

MASTER AGREEMENT
BETWEEN
UNAP LOCAL 5019
AND
THE STATE OF RHODE ISLAND

2003 - 2008

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MEMORANDUM OF AGREEMENT

In this Agreement entered into this 18th day of September, 2006 by and between the State of Rhode Island, hereinafter referred to as the State, and the United Nurses and Allied Professionals, Local 5019, hereinafter referred to as the Union, the parties agree as follows:

PURPOSE

It is the purpose of this Agreement to carry out the policy of the State of Rhode Island by encouraging a more harmonious and cooperative relationship between the State and its employees by providing for procedures which will facilitate free and frequent communication between the State and its employees. By means of this Agreement, thereof, the signatories hereto bind themselves to maintain and improve the present high standards of service to the people of the State of Rhode Island, and agree further that high morale and good personnel relations through a stabilized association relationship are essential to carry out this end.

ARTICLE I - RECOGNITION

- 1.1 The State hereby recognizes the Union as the sole and exclusive bargaining agent (for the purpose of establishing salaries, wages, hours, and all other conditions of employment) for all employees within the bargaining units covered by this Agreement. The bargaining units as of the date of this Agreement are:

EE-1657, Department of Education; EE-1696A, RICLAS; EE-1700A, Department of DHS; EE-1862, URI Student Health Department, RIC Student Health Department, CCRI Student Health Department (Warwick, Lincoln, Providence and Newport Campuses); EE-2079, Zambarano Hospital; EE-2706, RI Veterans' Home.

- 1.2 This agreement shall apply to each of the bargaining units set forth above in the same manner as if the parties entered into separate agreements with respect to each unit.
- 1.3 The State agrees that no employee shall be discriminated against, intimidated, or coerced in the exercise of this right to bargain collectively through the Union, or on account of his membership in, or activities on behalf of the Union.

ARTICLE II - NON-DISCRIMINATION CLAUSE

- 2.1 The State and the Union agree not to discriminate in any way against employees covered by this Agreement on account of race, religion, creed, color, sex or age, physical handicap, sexual orientation or ancestral origin.
- 2.2 All reference to employees in this Agreement designate both sexes, and whichever gender is used, it shall be construed to include male and female employees.

- 2.3 The Union shall not discriminate against any employee in the administration of this Agreement because of non-membership in the Union
- 2.4 The State agrees that no employee shall be discriminated against, intimidated, or coerced in the exercise of his right to bargain collectively through the Union, or on account of his membership in or activities on behalf of the Union.
- 2.5 The State and the Union agree to establish a committee consisting of representatives from both sides to continue to explore affirmative employment action and, if possible, to enter into a Letter of Understanding.
- 2.6 Nothing in this agreement shall be construed so as to prevent compliance with any obligation imposed by the Americans with Disabilities Act of 1990.

ARTICLE III - UNION SECURITY AND DUES DEDUCTIONS

- 3.1 The State Controller shall deduct Union dues and service charges from the wages of all members within the respective bargaining unit.
- 3.2 In those bargaining units in which the Union has been certified as the exclusive bargaining agent, only the dues for the sole and exclusive bargaining agent shall be deducted. Membership in the Union may be determined by each individual employee

3.3 All non-members of the exclusive bargaining organization shall pay to the exclusive organization a service charge as a contribution toward the negotiation and administration of the Collective Bargaining Agreement in an amount equal to the regular bi-weekly membership dues of said organization.

3.4 The appointing authority shall give written notice to the President of Local 5019 of those employees within the respective bargaining units who become eligible for membership in the Union.

ARTICLE IV - HOURS OF WORK

4.1 It is hereby agreed that there shall be three (3) basic work weeks as follows:

1. A 35-hour workweek (five consecutive 7 hour days).
2. A 40-hour workweek (five consecutive 8 hour days).
3. A non-standard workweek of an average of at least 35 hours per week.

4.2 The various classes of positions are hereby assigned to a basic work week and a class pay grade in accordance with the following schedule:

Class of Position

Consultant Public Health Nurse 926

Nursing Instructor 924

Nursing Instructor Supervisor 926

Physician Extender 929

Public Health Nurse 920

Registered Nurse 920/921

Supervising Registered Nurse 924/925

(General) (Psychiatric)

Infection Control Nurse 924

- 4.3 It is recognized that there are now other work schedules peculiar to certain classes of positions, and such exceptions shall remain in full force and effect. In the event it becomes necessary to change the scheduled work hours in any area, the parties hereto shall make every effort to agree mutually on the hours for such schedules and fix the hours subject to the grievance procedure and arbitration provisions of this Agreement. Work rules and working conditions will not be changed until first discussed with the Union. In the event of disagreement, changes may be instituted, but subject to the grievance and arbitration articles herein.
- 4.4 Employees who work at least sixteen hours a week shall be entitled to fringe benefits on a pro-rata basis, except retirement and Blue Cross benefits.
- 4.5 Employees shall be granted a fifteen (15) minute coffee break during the first half and the second half of their work day

- 4.6 Duty schedules shall be posted two- (2) weeks in advance.
- 4.7 No employee who has performed work before or after scheduled shift hours will have the right or will be required by the State by reason thereof to take off to equalize his working hours.
- 4.8 When an employee is required in writing by the appointing authority or his designee to work in a higher class of position for a period of more than three (3) consecutive working days such employee shall receive the lowest salary rate of that higher class which will provide a pay increase of at least one step over his present rate retroactive to the first day of such assignment. An employee may refuse such assignment if he does not receive such written authorization within twenty-four (24) hours. If such is not received, no employee shall be disciplined in any manner for refusing to serve in said capacity.
- 4.9 Effective November 29, 1981, when a Charge Duty Nurse is required to assume the responsibilities of a supervising Registered Nurse, and when the Department confirms that the Charge Duty Nurse continues to accept the responsibilities of both positions (Charge Nurse and Supervising Registered Nurse), said Charge Duty Nurse

will, in addition to being compensated in accordance with the provisions of Section 4.8 of the Contract, retain charge pay

ARTICLE V - SALARY SCHEDULE

5.1 It is agreed that all employees covered by this agreement shall receive a salary increase as follows:

(1) Wages

- (a) There shall be an across-the-board base wage increase of 1.5% effective June 27, 2004.
- (b) There shall be an across-the-board base wage increase of 2.5% effective June 25, 2005, based on wages as of June 26, 2004.
- (c) There shall be an across-the-board base wage increase of 1.5% effective June 26, 2005.
- (d) There shall be an across-the-board base wage increase of 2.5% effective June 24, 2006, based on wages as of June 25, 2005.
- (e) There shall be an across-the-board base wage increase of 3.0% effective June 25, 2006.
- (f) There shall be an across-the-board base wage increase of 3.0% effective June 24, 2007.

(2) Pay Grade Steps

- (a) Effective June 24, 2007, base rate pay steps 13 and 14 as specified will be added to the following pay

grades:

<u>Pay Grade</u>	<u>Step 13 Amount</u>	<u>Step 14 Amount</u>
920A	\$67,379.00	\$68,592.00
921A	\$68,865.00	\$70,104.00
923A	\$73,353.00	\$74,673.00
924A	\$75,634.00	\$76,996.00
925A	\$77,032.00	\$78,419.00
926A	\$82,431.00	\$83,914.00
929A	\$90,286.00	\$91,912.00

These amounts will be adjusted pursuant to (1)(f).

(B) Beginning June 24, 2007, an employee in a pay grade specified above who has been at base rate pay step 12 for one calendar year or more shall be granted a step increase to base rate pay step 13. In accordance with current practice, the step increase to base rate pay step 14 will then be granted one calendar year from the employee's step 13 salary increase date.

5.2 Professional Registered Nurses may be hired at an appropriate step within grade based on professional work experience as a Registered Nurse.

5.3 Any newly hired or promoted employee shall receive a one-step increase at the satisfactory completion of the probationary period and shall receive an additional one-step increase each

year hereafter until he/she has reached the maximum as required by law.

- 5.4 An employee with temporary status shall receive a one-step increase after each year of service in his classification until he has reached the maximum of his grade.
- 5.5 Each employee shall, with the approval of the appointing authority, be granted longevity according to the following formula:

<u>Years of Service</u>	<u>Percentage Increase</u> <u>on Gross Rate</u>
15	5 %
20	7.5 %
25	10 %

- 5.6 Each employee who has successfully completed a four course curriculum, approved in advance by the Personnel Administrator, shall be entitled to a one-step pay increment next above his/her current base step (or if the employee is at maximum of the grade, an increment equal in amount to the difference between the last step in the pay range and that step immediately prior to it)

The INCENTIVE IN-SERVICE TRAINING PROGRAM is modified as follows:

1. Persons employed prior to July 1, 2001 may retain or attain said increment but shall be eligible for only one such increment, under the Incentive In-Service Training Program, during the course of his/her employment with the

State.

