क रूपमा उपलब्ध छ । फोन गर्नुहोस् 1-888-344-6347 (टिक्टाइप: 711)

ATENȚIE: Dacă vorbiți limba română, vă stau la dispoziție servicii de asistență lingvistică, gratuit. Sunați la 1-888-344-6347 (TTY: 711)

MAANDO: To a waawi [Adamawa], e woodi ballooji-ma to ekkitaaki wolde caahu. Noddu 1-888-344-6347 (TTY: 711)

โปรดทราบ: ถ้าคุณพูดภาษาไทย คุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร 1-888-344-6347 (TTY: 711)

ໂປດຊາບ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັຽຄ່າ, ຄວນມີຜ້ອມໃຫ້ທ່ານ. ໂທ 1-888-344-6347 (TTY: 711)

Afaan dubbattan Oroomiffaa tiif, tajaajila gargaarsa afaanii tola ni jira. 1-888-344-6347 (TTY: 711) tiin bilbilaa.

توجه: اگر بہ زبان فارسی صحبت می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد. با 1-888-344-6347 (TTY: 711) تماس بگیرید.

ملحوظة: إذا كنت تتحدث فاذاكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-888-344-6347 (رقم هاتف الصم والبكم 711 TTY)

# Welcome to Express Scripts

CIS and Express Scripts want you to know that Express Scripts manages your prescription plan. We care about your health and work to make medications safer and more affordable. We encourage you to take advantage of the services and resources available to help you and your dependents manage your pharmacy benefit. We look forward to serving you soon!



## Why pay more? Make the move to a 3-month supply.

Under your prescription plan, you have the option to order 3-month supplies of long-term medications from certain participating retail pharmacies or through home delivery from Express Scripts Pharmacy®.<sup>1</sup>

To start ordering a 3-month supply from Express Scripts Pharmacy, register or log in at [express-scripts.com](https://www.express-scripts.com). (Standard shipping is free with home delivery.<sup>2</sup>)

To find a retail pharmacy that participates in 3-month supplies, log in at [express-scripts.com](https://www.express-scripts.com) and choose Find a Pharmacy from the menu under Prescriptions. The pharmacy can tell you how to transfer your prescription or start a new one. Search results will indicate whether a pharmacy is eligible to dispense up to a 3-month supply.

According to your plan, you can keep filling one month at a time but you could miss out on convenience and savings.

<sup>1</sup>Long-term medications are taken for an ongoing condition, such as high blood pressure, high cholesterol and asthma.

<sup>2</sup>Cost of standard shipping is included as part of your prescription plan.

## Accredo, Your Specialty Pharmacy

Accredo is the Express Scripts specialty pharmacy. A specialty pharmacy provides medication and therapy for patients with serious, chronic conditions like cancer and hepatitis C. Accredo offers teams of pharmacists, nurses and clinicians who are specially trained on your condition. This level of individualized, focused care gives you the most comprehensive, compassionate and customized care available.



Accredo offers many patient support services, including:

- Personal care and health advocacy assistance from patient care coordinators
- Coordination of financial assistance (availability varies by plan)
- Guidance for patients and caregivers for taking specialty medications most effectively
- All necessary ancillary supplies such as syringes and sharps containers

Specialty medications must be filled through Accredo to receive coverage. To learn more about Accredo, please visit [accredo.com](https://www.accredo.com).

**Important Note:** Due to increased costs, copays for specialty drugs are increasing effective 1/1/21. Please review the Accredo Specialty Drug list included with these materials to determine if the drug(s) you're taking are considered specialty and will be impacted.

CIS has partnered with SaveonSP to provide a specialty pharmacy copayment assistance program. If you attempt to fill a specialty prescription that falls under this program, an Accredo representative will assist you with enrollment in the program by transferring you to SaveonSP. More information about this program can be found in your Regence Plan Booklet.







## Network Retail Pharmacies

Network pharmacies are retail pharmacies that are preferred by your prescription plan. Use them for prescriptions you need on a short-term basis, like an antibiotic to treat an infection. When you go to an in-network pharmacy for up to a 30-day supply of medication, you'll typically pay less than at a retail pharmacy that's out of your network.

**To find an in-network pharmacy near you**, go to [express-scripts.com/CIS6](https://www.express-scripts.com/CIS6) and select Locate a Pharmacy. Search results will indicate whether a pharmacy is eligible to dispense up to a 3-month supply. You may also log in at [express-scripts.com](https://www.express-scripts.com) and choose **Find a Pharmacy** from the menu under **Prescriptions** or call Express Scripts at 800.496.4182.

**If you're new to Regence BCBS coverage**, be sure to show your new Express Scripts ID card at the pharmacy. You can also access your ID card by downloading the Express Scripts® mobile app. If you don't show your ID card and instead choose to pay the entire cost of the medication, you must submit a claim form to Express Scripts for reimbursement. You'll be reimbursed based on the covered medication's contracted rate minus the appropriate copayment. This amount will be lower than the amount you paid out of pocket at the retail pharmacy.

**If you need to transfer your prescription from an out-of-network pharmacy** to an in-network pharmacy, just choose one of the following:

- Bring your prescription vial or container to an in-network pharmacy, and the pharmacist will transfer it.
- Call a pharmacy in your network, and ask the pharmacist to transfer your medication.
- Ask your doctor to send your prescription in to an in-network pharmacy using e-prescribing.



## Manage Your Prescription

One of the great things about being an Express Scripts member is that you can manage your medication easily on your laptop, tablet, desktop or phone. Whether you want to check your order status, look for savings opportunities, look up information about your benefit, get a refill or even find a pharmacy, the Express Scripts website and mobile app can help!

