

*Use this guide to support your coworkers investigate whether they should be eligible for the pandemic recognition payment bargained in 2021.*

## Background on Pandemic Recognition Pay

State workers put their safety and sometimes their lives on the line to protect our keep Oregon running during the most catastrophic public health crisis in recent history. Despite the sacrifices State workers have made over the past year and a half, Management's original State contract proposal included no mention of Pandemic Recognition Pay for State workers.

Our Union pushed the state to provide Pandemic Recognition Pay for workers that were required to show up in person when we negotiated our COVID-19 Letter of Agreement at the start of the pandemic. The state was unwilling to even discuss this proposal because of funding limitations. So we took a different strategy to assure that the state would have the funding available to provide this important compensation. We fought to make sure that the people we elected during the 2020 elections were people that wanted to take care of working people, and then we held them accountable. Workers in Oregon made hundreds of calls to federal representatives and senators to encourage them to support the American Rescue Plan. This had a huge impact on our campaign as the [federal funding that Oregon received thanks to the American Rescue Plan](#) funded this bargaining proposal.

### New Letter of Agreement – Pandemic Recognition Pay

- Employees who meet the definition of a frontline workers (had close contact with others outside their household, more than 15 minutes per person of close contact with others outside of their household, they could not perform their job duties from home or another setting that limits contact).
- Frontline workers who worked between 480 non-telecommuting hours to 1,039 will receive a one-time payment of \$1050.
- Frontline workers who worked over 1,040 non-telecommuting hours will receive a one-time payment of \$1550.
- Frontline workers who qualify for one of the two above payments and worked 200 or more hours of overtime will receive a one-time payment of \$575.
- Payments will be considered wages for tax purposes and are PERS subject.

The Contract was ratified in August so the State is in the process of finalizing a list of who will receive the pandemic recognition payment. If a worker or group of workers do not receive it, and believes they should have, the following Guide will help you as a steward help them file a grievance.

## Gathering Information:

If a worker believes they should have received it, but did not, we will need to build a case to persuade the State that they made a mistake. Here are some steps you can take as a steward:

- Talk to the worker and make sure they understand the criteria.
- Ask the worker if they worked more than 480 mandatory, non-telecommuting hours from 3/8/20 to 6/30/21. This would qualify them for \$1050.
- Ask the worker if they worked more than 1040 mandatory, non-telecommuting hours from 3/8/20 to 6/30/21. This would qualify them for \$1550.
- If the worker met one of the two above criteria for payment, did they also work 200 plus hours of Overtime between 3/8/20 and 6/30/21. If yes they would qualify for an additional payment of \$575.
- Confirm the worker is represented by our Union. If they are not represented by SEIU Local 503 we do not have the ability to file a grievance on their behalf. However, if they moved from one represented position (including a temporary) to another they could still qualify if they met the criteria above.
- If they were employed when the contract was ratified (the contract was ratified on 8/31/21). If they leave after ratification, they should reach out to management and may be eligible to receive the payment. If they left a represented position prior to ratification, the worker will not be eligible for the payment(s).
- If the worker chose not to telecommute from 3/8/20 to 6/30/21 and worked at their worksite, they would not be eligible for the pandemic recognition payment.
- Gather any documentation the worker may have to show they did the required mandatory non-telecommuting hours. This may be emails, payroll records, etc.
- Confirm State has sent the payment to the workers they have identified meeting the criteria. This will likely come sometime after October after the State and the Union have gone through their approval processes.
- Stewards and workers have 30 days after the state makes the payments to file a grievance on behalf of the worker. This timeline does not change even if the worker uses the state's appeal process.
- Where necessary, fill out the grievance form and submitted it to the worker's immediate supervisor and copied the Union (contact@seiu503.org) on the Grievance.

## Advice for Stewards

- Some workers may have similar circumstances, but each person will have unique hours and would need a separate grievance.
- If the worker is unable to show evidence they should qualify, you are not required to file a grievance for them.
- If you are unsure about anything in this Guide or need advice please contact a lead steward or the Union staff at the contact info below.

# Example Grievance



## OFFICIAL STATEMENT OF GRIEVANCE FORM

◆ Type Or Press Hard with Ballpoint Pen ◆

Name of Grievant(s): Philip Randolph

Name of Group (if applicable): \_\_\_\_\_

Job Classification: Office Specialist 2

Name of Agency: ODOT Work Location: 525 NE Oregon St Portland OR

Name of Immediate Supervisor: Neil Olshey [step 1 grievance; filed he Filed With (if other than supervisor): \_\_\_\_\_

Date Grievance Occurred or Discovered: [Insert The Date The Bonuses Are Paid]

Statement of Grievance: { Be specific  
 Include date of occurrence  
 Attach additional sheets if necessary

Philip Randolph worked more than 1040 mandatory, non-telecommuting hours between 3/8/20 and 6/30/21 and should have received a hazard bonus of \$1550 on [Insert The Date The Bonuses Are Paid]. This is violation of the Letter of Agreement because Philip Randolph met the eligibility criteria that was bargained.

Right Violated (Cite articles in the contract): Hazard Pay LOA LETTER OF AGREEMENT 00.00-21-398 Pandemic Recognition Pay

Remedy Requested: The remedy for this grievance is to pay Philip Randolph the \$1550 hazard pay bonus and make them whole.

◆ I hereby assign the above grievance to the SEIU Local 503, OPEU, AFL-CIO, CLC, for final disposition.  
 ◆ I authorize any representative of the SEIU Local 503, OPEU to examine the contents of my personnel file.

Signature of Grievant: Philip Randolph Date: \_\_\_\_\_

Grievant's Home Address: 6401 SE Foster Road, Portland OR 97206  
Street City Zip

Telephone Numbers: 844-503-7348  
Work Home

Steward for this Grievance: Joe Hill 555-867-5309  
Name Work Phone

Steward's Home Address: 1730 Commercial St SE Salem OR 97301  
Street City Zip

SEIU Local 503 Field Rep for this Grievance: Madison 844-503-7348  
Name Work Phone

White ~ Steward

Yellow ~ Management

Pink ~ Grievant



Scan the QR Code with your phone camera to get a fillable grievance form