2. A person employed prior to July 1, 2001 may become eligible for multiple increment payments under Paragraph 3 by submitting to DOA's Office of Training and Development a written form giving up career increment retention under Paragraph 1.
3. Persons first employed on or after July 1, 2001 shall be eligible to earn an unlimited number of additional increments during their careers, subject to the following:
 - a. Each earned increment shall be retained for not more than four (4) years; and
 - b. Each employee shall be eligible to earn additional increments, under the Incentive In-Service Training Program, by commencing additional training three years or more after final payment of the previously earned increment.

5.7 Salary Scale Appendix A is attached hereto.

5.8 The salary range for each class of position with the bargaining unit shall be amended to reflect the addition of \$750.00 for all employees within those classifications who hold or are awarded a Baccalaureate degree in nursing related disciplines. Employees within those classifications who hold

or are awarded a Master's Degree in nursing related disciplines shall receive \$2,000.00. No employee shall receive both additional amounts simultaneously. Courses credited toward the attainment of the Baccalaureate degree may not be utilized toward the in-service training curriculum requirement of Article 5.6

5.9 If an employee's classification requires a Master's degree or Bachelor's degree, he or she shall not be entitled to the award.

5.10 When an employee has received additional compensation for which he/she is not entitled, the State shall recover such overpayment at the rate of ten (10) percent of the overpayment or \$100 whichever is lesser per pay period until the amount of the overpayment is fully recovered.

ARTICLE VI - SHIFT DIFFERENTIAL PAY

6.1 Any shift that starts on or after 3:00 p.m. and ends on or before 8:00 a.m. shall receive shift differential pay.

6.2 Any shift that starts on or after 7:00 a.m. and ends on or before 4:30 p.m. shall not receive shift differential pay.

6.3 Any shift that works hours other than those cited above will be paid shift differential pay for those hours worked between 4:30 p.m. and 8:00 a.m.

6.4 An employee required to work on an overtime basis between

3:00 p.m. and 8:00 a.m. shall receive shift differential.

6.5 The shift differential shall be seventy (\$.70) cents per hour.

6.6 Shift differential shall not apply to employees who initiate alternative workweek schedules, which are of a temporary duration.

ARTICLE VII - OVERTIME

7.1 It is agreed that when it becomes necessary for the efficient conduct of the business of the State, an appointing authority may direct or authorize overtime work.

7.2 Overtime work shall be defined as the required performance of work in excess of the established workweek.

7.3 Compensation for overtime work shall not be paid to employees in the non-standard category.

7.4 Time and one-half shall be paid in each or any of the following instances, and each instance shall not be dependent on any other instance, but there shall be no duplication or pyramiding of overtime: All work performed in excess of forty (40) hours and, in those classes of positions in which it is applicable, all work performed in excess of thirty-five (35) hours in any week

- 7.5 Whenever an employee is required to work on a holiday which falls on his regularly scheduled work day, he shall be credited with the number of hours in his official work schedule for that day, plus the number of hours actually worked at the rate of one and one-half times.
- 7.6 Overtime work is to be made a matter of record and distributed fairly and equitably among employees capable of performing the work in their respective division and class of position. A record of overtime work will be furnished the Union at the close of each pay period.
- 7.7 Hours credited for sick leave shall not be considered as time worked for the purpose of computing overtime.
- 7.8 Any employee who has performed work in excess of their scheduled 40-hour workweek may request compensatory time in lieu of cash payment (both at rate of time and one-half). If such request is approved, the discharge of such compensatory time must be scheduled and cannot require the use of overtime work by other employees to cover said absence. In any event, the accumulation of such compensatory time cannot exceed a total of 80 hours of compensatory time. Such compensatory time cannot be carried from one calendar year to another. Compensatory time shall either be used or paid at the end of the

calendar year.

- 7.9 The State agrees that prior to "Freezing-In" an employee to a second consecutive shift, the responsible agency authority will exhaust the voluntary overtime list which exists for that particular facility. Should the aforementioned procedure fail to produce a volunteer, then the State will assign the overtime to the least senior Nurse on duty from the previous shift, provided however, that each subsequent assignment requiring that an employee be "frozen-in" shall be assigned on the basis of inverse seniority, rotating each time amongst the employees from the previous shift who were on duty on the day which the overtime was required
- 7.10 No employee shall be allowed/required to work more than 16 consecutive hours without a break lasting at least 8 hours, except in a declared emergency.

ARTICLE VIII - HOLIDAYS

- 8.1 The following shall constitute the official holidays:
- New Year's Day
 - Martin Luther King Day
 - Memorial Day
 - Independence Day
 - Victory Day
 - Labor Day

Columbus Day

Veterans' Day

Thanksgiving Day

Christmas Day

Any day on which a general election of State officers is held as Election Day.

Any day which the Governor shall appoint as a holiday

Any day which shall be, hereafter appointed by the General Assembly to be holiday.

- 8.2 The State agrees that in the event that the Legislature abolishes any of the aforementioned holidays, employees covered by this Agreement shall be extended a paid personal day in place of the abolished holiday. If the General Assembly should restore the abolished holiday or add a new holiday in place of the abolished holiday, the additional personal leave days would be withdrawn.
- 8.3 Each employee shall be entitled to time off at his regular rate of pay for the holidays specified above when such holidays fall on his regularly scheduled work days, and he shall be credited with the number of hours in his official work schedule for that day.
- 8.4 If a holiday falls on one of an employee's regularly scheduled days off; he shall be credited with the number of hours for one day in his official work schedule. The

hours so credited shall not be used in the computation of overtime.

- 8.5 If a holiday falls on a regularly scheduled workday within an employee's vacation period, the employee shall not be charged annual leave for his absence on that date.
- 8.6 Holiday work shall be rotated.
- 8.7 If a holiday is observed while a Registered Nurse is on a sick leave or vacation leave (annual paid leave) he/she shall receive his/her holiday pay and the day will not be charged against the annual leave.
- 8.8 Whenever an employee in a standard work week (35 hours or 40 hours weekly) or non-standard employee works on a holiday which falls on their regularly scheduled work day, they shall be credited with the number of hours in their official work schedule for that day, plus the number of hours actually worked. The hours actually worked shall be compensated at the rate of one and one-half times. This provision as it applies to non-standard employees shall be effective upon ratification of the contract.
- 8.9 The parties agree that for the purposes of Holiday pay under Section 8.4 of this Article the Christmas and New Years' Day holidays shall be observed on Saturday or

Sunday in those years when such holidays fall on Saturday or Sunday rather than on Monday as provided for by R.I.G.L. 25-1-1 et. Seq. The parties further agree, that when such holidays fall on Saturday or Sunday employees who would have otherwise received holiday pay for working on Monday, if the holidays were being celebrated on that day, shall not receive such pay but shall receive their regular rate of pay for that day. This provision shall not apply to employees whose regularly scheduled workweek is Monday through Friday.

ARTICLE IX - INCLEMENT WEATHER/EMERGENCIES

- 9.1 In the event that the Governor or designee determines that an emergency situation exists and as a result makes a public declaration that an emergency exists or that State offices are closed, the following provision shall apply:
1. The Department of Administration shall determine a single designated starting time of the emergency.
 2. Employees who are either allowed to leave their work place early or are excused from traveling to work shall be allowed to discharge vacation leave, personal leave or sick leave. An employee who elected to discharge sick leave may discharge up to a maximum of two (2) sick days per calendar year for such events.

3. Employees who are required to remain at their place of work or to travel to work shall be compensated at the rate of time and one half for each hour worked commencing at the designated starting time of the emergency as determined by the Department of Administration.

ARTICLE X - SENIORITY

- 10.1 Primary seniority shall be defined as the total length of service in the current class of position. Secondary seniority shall be defined as the total length of service in all other classes of positions in the bargaining unit including the current class of position. Secondary seniority shall be applied as follows in all cases of layoff: In the event that a member of the bargaining unit is laid off and cannot bump another employee in the affected classification, that employee would be able to use secondary seniority to bump into a different classification, provided that the employee had been employed in that classification. The employee may utilize the total length of service in the current classification plus the total length of service in the classification(s) into which the employee elects to bump. Meaning that an employee who held a position in grade 926, for example, is laid off and formerly held positions in pay grade 924 the employee would be able

to count his/her length of service in the 926 position as well as the total length of service in the 924 positions. In the event that the employee was unable to bump in the next lower pay grade but is able to bump into the registered nurse class the employee would be able to utilize his/her total length of service in all classifications which the employee held in the bargaining unit.

- 10.2 It is hereby agreed that the parties hereto recognize seniority in all cases of shift preference, promotions, transfers, floats, relief assignments, temporary assignments of sixty days or more within the same unit, days off, vacation time, layoffs, and recalls. Inclusion of promotions above is qualified by Section 10.11
- 10.3 Seniority is defined as the length of employment in State service in any of the classifications covered by this contract. Seniority is not transferable from other bargaining units not covered by this Agreement.
- 10.4 The appropriate personnel office shall prepare and forward to the President of Local 5019 a seniority list. Said seniority list will show the employee's name, class of position, and seniority. Seniority lists shall be revised annually and shall be posted on approved

bulletin boards.

