



HPAE

Local 5094

**Representing Professionals
At Rutgers, the State University of New Jersey**

Agreement between

Health Professionals and Allied Employees

AFT/AFL-CIO

and

Rutgers, the State University of New Jersey

July 1, 2018 through June 30, 2022

Health Professionals and Allied Employees
AFT/AFL-CIO

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Preamble

This Agreement is effective July 1, 2018 through June 30, 2022, and is made between the Rutgers, The State University of New Jersey (hereinafter called “University”) and the Health Professionals and Allied Employees, AFT, AFL/CIO, 110 Kinderkamack Road, Emerson, New Jersey, 07630 (hereinafter called the “Union”).

The parties recognize that it is the responsibility of the University to provide high quality educational programs, to encourage the development of new knowledge through research, and to provide patient care services to the larger community. The University recognizes that due to their education and experience, the negotiations unit employees covered by this Agreement have a unique contribution to make towards the advancement and execution of the missions of the University.

This Agreement is intended to contribute to the fulfillment of those responsibilities. The parties recognize and declare that it is their mutual goal to maintain a harmonious relationship in determining terms and conditions of employment. To this end they mutually enter into this Agreement which sets forth the employment relationship between the University and the staff members subject to this Agreement under applicable State and Federal law.

Article 1 – Agreement Scope

This Agreement covers all non-supervisory, full and part-time professional staff employees of the University (referred to herein as “negotiations unit employees”) as specified by the Public Employment Relations Commission Certification, Docket No. RO-92-115, dated February 7, 1992 and as amended by the supplementary Agreement between the University and the Union, dated July 14, 1992. This Agreement also covers all employees (including per diem, temporary and casual employees) required to be included in the negotiations unit pursuant to the Workplace Democracy Enhancement Act, P.L. 2018, c. 15. Excluded are those job titles set forth in said certificate as not being represented by the Union herein.

Article 2 – Union Status

2.01 Recognition

The University recognizes the Union as the exclusive collective bargaining representative of every negotiations unit employee covered by this Agreement.

At the time a new negotiations unit employee, subject to this Agreement is hired, the University will deliver to said negotiations unit employee a mutually agreed upon written notice provided by the Union which includes a list of Union Representatives (which Representatives are defined as negotiations unit employees under this Agreement who are authorized by the Union to represent it).

The University will provide the Union with notification of the names of new hires into negotiations unit titles, who are scheduled to attend each University Human

Resources new employee orientation session. As part of University Human Resources-New Brunswick, Human Resources-Newark, or Human Resources-Camden new employee orientation, a representative designated by the Union will be provided time set aside by the University, for thirty (30) minutes, to speak with all new negotiations unit employees.

Directly after the completion of University Human Resources-New Brunswick, Human Resources-Newark, or Human Resources-Camden new employee orientation presentations, the University's Human Resources representative will introduce the HPAE representative designated by the Union who will distribute orientation packets to the new HPAE employees.

For those negotiations unit employees who do not attend University Human Resources-New Brunswick, Human Resources-Newark, or Human Resources-Camden new employee orientation for any reason, the Union will schedule a meeting on work time for the employee to meet with a representative designated by the Union for thirty (30) minutes during the employee's first thirty (30) calendar days of employment.

2.02 Union Dues

The University agrees to deduct from the regular paycheck of negotiations unit employees included in the bargaining unit, dues for the Union, provided that the negotiations unit employee authorizes such deduction in writing or electronically in proper form to the local Human Resources Office.

The University shall make Union dues deductions from a new negotiations unit employee in the first full pay period next following the receipt by the University of the employee's signed authorization.

Union dues deductions from any negotiations unit employee in the bargaining unit shall be limited to the Union, the duly certified majority representative. The movement of an employee from one title to another title in HPAE, from one status to another status and/or from one bargaining unit to another bargaining unit in HPAE will not affect or interrupt dues deduction, unless the new title or bargaining unit is not represented by HPAE. No additional initiation fee will be collected with these situations.

For the purpose of calculating dues deductions, reimbursement for tuition and continuing education shall not be included as part of the gross salary of negotiations unit employees.

The University will make every effort to immediately cease deduction of HPAE dues when a negotiations unit employee transfers out of the bargaining unit.

In the event the University deducts more dues than they should from a negotiations unit employee, the University will reimburse the individual and then deduct that amount from the next dues check to the Union. In the event the

University deducts fewer dues than they should, the University will correct the error in the next pay cycle and make the Union whole in the next dues check.

The Union will indemnify and hold the University harmless from any claims, actions or proceedings brought by any negotiations unit employee in the bargaining unit which arises from dues deductions made by the University. The University shall not be liable to the Union for any retroactive or past due dues for a negotiations unit employee who was identified by the University as excluded or confidential or in good faith was mistakenly or inadvertently omitted from the deduction of the dues.

2.03 Transmission of Dues

Dues or agency fees and initiation fees so deducted by the University shall, within ten (10) days of the date of deduction, be transmitted to the designated officer of the Union together with a list of all negotiations unit employees including: Last Name, First Name, Employee Identification Number, Status (FT, PT, Per Diem), Actual Hours Worked, Base Rate, HPAE dues deducted, Initiation Fee, COPE deduction and all other currently provided information. Once dues are transmitted to the Union, their disposition shall be the sole and exclusive responsibility of the Union. The Secretary of the Union shall certify to the University the amount of Union dues and shall notify the University of any changes in dues structure forty-five (45) days in advance of the requested date of such change. This information shall be available on-line for access by designated Union Officers. On-line access will allow for information to be downloaded in Microsoft Excel format.

The University will also supply to the Union the applicable gross pay used to calculate dues for each bargaining unit member.

2.04 Union Representatives, Rights and Limitations

The Union shall furnish the Director of Labor Relations in the Office of Human Resources or other designee of the University a list of all official Union representatives, specifying their authority and showing the name, title or office for each and the departments and shifts for which they function. The Union shall notify the University of any changes in the list within fifteen (15) working days of any change.

The University will furnish the occupational title of every University staff member such as, Department Heads or subordinate level department supervisors or Human Resources representatives who have the authority from the University to be considered either the immediate supervisor of any bargaining unit employee for oral or written complaint, or written grievance purposes, or who are otherwise empowered by the University to interpret or apply the terms and provisions of the Agreement on behalf of the University.

Both parties agree to recognize and deal with only properly authorized and empowered University or Union representatives who are officially made responsible by the parties' written compliance with the Section.

It is agreed that the Union will appoint or elect up to Fifty (50) representatives and up to eight (8) officers who will be recognized by the University in their defined authority to act for the Union. The Union agrees that no more than nine (9) representatives will be authorized to represent the University Behavioral HealthCare (UBHC), with no more than two (2) such representatives at any UBHC building site.

The names of these representatives and officers will be provided to the Director of Labor Relations and the Director of Human Resources Services and updated within thirty (30) days of any change.

The University agrees that during working hours, on its premises and without loss of base pay, or when otherwise agreed upon, Union representatives previously designated and authorized to represent the Union and recognized by the University shall be allowed to:

- a) Represent negotiations unit employees in the department/work unit.
- b) Investigate a grievance, provided such investigation time will be limited to a maximum of one (1) hour and further provided there is no interruption of work activities. In emergency situations, these time limitations may be extended if approved by the Office of Human Resources or the supervisor on duty should the Office of Human Resources be closed.
- c) Post Union notices.
- d) Attend negotiating meetings (the number of representatives to be agreed upon between the Union and the University) if designated as a member of the negotiating team and scheduled to attend by the Union.
- e) Attend scheduled meetings with the University.
- f) Attend/conduct membership meetings limited to a maximum of one hour. Any meetings conducted by the Union must be done during lunch or break time. The union representative conducting the meeting will be granted additional time not to exceed 1 hour for travel time.

The authorized Union representative shall provide reasonable notification to his/her supervisor whenever he/she requests permission to transact such Union business. Permission will not be unreasonably withheld. It is understood that the supervisor has the right to seek rescheduling of appointments when the work situation warrants this.

2.05 Union Access

The University will provide space on centrally located bulletin boards at the GA level in the Bergen Building and the New Jersey Medical School in Newark; outside the Cafeteria at the UBHC and Robert Wood Johnson Medical School in Piscataway; a; at the Clinical Academic Building and Liberty Plaza (where permitted by the building management) in New Brunswick for the exclusive use of the Union. The University will exercise its best efforts to provide bulletin board space in any other University owned or rented building where there are more than twenty-five (25) members. In UCHC facilities, so long as permitted by the Department of Corrections, the Union will be permitted to post union notices on bulletin boards in the medication and/or nursing office. The Union may post notices on bulletin boards in employee lounges, wherever they exist. The union agrees to share the use of the bulletin board at Robert Wood Johnson Medical School with another union representing University negotiations unit employees, provided that at least one panel of the bulletin board is available for use by HPAE.

As a matter of courtesy, the Union shall provide the University's Director of Labor Relations with a copy of all postings. The University shall have the right to remove material from the bulletin boards which is profane, obscene, and/or defamatory of the State or the University and its representatives or which constitutes election campaign material.

When the Union has mail to be delivered to its officers or representatives, the University's interoffice mail system will be made available, provided that priority is retained for the business of the University.

Any mail incorrectly addressed to the Union at the University shall be forwarded with reasonable care to the Union at the address set out in the Preamble to this Agreement.

HPAE staff and representatives shall be allowed to use fax machines within the University to send grievance reports to the Office of Labor Relations and the Union office, provided that the primary use of the fax machine is for the business use of the department.

The HPAE staff and representatives shall have the right to e-mail HPAE negotiations unit employees who have Rutgers e-mail accounts for the purpose of communication with HPAE negotiations unit employees regarding collective negotiations agreements, the investigation of grievance, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union. Rutgers e-mail use shall be consistent with University policy.

The University shall provide the Union access to negotiations unit employees including but not limited to:

1. The right to meet with individual negotiations unit employees on the campus of the University during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues;
2. The right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the University campus to discuss workplace issues, collective negotiations, the administration collective negotiations agreements, other matters related to the duties of the Union, and internal union matters involving the governance or business of the Union.
3. HPAE shall have the right to use University buildings and other facilities that are owned or leased by the University to conduct meetings with negotiations unit employees regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal Union matters involving the governance or business of the Union. Meetings conducted in University buildings pursuant to this section shall not be for the purpose of supporting or opposing any candidate for partisan political office, or the purpose of distributing literature or information regarding partisan elections.
4. The access to negotiations unit employees set forth in numbers 1 through 3 above shall be subject to the following:
 - a) The Union will follow all regular University procedures applicable to reserving and using University facilities, including, if applicable, paying all fees ordinarily charged for reserving or using a meeting room;
 - b) The Union's access shall not interfere with University operations;
 - c) The University reserves the right to deny a request by the Union to use a University facility. A request to use a University facility by the Union shall not be unreasonably denied.

2.06 Union Business

The University agrees to provide leave of absence at the base rate of pay equal to the length of the negotiations unit employee's regular work shift for officers of the Union to attend Union activities.

The Union shall have the right to designate any Union officer (Co-Presidents, Secretaries, Treasurer and Grievance Chairpersons) for such leaves of absence. A total of twenty-five (25) days of such leave in the aggregate may be used each year of this Agreement.

This leave is to be used exclusively for participation in regularly scheduled meetings or conventions of labor organizations with which the Union is affiliated or for training programs for Union representatives and Union Officers and for which appropriate approval by the University is required. Written notice from the Union (including a Local Co- President), of the authorization of an individual to utilize such leave time shall be given to the negotiations unit employee's supervisor with a copy to the Office of Labor Relations at least fourteen (14) days in advance of the date of such meeting except in an emergency, when less notice may be given. Granting of such leave to a negotiations unit employee shall not be unreasonably denied by the University.

In addition, the University agrees to provide leave of absence without pay for officers or representatives of the Union to attend Union activities. A total of twenty-five (25) days in the aggregate of such leave of absence without pay may be used in each year of this Agreement. Granting of such leave shall not be unreasonably denied by the University. This additional leave of absence without pay is to be used with the same conditions and restrictions as leave for Union business with pay provided in this section.

2.07 Information and Data

A full list of job titles and their respective salary ranges shall be appended to the collective negotiations agreement. This list is complete as of the date of ratification of this contract. The University shall continue to provide the Union with revisions of University and Human Resources policies in a timely manner. The Union will be placed on an email list to receive all notices of changes in University policies and the changes in the Human Resources policies.

The University shall maintain a union data library, to be updated on a monthly basis. Access will be given to a union representative(s), as approved by the Director of Labor Relations or his designee. The Union data library shall contain the following information about members of the bargaining unit, if it is on file with the University:

1. Name
2. University ID
3. Job Title
4. Current University Date of Hire
5. Department
6. Unit/School
7. Campus
8. Building
9. Work Facility Address
10. Work Telephone Number
11. Home Telephone Number
12. Cellular Telephone Number
13. Classification Description (FT or PT, per diem, exempt or non-exempt, bi-weekly standard hours)

14. Salary Table
15. Grade
16. Step
17. Hours per Pay Period
18. Hourly Rate
19. Annual Salary
20. Home Address
21. Rutgers Email Address
22. Personal Email Address
23. Union Membership Status

The University shall maintain a listing of employee separations in the union data library which shall be updated monthly. This list will include: name, University ID, campus, title, hire date, separation date, unit/school, and salary table. All information the University is required to provide will be provided in Microsoft Excel format.

Article 3 – Professional Practitioner Status

3.01 Appointment to Position

Appointment to a position shall be in writing with the date of hire, salary and any differential stated. A job description for the specific position occupied by the newly appointed negotiations unit employee will be distributed to him/her prior to or at orientation. Further, at the time of hire or a change in position, each bargaining unit member will be informed in writing of his/her current normal work week and days, current travel requirements, current shift differential, and current on-call requirements.

Other job descriptions defining all positions under this Agreement will be made available for review by an authorized Union representative upon request.

Negotiations unit employees holding positions which are grant funded shall be notified in a timely manner if the status of the grant has changed and such change will impact upon the negotiations unit employee's term of employment.

3.02 Work Outside of Job Classification/ Salary Adjustment

The parties agree that negotiations unit employees will not be assigned work substantially outside of their job classification on an ongoing basis, except as below:

Claims of work outside the employee's job classification as identified by the Union are to be submitted to Compensation Services with copies sent to the Director of Human Resource Services and the negotiations unit employee's department head. The claims will be investigated and Compensation Services will provide a written decision within 90 calendar days from the date the claim was submitted. Such response shall include the substantive reason(s) for the determination. The remedy may include, but is not limited to, appointment to an acting or interim

position, reclassification to another title, payment for the time period when the additional higher-level duties were performed, etc.

If warranted, additional compensation will be provided retroactive to the Monday after the date the claim was received by Compensation Services. Should the claim be denied, the Union and the negotiations unit employee may request to meet with Compensation Services to discuss the decision. The decision of Compensation Services will be final and not subject to the grievance procedure. If appropriate, any implementation will be effective within the next two (2) pay cycles.

a) Acting and Interim Appointments

Acting and interim appointments shall be governed by University Policy 60.9.35, "Acting Appointments and Interim Appointments".

b) Job Reclassification

Job reclassification is the formal and permanent change in a position's grade due to a substantive change in job content for a period greater than thirty (30) days. Reclassification may include a change in job title. Reclassifications may be initiated by either the employer or the Union on behalf of a negotiations unit employee by submitting a request to Compensation Services to reclassify the position. Requests for reclassification will be investigated by Compensation Services and a written decision will be provided to the supervisor, the Department and the Union within ninety (90) calendar days from receipt of the request. If appropriate, any implementation will be effective within two pay cycles from the date the decision was issued. Should the claim be denied, the Union and the staff member may request to meet with Compensation Services. The decision of Compensation Services will be final and not subject to the grievance procedure.

c) In Grade Salary Adjustment

In-grade salary adjustments may be used by management to provide increases to employees who experience a demonstrable increase in their job duties or who have fallen behind in pay according to market factors.

Requests for In-Grade Salary Adjustments will be made in writing, by the Union, to Compensation Services, with copies sent to the Director of Labor Relations. A written decision shall be rendered in ninety (90) calendar days. Should the claim be denied, the Union may request to meet with Compensation Services to discuss the decision. The decision of Compensation Services will be final and not subject to arbitration.

d) Secondary Appointments for Exempt Employees

A secondary assignment is for exempt employees within the HPAE 5094 unit who may be asked and agrees to perform responsibilities within or below their current title but in another department within the operating unit. Compensation

to perform these responsibilities is a rate to be determined by the HR Compensation Services Department based on secondary position title. The request to create a secondary assignment must be submitted in advance for approval by the Vice President or designee of the operating unit. The decision as to who is offered the secondary assignment is at the discretion of the department after consultation with the HR Compensation Services Department.

3.03 Promotions and Transfers

Professional staff are eligible for a promotion which occurs when there is a vacancy at a higher level for which they are qualified. The announcement of the position vacancy will include a description of the position, a detailed outline of expected educational and professional requirements and the salary range for the position.

Negotiations unit employees may bid online on any open position for which they qualify provided those positions are not being reserved for negotiations unit employees affected by a layoff or intradepartmental postings.

All regular vacant bargaining unit positions that the University intends to fill will be posted through the University Human Resources Online Employment Application Process on the UMDNJ website. The announcement of the position vacancy will be posted daily online. Interested internal candidates are to apply online must apply through the University Human Resources Online Employment Application Process. Computer Kiosks for the purpose of accessing job vacancies will be available at each Human Resources Office.

Beginning thirty (30) days after ratification of this Agreement, each internal applicant within a department who applies during the first five (5) days of posting for a higher classification within the same department, as identified on the position posting, shall be interviewed.

Each internal candidate will be notified in writing of the decision with respect to his or her candidacy on a timely basis. This decision will indicate: 1.) that the applicant has been offered the position, or 2.) that the applicant has not been offered the position, including a reason for such decision.

The University agrees that seniority and all other relevant criteria will be taken into consideration in the selection of internal applicants for a position. Any dispute regarding this paragraph shall be grievable to Step Two of the grievance procedure with the decision at Step Two being final and binding.

Negotiations unit employees who wish to transfer within the same Department in the same title must submit a request on the University's web-based tracking system. Within five (5) business days of the posting, they must notify in writing and/or e-mail of the transfer request to the immediate supervisor and appropriate HR Generalist of the vacant position. The University agrees that seniority and all other relevant criteria will be taken into consideration in the selection of internal candidates. Should the negotiations unit employee be denied the transfer, said denial may be appealed to the Director of Human Resource Services who will

consult with the Director of Labor Relations or designee, prior to rendering a decision within five (5) days of the denial. The Director of Human Resource Services shall render a decision on the appeal prior to any job offer being made to another candidate.

Transfer in status or classification shall not delay the use of entitled benefits.

At the time of promotion, a negotiations unit employee shall be provided the opportunity to negotiate his/her salary increase and shall receive written notice of final salary offer. Acceptance of the position constitutes acceptance of the salary, and the amount of the promoted negotiations unit employee's salary shall not be subject to the grievance procedure. This provision shall not result in any promoted negotiations unit employee being placed off guide.

Voluntarily transferred and promoted negotiations unit employees shall serve a ninety (90) calendar day probationary period, subject to a ninety (90) calendar day extension. Reclassifications and Involuntary transfers within a Department do not serve a probationary period. Such negotiations unit employee shall retain all benefits and rights pertaining to bargaining unit members, including access to the grievance procedure, except for the decision concerning the outcome and disposition of their probation period.

At any time prior to the end of probation, the negotiations unit employee may return to his/her former position, provided that it is still available. If an employee opts to return to his or her former position, the employee may not bid on another position for six months. Should the negotiations unit employee fail probation, the University shall return the negotiations unit employee to his/her former position if it is still available.

Should the negotiations unit employee's position not be available, the employee may be offered a vacant position to the classification of the former title held by the employee before the promotion, if one exists on the campus. If the vacant position is in a different department, the employee must serve a 90-calendar day probation period. If not, the employee will be placed on the recall list for one year.

3.04 Reassignment

Reassignment is the movement of a negotiations unit employee from one job assignment to another within such negotiations unit employee's job classification and within his/her department. Such reassignment may be to another geographic location.

When a negotiations unit employee is reassigned within his/her job classification, such negotiations unit employee's salary shall not be reduced below that which s/he would have received had the negotiations unit employee continued in his/her original position.

When a reassignment is deemed necessary, the University will ask for volunteers. However, the final decision on which employee is to be reassigned resides with management and is not grievable. The Department shall notify the employee in

writing, of the reason and status (permanent or temporary) for the reassignment. Except in the case of an emergency, the employee shall receive two (2) weeks' notice of a reassignment, or three (3) weeks' notice if the reassignment is to another campus. When negotiations unit employees are reassigned to another campus on a temporary basis, the new campus shall be treated as a temporary official workstation or site for purposes of travel reimbursement as per the University's "Travel and Business Expense Policy" (40.4.1).

3.05 Evaluations

The annual staff performance evaluations will be done on a prompt and timely basis. Negotiations unit employees shall have the option to provide a self-evaluation or written comments to their supervisor in anticipation of their annual performance evaluation. Any negotiations unit employee electing this option must provide the self-evaluation or written comments no later than three (3) days prior to the annual staff performance evaluation. At the time of the evaluation, the negotiations unit employee will be provided a copy of his/her job description. The negotiations unit employee being evaluated will be provided a copy of his/her performance evaluation and will have five (5) calendar days to review the evaluation. By the conclusion of the time period, the negotiations unit employee may add his/her comments to the performance evaluation and shall sign the performance evaluation. Comments added by the negotiations unit employee shall be attached to the evaluation and included in the negotiations unit employee's Personnel file in Human Resources.

If comments are not made within this period, or the negotiations unit employee does not sign within this period, the right to comment will be forfeited, the supervisor will note the refusal to sign and forward the evaluation to Human Resources for inclusion in the Personnel file. Once the evaluation has been signed by the supervisor and the employee, or where the time for the employee to sign has passed, no additional comments will be added to the evaluation other than notation of the refusal to sign.

Prior to evaluating a negotiations unit employee "1" or "2", the negotiations unit employee's supervisor must notify the negotiations unit employee that his/her performance is deficient and that their merit increment may be delayed or denied (in any fiscal year in which merit increments are given). Such notification shall be made through a written memorandum, documented oral warning, and/or written warning regarding performance issues in a timely manner after such deficiencies are observed. Such notification shall contain a description of the performance deficiencies and the corrective actions needed to remedy the performance deficiencies.

In the event such notification is not provided, and a merit increment is delayed or denied, the negotiations unit employee shall receive a merit increment. In addition, the Campus Labor Relations Coordinator shall advise the issuing Supervisor that the employee must be properly informed of his/her performance deficiencies and given a three (3) month assessment period for a re-evaluation. Should the re-

evaluation result in a satisfactory rating, the previous evaluation shall be void and expunged from the employee's personnel file. Should the re-evaluation continue to reflect a "1" or "2", the prior evaluation shall be maintained in the personnel file and appended to the re-evaluation. During this assessment period, the supervisor shall meet with the negotiations unit employee to review his/her performance and the status of the corrective action plan.

Upon the mutual consent of the negotiations unit employee and his/her supervisor, the negotiations unit employee, his/her supervisor, and a Union representative shall meet to discuss performance issues. Such a meeting shall not be considered part of the grievance procedure. Further, the performance rating of the negotiations unit employee is not subject to the grievance procedure.

Article 4 – Employee Status

4.01 Classification

A negotiations unit employee will be classified as either (a) full time or (b) part time.

4.02 Regular Full Time Negotiations Unit Employee

A negotiations unit employee who is hired to fill a position for an undetermined period of time. Regular full-time non-exempt staff will work thirty-five (35), thirty-seven and one-half (37½) or forty (40) hours each week, as determined by the position.

Regular full-time exempt staff will work their regularly scheduled work hours and are expected to work the necessary hours to complete their work assignments.

Regular full-time staff shall be eligible for all benefits pertaining to full-time status.

4.03 Regular Part Time Negotiations Unit Employee

A negotiations unit employee who is hired to fill a position for an undetermined period of time. Regular part-time non-exempt staff will work twenty (20) hours or more per week but less than the Full Time equivalent for the position. A part-time negotiations unit employee shall be eligible for pro-rated benefits. In addition, part-time staff shall be eligible for health insurance, as per State Legislation and the as per current University policy, subject to continued approval of the State Health Benefits Commission.

4.04 Regular Versus Temporary Employment

When a negotiations unit employee is hired or transfers into a position, such negotiations unit employee shall be advised as to his/her status as either a regular or temporary negotiations unit employee. Temporary staff are hired for a period of time not to exceed twelve (12) months in the same position, are not eligible for any benefits except those required by law. If the negotiations unit employee works beyond the twelve (12) months in the same position, or if the position is filled by a temporary employee beyond the twelve (12) months, the position shall be posted

for bidding or closed. On a quarterly basis, the Union shall receive a list of temporary assignments including the date of the assignment.

4.05 Probationary Period

All Full and Part Time staff members shall serve one hundred and eighty (180) calendar day probationary period following their initial date of hire.

The University reserves the right to extend the initial probationary period up to an additional thirty (30) days for Full and Part Time staff members. A staff member's employment may be terminated at any time during the probationary period. Such decision shall be final and binding, and not subject to the grievance procedure.

Probationary staff will be eligible to use accrued sick leave after thirty (30) calendar days of employment and other accrued leave time after ninety (90) calendar days of employment.

4.06 Personnel Files

A negotiations unit employee shall, within three (3) working days of a written request to Human Resources, have an opportunity to review his/her central Personnel file in the presence of an appropriate official of Human Resources to examine any criticism, commendation or any evaluation of his/her work performance or conduct prepared by the University. Such examination shall not require a loss of paid time. If requested by the negotiations unit employee, a Union representative may accompany the negotiations unit employee.

A negotiations unit employee shall be allowed to place in such file a response of reasonable length to anything contained therein. The University will honor a request made by a negotiations unit employee for a copy of any derogatory item, the negotiations unit employee's Employment application, resume, performance evaluations or any correspondence addressed to the negotiations unit employee contained in the central Personnel file.

A negotiations unit employee may request the expungement of materials included in the file where there are pertinent and substantive inaccuracies, for reasons of time duration, relevance or fairness. Such requests will be evaluated in relation to the University's needs for comprehensive and complete records but will not be unreasonably denied.