**Just register at [express-scripts.com](https://www.express-scripts.com) or download the mobile app** to your mobile device for free by searching your app store for Express Scripts. (Availability and features may vary.)



## Formulary

A preferred drug list, also called a formulary, helps keep healthcare costs down for everybody. It's a list of medications that have been reviewed and approved for safety and effectiveness by a panel of doctors and pharmacists. This list is continually reviewed and updated as new medications become available.

Note that certain medications are excluded from your formulary, which means they're not covered. An equally effective and safe alternative may be available. To check pricing and coverage for a medication, visit [express-scripts.com/CIS6](https://www.express-scripts.com/CIS6). Drug classes with excluded medications include Autonomic and Central Nervous System, Cardiovascular and Dermatological.



Unless otherwise noted, all brand and generic formulations of a product are considered specialty.

## ALPHA 1 DEFICIENCY

Aralast NP®  
Glassia™  
Zemaira®

## ANTICOAGULANT

Arixtra®\* (fondaparinux sodium)  
Fragmin®\*  
Iprivask®  
Lovenox®\* (enoxaparin sodium)

## ASTHMA & ALLERGY

Dupixent®  
Durysta™  
Fasenra™  
Nucala™  
Xolair®

## BLOOD CELL DEFICIENCY

Aranesp®  
Doptelet®  
Epogen®  
Fulphila™  
Granix™  
Leukine®  
Mozobil®  
Mulpleta®  
Neulasta®  
Neupogen®  
Nivestym™  
Nplate®  
Procrit®  
Promacta®  
Retacrit™  
Udenyca™  
Zarxio™  
Ziextenzo®

## CANCER

Abraxane®  
Adcetris™  
Afinitor® (everolimus)  
Alecensa®  
Alunbrig™  
Arranon®  
Arzerra®  
Avastin®  
Belrapzo®  
Bendamustine®  
Bendeka™  
Besponsa®  
Bosulif®  
Cabometyx™  
Cometriq™  
Cotellic®  
Cyramza™  
Dacogen® (decitabine)  
Darzalex®  
Darzalex Faspro™  
Daurismo™  
Eligard®  
Empliciti™  
Enhertu®  
Eribitux®  
Erivedge™  
Erleada™  
Farydak®  
Firmagon®  
Foloty®  
Gazyva™  
Gilotrif™  
Gleevec® (imatinib)  
Halaven™  
Herceptin®  
Herceptin Hylecta™  
Herzuma®  
Hycamtin® (capsules)  
Hycamtin® (topotecan injection)  
Ibrance®  
Idhifa®  
Imfinzi™  
Inlyta®

## CANCER (cont'd)

Inrebic®  
Intron A®  
Iressa®  
Istodax® (romidepsin)  
Ixempra®  
Jakafi™  
Jevtana®  
Kadcyla™  
Kanjinti™  
Kepivance®  
Kisqali®  
Kisqali Femara®  
Lartruvo™  
Lenvima™  
Lonsurf®  
Lorbrena®  
Lupron Depot®  
Lynparza™  
Mekinist™  
Mvasi™  
Nerlynx™  
Nexavar®  
Ninlaro®  
Nubeqa®  
Odomzo®  
Ogivri™  
Ontruzant®  
Onureg®  
Opdivo®  
Pegasis®  
Peg-Intron®  
Perjeta™  
Phesgo™  
Piqray®  
Polivy™  
Pomalyst®  
Portrazza™  
Proleukin®  
Retevmo™  
Revlimid®  
Rituxan®  
Rituxan Hycela®  
romidepsin  
Rozlytrek™  
Rubraca™  
Ruxience™  
Rydapt®  
Sprycel®  
Stivarga®  
Sutent®  
Sylvant™  
Tabrecta™  
Tafinlar®  
Tagrisso™  
Talzenna™  
Tarceva® (erlotinib)  
Targretin® (bexarotene)  
Tasigna®  
Tecentriq™  
Temodar® (temozolomide)  
Thalomid®  
Torisel® (temsirolimus)  
Trazmiera™  
Treanda®  
Truxima®  
Tykerb®  
Valchlor™  
Valstar®  
Vantas®  
Vectibix®  
Velcade®  
Verzenio™  
Vidaza® (azacitidine)  
Vitkravi®  
Vizimpro®  
Votrient®  
Xalkori®  
Xeloda® (capecitabine)  
Xgeva™  
Xtandi®  
Yervoy™  
Yonsa®  
Zaltrap®  
Zelboraf™

## CANCER (cont'd)

Zirabev™  
Zoladex®  
Zolinza®  
Zometa® (zoledronic acid)  
Zydelig®  
Zykadia™  
Zytiga™ (abiraterone acetate)

## CONTRACEPTIVES

Liletta™  
Nexplanon®

## CYSTIC FIBROSIS

Bethkis®  
Cayston®  
Kalydeco™  
Kitabis Pak™  
Orkambi™  
Pulmozyme®\*  
Symdeko™  
Tobi® (tobramycin)  
Tobi Podhaler™  
Trikafta™

## ENDOCRINE DISORDERS

Bynfezia Pen™  
Crysvita®  
Egrifta®  
Lupaneta Pack™  
Lupron Depot-Ped®  
Myalept™  
Natpara®  
Samsca® (tolvaptan)  
Sandostatin® (octreotide acetate)  
Sandostatin LAR Depot®  
Signifor® LAR  
Signifor®  
Somatuline Depot®  
Somavert®  
Supprelin LA®  
teriparatide