- 10.5 (A) Posting. All new and vacant positions shall be posted on a centrally located bulletin board within each facility for a period of seven (7) calendar days prior to the expiration of the posting period. Employees applying for such positions shall make a request in writing to the Personnel Officer not later than three (3) days after the posting period. Upon receipt of a transfer request, a copy shall be sent to the designated local officer.
- (B) The State agrees that during the life of this Agreement, all transfers or promotions shall be completed and the registered nurse placed in the new position as soon as possible but not later than five pay periods from the granting of the position.
- (C) Transfers. Employees may bid for new and vacant positions of a similar classification title within an individual unit*, and it will be granted on the basis of seniority. In the event there are no bidders from within the individual unit*, it will be filled by the bidder of a similar class from other individual units* covered by this Contract on the basis of seniority. Transfers from one unit to another unit will be limited to one move every six-

(6) months, unless mutually agreed upon by the parties to this Contract. All applications for lateral transfer shall have a personal interview by the employer.

10.6 Layoffs. Two (2) weeks notice of layoff shall be given to the employee(s) so affected and to the Union. Should it become necessary to layoff employees, the State will make every reasonable effort to place these employees in comparable vacant positions within State service. If such placements are not available, the affected personnel shall be placed on a preferential re-employment list. An employee whose job has been abolished and/or who has been laid-off shall have the right to bump as follows:

- 1) A laid off employee must bump the least senior employee on his/her shift, in his/her individual unit, and in his/her status. (For the purposes of Article 10.6 status means full time or part time.)
If there is no such employee:
- 2) A laid off employee may elect any of the following options within their individual unit:
 - a) Bump least senior employee on the same shift
other status
 - b) Bump least senior employee on other shifts

same status

- c) Bump least senior employee on other shifts other status. If there is no such employee, the procedure in 10.6(3) shall apply:

3) A laid off employee may elect any of the following options:

- a) Bump least senior member of the bargaining unit same shift other status
- b) Bump least senior member of the bargaining unit on the other shifts same status
- c) Bump least senior member of the bargaining unit on the other shifts other status.
- d) Bump the least senior member of the bargaining unit same shift same status

A bumped employee shall have the same rights as a laid off employee. Laid off employees who have permanent status in more than one classification shall exercise bumping rights in accordance with the foregoing first using their primary classification. If they are unable to bump using primary classification, they may exercise bumping rights in accordance with the foregoing using their secondary classification. The parties agree to make expedited arbitration without going through grievance procedure, the exclusive procedure for resolving disputes

over layoff, bumping and recall. Individual units shall be: Division of Development Disabilities, Zambarano Hospital, Veteran's Home, URI, RIC, CCRI, Department of Human Services, and the Department of Education.

10.7 In the event of layoff, the following order shall be instituted:

- a) probationary status
- b) least senior permanent status

In the event of recall, the following order shall be instituted:

- a) statutory status
- b) permanent status
- c) probationary status

10.8 A probationary period shall not be required in the event of demotion.

10.9 Any employee who holds full status and has been laid off shall have his name placed on an appropriate re-employment list for three (3) years from the date of termination. Seniority shall accrue to such employee while on said re-employment list.

10.10 Recall notices shall be sent by certified mail, return receipt requested. Unpaid sick leave and personal leave accruals as of the date of the lay off will be frozen for three (3) years from date of layoff.

10.11 Promotions shall be awarded by the appointing authority on the basis of qualification such as education, work performance, and experience. Seniority shall control when qualifications as specified in the foregoing are relatively equal.

(A) Promotions shall be made within the bargaining unit wherein the vacancy exists from the top three (3) State seniority employees on the certified promotional list. If there are less than three (3) eligible employees from within the bargaining unit on said certified list, an appointment may be made from among those certified.

(B) Where no list exists for certification, a legitimate effort will be made to fill the vacancy from within the bargaining unit, such effort to include a personal interview; but the State shall not be required to select from within said unit.

(C) Newly hired employees or promoted employees shall serve a probationary period as required by law, during which time the appointing authority shall report to the Personnel Administrator every sixty (60) days concerning the work of the employee; and at the expiration of the probationary period, unless the appointing authority files with the

Personnel Administrator a statement in writing that the services of the employee during the probationary period have not been satisfactory and that it is desired that he not be continued in the service, he shall receive permanent status in his classification

10.12 Any employee may be dismissed without recourse during the probationary period for reasons relating to the employee's qualifications or for the good of the service. It is intended that "probationary period" in the above sentence shall mean the original probation and shall not apply to the probationary period served after a promotional appointment.

10.13 Seniority shall be considered broken for the following reasons only:

- a) When an employee has been discharged for just cause,
- b) When an employee voluntarily terminates his employment from state service,
- c) When an employee fails to respond to a recall notice,
- d) When an employee fails to renew a leave of absence,
- e) When an employee engages in other work without authorization while on leave of absence,
- f) When an employee is laid off in excess of three (3)

consecutive years,

10.14 Employees in the bargaining unit employed on a part-time basis shall accrue seniority on a pro-rata basis according to hours worked.

10.15 The Union recognizes the State's right to reorganize. The following parameters shall be followed by the parties when reorganization is necessitated by an Executive Order or legislation.

1. The State shall notify the Union President at least fifteen (15) calendar days in advance of notification to bargaining unit members of its intention to reorganize.
2. The Union and the State shall meet immediately to review and discuss the State's plan for such reorganization and any proposed alternatives or changes.
3. That plan shall include a thirty-day notification to the affected employees.
4. Affected employees who have no available assignments within their classification may be offered vacant positions which the State intends to fill and which have been posted by seniority, in other classifications which they are qualified and able to fill, including positions of equal pay and

positions in lower classes without loss of pay

5. Affected employees shall be given the right to bid on new assignments or exercise bumping rights to a position in an equal or lower class within the facility in accordance with Article 10. (Example: an affected Zambarano employee may only bump within Zambarano but not outside of Zambarano.) The employee ultimately bumped shall take whatever comparable assignment or vacancy is available.
6. In cases where an entire operation is moved from one location to another all affected employees will be re-deployed with the operation.
7. In the event that the number of employees affected by reorganization exceeds the number of available assignments or vacancies, any layoffs will be governed by Article 10.6 and 10.7.
8. Assignment of bargaining unit work: No grievance shall be filed or supported by the Union alleging that bargaining unit work previously performed within a 5019 bargaining unit has been assigned outside of such bargaining unit pursuant to the implementation of a reorganization, unless it is in conjunction with a request for a Union representation issue as a result of such

reorganization. A grievance filed in conjunction with a request for Union representation would be held in abeyance by the parties until an official decision is issued by the Labor Board or the inter union dispute is resolved through an alternative dispute resolution procedure. In no event shall the union seek nullification of the reorganization as a remedy for such grievance. This section shall be operative only with regard to labor organizations whose collective bargaining agreements contain similar language. Nothing in this Section 8 shall prevent the Union from subsequently pursuing issues under Article 37 based on nullification of the reorganization plan or other such drastically changed circumstances.

9. Reclassification of existing bargaining unit classifications must be done through negotiations between the parties.
10. Any changes in shifts and/or days off only shall not constitute reorganization under this Article and must be done under Article 4 of this Agreement.
11. This Article 10.15 neither enlarges nor diminishes the State's right if any, to reduce the complement of bargaining unit nurses and to replace them with

non-nurse persons outside of the bargaining unit.

In the event there is a dispute between the State and the Union over whether reorganization under this Article is being used for that purpose, no provision of Section 8 will bar the Union from raising this issue as an alleged grievance under Article 37. In addition, this Article 10.14 neither enlarges nor diminishes the State's right, if any, to redesign work or work schedules.

ARTICLE XI - VACATIONS

- 11.1 No employee shall receive any vacation until such employee has completed thirteen (13) bi-weekly pay periods, but vacation credits shall accrue during such time.
- 11.2 On January 1st of each year, employees shall receive vacation hours in accordance with the following schedule. The hours which are designated as up-front hours shall not be subject to the accrual formula. The balance of an employee's vacation entitlement shall be subject in accordance with the following formula:

<u>Up-Front</u>	<u>Hours Subject</u>	
<u>Days</u>	<u>to Accrual</u>	<u>Total</u>

<u>Years of Service</u>	<u>NS/35</u>	<u>40</u>	<u>NS/35</u>	<u>40</u>	<u>NS/35</u>	<u>40</u>
1) At least six (6) Months but not more than five (5) Years	14	16	56	64	70	80
2) At least five (5) Years but not more than ten (10) Years	14	16	91	104	105	120
3) At least ten (10) Years but not more than fifteen (15) Years	28	32	98	112	126	144
4) At least fifteen (15) Years but not more than twenty (20) Years	28	32	112	128	140	160
5) At least twenty (20) Years but not more than twenty-five (25) Years	63	72	119	136	182	208
6) Twenty-five (25) years or more	63	72	133	152	196	224

11.3 When the service of an employee shall be terminated by resignation, death, dismissal, or otherwise, if such employee shall not have used actual vacation time equal to his vacation credits, such employee or his estate shall, on such termination be entitled to receive full pay for each hour of vacation to his credit as of the date of termination

11.4 Employees shall submit requests for annual leave on or before April 1st. Appropriate Department Directors or

their designees shall, by May 15th, assign and post annual leave in accordance with seniority within each classification in each working area. Failure on the part of the Department Director or his/her designee to grant vacation requests by the May 15th deadline shall constitute automatic approval of the vacation requests

11.5 Each employee shall be allowed to take at least two (2) consecutive weeks of vacation at some time during the calendar year.

