



**Agreement Between**

**Local 5089  
Health Professionals and  
Allied Employees**  
*AFT/AFL-CIO*

**and**

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

**Registered Nurses**

**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, 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. 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 employees subject to this Agreement under applicable State and Federal law.

## **1. Agreement Scope**

This Agreement covers (i) all non-supervisory, full and part-time University employees who are employed to function as registered nurses , including graduate nurses, and regularly employed per diem nurses employed by the University specified by the Public Employment Relations Commission Certification, Docket No. RO-89-121, dated September 17, 1990, and (ii) all non-supervisory, regular and part-time University employees (inclusive of those part-time employees who work less than twenty hours per week) who are employed to function as registered nurses, Advanced Practice Nurses, and regularly employed per diem staff nurses employed by the University in the University Correctional Health Care ("UCHC") Medical and Mental Health Services Division units at the New Jersey Department of Corrections and Juvenile Justice Commission facilities (collectively referred to as "negotiations unit employees"). This Agreement also covers all employees (including temporary and causal 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.

## **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 a negotiations unit 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 shall 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 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 negotiations unit member.

### **2.04 Union Representatives, Rights and Limitations:**

The Union shall furnish the Office of Labor Relations in University 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 unit(s) and shifts for which they function. The Union shall notify the University of any changes in the list and keep it current.

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 one representative for each twenty-five members of the bargaining unit but no less than twelve

representatives and up to five (5) officers who will be recognized by the University in their defined authority to act for the Union. The names of these representatives and officers will be provided to the Office of Labor Relations and updated within thirty (30) days of any change.

It is agreed that the Union will appoint or elect one representative per UCHC worksite. The names of these representative will be provided to the Office of Labor Relations and updated within thirty (30) days of any change.

The University agrees that during working hours, on its premises and without loss of regular 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 employees in the unit.
- b) Investigate a grievance, providing 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 AD 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.

The authorized Union representative shall provide reasonable notification to his/her supervisor whenever s/he requests permission to transact such Union business. Permission will not be unreasonably withheld. It is further 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; at the Clinical Academic Building and Liberty Plaza (where permitted by building management) in New Brunswick for the exclusive use of the Union. The University will exercise its best efforts to provide bulletin board use for 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 members, 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 grievances, 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 of 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 regular rate of pay equal to the length of the 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 (President, Vice Presidents, Secretary, Treasurer, Grievance Chair, or Committee Chair) 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 President), of the authorization of an individual to utilize such leave time shall be given to the 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 an employee shall not be unreasonably denied by the University.

Leave not utilized in any yearly period shall not be accumulated.

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 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 each fiscal year with the same conditions and restrictions as leave for Union business with pay provided in this section.

The University shall grant unpaid leave without the payment or the accrual of benefits for one bargaining unit employee at a time who becomes an HPAE officer or employee. Seniority shall continue to accrue during such leave.

Such employees may be reemployed by Rutgers to their position, if a position is vacant at the time of application to return to Rutgers' employment, or to a similar vacant position, providing that their absence does not exceed one (1) year and application is made within thirty (30) calendar days immediately following separation from union office/union employment.

## **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	13. Classification description (FT or PT, per diem, exempt or non-exempt, biweekly standard hours)
2. University ID	14. Salary table
3. Job title	15. Grade
4. Current university date of hire	16. Step
5. Department	17. Hours per pay period
6. Unit/School	18. Hourly rate
7. Campus	19. Annual salary

8. Building	20. Home address
9. Work facility address	21. Rutgers email address
10. Work telephone number	22. Personal email address
11. Home telephone number	23. Union membership status
12. Cellular telephone number	

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.

### 3. Professional Practitioner Status

#### 3.01 Non-Nursing Services:

1. The University recognizes that due to their unique education and experience, the employees covered by this Agreement have a unique contribution to make towards maintaining and improving professional nursing care at the University. Therefore, it is here agreed that procedures should be developed whereby the views and recommendations of the employees covered by this Agreement will be heard and considered in the decision-making process within the University.
2. The parties agree that duties normally assigned to housekeeping, maintenance and other support staff are not to be a routine part of a registered professional nurse's activities. The parties further agree that employees covered by this Agreement shall not perform non-nursing functions as a usual and substantial part of their assigned duties except in those cases in which such duties are part of the specific job for which the employee was hired.
3. The University agrees to discuss non-nursing duties in the Labor/Management Committee regularly with the goal of minimizing the use of covered employees in such duties.

#### 3.02 Staff Development Programs:

- A. The University shall provide staff development programs as required by the New Jersey Department of Health, the Joint Commission on the Accreditation of Health Care Organizations, and programs as mandated by the Department of Corrections and the NCCHC. Such programs may include training in the form of orientation programs, continuing education and/or critical care courses.

Subject to operational needs, the University will provide adequate coverage for patient care assignments in order to complete mandatory training during the regularly scheduled shift. If such adequate coverage is not available, the mandatory training will be rescheduled.

The University will make available a listing of mandatory training requirements, including the dates, times and locations of the mandatory trainings where available.

- B. The University shall, subject to the availability of funds and operational requirements, offer a program of continuing education. Such programs will take place during work time, and coverage will be provided for participating employees, where in the discretion of the University it is required. Time spent at these programs will be considered time worked and the employee shall be compensated accordingly.

The University will post a notice on each nursing unit bulletin board on each campus of its programs which have been granted Continuing Education Recognition Points (CERPs) by an appropriate professional association. The University will use reasonable efforts to post this notice at least two (2) weeks prior to the program commencing.

- C. Critical care courses will be offered to all new employees in critical care areas who require such training as determined by the University, within a reasonable time from the date of employment. Such courses will be offered to employees who transfer into critical care areas who require such training within such employee's transfer probationary period. All time spent at these courses will be considered as time worked and the employee shall be compensated accordingly.
- D. Full-time staff nurses may utilize up to twenty-four (24) hours of conference time per calendar year. This benefit shall be pro-rated for regular part-time staff nurses. An 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, subject to operational needs and the availability of funds.

The University, if it approves such participation, will grant time off without loss of the employee's pay, at his/her regular rate of pay, and subject to the limitations set out in the paragraph above, will grant financial assistance to attend such programs. If an approved conference falls on a day when the staff nurse is not scheduled to work, the staff nurse shall receive time off with pay equivalent to the time of the conference, to a maximum of twenty-four (24) hours. This time off shall be scheduled by management within sixty (60) days of the conference. Night shift employees who are scheduled to attend such a program shall be given as a conference day, either the night before, or the night after. Employees will receive a response to their request for

participation within two (2) weeks of submission. The University may set a deadline for receipt of requests for specific conferences. Reimbursement of expenses incurred shall be made within a reasonable time after submission of a request for reimbursement. All travel arrangements must be made in conformance with University policy in order to be reimbursable. Approval for participation in continuing education programs necessary for the maintenance of employee's certification in his/her specialty area and/or University requirement shall receive priority consideration.

If, in the future, the State and/or the University require the obtaining or maintaining of a certification in a specialty area for UCHC employees, it is the intention that the University or UCHC provide the course requirements for that certification. If it is not able to do so the University shall make available, within the scope of the same rules and regulations as it has for other Rutgers employed RNs, funds for the tuition necessary for obtaining and maintaining the specialty certification.

- E. Certification Fund: The University will pay the costs for the exams, including the costs of tuition and materials associated, required for the eligible certifications listed below, provided that such certification is required by the State and/or Rutgers University for that employee's position. The certifications eligible for reimbursement hereunder are as follows:

- \* BLS
- \* ACLS
- \* PALS
- \* NALS – NRP
- \* OCN

This list may be amended as agreed upon by the parties or based upon State mandates.

Notwithstanding the above, an employee will not be reimbursed for exam costs where the exam is offered by the employee's operating unit at no cost to the employee.

To be eligible for reimbursement hereunder, the bargaining unit member must be a full time employee or worked a minimum of 600 hours in the preceding twelve (12) months, and must provide evidence of successful completion of the course attended (i.e., passing grade). The amount of reimbursement shall be determined by, and is expressly conditioned upon, the submission of a valid receipt or receipts by the unit member evincing full payment of the course.

- F. The annual employee performance evaluation will be done on a prompt and timely basis. At the time of the evaluation, the employee will be provided a copy of his/her job description. The employee being evaluated will be



provided with a copy of his/her performance evaluation and will have three (3) calendar days, excluding weekends and holidays, to review the evaluation. The employee may take a copy of the evaluation home during the three (3) calendar day review period. By the conclusion of the time period, the employee may add his/her comments to the original performance evaluation and shall sign the original performance evaluation. Comments added by the employee shall be included in the employee's Personnel file in University Human Resources.

If comments are not made within this period, or the 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 University 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. At the employee's verbal or written request, the employee will be given a copy of the evaluation within three (3) days of such a request.

Prior to evaluating an employee as less than satisfactory, the employee's supervisor must notify the employee that his/her performance is deficient and that their merit/step increment may be delayed or denied, if applicable. Such notification shall be made in a timely manner through a written memorandum, a counseling notice, and/or written warning regarding performance issues. In addition, such notification shall contain a description of the performance deficiencies and the corrective actions needed to remedy the performance deficiencies. Further, the employee's supervisor shall meet with the employee to discuss the performance deficiencies and a corrective plan of action. Upon mutual consent of the employee and their supervisor, a Union Representative shall be present at this meeting.

In the case where an employee is not notified before the annual evaluation that his/her work performance is deficient, the employee will be re-evaluated in 90 days, and if the work performance is satisfactory, the previous evaluation shall be removed and replaced with the re-evaluation. If work performance remains at an unsatisfactory level, the re-evaluation shall be added to the initial evaluation and both shall remain in the employee's file. In the event the employee's evaluation is not provided in a timely manner or notification, as specified above, is not provided, the employee shall receive the merit/step increment, if applicable. If notice of performance deficiencies and a corrective plan of action is provided in a timely manner and the employee receives a less than satisfactory evaluation, the employee shall be reevaluated after ninety (90) days. During this period, the supervisor shall meet regularly with the employee to review his/her performance and the status of the corrective plan of action. If the employee receives a satisfactory evaluation at the end of ninety (90) days, the employee shall receive the merit/step increment effective that date, if applicable.