No document of anonymous origin shall be maintained in a negotiations unit employee's central personnel file nor be a part of any personnel action taken against a negotiations unit employee.

4.07 Seniority

A. **Accrual:** Seniority will be credited from the date of hire or rehire to all regular Full Time or Part Time negotiations unit employees upon the successful completion of their initial probationary period. Seniority for bargaining unit

members hired prior to July 1, 2013 shall be based on their date of hire with UMDNJ.

- B. **Loss of Seniority:** A negotiations unit employee's seniority shall be broken by resignation, dismissals from employment, or other types of terminations, layoffs of more than one (1) year or refusal of a suitable position while on recall from layoff.
- C. **Layoff:** Layoffs shall be administered in accordance with University policy except as stated below:

Seniority will prevail on layoffs due to lack of work in the job classification, efficiency reorganization or reductions due to economic considerations. Seniority will prevail on call backs within one (1) year from layoff.

If there is a facility closure, the affected employees shall be treated as laid off staff.

1. **Bumping and Vacancies**

Bumps shall be only as per the procedure below. Negotiations unit employees shall be able to exercise bumping rights provided that they meet the requirements for the position.

A list of vacant positions will be available for review in the campus Human Resources offices.

A negotiations unit employee who chooses to fill a vacancy or to bump another negotiations unit employee and is subsequently informed by the campus Human Resources department that the salary of the vacant or bump position is more than ten percent (10%) below his or her current salary, shall be allowed to reconsider their decision and to go on to the recall list. In situations where a higher paid negotiations unit employee bumps an employee earning a lower salary, departments are encouraged to attempt to match the bumping negotiations unit employee's current salary, but in no event may the salary offered be less than the salary of the negotiations unit employee being bumped. In situations where a negotiations unit employee is placed in a vacancy pursuant to "a", "b" or "c" below, departments are encouraged to attempt to match the negotiations unit employee's current salary, but in no event may the salary offered be less than the amount budgeted for the offered position if such would represent a salary reduction for the negotiations unit employee.

Within their respective departments/work units, regular negotiations unit employees shall not be laid off before temporary or probationary negotiations unit employees in the same job classification.

Negotiations unit employees who have received layoff notices will be offered vacant positions as described in 4.07 a, b, and c, below prior to such vacancies being offered to negotiations unit employees on the recall list.

The University shall prepare layoff/bumping notices and serve the layoff/bumping notices to the negotiations unit employee copying the Human Resources Generalist and the Union.

Upon receiving written notice of a layoff, the negotiations unit employee will reply in writing to the Department of Human Resources within three (3) calendar days, the last of which must be a business day, indicating whether he/she wishes to accept layoff or to exercise his/her bumping and vacancy rights.

When an individual is identified for lay off, the negotiations unit employee will follow the process below:

- a. First, an employee identified for layoff will be offered the opportunity to fill a vacancy in his/her current title within the operating unit and campus. If the employee chooses not to accept the vacancy offered, the employee may opt to be placed on the recall list. No probationary period.
- b. Second, if a vacancy pursuant to “a” above is not available, the employee will be offered a vacancy in his/her current title on the campus. If the employee chooses not to accept the vacancy offered, the employee may opt to be placed on the recall list. No probationary period.
- c. Third, if a vacancy pursuant to “a” or “b” above is not available, the employee will be offered the opportunity to fill a vacancy in the employee’s current title first or immediate prior HPAE title University-wide, or any other title they are qualified for (so long as filling the vacancy does not result in a promotion). If the employee opts not to fill a vacancy offered under this section, the employee may opt to be placed on the recall list or to proceed to “d” below. No Probationary period.
- d. Fourth, if the employee is not placed in a vacancy pursuant to “a”, “b” or “c” above, the employee may bump the least senior employee in his/her current title within the operating unit and campus. If an employee opts not to exercise his/her bumping rights under this section, the employee may opt to be placed on the recall list. If the employee is unable to bump under this section, the employee may exercise rights under “e” below. Probation if an employee has less than 10 years seniority.

- e. Fifth, if the opportunity to bump is not available pursuant to “d” above, the employee may bump the least senior employee in his/her current title campus-wide. If an employee opts not to exercise his/her bumping rights under this section, the employee may opt to be placed on the recall list. If the employee is unable to bump under this section, the employee may exercise rights under “f” below. Probation if an employee has less than 10 years seniority.
- f. Sixth, if the employee is not offered the opportunity to bump pursuant to “e” above, the employee may bump the least senior employee in his/her immediate prior HPAE title campus-wide. If the employee opts not to exercise his/her bumping rights under this section, the employee may opt to be placed on the recall list. Probation if an employee has less than 10 years seniority.
- g. If an employee is not offered an equivalent vacancy or is not eligible to bump pursuant to “d through f” of this article, the employee may then opt to fill a vacancy in a lower classification if his/her job title at the time of layoff is included in one of the Job Series listed in Appendix B. If there is no such vacancy available in his/her Job Series, the employee may bump down into a lower classification in the Job Series. Either of these moves will constitute a voluntary demotion, and the employee will no longer have rights to a position in his/her title at the time of layoff, or to a previously held title. There will be no probationary period for employees with 10 or more years of consecutive UMDNJ/RU experience.
- h. Employees who exercise rights under provisions “a” through “c” above will not be required to serve a probationary period. Employees with ten (10) years of University experience and who exercise rights under provisions “d” through “f” above will not be required to serve a probationary period.

Vacancies shall be filled first before bumping. A list of vacancies shall be available for review in the campus Human Resources office.

Part-time negotiations unit employees may not bump full-time negotiations unit employees however, they may bump other part-time staff at equivalent or less hours. Full-time staff may, however, bump part-time staff. Time off benefits for full-time staff bumping into a part-time position will be prorated. Prior to regular staff being placed on the recall list, regular staff may be placed in a vacant temporary position. A negotiations unit employee placed into a temporary position will continue to be

benefits eligible. Regular staff who are placed into a vacancy which is a temporary position may bid on any vacant positions. When the temporary position has ended, the regular negotiations unit employee will be placed on the recall list for a full year based upon their former title.

A negotiations unit employee who is placed in a vacancy or bumps into a position other than a temporary position may not bid on a vacant position for a period of six (6) months.

Under no circumstance will a bargaining unit employee be bumped (laid off) from their position by a non-bargaining unit employee.

2. Special Categories of Employees

All regular full or part-time negotiations unit employees shall be covered by the layoff policy regardless of salary range, consistent with the following provisions:

- a) Negotiations unit employees employed under a J-Visa shall not be eligible for coverage.
- b) Negotiations unit employees employed under a H-Visa shall have bumping rights only into the same job classification.
- c) Negotiations unit employees holding research positions may only exercise a bump into a position in his/her own department for which he/she is qualified and only if the project would not be seriously disrupted by the change in personnel. A decision by a Principal Investigator to deny a bump based upon the foregoing may be appealed by the bumping employee to the school's Research Dean. If this appeal is denied, the bumping employee may appeal to the Vice President of Research. The review process will not delay the layoff or the placement of the employee on the recall list. If a negotiations unit employee in a research position cannot bump into a position in his/her department, he/she can bump into the immediate prior title (non-research) on the Campus or be placed in the immediate prior held title (research) provided there is a vacant position and the negotiations unit employee is qualified for such position.

The parties agree that the subject matter of any appeal to arbitration concerning the Vice President's decision on bumping rights shall be limited to whether the criteria as to which positions shall be exempt from bumping were applied. Should an arbitrator find that the criteria were not applied by

the Vice President, then his/her sole remedy shall be to refer the matter back to the Vice President for reconsideration.

- d) If an employee who held a research title is on the recall list, and there is a vacancy in the same title he/she was laid off from which the individual believes they are qualified for, but the employee is not offered the vacancy due to being deemed unqualified, the employee may appeal first to the school's Research Dean. If this appeal is denied the employee may appeal to the Vice President of Research whose decision on this matter will be final, binding and not subject to grievance or arbitration.

3. Notice of Layoff and Information to the Union

The University will provide a minimum of twenty-eight (28) calendar days' notice of layoff to any regular negotiations unit employee affected.

Upon receiving a written notice of layoff with rights, the negotiations unit employee will reply in writing to Department of Human Resources within three (3) calendar days, the last of which must be a business day, indicating whether the member chooses to exercise such rights or elects to be placed on the recall list. If the Department of Human Resources does not receive a response from the negotiations unit employee within two (2) days, the last of which must be a business day, of his/her being notified of the department within which the negotiations unit employee is being placed or bumping into, then the negotiations unit employee will be placed on the recall list.

The University shall continue the practice of providing the Union with a copy of each layoff notice sent to negotiations unit employees. Such notice shall be provided, by mail, fax or email, within twenty-four (24) hours of the negotiations unit employee's receipt of the layoff notice. In the event that five or more negotiations unit employees are laid off within a pay period on a campus, the University shall, upon notification to the Union of the names and job titles of the negotiations unit employees affected by the layoff, provide the Union with a full up to date seniority list in Microsoft Excel format.

4. Recall Rights

Laid off negotiations unit employees, in the order of University seniority, have first recall rights beginning with the title and job requirements of the position from which they are laid off, to positions with comparable or lower requirements within the same classification series.

A negotiations unit employee who has been laid off with rights under this provision will be subsequently notified if a position in his/her former title for which he/she is qualified is now available for re-employment.

All laid off negotiations unit employees who have been employed for at least a year shall retain their rights of recall for one (1) year from the date of layoff. Should a laid off negotiations unit employee refuse a position when recalled, s/he shall be removed from the recall list. However, negotiations unit employees shall be allowed to refuse a position if the salary of the position is greater than or equal to ten percent (10%) less than the salary of their former position. If more than one (1) negotiations unit employee in the same job title is laid off, University-wide seniority will be utilized to determine recall rights. Should an employee be recalled to a position on a campus other than the one they were laid off from, the negotiations unit employee has the option of refusing the position and continuing on the recall list (not to exceed one year from the layoff). If the negotiations unit employee accepts the position, s/he shall not have bidding rights for a period of one (1) year.

Upon recall, a negotiations unit employee shall retain his/her original date of hire.

The University will maintain a file in each unit's research office in which the resumes of research negotiations unit employees staff on the recall list may be posted at their request. The University will grant access to this file to appropriate staff in each research department. Principal Investigators will be advised to review these resumes prior to filling a research vacancy.

The University shall, on a quarterly basis, provide the Union a copy of the recall list.

5. Continuity of Services

The University agrees to consider patient transition issues in determining how much actual notice is given to Mental Health and Social Work professionals of layoff, consistent with Section 3 above.

4.08 J-Visa and H-Visa Employees

As part of its notification to the Union of a Labor Condition Application filed with the U.S. Department of Labor, the University shall, if allowable by law, provide the Union with the name of each individual for whom the application is being made.

4.09 Confidential Employees

When new professional confidential titles are created, the University will send a copy to the Union's HPAE Representative and the Local's Co-Presidents within 30 days of posting, and the Union may request a meeting with Labor Relations to discuss the reasons for the confidential designation. The same notification process shall be followed within 30 days of conversion of an incumbent union member to confidential status. The Union retains the right to challenge such a designation.

Article 5 – Work Time

5.01 Normal Workday

For the purposes of determining the application of any non-exempt negotiations unit employee's base compensation rate, a regular non-exempt negotiations unit employee's normal workday will be either eight (8), seven and one-half (7½) or seven (7) work hours as determined by the negotiations unit employee's position, except if they have been approved to work an alternative work arrangement, pursuant to University policy, when implemented. This hourly rate will also be used to calculate the compensation of regular part-time negotiations unit employees. All defined workdays for non-exempt negotiations unit employees shall include rest periods as specified in section 7.16 and a scheduled meal period as specified in section 7.17.

Regular full-time exempt negotiations unit employees are salaried staff, and, as such, their compensation is not determined by the number of hours they work in a workday. Exempt staff are expected to work the necessary hours to complete their work assignments.

5.02 Normal Workweek

The workweek begins at 12:01 am. Sunday and ends at midnight Saturday.

5.03 Work Schedules

Requests or preferences for time off will be submitted in writing no less than one (1) week in advance of the date(s) requested except that Float Holidays may be used with less notice in the case of an emergency. Management has the right to require proof of an emergency usage of a Float Holiday. The University will respond in writing to all written requests within one (1) week of submission.

Changes requested by a negotiations unit employee in their schedule will be considered by the University and will not be unreasonably denied.

Negotiations unit employees shall receive as much notice as possible but not less than three (3) weeks' notice in writing, except in the event of an emergency, of a change in scheduled hours that requires a negotiations unit employee to work evening, night or weekend hours on a regular basis. A negotiations unit employee's schedule shall not be changed for disciplinary reasons however, the University reserves the right to change an employee's schedule if it is determined the employee needs closer supervision or for operational needs. Upon request, the University shall meet with the Union only to discuss the change in schedule and its impact on affected negotiations unit employees.

If possible and where appropriate, the University will seek volunteers to change to new departmental schedules.

5.04 Overtime Work: Compensatory Time Off

A non-exempt negotiations unit employee may request overtime payment or compensatory time off for hours worked in excess of forty (40) hours. The University retains the option of paying non-exempt negotiations unit employees overtime or granting compensatory time off as provided for in the Fair Labor Standards Act (F.L.S.A.) for public employment and such compensation will be at the rate of time and one-half (1½).

The University shall give non-exempt negotiations unit employees as much advance notice as possible relative to the scheduling of overtime.

Compensatory time off for exempt negotiations unit employees shall be in accord with current University policy and Article 6.02.

5.05 Weekend Defined

A weekend shall be defined as Saturday and Sunday for all negotiations unit employees.

5.06 Staffing – State of Emergency Policy

When an employee is designated as essential, he/she shall be notified. The University shall provide designated employees with a sticker when it becomes available.

If by July 1st of each year a negotiations unit employee is not notified otherwise, then their status shall remain the same for the following year. Said status is subject to change if operational needs require it.

In situations where negotiations unit employees are working in facilities controlled by other entities (e.g., the State of New Jersey) and those facilities are closed for any reason (thereby preventing negotiations unit employees from coming to work) the University agrees to treat the closure period as time worked. In those cases where the facility is open, but Rutgers is closed, negotiations unit employees working in that facility shall report to work.

The parties agree to meet within ninety (90) days of the effective date of this Agreement to discuss issues concerning the University's policy regarding State of Emergency. Issues for discussion shall include the definition of "essential employee", reporting to work responsibilities, and compensation.

Rutgers shall provide the Union with a list of essential employees by November 1st of each year.

Article 6 – Monetary Benefits: Time Worked

6.01

a. Base Pay:

An employee's base pay is the employee's pay rate exclusive of any differential, premiums, bonuses or other additional forms of compensation. An employee's pay rate for all benefit time (e.g. vacation, holidays, etc.) and time worked shall be deemed to be at the base rate of pay unless specifically otherwise identified in this agreement.

b. Regular Pay:

An employee's regular pay is the employee's pay rate inclusive of base pay, experience differential, education differential and certification differential, but shall exclude all other differentials and/or pay rates.

6.02 Premium Compensation Rate – Overtime Work

The University conforms to the Fair Labor Standards Act (FLSA) for public employment. All non-exempt negotiations unit employees shall be compensated at time and one-half (1½) for all hours worked in excess of forty (40) hours. Such overtime hours shall be compensated either by (a) cash or (b) compensatory time off.

For the purpose of computing overtime, all holidays paid for both unworked and hours of paid leave except sick time, shall be counted as hours worked. Overtime pay and other premium pay shall not be pyramided.

An exempt employee who works a "full day" beyond his/her regular work week shall be granted a comp day for said day provided that the employee notifies his/her supervisor verbally and in writing of the operational necessity to work beyond his/her regular work week and receives the supervisor's prior approval to do so. Failure of the supervisor to respond verbally and in writing to the written notification shall be deemed approval. For the purpose of this provision, a "full day" shall be defined as the employee's regular daily hours of work. Comp days may not be earned fractionally. Comp days must be used prior to vacation days and float days and by the end of the quarter following the quarter in which they are earned.

6.03 Pay Period

Frequency of payment will continue as heretofore. All pay checks shall be delivered and available on the Friday of each pay week. Pay stubs will clearly identify specific hours worked and compensated.

Negotiations unit employees must may opt for direct deposit of their paycheck into their personal bank account. Negotiations unit employees may pick up their pay stubs on payday, or for one (1) week thereafter at a designated site at each facility.

When an error in pay has been made by the Payroll Department resulting in an under payment to the employee, the University will issue a check with the correction within two (2) payroll work days of notification of the error, with proper deductions. When an error in pay not made by the Payroll Department occurs, the correction will be reflected within the two (2) paychecks of receipt of the correction. When an error in pay has been made resulting in an overpayment to the employee, the University will provide the employee with an explanation and discuss a repayment plan, where appropriate.

6.04 Salary Increase Date

Salary increases which may be delayed will be paid retroactively to the date upon which the increase is scheduled to take effect, excluding cases where the effective date is postponed due to a negotiations unit employee's less than satisfactory evaluation.

6.05 Daylight Saving Time

If a non-exempt negotiations unit employee actually works one (1) hour greater than his/her scheduled hours of work as a result of an adjustment in daylight savings time, he/she shall receive either one (1) hour additional pay or one and one-half (1 ½) hours additional pay. If a non-exempt negotiations unit employee works one (1) hour less than his/her scheduled hours of work as a result of an adjustment in daylight savings time, s/he will be compensated for the time actually worked.

Article 7 – Monetary Benefits: Time Not Worked

7.01 Standard Day

For the purposes of monetary benefits for time not worked, a standard day shall be defined as the standard work week hours for that classification (i.e., non-exempt 35 hours, or 37.5 hours, or 40 hours, or exempt a minimum of 37.5 hours) divided by 5. For example, 35 hours per week divided by 5 equals a standard day of 7 hours. This is pro-rated for part-time employees (e.g., 24 hours per week divided by 5 equals 4.8 hours as a day).

7.02 Holiday Designation

Effective June 12, 2015, all Full-Time negotiations unit employees will be entitled annually to eight (8) holidays. Part Time negotiations unit employees will have the holiday time pro-rated based on the number of hours he/she was hired to work per pay period. The eight (8) holidays are:

New Year's Day	Labor Day
Martin Luther King's Birthday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas

For staff subject to a seven (7) day a week schedule, New Year's Day, Independence Day, and Christmas shall be observed on the actual day they occur; e.g. if Christmas falls on Saturday it will be observed on Saturday. For staff subject to a Monday - Friday schedule, these holidays will be observed as follows:

If the holiday falls on a Saturday, it will be observed the preceding Friday. If it falls on a Sunday, it will be observed the next day; Monday.

Negotiations unit employees, absent compelling documentation of illness or emergency, who call off on the scheduled day before or after a holiday, or, if scheduled to work the holiday, call off, will be salary deleted and forfeit the holiday.

7.03 Holiday Entitlement

The University shall have the right, at its sole discretion, to require any negotiations unit employee to work on the holidays specified herein. The University agrees to assign holidays off on an equitable and rotational basis.

If the holiday falls on a negotiations unit employee's day off, s/he shall receive another day off for the holiday. The holiday may not be used prior to the date the actual holiday is observed and shall be scheduled within sixty (60) calendar days after the date the actual holiday is observed. If the negotiations unit employee has requested but not received the compensatory time off for the holiday by the sixty (60) calendar day period, the University will either pay the negotiations unit employee for the holiday at his/her base rate of pay, or shall schedule the negotiations unit employee for the time off, by the next pay period.

If a holiday falls during a negotiations unit employee's vacation, the day will be observed as a holiday and vacation time will not be charged for the day.

7.04 Holiday Pay

A non-exempt negotiations unit employee who is required to work on a holiday other than the Day after Thanksgiving or Good Friday shall be paid at a rate of time and one-half (1 ½) the basic rate of pay. A non-exempt negotiations unit employee who is required to work the Day after Thanksgiving or Good Friday shall be paid at a rate equal to the basic rate of pay. In addition, non-exempt staff other than twelve-hour staff shall receive either a scheduled day off or be credited with one (1) day of compensatory time.

Exempt negotiations unit employees who are required to work on a holiday shall be credited with one (1) day of compensatory time. The exempt negotiations unit employee and his/her supervisor shall schedule the compensatory time off within a sixty (60) calendar day period.

7.05 Holidays for Twelve Hour Shift Employees

All Full and Part Time negotiations unit employees in active status January 1 of each year will be credited with six (6) float holidays totaling forty-eight (48) hours.

Negotiations unit employees may use these holidays in accordance with University Policy and this Article of the Agreement.

Full and Part Time staff that are routinely scheduled to work twelve (12) hour shifts shall be compensated for the nine (9) University designated holidays totaling seventy-two (72) hours as per 1 through 4 below:

1. For the period July 1 through November 30 of each year of this Agreement, each negotiations unit employee will be compensated for all four (4) University designated holidays which fall within this period while the negotiations unit employee was actively employed. Payment will be made in December and paid in one lump sum at the negotiations unit employee's hourly rate of pay in effect at the time payment is made.
2. For the period December 1 through June 30 of each year of this Agreement, each negotiations unit employee will be compensated for all five (5) University designated holidays which fall within this period while the negotiations unit employee was actively employed. Payment will be made in July and paid in one lump sum at the negotiations unit employee's hourly rate of pay in effect at the time the payment is made.
3. A negotiations unit employee who is not in active status on a day designated by the University as a holiday will not receive compensation for said holiday.
4. Upon termination of employment or transfer from the twelve (12) hour work shift scheduling basis, the negotiations unit employee will be compensated for accrued holiday pay for any University designated holiday which has not been paid, less any monies the negotiations unit employee may owe the University.

7.06 Additional Paid Time Off

Negotiations unit employees shall receive nine (9) days off designated as follows: (a) two personal days (PH); (b) four mandatory leave days (ML) received in November; (c) three administrative leave days (AL). Such paid days must be used in the same fiscal year as they were received and are not eligible for payout upon separation.

These leave days may be used for emergencies, personal matters, observation of religious or other days of celebration.

Rutgers may designate which facilities/work units that provide essential services to the community will not be closed like the rest of the University during the designation of the four Mandatory Leave Days referenced above.

Employees working in facilities/work units that do not shut down during the designated Mandatory Leave Days will not lose the four paid ML days. Rather they will be permitted to take the ML days or a personal day either on the same dates that Rutgers closes, or some other date at the mutual agreement of the employee and their supervisor. In the event the Rutgers facility a negotiations unit employee

works in is closed and provides an additional paid day off to other University employees in the facility, the negotiations unit employee in the facility shall also receive a day off. If operationally feasible, essential employees who request the use of a ML day on the shutdown day(s) shall have them granted in seniority order. Such requests shall not be unreasonably denied.

7.06 Vacation Amount

Vacation accruals for newly hired or rehired negotiations unit employees will commence upon the successful completion of the first ninety (90) days of employment and will be credited retroactively to the negotiations unit employee's date of hire or rehire.

Vacation time will accrue in each calendar year in accordance with the following schedule. The annual rate will change in the month when the negotiations unit employee reaches a service milestone if the negotiations unit employee's anniversary date is before the 16th of the month and will change effective the following month if the negotiations unit employee's anniversary date is the 16th of the month or after.

Vacation accruals are cumulative from one year to the next up to an amount equal to one (1) year of accruals. When unusual circumstances warrant an exception, amounts greater than one (1) year can be carried over with approval from a negotiations unit employee's department head and the Campus Director of Human Resources.

7.07 Vacation Accruals

<u>Length of Service</u>	<u>Accrual Rate per Month</u>
0–10 yrs.	1 1/4 days
11–20 yrs.	1 2/3 days
Upon completion of 20 years	2 1/12 days

A negotiations unit employee will be paid for vacation at the negotiations unit employee's base rate of pay.

7.08 Vacation Entitlement

All regular Part Time staff who are included in this bargaining unit shall accrue vacation credit on a proportionate basis based upon the number of hours the negotiations unit employee is regularly scheduled to work.

Vacation credit shall not accrue while a negotiations unit employee is on an unpaid leave except that a negotiations unit employee will receive credit for the month the leave commenced provided the leave commenced on or after the 16th and will

receive credit for the month s/he returns from leave provided the negotiations unit employee returns on or prior to the 15th of the month.

A negotiations unit employee who has resigned with appropriate notice, or who has been discharged, except for cause, shall be entitled to vacation allowance of unused vacation time accrued within the time limit described previously, less any overdrawn sick time allotment except that a negotiations unit employee separated during the initial hire or rehire probationary period will not be entitled to such allowance.

If a negotiations unit employee dies having vacation credits accrued within the limits described previously, a sum of money equal to the compensation computed on said negotiations unit employee's base salary rate at the time of death shall be calculated and paid to the negotiations unit employee's estate less any overdrawn sick time allotment.

7.09 Vacation Scheduling

The vacation period will be the entire year. The negotiations unit employee will, subject to the University's operating requirements, have his/her choice of vacation time; it being recognized, however, that vacations must be scheduled by the University in a manner designed to ensure the effective and efficient operation of the University, including staffing needs. No part of a negotiations unit employee's scheduled vacation may be charged to sick time except that if a negotiations unit employee becomes hospitalized for any portion of that vacation and wishes to have the time hospitalized charged to sick time, he/she must notify his/her department head as soon as possible and request the use of accumulated sick time. Such notifications and requests may be made by telephone, email or letter, but if by phone, should be confirmed by email or letter. No sick time will be credited unless supporting medical evidence verifying the hospitalization is presented by the negotiations unit employee upon return to work.

The University may restrict the amount of vacation time granted to a negotiations unit employee during prime vacation periods to allow for equitable distribution of prime vacation time among negotiations unit employees. The prime vacation periods will normally be June 1st through Labor Day, December 1st through January 15th.

By September 1st of each year, a negotiations unit employee's department head/designee will advise the negotiations unit employee of the number of vacation days remaining which must be used by the end of the calendar year or forfeited.

Vacation requests for the period June 1 through November 30 that involve the use of one (1) or more weeks must be planned and requested by February 15th of each year. A written response to the negotiations unit employee's request will be provided by March 8th. Vacation requests for the period December 1st through May 31st that involve the use of one (1) or more weeks must be planned and requested by September 15th of each year. A written response to the negotiations unit employee's request will be provided by October 8th. For each vacation period, the negotiations unit employee will submit three (3) choices of vacation time in

order of priority. In situations in which choices of vacation time are timely and two (2) or more negotiations unit employees request the same time period, University seniority will prevail.