11.6 Should a question arise between employees as to when their vacation will be taken, the senior employee shall have preference.

11.7 Employees may be allowed to carry over from one year to another not more than the vacation time accrued and credited in two years, provided however that the vacation carried over in excess of one year's accrual amount shall not be subject to cash out under Article 10.3 or other provision of contract or statute

11.8 Employees shall accrue vacation leave according to the following schedule:

**ACCRUAL FORMULA
HOURS SUBJECT TO ACCRUAL**

<u>YEARS OF SERVICE</u>	<u>NS/35 HOURS</u>	<u>40 HOURS</u>	<u>% ACCRUAL</u>
0-5	56	64	.0308

5 -10	91	104	.0500
10 -15	98	112	.0538
15 -20	112	128	.0615
20 -25	119	136	.0654
OVER 25	133	152	.0731

11.9 If an employee is sick on a regularly scheduled workday within an employee's vacation period, the employee shall be charged sick leave rather than annual leave.

The appointing authority may require a physician's certificate or other satisfactory evidence in support of any such request.

ARTICLE XII - SICK LEAVE

12.1 Sick leave with pay shall be granted to employees covered by this Agreement. Sick leave with pay is hereby defined to mean a necessary absence from duty due to illness, injury, or exposure to contagious disease and may include absence due to illness or death in the immediate family of the employee (per death) or necessary attendance upon a member of the immediate family who is ill, subject to the provisions of Section 5.0623 of the Personnel Rules in effect at this time. The definition of "Immediate Family" for the purpose of sick leave and bereavement leave, shall include domestic partners of the same or opposite sex who have

lived in the same household for at least six (6) months and have made a commitment to live as a family. Sick leave with pay for attendance upon a member of the family is limited to ten (10) working days in any calendar year.

12.2 Employees whose basic work week is thirty-five hours or in the non-standard category shall accrue four hours for each bi-weekly period of service; employees whose basic work week is forty hours shall accrue five hours for each bi-weekly period of service.

12.3 When the total accumulation shall amount to 875 hours (125 days) for an employee assigned to a thirty-five (35) hour schedule or a non-standard schedule and 1000 hours (125 days) for an employee assigned to a forty-hour work schedule, no further credit shall accrue until the total shall have been reduced to less than the maximum. A full time employee who assumes a part-time position shall be entitled to maintain accrued sick time hours in excess of the maximum accrual for a part-time employee, however, the nurse will not be permitted to accrue additional sick time until such time as his/her total sick time accrual falls below the maximum allotted for a part-time employee

12.4 When the service of an employee shall be terminated by

retirement (mandatory, voluntary, or involuntary), or death, such employee or his estate shall be entitled to receive full pay for each hour of accrued sick leave to his credit as of the date of termination according to the following formula:

A 35-hour a week employee or a non-standard employee shall be entitled to receive full-pay for 50% of all accrued sick leave over 390 hours, up to and including 630 hours, and 75% pay for all accrued sick leave over 630 hours up to and including 875 hours.

A 40-hour a week employee shall be entitled to receive full pay for 50% of all accrued sick leave over 468 hours up to and including 720 hours and 75% pay for all sick leave over 720 hours, up to and including 1000 hours.

12.5 The appointing authority must require a physician's certificate or other satisfactory evidence for each sick leave with pay if the employee has discharged more than three (3) consecutive days of sick leave in a calendar year.

12.6 In the event of death in the employee's family, the employee shall be entitled to absence with full pay for three (3) days not chargeable to the employee's sick leave accumulation. Family members include: husband,

wife, child (including foster child), mother, father, sister, brother, mother-in-law, father-in-law, grandmother, grandfather, grandchild, domestic partner and other family relative residing in the employee's household. Any additional days required will be charged to annual leave or personal leave. If the employee needs sick leave, it must be in accordance with the provisions of Article XII (Sick Leave).

12.7 Sick Leave Bank

1. The State and the Union agree to establish a Sick Leave Bank Committee who shall be responsible to administer a Sick Leave Bank in each of the bargaining unit covered by this Agreement. Those sick leave banks that were in existence as of January 26, 2001 shall remain in existence until exhausted.
2. The Sick Leave Bank Committee shall be composed of four members, two (2) of whom shall be appointed by the President of the Union and two (2) by the State. The Sick Leave Bank Committee shall establish the rules and procedures to be used by employees who have contributed to the Sick Leave Bank. Decisions of the Sick Leave Bank Committee to grant sick leave bank days shall be by majority vote, shall be final and shall not be subject to the grievance and arbitration

provisions of the contract.

3. The following provisions must be included in the rules and procedures adopted by the Sick Leave Bank Committee.

A. The Committee must review the sick leave utilization of any member of the Sick Leave Bank who applies for sick leave from the bank. Sick leave will not be granted to an applicant with evidence of prior sick leave abuse in his or her personnel file or attendance record. Prior utilization of sick leave does not by itself indicate sick leave abuse.

B. The Committee must require adequate evidence of catastrophic illness or injury, which is not job-related, of an employee only (not any family member).

C. The maximum amount of sick leave that the Committee may grant shall be 480 hours per employee assigned to a forty (40) hour workweek and 420 hours per employee assigned to a thirty-five (35) hour work week. Hours granted shall not exceed the total hours available in the Bank.

D. Employees must make contributions to the Sick Leave Bank on January 2 of each calendar year.

Any employee who does not make a contribution to the Bank shall not be eligible to apply to the Bank for any sick leave.

E. Members of the bargaining unit who wish to be eligible to apply to the Bank for sick leave shall contribute eight (8) hours of sick leave if assigned to a forty (40) hour work week and seven hours of sick leave if assigned to a thirty-five (35) hour work week.

F. An employee who applies to the Sick Leave Bank must have used all available accrued and accumulated leave including vacation and personal leave.

G. Part-time employees may participate on a pro rated basis.

4. Any unused sick leave remaining in the Sick Leave Bank on December 31 shall not be carried forward into the next year.

5. If during the calendar year the Sick Leave Bank falls below three fifty (350) hours, the Sick Leave Bank Committee may solicit additional contributions of one additional day (8 hours or 7 hours) from those employees who made a contribution on January 2 of that calendar year.

12.8 Maternity Leave. Pregnancy leave will be granted under the same conditions as sick leave is granted under this Agreement. The commencement, duration, and expiration of such leave shall be determined on the basis of the pregnant employee's physician.

- a) At the expiration of maternity leave, the employee shall be returned to the position from which she is on leave at the same step of the then current range for her class of position.
- b) It is agreed that pregnant employees who have exhausted their sick leave accruals, or who decline to utilize their sick leave, shall be granted a maternity leave without pay. A pregnant employee shall submit written notification to the appointing authority of the anticipated duration of the maternity leave at least two (2) weeks in advance, if possible of the commencement of the leave period. Leave shall be granted for a period of not less than three (3) months nor more than twelve (12) months and may be extended by mutual consent, and an early return by the employee may be made upon completion of a minimum of three (3) months and written notice of thirty (30) days to the appointing authority
- c) A pregnant employee shall not be required to commence

her maternity leave prior to childbirth, unless she can no longer satisfactorily perform her job duties and her continuance at work does not deprive her fellow employees of their contractual rights.

12.9 Whenever an employee shall be absent from his duties and receiving compensation as provided in the Worker's Compensation Laws, he shall be granted sick leave in accordance with the rules applicable thereto in an amount not to exceed his regular compensation. Deductions from accumulated credits shall be applied only to that part of his salary which is paid as an addition to Worker's Compensation payments, and the total of the two shall not exceed the regular salary for a given pay period. Annual leave credits may be applied in the same manner. When such absence shall not be covered by sick leave or annual leave, it shall be deemed to be leave without pay. If it shall be determined during the Worker's Compensation proceedings that the injury resulted from a physical assault arising out of the regular course of employment, the employee's leave shall not be reduced for the first twenty-six (26) weeks of the disability arising from such an assault. During the twenty-seventh (27th) week and thereafter, for the duration of the employee's disability,

deductions from accumulated credit shall be applied as indicated above.