## ENZYME DEFICIENCIES

Aldurazyme®  
Carbaglu™  
Cerdelga™  
Cerezyme®  
Elaprase®  
Elelyso™  
Fabrazyme®  
Galafold™  
Kanuma™  
Kuvan® (sapropterin)  
Lumizyme™  
Mepsevii™  
Naglazyme®  
nitisinone  
Nityr™  
Palynziq™  
Ravicti™  
Sucraid®  
Vimizim™  
VPRIV™  
Zavesca® (miglustat)

## GROWTH DEFICIENCY

Genotropin®  
Humatrope®  
Increlex®  
Macrilen®  
Norditropin Flexpro®  
Nutropin AQ®  
Omnitrope®  
Saizen®  
Serostim®  
Zomacton®  
Zorbtive®

## HEMOPHILIA

Advate®  
Adynovate™  
Afstyla®



1. Some products may be dispensed from Accredo and/or Freedom Fertility Pharmacy
2. Xyrem® is distributed through Express Scripts Specialty Distribution Services, Inc.

Disclaimer: Note that additional generic versions of listed medications may be available. Please consult your pharmacist to determine if a generic version of any particular

Ontario Police Association

Collective Bargaining Agreement 2021-2023

\* Your plan may require most specialty medications to be dispensed exclusively by Accredo. Those medications marked by an asterisk (\*) may have allowances for one or more retail pharmacies.

© 2020 Accredo Health Group, Inc. | An Express Scripts Company. All Rights Reserved. All trademarks are the property of their respective owners. CRP2005\_003315.1

**HEMOPHILIA (cont'd)**

Alphanate®  
 Alphanine SD®  
 Alprolix™  
 Benefix®  
 Corifact®  
 DDAV® (desmopressin acetate) (oral/nasal forms are not specialty)  
 Eloctate™  
 Esperoct®  
 Feiba NF®  
 Hemlibra®  
 Hemofil M®  
 Humate-P®  
 Idelvion®  
 Ixinity®  
 Jivi®  
 Koate®  
 Kogenate FS®  
 Kovaltry®  
 Mononine®  
 Novoeight®  
 Novoseven RT®  
 Nuwiq®  
 Profilnine SD®  
 Rebinyn®  
 Recombinate™  
 RiaSTAP®  
 Rixubis™  
 Sevenfact®  
 Stimate®  
 Tretten®  
 Vonvendi™  
 Wilate®  
 Xyntha®  
 Xyntha Solofuse®

**HEPATITIS C**

Epclusa® (sofosbuvir/velpatasvir)  
 Harvoni® (ledipasvir/sofosbuvir)  
 Mavyret™  
 Ribavirin (Rebetol®, Ribasphere®, Ribapak®, Moderiba™)  
 Sovaldi®  
 Viekira Pak®  
 Vosevi®  
 Zepatier®

**HEREDITARY ANGIOEDEMA**

Berinert®  
 Cinryze®  
 Firazyr® (icatibant)  
 Haegarda®  
 Kalbitor®  
 Ruconest®  
 Takhzyro™

**HIGH BLOOD CHOLESTEROL**

Juxtapid®

**HIV**

Aptivus®\*  
 Atripla®\*  
 Biktarvy®  
 Cimduo™  
 Combivir®\* (lamivudine/zidovudine)  
 Complera®\*  
 Crixivan®\*  
 Delstrigo™\*  
 Descovy®\*  
 Dovato®  
 Edurant®\*  
 Emtriva®\*  
 EpiVir®\* (lamivudine)  
 Epzicom®\* (abacavir/lamivudine)  
 Evotaz™ \*  
 Fuzeon®\*  
 Genvoya®\*  
 Intelence®\*  
 Invirase®\*  
 Isentress®\*  
 Juluca®  
 Kaletra®\* (lopinavir/ritonavir)  
 Lexiva®\* (fosamprenavir)  
 Norvir®\* (ritonavir)  
 Odefsey®\*  
 Pifeltro™\*

**HIV (cont'd)**

Prezcobix™\*  
 Prezista®\*  
 Rescriptor®\*  
 Retrovir®\* (zidovudine)  
 Reyataz®\* (atazanavir)  
 Rukobia™  
 Sustiva®\* (efavirenz)  
 Selzentry®\*  
 Stribild®\*  
 SymFi™ (efavirenz/lamivudine/tenofovir disoproxil fumarate)  
 SymFi Lo™ (efavirenz/lamivudine/tenofovir disoproxil fumarate)  
 Symtuza™  
 Temixys™  
 Tivicay®\*  
 Triumeq®\*  
 Trizivir®\* (abacavir/lamivudine/zidovudine)  
 Trogarzo™  
 Truvada®\*  
 Tybost®\*  
 Videx®\* (didanosine)  
 Videx EC®\* (didanosine DR)  
 Viracept®\*  
 Viramune®\* (nevirapine)  
 Viramune XR®\* (nevirapine ER)  
 Viread®\* (tenofovir disoproxil fumarate)  
 Vitecta®\*  
 Zerit®\* (stavudine)  
 Ziagen®\* (abacavir)

**IDIOPATHIC PULMONARY FIBROSIS**

Esbriet™  
 OFEV®

**IMMUNE DEFICIENCY**

Asceniv™  
 Bivigam™  
 Cuvitru™  
 Cutaquig®  
 Cytogam®  
 Gamastan S-D®  
 Gammagard Liquid®  
 Gammagard S-D®  
 Gammaked™  
 Gammaplex®  
 Gamunex-C®  
 Hizentra™  
 HyQvia™  
 Panzyga®  
 Privigen®  
 Xembify®