Failure to submit a vacation request by February 15th will result in loss of seniority status as it relates to vacation requests for the upcoming year. Any vacation requests submitted after February 15th, including those of less than one (1) week, will be treated on a first come basis and not decided by seniority. A request must be submitted a minimum of thirty (30) days before the effective date of the vacation, unless waived by mutual agreement of the negotiations unit employee and his/her department head/designee. A written response to the negotiations unit employee's request will be provided within seven (7) calendar days of receipt.

With approval, vacation time may be taken as single or multiple days, single or multiple weeks.

Negotiations unit employees assigned to units that are open 7 days a week, 24 hours a day, shall not be responsible for providing staff coverage as a basis for approval of requested vacation time, including weekends, unless the vacation is requested after the schedule is posted.

7.10 Sick Leave

Sick leave is defined as a necessary period of absence because of the employee's own illness or for exposure of the employee to contagious disease.

Sick time may also be used for pre-planned medical and dental appointments provided that the employee submits a request as soon as is practical with the expectation that the employee shall provide at least one week's notice if possible. Requests shall not be unreasonably denied. All requests shall be consistent with medical confidentiality. Upon request, the employee shall provide verification from the employee's medical or dental provider of the date and time of the appointment. If a request is initially denied and the employee provides verification of the medical necessity of the specific date and time of the appointment, the employee's request to utilize sick time for that date shall not be denied.

Sick leave may also be extended to include a charge to the employee's accrued sick leave time to provide medical care to a seriously ill family member as defined in the special circumstances described below. The number of days that the employee may charge to accrued sick leave time for the special circumstances described in sections 1 and 2, below, shall not exceed a total of fifteen (15) days per fiscal year.

Sick leave shall also be extended to include the following Special Circumstances:

1. Emergency Attendance

Employee's emergency attendance on a member of the employee's family (mother, father, spouse, domestic partner, child, step child, foster

child, grandchild, sister, brother, grandmother, grandfather) who is seriously ill.

2. Medically Certified Care

Employee's attendance upon the employee's seriously ill family member (as defined above) at a hospital, health care facility, or at home, or the employee's transport of the employee's seriously ill family member to medical treatment, when properly certified by a Health Care Provider on the form supplied by the University. Use of sick leave will not be permitted where the employee has failed to provide the certified form.

Medically certified care does not cover such situations as illness not defined as seriously ill, matters unrelated to medical needs, baby-sitting, running errands, and/or running a business for the family member while he/she is ill.

In addition, an employee may use up to 40 hours of accrued sick leave per fiscal year for the purposes set forth in the New Jersey Earned Sick Leave Law, and anytime designated as "NJESL" time by the employee shall be administered in accordance with the requirements of that law.

Full-time employees shall accrue fifteen (15) days of sick leave in each fiscal year at the rate of one and one fourth (1-1/4) days per month. During the first year of employment, employees will earn sick leave at the rate of one (1) day per month of service except that employees appointed on July 1st will earn sick leave at the rate of one and one fourth (1-1/4) days per month.

Regularly appointed part-time staff employees accrue sick leave on the same basis as full-time employees except that such accrual shall be prorated according to the percentage of time appointed.

For example, a 50% time employee earns seven and one-half (7.5) full-time days by the end of the fiscal year (fifteen (15) full-time days at 50% equals seven and one-half (7.5) full-time days.)

Employees will be paid for sick leave at their regular rate of pay.

Unused sick leave is cumulative.

Negotiations unit employees shall continue to be eligible to participate in the Staff Leave Donation Program pursuant to University Policy 60.9.41.

Employees are required to comply with the departmental call in procedure. If the illness extends beyond one (1) day, the employee must continue to call in ill each day unless they have already indicated to their supervisor an expected return date. If the illness extends beyond the expected return date he/she must call in with a new expected return date.

Employees taken ill while on duty or who are seeking treatment for a work-related injury or illness and who leave their work station with their supervisor's permission shall be paid for the authorized time spent on the employer's premises and may use accrued sick leave if they desire payment for the balance of the work shift. Employees may be excused without seeking medical attention at the University by their supervisor.

Whenever a regular employee retires, except an employee who elects deferred retirement, pursuant to the provisions of a state administered retirement system and has to his/her credit any accrued sick leave, he/she shall be compensated for such accrued sick leave as follows: The supplemental compensation amount payment shall be computed at the rate of one-half (1/2) of the eligible employee's daily rate of pay for each day of unused accumulated sick pay accruals based upon the average annual regular rate of compensation received during the last year of his/her employment prior to the effective date of his/her retirement provided however that no lump sum supplemental compensation payment shall exceed fifteen thousand (\$15,000.00) dollars.

Per University policy, a staff member can use up to fifteen (15) sick days to take care of a seriously ill family member.

Nothing in this Agreement shall be construed to waive or reduce rights or benefits provided pursuant to the New Jersey Earned Sick Leave law (Assembly Bill No. A1827 an act concerning earned sick leave signed into law on May 2nd, 2018 and supplementing New Jersey P.L. 1966, c. 113 (C 34-11-56a *et seq.*) (the "Earned Sick Leave Act").

7.11 Bereavement Leave

An employee who is absent from work due to death in the immediate family (mother father, spouse, domestic partner, partner in a civil union, step mother, step father, child, step child, ward, foster child, foster mother, foster father, sister, brother, grandmother, great grandmother, grandfather, great grandfather grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, any relative of the employee residing in the employee's household, child of a partner in a civil union, child of a domestic partner, parent of a partner in a civil union, parent of a domestic partner, step sister, or step brother) may charge up to three (3) days for such absence to attend the funeral or for mourning. Such time must be initiated within seven (7) calendar days from notice of the date of death. If such notification exceeds the date of death by more than seven (7) days, a department may require verification of notification. However, in the event that the funeral of a member of the immediate family is held at some distant location, and the employee will attend, an exception to the above may be requested by the employee to provide for up to five (5) days of absence to be charged to bereavement leave. If an employee requests to use available vacation time to extend the bereavement leave it will not be unreasonably denied.

In cases where the death of brother-in-law, sister-in-law, aunt or uncle, niece or nephew occurs, up to one (1) calendar day off with pay will be granted to attend the funeral services provided sick pay or other paid leave is accumulated to the credit of the staff member, and is so charged. Regular part time staff will receive pro-rated bereavement leave benefits.

7.12 Jury Duty Leave Amount

Negotiations unit employees shall be granted necessary time off, at the negotiations unit employee's base rate of pay, when s/he is summoned and performs jury duty as prescribed by applicable law and provided the negotiations unit employee was scheduled to work on the day(s). In no case will jury duty be granted or credited for more than the standard work day or work week for the negotiations unit employee.

An employee who regularly works the night shift will be paid for the day on which the jury duty is served, if the employee was scheduled to work that night, based on the standard day work hours for his/her job classification.

The receipt of a notice to report for jury duty must be reported immediately to the negotiations unit employee's supervisor.

7.13 Jury Duty Leave Procedure

The negotiations unit employee shall notify his/her supervisor immediately of his/her requirement for this leave, and subsequently furnish evidence that he/she performed the duty for which the leave was requested.

If jury duty is canceled on a day the negotiations unit employee would have worked, the negotiations unit employee must immediately notify his/her supervisor and may be required by the supervisor to report to work.

7.14 Court Appearance

Negotiations unit employees shall be granted necessary time off, at the negotiations unit employee's base rate of pay, when s/he is summoned to testify at depositions or in court, on any matter arising within the negotiations unit employee's scope of employment at the University. The negotiations unit employee shall immediately report receipt of any subpoena or court order related to their employment at the University to the University's Office of Legal Management and to their supervisor.

7.15 Rest Periods

A non-exempt negotiations unit employee shall be entitled to a fifteen (15) minute rest period during each four (4) consecutive hours of the work shift. Such rest periods are not cumulative.

7.16 Meal Period

Non-exempt staff who work during their regularly scheduled meal period will, at the option of the University, be paid in accordance with the Federal Labor Standards Act (FLSA). Exempt staff shall continue to be granted an unpaid meal period.

Article 8 – Leaves of Absence

8.01 Basis and Amount:

<u>Type of Leave</u>	<u>Maximum Length</u>
FMLA	In accordance with Federal Law
Military	In accordance with State and Federal Statute
Personal	1 month
Academic	6months

8.02 Procedure

A. Federal Family and Medical Leave, New Jersey Family Leave, New Jersey Safe Act

Notwithstanding any other provisions in this agreement or in University policies, in the event that an employee is eligible, as set forth by Federal or State statute, and takes a leave of absence under the Federal Family and Medical Leave Act (FMLA), the New Jersey Family Leave Act (NJFLA), or the New Jersey SAFE Act, all applicable accrued sick time or sick leave must be used concurrently with the leave permitted by the statutes.

In the event that an employee exhausts applicable accrued paid sick time or sick leave (or, if the employee does not have paid sick time or sick leave accruals to charge concurrently with an approved leave granted pursuant to the FMLA, NJFLA, and/or New Jersey SAFE Act), the remaining statutory leave time shall be unpaid. Upon an employee's request, after all sick time is exhausted, he/she may use vacation, personal, or administrative time during this period of leave. Employees may also use donated sick time pursuant to University Policy 60.9.41 "Staff Leave Donation Program."

Leave for an employee's own serious health condition:

Medical leaves of absence due to pregnancy shall be treated the same as other medical leaves.

A medical leave shall be granted upon presentation of a letter to Human Resources from the employee's personal physician which must state when the employee's inability to work commenced, nature of the illness or injury and expected date the employee will be able to return to work. The University may, at its cost, have the employee requesting a medical leave examined by a

physician of the University's choosing as a condition of granting, continuing or extending a medical leave of absence.

Upon return from leave, the employee must present to his/her Human Resources Generalist documentation from the employee's personal physician indicating the date the employee has been cleared to return to work, and that the employee is able to return to work without restriction.

If an employee is approved for medical leave for his/her own serious health condition, only accrued sick time must be used concurrently with the statutory leave.

Notwithstanding University Policy, 60.9.20, for employees who are approved for a leave for their own serious health condition, the maximum leave permitted under the FMLA is twelve weeks.

If after an employee has exhausted the leave granted to him/her pursuant to the FMLA or New Jersey SAFE Act, the employee is still unable to perform the duties of his/her position because of his/her own serious health condition and has remaining accrued sick time available, the employee may be permitted to extend his/her leave of absence by utilizing any remaining accrued sick time provided that the employee provides medical certification substantiating their need for such extension due to their own serious health condition. At the employee's discretion, he/she may apply for donated sick time. If approved, the employee may use up to 12 weeks of donated time to extend his/her leave of absence.

If after an employee has exhausted the leave granted to him/her pursuant to the FMLA or New Jersey SAFE Act and has exhausted their accrued sick time and donated time and the employee is still unable to perform the duties of his/her position because of his/her own serious health condition, the employee may be permitted to extend his/her leave of absence by seeking a reasonable accommodation under the Americans with Disabilities Act (ADA) and/or the New Jersey Law Against Discrimination (NJLAD). To seek additional leave as an accommodation the employee must submit such request to Rutgers Office of Employment Equity and comply with the reasonable accommodation process.

Leave to care for a family member:

If an employee is approved for leave to care for a family member with a serious health condition or to care for and bond with a child after birth, adoption or placement in foster care, up to 15 days of accrued sick time or sick leave must be used concurrently with any statutory leave. Upon an employee's request, he/she may use vacation, personal, or administrative time during this period of leave, after exhausting the 15 days of sick leave.

Employees may also use donated sick time pursuant to University Policy 60.9.41 “Staff Leave Donation Program”.

For employees who are approved for leave to care for a family member, the maximum leave permitted under the FMLA and/or NJFLA is twelve weeks.

Leave under the New Jersey SAFE Act:

If an employee is approved for leave under the New Jersey SAFE Act, and such leave does not otherwise qualify for a leave of absence under the FMLA or NJFLA, the employee must use all applicable accrued sick time for the first 40 hours of such leave (or, if the employee has less than 40 hours of accrued sick time available, the balance of leave will be unpaid). Upon an employee’s request, he/she may use vacation, personal, or administrative time during this period of leave.

For employees who are approved for leave under the New Jersey SAFE Act, the maximum leave permitted under the Act is twenty days.

B. Military Leave

Military leave will be governed by applicable State and Federal Statute. An employee who has a military leave commitment on a weekend day shall not be required to make up the weekend day.

C. Workers’ Compensation

A bargaining unit member who becomes disabled due to a job related injury shall, if approved by Risk and Claims management, be granted a leave of absence. Payment during such leave will be made in accordance with the New Jersey Worker’s Compensation Act, except that in cases where the physical injury arises in and out of the course of the performance of assigned job duties and functions, payment will be seventy (70%) percent of salary.

If such leave is not approved by Risk and Claims management, application may be made by the bargaining unit member to use sick leave, if available, and then application may be made for a medical leave of absence under University policy.

D. Personal Leave

In certain circumstances employees may be permitted to take an unpaid personal leave of absence from their positions with the University. Such leaves may be applied for and are available to regular Full Time and Part Time employees working twenty (20) or more hours per week provided they have completed six (6) months of continuous service.

Requests for personal leaves must be accompanied with the reason for the leave and duration and must be submitted in writing to the employee's supervisor along with any supporting documentation.

Such request must be submitted at least two (2) weeks in advance of the starting date for the leave except in the case of a bona fide emergency. An employee shall receive a written response within five (5) work days. Supervisors shall have the right to require proof of an emergency as a condition for approval. The maximum length of a personal leave is one (1) month.

E. Return from Leave

The University shall place an employee returning from an unpaid leave of six (6) months or less in his/her prior position. An employee who fails to return from leave within five (5) days from their scheduled date of return and without securing permission from his/her supervisor to extend such leave, shall be discharged.

8.03 Leave of Absence, Limitations

All leaves as described above must be taken at the time of the related occurrence or shall be waived. Negotiations unit employees will be terminated for obtaining leave by false pretense or for failing to return from a leave in accordance with University policy.

Article 9 – Monetary Benefits: Health Benefits, Prescription Drug Program, Dental Care Program, Life Insurance and Pension

9.01 Health Benefits

HPAE shall be entitled to reopen the issue of healthcare contributions from the date of ratification of this MOA through June 30, 2020.

The parties acknowledge that pursuant to N.J.S.A. 52:14-17.25 et seq., employees of the University are deemed to be employees of the State for purposes of health benefits and that health benefits are provided to eligible employees as set forth in applicable statutes and regulations. During the term of this Agreement, unless modified subsequently by Agreement of HPAAE and the University, employee contributions to the cost of health and prescription benefits shall continue to be in accordance with the full implementation schedule set forth in P.L. 2011, c.78 and which percentages were in effect on June, 30, 2018. Employees of the University represented by HPAAE will be eligible for the Rutgers Vision Care Program.

The parties agree that immediately following the ratification of this Agreement by the membership of HPAAE, the parties will reopen negotiations over health insurance benefits and rates. It is understood by the parties that any modifications, proposed by the parties, to the design of health plans available to HPAAE unit

members must be approved and adopted by the State Health Benefits Program Plan Design Committee before they can become effective.

9.02 Prescription Drug Program

The State administered Prescription Drug Program shall be continued in keeping with the legislative appropriation.

9.03 Dental Plan

It is agreed that the State shall continue the Dental Care Program, during the period of this Agreement. The program shall be administered by the State and shall provide benefits to all eligible staff and their eligible dependents.

9.04 Life Insurance Program:

Life insurance coverage is provided as part of the Public Employees Retirement System (P.E.R.S.) or the Alternate Benefit Program. Both programs are administered by the New Jersey Division of Pensions. Eligibility for participation by negotiations unit employees and benefits are governed by statute and Rules and Regulations promulgated thereunder and administered exclusively by the New Jersey Division of Pensions.

9.05 Pension

The University is a participant in the Public Employees Retirement System and the Alternate Benefits Program. Eligibility for participation by negotiations unit employees and benefits are governed by statute and Rules and Regulations promulgated thereunder and administered exclusively by the New Jersey Division of Pensions. A written description of the PERS Program or Alternate Benefits Program can be obtained from the University 's Benefits or local Human Resources Office.

Article 10 – Monetary Benefits Miscellaneous:

10.01 Terminal Benefits

A Full Time or Part Time negotiations unit employee whose employment is terminated by reason of permanent layoff will receive as a terminal allowance:

- a) Twenty-eight (28) days' notice or compensation at the negotiations unit employee's regular compensation rate to the extent such notice is deficient.
- b) Accrued but unpaid vacation and compensation time to the negotiations unit employee's termination date.

10.02 Resignation

A negotiations unit employee who terminates by resignation will give the University twenty-one (21) days written notice. Staff who resign will be entitled to

all accrued but unused vacation and compensation time, less any sick time advanced but not accrued.

Negotiations unit employees who terminate by resignation or for any other reason must return all University property, including but not limited to ID cards, parking tags and keys, and computer software.

Failure to return this property will allow University Management to withhold final paychecks.

After submitting a notice of resignation, a negotiations unit employee shall only be eligible to use a maximum of two (2) float holidays within the last three (3) weeks of employment, provided the request(s) for such float holiday(s) are approved. Such request shall not be unreasonably denied.

10.03 Shift Differential

Effective July 1, 2010 the shift differential for all non-exempt employees will be \$2.50.

Shift differential will be paid to members of the bargaining unit for complete shifts only. To be eligible for a shift differential, an employee must work half or more of his/her regularly scheduled hours after 3:00 pm or before 6:00am. Shift differentials are not considered to be a part of a negotiations unit employee's regular compensation rate.

10.04 Experience – Rehire

A negotiations unit employee who leaves the University in good standing and is rehired in the same job title within one (1) year of his/her date of separation shall be placed at the same range and step as when the negotiations unit employee left.

10.05 Continuing Education

A negotiations unit employee may request in writing to his/her supervisor, permission to participate in work-related educational workshops, seminars, conferences and/or conventions. The University will make a reasonable effort to approve such participation.

The University will grant time off without loss of pay to those negotiations unit employees approved to attend Continuing Education conferences. With permission from his/her supervisor, exempt negotiations unit employees shall be entitled to adjust his/her schedule to attend such conferences.

Negotiations unit employees shall be allowed to complete mandatory, University web-based courses, during regular work hours.

Night shift negotiations unit employees who are scheduled off to attend Continuing Education programs may be given as a conference day, either the night before, or the night after. Negotiations unit employees will receive a response to their request for participation within two (2) weeks of submission.

All travel arrangements must be made in conformance with University policy in order to be reimbursable.

The University agrees to reimburse negotiations unit employees for the tuition/registration fees associated with obtaining and/or maintaining “certifications” required by the University or the State of New Jersey for the position in which they are currently employed by the University. Such reimbursement shall be in accordance with Article 10.06 and charged to the employee’s tuition reimbursement allowance. Within ninety (90) days of completion of the seminar, the signed certificate/proof of attendance shall be submitted to Human Resources, and reimbursement will be paid within six (6) weeks of submission.

10.06 Tuition Reimbursement

The University shall provide tuition reimbursement at the current rates in a calendar year in accordance with the practice in effect on June 30th 2018, After June 30, 2020 employees covered by this collective negotiations agreement shall no longer be eligible to receive tuition reimbursement except that at the discretion of the department employees who are required to obtain continuing education units as part of their job requirements shall be reimbursed for continuing education units.

Effective July 1, 2020, regularly appointed employees who are appointed on a full-time basis as of the first day of class for the semester in which tuition remission is sought may qualify for tuition remission for themselves as set forth in the University's Educational Benefits policy in Section 60 2.1 of the University Policy Library so long as employees comply with all administrative and academic requirements.

Dependent children of Negotiations Unit Employees shall be eligible for tuition remission in accordance with the provisions of Rutgers’ Policy 60.2.1.6, C and D.

10.07 Uniform Allowance

Should the University require staff to wear uniforms, but choose not to provide them, the University will then provide full time staff an annual uniform allowance as follows:

FY 2018	\$500
FY 2019	\$500
FY 2020	\$500
FY 2021	\$500

Part-time staff will receive an annual uniform allowance equal to one half of the applicable uniform allowance in the fiscal year.

The uniform allowance will be effective July 1st of each fiscal year to all eligible staff noted above who have completed their initial probation period prior to July 1st. Full or Part Time payments will be based on the negotiations unit employee’s status as of July 1st. The negotiations unit employee must be in active pay status as of the date of payment.

10.08 On-Call

- A. Effective July 1, 2010 all non-exempt negotiations unit employees required to work on-call, as defined by the Fair Labor Standards Act (F.L.S.A.), shall receive 3.75/hour.
- B. When a non-exempt negotiations unit employee is called to work outside his/her regularly scheduled shift, he/she will be compensated for the actual hours worked. The negotiations unit employee will be guaranteed a minimum of two (2) hours of compensation whether or not the two (2) hours are worked, except when the end of the call-in period coincides with the beginning of his/her regular shift.
- C. An exempt negotiations unit employee required to work on-call or who is called to work at a time that the exempt negotiations unit employee is not normally scheduled to work, shall be treated in accordance with Article 5.04 of this Agreement.
- D. All current forms of on-call compensation for exempt negotiations unit employees shall be maintained at no less than their current level.

10.09 Charge Differential

Effective July 1, 2010, the charge differential will be \$1.50/hour for non-exempt negotiations unit employees in the Pharmacy Department and Department of Pathology and Laboratory Medicine at University Hospital.

10.10 Travel Pay

Negotiations unit employees who use their car for business purposes shall be reimbursed at the then current IRS rate.

10.11 Cell Phone

Negotiations unit employees who make home visits on a regular basis as part of their job duties, such as Public Health Representatives in the New Jersey TB Center, shall receive, upon submission of a bill, up to \$100 per year for service costs provided that the department does not provide a cell phone to the negotiations unit employee.

Article 11 – Health and Safety

11.01 Health Examination

If necessary, the University will provide to each member of the bargaining unit a physical examination at the time of employment at no cost to the negotiations unit employee. Thereafter, an annual examination will be provided if required by the appropriate accrediting authority, by the University, or by statute.

Staff returning from medical or disability leave must present a note from the treating physician which indicates the date the negotiations unit employee was able to return to duty and certifying the negotiations unit employee's fitness to return to work full duty. The University may, at its own cost and expense, have a physician of its choosing perform a physical examination of the negotiations unit employee to ensure fitness and capability to return to work.

11.02 Employer Obligation

1. The University will observe and comply with all local, state, and federal health and safety laws and regulations, and shall make reasonable provisions for the safety and health of its staff, free of recognized hazards.
2. The University agrees to provide adequate and regularly maintained sanitary facilities for employees' use. Each negotiations unit employee will maintain acceptable standards of personal hygiene and cleanliness in accordance with the requirements of the job.
3. A negotiations unit employee must report incidents of unsafe and/or unhealthful conditions to his/her supervisor immediately. The University shall respond in a timely manner to all health and safety problems reported by the Union and/or bargaining unit negotiations unit employees.
4. The University will provide safety devices for negotiations unit employees when deemed appropriate by the University or as required by law. Affected employees shall receive appropriate in-service training on new safety equipment, devices, and materials.
5. The University shall, upon request, provide the Union with the results of all health and safety inspections of the facilities of the University. The University shall notify the Union of all such inspections where the inspections were initiated as a result of a Union/employee complaint and/or grievance. The University will also notify the Union in cases where on-going health and safety hazards which may affect the HPAE Union membership are discovered.
6. The University and HPAE agree to discuss problems concerning health and safety in the regularly scheduled Labor - Management meetings. The union will have the right to one (1) representative to the University's Labor Management Health and Safety Committee. The union will have the right to one (1) representative to the University Hospital Safety Committee. Any recommendations concerning improvement or modification of health and safety conditions shall be reported to the appropriate health and safety committee.
7. In the interest of maximizing safety and staff well-being, the Rutgers and the HPAE agree that the views and recommendations of the employees covered by this Agreement will be heard and considered in the decision-making process within the University. In furtherance of this goal, the University agrees that representatives of the HPAE shall be a part of Committees that are developed to discuss strategies and identify solutions that would address issues concerning

safe patient handling, ergonomics, violence prevention, needle safety, and protective equipment and clothing. The Union will have the right to one (1) representative on each of these Committees. Should more representatives be interested in participating in a Committee, such requests shall be made to the Chair of the Committee and will not be unreasonably denied.

Article 12 – Employee Facilities

12.01 Parking

Beginning July 1, 1993 and for every fiscal year until a successor Agreement is concluded, the parking fee for all bargaining unit members will be equal to .5% of the base salary as of the last pay period of the previous fiscal year. All negotiations unit employees hired during any fiscal year shall pay a prorated fee for the remainder of the fiscal year based on their salary at time of hire.

Parking fee reimbursements shall be paid in pre-tax dollars.

Article 13 – No Strike/No Lockout

The Union and the staff agree to refrain from any strike, work stoppage, slowdown, concerted refusal to work overtime, or concerted sick call, and will not support or condone any such job action, nor prevent or attempt to prevent the access of any person to the University's facilities during the term of this Agreement.

The University agrees that there shall be no lockouts during the term of this Agreement.

Article 14 – Discipline

14.01 Definition

Discipline shall mean official written warning, suspension without pay, disciplinary demotion or discharge from employment at the University. Dismissal from employment or demotion based upon a layoff or operational changes made by the University shall not be construed to be discipline. A counseling, although in writing, is not to be punitive or considered discipline and shall not be placed in the negotiations unit employee's central personnel file. Counseling notice is part of the performance improvement process and is an opportunity for management to constructively discuss with a negotiations unit employee, observations made about performance or behavior that is impacting productivity or office morale. Upon the mutual consent of the negotiations unit employee and his/her supervisor, a union representative may be present.

The University shall have the right to discipline negotiations unit employees for just cause. Just cause for discipline including discharge from employment shall include those causes set forth in the University Rules and Regulations. This list of causes is not exclusive and discipline up to and including discharge from employment may

be made for any other combination of circumstances amounting to just cause. The University reserves the right to substitute a written warning in lieu of a suspension without pay and such substituted warning shall substitute for suspension in the University's scheme of progressive discipline. A written warning in lieu of a suspension of three (3) or more days shall be arbitrable.