12.10 Any employee whose employment requires exposure to x-rays or other unusual employment hazard shall be granted special sick leave credits not to exceed 120 hours in a calendar year if he is a 40 hour employee or 105 hours in a calendar year if he is a 35 hour or non-standard employee. Such sick leave credits shall be available and sick leave granted upon written recommendation by the appropriate appointing authority to the Personnel Administrator that it has been determined by blood tests or other approved method and supported by a statement from a qualified physician that the health of the employee required such sick leave to permit recuperation from exposure to such occupational hazards

12.11 If an employee becomes physically unable to perform his/her work assignment, the employer will make an effort to provide the employee with an assignment within the employee's capabilities and appropriate to the employee's classification requirement. The employer shall meet with the affected employee and the Union within five (5) days of the request to return to work to develop the limited duty contract. In the event that agreement is reached the employee shall be returned to

work in accordance with the terms of the limited duty contract, such return shall be within ten (10) days after the agreement is reached.

ARTICLE XIII - EDUCATIONAL LEAVE

13.1 Employees may be required by the administration, from time to time, to attend conferences, meetings, public hearings, workshops, forums, lectures, discussion groups, state sponsored educational offerings, and any other assemblies of professional interest. Employees may also initiate requests to attend such events. The granting of such request is the prerogative of the Director or his/her designee. When such requests are considered appropriate, they will be granted fairly and equitably to employees within the bargaining unit in accordance with job-relatedness. Every effort will be made by the Department to insure consistency in granting of these leaves with pay, and they may be subject to review by the Joint Committee.

A. Educational program benefits, leading to the attainment of a degree in nursing related disciplines, shall be available to all members of the bargaining unit on a semester basis. Applications for educational leave shall be submitted to the appropriate department official thirty (30) days

prior to the commencement of the course.

Notification of approval shall be made to the individual within fifteen (15) days of course commencement.

- B. Reimbursement to the individual for costs of tuition, books, and other direct course-related costs of the approved course shall be made to the individual upon verification of satisfactory completion of the course. Satisfactory completion shall be a C grade or higher in any course and shall be verified by official notification from the college registrar.
- C. All texts required for said course and paid for by the State shall accompany the verification of the course and shall become State property.
- D. The education program benefits shall be funded by the State in an amount not to exceed twenty thousand dollars (\$20,000) per fiscal year.
- E. Course disbursement shall be equitable and fair and shall be intended to benefit the greatest number of individuals (employees) as practicable. Course distribution shall be in accordance with seniority provisions.
- F. Employees shall be allowed to attend courses only during hours outside of or other than the employee's

normal working hours.

- G. Employees shall be allowed to attend courses, which will benefit and enhance their capabilities and employment as a Registered Nurse.
- H. No surplus of this educational appropriation may be carried forward into another fiscal year.

ARTICLE XIV - HEALTH AND WELFARE

- 14.1 The State will maintain the current Health Benefits Plan through the expiration of this agreement on June 30th, 2008.
- 14.2 On and after effective date of this agreement, and for at least through the expiration of this agreement, the State will offer to unionized active State employees a product such as Blue Cross Healthmate Coast to Coast and/or United Health Care's Choice Plus (Nationwide) or a substantially equivalent package of benefits delivered through a PPO. An indemnity plan (e.g. Classic Blue) will no longer be offered.

The parties shall consider modest health care plan design changes, to be effective June 25, 2006, that will provide additional savings in the overall cost of the premium which would allocate slightly more costs to the direct users, which at a minimum shall implement increases in Emergency Room co-pays from \$25.00 to

\$30.00 and Urgicare co-pays from \$10.00 to \$15.00.

14.3 Effective June 25, 2006, employees shall contribute toward the cost of health care coverage in the amount equal to 2.5% of base wages and 0.5% of other wages. Said amounts shall be via payroll deductions.

14.4 The employee waiver will be increased from \$1,300 to \$2,000 effective January 1, 2002.

14.5 Employee Drug Co-Pay The employee drug co-pay shall be as follows:

<u>Date</u>	<u>Generic</u>	<u>Formulary</u>	<u>Non-formulary</u>
Jan. 1, 2002	\$5.00	\$10.00	\$20.00
Jan. 1, 2003	\$5.00	\$11.00	\$25.00
Jan. 1, 2004	\$5.00	\$12.00	\$30.00

14.6 The State will explore the feasibility of offering a drug mail order program, which will be less expensive for both the State and the employees.

14.7 These changes supersede any conflicting provision of Article 12 of the Agreement and the Supplemental Agreement.

14.8 The State will provide on a fully paid basis, Delta Dental Level I, or its equivalent. The State will provide, on a fully paid basis, Delta Dental Level II, individual or family plan as applicable or its equivalent. The State will provide Delta Dental Level IV or its equivalent. Coverage shall be increased from

\$800 to \$1,200 under the dental program to be effective upon the expiration of the current dental program.

14.9 The State will provide, on a fully paid basis, a Vision Care, or benefit plan.

14.10 The State agrees to continue to pay full costs of all benefits listed above for all employees covered by this Agreement who are on a layoff not lasting more than three (3) months.

14.11 The parties recognize the desirability of light duty assignments as a means of returning injured workers to productive employment. The director and/or her/his designee in agreement with the local union shall define and assign transitional employment for employees who have job related injuries which prevent or limit performance of full job duties and responsibilities within the following parameters: Based upon clearly defined medical verification, the parties shall modify the tasks of the employee including job task, hours, shift and/or work location, to provide transitional employment in order to accommodate the employee's injury. If no transitional employment is available in the employee's classification; the employee may be offered work outside her/his classification on a limited basis with approval of the local union. The transitional

employment for such employees shall be reviewed on a regular basis. The review interval shall be agreed upon by the local union involved, the appointing authority, and the employee. The transitional employment period shall not exceed six (6) months unless mutually agreed upon by the local union involved, the appointing authority, and the employee with medical documentation. If the employee cannot return to her/his classification and/or assignment based upon medical verification after attaining maximum medical improvement, the state shall attempt to assist them with other employment, education, or training in state service within the bargaining unit in accordance with the Contract and the Worker's Compensation Laws. If the injury is not job related and the employee requests to return to work, the appointing authority upon receipt of medical verification that the injured employee can perform limited tasks in his/her classification, subject to the needs of the department may modify the tasks of the employees' normal assignment to enable the employee to return to work. Any such transitional employee will not displace any bargaining unit member while participating in the program.

ARTICLE XV - RETIREMENT

15.1 Employees shall receive a pension in accordance with

applicable law.

ARTICLE XVI - GROUP LIFE INSURANCE

16.1 It is agreed that all new employees shall be eligible to participate in the State Employee's Group Life Insurance Program as established by 36-12-6 of the General Laws of 1956, as amended.

16.2 The following provisions of the insurance program are set forth herein: Each new employee will be automatically covered unless such employee designates in writing that he desires not to be insured.

B. Each covered employee will be provided with an amount of group life insurance equal to the amount of his annual compensation taken to the next higher multiple of one thousand dollars (\$1,000) plus an equal amount of group accidental death insurance with dismemberment coverage.

C. Each such amounts of insurance will be reduced by one percent (1%) hereof at the end of each calendar month following the date the employee attains the age of sixty-five (65) years until the amount of such insurance reaches twenty-five percent (25%) of the coverage in force immediately prior to the employee's sixty-fifth (65th)

birthday

- D. The cost to the employee of such insurance shall not exceed the rate of twenty-five cents (\$.25) bi-weekly for each one thousand dollars (\$1,000.00) of his group life insurance.
- E. Upon an employee's termination from State service, the policy may be converted to an individual policy of life insurance at standard rates.

ARTICLE XVII - LEAVE WITHOUT PAY

- 17.1 It is agreed that, upon written application, an employee may be granted a leave without pay, not to exceed six months, subject to renewal, for reason of personal illness, disability or other purpose deemed proper and approved by the appointing authority and the Personnel Administrator.
- 17.2 At the expiration of such leave, the employee shall be returned to the position from which he is on leave at the same step of the then current range for his class of position.
- 17.3 Seniority shall be retained and shall accumulate during all leaves without pay, provided such leave is granted for illness, injury, education, or personal leave not

to exceed twelve (12) months.

ARTICLE XVIII - JURY LEAVE

18.1 Every employee covered by this agreement who is ordered by appropriate authority to report for jury duty shall be granted a leave of absence from his regular duties during the actual period of such jury duty and shall receive for such period of jury duty his pay or his jury duty pay, whichever is greater. Employees on Jury Leave will be administratively moved to the first shift, Monday through Friday with Saturday and Sunday as days off. When an employee returns to duty, he/she will report to his/her regularly assigned shift, assignment, and days off.

18.2 Every employee covered by this Agreement, who is subpoenaed to appear in court on State business on a day off or during vacation, shall be compensated for the time expended. Any employee who expends time in accordance with this section shall be paid at the rate of time and one-half. A minimum of four (4) hours shall be allocated to each employee, regardless of the time expended less than four hours.