**INFERTILITY<sup>1</sup>**

(oral forms are not specialty)  
 Bravelle®  
 Cetrotide®  
 Chorionic Gonadotropin (brands include Novarel®, Pregnyl®)  
 Crinone®  
 Endometrin®  
 Follistim AQ®  
 Ganirelix (ganirelix acetate)  
 Gonaf-F®  
 leuprolide  
 Menopur®  
 Ovidrel®  
 progesterone injection

**INFLAMMATORY CONDITIONS**

Actemra®  
 Arcalyst®  
 Benlysta®  
 Cimzia®  
 Cosentyx™  
 Enbrel®  
 Entyvio™  
 Humira®  
 Ilaris®  
 Ilumya™  
 Inflectra™  
 Kevzara®  
 Olumiant®  
 Orenia®  
 Otezla®  
 Remicade®  
 Renflexis™

**INFLAMMATORY CONDITIONS (cont'd)**

Rinvoq ER™  
 Siliq™  
 Simponi™  
 Simponi Aria®  
 Skyrizi™  
 Stelara™  
 Taltz®  
 Tremfya™  
 Xeljanz®  
 Xeljanz XR®

**IRON TOXICITY**

Exjade® (deferasirox)  
 Jadenu™

**MISCELLANEOUS DISEASES**

Acthar H.P. Gel®  
 Actimmune®  
 Apokyn®  
 Arestin®  
 Austedo®  
 Botox®  
 Botox Cosmetic®  
 Ceprotin™  
 Duopa™  
 Dojolvi™  
 Dysport®  
 Enspryng™  
 Epidiolex®  
 Gattex®  
 Givlaari™  
 Hetlioz™  
 Inbrija™  
 Krystexxa®  
 Makena™ (hydroxyprogesterone caproate)  
 Myobloc®  
 Northra™  
 Nuplazid™  
 Ocaliva™  
 Probuphine®  
 Procsybi™  
 Sabril® (vigabatrin)  
 Solesta®  
 Soliris®  
 Sublocade™  
 Tegsedi™  
 Thyrogen®  
 Ultomiris™  
 Vivitrol®  
 Vyndamax™  
 Vyndaqel®  
 Wakix®  
 Xenazine® (tetrabenazine)  
 Xeomin®  
 Xyrem®<sup>2</sup>

**MULTIPLE SCLEROSIS**

Ampyra® (dalfampridine)  
 Aubagio®  
 Avonex®  
 BAFIERTAM™  
 Betaseron®  
 Copaxone® (glatiramer, Glatopa®)  
 Extavia®  
 Gilenya®  
 Lemtrada®  
 Mavenclad®  
 Mayzent®  
 mitoxantrone®  
 Ocrevus®  
 Plegridy®  
 Rebif®  
 Tecfidera® (dimethyl fumarate)  
 Tysabri®  
 Vumerity™  
 Zeposia®

**MUSCULAR DYSTROPHIES**

Emflaza™  
 Spinraza™  
 Zolgensma®

**Confidential Information**

- Some products may be dispensed from Accredo and/or Freedom Fertility Pharmacy
- Xyrem® is distributed through Express Scripts Specialty Distribution Services, Inc.

Disclaimer: Note that additional generic versions of listed medications may be available. Please consult your pharmacist to determine if a generic version of any particular

Ontario Police Association

Collection of the Ontario Police Association is to be dispensed exclusively by Accredo. Those medications marked by an asterisk (\*) may have allowances for one or more retail fills.

**OPHTHALMIC CONDITIONS**

Beovu®  
 Eylea®  
 Iluvien™  
 Kesimpta Pen®  
 Lucentis®  
 Luxturna™  
 Macugen®  
 Oxervate™  
 Ozurdex™  
 Retisert®  
 Tepezza™  
 Visudyne®

**OSTEOARTHRITIS**

Durolane®  
 Euflexxa®  
 Gel-One®  
 Gelsyn-3™  
 Hyalgan®  
 Hymovis®  
 Monovisc®  
 Orthovisc®  
 Supartz FX®  
 Synvisc®  
 Synvisc-One®

**OSTEOARTHRITIS (cont'd)**

Triluron™  
 Visco-3™

**OSTEOPOROSIS**

Boniva® (ibandronate) (*oral forms are not specialty*)  
 Evenity™  
 Forteo®  
 Prolia™  
 Reclast® (zoledronic acid)  
 Tymlos™

**PULMONARY HYPERTENSION**

Adcirca® (tadalafil)  
 Adempas®  
 Flolan® (epoprostenol)  
 Flolan Diluent® (epoprostenol diluent)  
 Letairis® (ambisentan)  
 Opsumit®  
 Orenitram™  
 Remodulin® (treprostinil)  
 Remodulin Diluent® (treprostinil diluent)  
 Revatio® (sildenafil citrate)  
 Tracleer® (bosentan)  
 Tyvaso®  
 Uptravi®  
 Veletri®  
 Ventavis®

**RESPIRATORY SYNCYTIAL VIRUS**

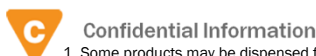
Synagis®

**SICKLE CELL DISEASE**

Oxbryta™

**TRANSPLANT**

azathioprine (AZASAN, IMURAN)  
 Astagraf XL™\*  
 Cellcept®\* (mycophenolate mofetil)  
 Neoral®, Sandimmune®\* (cyclosporine, Gengraf® )  
 Envarsus® XR\*  
 Myfortic®\* (mycophenolic acid)  
 Nulojix®\*  
 Prograf®\*(tacrolimus)  
 Rapamune®\*(sirolimus)  
 Simulect®\*  
 Thymoglobulin®\*  
 Zortress®\* (everolimus)



1. Some products may be dispensed from Accredo and/or Freedom Fertility Pharmacy  
 2. Xyrem® is distributed through Express Scripts Specialty Distribution Services, Inc.