Suspensions without pay of three (3) or more days, written warnings in lieu of a suspension of three (3) or more days, disciplinary demotions or discharge from employment shall be subject to arbitration as specified in the grievance procedure set forth in Article 14.02, However, in the event a non-exempt negotiations unit employee receives a suspension without pay for two (2) days or less, such discipline shall not be arbitrable. No other disciplinary actions shall be subject to arbitration.

The University will notify the Union and the Local Union's Co-President in writing of any suspensions or discharges within seventy-two (72) hours of the action not including weekends. Failure by the University to properly notify the Union will not void any disciplinary action, but the time limit for filing a grievance will not commence until the date the Union or negotiations unit employee was notified of the action in writing.

With respect to non-exempt staff, the University may, in lieu of suspension for a fixed number of days, and upon mutual consent of the union and the negotiations unit employee, deduct up to five (5) days from vacation balances. The disciplinary penalty will be equivalent to the same number of days of suspension and treated for all purposes as equivalent to a suspension. The use of vacation days by the employee shall not prejudice, in any manner, either the employee's grievance, should one be filed, or an arbitrator's award, should the employee's grievance be upheld.

The University shall make every effort to ensure that a negotiations unit employee shall receive a written notice of a discipline on a form expressly provided for that purpose by the Human Resources department. If such a form is not used, a negotiations unit employee shall receive a written notice of discipline that shall explicitly state the level of discipline, the date(s) of events relevant to the discipline, and the actions (or lack of actions) causing the discipline. In addition, there shall be a place on the notice for the negotiations unit employee and the Union Rep to sign that they have received the notice of discipline, and it shall be clearly stated that the negotiations unit employee's signature does not imply agreement. A negotiations unit employee shall be informed of his/her right to have a Union Representative present at a disciplinary conference or a conference that may lead to discipline.

Prior to terminating an employee, the University shall convene a pre-termination meeting and provide the employee with a draft copy of the termination letter. At the meeting the department will review with the employee the reasons for considering termination and the employee will be provided the opportunity to respond to the allegations. The employee, at his/her option, may request a union representative to be present at the meeting. If the employee chooses not to attend, the meeting will resume, and the employee will be mailed a copy of the department's final decision.

This meeting is separate from the grievance procedure and shall not satisfy any steps in it.

14.02 Grievance Procedure

A. Definition

1. A breach, misinterpretation or improper application of the terms of this Agreement; or
2. A claimed violation, misinterpretation, or misapplication of rules or regulations, existing policy or orders of the University affecting the terms and conditions of employment.

B. Purpose

The purpose of this procedure is to assure prompt and equitable solutions of problems arising from the administration of this Agreement or other conditions of employment by providing an exclusive vehicle for the settlement of negotiations unit employee grievances and to facilitate the uninterrupted operations of the University.

C. General Provision

No grievance settlement reached under the terms of this Agreement shall add to, subtract from, or modify any terms of this Agreement.

Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration. When a grievant has Union representation, the Union's decision to request the movement of any grievance at any step or to terminate the grievance at any step shall be final as to the interests of the grievant and the Union.

The terms of this Article shall not apply to probationary negotiations unit employees, except with respect to payroll matters concerning salary and/or benefits. This exclusion shall not apply to regular negotiations unit employees serving a probationary period due to a change in job title which is included in the negotiating unit, except that under no circumstances will the University's judgment as to the adequacy of the negotiations unit employee's performance and/or attendance in a probationary period or any action taken in pursuance thereof be deemed to be discipline or subject to grievance.

All time limits are of the essence and may be extended only by mutual agreement between authorized representatives of the University and the Union. Grievances not raised and processed in strict and absolute accordance with the grievance procedures and time limits will be waived by the Union and negotiations unit employee and will not be considered.

The lack of response by the University within the prescribed time, unless time limits have been extended by written mutual agreement, shall be construed as a negative response.

A grievance which affects a substantial number or class of negotiations unit employees, or in the case of suspension or discharge, or which the University representative at Step I lacks the authority to settle, shall be presented at Step II of the grievance procedure. A grievance in the case of suspension or discharge must be presented at Step II within twenty-one (21) calendar days of the receipt of the disciplinary notice, excluding holidays. All disciplinary grievances must be signed by the individual grievant. An e-mail received from the grievant shall suffice for the signature of the individual grievant. Requests for an extension of the time limit for the grievant to sign a disciplinary grievance shall not be unreasonably denied in the event of physical incapacity.

D. Preliminary Informal Procedure

A negotiations unit employee may orally present and discuss a grievance with his/her immediate supervisor. At the negotiations unit employee's option, he/she may request the presence of a Union representative. If the negotiations unit employee exercises this option, the supervisor may determine that such grievance be moved to the first formal step.

Informal discussions shall not serve to extend the time within which a grievance must be filed, unless such is mutually agreed upon in writing.

If an informal discussion does not produce a satisfactory settlement, the grievant may move the grievance to the first formal step.

E. Formal Steps

Step One:

The grievance shall be reduced to writing and submitted to the department head within fourteen (14) calendar days, excluding holidays, from the date upon which the negotiations unit employee first gained or should reasonably have gained knowledge of the alleged violation of the Agreement or policy took place. The grievance shall be signed by the grievant and/or Union representative, and shall set forth the nature of the dispute, the relief sought and the specific provisions of the Agreement/policy alleged to have been violated.

The department head shall answer the grievance in writing within seven (7) calendar days, excluding holidays, after its receipt.

In the event that the department head agrees to meet with the negotiations unit employee(s) and the Union representative within seven (7) calendar days of the filing of the grievance, the department head shall have seven (7) calendar days after the meeting to respond in writing to the grievance.

Step Two:

The grievance may be appealed by written notice to the Vice President for Human Resources of the University or his/her representative within seven (7) calendar days, excluding holidays, after the Step One decision was rendered or due.

The Vice President for Human Resources or his/her representative will convene a hearing within twenty- one (21) calendar days, excluding weekends and holidays, after receipt of the grievance unless extended by mutual agreement. The negotiations unit employee may be represented at such hearing by the Union representative, Local Union Chairperson or designee. The Vice President for Human Resources or his representative will render a decision within twenty-one (21) calendar days from the date of the conclusion of the hearing.

Discipline that is grieved in accordance with Step One of the Grievance procedure shall be stayed until resolved through Step Two. Such grieved discipline may not be referred to or relied upon in any evaluation, promotional decision or subsequent disciplinary charge, other than termination, until the grieved discipline has been resolved through Step Two. Grieved discipline shall be considered resolved through Step Two after the Vice President of Human Resources or his/her representative has held a hearing and rendered a decision in accordance with that step of the grievance procedure or, for discipline subject to arbitration, the time for the hearing or decision has passed.

This provision shall not apply to:

1. disciplinary demotion or discharge; and
2. discipline for conduct, which in the University's discretion, demonstrates a threat to property or the health and safety of the grievant, University staff or the public.

In the event that a negotiations unit employee serves any portion of a suspension prior to filing a grievance concerning that suspension, only the balance of the suspension will be stayed and there shall be no entitlement to reimbursement or reinstatement for the days served unless and until the grievance is sustained.

Step Three, Arbitration:

In the event the grievance has not been satisfactorily resolved in Step Two, and the grievance involved an alleged violation of the Agreement as described in the definition of a grievance in A (1) above or in the case of discipline involves the following implemented disciplinary actions:

1. Suspension without pay of three (3) days or more,
2. Written warnings in lieu of suspension of three (3) or more days,
3. Involuntary Demotion
4. Discharge

then a request for arbitration may be brought only by the Union within sixty (60) calendar days from the date the Union received the Step Two decision.

The request for arbitration shall be submitted in writing to the Public Employment Relations Commission, with a copy sent to the Director of Labor Relations.

Arbitrators shall be selected, on a case-by-case basis, under the selection procedure of the Public Employment Relations Commission. A transcript of all arbitration hearings may be taken. All expenses of arbitration shall be borne by the University and Union equally, except that the cost of preparing and presenting each party's case or charge for a late cancellation shall be borne by each respective party.

The arbitrator selected shall be requested to hold the arbitration within one hundred and twenty (120) calendar days from the date selected and render his/her decision within thirty (30) calendar days after the close of the hearing unless such time is extended by mutual consent of the parties in writing.

The arbitrator shall have the right to subpoena relevant documents and witnesses if requested by either party.

The function of the neutral arbitrator shall be of a judicial rather than a legislative nature. The arbitrator shall give effect to the plain meaning of the Agreement language and shall not interpret such language unless the meaning of the language is unclear and ambiguous. When an arbitrator is called upon to interpret language in this Agreement, he/she shall render a decision which is consistent with the plain meaning of the Agreement's language, consistent with the common law of contract interpretation and with general considerations reserved to management by the Public Employee Relations Act and case interpretation of that Act.

The arbitrator shall not have the power to add to, subtract from or otherwise amend this Agreement nor shall he/she have the authority to prescribe a monetary award as a penalty for a violation of this Agreement.

Should the arbitrator reinstate a negotiations unit employee with back pay, the negotiations unit employee may be paid for the hours he/she would have worked in his/her normally scheduled work week, at his/her base rate of pay less any deductions required by law or other off-setting income for the back-pay period specified by the arbitrator.

The decision of the arbitrator shall be final and binding upon the University, the Union and negotiations unit employee, unless either party seeks a review in an appropriate court proceeding. In the event either party seeks a review, such procedure shall operate as a stay of the arbitrator's award until the judicial review is concluded.

With respect to contract interpretation grievances, the scope of judicial review shall be limited to determining whether the arbitrator's award is within the limits of the authority of the arbitrator as set forth in this Article.

A neutral arbitrator may hear and decide only one grievance during one arbitration proceeding unless otherwise mutually agreed in writing by the parties. In the event that either party asserts that the grievance is barred or waived by the grieving party's failure to follow procedures or adhere to the time limits specified in this Article, the neutral arbitrator selected in accordance with the provisions contained herein shall render a decision as to the waiver or bar of the issue prior to any hearing on the merits of the grievance, unless the parties mutually agree in writing otherwise. The parties agree that the issue of waiver or bar shall not be decided by the same arbitrator who decides the merits of the grievance, unless the parties mutually agree in writing otherwise. Both parties shall be given ample notice of the time and place of any hearing before the arbitrator and shall be afforded ample opportunity to present to the arbitrator evidence and contentions pertinent to the question or questions at issue, including the direct and cross-examination of all witnesses.

The arbitrator shall not substitute his/her judgment for the University where this Agreement has specified whose judgment will be used or the matter involved has been reserved to the University by law or this Agreement.

Upon receipt of the arbitrator's award, corrective action, if any, will be implemented as soon as practical, but in any event no later than thirty (30) calendar days after receipt of the arbitrator's award, unless a party wishes to challenge the award.

If the arbitrator's decision is not challenged within thirty (30) calendar days, the decision shall be final and binding. If challenged, the appropriate party must initiate such legal proceedings as available within thirty (30) calendar days of receipt of such award from the arbitrator. In the event such legal remedy is pursued, corrective action will be implemented no later than fifteen (15) calendar days after final resolutions by the courts.

The terms of any settlement agreed upon in a case that has been filed for arbitration shall be implemented as soon as practical, but in any event no later than forty-five (45) days after the agreement is fully executed. The agreement may contain, if appropriate, either as a term of the agreement, or as an appendix, a statement(s) concerning the implementation of the terms of the agreement.

Article 15 – Non-Discrimination

Neither the University nor the Union will discriminate against any negotiations unit employee or applicant for employment, in any matter relating to employment because of race, color, creed, national origin, ancestry, religion, sex, gender identity and expression, pregnancy, physical or mental disability, sexual orientation, marital status, civil union or domestic partnerships, age, genetic information, or military or veteran

status. Neither the University nor the Union will discriminate against any negotiations unit employee because the negotiations unit employee is or is not a member of the Union, or because the negotiations unit employee has filed any complaints or grievances with the University or the Union.

Article 16 – Management Rights

The University retains and may exercise all rights, powers, duties, authority and responsibilities confirmed upon and vested in it by the laws and constitution of the State of New Jersey and the United States of America.

Except as specifically limited or modified by the terms of this Agreement, or by law, all the rights, powers, duties, authority, prerogatives of management and the responsibility to promulgate and enforce reasonable rules and regulations governing the conduct and activities of negotiations unit employees are also retained by the University, whether exercised or not, and are to remain exclusively with the University.

Article 17 – Sub-Contracting Services

If the University contemplates contracting for work normally performed by staff covered by this Agreement and the result would be the displacement of those negotiations unit employees, the University agrees that, at least five (5) weeks prior to the execution of such contract, it will meet with the Union for the discussion of the proposed contract. If such contract is executed, the University agrees to give displaced staff consideration concerning other positions at the University for which they are qualified.

If such subcontracting necessitates the layoff of personnel, affected staff shall be given at least thirty (30) calendar days' notice prior to being laid off.

Article 18 – Successorship

The University shall notify the Union at least thirty (30) days in advance of any takeover, sale, assignment, transfer, merger, reorganization, consolidation or other change of ownership. The University agrees to provide the union with relevant information sought by the Union for the purpose of adequately representing the membership.

Article 19 – Joint Committees

In the interest of solving mutual problems, the Union and the University agree to the following joint Labor/Management Committees:

1. University-wide Labor/Management Committee

The University and the Union agree to the establishment of a University-wide Labor/Management Committee. This committee shall consist of ten (10) representatives selected by the Union and ten (10) representatives selected by

the University. These committee meetings shall be scheduled in January of each year for the entire year.

The University-wide committee shall meet twice a year to discuss overall, system wide issues of mutual concern to the Union and the University. The Director of Labor Relations of the University shall attend the meetings of this Committee. Administrators or designees from any of the Divisions or Schools of the University will attend these meetings as necessitated by the agenda, which must be submitted to the Director of Labor Relations fourteen (14) days prior to the meeting date.

The Labor-Management Committees shall function completely separate from and independent of all grievance procedures under this Agreement. These meetings shall not be considered negotiating sessions.

The University agrees to release from work, if necessary, the members of the Labor-Management Committees, at no loss of their base rate of pay for the purpose of attending Labor-Management Committee Meetings. The Union shall inform the University's Office of Human Resources of the members of these Committees fourteen (14) days prior to the first meeting.

2. Unit/School Labor Management Committees

The University and the Union agree to have ad hoc unit/school labor management committee meetings to address issues specific to the units or schools. The schools are: NJMS, RWJMS, SOM, SON, SHRP, NJDS, GSBS, SPH. The units are: Central Administration, UBHC (including UCHC). These meetings will occur on an as needed basis but should not exceed a total of four (4) in a year.

There shall be representatives of the union (not to exceed 5) and representatives of the University (not to exceed 5). The Union will provide an agenda at least fourteen (14) days in advance of the meeting date, along with a list of employees who might need to be released from work to attend.

Article 20 – Wages

A. Compensation Plan:

The Parties acknowledge the existence and continuation during the term of this Agreement of a Compensation Plan which incorporates in particular but without limit the following basic concepts;

1. A system of position classification with appropriate position description.
2. Job descriptions for all HPAE positions which are in the database shall be provided to the HPAE within one (1) month of ratification of this agreement. Other current job descriptions shall be provided as they become available or as requested by the Union.

3. A salary range with specific minimum and maximum rates and intermediate merit incremental steps therein for each position, if applicable.
4. Regulations governing the administration of the plan, including an Employee Performance Evaluation.
5. The authority, method and procedures to effect modifications as such are required. It is agreed that during the term of this Agreement, October 1, 2014 to June 30, 2018 the following salary and fringe benefit improvement shall be provided to eligible negotiations unit employees in the unit within the applicable policies and practice of the University and in keeping with the conditions set forth herein.

Subject to the conditions set forth in the paragraph below and subject to the State Legislature enacting appropriations for these specific purposes, the University agrees to the following additional benefits, effective at the time stated herein:

B. Wage Program

1. Fiscal Year 2018-2019

HPAE unit employees shall receive an across the board salary increase in the amount of 3%, effective and retroactive to July 1, 2018 or their date of hire, whichever is later. The annual base salaries of record for all unit members will be adjusted accordingly. The new rate of pay will be effective July 1, 2018. The PH and PS Salary will be increased by 3%.

2. Fiscal Year 2019-2020

HPAE unit employees shall receive an across the board salary increase in the amount of 2%, effective July 1, 2019. The annual base salaries of record for all unit members will be adjusted accordingly. The new rate of pay will be effective July 1, 2019. The PH and PS Salary will be increased by 2%. Employees who have completed at least one year of service on the preceding step as of June 30, 2019 will move one step on the PH or PS salary scale effective July 1, 2019. Effective July 1, 2019, employees on Step 20 of the PH or PS Salary scale shall receive a lump sum payment of \$1,200 (not to be added to the base salary), pro-rated for part-time employees.

3. Fiscal Year 2020-2021

HPAE unit employees shall receive an across the board salary increase in the amount of 0.5%, effective July 1, 2020. The annual base salaries of record for all unit members will be adjusted accordingly. The new rate of pay will be effective July 1, 2019. The PH and PS Salary will be increased by 0.5%. Employees who have completed at least one year of service on the preceding step as of June 30, 2020 will move one step on the PH or PS salary scale, effective July 1, 2020. Effective July 1, 2020, employees on Step 20 of the PH

or PS Salary scale shall receive a lump sum payment of \$1,200 (not to be added to the base salary), prorated for part-time employees.

4. Fiscal Year 2021-2022

HPAE unit employees shall receive an across the board salary increase in the amount of 2.5%, effective July 1, 2021. The annual base salaries of record for all unit members will be adjusted accordingly. The new rate of pay will be effective July 1, 2021. The PH and PS Salary will be increased by 2.5%.

C. Application of the Subject to Language in Section A.

In the event the University intends to withhold any of the economic provisions of this Article by invoking the “subject to” language in the prefatory paragraph of this Article, it is agreed that the invocation of the “subject to” language will be based on a determination by the University that there exists a fiscal emergency.¹ If the University invokes the prefatory “subject to” language as set forth in Paragraph A above, following the determination of a fiscal emergency, the University agrees as follows:

1. The University shall provide the HPAE with written notice of at least twenty-one (21) calendar days. The Notice shall contain a detailed explanation for the determination by the University that a fiscal emergency exists and shall specify the action the University intends to take to address the fiscal emergency at the conclusion of the twenty-one (21) calendar day notice period.

If due to a reduction in State funding/appropriations to the University for the next fiscal year, the University determines that a fiscal emergency exists and if based on the date the University learns of the reduction it is not possible to provide the full twenty-one (21) calendar days’ notice, the University shall provide the maximum notice possible. If the University provides fewer than twenty-one days’ notice, upon request of the HPAE negotiations pursuant to paragraph 3 below shall commence within 72 hours; however, the University shall be permitted to delay the implementation of salary increases during the shortened period of negotiations.

2. Along with the Notice provided to the HPAE pursuant to paragraph 1 above, the University shall provide the latest available statements/financial documents, as follows:
 - The financial information upon which the University relies as the basis for its claim that a fiscal emergency exists;
 - The audited financial statements for the prior fiscal year;

¹ The determination of whether a fiscal emergency exists shall not be limited to whether there is a reduction in State appropriations/funding.

- Quarterly Statement of Net Position (Balance Sheet) for the current fiscal year;
- Current projection of the Income Statement for the Unrestricted Educational and General Operating Funds (Operating Budget) for the current fiscal year;
- Quarterly Statement of Cash Flows (Statement of Cash Flows);
- Unaudited End of Year financial statements for the statements listed above;
- University budget request submitted to the Department of Treasury for past, current and upcoming fiscal years; and
- The University’s Unrestricted Operating Budget for the current fiscal year and budget for the upcoming fiscal year.

The HPAE may request in writing additional financial information. Disputes over the provision of information shall be decided by the designated arbitrator on an expedited basis.

3. During the notice period, upon written request by the HPAE, the University shall commence negotiations over measures to address the fiscal emergency. The University is not obligated to negotiate to impasse in order to withhold any of the economic provisions of this Article. At any point during the notice period the HPAE may file a 14.02 (A)(1) grievance pursuant to paragraph 5 below.
4. The HPAE agrees that during the notice and negotiation period it will not initiate any legal action, in any forum, to challenge the University’s intended action other than as specified in paragraph 3 above.
5. If the parties have not agreed upon measures to address the fiscal emergency, the HPAE may file a grievance under Article 14.02(A)(1) of the Agreement. The grievance shall proceed directly to arbitration under Article 14.02. Such arbitration shall be concluded within ninety (90) days of implementation of the University’s decision to withhold any of the economic provisions outlined above in this Article.

The arbitrator shall determine whether a fiscal emergency existed (exists) at the University based on the evidence presented. The arbitrator shall not have the authority to reallocate University funds.

The parties designate Arbitrator Bonnie Weinstock to hear disputes that arise under Article 20 Section A. The parties designate Arbitrator _____ as an alternate to hear such disputes. If neither arbitrator is available to hear the dispute consistent with the

provisions of the “subject to” language contained in Paragraph A of this Article, the parties shall mutually agree upon another arbitrator.

Article 21 – Severability

The University and the Union understand and agree that all provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law or held to be unenforceable, such illegality, invalidity or unenforceability shall affect only the particular provision, which shall be deemed of no force and effect, but it shall not affect the remaining provisions of this Agreement.

Upon request of either party, the University and the Union agree to meet and renegotiate any provision so affected, as required by law. With respect to non-mandatorily negotiable subjects, upon request of either party, the University and the Union agree to meet and discuss any provision so affected, as permitted by law.

Article 22 – Effective Date and Duration

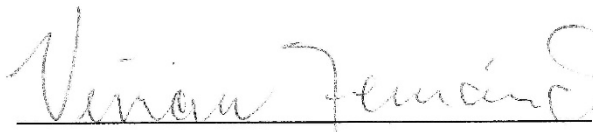
This Agreement, except as otherwise stated shall be effective on July 1, 2018 and shall remain in effect through June 30, 2022.

This Agreement shall remain in full force and effect from the date of execution thereof through June 30, 2022. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify or amend this Agreement. Such notice shall be given to the other party in writing no later than March 1, 2022, or March of any subsequent year for which this Agreement was automatically renewed. Official notice to the University shall be made by addressing the Office of Labor Relations or their designee. Official notice to HPAE shall be made by addressing the President of HPAE.

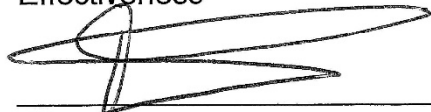
In witness thereof, Rutgers University and the Health Professionals and Allied Employees, AFT, AFL-CIO, have caused this Agreement to be signed by their duly authorized representatives:

**Rutgers, the State University
of New Jersey**

**Health Professional and Allied
Employees, AFT, AFL-CIO**



Vivian Fernández, Senior Vice President
for Human Resources and Organizational
Effectiveness



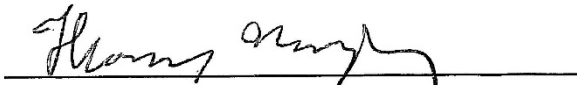
Harry M. Agnostak, Associate Vice
President for Labor Relations



Abdel Kanan, Director, Office of Labor
Relations



Debbie White, HPAE President



Tom Murphy, HPAE Local 5094 Co-
President



Justin O'Hea, HPAE Local 5094 Co-
President

PS Scale 2018 – 3% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	40,011	40,842	41,674	42,502	43,331	44,161	44,992	45,821	46,652	47,482	48,308	49,141	49,970	50,802	51,630	52,462	53,291	54,121	54,966	55,826
Grade 16	41,674	42,546	43,419	44,289	45,161	46,033	46,906	47,780	48,652	49,525	50,398	51,271	52,144	53,016	53,888	54,760	55,630	56,501	57,384	58,284
Grade 17	43,419	44,334	45,250	46,170	47,084	48,002	48,920	49,837	50,751	51,669	52,587	53,504	54,420	55,338	56,256	57,170	58,087	58,997	59,921	60,860
Grade 18	45,250	46,212	47,173	48,136	49,097	50,059	51,021	51,983	52,941	53,904	54,863	55,825	56,787	57,748	58,710	59,672	60,633	61,584	62,548	63,527
Grade 19	47,173	48,184	49,192	50,202	51,211	52,221	53,231	54,240	55,248	56,259	57,267	58,277	59,288	60,296	61,304	62,312	63,324	64,378	65,452	66,544
Grade 20	49,192	50,255	51,314	52,376	53,436	54,497	55,558	56,619	57,680	58,740	59,802	60,863	61,923	62,986	64,043	65,106	66,168	67,269	68,393	69,534
Grade 21	51,314	52,427	53,542	54,657	55,770	56,887	58,001	59,115	60,227	61,344	62,457	63,570	64,685	65,799	66,913	68,028	69,141	70,294	71,470	72,661
Grade 22	53,542	54,713	55,882	57,050	58,221	59,389	60,559	61,727	62,899	64,065	65,237	66,405	67,574	68,744	69,913	71,082	72,252	73,459	74,685	75,935
Grade 23	56,813	58,063	59,317	60,568	61,818	63,068	64,320	65,573	66,824	68,074	69,325	70,576	71,829	73,081	74,331	75,582	76,833	78,116	79,424	80,751
Grade 24	59,317	60,629	61,941	63,255	64,567	65,879	67,191	68,505	69,819	71,129	72,443	73,756	75,069	76,383	77,697	79,007	80,320	81,664	83,033	84,421
Grade 25	61,941	63,322	64,700	66,081	67,460	68,841	70,220	71,601	72,981	74,359	75,738	77,119	78,497	79,877	81,260	82,638	84,020	85,422	86,857	88,309
Grade 26	64,700	66,149	67,597	69,047	70,498	71,944	73,393	74,840	76,291	77,739	79,186	80,637	82,083	83,534	84,981	86,431	87,878	89,351	90,849	92,371
Grade 27	67,597	69,118	70,639	72,163	73,683	75,203	76,724	78,247	79,767	81,288	82,810	84,330	85,849	87,373	88,893	90,414	91,936	93,476	95,044	96,639
Grade 28	70,639	72,237	73,836	75,430	77,031	78,627	80,223	81,820	83,417	85,014	86,613	88,210	89,807	91,403	93,001	94,596	96,195	97,807	99,447	101,119
Grade 29	73,836	75,511	77,189	78,865	80,543	82,219	83,896	85,573	87,249	88,926	90,604	92,278	93,957	95,632	97,310	98,986	100,664	102,353	104,070	105,820
Grade 30	77,189	78,948	80,707	82,469	84,227	85,989	87,749	89,507	91,270	93,027	94,789	96,549	98,307	100,071	101,831	103,590	105,350	107,117	108,919	110,749
Grade 31	80,707	82,558	84,406	86,254	88,103	89,953	91,801	93,650	95,497	97,347	99,197	101,045	102,893	104,744	106,590	108,438	110,289	112,142	114,026	115,945
Grade 32	84,406	86,347	88,289	90,230	92,171	94,111	96,053	97,995	99,935	101,876	103,818	105,757	107,699	109,639	111,582	113,522	115,466	117,404	119,379	121,388
Grade 33	88,289	90,326	92,363	94,402	96,437	98,473	100,512	102,548	104,583	106,623	108,657	110,696	112,734	114,772	116,807	118,846	120,882	122,915	124,982	127,087
Grade 34	92,363	94,501	96,643	98,782	100,922	103,065	105,204	107,344	109,484	111,625	113,766	115,906	118,047	120,188	122,326	124,467	126,609	128,739	130,906	133,111
Grade 35	96,643	98,889	101,134	103,381	105,623	107,870	110,114	112,361	114,606	116,852	119,096	121,342	123,587	125,834	128,077	130,323	132,567	134,800	137,068	139,381
Grade 36	101,134	103,491	105,849	108,206	110,564	112,921	115,281	117,636	119,995	122,354	124,710	127,069	129,425	131,782	134,139	136,498	138,856	141,193	143,574	145,993
Grade 37	105,849	108,325	110,803	113,280	115,759	118,235	120,711	123,190	125,666	128,143	130,623	133,099	135,576	138,053	140,529	143,006	145,483	147,933	150,429	152,965
Grade 38	110,803	113,404	116,004	118,603	121,203	123,806	126,406	129,004	131,606	134,208	136,806	139,405	142,008	144,605	147,209	149,806	152,406	155,128	157,898	160,717
Grade 39	116,004	118,734	121,466	124,195	126,927	129,656	132,387	135,120	137,847	140,580	143,311	146,042	148,773	151,501	154,232	156,962	159,695	162,545	165,448	168,405
Grade 40	121,513	124,373	127,235	130,094	132,957	135,821	138,681	141,545	144,402	147,266	150,129	152,990	155,853	158,713	161,576	164,436	167,298	170,287	173,328	176,428
Grade 42	133,332	136,475	139,618	142,759	145,903	149,046	152,189	155,334	158,476	161,619	164,760	167,903	171,048	174,187	177,336	180,477	183,621	186,904	190,242	193,646