ARTICLE XIX - MILITARY LEAVE

19.1 Every employee covered by this agreement who has left or shall leave his position by reason of entering the armed forces of the United States (whether through membership

in the Reserve of the United States Military or Naval Forces or in Rhode Island National Guard or Naval Reserve, or by reason of enlistment, induction, commission, or otherwise) and who has been employed for 180 or more calendar days within the 12 months next preceding such entrance into the armed forces is entitled to and is hereby granted a military leave of absence from the said position commencing with the time of leaving said position for said purpose and continuing throughout the duration of said absence required by the continuance of service in the armed forces. Such leave of absence shall be deemed to have expired six months after the date of discharge from or authorized separation from active duty as a member of the armed forces. Re-enlistment or other continued service in the armed forces, resulting from a choice by the employee, shall serve to cancel such leave.

19.2 For the first 60 calendar days of such absence, every such employee shall be paid by the State the same amount as he would have received had he not been absent from his position.

19.3 During that part of the period of leave described above for which the employee shall receive his salary, he shall also accrue such sick leave and annual leave

credits as he would have accrued while working in said position during such period of 60 days.

19.4 Employees on military leave shall be granted yearly salary increases and longevity increases when due in accordance with the conditions of eligibility outlined in these regulations.

19.5 At the conclusion of such military leave of absence, the employee shall be returned to his position subject, however, to any law or rule which may hereafter be enacted affecting such right of return or defining the conditions under which such may be made. At the conclusion of each calendar year during such absence, annual leave and sick leave accumulations shall be carried over to the credit of the employee.

ARTICLE XX - MILITARY TRAINING LEAVE

20.1 Employees covered by this Agreement who, by reason of membership in the United States Military, Naval or Air Reserve or the Rhode Island National Guard or Naval Reserve, are required by the appropriate authorities to participate in training activities or in active duty as a part of the State Military Force or special duty as a part of the Federal Military Force, shall be granted military training leave with pay not to exceed fifteen (15) days in any one federal fiscal year. Should the

employee be required to participate in such training activities for a period greater than the fifteen- (15) days, he shall be granted a leave without pay for this purpose.

20.2 During the period of military training leave with pay, the employee shall accrue sick and vacation leave credits.

20.3 Such training activities as defined in this section shall not include weekly drill nights or similar drill periods lasting less than one (1) day or training periods voluntarily engaged in by the employee beyond the training period required generally of the members of the respective armed service.

ARTICLE XXI - CALL IN TIME

21.1 It is agreed that any employee reporting for work on any regularly scheduled work day, unless notified during the preceding day not to do so, will be permitted to complete at least a half day period and may be assigned other than his regular work within his physical capacity at his established rate of pay

21.2 It is agreed that when an employee is called to work a shift other than his own, he will be permitted to complete the shift period unless he is informed prior to the beginning of the shift that he is only needed for a

stated number of hours.

- 21.3 Call In Time - When an employee has left his place of employment and is called to work at times other than his or her scheduled shift, he/she shall receive a minimum of four- (4) hours pay at one and one-half (1 1/2) times his/her regular rate.

ARTICLE XXII - MILEAGE ALLOWANCE

- 22.1 Mileage will be paid at the rate set by the Federal General Services Administration. The GSA mileage rate shall be adjusted on July 1st and January 1st of each year to reflect the rate that is in effect on those dates.

ARTICLE XXIII - EMPLOYEE EVALUATION

- 23.1 All monitoring or observation of the work performance of any employee will be conducted openly and with his or her full knowledge. Each employee shall be furnished with a copy of all performance evaluations, disciplinary entries, or other material, which relates to the employee's character, service or professional conduct and shall be permitted to respond thereto. The contents of an employee's personnel file shall be disclosed to the employee or the Union upon request. References to subsequent employers shall be made available to the former employee or the Union upon request.

23.2 There shall be only one file for each nurse, which shall be maintained in the strictest confidence at the Personnel Office. It is understood that this official file includes all matters relating to the professional status and conduct of the nurses in the course of employment with the State. The individual Nurse and/or Union representative, with the Nurse's permission, shall have the opportunity to read, date and sign, reproduce, retain copy of, any and all material which questions or challenges his/her character, conduct, service or professional judgement or standing, before it is placed in his or her personnel file. Such signature shall indicate only that the nurse has read the material, and not indicate approval or disapproval. The Nurse and/or Union, with the Nurse's permission, shall have the right to add comment on any material therein. Any comments shall be attached to the original.

23.3 No material derogatory to an employee's conduct, service, character, or personality will be placed in his personnel file unless he or she has had an opportunity to review the material. No anonymous letters or material based on hearsay shall be placed in a nurse's file.

23.4 Complaints or derogatory remarks regarding an employee made to any member of the administration by any patient

or other person will be called to his attention within seventy-two (72) hours of the employee's availability; provided, however, that for the purpose of this Article only, "member of the administration" shall mean the individual in charge of nursing services or the Chief Administrative Officer of the institution or any employee with the power to impose a suspension, or dismissal, or any person at a higher level than the above or any person acting in any of these capacities

23.5 Any charge against an employee covered by this Agreement shall be made in writing and signed by the person making the same. A copy of such charge shall be filed with the Union and a copy sent to the employee against whom the charge is made. In the event any disciplinary action ensues as a result of such charge, the Union shall immediately be notified in writing and the matter shall be immediately referred to the third step of the grievance procedure. Oral reprimands referred to in an employee's personnel file shall be removed at the end of six months and written reprimands referred to in an employee's personnel file shall be removed at the end of one year, provided that no further occurrences have occurred that would warrant further disciplinary action against said employee

23.6 EMPLOYEE EVALUATION

A joint committee composed of four (4) members, two (2) appointed by the State, and two (2) appointed by the President of the Union, will establish, implement, and monitor a process by which employees and their supervisors discuss performance goals and evaluation with respect thereto. The intent of the parties is to adopt existing models of employee evaluation forms to the department and to implement such process on or about July 2001. No written forms or other aspects of the evaluation process shall be used to impose discipline, select for promotion, or assignment, or for any type of adverse personnel action. Forms or documents applicable to individual employees shall not be public records but shall be protected by the principle of confidentiality applicable to employee personnel records.

ARTICLE XXIV - BULLETIN BOARDS

24.1 The State agrees to provide reasonable bulletin board space at each facility where UNAP members work for exclusive use by the Union where notices may be posted.

ARTICLE XXV - UNION ACTIVITY

25.1 Designated Union members or officers shall be granted time with pay during working hours to investigate and seek to settle grievances and to attend hearings and

meetings and conferences on contract negotiations with State officials. Such time shall be with the approval of the Department Director involved and such approval shall not be unreasonably withheld.

25.2 No Union committee member or representative shall be discriminated against as a result of the performance of legitimate Union business.

25.3 The Union shall furnish the State and Department with a written list of its officers immediately after their designation and shall promptly notify the State of any change in such officers.

25.4 Union representatives will be permitted to visit Union officers and committee members on State premises for the purpose of discussing Union business.

ARTICLE XXVI - DISCIPLINARY ACTION

26.1 It is agreed that an appointing authority may dismiss, demote, or suspend or reprimand an employee for just cause.

26.2 In the case of demotion, the appointing authority shall give the Personnel Administrator, the employee and the Union written notice of his intention to effect the demotion, not less than fifteen (15) days before the date it is intended to become effective.

26.3 In all other cases, the employee and the Union shall be

notified on or before the effective date of such action.

26.4 If within two weeks of such dismissal, demotion or suspension, the employee or the Union so affected notifies the Labor Relations Administrator in writing that he has been unfairly treated and gives his reasons therefore, he may have his case reviewed in accordance with the grievance and arbitration procedures set forth in this Agreement and should the Union pursue the matter to arbitration, both the State and the Union agree, that the schedule of the arbitrator notwithstanding, they will make every reasonable effort to ensure that the case is scheduled before an arbitrator within four (4) months of the date on which the State took disciplinary action

26.5 In the event that an employee is dismissed, demoted, or suspended under this section and such employee appeals such action and his appeal is sustained, he shall be restored to his former position and compensated at his regular rate for any time lost during the period of such dismissal, demotion, or suspension

26.6 An employee may be granted a demotion upon request when recommended by his appointing authority and approved by the Personnel Administrator. In this instance his current status shall be transferred to the lower class.

26.7 Whenever it becomes necessary to discipline an individual

employee, the appropriate supervisor will do so in a manner as to avoid unnecessary embarrassment or humiliation.

- 26.8 An employee who is interviewed concerning an incident or action which may subject him/her to disciplinary action shall be immediately notified prior to the interview of his/her right to have a Union representative present.
- 26.9 Any information developed or made available as the result of an investigation of an employee shall not be made public prior to notification of the individual.