The University shall notify the Union by email, fax, or mail of any employee who has received a less than satisfactory evaluation within seventy-two (72) hours of the employee receiving a less than satisfactory evaluation.

### **3.03 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 employee will be distributed to him/her at orientation. Other job descriptions defining all positions under this Agreement will be made available for inspection by request.

### **3.04 Labor-Management Committee:**

In the interest of solving mutual problems, 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/NJDS, RWJMS and SON. The units are: CINJ, UBHC and UHC. 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 3) and representatives of the University (not to exceed 3). 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. The Committee shall meet for a reasonable time, not to exceed four (4) hours, as required to discuss mutual concerns of the Union and the University.

Upon mutual agreement, when any agenda item for a meeting of Unit/School Labor Management Committee is relevant to HPAE Local 5094, the University will meet and address these issues jointly with representatives of HPAE Local 5089.

In addition, University wide issues relevant to multiple schools or units shall be addressed in a University wide Labor Management meeting with HPAE bargaining unit representatives and representatives from the University from each of the schools and operating units. These meetings will occur on an as needed basis but should not exceed a total of two (2) in a year unless mutually agreed upon by the Union and the University.

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 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.

The parties recognize and agree that the Labor-Management Committee functions best when all representatives of the Union and the University are able

to attend. Consistent with patient care needs, the University shall make every effort to ensure that Union members of these Committees are released from work and each representative shall work with his or her Nurse Manager to ensure unit coverage during the meeting. The Union members of these Committees shall provide timely notice to their Nurse Manager or designee of the time and place of each meeting. In addition, the Union chairperson of each Labor-Management Committee shall notify the appropriate Nurse Managers or designees on a quarterly basis of the schedule of Labor-Management meetings.

### **3.05 Staffing:**

The Union and the University agree that staffing needs fluctuate over time and are influenced by many factors. These include, but are not limited to, clinical factors such as patient acuity levels as well as administrative factors such as staffing provisions within the University's contracts with various governmental agencies.

The University Practices shall remain consistent with all staffing guidelines contained in its master staff policies. The University shall continue to follow all staffing guidelines promulgated by New Jersey State Law and/or the New Jersey Department of Health. The University shall consider professional standards as developed by recognized specialty nursing organizations to further define staffing guidelines.

If necessary, caseload and staffing concerns will be placed on the agenda for the Labor-Management Committee.

The University will make available information that will show daily staffing levels which will be reviewed by the Labor-Management Committee on a quarterly basis.

### **3.06 Staff Changes – Notice to the Union –:**

The University and the Union agree that communication regarding staffing changes and issues is very important to efficient and smooth operations. The University shall give advance notice of significant staffing changes to the President or authorized representative, except in emergency situations.

## **4. Employee Status**

### **4.01 Classification:**

An employee will be classified as either:

(a) Full Time ,including any of the following:

- five (5) eight (8) hour shifts per week
- sixteen (16) ten (10) hour shifts per four (4) week period
- thirteen (13) twelve (12) hour shifts per four (4) week period

(b) Part Time

(c) Part Time Less than 20 Hours

(d) Per Diem.

### **4.02 Full Time Employee:**

An employee who is employed on a regular basis to work forty (40) hours per week through scheduled work shifts of eight (8) or ten (10) hours, or an employee who is regularly scheduled to work thirteen (13) twelve (12) hour shifts per four (4) week period shall be classified as a full-time employee and shall receive all benefits pertaining to full time status.

### **4.03 Per Diem Employee:**

An employee who works on a day-to-day basis as needed by the University and who does not fall under the classification of Full Time, Part Time, or Part Time Less than 20 Hours, except that employees who were hired as Per Diem prior to the effective date of this Agreement but who fit the definition of Part Time employee shall remain classified as Per Diem. Per Diem employees are not entitled to any benefits under this Agreement except where they are specifically provided for.

### **4.04 Part Time Employee:**

A Part Time employee is an employee who works twenty (20) hours or more each week, but less than the Full Time equivalent for the title.

### **4.05 Weekend Per Diem:**

If any Per Diem works either a weekend or holiday work shifts he/she shall be eligible for the Weekend Per Diem rate of pay. This provision does not apply to employees assigned to work at the DOC/JJC facilities.

### **4.06 Change in Status or Classification:**

Transfer in status from Full Time, Part Time, or Per Diem to any other of these classifications must be requested in writing and approved by the Administrator of Nursing Services.

Transfer in status or classification shall not delay the use of entitled benefits. If such transfer results in the entitlement of health insurance coverage, enrollment for such coverage shall begin in accordance with the terms of such coverage.

Non-UCHC transferred and promoted employees shall serve a ninety (90) calendar day probationary period, subject to a ninety (90) calendar day extension. However, if an employee transfers to a unit within his/her float district and he/she has been oriented to the unit within the previous twelve (12) months, the employee will not be required to serve a probationary period.

UCHC employees who transfer from a facility which does not include an infirmary to a facility which does include an infirmary shall serve a ninety (90) calendar day probationary period, subject to a ninety (90) calendar day extension. Employees who are promoted to another position within UCHC Medical Services Division shall serve a ninety (90) calendar day probationary period, subject to a ninety (90) calendar day extension. All other transfers between facilities shall not require a probationary period.

Probationary employees shall retain all benefits and rights pertaining to bargaining unit members, including access to the grievance procedure, except that a decision to return the employee to his/her former position or to a position of equal classification, at any time during the probationary period, shall not be grievable.

During the probationary period, the employee shall retain the right to return to his/her former position if the position is still available. The employee shall also retain said right should the University, either during or at the completion of the probationary period, determine that the employee has not met the performance standards of the new position. If the former position is not available, the employee may be placed in a suitable vacancy of the same title as the former position. If there is no suitable vacancy, or if the employee does not qualify for a vacancy, the employee will be placed on the recall list.

A non-UCHC employee other than a Staff Nurse on scale A , who is promoted out of the bargaining unit but returns within one (1) year, will be placed on the same Step that they were on when they received the promotion. However, if such an employee accepts a vacant position in the bargaining unit which has, as a condition of employment, a maximum salary less than their previous bargaining unit salary, such employee shall not be entitled to be placed on the same Step that they were on when they received the promotion out of the bargaining unit.

A non-UCHC Staff Nurse on Scale A who is promoted out of the bargaining unit but returns to the bargaining unit will be placed on Scale B based on the experience guideline set forth in the agreement.

#### **4.07 Probationary Period:**

All Full and Part Time employees shall serve a one hundred and eighty (180) calendar day probationary period following their initial date of hire. All Per Diem employees shall serve a probationary period of one hundred and eighty (180) calendar days.

The University reserves the right to extend the initial probationary period up to an additional thirty (30) days for Full and Part Time employees. An employee's employment may be terminated at any time during the probationary period, and such decision shall be final and binding.

New employees will be eligible to use accrued sick leave after thirty (30) calendar days of employment from date of hire and other accrued leave time after ninety (90) calendar days of employment from date of hire.

#### **4.08 Personnel Files:**

An 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 employee, a Union representative may accompany the employee.

An 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 an employee for a copy of any derogatory item, the employee's Employment application, resume, performance evaluations or any correspondence addressed to the employee contained in the central Personnel file.

An employee may request the expungement of materials included in the file where there are pertinent and substantive inaccuracies, or 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 an employee's central personnel file.

#### **4.09 Seniority:**

1. Accrual: Seniority will be credited from the date of hire or rehire to all regular Full Time or regular Part Time employees upon the successful completion of their initial probationary period. Per Diem employees shall accrue seniority within their job classification. Seniority for bargaining unit members hired prior to July 1, 2013 shall be based on their date of hire with UMDNJ.

2. Loss of Seniority : An 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.

On a one-time basis, if an employee with 5 or more years of seniority as a full- or part-time employee, then becomes a per diem employee, but returns to full- or part-time status within a year, he/she shall retain his/her original date of hire as a full-or part-time employee.

3. Layoff and recall of non-UCHC Employees: Seniority will prevail on layoffs due to lack of work in the job classification or reductions due to economic considerations, or reorganization or closure of a unit/department. For layoff, seniority is determined on a unit basis first, without taking shift into account.

The University will notify the Union as soon as practical of any anticipated changes in the status of any contracts or agreements between the University and any federal, state, county, local governments, school boards or other agencies or organizations that may result in the layoff of bargaining unit employees.

The layoff of regular full and part time staff from a specific work unit or department will not occur unless regularly assigned agency nurses and regularly assigned per diem nurses in the work unit/department are first eliminated.

Within the assigned clinical unit, regular employees shall not be laid off before temporary employees in the same job titles.

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

The University will provide a minimum of twenty-eight (28) days' notice of layoff to any regular full-time or regular part-time employee to be affected. At the University's discretion, payment in lieu of notice may be given for the 28 days' notice.

Upon request, a Union representative may be present when an employee is discussing vacancies and bumping opportunities with a University representative. The purpose of the Union representative's attendance is to advise employees with respect to questions arising out of the process.

The University shall continue the practice of providing the Union with a copy of each layoff notice sent to employees. Such notice shall be provided, by mail, fax, or email within twenty-four (24) hours of the employee's receipt of the layoff notice.