Disclaimer: Note that additional generic versions of listed medications may be available. Please consult your pharmacist to determine if a generic version of any particular medication is available. Some medications may be dispensed exclusively by Accredo. Those medications marked by an asterisk (\*) may have allowances for one or more retail fills.

## APPENDIX D

### DRUG AND ALCOHOL POLICY

City of Ontario

The Association, the employees it represents and the Employer are committed to a substance abuse-free working environment that ensures that all deputies are functioning without the influence of drugs or alcohol. The parties recognize that the use of drugs and/or alcohol which adversely affects job performance in any way constitutes a serious threat to the health and safety of the public, the safety of fellow employees and to the efficient operations of the Police Department. Therefore, the parties agree to establish procedures that shall apply if there is reasonable suspicion that an employee is impaired by alcohol or drugs or is in the possession of or engaged in the selling of illegal drugs.

#### **A. Preconditions to Drug or Alcohol Testing.**

Before any employee may be tested for drugs or alcohol, the City must meet the following prerequisites:

1. All employees of the Association's bargaining unit must be clearly informed of what drugs or substances are prohibited by the City.
2. Any drug testing policy which is applied to the members of the Association's bargaining unit must be applied to all sworn personnel.
3. The City and the Association shall jointly select the laboratories which will perform the testing. Such laboratories will also be used when an Association member is selecting a laboratory.

#### **B. Grounds for Testing.**

1. Random drug testing of any kind is prohibited.
2. The performance of drug testing by other than taking of urine samples is prohibited, for purposes of this policy.
3. Drug and alcohol testing are permitted if the City possesses facts that give rise to a reasonable suspicion that an employee is currently or has recently been engaging in the use of illegal drugs, in the abuse or illicit use of legal drugs, or has consumed alcohol less than eight (8) hours prior to regularly scheduled work or during work.
4. Employees who are required to submit to reasonable suspicion testing are prohibited from transporting themselves to the collection site. A supervisory employee will

provide transportation and will arrange for the employee to be taken home after testing, unless the employee's test results have been confirmed as negative.

**C. Testing Mechanisms.**

1. The following mechanisms shall be used for any drug test performed on a member of the Association:

(a) Any screening test shall be performed using the Radioimmunoassay (RIA) method. If the laboratory selected by the parties does not provide for RIA testing, then any screening test shall be performed by Thin Layer Chromatography (TLC). No positive test results shall be reported to the Employer unless the GC/MS test confirms the positive test results.

(b) Any positive results on the initial screening test shall be confirmed through the use of Gas Chromatography/Mass Spectrometry (GC/MS).

2. The following testing mechanisms shall be used for alcohol tests performed on members of the Association:

(a) Blood alcohol sample will be taken by a medical professional.

(b) Breathalyzer shall be subject to confirmation by blood testing if requested by the employee.

3. The City shall pay for all tests and related costs.

**D. Procedures to be used when a sample is given:** The following procedure shall be used whenever an employee is requested to give a urine sample:

1. Prior to testing, the employee will be required to list all drugs currently being used on a form to be supplied by the collection-testing site. This form, and all documents and information concerning drug testing shall remain confidential, pursuant to the terms below. Samples taken for this purpose shall be reviewed by a Medical Review Officer (MRO) provided by the collection testing site.

2. A urine sample will be taken of the employee. The test shall be given in such a manner as to protect the authenticity and reliability of the sample and the privacy of the individual.

3. Immediately after the sample has been given, it will be divided into two (2) equal parts. Each of the two (2) portions of the sample will be separately sealed, labeled and stored in a secure and refrigerated atmosphere. One (1) of the samples will be then be sent or delivered to a testing laboratory mutually agreeable to the City and the Association.

4. The sample will first be tested using the screening procedure set forth in Section C1(a) above. If the sample testes are positive for any prohibited drug, the confirmatory test specified in Section C1(b) above will be employed.

5. If the confirmatory test is positive for the presence of an illegal drug, the employee will be notified of the positive result within twenty-four (24) hours after the City learns of the results, and will be provided with copies of all documents pertinent to the test sent to or from the City by the laboratory. The employee will then have the option of having the untested sample submitted to a laboratory of the employee's own choosing and at the employee's expense. This laboratory will be selected from the list compiled by the Association and the City. The City will be given a copy of the results.

6. Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and a chain of evidence.

**E. Consequences of Positive Results.**

1. Reporting for work with alcohol in excess of .02 grams/100 ml in the bloodstream will be a basis for disciplinary action consistent with Art. 8 of the CBA.

2. An employee who has tested positive for the presence of illegal drugs or alcohol pursuant to this Section may be disciplined for just cause or may be referred to an employee assistance program and/or appropriate drug or alcohol counseling/treatment as deemed appropriate by the Employer. Employees may use accrued leave for counseling and treatment.

3. An employee who tests positive shall have the right to challenge the accuracy of the test results. Such employee shall be subject to unannounced testing for a period of one (1) year following the inception of such treatment. If the employee violates the terms of treatment or again tests positive during such period, he/she shall be subject to discipline, up to and including termination.

**F. Employee Rights.**

1. Once the Association member has been given the opportunity to obtain Association representation, the employee shall have the right to an Association representative up to and including the time the sample is given. The City has the right to obtain a sample within a reasonable time period. Nothing herein shall restrict the employee's right to representation under general law.