ARTICLE XXVII - GRIEVANCE PROCEDURE

- 27.1 For the purpose of this Agreement, the term "grievance" means any difference or dispute between the State and the Union or between the State and any employee with respect to the interpretation, application, or violation of any of the provisions of this Agreement.
- 27.2 A grievance shall be presented by the aggrieved employee and/or the Union within seven (7) working days of the employee's knowledge of the occurrence of such grievance. There shall be a grievance procedure as follows:
1. An aggrieved employee shall discuss his problem with his Union representative and his immediate supervisor who shall attempt to settle the problem within three

(3) working days.

2. If the grievance is not resolved according to step (1) above, it shall be reduced to writing and the aggrieved and/or the grievance committee of the Union shall meet within ten (10) days with the appropriate chief administrative officer. Such officer shall render a decision to the Union and the employee within three (3) working days.
3. If a grievance is still not resolved according to step 2 above, the Human Resource Manager or his designee shall grant an immediate hearing to the aggrieved and/or Union representative and shall render a decision in writing to the Union and the employee within seven (7) working days.
4. If the grievance is not resolved according to step 3 above, it shall be submitted to the Director of the Department of Administration or his designee, who shall grant a hearing to the aggrieved and/or the Union committee and shall render a decision in writing to the Union and the employee within five (5) working days
5. In the event the grievance is not settled in a manner satisfactory to the aggrieved member, then such grievance may be submitted to arbitration in the

manner provided herein. Either party to the Agreement shall be permitted to call witnesses as part of the grievance procedure. The State, on request, will produce payroll and other records, as necessary. Members of the Union committee, Stewards, the aggrieved employee, and employee witnesses who are State employees, will be paid at their regular rate up to their normal quitting time for time spent in processing grievances. The Union representatives will have the right to assist the aggrieved at any step of the grievance procedure. Nothing contained herein deprives an individual employee of the right to act on his/her own counsel. If such grievance is processed without assistance from a Union representative, the Union retains the right to attend all meetings and hearings as an observer. However, any grievance which is sustained by the State and which is contrary, will be subject to appeal from the Union.

6. It is also agreed that in all cases of dismissal, demotion, suspension, and reprimand, the aggrieved and/or Union committee may go immediately to step 4 of the grievance procedure. It is further agreed that either party may submit a grievance to each

other and proceed immediately to step 4 above.

ARTICLE XXVIII - ARBITRATION

- 28.1 If a grievance is not settled under Article XXVII, such grievance shall, at the request of the Union or State, be referred to the American Arbitration Association in accordance with its rules then obtaining.
- 28.2 The decision of the arbitration shall be final and binding upon the parties. The expense of such arbitration shall be borne equally by the parties.
- 28.3 Only grievances arising out of this contract relating to the application or interpretation thereof may be submitted to arbitration.
- 28.4 All matters concerning changes in wage schedules, monetary fringe benefits or any other matters requiring the appropriation of money shall not become a subject for arbitration. It is understood that this section shall not be applied to any obligation arising out of this Agreement.
- 28.5 All submission to arbitration must be made within 30 days after the decision of the Office of Labor Relations.
- 28.6 Whenever expedited arbitration is required by this Agreement, as for example, in disputes over layoff, bumping and recall or whenever the parties mutually

agree to expedited arbitration of other cases, the American Arbitration Association Rules for Expedited Arbitration shall be applied. The parties may agree to the selection of an arbitrator outside of the AAA procedure. Grievances processed under expedited arbitration shall be initiated and filed directly at the arbitration step of the grievance procedure.

ARTICLE XXIX - SAFETY COMMITTEE

- 29.1 The State shall make every reasonable effort to provide and maintain safe working conditions relating to the safety and health of employees.
- 29.2 Each supervisor shall take prompt and appropriate action to correct any unsafe conditions or actions, which are reported to or observed by him.
- 29.3 A safety committee shall be appointed composed of two (2) representatives selected by the Union and two (2) representatives by the State. Said committee shall appoint its own chairman and shall meet semiannually, if and when it is determined by two (2) or more members that such a meeting is warranted. It may draw up a safety code to recommend to the State.
- 29.4 The employer shall replace in kind, clothing and eyeglasses damaged by patients in the performance of duty by the employee within thirty (30) days of

verification of the claim by the Department.

Verification of the claim shall not exceed 30 days of notification from date.

- 29.5 Local 5019 shall have a seat on the safety committee in each facility where Local 5019 members work.

ARTICLE XXX - PROVISION FOR INFORMATION

30.1 The State shall make known to each applicant for a nursing position the existence of the contractual relationship provided by this Agreement.

30.2 The State shall supply a copy of this Agreement to each employee covered by its term within 30 days of being employed.

30.3 The State shall make available to each employee a copy of the written job description applicable to the position occupied by the employee.

30.4 The State shall provide an administrative Policy and Nursing Policy and Procedure Manual of each agency, which will be made available at each work site.

30.5 The Union will be notified regarding: New hires, terminations, transfers, leaves without pay within two (2) weeks of said action(s)

ARTICLE XXXI - PERSONAL BUSINESS LEAVE

31.1 The State shall allow each employee a maximum of thirty-two/twenty-eight hours leave with pay, per calendar

year, to be used for personal business and/or religious observance. Employees shall not be required to state the reason for personal leave. Prior approval for personal leave must be obtained and may only be denied if the resulting absence would interfere with the proper conduct of division functions. Personal leave shall not be carried over from year to year. During the calendar year of an employee's original appointment, the accrual will be as follows: If appointed prior to April 1st, the employee shall be entitled to thirty-two/twenty-eight hours personal leave time as provided in this article. If appointed between April 1st and June 30th, the employee shall be entitled to twenty-four/twenty-one hours personal leave as provided in this article. If appointed between July 1st and September 30th, the employee shall be entitled to sixteen/fourteen hours personal leave time as provided in this article. If appointed on or after October 1st, the employee shall be entitled to eight/seven personal leave time.

ARTICLE XXXII - ALTERATION OF AGREEMENT

- 32.1 It is hereby agreed that any alteration or modification of this Agreement shall be binding upon the parties only if executed in writing.
- 32.2 The waiver of any breach or condition of this Agreement

by either party shall not constitute a precedent in the future enforcement of all the terms and conditions herein.

ARTICLE XXXIII - NO STRIKES OR LOCKOUTS

33.1 The Union and its members will not cause, call, or sanction any strike, work stoppage, or slowdown, nor will the State lockout its employees during the term of this Agreement. It is agreed that all provisions of this Agreement are binding on each of the individuals covered by this Contract.

ARTICLE XXXIV - LEGAL DEFENSE

34.1 The State agrees to provide legal defense for and to hold harmless the employees who are defendants in civil litigations arising from their conduct on behalf of the State. Provided however, that this provision shall apply only in cases in which the employee is being sued for errors or mistakes in procedure and intellectual judgement or analysis, and shall not apply to unauthorized physical acts of the employee, except in reasonable self-defense.

ARTICLE XXXV - SAVINGS CLAUSE

35.1 Should any provisions of this Agreement, or an application thereof, be unlawful by virtue of any Federal or State Law, such provision of this Agreement

shall be null or void, but in all other respects the provisions of this Agreement shall continue in force and effect for the life thereof.

- 35.2 Except as otherwise expressly provided herein, all privileges and benefits which employees have hitherto enjoyed shall be maintained and continued by the State during the term of this Agreement.

ARTICLE XXXVI - MANAGEMENT RIGHTS

- 36.1 The Union recognizes that except as specifically limited, abridged, or relinquished by the terms and provisions of this Agreement, all rights to manage, direct or supervise the operations of the State and the employees are vested solely in the State.

ARTICLE XXXVII - BARGAINING UNIT WORK

- 37.1 Except in an emergency situation, non-bargaining unit employees shall not perform work assigned to employees in the bargaining unit. An emergency situation shall be defined as a patient care crisis of an immediate and short term nature and shall not include personnel shortages caused by scheduling or absences during any period of time larger than that necessary to call in or transfer a bargaining unit member. The parties agree that in no way will this language be construed to permit the permanent replacement of a bargaining unit

position by a non-bargaining unit member

- 37.2 All professional Registered Nurses covered by this Agreement shall not be required to perform duties, which are inappropriate to their professional responsibility.

ARTICLE XXXVIII - EMPLOYER-NURSE COMMITTEE

- 38.1 The unit employer, jointly with the elected representatives of the Registered Nurses of each unit, shall establish a Conference Committee to foster improved communications between the management and the nursing staff. Such a committee shall be on a permanent basis and shall meet monthly, or sooner if needed, and shall consist of at least one, but not more than two, management representatives and two nurse representatives in each unit. One of the management representatives shall be the Director of Nursing Service. All members of the committee shall be employees of the facility.

- 38.2 Objectives. The objective of the Joint Committee shall be to improve communications, liaison, and problem solving. The method of the Committee shall be to engage in constructive discussion of measures for improving patient care and professional performance. The Joint Committee shall also discuss staffing when

either party asserts that a critical staffing shortage exists. Said discussions shall result in conclusions within the realm of their authority.