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

- a) First, an employee identified for layoff will be offered the opportunity to fill a vacancy, for which he/she is qualified, in his/her current title within the employee's current department or division 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. There is no probationary period.
- b) Second, if a vacancy pursuant to (a) above is not available, the employee will be offered a vacancy, for which he/she is qualified, 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. There is a probationary period of 90 days, with a possible 90-day extension.
- c) Third, if a vacancy pursuant to (a) or (b) above is not available, the employee will be offered a vacancy, for which he/she is qualified, 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. There is a probationary period of 90 days.
- d) Fourth, if a vacancy pursuant to (a),(b), or (c) above is not available, the employee will be offered a vacancy, for which he/she is qualified, in his/her current title first, or immediate prior HPAE title, or any other prior title they are qualified for within the bargaining unit, University-wide. 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 proceed to (e) below. There is a probationary period of 90 days, with a possible 90- day extension.
- e) Fifth, if an employee is not placed in a vacancy pursuant to (a), (b), (c) or (d) above, the employee may bump the least senior employee in his/her current title in a position for which he/she qualifies, 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 (f) below. There is a probationary period of 90 days, with a possible 90-day extension.
- f) Sixth, if the opportunity to bump is not available pursuant to (e) above, the employee may bump the least senior employee in his/her current title in a position for which he/she qualifies, campus wide. If an employee opts not to exercise his/her 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 (g) below. There is a probationary period of 90 days, with a possible 90-day extension.

- g) If the employee is not offered the opportunity to bump pursuant to (f) above, the employee may bump the least senior employee in his/her immediate prior HPAE title, in a position for which he/she qualifies, 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. There is a probationary period of 90 days, with possible 90-day extension.

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

Regular Part Time employees may not bump regular Full Time employees, however, they may bump other regular part time staff at equivalent or less hours. Regular full-time staff may, however, bump part time staff if there are no full time opportunities available.

An employee who is placed in a vacancy or bumps into a position on his/her campus may not bid on a vacant position for a period of six (6) months. If a laid off employee accepts a vacancy on another campus, he/she may not bid on a vacancy for a period of one (1) year.

Recall: Laid off employees, in the order of University seniority, have first recall rights beginning with the title and position on the campus from which they are laid off, to positions for which they meet the requirements.

If more than one employee has the same layoff date, University Date of Hire will prevail; if more than one employee has the same layoff date and same University Date of Hire, then the former position number will be considered, with the higher number indicating more seniority.

All laid off 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 employee refuse a position when recalled, s/he shall be removed from the recall list. However, such an employee shall have the option of refusing the position and continuing the recall list (not to exceed one year from the layoff) if the employee is recalled to a position on another campus.

Upon recall, an employee shall retain his/her original date of hire.

#### 4. Layoff of UCHC Employees

The University will notify the Union as soon as possible, of any anticipated changes in the status of any contracts or agreements between the University and the Department of Corrections or Juvenile Justice Commission that may result in layoff of bargaining unit employees.

A regular employee affected by a layoff may fill a vacancy or exercise bumping rights within his/her job title, or to the immediate prior job title, within his/her region, provided the employee meets the requirements for the position. Bumping rights shall be exercised in accordance with current University policy.

The regions within UCHC which are in effect for layoff and bumping rights are:

Northern Facilities: ADTC, East Jersey, Edna Mahan, Mountainview, Northern State, SVP units

Central Facilities: NJ State Prison, CRAF, AC Wagner, Garden State, Mid State

Southern Facilities: Southwoods, Bayside, Southern State

Juvenile Justice Commission: All JJC Facilities together constitute a single region

The layoff of regular full and part time staff from a specific facility will not occur unless regularly assigned agency nurses and per diem nurses in the work unit/department are first eliminated.

The University agrees to meet with the Union at least 5 business days, except in cases of emergency, in advance of any notice of layoff of bargaining unit employees greater than five (5) in a single region. The purpose of the meeting is to discuss the pending layoff situation and consider alternatives to layoff. At that meeting the Union is free to set forth its position on the pending layoff.

A layoff shall be affected in the following manner:

- 1) Filling a vacancy within the appropriate region as specified
- 2) Bumping within the appropriate region as specified

The Layoff Procedure shall be as follows:

When an individual is identified for layoff, 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 same prison. There is no probationary period for employees. If the employee chooses not to accept the vacancy offered, the employee may opt to be placed on the recall list.

- b. Second, if a vacancy pursuant to “a” above is not available, the employee will be offered a vacancy in his/her region as identified above. Ninety-day probationary period, with a possible ninety-day extension, if the employee is going from a prison with no infirmary to one with an infirmary. If the employee chooses not to accept the vacancy offered, the employee may opt to be placed on the recall list.
- 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 at any prison University-wide. Ninety-day probationary period, with a possible ninety-day extension, if the employee is going from a prison with no infirmary to one with an infirmary. 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.
- 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 same prison. 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. Ninety - day probationary period, with a possible ninety-day extension, if the employee has less than 10 years of seniority or if the employee is going from a prison with no infirmary to one with an infirmary.
- 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 HPAE title within his/her region. 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. Ninety -day probationary period, with a possible ninety-day extension, if the employee has less than 10 years of seniority or if the employee is going from a prison with no infirmary to one with an infirmary.

Within the assigned facility, regular employees shall not be laid off before temporary employees.

The University will provide a minimum of twenty-eight (28) days’ notice of layoff to any regular employee to be affected.

Upon request, a Union representative may be present when an employee is discussing vacancies and bumping opportunities with a University representative. The purpose of the Union representative’s presence is to advise employees with respect to questions arising out of the process.

The University shall continue the practice of providing the Union with a copy of each layoff notice sent to employees. Such notice shall be provided, by mail or fax, within seventy-two (72) hours of the employee's receipt of the layoff notice.

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

5. Recall: Laid off employees, in the order of University seniority, have first recall rights beginning with the title and position on the campus from which they are laid off, to positions for which they meet the requirements.

If more than one employee has the same layoff date, University Date of Hire will prevail; if more than one employee has the same layoff date and same University Date of Hire, then the former position number will be considered, with the higher number indicating more seniority.

All laid off 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 employee refuse a position when recalled, s/he shall be removed from the recall list. However, such an employee shall have the option of refusing the position and continuing on the recall list (not to exceed one year from the layoff) if the employee is recalled to a position on another campus.

Upon recall, an employee shall retain his/her original date of hire.

#### **4.10 Transfer/Promotion/Reclassification**

The announcement of position vacancies will be posted on the University's Human Resources website for a minimum of five (5) business days.

Non-probationary employees who wish to make application to any such vacancy shall submit their applications on the University Human Resources Online Employment Application Process.

The University retains its right to select the applicant, whether internal or external to the University, that the University determines is the best qualified to fill the vacancy. Qualifications that are considered include, but are not limited to, academic credentials, past performance, time and attendance, seniority and experience.

The University will interview at least two (2) internal applicants who meet or exceed the minimum qualifications listed for the position.

The University agrees that the applicable procedures and policies pertaining to promotions shall be fairly and equitably applied to all internal candidates. Any decision by the University pertaining to promotion is grievable by the

Union only on the basis that such policies and procedures were not applied in an equitable manner.

Where two (2) or more staff nurses request a lateral transfer within the same job classification and are of equal qualification, as determined by the hiring manager, the University shall select the employee with the greatest seniority. Qualifications that are considered, include but not limited to, academic credentials, past performance, time and attendance, and experience.

#### **4.11 Subcontracting:**

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 members, 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.

The continued use of agency nurses who are scheduled as per past practice is not covered by this provision.

## **5. Work Time**

### **5.01 Normal Workday:**

For the purposes of determining the application of any employee's regular compensation rate, the employee's normal workday will be eight (8), ten (10) or twelve (12) work hours. The workday of employees regularly scheduled to work greater than eight (8) hours shall be defined under the specific Schedule sections of this Agreement.

All defined workdays shall include rest periods as specified in section 7.15 and a thirty (30) minute unpaid scheduled meal period.

A Full-Time employee shall normally be scheduled to work a full eight (8) hour shift.

A part time employee's benefits "day" is determined by dividing the regularly scheduled weekly hours, for which they were hired, by 5.

## **5.02 Normal Workweek:**

For Full Time employees who are regularly scheduled on an eight (8) hour basis, the normal work week will be forty (40) hours. The employee will have two (2) days off in each week. The pay period shall commence at 12:00 a.m. Saturday and end at 11:59 p.m. Friday.

Those employees working 24-hour programs required to complete a rotating weekend shift shall remain on the workweek commencing 12:01am Sunday to Midnight Saturday work. Currently this exemption will apply to UBHC and UCHC, CINJ, and RWJMS Anesthesia Department. HPAE and the University reserves the right to amend exemption during the life of the contract should the need arise for additional departments.

Employees regularly scheduled to work on other than an eight (8) hour basis shall have their respective workweeks defined in Section 4.02 of this Agreement.

## **5.03 Work Schedules:**

- A. The University will respond in writing to all requests or preferences within fourteen (14) calendar days of submission.
- B. Employee requests or preferences for the upcoming schedule will be submitted in writing no less than two (2) weeks in advance of the posting of the schedule. During the two weeks in advance of the posting of the schedule, no requests or preferences for the upcoming schedule will be entertained.

The University shall post a schedule of not less than four (4) but no greater than six (6) weeks of each employee's assignment not less than two (2) weeks in advance of the start of each schedule. Such schedule shall be maintained until it is superseded by a new schedule or changed by an agreement between the University and the employee concerned. The University reserves the right to change the schedule in case of emergency.

The University will respond in writing to all written requests for changes in the posted schedule within seven (7) calendar days of submission. Changes in a posted schedule must be proposed in writing and approved in writing by the appropriate Nurse Manager. Employees may request to change shifts or days off with another employee of the same skill level. The request shall be in writing by both employees to the Nurse Manager before the scheduled change takes place. Changes requested by the employee in the posted schedule will be considered by the University and not be unreasonably denied. One reason to deny a requested switch would be if overtime costs are created or increased as a net result of the switch.

An on-call schedule shall be posted two weeks prior to the on-call assignment.

#### **5.04 Overtime Work: Compensatory Time Off**

The University retains the option of paying overtime or compensatory time off. The employee may request overtime or compensatory time off.

#### **5.05 Overtime Work: Scheduling**

The University will follow all New Jersey statutes and regulations regarding mandatory overtime.

UCHC will agree to follow the New Jersey statute on mandatory overtime, provided that it is able to do so consistent with Department of Corrections rules, regulations and protocols.