PS Scale 2019 – 2% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	40,811	41,659	42,507	43,352	44,198	45,044	45,892	46,737	47,585	48,432	49,274	50,124	50,969	51,818	52,663	53,511	54,357	55,203	56,065	56,943
Grade 16	42,507	43,397	44,287	45,175	46,064	46,954	47,844	48,736	49,625	50,516	51,406	52,296	53,187	54,076	54,966	55,855	56,743	57,631	58,532	59,450
Grade 17	44,287	45,221	46,155	47,093	48,026	48,962	49,898	50,834	51,766	52,702	53,639	54,574	55,508	56,445	57,381	58,313	59,249	60,177	61,119	62,077
Grade 18	46,155	47,136	48,116	49,099	50,079	51,060	52,041	53,023	54,000	54,982	55,960	56,942	57,923	58,903	59,884	60,865	61,846	62,816	63,799	64,798
Grade 19	48,116	49,148	50,176	51,206	52,235	53,265	54,296	55,325	56,353	57,384	58,412	59,443	60,474	61,502	62,530	63,558	64,590	65,666	66,761	67,875
Grade 20	50,176	51,260	52,340	53,424	54,505	55,587	56,669	57,751	58,834	59,915	60,998	62,080	63,161	64,246	65,324	66,408	67,491	68,614	69,761	70,925
Grade 21	52,340	53,476	54,613	55,750	56,885	58,025	59,161	60,297	61,432	62,571	63,706	64,841	65,979	67,115	68,251	69,389	70,524	71,700	72,899	74,114
Grade 22	54,613	55,807	57,000	58,191	59,385	60,577	61,770	62,962	64,157	65,346	66,542	67,733	68,925	70,119	71,311	72,504	73,697	74,928	76,179	77,454
Grade 23	57,949	59,224	60,503	61,779	63,054	64,329	65,606	66,884	68,160	69,435	70,712	71,988	73,266	74,543	75,818	77,094	78,370	79,678	81,012	82,366
Grade 24	60,503	61,842	63,180	64,520	65,858	67,197	68,535	69,875	71,215	72,552	73,892	75,231	76,570	77,911	79,251	80,587	81,926	83,297	84,694	86,109
Grade 25	63,180	64,588	65,994	67,403	68,809	70,218	71,624	73,033	74,441	75,846	77,253	78,661	80,067	81,475	82,885	84,291	85,700	87,130	88,594	90,075
Grade 26	65,994	67,472	68,949	70,428	71,908	73,383	74,861	76,337	77,817	79,294	80,770	82,250	83,725	85,205	86,681	88,160	89,636	91,138	92,666	94,218
Grade 27	68,949	70,500	72,052	73,606	75,157	76,707	78,258	79,812	81,362	82,914	84,466	86,017	87,566	89,120	90,671	92,222	93,775	95,346	96,945	98,572
Grade 28	72,052	73,682	75,313	76,939	78,572	80,200	81,827	83,456	85,085	86,714	88,345	89,974	91,603	93,231	94,861	96,488	98,119	99,763	101,436	103,141
Grade 29	75,313	77,021	78,733	80,442	82,154	83,863	85,574	87,284	88,994	90,705	92,416	94,124	95,836	97,545	99,256	100,966	102,677	104,400	106,151	107,936
Grade 30	78,733	80,527	82,321	84,118	85,912	87,709	89,504	91,297	93,095	94,888	96,685	98,480	100,273	102,072	103,868	105,662	107,457	109,259	111,097	112,964
Grade 31	82,321	84,209	86,094	87,979	89,865	91,752	93,637	95,523	97,407	99,294	101,181	103,066	104,951	106,839	108,722	110,607	112,495	114,385	116,307	118,264
Grade 32	86,094	88,074	90,055	92,035	94,014	95,993	97,974	99,955	101,934	103,914	105,894	107,872	109,853	111,832	113,814	115,792	117,775	119,752	121,767	123,816
Grade 33	90,055	92,133	94,210	96,290	98,366	100,442	102,522	104,599	106,675	108,755	110,830	112,910	114,989	117,067	119,143	121,223	123,300	125,373	127,482	129,629
Grade 34	94,210	96,391	98,576	100,758	102,940	105,126	107,308	109,491	111,674	113,858	116,041	118,224	120,408	122,592	124,773	126,956	129,141	131,314	133,524	135,773
Grade 35	98,576	100,867	103,157	105,449	107,735	110,027	112,316	114,608	116,898	119,189	121,478	123,769	126,059	128,351	130,639	132,929	135,218	137,496	139,809	142,169
Grade 36	103,157	105,561	107,966	110,370	112,775	115,179	117,587	119,989	122,395	124,801	127,204	129,610	132,014	134,418	136,822	139,228	141,633	144,017	146,445	148,913
Grade 37	107,966	110,492	113,019	115,546	118,074	120,600	123,125	125,654	128,179	130,706	133,235	135,761	138,288	140,814	143,340	145,866	148,393	150,892	153,438	156,024
Grade 38	113,019	115,672	118,324	120,975	123,627	126,282	128,934	131,584	134,238	136,892	139,542	142,193	144,848	147,497	150,153	152,802	155,454	158,231	161,056	163,931
Grade 39	118,324	121,109	123,895	126,679	129,466	132,249	135,035	137,822	140,604	143,392	146,177	148,963	151,748	154,531	157,317	160,101	162,889	165,796	168,757	171,773
Grade 40	123,943	126,860	129,780	132,696	135,616	138,537	141,455	144,376	147,290	150,211	153,132	156,050	158,970	161,887	164,808	167,725	170,644	173,693	176,795	179,957
Grade 42	135,999	139,205	142,410	145,614	148,821	152,027	155,233	158,441	161,646	164,851	168,055	171,261	174,469	177,671	180,883	184,087	187,293	190,642	194,047	197,519

PS Scale 2020 – .5% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	41,015	41,867	42,720	43,569	44,419	45,269	46,121	46,971	47,823	48,674	49,520	50,375	51,224	52,077	52,926	53,779	54,629	55,479	56,345	57,228
Grade 16	42,720	43,614	44,508	45,401	46,294	47,189	48,083	48,980	49,873	50,769	51,663	52,557	53,453	54,346	55,241	56,134	57,027	57,919	58,825	59,747
Grade 17	44,508	45,447	46,386	47,328	48,266	49,207	50,147	51,088	52,025	52,966	53,907	54,847	55,786	56,727	57,668	58,605	59,545	60,478	61,425	62,387
Grade 18	46,386	47,372	48,357	49,344	50,329	51,315	52,301	53,288	54,270	55,257	56,240	57,227	58,213	59,198	60,183	61,169	62,155	63,130	64,118	65,122
Grade 19	48,357	49,394	50,427	51,462	52,496	53,531	54,567	55,602	56,635	57,671	58,704	59,740	60,776	61,810	62,843	63,876	64,913	65,994	67,095	68,214
Grade 20	50,427	51,516	52,602	53,691	54,778	55,865	56,952	58,040	59,128	60,215	61,303	62,390	63,477	64,567	65,651	66,740	67,828	68,957	70,110	71,280
Grade 21	52,602	53,743	54,886	56,029	57,169	58,315	59,457	60,598	61,739	62,884	64,025	65,165	66,309	67,451	68,592	69,736	70,877	72,059	73,263	74,485
Grade 22	54,886	56,086	57,285	58,482	59,682	60,880	62,079	63,277	64,478	65,673	66,875	68,072	69,270	70,470	71,668	72,867	74,065	75,303	76,560	77,841
Grade 23	58,239	59,520	60,806	62,088	63,369	64,651	65,934	67,218	68,501	69,782	71,066	72,348	73,632	74,916	76,197	77,479	78,762	80,076	81,417	82,778
Grade 24	60,806	62,151	63,496	64,843	66,187	67,533	68,878	70,224	71,571	72,915	74,261	75,607	76,953	78,301	79,647	80,990	82,336	83,713	85,117	86,540
Grade 25	63,496	64,911	66,324	67,740	69,153	70,569	71,982	73,398	74,813	76,225	77,639	79,054	80,467	81,882	83,299	84,712	86,129	87,566	89,037	90,525
Grade 26	66,324	67,809	69,294	70,780	72,268	73,750	75,235	76,719	78,206	79,690	81,174	82,661	84,144	85,631	87,114	88,601	90,084	91,594	93,129	94,689
Grade 27	69,294	70,853	72,412	73,974	75,533	77,091	78,649	80,211	81,769	83,329	84,888	86,447	88,004	89,566	91,124	92,683	94,244	95,823	97,430	99,065
Grade 28	72,412	74,050	75,690	77,324	78,965	80,601	82,236	83,873	85,510	87,148	88,787	90,424	92,061	93,697	95,335	96,970	98,610	100,262	101,943	103,657
Grade 29	75,690	77,406	79,127	80,844	82,565	84,282	86,002	87,720	89,439	91,159	92,878	94,595	96,315	98,033	99,752	101,471	103,190	104,922	106,682	108,476
Grade 30	79,127	80,930	82,733	84,539	86,342	88,148	89,952	91,753	93,560	95,362	97,168	98,972	100,774	102,582	104,387	106,190	107,994	109,805	111,652	113,529
Grade 31	82,733	84,630	86,524	88,419	90,314	92,211	94,105	96,001	97,894	99,790	101,687	103,581	105,476	107,373	109,266	111,160	113,057	114,957	116,889	118,855
Grade 32	86,524	88,514	90,505	92,495	94,484	96,473	98,464	100,455	102,444	104,434	106,423	108,411	110,402	112,391	114,383	116,371	118,364	120,351	122,376	124,435
Grade 33	90,505	92,594	94,681	96,771	98,858	100,944	103,035	105,122	107,208	109,299	111,384	113,475	115,564	117,652	119,739	121,829	123,917	126,000	128,119	130,277
Grade 34	94,681	96,873	99,069	101,262	103,455	105,652	107,845	110,038	112,232	114,427	116,621	118,815	121,010	123,205	125,397	127,591	129,787	131,971	134,192	136,452
Grade 35	99,069	101,371	103,673	105,976	108,274	110,577	112,878	115,181	117,482	119,785	122,085	124,388	126,689	128,993	131,292	133,594	135,894	138,183	140,508	142,880
Grade 36	103,673	106,089	108,506	110,922	113,339	115,755	118,175	120,589	123,007	125,425	127,840	130,258	132,674	135,090	137,506	139,924	142,341	144,737	147,177	149,658
Grade 37	108,506	111,044	113,584	116,124	118,664	121,203	123,741	126,282	128,820	131,360	133,901	136,440	138,979	141,518	144,057	146,595	149,135	151,646	154,205	156,804
Grade 38	113,584	116,250	118,916	121,580	124,245	126,913	129,579	132,242	134,909	137,576	140,240	142,904	145,572	148,234	150,904	153,566	156,231	159,022	161,861	164,751
Grade 39	118,916	121,715	124,514	127,312	130,113	132,910	135,710	138,511	141,307	144,109	146,908	149,708	152,507	155,304	158,104	160,902	163,703	166,625	169,601	172,632
Grade 40	124,563	127,494	130,429	133,359	136,294	139,230	142,162	145,098	148,026	150,962	153,898	156,830	159,765	162,696	165,632	168,564	171,497	174,561	177,679	180,857
Grade 42	136,679	139,901	143,122	146,342	149,565	152,787	156,009	159,233	162,454	165,675	168,895	172,117	175,341	178,559	181,787	185,007	188,229	191,595	195,017	198,507

PS Scale 2021 – 2.5% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	42,040	42,914	43,788	44,658	45,529	46,401	47,274	48,145	49,019	49,891	50,758	51,634	52,505	53,379	54,249	55,123	55,995	56,866	57,754	58,659
Grade 16	43,788	44,704	45,621	46,536	47,451	48,369	49,285	50,205	51,120	52,038	52,955	53,871	54,789	55,705	56,622	57,537	58,453	59,367	60,296	61,241
Grade 17	45,621	46,583	47,546	48,511	49,473	50,437	51,401	52,365	53,326	54,290	55,255	56,218	57,181	58,145	59,110	60,070	61,034	61,990	62,961	63,947
Grade 18	47,546	48,556	49,566	50,578	51,587	52,598	53,609	54,620	55,627	56,638	57,646	58,658	59,668	60,678	61,688	62,698	63,709	64,708	65,721	66,750
Grade 19	49,566	50,629	51,688	52,749	53,808	54,869	55,931	56,992	58,051	59,113	60,172	61,234	62,295	63,355	64,414	65,473	66,536	67,644	68,772	69,919
Grade 20	51,688	52,804	53,917	55,033	56,147	57,262	58,376	59,491	60,606	61,720	62,836	63,950	65,064	66,181	67,292	68,409	69,524	70,681	71,863	73,062
Grade 21	53,917	55,087	56,258	57,430	58,598	59,773	60,943	62,113	63,282	64,456	65,626	66,794	67,967	69,137	70,307	71,479	72,649	73,860	75,095	76,347
Grade 22	56,258	57,488	58,717	59,944	61,174	62,402	63,631	64,859	66,090	67,315	68,547	69,774	71,002	72,232	73,460	74,689	75,917	77,186	78,474	79,787
Grade 23	59,695	61,008	62,326	63,640	64,953	66,267	67,582	68,898	70,214	71,527	72,843	74,157	75,473	76,789	78,102	79,416	80,731	82,078	83,452	84,847
Grade 24	62,326	63,705	65,083	66,464	67,842	69,221	70,600	71,980	73,360	74,738	76,118	77,497	78,877	80,259	81,638	83,015	84,394	85,806	87,245	88,704
Grade 25	65,083	66,534	67,982	69,434	70,882	72,333	73,782	75,233	76,683	78,131	79,580	81,030	82,479	83,929	85,381	86,830	88,282	89,755	91,263	92,788
Grade 26	67,982	69,504	71,026	72,550	74,075	75,594	77,116	78,637	80,161	81,682	83,203	84,728	86,248	87,772	89,292	90,816	92,336	93,884	95,457	97,056
Grade 27	71,026	72,624	74,222	75,823	77,421	79,018	80,615	82,216	83,813	85,412	87,010	88,608	90,204	91,805	93,402	95,000	96,600	98,219	99,866	101,542
Grade 28	74,222	75,901	77,582	79,257	80,939	82,616	84,292	85,970	87,648	89,327	91,007	92,685	94,363	96,039	97,718	99,394	101,075	102,769	104,492	106,248
Grade 29	77,582	79,341	81,105	82,865	84,629	86,389	88,152	89,913	91,675	93,438	95,200	96,960	98,723	100,484	102,246	104,008	105,770	107,545	109,349	111,188
Grade 30	81,105	82,953	84,801	86,652	88,501	90,352	92,201	94,047	95,899	97,746	99,597	101,446	103,293	105,147	106,997	108,845	110,694	112,550	114,443	116,367
Grade 31	84,801	86,746	88,687	90,629	92,572	94,516	96,458	98,401	100,341	102,285	104,229	106,171	108,113	110,057	111,998	113,939	115,883	117,831	119,811	121,826
Grade 32	88,687	90,727	92,768	94,807	96,846	98,885	100,926	102,966	105,005	107,045	109,084	111,121	113,162	115,201	117,243	119,280	121,323	123,360	125,435	127,546
Grade 33	92,768	94,909	97,048	99,190	101,329	103,468	105,611	107,750	109,888	112,031	114,169	116,312	118,453	120,593	122,732	124,875	127,015	129,150	131,322	133,534
Grade 34	97,048	99,295	101,546	103,794	106,041	108,293	110,541	112,789	115,038	117,288	119,537	121,785	124,035	126,285	128,532	130,781	133,032	135,270	137,547	139,863
Grade 35	101,546	103,905	106,265	108,625	110,981	113,341	115,700	118,061	120,419	122,780	125,137	127,498	129,856	132,218	134,574	136,934	139,291	141,638	144,021	146,452
Grade 36	106,265	108,741	111,219	113,695	116,172	118,649	121,129	123,604	126,082	128,561	131,036	133,514	135,991	138,467	140,944	143,422	145,900	148,355	150,856	153,399
Grade 37	111,219	113,820	116,424	119,027	121,631	124,233	126,835	129,439	132,041	134,644	137,249	139,851	142,453	145,056	147,658	150,260	152,863	155,437	158,060	160,724
Grade 38	116,424	119,156	121,889	124,620	127,351	130,086	132,818	135,548	138,282	141,015	143,746	146,477	149,211	151,940	154,677	157,405	160,137	162,998	165,908	168,870
Grade 39	121,889	124,758	127,627	130,495	133,366	136,233	139,103	141,974	144,840	147,712	150,581	153,451	156,320	159,187	162,057	164,925	167,796	170,791	173,841	176,948
Grade 40	127,677	130,681	133,690	136,693	139,701	142,711	145,716	148,725	151,727	154,736	157,745	160,751	163,759	166,763	169,773	172,778	175,784	178,925	182,121	185,378
Grade 42	140,096	143,399	146,700	150,001	153,304	156,607	159,909	163,214	166,515	169,817	173,117	176,420	179,725	183,023	186,332	189,632	192,935	196,385	199,892	203,470

PH Scale 2018 – 3% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 12																				
40 Hours	17.06	17.43	17.79	18.12	18.46	18.8	19.15	19.49	19.83	20.21	20.52	20.87	21.2	21.56	21.92	22.26	22.58	22.91	23.23	23.57
35 Hours	19.51	19.91	20.3	20.7	21.09	21.48	21.88	22.3	22.66	23.05	23.46	23.84	24.23	24.64	25.02	25.39	25.79	26.19	26.62	27.02
37.5 Hours	18.2	18.58	18.96	19.31	19.7	20.06	20.44	20.81	21.18	21.53	21.9	22.28	22.63	23	23.38	23.73	24.11	24.5	24.86	25.25
Grade 13																				
40 Hours	17.79	18.13	18.48	18.84	19.22	19.57	19.92	20.3	20.69	21.02	21.39	21.72	22.09	22.47	22.86	23.2	23.56	23.94	24.31	24.7
35 Hours	20.3	20.71	21.14	21.53	21.97	22.37	22.77	23.19	23.6	24.02	24.46	24.84	25.26	25.69	26.09	26.5	26.93	27.34	27.77	28.2
37.5 Hours	18.96	19.32	19.73	20.12	20.5	20.89	21.26	21.64	22.05	22.44	22.84	23.21	23.59	23.98	24.38	24.75	25.13	25.53	25.9	26.33
Grade 14																				
40 Hours	18.48	18.85	19.24	19.63	20.02	20.39	20.78	21.16	21.54	21.92	22.3	22.66	23.04	23.43	23.79	24.18	24.59	24.96	25.34	25.75
35 Hours	21.14	21.62	22.13	22.51	22.89	23.3	23.71	24.16	24.63	25.05	25.44	25.89	26.34	26.79	27.2	27.62	28.09	28.56	29.04	29.51
37.5 Hours	19.73	20.15	20.52	20.93	21.34	21.73	22.17	22.58	22.97	23.38	23.76	24.19	24.62	25.02	25.4	25.81	26.2	26.63	27.04	27.46
Grade 15																				
40 Hours	19.24	19.67	20.05	20.45	20.85	21.24	21.62	22.05	22.44	22.86	23.23	23.62	24.04	24.46	24.83	25.24	25.67	26.09	26.51	26.96
35 Hours	22	22.46	22.92	23.35	23.79	24.27	24.74	25.19	25.66	26.09	26.53	27	27.46	27.91	28.36	28.83	29.28	29.71	30.18	30.65
37.5 Hours	20.52	20.95	21.39	21.82	22.25	22.66	23.08	23.51	23.94	24.38	24.78	25.21	25.65	26.06	26.48	26.92	27.36	27.8	28.26	28.74
Grade 16																				
40 Hours	20.05	20.47	20.89	21.32	21.71	22.13	22.57	22.99	23.42	23.81	24.25	24.67	25.08	25.49	25.9	26.35	26.78	27.19	27.58	28.03
35 Hours	22.92	23.41	23.88	24.36	24.83	25.3	25.78	26.25	26.75	27.23	27.73	28.18	28.66	29.14	29.61	30.1	30.57	31.06	31.56	32.02
37.5 Hours	21.39	21.84	22.3	22.74	23.19	23.61	24.06	24.53	24.99	25.41	25.86	26.32	26.78	27.22	27.68	28.09	28.53	28.98	29.44	29.9
Grade 17																				
40 Hours	20.89	21.34	21.77	22.22	22.66	23.09	23.54	23.99	24.45	24.87	25.31	25.75	26.18	26.65	27.07	27.51	27.96	28.39	28.86	29.3
35 Hours	23.88	24.38	24.86	25.36	25.86	26.38	26.9	27.41	27.89	28.39	28.9	29.42	29.92	30.43	30.92	31.43	31.91	32.42	32.92	33.45
37.5 Hours	22.3	22.76	23.22	23.7	24.17	24.65	25.11	25.59	26.03	26.5	26.98	27.46	27.93	28.4	28.89	29.37	29.82	30.27	30.76	31.25
Grade 18																				
40 Hours	21.77	22.25	22.69	23.15	23.61	24.09	24.56	25.01	25.43	25.9	26.39	26.86	27.33	27.78	28.23	28.7	29.16	29.6	30.08	30.54
35 Hours	24.86	25.39	25.9	26.44	26.98	27.51	28.05	28.57	29.11	29.62	30.15	30.65	31.22	31.74	32.27	32.78	33.31	33.85	34.36	34.92
37.5 Hours	23.22	23.72	24.22	24.7	25.18	25.68	26.16	26.68	27.17	27.65	28.14	28.64	29.14	29.62	30.13	30.61	31.16	31.66	32.18	32.71