38.3 Officers. There shall be elected a Chairman and a Secretary of the Joint Committee. If the Chairman is a staff nurse, the Secretary shall be a representative of management and vice versa. Written minutes shall be kept of the proceedings at all meetings and shall be approved by the Joint committee. A copy of the minutes shall be provided for all members of the Joint Committee.

38.4 Meetings. At least five (5) days prior to a meeting of the Joint Committee, either employer or Nurse representatives of the Committee, or both, shall submit a written agenda containing proposed matters to be discussed at the meeting. Failure to submit a written agenda within the time limit shall not necessarily result in a cancellation of any meeting, if a reasonable attempt has been made to meet the deadline. Pertinent matters not included on the agenda may be discussed at any meeting.

38.5 The Committee shall begin its meeting schedule within sixty (60) days of the effective date of this contract.

38.6 This committee shall make appropriate recommendations for programs for the specific purpose of promoting continual learning experience necessary for the performance of assigned duties and for the growth of the staff individually and collectively.

ARTICLE XXXIX - CHARGE PAY

39.1 The State of Rhode Island and the UNAP, Local 5019, hereby agree as follows on the issue of charge pay:

I. Compensation

- a. Effective December 31, 2000 the Charge Nurse shall be paid \$1,500 per year; the first payment at the new rate shall be made July 1, 2001. Effective July 2002 the Charge Nurse shall be paid \$1,800 per year. Effective July 2003 the Charge Nurse shall be paid \$2,100
- b. In the event a Charge Nurse works a fraction of a year in charge position, the payment will be calculated on a pro rata basis.
- c. In the event that a Nurse who receives charge pay discharges sick leave up to fifteen (15) days per year, such leave shall not cause a per diem reduction in said charge pay except in cases where sick leave exceeds fifteen (15) days, in that case any reduction in the stipend shall begin on the sixteenth (16th) day
- d. The discharge of vacation leave, personal leave, or

military training leave shall not cause a per diem reduction in said charge pay for a nurse receiving charge pay. The State shall designate a replacement charge nurse who shall receive charge pay for the time spent in such capacity on a pro rata basis.

II. Charge Position

There shall be one charge position for each unit at Zambarano Hospital, RICLAS and Rhode Island Veteran's Home; provided the total number of charge positions mandated by this Agreement at each such institution shall not exceed the number mandated by the predecessor Agreement which expired June 30, 1995.

III. Selection of Charge Nurses

- a. Individuals currently working in the positions designated, as charge shall remain in said positions and receive charge pay.
- b. When charge positions become vacant, they shall be posted as such and filled on the basis of the criteria developed by a committee of nurses and management representatives of each unit.

39.2 Bargaining unit members shall receive charge pay after completion on their initial orientation by assuming charge nurse duties and functions.

ARTICLE XL - ON-CALL

40.1 All registered nurses who are directed to be "on-call" shall be compensated at the rate of three (3) hours at their overtime rate for each fifteen (15) hours on "on-call" time during the week and five (5) hours at their overtime rate per day on weekends. When the Registered Nurse "on-call" is required to work during the "on-call" hours, he or she will receive overtime pay for actual hours worked.

ARTICLE XLI - ORIENTATION AND STAFF DEVELOPMENT

41.1 A documented, personally tailored orientation, staff development and continuing education program for all nurses will be established. The time frame or orientation programs will be determined by the employer; the Union may have input into such programs. Programs shall include, but not be limited to, such areas as charge responsibilities, nursing management, quality assurance, and graduate nurse orientation.

41.2 Where the Department and/or agency provide an orientation program for new employees, at least one-half hour will be allotted to the Union representative to discuss the Union with the new employees. Where a Department/agency does not provide said program, management will provide at least one-half hour for a

Union representative to meet with new employees.

ARTICLE XLII - STAFF ASSIGNMENTS

42.1 No members shall be requested or required to assume the assignment of another without first receiving a written order from their superior.

ARTICLE XLIII - LIBRARY FACILITIES

43.1 Appropriate nursing texts and journals shall be made available in existing library facilities. The Union will suggest such appropriate texts and journals to the Director of Nurses.

ARTICLE XLIV - PAYROLL DEDUCTIONS

44.1 Upon receipt of a voluntary written individual order thereof, from any of its employees covered by this agreement, on forms provided by the Union, the employer will deduct from the pay of each employee those RISNA contributions authorized by the employee.

44.2 Upon receipt of a voluntary written individual order therefore from any of its employees covered by this Agreement, on forms provided by the Union, the employer will deduct from the pay of such employee those PAC contributions authorized by the employee.

ARTICLE XLV - NEW CLASSIFICATIONS

45.1 The parties agree that the input of the staff nurse is essential in meeting increased patient care needs; therefore, during the life of this agreement, when new positions are to be created within the bargaining unit, such input will be requested by management from the Union. Such input by the Union will be advisory only.

ARTICLE XLVI - ANA CERTIFICATION

46.1 The State agrees to pay an annual stipend in the amount of \$750 to RNs that have received American Nursing Association certification. Effective July 1, 2001, the American Nursing Association certificate stipend shall be \$1,000.

The following provisions will be effective in July 1996:

1. Professional certification(s) other than the ANA certifications shall be recognized and paid provided that the certification is job related, approved by TAP committees and the Human Resource Director of the respective state agency.
2. Registered Nurses may be eligible to be paid for a second certification (maximum of two (2)), provided that the second certification is job related, recognized in accordance with the foregoing paragraph, approved by the TAP Committees and the

Human Resource Director of the respective state agency.

3. Internal Per Diem Pool - Payment shall be at the rate of time and one-half the top step of the pay scale for a registered nurse.

In addition, all time worked on Thanksgiving, Christmas and/or New Years shall be paid at the rate of two and one half times the top step of such pay scale.

ARTICLE XLVII - ACCOUNTABILITY STIPEND

- 47.1 The State shall pay an accountability stipend, to be calculated in four (4) hour increments for assignments that fall on Saturdays and/or Sundays. Effective July 1, 2001 the rate shall be \$6.00 per hour. Effective June 30, 2002 the rate shall be \$9.00 per hour.

ARTICLE XLVIII - TERMINATION OF AGREEMENT

- 48.1 The Collective Bargaining Agreement, as herein modified, shall remain in full force and effect through June 30, 2008.
- 48.2 This Agreement shall be automatically renewed from year to year thereafter unless either party notifies the other in writing sixty (60) days prior to the anniversary date that it desires to modify this agreement. In the event that such notice is given, negotiations shall begin not later than thirty (30) days prior to the anniversary

date.

48.3 In the event that either party desires to terminate this agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination date, which shall not be before the anniversary date set forth in paragraph 48.1.

In witness whereof, the parties have set their hands this
18th day of September, 2006.

FOR THE STATE OF RHODE ISLAND:

**FOR THE UNITED NURSES &
ALLIED PROFESSIONALS,
LOCAL 5019**

Donald Carcieri
Governor

Cynthia Lussier, R.N.
President, UNAP 5019

Stephen E. Johnston
Director of Administration

John Callaci
Director, Collective
Bargaining & Organizing, UNAP

Salary Schedule for NAGE/UNAP Registered Nurses in State Service

Title	Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14
RN-A	920A	\$49,163	\$50,868	\$53,070	\$54,280	\$57,656	\$60,324	\$61,388	\$62,316	\$63,275	\$64,199	\$65,301	\$66,188	\$67,379	\$68,592
RN-B	921A	\$50,548	\$52,254	\$54,459	\$55,666	\$59,012	\$61,708	\$62,776	\$63,698	\$64,662	\$65,585	\$66,686	\$67,647	\$68,865	\$70,104
	923A	\$59,614	\$60,893	\$62,029	\$63,451	\$65,550	\$66,581	\$67,614	\$68,605	\$69,354	\$70,137	\$70,955	\$72,058	\$73,353	\$74,673
Supv. RN-A	924A	\$60,893	\$62,599	\$63,985	\$65,411	\$66,758	\$68,465	\$69,814	\$71,131	\$71,949	\$72,766	\$73,279	\$74,297	\$75,634	\$76,996
Supv. RN-B	925A	\$62,267	\$63,971	\$65,373	\$66,793	\$68,121	\$69,844	\$71,182	\$72,501	\$73,334	\$74,118	\$74,936	\$75,670	\$77,032	\$78,419
	926A	\$65,978	\$67,780	\$69,369	\$71,274	\$73,441	\$74,722	\$76,037	\$77,388	\$78,241	\$79,094	\$79,994	\$80,973	\$82,431	\$83,914
	929A	\$72,661	\$75,183	\$77,457	\$80,623	\$81,617	\$82,580	\$83,592	\$84,567	\$85,588	\$86,556	\$87,538	\$88,690	\$90,286	\$91,912

When step occurs: 6 months 1 years 2 years 3 years 4 years 5 years 6 years 7 years 8 years 9 years 10 years 11 years 12 years 13 years

These salary figures represent 4%, 4% and 3% compounded increases from the current wage rates for Nurses. Steps 13 and 14 represent 1.8% compounded increases above the current step 12, respectively.