If it is practical and consistent with the efficiency of operations, overtime shall be scheduled and distributed on a rotation basis by job classification within each functional work unit. The University shall give employees as much advance notice as possible relative to the scheduling of overtime. Subject to operational needs, the University will make its best efforts to post the overtime schedule at the same time the work schedule is posted.

An employee who refuses an overtime assignment shall be considered to have worked for the purposes of determining equal distribution of overtime. Once an employee is scheduled and accepts an overtime assignment, he/she shall be subject to all University rules and regulations and the appropriate provisions of this Agreement.

In cases where mandatory overtime is required, then the least senior qualified employee of the employees on duty can be required to stay and work the overtime. Such mandatory overtime shall be rotated starting with the least senior qualified employee.

UCHC Management shall document circumstances of mandatory overtime including:

- a. Employee's name and job title;
- b. Employee's work area or unit;
- c. Date overtime was worked, including start time;
- d. Number of hours of overtime mandated;
- e. Reason why overtime was mandated;
- f. Employee's daily work schedule for any week in which employee is required to work overtime;

g. Description of reasonable efforts exhausted prior to requiring mandatory overtime, including:

- i. names of employees contacted to work voluntary overtime
- ii. description of efforts to secure per diem staff
- iii. list of the temporary agencies contacted

h. Signature of individual authorizing the mandatory overtime

This documentation shall be provided to the Labor-Management Committee twice a year.

Lists reflecting the overtime call status of the employees shall be available to the Union upon request.

Employees with performance deficiencies or poor attendance will be prohibited from working voluntary overtime.

Barring personal emergency, an employee scheduled to work overtime is required to notify the designated supervisor twelve (12) hours prior to the start of the overtime shift if they are unable to report to work. Failure to call in prior to twelve (12) hours before the start of the overtime shift will make the employee ineligible for voluntary overtime for the next posted schedule. Failure to call in prior to two (2) hours before the start of the overtime shift will be considered a no call/no show absence and the employee shall be subject to discipline.

Unit assignment of overtime personnel may be subject to change dependent upon patient care needs. In the event an employee refuses assignment, the employee will be subject to appropriate discipline for insubordination. However, if at least one hour and forty-five minutes prior to the start of the scheduled overtime shift, it is determined that the overtime is not needed as originally assigned, the employee will have the option of working another overtime assignment or not working the overtime shift.

Employees may work a maximum of two (2) twelve (12) hour shifts or three (3) eight (8) hour shifts per week in overtime.

If an employee has been scheduled for overtime at least twenty-four (24) hours in advance, he/she must receive at least two (2) hours' notice of cancellation of the scheduled overtime. If less than two (2) hours' notice is received, the employee will have the option of coming to work (paid at overtime) or not coming to work (without overtime pay).



## **5.06 Weekend Rotation:**

- A. A weekend off shall be defined as Saturday and Sunday for all employees.
- B. For units and departments at the University that are open on weekends, the University will grant each Full Time and Part Time employees at least twenty-six (26) weekends off per calendar year.

### Weekend Rotation for 12 Hour Shifts

Employees scheduled on a twelve (12) hour basis will normally be assigned to work thirty-six (36) weekend hours per four (4) week scheduling cycle unless the operational needs of the University require a greater assignment. Should such employee be assigned to work greater than thirty-six (36) weekend hours in a four (4) week scheduling cycle, such assignment shall not be for two (2) consecutive work schedules.

Full-time employees scheduled on a twelve (12) hour basis will not be required to work more than thirty-nine (39) weekend shifts per calendar year. The University shall make its best efforts to assign full-time twelve (12) hour shift employees to no more than thirty-six (36) weekend hours per four (4) week scheduling cycle.

Part-time employees scheduled on a twelve (12) hour basis will not be required to work more than twenty-six (26) weekend shifts per calendar year. The University shall make its best efforts to assign part-time twelve (12) hour shift employees to no more than twenty-four (24) weekend hours per four (4) week scheduling cycle.

Nothing contained herein shall prevent employees from voluntarily working more than the required weekend shifts per calendar year.

No full-time or part-time employee scheduled on a twelve (12) hour basis shall be required to work more than forty-eight (48) hours in a four (4) week scheduling cycle unless the employee is working additional weekend hours to make up missed weekend time.

Full-time employees scheduled on a twelve (12) hour basis shall have at least two (2) of the required weekend shifts per schedule scheduled on the same weekend.

### Weekend Rotation for 8 Hour Shifts

Full-time employees scheduled on an eight (8) hour basis shall not be assigned weekend work hours in such a manner as to schedule an employee to work on more than two (2) weekends (four shifts) per month except by mutual agreement between the employee and the University. An employee may be scheduled to work on more than two (2) weekends during a four (4) week schedule cycle in which the employee or other employees assigned to the same work unit and work shift is scheduled to take vacation time which includes weekends. However, and in such case, no employee will be scheduled to work more than eight (8) weekend work shifts in an eight (8) week period.

The University shall make every effort to schedule both full-time and part-time eight (8) hour shift employees every other weekend off in “non-peak” vacation periods.

Part-time employees scheduled on an eight (8) hour basis are required to work four (4) weekend shifts each four (4) week schedule, except if as a condition of employment, they have been hired to work exclusively weekend hours. However, part-time employees who are hired to work on weekends may work additional hours consistent with part-time status.

All weekend hours will be paid at the rate of \$1.50/hour. The weekend differential will be paid for all hours worked from 7:00 a.m. Saturday to 7:00 a.m. Monday.

#### Make-up Weekend Shift

Nurses must make up weekend shifts for which they have called out, as determined by management within two (2) work schedules. Subject to operational needs, an employee’s preference for the make-up weekend shift will be considered.

Notwithstanding the above, for Nurses on payroll as of January 1 of the calendar year, the below indicated sick call outs will not be required to be made up:

Nurses on 8-hour shifts	1 weekend shift per calendar year or 2 shifts per calendar year if they are on consecutive calendar days
Nurses on all other schedules	1 weekend shift per calendar year

If a bargaining unit employee does not work on a weekend shift due to a leave of absence or extended paid sick leave, the employee shall not be required to make up the day (or days).

### **5.07 Coverage for Approved Leaves of Absences or Long-term Paid Sick Leave**

The parties agree that there shall be no shift reassignment, except to cover up to twelve (12) weeks of an approved leave of absence or long-term paid sick leave. Prior to reassigning an employee to another shift, the University shall first seek volunteers. As a last resort, on a rotating basis, the least senior employees in the nursing unit shall be reassigned. Shift reassignment for an employee shall be limited to four (4) weeks duration unless an employee agrees to work on another shift for a longer period of time.

The University shall provide at least fourteen (14) days’ notice prior to reassigning an employee to another shift.

## **5.08 Work Time – State of Emergency Policy:**

In the event of an Emergency Curtailment of Operations at the University operations will be carried out in accordance with Rutgers policy 60.9.58.

When an employee is designated as essential, he/she shall be notified in writing. The University shall provide designated employees with written documentation identifying essential status.

In situations where negotiations unit members are working in the Child Healthcare Unit facilities 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.

## **6. Monetary Benefits: Time Worked**

### **6.01**

#### **(A) Base Pay:**

For employees on a years' of experience scale, base pay is the employee's pay rate exclusive of any differentials, premiums, bonuses or other additional forms of compensation. For staff nurses on Scale A and APNs, base rate of pay is equivalent to their current pay rate on their scales, exclusive of any differentials, premiums, bonuses or other additional forms of compensation.

#### **(B) Regular Pay:**

An employee's regular pay is the employee's rate inclusive of base pay, and where applicable, 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). All employees shall be compensated at time and one-half (1-1/2) for all hours worked in excess of forty (40) hours. Overtime pay and other premium pay shall not be pyramided.

Such overtime hours shall be compensated either by (a) cash, or (b) compensatory time off; at the rate of one and one-half (1-1/2) hours for each hour worked, at the option of the University.

For the purpose of computing overtime, all holidays paid for but not worked and hours of paid leave, excluding paid sick time, shall be counted as hours worked. All paid sick time shall not be counted as hours worked for overtime purposes.

For twelve-hour staff, holiday hours paid for but worked shall be counted for overtime purposes. These hours shall be counted on an hour for hour basis towards the forty (40) hours.

### **6.03 Pay Period:**

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

Employees will be required to have their paychecks directly deposited into their personal bank account. Pay stubs are available to all employees online at my.rutgers.edu.

When an error in pay has been made by the University Payroll Department, the University will issue a check with the correction within three (3) work days of notification of error, with proper deductions. 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 scheduled effective date.

### **6.05 Changing Time:**

CRNAs who are required to wear scrubs by the University shall have ten (10) minutes from their respective starting times within which to dress or otherwise prepare.

### **6.06 Daylight Saving Time:**

If an employee actually works one (1) hour greater than his/her scheduled hours of work as a result of an adjustment in daylight savings time, s/he shall receive one (1) hour's pay at time and one-half (1 1/2). If an employee works one (1) hour less than his/her scheduled hours of work as a result of an adjustment in daylight savings time, she he will be compensated for the time actually worked.

## **7. Monetary Benefits: Time Not Worked**

### **7.01 Holiday Designation:**

All Full-time employees will be entitled annually eight (8) holidays or for flexi-scheduled employees, sixty-four (64) hours of holiday time. Part Time employees will have the holiday time pro-rated based on the number of hours he/she were 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

In an eight-hour unit, staff will be scheduled at least four (4) holidays in the calendar year based upon seniority. The most senior half of the unit will be scheduled at least four (4) holidays and the least senior half will be scheduled for four (4) holidays.

All employees will receive two (2) of the following four (4) designated holidays off in the following manner:

New Year's Day or Christmas
Thanksgiving or Independence Day

All employees will have either Christmas or New Year's off, alternating these holidays each year when feasible.

For employees 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 employees subject to a Monday–Friday schedule, these holidays will be observed as follows. If it 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.

In those months containing designated holidays, flexi-scheduled employees will be scheduled thirteen (13) shifts inclusive of holidays. Employees who actually work fewer than thirteen (13) shifts may be short regular pay if there is insufficient accrued compensatory time.