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 19																				
40 Hours	22.69	23.18	23.67	24.15	24.64	25.12	25.63	26.09	26.54	27.05	27.53	28.03	28.51	29	29.49	29.99	30.47	30.98	31.51	32
35 Hours	25.9	26.48	27.06	27.59	28.15	28.71	29.24	29.82	30.39	30.93	31.49	32.02	32.59	33.16	33.71	34.25	34.8	35.37	35.93	36.47
37.5 Hours	24.22	24.74	25.24	25.76	26.29	26.81	27.32	27.83	28.36	28.9	29.41	29.91	30.44	30.96	31.46	31.97	32.5	33.04	33.6	34.14
Grade 20																				
40 Hours	23.67	24.17	24.69	25.19	25.72	26.23	26.75	27.24	27.76	28.25	28.77	29.28	29.78	30.29	30.8	31.31	31.81	32.34	32.88	33.44
35 Hours	27.06	27.61	28.2	28.8	29.38	29.94	30.53	31.12	31.71	32.29	32.87	33.45	34.04	34.61	35.18	35.79	36.38	36.97	37.62	38.23
37.5 Hours	25.24	25.79	26.36	26.88	27.42	27.96	28.51	29.05	29.58	30.13	30.69	31.24	31.78	32.31	32.85	33.42	33.97	34.53	35.08	35.69
Grade 21																				
40 Hours	24.69	25.21	25.77	26.29	26.82	27.35	27.9	28.44	28.99	29.52	30.05	30.57	31.15	31.66	32.19	32.72	33.3	33.83	34.39	34.96
35 Hours	28.2	28.83	29.45	30.05	30.63	31.28	31.88	32.48	33.1	33.72	34.32	34.94	35.55	36.14	36.77	37.37	38	38.64	39.26	39.94
37.5 Hours	26.36	26.92	27.48	28.04	28.61	29.18	29.76	30.32	30.91	31.48	32.03	32.61	33.19	33.77	34.35	34.91	35.47	36.03	36.59	37.16
Grade 22																				
40 Hours	25.77	26.34	26.88	27.45	28.02	28.58	29.14	29.68	30.24	30.81	31.36	31.92	32.5	33.07	33.63	34.17	34.73	35.32	35.93	36.5
35 Hours	29.45	30.08	30.69	31.34	31.98	32.64	33.28	33.96	34.59	35.23	35.86	36.49	37.14	37.8	38.43	39.07	39.7	40.37	41.02	41.73
37.5 Hours	27.48	28.06	28.66	29.26	29.88	30.49	31.1	31.68	32.26	32.86	33.49	34.06	34.67	35.27	35.87	36.47	37.08	37.71	38.32	38.98
Grade 23																				
40 Hours	27.34	27.93	28.52	29.14	29.74	30.32	30.96	31.56	32.15	32.74	33.37	33.96	34.54	35.14	35.76	36.36	36.96	37.6	38.22	38.84
35 Hours	31.23	31.89	32.61	33.29	33.99	34.67	35.39	36.05	36.73	37.41	38.11	38.78	39.48	40.18	40.85	41.53	42.23	42.93	43.64	44.38
37.5 Hours	29.17	29.8	30.45	31.1	31.72	32.36	33.01	33.65	34.29	34.93	35.58	36.21	36.85	37.49	38.16	38.78	39.42	40.1	40.75	41.44
Grade 24																				
40 Hours	28.52	29.16	29.78	30.42	31.08	31.69	32.3	32.93	33.56	34.2	34.84	35.49	36.1	36.72	37.36	38.01	38.66	39.28	39.96	40.61
35 Hours	32.61	33.31	34.04	34.75	35.48	36.19	36.92	37.69	38.39	39.11	39.81	40.56	41.24	41.98	42.7	43.41	44.16	44.9	45.63	46.39
37.5 Hours	30.45	31.12	31.78	32.43	33.12	33.79	34.46	35.13	35.83	36.49	37.16	37.84	38.5	39.18	39.85	40.53	41.19	41.88	42.59	43.31
Grade 25																				
40 Hours	29.78	30.47	31.16	31.8	32.46	33.12	33.77	34.44	35.1	35.78	36.41	37.09	37.76	38.44	39.1	39.76	40.42	41.11	41.79	42.49
35 Hours	34.04	34.79	35.57	36.33	37.08	37.84	38.57	39.35	40.14	40.88	41.6	42.39	43.13	43.89	44.67	45.41	46.15	46.94	47.72	48.51
37.5 Hours	31.78	32.47	33.2	33.91	34.6	35.35	36.03	36.73	37.43	38.17	38.85	39.56	40.27	40.96	41.67	42.41	43.12	43.84	44.59	45.33

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 26																				
40 Hours	31.16	31.82	32.51	33.21	33.91	34.6	35.31	36	36.69	37.38	38.11	38.78	39.46	40.18	40.88	41.55	42.28	42.96	43.68	44.43
35 Hours	35.57	36.37	37.15	37.95	38.74	39.53	40.36	41.15	41.93	42.71	43.48	44.32	45.11	45.9	46.71	47.48	48.28	49.11	49.91	50.77
37.5 Hours	33.2	33.95	34.68	35.43	36.14	36.9	37.69	38.39	39.14	39.9	40.63	41.36	42.1	42.86	43.61	44.35	45.07	45.82	46.62	47.36
Grade 27																				
40 Hours	32.51	33.24	33.98	34.7	35.44	36.16	36.9	37.65	38.37	39.11	39.83	40.57	41.29	42.02	42.76	43.49	44.24	44.96	45.7	46.49
35 Hours	37.15	38	38.83	39.67	40.48	41.33	42.17	43.01	43.84	44.68	45.5	46.34	47.18	48.02	48.86	49.7	50.51	51.4	52.23	53.11
37.5 Hours	34.68	35.47	36.23	37.02	37.82	38.58	39.37	40.16	40.92	41.69	42.49	43.26	44.02	44.83	45.61	46.38	47.17	47.95	48.76	49.58
Grade 28																				
40 Hours	33.98	34.72	35.5	36.29	37.06	37.81	38.56	39.34	40.13	40.89	41.67	42.44	43.18	43.95	44.74	45.5	46.25	47.02	47.8	48.62
35 Hours	38.83	39.71	40.59	41.46	42.35	43.21	44.08	44.98	45.85	46.73	47.61	48.46	49.35	50.22	51.11	51.98	52.84	53.76	54.66	55.58
37.5 Hours	36.23	37.06	37.88	38.71	39.51	40.36	41.16	41.98	42.8	43.63	44.45	45.25	46.06	46.9	47.72	48.52	49.35	50.17	51.03	51.89
Grade 29																				
40 Hours	35.5	36.32	37.12	37.93	38.74	39.56	40.38	41.16	41.95	42.77	43.6	44.41	45.19	45.99	46.78	47.61	48.4	49.24	50.06	50.9
35 Hours	40.59	41.5	42.44	43.35	44.26	45.18	46.09	47.03	47.95	48.87	49.79	50.7	51.62	52.54	53.48	54.39	55.32	56.26	57.18	58.15
37.5 Hours	37.88	38.74	39.61	40.46	41.32	42.18	43.01	43.87	44.76	45.61	46.48	47.32	48.18	49.07	49.93	50.78	51.63	52.5	53.38	54.28
Grade 30																				
40 Hours	37.12	37.98	38.8	39.64	40.51	41.34	42.23	43.05	43.89	44.75	45.59	46.44	47.27	48.12	48.99	49.81	50.68	51.52	52.39	53.28
35 Hours	42.44	43.38	44.36	45.32	46.31	47.27	48.21	49.2	50.16	51.13	52.08	53.05	54.03	54.97	55.97	56.94	57.93	58.87	59.84	60.84
37.5 Hours	39.61	40.52	41.42	42.33	43.2	44.11	45	45.91	46.81	47.74	48.65	49.54	50.43	51.36	52.24	53.15	54.04	54.94	55.88	56.81
Grade 31																				
40 Hours	38.8	39.69	40.6	41.48	42.38	43.27	44.16	45.05	45.95	46.81	47.71	48.59	49.48	50.37	51.27	52.13	53.03	53.92	54.82	55.75
35 Hours	44.36	45.36	46.39	47.4	48.41	49.44	50.45	51.48	52.48	53.51	54.54	55.55	56.53	57.55	58.57	59.56	60.64	61.65	62.67	63.72
37.5 Hours	41.42	42.38	43.32	44.27	45.21	46.14	47.11	48.05	49.02	49.96	50.9	51.87	52.79	53.76	54.68	55.66	56.59	57.54	58.51	59.48
Grade 32																				
40 Hours	40.6	41.51	42.45	43.38	44.35	45.27	46.19	47.15	48.08	49.01	49.92	50.86	51.79	52.73	53.68	54.6	55.54	56.45	57.41	58.37
35 Hours	46.39	47.45	48.5	49.58	50.62	51.7	52.77	53.85	54.91	55.99	57.04	58.11	59.18	60.26	61.3	62.38	63.45	64.52	65.59	66.69
37.5 Hours	43.32	44.32	45.31	46.31	47.3	48.28	49.28	50.26	51.27	52.26	53.28	54.25	55.24	56.24	57.26	58.23	59.23	60.22	61.22	62.26

	Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 33																				
40 Hours	42.45	43.41	44.42	45.4	46.37	47.36	48.34	49.32	50.28	51.3	52.26	53.25	54.22	55.19	56.18	57.12	58.14	59.12	60.12	61.14
35 Hours	48.5	49.64	50.77	51.88	52.99	54.13	55.24	56.34	57.47	58.59	59.73	60.82	61.94	63.07	64.19	65.31	66.41	67.54	68.66	69.81
37.5 Hours	45.31	46.34	47.39	48.41	49.48	50.51	51.57	52.6	53.67	54.69	55.74	56.79	57.84	58.86	59.93	60.93	61.96	63.02	64.08	65.16
Grade 34																				
40 Hours	44.42	45.44	46.48	47.48	48.53	49.56	50.58	51.62	52.64	53.69	54.7	55.74	56.77	57.82	58.83	59.84	60.87	61.88	62.93	63.99
35 Hours	50.77	51.94	53.11	54.27	55.42	56.62	57.84	58.99	60.18	61.33	62.53	63.7	64.9	66.05	67.23	68.38	69.59	70.74	71.94	73.14
37.5 Hours	47.39	48.47	49.58	50.68	51.79	52.85	53.93	55.04	56.18	57.28	58.38	59.45	60.56	61.66	62.76	63.85	64.95	66.03	67.16	68.28
Grade 35																				
40 Hours	46.48	47.56	48.64	49.72	50.78	51.88	52.94	54.04	55.15	56.21	57.29	58.37	59.41	60.52	61.59	62.67	63.72	64.81	65.89	67.01
35 Hours	53.11	54.34	55.63	56.81	58.06	59.29	60.51	61.74	62.97	64.2	65.43	66.67	67.9	69.15	70.37	71.64	72.88	74.09	75.34	76.63
37.5 Hours	49.58	50.73	51.89	53.03	54.2	55.32	56.47	57.61	58.78	59.94	61.1	62.24	63.39	64.55	65.68	66.86	68	69.25	70.47	71.72
Grade 36																				
40 Hours	48.64	49.76	50.89	52.03	53.21	54.31	55.44	56.57	57.72	58.84	59.98	61.12	62.24	63.38	64.52	65.63	66.76	67.87	69.03	70.18
35 Hours	55.63	56.9	58.15	59.46	60.76	62.06	63.36	64.65	65.93	67.24	68.52	69.81	71.15	72.43	73.7	74.99	76.29	77.58	78.91	80.22
37.5 Hours	51.89	53.09	54.3	55.53	56.71	57.95	59.15	60.35	61.54	62.77	63.96	65.17	66.38	67.61	68.85	70.02	71.22	72.42	73.62	74.86
Grade 37																				
40 Hours	50.89	52.09	53.29	54.48	55.68	56.88	58.05	59.24	60.43	61.61	62.82	63.99	65.2	66.39	67.59	68.79	69.97	71.23	72.49	73.8
35 Hours	58.14	59.5	60.88	62.27	63.61	64.98	66.34	67.71	69.08	70.41	71.79	73.14	74.51	75.88	77.23	78.58	79.95	81.3	82.67	84.03
37.5 Hours	54.3	55.58	56.85	58.1	59.37	60.66	61.9	63.18	64.48	65.72	67.01	68.28	69.54	70.79	72.09	73.37	74.6	75.88	77.16	78.47
Grade 38																				
40 Hours	53.29	54.55	55.77	57.03	58.31	59.53	60.8	62.07	63.3	64.57	65.82	67.05	68.3	69.55	70.78	72.06	73.33	74.62	75.94	77.28
35 Hours	60.88	62.33	63.75	65.18	66.61	68.02	69.45	70.86	72.31	73.76	75.18	76.63	78.04	79.47	80.91	82.34	83.77	85.26	86.8	88.32
37.5 Hours	56.85	58.16	59.48	60.83	62.21	63.52	64.86	66.17	67.51	68.86	70.18	71.52	72.85	74.16	75.51	76.83	78.18	79.49	80.84	82.2
Grade 39																				
40 Hours	55.77	57.07	58.4	59.72	61.04	62.36	63.65	64.97	66.29	67.6	68.91	70.22	71.54	72.86	74.17	75.49	76.8	78.19	79.56	81
35 Hours	63.75	65.24	66.76	68.25	69.74	71.27	72.73	74.26	75.76	77.25	78.76	80.27	81.76	83.27	84.76	86.24	87.74	89.31	90.92	92.51
37.5 Hours	59.48	60.88	62.32	63.71	65.13	66.52	67.91	69.33	70.7	72.12	73.53	74.91	76.3	77.72	79.1	80.5	81.92	83.37	84.87	86.39

PH Scale 2019 – 2% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 12																				
40 Hours	17.40	17.78	18.15	18.48	18.83	19.18	19.53	19.88	20.23	20.61	20.93	21.29	21.62	21.99	22.36	22.71	23.03	23.37	23.69	24.04
35 Hours	19.90	20.31	20.71	21.11	21.51	21.91	22.32	22.75	23.11	23.51	23.93	24.32	24.71	25.13	25.52	25.90	26.31	26.71	27.15	27.56
37.5 Hours	18.56	18.95	19.34	19.70	20.09	20.46	20.85	21.23	21.60	21.96	22.34	22.73	23.08	23.46	23.85	24.20	24.59	24.99	25.36	25.76
Grade 13																				
40 Hours	18.15	18.49	18.85	19.22	19.60	19.96	20.32	20.71	21.10	21.44	21.82	22.15	22.53	22.92	23.32	23.66	24.03	24.42	24.80	25.19
35 Hours	20.71	21.12	21.56	21.96	22.41	22.82	23.23	23.65	24.07	24.50	24.95	25.34	25.77	26.20	26.61	27.03	27.47	27.89	28.33	28.76
37.5 Hours	19.34	19.71	20.12	20.52	20.91	21.31	21.69	22.07	22.49	22.89	23.30	23.67	24.06	24.46	24.87	25.25	25.63	26.04	26.42	26.86
Grade 14																				
40 Hours	18.85	19.23	19.62	20.02	20.42	20.80	21.20	21.58	21.97	22.36	22.75	23.11	23.50	23.90	24.27	24.66	25.08	25.46	25.85	26.27
35 Hours	21.56	22.05	22.57	22.96	23.35	23.77	24.18	24.64	25.12	25.55	25.95	26.41	26.87	27.33	27.74	28.17	28.65	29.13	29.62	30.10
37.5 Hours	20.12	20.55	20.93	21.35	21.77	22.16	22.61	23.03	23.43	23.85	24.24	24.67	25.11	25.52	25.91	26.33	26.72	27.16	27.58	28.01
Grade 15																				
40 Hours	19.62	20.06	20.45	20.86	21.27	21.66	22.05	22.49	22.89	23.32	23.69	24.09	24.52	24.95	25.33	25.74	26.18	26.61	27.04	27.50
35 Hours	22.44	22.91	23.38	23.82	24.27	24.76	25.23	25.69	26.17	26.61	27.06	27.54	28.01	28.47	28.93	29.41	29.87	30.30	30.78	31.26
37.5 Hours	20.93	21.37	21.82	22.26	22.70	23.11	23.54	23.98	24.42	24.87	25.28	25.71	26.16	26.58	27.01	27.46	27.91	28.36	28.83	29.31
Grade 16																				
40 Hours	20.45	20.88	21.31	21.75	22.14	22.57	23.02	23.45	23.89	24.29	24.74	25.16	25.58	26.00	26.42	26.88	27.32	27.73	28.13	28.59
35 Hours	23.38	23.88	24.36	24.85	25.33	25.81	26.30	26.78	27.29	27.77	28.28	28.74	29.23	29.72	30.20	30.70	31.18	31.68	32.19	32.66
37.5 Hours	21.82	22.28	22.75	23.19	23.65	24.08	24.54	25.02	25.49	25.92	26.38	26.85	27.32	27.76	28.23	28.65	29.10	29.56	30.03	30.50
Grade 17																				
40 Hours	21.31	21.77	22.21	22.66	23.11	23.55	24.01	24.47	24.94	25.37	25.82	26.27	26.70	27.18	27.61	28.06	28.52	28.96	29.44	29.89
35 Hours	24.36	24.87	25.36	25.87	26.38	26.91	27.44	27.96	28.45	28.96	29.48	30.01	30.52	31.04	31.54	32.06	32.55	33.07	33.58	34.12
37.5 Hours	22.75	23.22	23.68	24.17	24.65	25.14	25.61	26.10	26.55	27.03	27.52	28.01	28.49	28.97	29.47	29.96	30.42	30.88	31.38	31.88
Grade 18																				
40 Hours	22.21	22.70	23.14	23.61	24.08	24.57	25.05	25.51	25.94	26.42	26.92	27.40	27.88	28.34	28.79	29.27	29.74	30.19	30.68	31.15
35 Hours	25.36	25.90	26.42	26.97	27.52	28.06	28.61	29.14	29.69	30.21	30.75	31.26	31.84	32.37	32.92	33.44	33.98	34.53	35.05	35.62
37.5 Hours	23.68	24.19	24.70	25.19	25.68	26.19	26.68	27.21	27.71	28.20	28.70	29.21	29.72	30.21	30.73	31.22	31.78	32.29	32.82	33.36

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 19																				
40 Hours	23.14	23.64	24.14	24.63	25.13	25.62	26.14	26.61	27.07	27.59	28.08	28.59	29.08	29.58	30.08	30.59	31.08	31.60	32.14	32.64
35 Hours	26.42	27.01	27.60	28.14	28.71	29.28	29.82	30.42	31.00	31.55	32.12	32.66	33.24	33.82	34.38	34.94	35.50	36.08	36.65	37.20
37.5 Hours	24.70	25.23	25.74	26.28	26.82	27.35	27.87	28.39	28.93	29.48	30.00	30.51	31.05	31.58	32.09	32.61	33.15	33.70	34.27	34.82
Grade 20																				
40 Hours	24.14	24.65	25.18	25.69	26.23	26.75	27.29	27.78	28.32	28.82	29.35	29.87	30.38	30.90	31.42	31.94	32.45	32.99	33.54	34.11
35 Hours	27.60	28.16	28.76	29.38	29.97	30.54	31.14	31.74	32.34	32.94	33.53	34.12	34.72	35.30	35.88	36.51	37.11	37.71	38.37	38.99
37.5 Hours	25.74	26.31	26.89	27.42	27.97	28.52	29.08	29.63	30.17	30.73	31.30	31.86	32.42	32.96	33.51	34.09	34.65	35.22	35.78	36.40
Grade 21																				
40 Hours	25.18	25.71	26.29	26.82	27.36	27.90	28.46	29.01	29.57	30.11	30.65	31.18	31.77	32.29	32.83	33.37	33.97	34.51	35.08	35.66
35 Hours	28.76	29.41	30.04	30.65	31.24	31.91	32.52	33.13	33.76	34.39	35.01	35.64	36.26	36.86	37.51	38.12	38.76	39.41	40.05	40.74
37.5 Hours	26.89	27.46	28.03	28.60	29.18	29.76	30.36	30.93	31.53	32.11	32.67	33.26	33.85	34.45	35.04	35.61	36.18	36.75	37.32	37.90
Grade 22																				
40 Hours	26.29	26.87	27.42	28.00	28.58	29.15	29.72	30.27	30.84	31.43	31.99	32.56	33.15	33.73	34.30	34.85	35.42	36.03	36.65	37.23
35 Hours	30.04	30.68	31.30	31.97	32.62	33.29	33.95	34.64	35.28	35.93	36.58	37.22	37.88	38.56	39.20	39.85	40.49	41.18	41.84	42.56
37.5 Hours	28.03	28.62	29.23	29.85	30.48	31.10	31.72	32.31	32.91	33.52	34.16	34.74	35.36	35.98	36.59	37.20	37.82	38.46	39.09	39.76
Grade 23																				
40 Hours	27.89	28.49	29.09	29.72	30.33	30.93	31.58	32.19	32.79	33.39	34.04	34.64	35.23	35.84	36.48	37.09	37.70	38.35	38.98	39.62
35 Hours	31.85	32.53	33.26	33.96	34.67	35.36	36.10	36.77	37.46	38.16	38.87	39.56	40.27	40.98	41.67	42.36	43.07	43.79	44.51	45.27
37.5 Hours	29.75	30.40	31.06	31.72	32.35	33.01	33.67	34.32	34.98	35.63	36.29	36.93	37.59	38.24	38.92	39.56	40.21	40.90	41.57	42.27
Grade 24																				
40 Hours	29.09	29.74	30.38	31.03	31.70	32.32	32.95	33.59	34.23	34.88	35.54	36.20	36.82	37.45	38.11	38.77	39.43	40.07	40.76	41.42
35 Hours	33.26	33.98	34.72	35.45	36.19	36.91	37.66	38.44	39.16	39.89	40.61	41.37	42.06	42.82	43.55	44.28	45.04	45.80	46.54	47.32
37.5 Hours	31.06	31.74	32.42	33.08	33.78	34.47	35.15	35.83	36.55	37.22	37.90	38.60	39.27	39.96	40.65	41.34	42.01	42.72	43.44	44.18
Grade 25																				
40 Hours	30.38	31.08	31.78	32.44	33.11	33.78	34.45	35.13	35.80	36.50	37.14	37.83	38.52	39.21	39.88	40.56	41.23	41.93	42.63	43.34
35 Hours	34.72	35.49	36.28	37.06	37.82	38.60	39.34	40.14	40.94	41.70	42.43	43.24	43.99	44.77	45.56	46.32	47.07	47.88	48.67	49.48
37.5 Hours	32.42	33.12	33.86	34.59	35.29	36.06	36.75	37.46	38.18	38.93	39.63	40.35	41.08	41.78	42.50	43.26	43.98	44.72	45.48	46.24

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 26																				
40 Hours	31.78	32.46	33.16	33.87	34.59	35.29	36.02	36.72	37.42	38.13	38.87	39.56	40.25	40.98	41.70	42.38	43.13	43.82	44.55	45.32
35 Hours	36.28	37.10	37.89	38.71	39.51	40.32	41.17	41.97	42.77	43.56	44.35	45.21	46.01	46.82	47.64	48.43	49.25	50.09	50.91	51.79
37.5 Hours	33.86	34.63	35.37	36.14	36.86	37.64	38.44	39.16	39.92	40.70	41.44	42.19	42.94	43.72	44.48	45.24	45.97	46.74	47.55	48.31
Grade 27																				
40 Hours	33.16	33.90	34.66	35.39	36.15	36.88	37.64	38.40	39.14	39.89	40.63	41.38	42.12	42.86	43.62	44.36	45.12	45.86	46.61	47.42
35 Hours	37.89	38.76	39.61	40.46	41.29	42.16	43.01	43.87	44.72	45.57	46.41	47.27	48.12	48.98	49.84	50.69	51.52	52.43	53.27	54.17
37.5 Hours	35.37	36.18	36.95	37.76	38.58	39.35	40.16	40.96	41.74	42.52	43.34	44.13	44.90	45.73	46.52	47.31	48.11	48.91	49.74	50.57
Grade 28																				
40 Hours	34.66	35.41	36.21	37.02	37.80	38.57	39.33	40.13	40.93	41.71	42.50	43.29	44.04	44.83	45.63	46.41	47.18	47.96	48.76	49.59
35 Hours	39.61	40.50	41.40	42.29	43.20	44.07	44.96	45.88	46.77	47.66	48.56	49.43	50.34	51.22	52.13	53.02	53.90	54.84	55.75	56.69
37.5 Hours	36.95	37.80	38.64	39.48	40.30	41.17	41.98	42.82	43.66	44.50	45.34	46.16	46.98	47.84	48.67	49.49	50.34	51.17	52.05	52.93
Grade 29																				
40 Hours	36.21	37.05	37.86	38.69	39.51	40.35	41.19	41.98	42.79	43.63	44.47	45.30	46.09	46.91	47.72	48.56	49.37	50.22	51.06	51.92
35 Hours	41.40	42.33	43.29	44.22	45.15	46.08	47.01	47.97	48.91	49.85	50.79	51.71	52.65	53.59	54.55	55.48	56.43	57.39	58.32	59.31
37.5 Hours	38.64	39.51	40.40	41.27	42.15	43.02	43.87	44.75	45.66	46.52	47.41	48.27	49.14	50.05	50.93	51.80	52.66	53.55	54.45	55.37
Grade 30																				
40 Hours	37.86	38.74	39.58	40.43	41.32	42.17	43.07	43.91	44.77	45.65	46.50	47.37	48.22	49.08	49.97	50.81	51.69	52.55	53.44	54.35
35 Hours	43.29	44.25	45.25	46.23	47.24	48.22	49.17	50.18	51.16	52.15	53.12	54.11	55.11	56.07	57.09	58.08	59.09	60.05	61.04	62.06
37.5 Hours	40.40	41.33	42.25	43.18	44.06	44.99	45.90	46.83	47.75	48.69	49.62	50.53	51.44	52.39	53.28	54.21	55.12	56.04	57.00	57.95
Grade 31																				
40 Hours	39.58	40.48	41.41	42.31	43.23	44.14	45.04	45.95	46.87	47.75	48.66	49.56	50.47	51.38	52.30	53.17	54.09	55.00	55.92	56.87
35 Hours	45.25	46.27	47.32	48.35	49.38	50.43	51.46	52.51	53.53	54.58	55.63	56.66	57.66	58.70	59.74	60.75	61.85	62.88	63.92	64.99
37.5 Hours	42.25	43.23	44.19	45.16	46.11	47.06	48.05	49.01	50.00	50.96	51.92	52.91	53.85	54.84	55.77	56.77	57.72	58.69	59.68	60.67
Grade 32																				
40 Hours	41.41	42.34	43.30	44.25	45.24	46.18	47.11	48.09	49.04	49.99	50.92	51.88	52.83	53.78	54.75	55.69	56.65	57.58	58.56	59.54
35 Hours	47.32	48.40	49.47	50.57	51.63	52.73	53.83	54.93	56.01	57.11	58.18	59.27	60.36	61.47	62.53	63.63	64.72	65.81	66.90	68.02
37.5 Hours	44.19	45.21	46.22	47.24	48.25	49.25	50.27	51.27	52.30	53.31	54.35	55.34	56.34	57.36	58.41	59.39	60.41	61.42	62.44	63.51