2. If at any point the results of the testing procedures specified in Section C above are negative, all further testing shall be discontinued. The employee will be provided a copy of the results and all other copies of the results (including the original) shall be destroyed within twenty four (24) hours after the test results have been received by the City. All positive test results will be kept confidential and will be available only to the Police Chief, the Police Chief's Human Resources Manager, and the employee. Such results may also be used in a proceeding involving discipline or discharge.

3. Employees who voluntarily seek assistance concerning a drug or alcohol problem, prior to detection by the City, shall not be disciplined by the Employer, however, such employees may be assigned to alternative duty if they would pose a direct threat to the health or safety of other employees and the community.

**G. Prescription Drugs.**

All employees who must use a prescription drug that causes adverse side effects (i.e. drowsiness or impaired reflexes or reaction time), shall inform their supervisor that they are taking such medication according to the advice of a physician. Such employees are responsible for informing their supervisor of the possible effects of the drugs and their performance and the expected duration of its use. If the prescription drug could cause performance or safety problems, a supervisor may grant the employee sick leave or temporarily assign the employee different duties, if available.

**H. Drug Free Workplace.** The City provides a drug-free workplace pursuant to the Drug Free Workplace Act, 41 U.S.C. §701 et seq. The parties agree that the City may, consistent with the terms of this Agreement, take action to comply with the Drug Free Workplace Act, including publication and distribution of a drug free workplace statement and establishment of a drug-free awareness program.



**Memorandum of Agreement  
Between  
City of Ontario  
and  
Ontario Police Association, Officer Sam D’Addabbo, and Officer Tyler Bullington**

**RE: City Policy #2018-112 Residency Requirement**

WHEREAS, the City of Ontario (the “City”) and the Ontario Police Association are parties to a collective bargaining agreement (“CBA”) that expires December 31, 2020;

WHEREAS, the City passed Resolution #2018-112 (the “Policy”), in February of 2018, that includes a residency requirement for all employees hired after that date, which includes police officers;

WHEREAS, on or about November 13, 2019, the City acted to enforce the Policy against Ontario Police Officer Sam D’Addabbo;

WHEREAS, the Association objected to the enforcement of the Policy against Officer D’Addabbo;

WHEREAS, on December 4, 2019, the Association filed a Step 1 Grievance against the City regarding the City’s enforcement of the Policy against Officer D’Addabbo. The City and the Association followed the grievance procedure to the arbitration step, which is currently scheduled for May 8, 2019, before Arbitrator David Gaba;

WHEREAS, in addition to filing a grievance, the Association filed an Unfair Labor Practice complaint against the City alleging violation of ORS 243.672(1)(e);

WHEREAS, the City disputes the Unfair Labor Practice complaint, alleging that the City was not required to bargain the Policy, because it was not a mandatory subject of bargaining; and that even if it was required to bargain, the demand by the Association was untimely;

WHEREAS, on or about February 24, 2020, the City commenced an internal investigation of Officer D’Addabbo, regarding allegations that he failed to comply with the Policy and about his truthfulness. This IA is still pending.

WHEREAS, on or about March 11, 2020, the City acted to enforce the Policy against Ontario Police Officer Tyler Bullington;

WHEREAS, the Association disputes the enforcement of the Policy against Officer Bullington;

WHEREAS, the Association and the City now desire to resolve the disputes between them as identified herein;

Now therefore, IT IS AGREED:

1. Officers Sam D'Addabbo and Tyler Bullington will be excepted (exempted) from the residency requirement in Policy #2018-112 and will NOT be subject to its terms.
2. The City agrees to extend Officer Adam Clinton's six month deadline to comply with the residency requirement of the Policy, for an additional six months, to December 5, 2020. The Association agrees not to dispute the enforcement of the Policy against him after that date, and will not file a grievance or Unfair Labor Practice complaint if Officer Clinton's employment is terminated due to his failure to comply with the Policy at that time, as long as the City does not violate this MOA or otherwise refuse to bargain issues related to the implementation of the Policy.
3. The Association agrees not to dispute the enforcement of Policy #2018-112 to all new police officers hired after the date of execution of this MOA, subject to any additional or revised terms bargained as described below.
4. The City agrees to provide a grace period of up to six months (beyond the six-month deadline required by the Policy) for all new police officers hired after the date and execution of this MOA to comply with the residency requirement.
5. The City agrees that the following rules will apply to implementation of the Policy for all new police officers ("new PO hires") hired after the date and execution of this MOA:
  - a. New PO Hires shall promptly notify the City in writing of all changes in personal data, to include address and phone number once the employee has complied with the Policy;
  - b. New PO Hires may apply for additional grace periods, for up to 12 months, with the Human Resources Manager for good reasons shown. New PO hires may also apply for hardship exceptions, to exempt the employee from the Policy, with the Human Resources Manager, for good reasons shown. An appeal process will be available to New PO hires for denial of a grace period request, or denial of a hardship exemption, that will go first to the Chief of Police, then to the City Manager, and if denied by both, the Association shall have the ability to request the parties engage in mediation at the Association's expense. The City also may appeal a decision of the Human Resources Manager to the Police Chief and/or a decision of the Police Chief to the City Manager.
  - c. If the City suspects a New PO Hire is not in compliance with the Policy, the City shall utilize the Collective Bargaining Agreement (Art. 8, 24) to investigate and determine whether a violation has occurred, just as it would any other policy violation.
6. The Association agrees to notify the Oregon Employment Relations Board (ERB) that it has withdrawn the Unfair Labor Practice complaint filed on March 5, 2020. The City agrees to

reimburse the Association for the \$300 filing fee it paid to ERB. The Association further agrees that it will not file any other unfair labor practice complaint challenging the legitimacy or enforcement of Policy #2018-112, as long as the City does not violate this MOA or otherwise refuse to bargain issues related to the implementation of the Policy.