Employees, absent compelling documentation of illness or emergency, who call off on the scheduled day within forty-eight (48) hours before or after a holiday, or, if scheduled to work the holiday, call off, will be salary deleted and forfeit the holiday.

## **7.02 Holiday Entitlement:**

Recognizing that certain facilities are open every day of the year and that it is not possible for all employees to be off on the same day, the University shall have the right, at its sole discretion, to require any employee to work on any of the holidays herein specified. The University agrees to assign holidays off on an equitable basis.

If the holiday falls on an employee's day off, he/she shall receive another day off for the holiday. Such day 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 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 employee for the holiday at his/her regular rate of pay, or shall schedule the employee for the time off, by the next pay period.

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

## **7.03 Holiday Pay:**

Full and Part Time employees that are routinely scheduled to work twelve (12) hour shifts shall be compensated for the eight (8) University designated holidays totaling sixty-four (64) hours as per 1 through 4 below:

1. For the period July 1 through November 30 of each year of this Agreement, each employee will be compensated for all four (4) University designated holidays which fall within this period while the employee was actively employed. Payment will be made in December and paid in one lump sum at the employee's regular 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 employee will be compensated for all four (4) University designated holidays which fall within this period while the employee was actively employed. Payment will be made in July and paid in one lump sum at the employee's regular rate of pay in effect at the time the payment is made.
3. An 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 or the eight (8) hour work shift scheduling basis, the employee will be compensated for accrued holiday pay for any University designated holiday which has not been paid, less any monies the employee may owe the University.

Any non-exempt employee scheduled to work on a University designated holiday will be compensated at the rate of time and one-half (1 1/2) his/her regular rate of pay for all hours worked on the holiday.

Bargaining unit employees who are required to work on New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving or Christmas shall be paid at the rate of time and one half (1 1/2) his/her regular rate of pay for all hours worked. Bargaining unit employees who are required to work on the day after Thanksgiving shall be paid at his/her regular rate of pay.

Employees scheduled on an eight (8) hour basis who work on a University designated holiday shall be scheduled for another day off for the holiday within the next two pay periods. An employee may request such day off as per Section 5.03.

5. Section 7.03 does not apply to employees assigned to work at the DOC/JJC facilities.

#### **7.04 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 additional paid days off to other University employees, Rutgers shall increase the number of ML days for that year to equal those of the rest of the facilities. 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.

### **7.05 Vacation Amount:**

Vacation accruals for newly hired or rehired employees will commence upon the successful completion of the employee's probationary period and will be credited retroactively to the 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 employee reaches a service milestone if the employee's anniversary date is before the 16th of the month and will change effective the following month if the employee's anniversary date is the 16th of the month or after.

<u>Length of Service</u>	<u>Accrual Rate</u>
From date of hire to completion of 3 years	1 1/4 days/month
From start of the 4th year to completion of 18 years	1 2/3 days/month
From the start of the 19th year	2 1/12 days/month

### **7.06 Vacation Pay:**

An employee will be paid for vacation at the employee's regular rate of pay.

### **7.07 Vacation Entitlement:**

All regular Part Time employees who are included in this bargaining unit shall accrue vacation credit on a proportionate basis based on the number of hours he/she was hired. Per Diem employees are not entitled to vacation benefits.

Vacation credit shall not accrue while an employee is on an unpaid leave except that an 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 he/she returns from leave provided the employee returns on or prior to the 15th of the month.

An 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 an employee separated during the initial hire or rehire probationary period will not be entitled to such allowance.

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



## **7.08 Vacation Scheduling:**

The vacation period will be the entire year. The 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 insure the effective and efficient operation of the University, including staffing needs. No part of an employee's scheduled vacation may be charged to sick time.

The University may restrict the amount of vacation time granted to an employee during prime vacation periods to allow for equitable distribution of prime vacation time among employees. The prime vacation periods shall be defined as December 1 through January 15, and Memorial Day through Labor Day.

After successful completion of the initial probationary period, vacation allowance must be taken by the end of the calendar year following the calendar year in which it was accrued. An employee may carry a maximum of one (1) year of earned vacation allowance forward into the next succeeding year. When unusual circumstances warrant an exception, amounts greater than one (1) year can be carried over with the approval of an employee's DOPCS and the Campus Director of Human Resources.

Subject to proper patient care and operational needs, the choice of vacation time for bargaining unit employees will be determined within the work unit on the basis of University seniority. Employees within one work unit shall not be denied vacation time due to vacation time scheduled in another unit.

Vacation requests for each "vacation year" of April 1 through March 31, must be planned and requested by February 15th of each year.

The employee will submit three (3) choices of vacation time in order of priority. In situations in which choices of vacation are timely and two (2) or more employees request the same time period, 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. Should this occur, the employee will be presented with the dates of available vacation weeks after the "vacation planner" has been completed; with request for vacation responded to in writing within seven (7) calendar days of receipt.

A maximum of two (2) weeks' vacation will be granted in the prime vacation period from December 1 to January 15. This time will be granted on a seniority basis and will rotate. Employees are required to work either Christmas or New Year's. Requests to exceed the maximum two (2) weeks' vacation during the prime vacation period of December 1 to January 15 may be granted if the University, within its sole discretion, determines that appropriated coverage for the unit will not be affected. Requests will be handled on a first come first serve basis. In the event of multiple requests, seniority shall govern, but once vacation is granted bumping does not apply. No employee may request more than two (2)

weeks' vacation during the prime vacation period until such time as all vacations have been scheduled pursuant to the procedure set forth in this Article.

Employees may not pyramid any personal leave days during vacation time unless special permission has been obtained from the Director of Patient Care Services.

Approved vacation time requires the signature of the Nurse Manager and Director of Patient Care Services. Written approval of vacation time will be given to the employee no later than March 15.

Vacation time may be taken as one (1) or more single days, or one (1) or more single weeks.

Employees wishing to maintain the integrity of their regular scheduled weekend and forego the weekend with the vacation period must do so in writing.

For employees working twelve (12) hour or ten (10) hour shifts, vacation days will be taken as twelve (12) or ten (10) hour days. Individual vacation days can be requested; and such requests will not be unreasonably denied. Only fourteen (14) consecutive days off will be granted during prime time.

More than one (1) employee per work unit/department and work shift may be scheduled for vacation at one time provided that appropriate coverage for the unit/department is not affected. Employees are not responsible for providing staff coverage as a basis for the approval of requested vacation time unless the employee's work schedule has already been posted.

An employee may use vacation days on an emergency basis for the care of a sick family member or member of the employee's household, subject to the submission of appropriate documentation when required.

### **7.09 Sick Leave: Entitlement and Amount:**

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 any time 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 1 will earn sick leave at the rate of one and one fourth (1-1/4) days per month.

Regularly appointed part-time negotiations unit 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.)

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

Per Diem employees required to receive paid sick leave pursuant to the New Jersey Earned Sick Leave Law, shall accrue paid sick leave at a rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty (40) hours per fiscal year. Sick leave hours may be used as accrued and if applicable, no more than forty (40) hours may be used in a fiscal year.

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 2<sup>nd</sup> 2018 and supplementing New Jersey P.L. 1966. c. 113 (C.34-11-56a *et seq.*) (the "Earned Sick Leave Act").

### **7.10 Sick Leave Notice and Restrictions:**

An employee will be paid for sick leave at the employee's regular rate of pay.

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 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. Such time will be unpaid except when an employee seeks treatment for a work-related injury or illness.

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 dollars (\$15,000.00).

The compensation shall be paid in accordance with the State rules then applying.

### **7.11 Bereavement Leave or Serious Illness in Immediate Family:**

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 a 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 negotiations unit employee, and is so charged.

Regular part time staff will receive pro-rated bereavement benefits.

### **7.12 Jury Duty Leave Amount:**

Consistent with the procedures set forth in Article 7.13, an employee who is summoned for and performs jury duty on a day on which he/she is scheduled to work, will be paid for the day according to the employee's standard work hours based on job classification (8 hrs., 7.5 hrs.). This will be pro-rated for regular part time employees.

Employees who work the night shift will be paid for the day on which the jury duty is served, if scheduled to work that night.

The receipt of a notice to report for jury duty must be reported immediately to the Director of Patient Care Services.

### **7.13 Jury Duty Leave Procedure:**

The 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 employee would have worked, the employee must immediately notify his/her supervisor and may be required by the supervisor to report to work.

### **7.14 Court Appearance:**

Employees shall be granted necessary time off, at the employee's regular rate of pay, when he or she is summoned to testify at depositions or in court, on any matter arising within the employee's scope of employment at the University. The employee shall immediately report receipt of any subpoena or court order related to their employment at the University to the University's Office of General Counsel and to their supervisor.

### **7.15 Rest Periods:**

An employee shall be entitled to a fifteen (15) minute rest period during each four (4) consecutive hours of the work shift. Employees who are required to work beyond their regular quitting time into the next shift shall receive an additional fifteen (15) minute rest period after the employee's regular shift has been exceeded by two (2) hours.

### **7.16 Meal Period:**

Employees authorized to work through their regularly scheduled meal period will, at the option of the University, be paid time and one-half (1 1/2) or granted compensatory time off at the rate of time and one-half (1 1/2) for such meal period. Meal periods shall be one-half (1/2) hour unpaid.

## **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	6 months

## 8.02 Procedure:

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

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 leave 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 a request to Rutgers Office of Employment Equity (OEE) 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 percent (70%) 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.

An Employee who has utilized the maximum length of leave and who is unable to return at that time shall resign in good standing or in the alternative will be terminated for being unable to return from leave.

### **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. Employees will be terminated for obtaining leave by false pretense or for failing to return from a leave in accordance with University policy.

## **9. Monetary Benefits: Health Benefits, Prescription Drug Program, Dental Care Program, Life Insurance and Pension**

### **9.01 Health Benefits:**

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 HPAE 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 HPAE will be eligible for the Rutgers Vision Care Program.

The parties agree that immediately following the ratification of this Agreement by the membership of HPAE, 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 HPAE unit employees must be approved and adopted by the State Health Benefits Program Plan Design Committee before they can become effective.