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 33																				
40 Hours	43.30	44.28	45.31	46.31	47.30	48.31	49.31	50.31	51.29	52.33	53.31	54.32	55.30	56.29	57.30	58.26	59.30	60.30	61.32	62.36
35 Hours	49.47	50.63	51.79	52.92	54.05	55.21	56.34	57.47	58.62	59.76	60.92	62.04	63.18	64.33	65.47	66.62	67.74	68.89	70.03	71.21
37.5 Hours	46.22	47.27	48.34	49.38	50.47	51.52	52.60	53.65	54.74	55.78	56.85	57.93	59.00	60.04	61.13	62.15	63.20	64.28	65.36	66.46
Grade 34																				
40 Hours	45.31	46.35	47.41	48.43	49.50	50.55	51.59	52.65	53.69	54.76	55.79	56.85	57.91	58.98	60.01	61.04	62.09	63.12	64.19	65.27
35 Hours	51.79	52.98	54.17	55.36	56.53	57.75	59.00	60.17	61.38	62.56	63.78	64.97	66.20	67.37	68.57	69.75	70.98	72.15	73.38	74.60
37.5 Hours	48.34	49.44	50.57	51.69	52.83	53.91	55.01	56.14	57.30	58.43	59.55	60.64	61.77	62.89	64.02	65.13	66.25	67.35	68.50	69.65
Grade 35																				
40 Hours	47.41	48.51	49.61	50.71	51.80	52.92	54.00	55.12	56.25	57.33	58.44	59.54	60.60	61.73	62.82	63.92	64.99	66.11	67.21	68.35
35 Hours	54.17	55.43	56.74	57.95	59.22	60.48	61.72	62.97	64.23	65.48	66.74	68.00	69.26	70.53	71.78	73.07	74.34	75.57	76.85	78.16
37.5 Hours	50.57	51.74	52.93	54.09	55.28	56.43	57.60	58.76	59.96	61.14	62.32	63.48	64.66	65.84	66.99	68.20	69.36	70.64	71.88	73.15
Grade 36																				
40 Hours	49.61	50.76	51.91	53.07	54.27	55.40	56.55	57.70	58.87	60.02	61.18	62.34	63.48	64.65	65.81	66.94	68.10	69.23	70.41	71.58
35 Hours	56.74	58.04	59.31	60.65	61.98	63.30	64.63	65.94	67.25	68.58	69.89	71.21	72.57	73.88	75.17	76.49	77.82	79.13	80.49	81.82
37.5 Hours	52.93	54.15	55.39	56.64	57.84	59.11	60.33	61.56	62.77	64.03	65.24	66.47	67.71	68.96	70.23	71.42	72.64	73.87	75.09	76.36
Grade 37																				
40 Hours	51.91	53.13	54.36	55.57	56.79	58.02	59.21	60.42	61.64	62.84	64.08	65.27	66.50	67.72	68.94	70.17	71.37	72.65	73.94	75.28
35 Hours	59.30	60.69	62.10	63.52	64.88	66.28	67.67	69.06	70.46	71.82	73.23	74.60	76.00	77.40	78.77	80.15	81.55	82.93	84.32	85.71
37.5 Hours	55.39	56.69	57.99	59.26	60.56	61.87	63.14	64.44	65.77	67.03	68.35	69.65	70.93	72.21	73.53	74.84	76.09	77.40	78.70	80.04
Grade 38																				
40 Hours	54.36	55.64	56.89	58.17	59.48	60.72	62.02	63.31	64.57	65.86	67.14	68.39	69.67	70.94	72.20	73.50	74.80	76.11	77.46	78.83
35 Hours	62.10	63.58	65.03	66.48	67.94	69.38	70.84	72.28	73.76	75.24	76.68	78.16	79.60	81.06	82.53	83.99	85.45	86.97	88.54	90.09
37.5 Hours	57.99	59.32	60.67	62.05	63.45	64.79	66.16	67.49	68.86	70.24	71.58	72.95	74.31	75.64	77.02	78.37	79.74	81.08	82.46	83.84
Grade 39																				
40 Hours	56.89	58.21	59.57	60.91	62.26	63.61	64.92	66.27	67.62	68.95	70.29	71.62	72.97	74.32	75.65	77.00	78.34	79.75	81.15	82.62
35 Hours	65.03	66.54	68.10	69.62	71.13	72.70	74.18	75.75	77.28	78.80	80.34	81.88	83.40	84.94	86.46	87.96	89.49	91.10	92.74	94.36
37.5 Hours	60.67	62.10	63.57	64.98	66.43	67.85	69.27	70.72	72.11	73.56	75.00	76.41	77.83	79.27	80.68	82.11	83.56	85.04	86.57	88.12

PH Scale 2020 – .5% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 12																				
40 Hours	17.49	17.87	18.24	18.57	18.92	19.28	19.63	19.98	20.33	20.71	21.03	21.40	21.73	22.10	22.47	22.82	23.15	23.49	23.81	24.16
35 Hours	20.00	20.41	20.81	21.22	21.62	22.02	22.43	22.86	23.23	23.63	24.05	24.44	24.83	25.26	25.65	26.03	26.44	26.84	27.29	27.70
37.5 Hours	18.65	19.04	19.44	19.80	20.19	20.56	20.95	21.34	21.71	22.07	22.45	22.84	23.20	23.58	23.97	24.32	24.71	25.11	25.49	25.89
Grade 13																				
40 Hours	18.24	18.58	18.94	19.32	19.70	20.06	20.42	20.81	21.21	21.55	21.93	22.26	22.64	23.03	23.44	23.78	24.15	24.54	24.92	25.32
35 Hours	20.81	21.23	21.67	22.07	22.52	22.93	23.35	23.77	24.19	24.62	25.07	25.47	25.90	26.33	26.74	27.17	27.61	28.03	28.47	28.90
37.5 Hours	19.44	19.81	20.22	20.62	21.01	21.42	21.80	22.18	22.60	23.00	23.42	23.79	24.18	24.58	24.99	25.38	25.76	26.17	26.55	26.99
Grade 14																				
40 Hours	18.94	19.33	19.72	20.12	20.52	20.90	21.31	21.69	22.08	22.47	22.86	23.23	23.62	24.02	24.39	24.78	25.21	25.59	25.98	26.40
35 Hours	21.67	22.16	22.68	23.07	23.47	23.89	24.30	24.76	25.25	25.68	26.08	26.54	27.00	27.47	27.88	28.31	28.79	29.28	29.77	30.25
37.5 Hours	20.22	20.65	21.03	21.46	21.88	22.27	22.72	23.15	23.55	23.97	24.36	24.79	25.24	25.65	26.04	26.46	26.85	27.30	27.72	28.15
Grade 15																				
40 Hours	19.72	20.16	20.55	20.96	21.38	21.77	22.16	22.60	23.00	23.44	23.81	24.21	24.64	25.07	25.46	25.87	26.31	26.74	27.18	27.64
35 Hours	22.55	23.02	23.50	23.94	24.39	24.88	25.36	25.82	26.30	26.74	27.20	27.68	28.15	28.61	29.07	29.56	30.02	30.45	30.93	31.42
37.5 Hours	21.03	21.48	21.93	22.37	22.81	23.23	23.66	24.10	24.54	24.99	25.41	25.84	26.29	26.71	27.15	27.60	28.05	28.50	28.97	29.46
Grade 16																				
40 Hours	20.55	20.98	21.42	21.86	22.25	22.68	23.14	23.57	24.01	24.41	24.86	25.29	25.71	26.13	26.55	27.01	27.46	27.87	28.27	28.73
35 Hours	23.50	24.00	24.48	24.97	25.46	25.94	26.43	26.91	27.43	27.91	28.42	28.88	29.38	29.87	30.35	30.85	31.34	31.84	32.35	32.82
37.5 Hours	21.93	22.39	22.86	23.31	23.77	24.20	24.66	25.15	25.62	26.05	26.51	26.98	27.46	27.90	28.37	28.79	29.25	29.71	30.18	30.65
Grade 17																				
40 Hours	21.42	21.88	22.32	22.77	23.23	23.67	24.13	24.59	25.06	25.50	25.95	26.40	26.83	27.32	27.75	28.20	28.66	29.10	29.59	30.04
35 Hours	24.48	24.99	25.49	26.00	26.51	27.04	27.58	28.10	28.59	29.10	29.63	30.16	30.67	31.20	31.70	32.22	32.71	33.24	33.75	34.29
37.5 Hours	22.86	23.34	23.80	24.29	24.77	25.27	25.74	26.23	26.68	27.17	27.66	28.15	28.63	29.11	29.62	30.11	30.57	31.03	31.54	32.04
Grade 18																				
40 Hours	22.32	22.81	23.26	23.73	24.20	24.69	25.18	25.64	26.07	26.55	27.05	27.54	28.02	28.48	28.93	29.42	29.89	30.34	30.83	31.31
35 Hours	25.49	26.03	26.55	27.10	27.66	28.20	28.75	29.29	29.84	30.36	30.90	31.42	32.00	32.53	33.08	33.61	34.15	34.70	35.23	35.80
37.5 Hours	23.80	24.31	24.82	25.32	25.81	26.32	26.81	27.35	27.85	28.34	28.84	29.36	29.87	30.36	30.88	31.38	31.94	32.45	32.98	33.53

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 19																				
40 Hours	23.26	23.76	24.26	24.75	25.26	25.75	26.27	26.74	27.21	27.73	28.22	28.73	29.23	29.73	30.23	30.74	31.24	31.76	32.30	32.80
35 Hours	26.55	27.15	27.74	28.28	28.85	29.43	29.97	30.57	31.16	31.71	32.28	32.82	33.41	33.99	34.55	35.11	35.68	36.26	36.83	37.39
37.5 Hours	24.82	25.36	25.87	26.41	26.95	27.49	28.01	28.53	29.07	29.63	30.15	30.66	31.21	31.74	32.25	32.77	33.32	33.87	34.44	34.99
Grade 20																				
40 Hours	24.26	24.77	25.31	25.82	26.36	26.88	27.43	27.92	28.46	28.96	29.50	30.02	30.53	31.05	31.58	32.10	32.61	33.15	33.71	34.28
35 Hours	27.74	28.30	28.90	29.53	30.12	30.69	31.30	31.90	32.50	33.10	33.70	34.29	34.89	35.48	36.06	36.69	37.30	37.90	38.56	39.18
37.5 Hours	25.87	26.44	27.02	27.56	28.11	28.66	29.23	29.78	30.32	30.88	31.46	32.02	32.58	33.12	33.68	34.26	34.82	35.40	35.96	36.58
Grade 21																				
40 Hours	25.31	25.84	26.42	26.95	27.50	28.04	28.60	29.16	29.72	30.26	30.80	31.34	31.93	32.45	32.99	33.54	34.14	34.68	35.26	35.84
35 Hours	28.90	29.56	30.19	30.80	31.40	32.07	32.68	33.30	33.93	34.56	35.19	35.82	36.44	37.04	37.70	38.31	38.95	39.61	40.25	40.94
37.5 Hours	27.02	27.60	28.17	28.74	29.33	29.91	30.51	31.08	31.69	32.27	32.83	33.43	34.02	34.62	35.22	35.79	36.36	36.93	37.51	38.09
Grade 22																				
40 Hours	26.42	27.00	27.56	28.14	28.72	29.30	29.87	30.42	30.99	31.59	32.15	32.72	33.32	33.90	34.47	35.02	35.60	36.21	36.83	37.42
35 Hours	30.19	30.83	31.46	32.13	32.78	33.46	34.12	34.81	35.46	36.11	36.76	37.41	38.07	38.75	39.40	40.05	40.69	41.39	42.05	42.77
37.5 Hours	28.17	28.76	29.38	30.00	30.63	31.26	31.88	32.47	33.07	33.69	34.33	34.91	35.54	36.16	36.77	37.39	38.01	38.65	39.29	39.96
Grade 23																				
40 Hours	28.03	28.63	29.24	29.87	30.48	31.08	31.74	32.35	32.95	33.56	34.21	34.81	35.41	36.02	36.66	37.28	37.89	38.54	39.17	39.82
35 Hours	32.01	32.69	33.43	34.13	34.84	35.54	36.28	36.95	37.65	38.35	39.06	39.76	40.47	41.18	41.88	42.57	43.29	44.01	44.73	45.50
37.5 Hours	29.90	30.55	31.22	31.88	32.51	33.18	33.84	34.49	35.15	35.81	36.47	37.11	37.78	38.43	39.11	39.76	40.41	41.10	41.78	42.48
Grade 24																				
40 Hours	29.24	29.89	30.53	31.19	31.86	32.48	33.11	33.76	34.40	35.05	35.72	36.38	37.00	37.64	38.30	38.96	39.63	40.27	40.96	41.63
35 Hours	33.43	34.15	34.89	35.63	36.37	37.09	37.85	38.63	39.36	40.09	40.81	41.58	42.27	43.03	43.77	44.50	45.27	46.03	46.77	47.56
37.5 Hours	31.22	31.90	32.58	33.25	33.95	34.64	35.33	36.01	36.73	37.41	38.09	38.79	39.47	40.16	40.85	41.55	42.22	42.93	43.66	44.40
Grade 25																				
40 Hours	30.53	31.24	31.94	32.60	33.28	33.95	34.62	35.31	35.98	36.68	37.33	38.02	38.71	39.41	40.08	40.76	41.44	42.14	42.84	43.56
35 Hours	34.89	35.67	36.46	37.25	38.01	38.79	39.54	40.34	41.14	41.91	42.64	43.46	44.21	44.99	45.79	46.55	47.31	48.12	48.91	49.73
37.5 Hours	32.58	33.29	34.03	34.76	35.47	36.24	36.93	37.65	38.37	39.12	39.83	40.55	41.29	41.99	42.71	43.48	44.20	44.94	45.71	46.47

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 26																				
40 Hours	31.94	32.62	33.33	34.04	34.76	35.47	36.20	36.90	37.61	38.32	39.06	39.76	40.45	41.18	41.91	42.59	43.35	44.04	44.77	45.55
35 Hours	36.46	37.29	38.08	38.90	39.71	40.52	41.38	42.18	42.98	43.78	44.57	45.44	46.24	47.05	47.88	48.67	49.50	50.34	51.16	52.05
37.5 Hours	34.03	34.80	35.55	36.32	37.04	37.83	38.63	39.36	40.12	40.90	41.65	42.40	43.15	43.94	44.70	45.47	46.20	46.97	47.79	48.55
Grade 27																				
40 Hours	33.33	34.07	34.83	35.57	36.33	37.06	37.83	38.59	39.34	40.09	40.83	41.59	42.33	43.07	43.84	44.58	45.35	46.09	46.84	47.66
35 Hours	38.08	38.95	39.81	40.66	41.50	42.37	43.23	44.09	44.94	45.80	46.64	47.51	48.36	49.22	50.09	50.94	51.78	52.69	53.54	54.44
37.5 Hours	35.55	36.36	37.13	37.95	38.77	39.55	40.36	41.16	41.95	42.73	43.56	44.35	45.12	45.96	46.75	47.55	48.35	49.15	49.99	50.82
Grade 28																				
40 Hours	34.83	35.59	36.39	37.21	37.99	38.76	39.53	40.33	41.13	41.92	42.71	43.51	44.26	45.05	45.86	46.64	47.42	48.20	49.00	49.84
35 Hours	39.81	40.70	41.61	42.50	43.42	44.29	45.18	46.11	47.00	47.90	48.80	49.68	50.59	51.48	52.39	53.29	54.17	55.11	56.03	56.97
37.5 Hours	37.13	37.99	38.83	39.68	40.50	41.38	42.19	43.03	43.88	44.72	45.57	46.39	47.21	48.08	48.91	49.74	50.59	51.43	52.31	53.19
Grade 29																				
40 Hours	36.39	37.24	38.05	38.88	39.71	40.55	41.40	42.19	43.00	43.85	44.69	45.53	46.32	47.14	47.96	48.80	49.62	50.47	51.32	52.18
35 Hours	41.61	42.54	43.51	44.44	45.38	46.31	47.25	48.21	49.15	50.10	51.04	51.97	52.91	53.86	54.82	55.76	56.71	57.68	58.61	59.61
37.5 Hours	38.83	39.71	40.60	41.48	42.36	43.24	44.09	44.97	45.89	46.75	47.65	48.51	49.39	50.30	51.18	52.06	52.92	53.82	54.72	55.65
Grade 30																				
40 Hours	38.05	38.93	39.78	40.63	41.53	42.38	43.29	44.13	44.99	45.88	46.73	47.61	48.46	49.33	50.22	51.06	51.95	52.81	53.71	54.62
35 Hours	43.51	44.47	45.48	46.46	47.48	48.46	49.42	50.43	51.42	52.41	53.39	54.38	55.39	56.35	57.38	58.37	59.39	60.35	61.35	62.37
37.5 Hours	40.60	41.54	42.46	43.40	44.28	45.21	46.13	47.06	47.99	48.93	49.87	50.78	51.70	52.65	53.55	54.48	55.40	56.32	57.29	58.24
Grade 31																				
40 Hours	39.78	40.68	41.62	42.52	43.45	44.36	45.27	46.18	47.10	47.99	48.90	49.81	50.72	51.64	52.56	53.44	54.36	55.28	56.20	57.15
35 Hours	45.48	46.50	47.56	48.59	49.63	50.68	51.72	52.77	53.80	54.85	55.91	56.94	57.95	58.99	60.04	61.05	62.16	63.19	64.24	65.31
37.5 Hours	42.46	43.45	44.41	45.39	46.34	47.30	48.29	49.26	50.25	51.21	52.18	53.17	54.12	55.11	56.05	57.05	58.01	58.98	59.98	60.97
Grade 32																				
40 Hours	41.62	42.55	43.52	44.47	45.47	46.41	47.35	48.33	49.29	50.24	51.17	52.14	53.09	54.05	55.02	55.97	56.93	57.87	58.85	59.84
35 Hours	47.56	48.64	49.72	50.82	51.89	52.99	54.10	55.20	56.29	57.40	58.47	59.57	60.66	61.78	62.84	63.95	65.04	66.14	67.23	68.36
37.5 Hours	44.41	45.44	46.45	47.48	48.49	49.50	50.52	51.53	52.56	53.58	54.62	55.62	56.62	57.65	58.70	59.69	60.71	61.73	62.75	63.83

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 33																				
40 Hours	43.52	44.50	45.54	46.54	47.54	48.55	49.56	50.56	51.55	52.59	53.58	54.59	55.58	56.57	57.59	58.55	59.60	60.60	61.63	62.67
35 Hours	49.72	50.88	52.05	53.18	54.32	55.49	56.62	57.76	58.91	60.06	61.22	62.35	63.50	64.65	65.80	66.95	68.08	69.23	70.38	71.57
37.5 Hours	46.45	47.51	48.58	49.63	50.72	51.78	52.86	53.92	55.01	56.06	57.13	58.22	59.30	60.34	61.44	62.46	63.52	64.60	65.69	66.79
Grade 34																				
40 Hours	45.54	46.58	47.65	48.67	49.75	50.80	51.85	52.91	53.96	55.03	56.07	57.13	58.20	59.27	60.31	61.35	62.40	63.44	64.51	65.60
35 Hours	52.05	53.24	54.44	55.64	56.81	58.04	59.30	60.47	61.69	62.87	64.10	65.29	66.53	67.71	68.91	70.10	71.33	72.51	73.75	74.97
37.5 Hours	48.58	49.69	50.82	51.95	53.09	54.18	55.29	56.42	57.59	58.72	59.85	60.94	62.08	63.20	64.34	65.46	66.58	67.69	68.84	70.00
Grade 35																				
40 Hours	47.65	48.75	49.86	50.96	52.06	53.18	54.27	55.40	56.53	57.62	58.73	59.84	60.90	62.04	63.13	64.24	65.31	66.44	67.55	68.69
35 Hours	54.44	55.71	57.02	58.24	59.52	60.78	62.03	63.28	64.55	65.81	67.07	68.34	69.61	70.88	72.14	73.44	74.71	75.95	77.23	78.55
37.5 Hours	50.82	52.00	53.19	54.36	55.56	56.71	57.89	59.05	60.26	61.45	62.63	63.80	64.98	66.17	67.32	68.54	69.71	70.99	72.24	73.52
Grade 36																				
40 Hours	49.86	51.01	52.17	53.34	54.54	55.68	56.83	57.99	59.16	60.32	61.49	62.65	63.80	64.97	66.14	67.27	68.44	69.58	70.76	71.94
35 Hours	57.02	58.33	59.61	60.95	62.29	63.62	64.95	66.27	67.59	68.92	70.24	71.57	72.93	74.25	75.55	76.87	78.21	79.53	80.89	82.23
37.5 Hours	53.19	54.42	55.67	56.92	58.13	59.41	60.63	61.87	63.08	64.35	65.57	66.80	68.05	69.30	70.58	71.78	73.00	74.24	75.47	76.74
Grade 37																				
40 Hours	52.17	53.40	54.63	55.85	57.07	58.31	59.51	60.72	61.95	63.15	64.40	65.60	66.83	68.06	69.28	70.52	71.73	73.01	74.31	75.66
35 Hours	59.60	60.99	62.41	63.84	65.20	66.61	68.01	69.41	70.81	72.18	73.60	74.97	76.38	77.79	79.16	80.55	81.96	83.34	84.74	86.14
37.5 Hours	55.67	56.97	58.28	59.56	60.86	62.18	63.46	64.76	66.10	67.37	68.69	70.00	71.28	72.57	73.90	75.21	76.47	77.79	79.09	80.44
Grade 38																				
40 Hours	54.63	55.92	57.17	58.46	59.78	61.02	62.33	63.63	64.89	66.19	67.48	68.73	70.02	71.29	72.56	73.87	75.17	76.49	77.85	79.22
35 Hours	62.41	63.90	65.36	66.81	68.28	69.73	71.19	72.64	74.13	75.62	77.06	78.55	80.00	81.47	82.94	84.41	85.88	87.40	88.98	90.54
37.5 Hours	58.28	59.62	60.97	62.36	63.77	65.11	66.49	67.83	69.20	70.59	71.94	73.31	74.68	76.02	77.41	78.76	80.14	81.49	82.87	84.26
Grade 39																				
40 Hours	57.17	58.50	59.87	61.21	62.57	63.93	65.24	66.60	67.96	69.29	70.64	71.98	73.33	74.69	76.03	77.39	78.73	80.15	81.56	83.03
35 Hours	65.36	66.87	68.44	69.97	71.49	73.06	74.55	76.13	77.67	79.19	80.74	82.29	83.82	85.36	86.89	88.40	89.94	91.56	93.20	94.83
37.5 Hours	60.97	62.41	63.89	65.30	66.76	68.19	69.62	71.07	72.47	73.93	75.38	76.79	78.22	79.67	81.08	82.52	83.98	85.47	87.00	88.56

PH Scale 2021 – 2.5% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 12																				
40 Hours	17.93	18.32	18.70	19.03	19.39	19.76	20.12	20.48	20.84	21.23	21.56	21.94	22.27	22.65	23.03	23.39	23.73	24.08	24.41	24.76
35 Hours	20.50	20.92	21.33	21.75	22.16	22.57	22.99	23.43	23.81	24.22	24.65	25.05	25.45	25.89	26.29	26.68	27.10	27.51	27.97	28.39
37.5 Hours	19.12	19.52	19.93	20.30	20.69	21.07	21.47	21.87	22.25	22.62	23.01	23.41	23.78	24.17	24.57	24.93	25.33	25.74	26.13	26.54
Grade 13																				
40 Hours	18.70	19.04	19.41	19.80	20.19	20.56	20.93	21.33	21.74	22.09	22.48	22.82	23.21	23.61	24.03	24.37	24.75	25.15	25.54	25.95
35 Hours	21.33	21.76	22.21	22.62	23.08	23.50	23.93	24.36	24.79	25.24	25.70	26.11	26.55	26.99	27.41	27.85	28.30	28.73	29.18	29.62
37.5 Hours	19.93	20.31	20.73	21.14	21.54	21.96	22.35	22.73	23.17	23.58	24.01	24.38	24.78	25.19	25.61	26.01	26.40	26.82	27.21	27.66
Grade 14																				
40 Hours	19.41	19.81	20.21	20.62	21.03	21.42	21.84	22.23	22.63	23.03	23.43	23.81	24.21	24.62	25.00	25.40	25.84	26.23	26.63	27.06
35 Hours	22.21	22.71	23.25	23.65	24.06	24.49	24.91	25.38	25.88	26.32	26.73	27.20	27.68	28.16	28.58	29.02	29.51	30.01	30.51	31.01
37.5 Hours	20.73	21.17	21.56	22.00	22.43	22.83	23.29	23.73	24.14	24.57	24.97	25.41	25.87	26.29	26.69	27.12	27.52	27.98	28.41	28.85
Grade 15																				
40 Hours	20.21	20.66	21.06	21.48	21.91	22.31	22.71	23.17	23.58	24.03	24.41	24.82	25.26	25.70	26.10	26.52	26.97	27.41	27.86	28.33
35 Hours	23.11	23.60	24.09	24.54	25.00	25.50	25.99	26.47	26.96	27.41	27.88	28.37	28.85	29.33	29.80	30.30	30.77	31.21	31.70	32.21
37.5 Hours	21.56	22.02	22.48	22.93	23.38	23.81	24.25	24.70	25.15	25.61	26.05	26.49	26.95	27.38	27.83	28.29	28.75	29.21	29.69	30.20
Grade 16																				
40 Hours	21.06	21.50	21.96	22.41	22.81	23.25	23.72	24.16	24.61	25.02	25.48	25.92	26.35	26.78	27.21	27.69	28.15	28.57	28.98	29.45
35 Hours	24.09	24.60	25.09	25.59	26.10	26.59	27.09	27.58	28.12	28.61	29.13	29.60	30.11	30.62	31.11	31.62	32.12	32.64	33.16	33.64
37.5 Hours	22.48	22.95	23.43	23.89	24.36	24.81	25.28	25.78	26.26	26.70	27.17	27.65	28.15	28.60	29.08	29.51	29.98	30.45	30.93	31.42
Grade 17																				
40 Hours	21.96	22.43	22.88	23.34	23.81	24.26	24.73	25.20	25.69	26.14	26.60	27.06	27.50	28.00	28.44	28.91	29.38	29.83	30.33	30.79
35 Hours	25.09	25.61	26.13	26.65	27.17	27.72	28.27	28.80	29.30	29.83	30.37	30.91	31.44	31.98	32.49	33.03	33.53	34.07	34.59	35.15
37.5 Hours	23.43	23.92	24.40	24.90	25.39	25.90	26.38	26.89	27.35	27.85	28.35	28.85	29.35	29.84	30.36	30.86	31.33	31.81	32.33	32.84
Grade 18																				
40 Hours	22.88	23.38	23.84	24.32	24.81	25.31	25.81	26.28	26.72	27.21	27.73	28.23	28.72	29.19	29.65	30.16	30.64	31.10	31.60	32.09
35 Hours	26.13	26.68	27.21	27.78	28.35	28.91	29.47	30.02	30.59	31.12	31.67	32.21	32.80	33.34	33.91	34.45	35.00	35.57	36.11	36.70
37.5 Hours	24.40	24.92	25.44	25.95	26.46	26.98	27.48	28.03	28.55	29.05	29.56	30.09	30.62	31.12	31.65	32.16	32.74	33.26	33.80	34.37