7. The City agrees to notify Arbitrator David Gaba that the arbitration scheduled for May 8, 2020 has been resolved, and the parties agree to split all cancellation fees required by Arbitrator Gaba. The Association agrees that it will not file any other grievance challenging the legitimacy or enforcement of Policy #2018-112 with regard to police officers hired after Officer Bullington, as long as the City does not violate this MOA or any additional agreements between the City and the Association regarding the enforcement of Policy #2018-112.

8. The City agrees to withdraw the internal investigation of Officer D'Addabbo commenced February 24, 2020 and remove any documentation of the IA from his personnel file.

9. Because the City is exempting Officers D'Addabbo and Officer Bullington from the residency requirement, they individually agree that they will not take pursue legal action against the City for reasons related to the residency requirement.

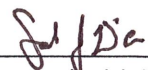
10. The City and Officer D'Addabbo will enter into a separate settlement agreement in which the City will pay Officer D'Addabbo a lump sum of \$6,000 in exchange for Officer D'Addabbo signing a full release of his legal claims against the City as well as entering into this Agreement.

11. The parties agree that this MOA reflects a one-time, non-precedent setting situation and will not establish a past practice. This MOA is effective upon the last date of signature below.

  
Adam Brown, City Manager

 05-11-20  
Chris Bolyard, Association President

 5-11-20  
Tyler Bullington, Police Officer

 5-11-2020  
Sam D'Addabbo, Police Officer

**City of Ontario  
Travel Policy  
Revised proposal to OPA: 7-9-15**

**1.10 Travel and Expense**

The purpose of this policy is to establish the guidelines for officials and employees of the City of Ontario while traveling on "Official Business." This policy is applicable to all City officers and personnel.

The primary responsibility for the authentication of the travel and all expenses incurred on individual expense accounts rests with Department Heads and the City Manager.

**1. Definitions**

For the purpose of this policy, the following definitions shall apply:

Approved City credit cards shall be those cards issued and approved through the City Manager as valid for the purpose of billing the City.

Travel authorization and reimbursement forms are those approved by the City Manager, and Finance Department. .

Residence shall be the place in which the individual has an abode or dwelling place.

**2. Reimbursable Travel Expenses**

Reimbursable travel expenses are limited to those expenses authorized and essential to the transaction of official business of the City. Expenses incurred for the sole benefit of the City employee or official, such as any type of insurance, travel loan finance charges, personal credit card fees or dues, alcoholic beverages, extra meals, that portion of meal totals in excess of the per diem allowance, tips in excess of the 20% City established maximum, magazines and other like charges are prohibited from being paid for using a City credit card and shall not be reimbursed as travel expenses.

Expenses for laundry service and dry cleaning shall not be considered a business expense. Incidental accounts not directly concerned with travel (such as postage, small emergency supplies, etc.) may be allowed when necessary to the performance of official business while traveling. These necessary incidental expenses shall be itemized on the Travel Voucher with receipts attached.

Reimbursements for items other than per diem paid for meals and incidentals will **not** be made without a valid receipt.

### **3. Reimbursement When Leaving and Returning The Same Day**

Officials and employees will be allowed travel expenses when required to travel away from their official domicile on City business and returning the same day under the following situation. When early departure or late arrival of approved travel was required to conduct City business, then the City will reimburse for meals and mileage for official use of a private motor vehicle. The time of departure and return must be indicated on the Travel Reimbursement Form. Reimbursements will be calculated using established per diem rates.

### **4. Items Invoiced to the City**

Items which are properly purchased and invoiced directly to the City of Ontario will not be included on an expense account and are not reimbursable under this policy.

### **5. Prudent Person Rule**

Employees and officials are expected to exercise the same care in incurring expenses, as a prudent person would exercise if traveling on personal business.

### **6. Alcoholic Beverages**

Officers and employees **shall not** incur expenses for the purchase of alcoholic beverages for reimbursement as a travel expense or payment directly by the City through use of a City credit card or any other means of purchasing.

### **7. Meals**

If a credit card is unavailable, reimbursement for meals will be on a per diem basis according to the Federal Per Diem Rates at [www.gsa.gov](http://www.gsa.gov). If meals are included in the conference fee they are **excluded** from reimbursement. Any expenses in excess of the daily amount established by the Federal Per Diem Rate based upon the location of travel must be approved by the Department Head and the City Manager. In cases where the employee exceeds the per diem amount with a City credit card, the employee will be issued a warning and notified of the amount of reimbursement required and they will be required to issue a check for the amount payable to Visa.

Meals that are part of an approved seminar, training session, or organization meeting held in the area will be reimbursed for the actual amount with receipts required. The reimbursement of meals will be at actual cost when receipts accompany the Expense Reimbursement Requests/Verification Form.

**Note: Employees may either seek a per diem in advance to incurring costs or may seek reimbursement upon receipt and voucher subject to the conditions of this policy.**

## **8. Airfare, Bus, Rail Transportation, Private or City-Owned Vehicles & Rentals**

Travel may be accomplished by plane, train, bus, private or City-owned vehicles, rented car, or taxi, whichever method serves the requirements of the City most economically and advantageously. When an airport is within seventy (70) miles of the employee's official domicile or residence, and transportation to and from the airport is provided by a family member or friend, the employee may be reimbursed for automobile mileage for up to two (2) round trips. The routing of each trip for mileage computation shall be by the most common traveled route unless unusual circumstances warrant other less direct routes. Individuals on City business shall use competitive pricing for airfare, bus or rail transportation, and rentals.