A part-time employee shall be eligible for Health Insurance as per State Legislations and the State Health Benefits Commission.

### **9.02 State Health Benefits 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 employees and their eligible dependents.

An optional Group Dental Program which provides services through specific dental clinics will be made available to employees in the unit. Participation in this program shall be voluntary with a condition that each participating employee authorizes a bi-weekly salary deduction not to exceed fifty percent (50%) of the cost of the coverage for a one (1) year period. Employees are able to enroll in only one (1) of the two (2) programs or in no program at all.

### **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 employees and benefits are governed by statute and Rules and Regulations promulgated thereunder and administered exclusively by the New Jersey Division of Pensions.

Flight Nurses shall have coverage in the amount of six (6) times the employee's salary.

### **9.05 Pension:**

The University is a participant in the Public Employees Retirement System and the Alternate Benefits Program. Eligibility for participation by 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.

## **10. Monetary Benefits Miscellaneous:**

### **10.01 Terminal Benefits:**

A Full Time or Part Time 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 employee's regular compensation rate to the extent such notice is deficient.
- b) Accrued but unpaid vacation and compensation time to the employee's termination date.

## **10.02 Resignation:**

An employee who terminates employment by resignation will give the University twenty-one (21) days written notice. Employees who resign will be entitled to all accrued but unused vacation and compensation time, less any sick time advanced but not accrued.

After submitting a notice of resignation, an employee shall only be eligible to use a maximum of two (2) Paid leave days within the last three weeks of employment, provided the request(s) for such float holiday(s) are approved.

## **10.03 Shift Differential:**

The University will pay a shift differential of \$3.50/hr. to Full Time or Part Time negotiations unit employees who work the evening shift (3:00 p.m.–11:00 p.m.) or the night shift (11:00 p.m.–7:00 a.m.). Shift differentials are not considered to be a part of an employee's regular compensation rate.

## **10.04 Charge Nurse Differential:**

The charge nurse differential will be one dollar and seventy-five cents (\$1.75) per hour.

A Staff Nurse who is assigned by management, or his/her designee, to perform the function of a charge nurse assumes responsibility for the operation of the floor or unit.

A Staff nurse who is designated to perform the functions of a Charge Nurse shall receive the Charge Nurse differential for the time so designated by management.

When assigning charge duties, the University will first seek volunteers. If there are no volunteers deemed qualified by management, charge duties will be assigned. If there is a need to assign a Staff nurse to be a Charge Nurse for an extended period of time, volunteers will be sought first, but the final decision regarding the assignment rests with management.

## **10.05 Education Differential:**

- A. The certification differential will be one dollar and seventy-five cents (\$1.75) per hour. Only non-exempt employees who have a certification that is related to but not required by their job description are eligible for the certification differential.

Documentation of certification must be updated by the end of November of each year. If documentation is not updated, payment of the certification differential will be discontinued in January.

In each year paid, an employee shall receive, if certified, a payment for only one (1) certification. An employee's certification must be nationally

recognized and related to the employee's specialty practice.

- B. Full Time and Part Time Research Nurse Clinicians and Staff Nurses with a Bachelor's Degree in Nursing (BSN) from an accredited school will receive additional compensation of eighty cents (\$.80) per hour, if a Bachelor's Degree is not required in the job description.

Full Time and Part Time Research Nurse Clinicians or Staff Nurses with a Master's Degree in Nursing (MSN, MA, Ed. M) from an accredited school will receive additional compensation of one dollar (\$1.00) per hour, if a Master's Degree is not required in the job description.

An employee may only receive compensation for the BSN or Master's Degree, not both.

- C. The compensation for BSN or Master's in Nursing shall be paid bi-weekly and shall be effective the date on which the Human Resources Department receives proof of the degree.

- D. Effective upon ratification, should an APN or CRNA be certified in a specialty practice that is not required under his/her profession, job title or license, the APN or CRNA shall be eligible for certification pay. It is understood that an employee may only be entitled to receive payment for one (1) certification.

Those CRNAs who qualify for certification pay under this Article shall be paid in the same manner as other professional nurses paid on an hourly basis.

APNs must provide proof of certification to the Human Resources Department by each November 1<sup>st</sup>. Any APN entitled to certification pay under this Article shall receive a lump sum payment no later than the second paycheck of December of each year. A Full-time APN who qualifies for the certification pay described herein shall receive a lump sum payment of three thousand dollars (\$3,000). A Part-time APN who qualifies for the certification pay described herein shall receive a lump sum payment of fifteen hundred dollars (\$1,500).

- E. Section 10.05 does not apply to employees assigned to work at the DOC/JJC facilities.

### **10.06 On-Call:**

- A. On-call pay will be paid as follows:

\$4.50 per hour – Staff RNs

\$6.50 per hour – Advanced Practice Nurses

20% regular salary – CRNAs

If a non-exempt employee works during the on-call period, the employee shall be compensated at the rate of time and one half (1 ½) his/her regular rate of pay.

- B. A non-exempt employee who is called in to work during the on-call period shall be guaranteed a minimum of four (4) hours of assigned work except when the end of the on-call period coincides with the beginning of his/her regular shift.
- C. If operationally feasible, Operating Room (OR) RNs shall only be scheduled and shall only work on call within their on-call specialty in the OR.
- D. If operationally feasible, an employee will not be scheduled for on-call on their scheduled day off.
- E. No employee shall be required to work more than sixteen (16) continuous hours in a day (including hours worked while scheduled on-call).
- F. Section 10.06 does not apply to employees assigned to work at the DOC/JJC facilities.

#### **10.07 Tuition Refund/Remission:**

- A. The University will reimburse all Full Time bargaining unit employees one hundred percent (100%) of tuition costs, up to a maximum of Three thousand one hundred twenty dollars (\$3120) annually for courses completed in an accepted School of Nursing with a grade of "C" or better.

The University will reimburse all Part Time bargaining unit employees (excluding per diems) fifty percent (50%) of tuition costs, up to a maximum of fifteen hundred sixty dollars (\$1560) annually for courses completed in an accepted School of Nursing with a grade of "C" or better.

The University will reimburse one hundred percent (100%) of tuition costs annually for courses completed with a grade of "C" or better at a Rutgers School of Nursing, up to a maximum of seven thousand two hundred eighty dollars (\$7280) for Full Time employees, and three thousand six hundred forty dollars (\$3640) for Part Time employees.

A negotiations unit employee cannot be reimbursed simultaneously for Non-Rutgers School of Nursing courses as well as for Rutgers School of Nursing courses.

Therefore, each calendar year, a selection must be made by the employee to accept reimbursement for either non-Rutgers School of Nursing courses or Rutgers School of Nursing courses.

- B. There will be no reimbursement for incidental fees incurred in the courses.
- C. The University will reimburse employees within six (6) weeks of submission of tuition receipts and grades by the employee.
- D. Dependent children of negotiations unit employees shall be eligible for tuition remission in accordance with the provisions of Rutgers policy 60.2.1, Sections B, C, & D.

### **10.08 Clothing Allowance:**

- A. Where the University requires employees to wear uniforms but chooses not to provide them, the University will give all full-time employees an annual uniform allowance of one hundred and fifty dollars (\$150). Part Time employees will receive an annual uniform allowance of seventy-five dollars (\$75).

If, in the in-patient psychiatric units and partial hospital programs, an employee's clothing is damaged as a result of direct patient care, upon submission of appropriate receipts, the University will reimburse for the repair or replacement up to a maximum of one hundred fifty dollars per year (\$150) for full time employees and seventy-five (\$75) for part time employees.

Where the University requires employees to wear uniforms but chooses not to provide them, the uniforms worn by employees shall then comport with such standards as are or may be set forth by the University in its dress code policies.

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

### **10.09 Preceptor Pay:**

- A. In acute care settings, when practical, preceptorship shall be distributed on an equitable basis among qualified employees who have maintained at least a satisfactory or better performance and attendance record. He/she should have successfully completed a preceptor training program offered or approved by the University.

As a Preceptor, a Staff Nurse is responsible for guiding and developing a new hire Staff Nurse, a Staff Nurse transitioning to a new area or other nursing staff as identified by nurse management to ensure that they achieve the required skills and competencies.

- B. Each nurse will receive a differential of six percent (6%) of his/her regular rate of pay when functioning as a preceptor.
- C. Section 10.09 does not apply to employees assigned to work at the DOC/JJC facilities.

### **10.10 Floating:**

- A. The University will make its best efforts to minimize floating within the term of this contract.

In the event that it becomes necessary for an employee to be assigned, on a shift-by-shift basis, to another unit, nursing management shall ensure that patient care assignments shall be within the educational and skill level of the assigned/floated nurse. The University shall utilize the following guidelines when floating/assigning nurses:

1. Volunteers shall be sought.
2. Agency personnel assigned.
3. Per diem, then overtime staff will be assigned.
4. Finally, the University may assign employees on a rotation basis, with the least senior employee floating first.

The University will use its best efforts to assure that the floating of staff will be done on an equitable basis. To do so, the University will assign an employee during his/her orientation period, e.g. new hire, new program implementation/equipment introduction, in such manner as to enable the employee to acquire the necessary experience and training to assure safe practice when he/she is floated.

No employee will be given an assignment for which she/he has not been adequately trained, or which would cause the employee to violate the Rules and Regulations of the New Jersey Board of Nursing Practice Act.

During the term of this contract, the University will use its best efforts to minimize floating on an interim basis during the work shift.

Should a staff nurse be floated more than five (5) shifts in the previous quarter, the University and Union shall meet to address any and all floating issues including compensation.

Float sections areas will be defined as the following:

1. UBHC–Essex County
2. New Jersey Medical School
3. UBHC-Middlesex County
4. Robert Wood Johnson Medical School



5. Cancer Institute of New Jersey
6. Camden/Stratford
7. University Correctional Health Care – UCHC
  - a. Northern Region
  - b. Central Region
  - c. Southern Region
8. Juvenile Justice Commission

B. Float Section Designation.

The University will notify the Union prior to the opening of a new unit or division in order to determine the float section to which the new unit or division will be assigned.