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 19																				
40 Hours	23.84	24.35	24.87	25.37	25.89	26.39	26.93	27.41	27.89	28.42	28.93	29.45	29.96	30.47	30.99	31.51	32.02	32.55	33.11	33.62
35 Hours	27.21	27.83	28.43	28.99	29.57	30.17	30.72	31.33	31.94	32.50	33.09	33.64	34.25	34.84	35.41	35.99	36.57	37.17	37.75	38.32
37.5 Hours	25.44	25.99	26.52	27.07	27.62	28.18	28.71	29.24	29.80	30.37	30.90	31.43	31.99	32.53	33.06	33.59	34.15	34.72	35.30	35.86
Grade 20																				
40 Hours	24.87	25.39	25.94	26.47	27.02	27.55	28.12	28.62	29.17	29.68	30.24	30.77	31.29	31.83	32.37	32.90	33.43	33.98	34.55	35.14
35 Hours	28.43	29.01	29.62	30.27	30.87	31.46	32.08	32.70	33.31	33.93	34.54	35.15	35.76	36.37	36.96	37.61	38.23	38.85	39.52	40.16
37.5 Hours	26.52	27.10	27.70	28.25	28.81	29.38	29.96	30.52	31.08	31.65	32.25	32.82	33.39	33.95	34.52	35.12	35.69	36.29	36.86	37.49
Grade 21																				
40 Hours	25.94	26.49	27.08	27.62	28.19	28.74	29.32	29.89	30.46	31.02	31.57	32.12	32.73	33.26	33.81	34.38	34.99	35.55	36.14	36.74
35 Hours	29.62	30.30	30.94	31.57	32.19	32.87	33.50	34.13	34.78	35.42	36.07	36.72	37.35	37.97	38.64	39.27	39.92	40.60	41.26	41.96
37.5 Hours	27.70	28.29	28.87	29.46	30.06	30.66	31.27	31.86	32.48	33.08	33.65	34.27	34.87	35.49	36.10	36.68	37.27	37.85	38.45	39.04
Grade 22																				
40 Hours	27.08	27.68	28.25	28.84	29.44	30.03	30.62	31.18	31.76	32.38	32.95	33.54	34.15	34.75	35.33	35.90	36.49	37.12	37.75	38.36
35 Hours	30.94	31.60	32.25	32.93	33.60	34.30	34.97	35.68	36.35	37.01	37.68	38.35	39.02	39.72	40.39	41.05	41.71	42.42	43.10	43.84
37.5 Hours	28.87	29.48	30.11	30.75	31.40	32.04	32.68	33.28	33.90	34.53	35.19	35.78	36.43	37.06	37.69	38.32	38.96	39.62	40.27	40.96
Grade 23																				
40 Hours	28.73	29.35	29.97	30.62	31.24	31.86	32.53	33.16	33.77	34.40	35.07	35.68	36.30	36.92	37.58	38.21	38.84	39.50	40.15	40.82
35 Hours	32.81	33.51	34.27	34.98	35.71	36.43	37.19	37.87	38.59	39.31	40.04	40.75	41.48	42.21	42.93	43.63	44.37	45.11	45.85	46.64
37.5 Hours	30.65	31.31	32.00	32.68	33.32	34.01	34.69	35.35	36.03	36.71	37.38	38.04	38.72	39.39	40.09	40.75	41.42	42.13	42.82	43.54
Grade 24																				
40 Hours	29.97	30.64	31.29	31.97	32.66	33.29	33.94	34.60	35.26	35.93	36.61	37.29	37.93	38.58	39.26	39.93	40.62	41.28	41.98	42.67
35 Hours	34.27	35.00	35.76	36.52	37.28	38.02	38.80	39.60	40.34	41.09	41.83	42.62	43.33	44.11	44.86	45.61	46.40	47.18	47.94	48.75
37.5 Hours	32.00	32.70	33.39	34.08	34.80	35.51	36.21	36.91	37.65	38.35	39.04	39.76	40.46	41.16	41.87	42.59	43.28	44.00	44.75	45.51
Grade 25																				
40 Hours	31.29	32.02	32.74	33.42	34.11	34.80	35.49	36.19	36.88	37.60	38.26	38.97	39.68	40.40	41.08	41.78	42.48	43.19	43.91	44.65
35 Hours	35.76	36.56	37.37	38.18	38.96	39.76	40.53	41.35	42.17	42.96	43.71	44.55	45.32	46.11	46.93	47.71	48.49	49.32	50.13	50.97
37.5 Hours	33.39	34.12	34.88	35.63	36.36	37.15	37.85	38.59	39.33	40.10	40.83	41.56	42.32	43.04	43.78	44.57	45.31	46.06	46.85	47.63

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 26																				
40 Hours	32.74	33.44	34.16	34.89	35.63	36.36	37.11	37.82	38.55	39.28	40.04	40.75	41.46	42.21	42.96	43.65	44.43	45.14	45.89	46.69
35 Hours	37.37	38.22	39.03	39.87	40.70	41.53	42.41	43.23	44.05	44.87	45.68	46.58	47.40	48.23	49.08	49.89	50.74	51.60	52.44	53.35
37.5 Hours	34.88	35.67	36.44	37.23	37.97	38.78	39.60	40.34	41.12	41.92	42.69	43.46	44.23	45.04	45.82	46.61	47.36	48.14	48.98	49.76
Grade 27																				
40 Hours	34.16	34.92	35.70	36.46	37.24	37.99	38.78	39.55	40.32	41.09	41.85	42.63	43.39	44.15	44.94	45.69	46.48	47.24	48.01	48.85
35 Hours	39.03	39.92	40.81	41.68	42.54	43.43	44.31	45.19	46.06	46.95	47.81	48.70	49.57	50.45	51.34	52.21	53.07	54.01	54.88	55.80
37.5 Hours	36.44	37.27	38.06	38.90	39.74	40.54	41.37	42.19	43.00	43.80	44.65	45.46	46.25	47.11	47.92	48.74	49.56	50.38	51.24	52.09
Grade 28																				
40 Hours	35.70	36.48	37.30	38.14	38.94	39.73	40.52	41.34	42.16	42.97	43.78	44.60	45.37	46.18	47.01	47.81	48.61	49.41	50.23	51.09
35 Hours	40.81	41.72	42.65	43.56	44.51	45.40	46.31	47.26	48.18	49.10	50.02	50.92	51.85	52.77	53.70	54.62	55.52	56.49	57.43	58.39
37.5 Hours	38.06	38.94	39.80	40.67	41.51	42.41	43.24	44.11	44.98	45.84	46.71	47.55	48.39	49.28	50.13	50.98	51.85	52.72	53.62	54.52
Grade 29																				
40 Hours	37.30	38.17	39.00	39.85	40.70	41.56	42.44	43.24	44.08	44.95	45.81	46.67	47.48	48.32	49.16	50.02	50.86	51.73	52.60	53.48
35 Hours	42.65	43.60	44.60	45.55	46.51	47.47	48.43	49.42	50.38	51.35	52.32	53.27	54.23	55.21	56.19	57.15	58.13	59.12	60.08	61.10
37.5 Hours	39.80	40.70	41.62	42.52	43.42	44.32	45.19	46.09	47.04	47.92	48.84	49.72	50.62	51.56	52.46	53.36	54.24	55.17	56.09	57.04
Grade 30																				
40 Hours	39.00	39.90	40.77	41.65	42.57	43.44	44.37	45.23	46.11	47.03	47.90	48.80	49.67	50.56	51.48	52.34	53.25	54.13	55.05	55.99
35 Hours	44.60	45.58	46.62	47.62	48.67	49.67	50.66	51.69	52.71	53.72	54.72	55.74	56.77	57.76	58.81	59.83	60.87	61.86	62.88	63.93
37.5 Hours	41.62	42.58	43.52	44.49	45.39	46.34	47.28	48.24	49.19	50.15	51.12	52.05	52.99	53.97	54.89	55.84	56.79	57.73	58.72	59.70
Grade 31																				
40 Hours	40.77	41.70	42.66	43.58	44.54	45.47	46.40	47.33	48.28	49.19	50.12	51.06	51.99	52.93	53.87	54.78	55.72	56.66	57.61	58.58
35 Hours	46.62	47.66	48.75	49.80	50.87	51.95	53.01	54.09	55.15	56.22	57.31	58.36	59.40	60.46	61.54	62.58	63.71	64.77	65.85	66.94
37.5 Hours	43.52	44.54	45.52	46.52	47.50	48.48	49.50	50.49	51.51	52.49	53.48	54.50	55.47	56.49	57.45	58.48	59.46	60.45	61.48	62.49
Grade 32																				
40 Hours	42.66	43.61	44.61	45.58	46.61	47.57	48.53	49.54	50.52	51.50	52.45	53.44	54.42	55.40	56.40	57.37	58.35	59.32	60.32	61.34
35 Hours	48.75	49.86	50.96	52.09	53.19	54.31	55.45	56.58	57.70	58.84	59.93	61.06	62.18	63.32	64.41	65.55	66.67	67.79	68.91	70.07
37.5 Hours	45.52	46.58	47.61	48.67	49.70	50.74	51.78	52.82	53.87	54.92	55.99	57.01	58.04	59.09	60.17	61.18	62.23	63.27	64.32	65.43

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 33																				
40 Hours	44.61	45.61	46.68	47.70	48.73	49.76	50.80	51.82	52.84	53.90	54.92	55.95	56.97	57.98	59.03	60.01	61.09	62.12	63.17	64.24
35 Hours	50.96	52.15	53.35	54.51	55.68	56.88	58.04	59.20	60.38	61.56	62.75	63.91	65.09	66.27	67.45	68.62	69.78	70.96	72.14	73.36
37.5 Hours	47.61	48.70	49.79	50.87	51.99	53.07	54.18	55.27	56.39	57.46	58.56	59.68	60.78	61.85	62.98	64.02	65.11	66.22	67.33	68.46
Grade 34																				
40 Hours	46.68	47.74	48.84	49.89	50.99	52.07	53.15	54.23	55.31	56.41	57.47	58.56	59.66	60.75	61.82	62.88	63.96	65.03	66.12	67.24
35 Hours	53.35	54.57	55.80	57.03	58.23	59.49	60.78	61.98	63.23	64.44	65.70	66.92	68.19	69.40	70.63	71.85	73.11	74.32	75.59	76.84
37.5 Hours	49.79	50.93	52.09	53.25	54.42	55.53	56.67	57.83	59.03	60.19	61.35	62.46	63.63	64.78	65.95	67.10	68.24	69.38	70.56	71.75
Grade 35																				
40 Hours	48.84	49.97	51.11	52.23	53.36	54.51	55.63	56.79	57.94	59.06	60.20	61.34	62.42	63.59	64.71	65.85	66.94	68.10	69.24	70.41
35 Hours	55.80	57.10	58.45	59.70	61.01	62.30	63.58	64.86	66.16	67.46	68.75	70.05	71.35	72.65	73.94	75.28	76.58	77.85	79.16	80.51
37.5 Hours	52.09	53.30	54.52	55.72	56.95	58.13	59.34	60.53	61.77	62.99	64.20	65.40	66.60	67.82	69.00	70.25	71.45	72.76	74.05	75.36
Grade 36																				
40 Hours	51.11	52.29	53.47	54.67	55.90	57.07	58.25	59.44	60.64	61.83	63.03	64.22	65.40	66.59	67.79	68.95	70.15	71.32	72.53	73.74
35 Hours	58.45	59.79	61.10	62.47	63.85	65.21	66.57	67.93	69.28	70.64	72.00	73.36	74.75	76.11	77.44	78.79	80.17	81.52	82.91	84.29
37.5 Hours	54.52	55.78	57.06	58.34	59.58	60.90	62.15	63.42	64.66	65.96	67.21	68.47	69.75	71.03	72.34	73.57	74.83	76.10	77.36	78.66
Grade 37																				
40 Hours	53.47	54.74	56.00	57.25	58.50	59.77	61.00	62.24	63.50	64.73	66.01	67.24	68.50	69.76	71.01	72.28	73.52	74.84	76.17	77.55
35 Hours	61.09	62.51	63.97	65.44	66.83	68.28	69.71	71.15	72.58	73.98	75.44	76.84	78.29	79.73	81.14	82.56	84.01	85.42	86.86	88.29
37.5 Hours	57.06	58.39	59.74	61.05	62.38	63.73	65.05	66.38	67.75	69.05	70.41	71.75	73.06	74.38	75.75	77.09	78.38	79.73	81.07	82.45
Grade 38																				
40 Hours	56.00	57.32	58.60	59.92	61.27	62.55	63.89	65.22	66.51	67.84	69.17	70.45	71.77	73.07	74.37	75.72	77.05	78.40	79.80	81.20
35 Hours	63.97	65.50	66.99	68.48	69.99	71.47	72.97	74.46	75.98	77.51	78.99	80.51	82.00	83.51	85.01	86.52	88.03	89.59	91.20	92.80
37.5 Hours	59.74	61.11	62.49	63.92	65.36	66.74	68.15	69.53	70.93	72.35	73.74	75.14	76.55	77.92	79.35	80.73	82.14	83.53	84.94	86.37
Grade 39																				
40 Hours	58.60	59.96	61.37	62.74	64.13	65.53	66.87	68.27	69.66	71.02	72.41	73.78	75.16	76.56	77.93	79.32	80.70	82.15	83.60	85.11
35 Hours	66.99	68.54	70.15	71.72	73.28	74.89	76.41	78.03	79.61	81.17	82.76	84.35	85.92	87.49	89.06	90.61	92.19	93.85	95.53	97.20
37.5 Hours	62.49	63.97	65.49	66.93	68.43	69.89	71.36	72.85	74.28	75.78	77.26	78.71	80.18	81.66	83.11	84.58	86.08	87.61	89.18	90.77

Appendix A – List of University Operating Units

For the purposed of Article 4.07, University Operating Units are defined as follows:

1. Newark/Scotch Plains Campus
 - a. NJ Medical School
 - b. NJ Dental School
 - c. School of Nursing
 - d. Graduate of School of Biomedical Sciences
 - e. School of Health-Related Professions
 - f. Central Administration
 - g. UBHC, excluding UCHC
 - h. School of Public Health
2. New Brunswick/Piscataway Campus
 - a. Robert Wood Johnson Medical School
 - b. School of Health-Related Professions
 - c. UBHC, excluding UCHC
 - d. School of Nursing
 - e. Central Administration
 - f. Graduate School of Biomedical Sciences
 - g. School of Public Health
3. Stratford/Camden Campus
 - a. School of Nursing
 - b. NJ Dental School
 - c. UBHC, excluding UCHC
 - d. Central Administration
 - e. Robert Wood Johnson Medical School
 - f. School of Public Health
 - g. School of Health-Related Professions
 - h. Graduate School of Biomedical Sciences
4. UCHC Campus
 - a. Inclusive of all prison facilities

Appendix B – Job Series

For the purposes of Article 4.07(g), the following is a list of Job Series' that staff may bump down into:

Staff Assistant

Staff Assistant I	Grade 21
Staff Assistant II	Grade 20
Staff Assistant III	Grade 19
Staff Assistant IV	Grade 18
Staff Assistant V	Grade 17

Accountants

Sr. Accountant	Grade PS 22
Accountant	Grade PH 18

Budget Analyst

Budget Analyst I	Grade 25
Budget Analyst II	Grade 22
Budget Analyst III	Grade 18

Cancer Registry Info Specialist

Cancer Registry Info Specialist I	Grade 26
Cancer Registry Info Specialist II	Grade 23
Cancer Registry Info Specialist III	Grade 20

Grants & Contracts Analyst

Grants & Contracts Analyst I	Grade 26
Grants and Contracts Analyst II	Grade 24
Grants and Contracts Analyst III	Grade 21

Habilitation Counselors

Sr. Habilitation Counselor	Grade 22
Habilitation Counselor	Grade 19

Nutritionist

Nutritionist I	Grade 24
Nutritionist II	Grade 22
Nutritionist III	Grade 20

Spec Poison Information

Spec Poison Information I	Grade 31
Spec Poison Information II	Grade 30
Spec Poison Information III	Grade 29
Spec Poison Information IV	Grade 28
Spec Poison Information V	Grade 27

Mental Health Clinician*

Mental Health Clinician II	Grade 25
Mental Health Clinician III	Grade 22

Public Health Representative*

Public Health Rep II	Grade 21
Public Health Rep III	Grade 18

(*Where bump is into a position within the same unit/population)



University of Medicine & Dentistry of New Jersey

April 23, 1997

Human Resources

65 Bergen Street, Room 123
University Heights
Newark, NJ 07107-300

Ann Twomey, President
H.P.A.E.
110 Kinderkamack Road
Emerson, New Jersey 07630

RE: Layoff Notice

Dear Ms. Twomey:

The University agrees to meet with the HPAAE at least one week, except in the case of an emergency, in advance of any notice of layoff of HPAAE personnel greater than five on a single campus. The purpose of the meeting is to discuss pending layoff situations. At that meeting, the Union is free to set forth its position on the pending layoff.

Very truly yours,

Howard J. Pripas, Esq.
Director of Labor Relations

HJP/mp

Ann Twomey, President
Health Professionals & Allied
Employees, AFT, AFL-CIO

c: Karen Kavanagh



The University is an affirmative action/equal opportunity employer

Health Professionals and
Allied Employees AFT
AFL-CIO

110 Kinderkarnack Road
Emerson, NJ 07630
201-262-5005
1 (800) 801-5005
FAX 201-262-4335

March 25, 1997

Howard J. Pripas, Esq.
University of Medicine and Dentistry of New Jersey
Office of Labor Relations
65 Bergen St.
12th Floor - Suite 1237
Newark, NJ 07107



Re: **Letter of Understanding
Discipline of Exempt Staff Members**

Dear Mr. Pripas:

It is hereby agreed and acknowledged by both the University and the Union that the University has changed its disciplinary policy with respect to exempt staff so that such staff shall not be suspended without pay for less than five (5) days except for infractions of safety rules of major significance relating to the prevention of serious danger to the University and other staff members.

Both parties further recognize that the Union's position on disciplinary policy toward exempt staff is that such staff should not receive a suspension except for an infraction of safety provisions of major significance and that, where the University would, with just cause, otherwise issue a suspension, such staff should be given a "Written Warning in Lieu of a Suspension."

The Union reserves its right to litigate any matter arising out of the University's revised disciplinary policy with respect to exempt staff members.

Please indicate your agreement by your signature below. The signature of the University acknowledges the Union's position, but does not indicate agreement to the position.

Very truly yours,

Ann Twomey
President

AT/jg

Howard J. Pripas, Esq.
Director of Labor Relations
University of Medicine & Dentistry of New Jersey



University of Medicine & Dentistry of New Jersey

Human Resources

May 17, 2000

65 Bergen Street, Room 1237
University Heights
Newark, NJ 07107-3001

Ann Twomey, President
Health Professionals and Allied Employees
110 Kinderkamack Road
Emerson, New Jersey 07630

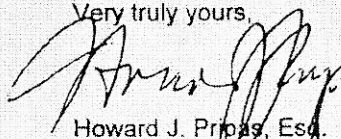
RE: Bumping Rights

Dear Ms. Twomey:

The University will continue to make its best effort to place individuals who do not have bumping rights. A campus Human Resources representative shall meet with such an individual prior to the effective date of layoff to review vacant positions. Further, such an individual shall be guaranteed at least one (1) interview for a vacant position for which they are qualified.

Please indicate your agreement by signature below.

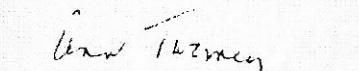
Very truly yours,



Howard J. Propp, Esq.
Director of Labor Relations

HJP/mp

c: Ronald A. Brooks



Ann Twomey, President
Health Professionals and Allied
Employees/AFT, AFL-CIO

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

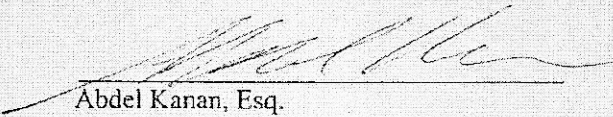
Re: Vacation Carryover

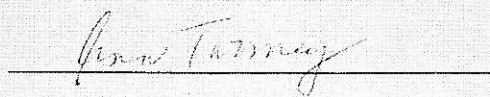
Dear Ms Twomey:

If the union believes the employee is required to carry over vacation accruals in excess of one year because they are not being allowed by the Department to schedule vacation time, they should bring this to the attention of Labor Relations and the matter will be investigated. Labor Relations will discuss the issue with the department and inform them that they must approve excess vacation carryover within the 6-month carryover period. Should the staff member not request vacation, the department may schedule the employee for vacation within the 6-month period.

Please indicate your agreement by signature below.

Very truly yours,


Abdel Kanan, Esq.
Director of Labor Relations


Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

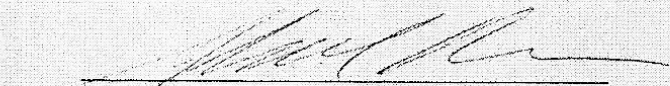
Re: Veteran's Day

Dear Ms Twomey:

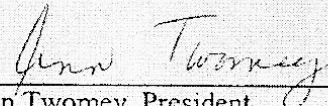
The University will agree to meet with the HPAE review ways to honor and recognize Veteran's Day.

Please indicate your agreement by signature below.

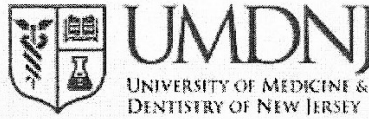
Very truly yours,



Abdel Kanan, Esq.
Director of Labor Relations



Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Vacation Carryover

Dear Ms. Twomey:

If the Union believes an exempt employee is regularly and routinely required to work excessive hours, they should bring this to the attention of Labor Relations and the situation will be investigated with the Office of Compensation Services in conjunction with the appropriate senior management of the unit. A summary of the findings of the investigation and any remedial action taken will be supplied to the union within sixty (60) days. The findings of the investigation are subject to the grievance procedure through Step 2.

Annually, in the month of September, the Vice President of Human Resources will send a communication to the UMDNJ schools and units stating that there should be a reasonable approach taken with regards to flexibility of scheduling exempt employees.

Please indicate your agreement by signature below.

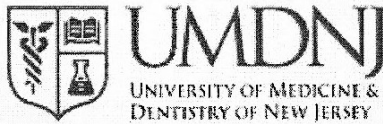
Very truly yours,

A handwritten signature in black ink, appearing to read "Abdel Kanan", is written over a light gray signature line.

Abdel Kanan, Esq.
Director of Labor Relations

A handwritten signature in black ink, appearing to read "Ann Twomey", is written over a light gray signature line.

Ann Twomey, President
Health Professionals & Allied Employees
AFT, AFL-CIO



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Hiring and Promotional Opportunities for Internal Candidates

Dear Ms. Twomey:

The University is sensitive to issues presented regarding the hiring and promotional opportunities for internal candidates. Provided that internal candidates meet the requirements for a job posting, it is preferred and strongly encouraged that interviews be granted for the internal candidates who applied within the first five (5) days the position was posted.,

Provided qualifications are substantially equal between an internal and external candidate, the appointment of the internal candidate is preferred and encouraged. Provided qualifications and work experience are substantially equal between internal candidates, the appointment of the senior internal candidate is preferred and encouraged. Qualifications are deemed to include, but are not limited to, consideration of work performance, time and attendance and demonstrated attributes consistent with the University's Code of Ethics and Conduct. This side letter is not subject to the grievance procedure.

Please indicate your agreement by signature below.

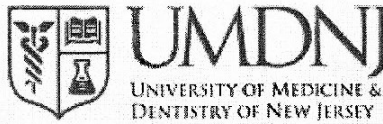
Very truly yours,

A handwritten signature in black ink, appearing to read "Abdel Kanan".

Abdel Kanan, Esq.
Director of Labor Relations

A handwritten signature in black ink, appearing to read "Ann Twomey".

Ann Twomey, President
Health Professionals & Allied Employees
AFT, AFL-CIO



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Helpline

Dear Ms. Twomey:

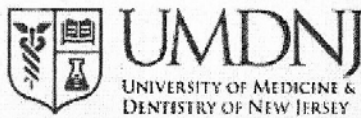
A staff member may file a complaint with the University's Helpline if she/he believes that she/he has been discriminated against or subjected to harassment and/or a hostile work environment. Such complaints will be triaged and forwarded to the appropriate party for further review and resolution.

Please indicate your agreement by signature below.

Very truly yours,

Abdel Kanan, Esq.
Director of Labor Relations

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Research Staff Issues

Dear Ms. Twomey:

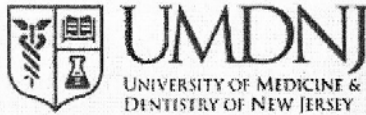
The University agrees that the Vice President of Research and HPAE representatives, not to exceed three (3) staff members and one (1) staff representative, shall meet to discuss research staff issues.

Please indicate your agreement by signature below.

Very truly yours,

Abdel Kanan, Esq.
Director of Labor Relations

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Job Series

Dear Ms. Twomey:

Both parties agree to meet within 90 days of ratification of this agreement in order to discuss and make recommendations for job series within the HPAE 5094 titles for the purposes of bumping rights.

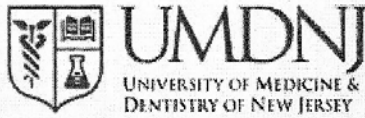
The committee will consist of four (4) members from the Union and four (4) members from management.

Please indicate agreement by signature below.

Very truly yours,

Abdel Kanan, Esq.
Director of Labor Relations

Ann Twomey, President
Health Professions & Allied Employees
AFT, AFL-CIO



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Inclement Weather Policy

Dear Ms. Twomey:

As agreed, please be advised that the University and the Union will continue to work with the UMDNJ Union Coalition to make recommendations regarding changes to the current University Inclement Weather Policy.

Please indicate agreement by signature below.

Very truly yours,

A handwritten signature in black ink, appearing to read "Abdel Kanan", is written over a horizontal line.

Abdel Kanan, Esq.
Director of Labor Relations

A handwritten signature in black ink, appearing to read "Ann Twomey", is written over a horizontal line.

Ann Twomey, President
Health Professionals & Allied Employees
AFT, AFL-CIO