Air travel should be paid directly by the City and not charged on a personal credit card. This practice should be followed to avoid financial gain by the employee through use of their position relative to frequent flier miles or other incentives offered by an employee's personal credit card.

## **9. Automobile Rental**

Rental cars can only be used when taxis, buses or limousine services are impractical or for emergency transportation. The reason for using rental cars should accompany expense forms. Receipt is required. The City can make reservations and some discounts are available. The reservations should be awarded to the lowest priced rental company after having received pricing from three travel agencies and/or rental companies. In the event of an emergency, the requirement for three separate quotes may be waived.

## **10. Privately-Owned Automobile Mileage Reimbursement**

For travel in privately owned automobiles, mileage allowance shall be at a rate equal to the IRS standard expense allowance for mileage reimbursement.

Mileage figures listed on the Travel Voucher should be rounded to the nearest whole mile. Other expenses such as toll charges for bridge and turnpike use and parking charges will be allowed. When more than one (1) person travels in the same automobile, only the owner of the vehicle shall be allowed mileage. Mileage reports must include information for when, where and what type City business was discussed.

**Under no circumstances will an employee be allowed to purchase gasoline using the City's tax-exempt fuel account and place it in a private vehicle. This activity is considered a misuse of public funds.**

## **11. Travel in City-Owned Automobiles**

Expenses for gasoline, oil, storage, washing, greasing and other necessary services will be allowable as long as proper receipts are attached to the expense form and City purchasing cards are used. In the event an employee is required to incur an expense for authorized travel in a City-owned vehicle, the City shall reimburse that employee for 100% of the costs shown on the receipts submitted for reimbursement upon authorization by the respective Department Head.

No official or employee shall be allowed hotel expenses while in the City of his/her official domicile.

## **12. Travel Voucher Form**

The Travel Voucher Form is used for travel pre-approval and in situations where an official or employee wants to travel for city business. If a reimbursement of expenses is requested, the official will submit the Travel Voucher and attach copies of all receipts for the period of travel within seven (7) days. If expenses are paid using a city credit card, a travel voucher form along with the receipts should be included with the credit card statement.

## **13. Travel Advancement**

*The City will pay in advance the following costs:*

Please note: A travel packet including the Travel Voucher form, the meeting/conference program/itinerary, and a purchase order for the advanced costs listed below must be submitted to the Accounts Payable Department no later than 14 days prior to the event.

- a. **Conference/Training Registration fees.** Such payment will be made by city credit card or mailed directly to the organization, in order to take advantage of early registration discounts. This will be done through a purchase order attached to the Travel Voucher Form. A copy of the registration form describing the specific event must be attached to the purchase order.
- b. **Airfare.** Airfare is normally reserved on-line through the internet and paid with a City credit card after travel approval has been received.
- c. **Lodging.** Officials and employees are to stay in moderately priced (see item 5) establishments. Lodging reservations can be held with the use of a City Credit Card. (See City Credit Card Policy). Upon receipt of an approved travel voucher form and supporting documents, a pre-authorization for a city credit card from the motel would be completed ahead of time. This pre-authorization form would allow use of a city credit card and the city official or employee would need to adhere to the City Credit

Card Policy (See section 1.13). The lodging receipt is required to be kept and will be turned in with the travel voucher.

d. **Meal allowance.** An advance for the M&IE Allowance, which includes both meals and incidental expenses, will be permitted for meals not provided by the conference or training as indicated in section 2 above. Only per diem rates as prescribed by the Federal Government for official travel will be provided for M&IE Allowance. Per diem rates by location are found at [www.gsa.gov](http://www.gsa.gov).

#### **14 Reimbursement for Non-Employee Expenses**

City employees and officials may be reimbursed for travel expenses incurred for other employees or non-employees provided the specific business reason necessary for doing so is indicated along with the names of those involved. This is intended to be used for those common types of travel situations where it is normal and practical for one (1) individual to pay for an expense rather than be divided among all individuals. Examples may be a restaurant bill or hotel charge for which a room was shared.

Reimbursement for spouse expenses at an official business function requires a written justification pre-approved by the City Manager. This reimbursement is limited to elected officials and department directors or those designated to represent them and must be for legitimate business reason where attendance of the spouse is required to represent the City. City employees and officials may be reimbursed for expenses incurred by their spouses or other members of their families only as provided for concerning transportation to and from the airport, and representing the City at an official business function.

#### **15. Telephone**

Telephone, telegraph, cellular service expenses shall be allowed only when necessary for the transaction of official business. Copies of billing statements must be attached to the Expense Reimbursement Request/Verification Form.

#### **16. Association Officer Expenses**

Occasionally, members of associations are invited to serve in an official capacity in the association. This type of undertaking requires the expenditure of time and money, but often the membership will reflect favorably on the City. The City encourages this practice by reimbursing them for reasonable expenses incurred for travel, lodging, and meals as set forth herein. At the same time, the City employee has the opportunity to gain peer recognition and, thus to enhance his or her development.

#### **17. Out of State Travel**



All out of state travel, with the exception of Idaho, must be approved by the City Manager. All other rules apply.

### **18. Unusual Travel Expense**

The City Manager may approve unusual travel expenses not covered by this policy or modify procedures for the payment of travel expenses. The need for reimbursement of unusual travel expenses shall be made in writing to the City Manager with a copy to the Accounts Payable Clerk.

The City will not reimburse for items purchased as souvenirs (i.e. pens, pencils, shirts, ball caps, and mugs).