Upon request by either party, the Union and the University shall meet and discuss revisions in the above float sections.

### **10.11 Travel Reimbursement:**

Current policy and procedures shall remain in effect throughout the term of this Agreement.

### **10.12 Reassignment**

A. Temporary Reassignment of UCHC Staff Nurses Between Divisions (Medical and Mental Health)

In the event that it becomes necessary for an employee to be temporarily reassigned to another unit, nursing management shall ensure that patient care assignments shall be within the educational and skill level of the temporarily reassigned nurse. No employee will be given an assignment for which she/he has not been adequately trained, or which would cause the employee to violate the Rules and Regulations of the New Jersey Board of Nursing Practice Act. Staff nurses assigned to a unit for training purposes shall not be considered assigned staff for the purposes of satisfying the staffing requirements for the unit/shift in question.

The University shall utilize the following guidelines when temporarily reassigning nurses between divisions:

1. Volunteers shall be sought, including voluntary overtime
2. Agency personnel assigned
3. Per diem assigned
4. Finally, the University may assign employees on a rotation basis, with the least senior employee being assigned first.

During the term of this contract, the University will use its best efforts to minimize the temporary reassignment of staff nurses between divisions on an interim basis during the work shift.

## B. Reassignment to another DOC or JJC Facility

When a reassignment to another DOC or JJC facility is deemed necessary, the University shall ask for volunteers. If there are no volunteers, the University shall notify the employee in writing of the reason for and the status (temporary or permanent) of the reassignment. Except in cases of emergency, the employee shall receive 30 calendar days' notice when the reassignment is to a facility within his/her region and 45 calendar days' notice when the reassignment is to a facility outside of his/her region (As outlined in Article 4.09).

When staff are reassigned to another facility on a temporary basis, the new facility 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). Transportation reimbursement shall be based on the total travel cost from home to the new work site less the total normal travel costs from home to the original worksite.

## 11. Health and Safety:

### 11.01 Health Examination:

The University will provide to each bargaining unit employee a physical examination at the time of employment. Thereafter, an examination will be provided if required by the appropriate accrediting authority, by the University, or by Statute.

Employees returning from medical or disability leave must present a note from the treating physician which indicates the date the employee was able to return to duty and certifying the 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 employee to ensure fitness and capability to return to work.

### 11.02 Employer Obligation:

UCHC will collaborate with its staff, the Department of Corrections, and the Juvenile Justice Commission, in order to provide adequate and regularly maintained sanitary facilities. Employees will maintain acceptable standards of personal hygiene and cleanliness in accordance with the requirements of the job.

Within the guidelines of the Department of Corrections and the Juvenile Justice Commission, the University shall make reasonable provisions for the safety and health of its employees and will observe all applicable health and safety laws and regulations. The University will provide safety devices for employees when deemed appropriate by the University or as required by law and will provide a reasonably safe and healthy place of work.

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 employee will maintain acceptable standards of personal hygiene and cleanliness in accordance with the requirements of the job.
3. An 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 negotiations unit employees.
4. The University will provide safety devices for 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 Labor/Management meetings. Upon mutual agreement the Union will have the right to one (1) representative to any of the employee-attended University's Health and Safety Committees. Any recommendations concerning improvement or modification of conditions regarding health and safety shall be reported to the appropriate health and safety committee.

### **11.03 Health Security:**

1. The University shall provide PPD tests for employees working under health hazards at the University's time and expense.
2. The University shall provide the Hepatitis B vaccine at no cost to employees who may be exposed to blood and other potentially infectious body fluids in the course of the employee's job.
3. The University shall provide an annual infection control update for all employees which shall include the following:
  - a. Transmission of blood borne, airborne and other infectious diseases.

- b. Universal precautions, respiratory precautions and other infection control measures.
  - c. Post needle stick and other blood and body fluid exposures management protocols.
4. The current practice of providing security escorts as available upon the request of an employee shall continue.

## **12. Non-UCHC Employee Facilities:**

### **12.01 Nurses' Lounge:**

The University, to the extent resources permit, will provide nurses' lounges. Such areas as are provided should be well lit and ventilated and contain furniture that is clean and in good repair. The parties will cooperate to keep these areas clean.

### **12.02 Parking:**

The parking fee for all bargaining unit employees will be equal to .5% of the annual salary based on the regular rate of pay as of the last pay period of the previous fiscal year. All 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.

The parking fee shall be paid in pre-tax dollars.

## **13. No Strike/No Lockout:**

The Union and the employees 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.

## **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. Oral counseling, although in writing, is not to be considered discipline and shall not be placed in the employee's central personnel file.

The University shall have the right to discipline 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 more than twenty-four (24) hours shall be arbitrable.

A suspended employee may, by mutual agreement between the University and the Union, substitute a forfeiture of vacation days equal to the same number of days of suspension in lieu of that 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.

Suspensions without pay of more than twenty-four (24) hours, written warnings in lieu of a suspension of more than twenty-four (24) hours, disciplinary demotions or discharge from employment shall be subject to arbitration as specified in the grievance procedure set forth in Article 14.02.

The University will notify the Union office, by mail or fax, and a designated Local President, by inter-office mail, attached email document, or fax, 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 employee was notified of the action in writing.

The University shall make every effort that an 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, an 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 employee to sign that they have received the discipline. If, for any reason, the employee is not willing to sign the discipline, the Union representative may sign as a witness that the employee received the discipline. An employee shall be informed of his/her right to have a Union Representative present at the disciplinary conference or a conference that could lead to a 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 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 employees. This exclusion shall not apply to regular 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 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 written 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 employee and will not be considered. The lack of response by the University within the prescribed time, unless the 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 employees may initially 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 within two (2) days of the filing of the grievance. 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

An employee may orally present and discuss a grievance with his/her immediate supervisor. At the employee's option, he/she may request the presence of a Union representative. If the 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 on which 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.

##### *Step Two:*

The grievance may be appealed by written notice to the Vice President for Human Resources of the University or his 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 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 employee may be represented at such hearing by the Union representative, Local Union President 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.

Beginning with discipline that takes place on or after July 1, 2003, 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 member 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 greater than twenty-four (24) hours
2. Written warnings in lieu of suspension greater than twenty-four (24) hours
3. Involuntary Demotion
4. Discharge



then a request for arbitration may be brought only by the Union within thirty (30) 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, eighty (180) 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 an employee with back pay, the employee may be paid for the hours he/she would have worked in his/her normally scheduled work week, at his/her regular rate of pay less any deductions required by law or other off-setting income for the backpay period specified by the arbitrator.

The decision of the arbitrator shall be final and binding upon the University, the Union and 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 or 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.

If the Department of Corrections or Juvenile Justice Commission bans an employee from all UCHC facilities, the employee will be terminated and may not grieve or arbitrate the termination. However, such employees may apply for open positions for which they qualify in other units of Rutgers.

If the Department of Corrections or Juvenile Justice Commission bans an employee from a single facility, the University will place the employee in a vacant position of the same title for which they qualify in another UCHC facility. The banning may not be grieved or arbitrated. If there is no vacant position of the same title for which he/she qualifies in another UCHC facility, the employee will be terminated and may apply for open positions in other units of Rutgers.

In order to expedite the grievance/arbitration process and to promote the settlement of grievances, the Union and the University agree on the following:

1. The parties shall meet on a quarterly basis to review grievances currently filed for arbitration and to discuss which, if any grievances, can be resolved prior to an arbitration hearing.

## **15. Non-discrimination**

Neither the University nor the Union will discriminate against any 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, marital status, civil union or domestic partnerships, sexual orientation, age, genetic information, or military or veteran status. Neither the University nor the Union will discriminate against any employee because the employee is or is not a member of the Union, or because the employee has filed any complaints or grievances with the University or the Union.

## **16. Management Rights Provision**

- A. The University retains and may exercise all rights, powers, duties, authority and responsibilities conferred upon and vested in it by the laws and constitutions of the State of New Jersey and the United States of America.
- B. 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 employees are also retained by the University, whether exercised or not, and are to remain exclusively with the University.

## **17. Wages**

It is agreed that during the term of this Agreement for the period beginning on the effective date of this Agreement by the parties until the termination of this Agreement, the salary and fringe benefit improvements set forth herein shall be provided to eligible employees in the unit within the applicable policies and practices of the University and in keeping with the conditions set forth herein and

subject to the State Legislature enacting appropriations for these specific purposes.

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.<sup>1</sup> 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;
  - 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);

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

- 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 Joseph Licata 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.

## Wages – Staff Nurses

### Scale A

UA Scale, effective 7/1/10 through 9/30/14

<b>Step</b>	<b>Rate</b>
1	28.96
2	29.52
3	29.97
4	30.41
5	31.31
6	32.45
7	33.57
8	35.02
9	36.25
10	37.16
11	38.17
12	38.72
13	39.17
14	39.62

### Scale B

All new hires will be placed upon Scale B. Current staff will be eligible to apply at any time to transfer to Scale B from Scale A set forth above.

#### *Guidelines – Scale B Placement:*

- \* Guidelines for the placement of current staff or new hires on Scale B will be as follows:
- \* Only documented experience may be credited.
- \* Full time experience within the United States shall be credited on a year for year basis with no cap.
- \* Part time experience shall be credited on a 2 for 1 basis (i.e. 2 years part time experience equals 1 year of credit).
- \* Per diem and Agency work experience will not be credited except that at the sole discretion of the University a review of such experience may be conducted and credit assigned after consideration of the amount and type of experience involved.
- \* Foreign nursing experience will be credited on a 1 for 1 basis. There shall be a cap of 13 years credit for foreign experience.

- \* Full time experience as an LPN shall be credited on a 2 for 1 basis. Part time experience as an LPN shall be credited on a 4 for 1 basis. There shall be a cap of 5 years on credit which may be attributed to LPN experience.
- \* An applicant to Scale B will be credited for any years of experience accrued prior to a three (3) year break in nursing practice provided that the applicant has a minimum of eighteen (18) months of nursing practice after the cessation of the three (3) year break.

*\* Experience Definition:*

Such experience shall include all UMDNJ/Rutgers experience as well as all experience, except as limited above, in the following:

- a. Acute Care Hospitals
- b. Long Term Care Facilities
- c. Public Health
- d. Home Health
- e. Mental Health Facilities
- f. Doctor's offices if such experience is directly related. The determination if such other experience is related will be made by the University.
- g. Such other experience as the Chief Nursing Officer or his/her organizational counterpart may deem appropriate in his/her sole discretion.

Step wage increases shall be based upon attainment of the appropriate number of years of experience.

Scale B – Wage Rates

Fiscal Year 2018-2019:

Effective the first full pay period in July 2018, all rates of Scale B in effect on June 30, 2018, will be increased by 1.75%. In addition, Staff Nurses eligible for a step move based upon credited years of experience as of June 30, 2018 will move up one step retroactive to July 1, 2018. Staff Nurses at Step 26 who have at least 26 years of credited experience as of June 30, 2018 will receive a one time lump sum payment of \$1,000. The lump-sum payment will be prorated for part-time Staff Nurses.

Fiscal Year 2019-2020:

Effective the first full pay period in July 2019, all rates of Scale B in effect on June 30, 2019, will be increased by 1.75%. In addition, Staff Nurses eligible for a step move based upon credited years of experience as of June 30, 2019 will move up one step retroactive to July 1, 2019. Staff Nurses at Step 26 who have at least 26 years of credited experience as of June 30, 2019 will receive a one

time lump sum payment of \$1,000. The lump-sum payment will be prorated for part-time Staff Nurses. This provision does not apply to UCHC Staff Nurses.

Effective the first full pay period in July 2019, all staff nurses currently on the RB or RH scale will be moved to the UB scale based upon credited years of experience as of June 30, 2019.

Fiscal Year 2020-2021:

Effective the first full pay period in July 2020, all rates of Scale B in effect on June 30, 2020, will be increased by 1.75%. In addition, Staff Nurses eligible for a step move based upon credited years of experience as of June 30, 2020 will move up one step retroactive to July 1, 2020. Staff Nurses at Step 26 who have at least 26 years of credited experience as of June 30, 2020 will receive a one time lump sum payment of \$1,000. The lump-sum payment will be prorated for part-time Staff Nurses.

Fiscal Year 2021-2022:

Effective the first full pay period in July 2021, all rates of Scale B in effect on June 30, 2021, will be increased by 1.25%. In addition, Staff Nurses eligible for a step move based upon credited years of experience as of June 30, 2021 will move up one step retroactive to July 1, 2021. Staff Nurses at Step 26 who have at least 26 years of credited experience as of June 30, 2021 will receive a one time lump sum payment of \$1,000. The lump-sum payment will be prorated for part-time Staff Nurses.



## UB Scale – Grade O1D

Steps	Years of Experience Credit	2018 RN	2019 RN	2020 RN	2021 RN
1	<1	\$32.57	\$33.14	\$33.72	\$34.14
2	1	\$33.53	\$34.12	\$34.72	\$35.15
3	2	\$34.02	\$34.62	\$35.23	\$35.67
4	3	\$34.61	\$35.22	\$35.84	\$36.29
5	4	\$35.29	\$35.91	\$36.54	\$37.00
6	5	\$35.99	\$36.62	\$37.26	\$37.73
7	6	\$36.81	\$37.45	\$38.11	\$38.59
8	7	\$37.36	\$38.01	\$38.68	\$39.16
9	8	\$38.18	\$38.85	\$39.53	\$40.02
10	9	\$38.85	\$39.53	\$40.22	\$40.72
11	10	\$39.62	\$40.31	\$41.02	\$41.53
12	11	\$39.96	\$40.66	\$41.37	\$41.89
13	12	\$40.72	\$41.43	\$42.16	\$42.69
14	13	\$41.30	\$42.02	\$42.76	\$43.29
15	14	\$41.75	\$42.48	\$43.22	\$43.76
16	15	\$42.18	\$42.92	\$43.67	\$44.22
17	16	\$42.60	\$43.35	\$44.11	\$44.66
18	17	\$43.05	\$43.80	\$44.57	\$45.13
19	18	\$43.49	\$44.25	\$45.02	\$45.58
20	19	\$43.93	\$44.70	\$45.48	\$46.05
21	20	\$44.34	\$45.12	\$45.91	\$46.48
22	21	\$44.89	\$45.68	\$46.48	\$47.06
23	22	\$45.45	\$46.25	\$47.06	\$47.65
24	23	\$46.01	\$46.82	\$47.64	\$48.24
25	24	\$46.54	\$47.35	\$48.18	\$48.78
26	25	\$47.29	\$48.12	\$48.96	\$49.57

### Wages: Staff Nurse – Per Diem

Effective 30 days after ratification, Per Diem Staff Nurses shall receive a 3% across the board increase. This provision does not apply to UCHC Per Diem Staff Nurses.

Effective the first full pay period in July 2019, all UCHC Per Diem Staff Nurses will be moved to the current rate of Weekday and Weekday night rates of all Rutgers University Per Diem Staff Nurses.

Effective the first full pay period in July 2019, all Per Diem Staff Nurses shall receive a 3% across the board increase.

Effective the first full pay period in July 2020, all Per Diem Staff Nurses shall receive a 3% across the board increase.

Effective the first full pay period in July 2021, all Per Diem Staff Nurses shall receive a 2.5% across the board increase.

The following are the Per Diem hourly wage rates:

	7/1/2017	7/1/2019	7/1/2020	7/1/2021
Weekday	\$46.94	\$48.35	\$49.80	\$51.05
Weekday (evening/night)	\$49.44	\$50.85	\$52.30	\$53.55
Weekend Day/Premium Holiday	\$51.94	\$53.35	\$54.80	\$56.05
Weekend Night/Premium Holiday	\$54.44	\$55.85	\$57.30	\$58.55

In addition to the above rates of pay for Per Diem staff, said staff Per Diems shall, on a quarterly basis, receive a bonus payment upon an assessment of their pattern of work. Per Diem staff who work in excess of seventy-two (72) weekend or premium holiday (as defined by this Agreement) hours for the quarter, shall receive payment equal to the difference between pay received based upon the hourly rates set forth above and the following hourly rates set forth below, for all hours worked in the quarter.

	7/1/2017	7/1/2019	7/1/2020	7/1/2021
Weekday	\$51.94	\$53.35	\$54.80	\$56.05
Weekday (evening/night)	\$54.44	\$55.85	\$57.30	\$58.55
Weekend Day/Premium Holiday	\$56.94	\$58.35	\$59.80	\$61.05
Weekend Night/Premium Holiday	\$59.55	\$60.85	\$62.30	\$63.55

Upon ratification, Staff Per Diems shall make themselves available to work a minimum of one weekend shift per month, as well as one premium holiday from July 1 through November 30 and one Premium holiday from December 1 through June 30.

When a Per Diem reports for his/her shift, but is sent home, the Per Diem will receive two (2) hours pay.

## 18. Nurse Clinicians/Research Nurse Clinicians

1. Effective retroactive to July 1, 2018, all Nurse Clinicians and Research Nurses shall receive a 3% across the board increase.
2. Effective July 1, 2019, all Research Nurse Clinicians shall receive a 3% across the board increase.
3. Effective July 1, 2020, all Research Nurse Clinicians shall receive a 3% across the board increase.
4. Effective July 1, 2021, all Research Nurse Clinicians shall receive a 2.5% across the board increase.
5. Effective the first full pay period in July 2019, all Nurse Clinicians will be placed on the experience based range below. All Nurse Clinicians will be placed in the range that correlates based upon credited years of RN experience as of June 30, 2019. One (1) year of full-time experience shall equal one (1) year of experience.

RN Years	Hourly Rate
<1	\$39.26
1-4	\$42.54
5-9	\$46.04
10-14	\$49.54
15-19	\$53.04
20-24	\$56.54
25-29	\$60.04
>30	\$60.74

6. No Nurse Clinician shall receive a reduction in pay as a result of this change. Nurse Clinicians whose hourly rate is higher than the rate at which is appropriate for their years of experience will be “red circled”.
7. Effective July 1, 2020, all rates within each Nurse Clinician range in effect on June 30 will be increased by 1.25%. In addition, Nurse Clinicians based upon credited years of experience as of June 30, 2020 will move to the appropriate range for their years of experience. Nurse Clinicians with more than 30 years of experience will receive one time \$1,000 lump sum payment.
8. Effective July 1, 2021, all rates within each Nurse Clinician range in effect on June 30 will be increased by 1.25%. In addition, Nurse Clinicians based upon credited years of experience as of June 30, 2021 will move to the appropriate range for their years of experience. Nurse Clinicians with more than 30 years of experience will receive a one-time \$1,000 lump sum payment.

**UC Scale      03C**

	<b>Min</b>	<b>Mid</b>	<b>Max</b>
<b>2018</b>	\$40.44	\$50.56	\$60.67
<b>2019</b>	\$41.65	\$52.08	\$62.49
<b>2020</b>	\$42.90	\$53.64	\$64.36
<b>2021</b>	\$43.98	\$54.99	\$65.97

**UR Scale**

**NURSE CLINICIAN**

<b>RN Experience (Years)</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<1 Year	\$39.26	39.75	40.25
1 - 4 Years	\$42.54	43.07	43.61
5 - 9 Years	\$46.04	46.62	47.20
10 - 14 Years	\$49.54	50.16	50.79
15 - 19 Years	\$56.04	56.74	57.45
20 - 24 Years	\$56.54	57.25	57.97
25 - 29 Years	\$60.04	60.79	61.55
> = 30 Years	\$60.74	61.50	62.27

## 19. Case Managers

### Scale for Case Managers

<b>Step</b>	<b>01/01/2014</b>
1	\$71,718
2	\$73,381
3	\$75,041
4	\$76,705
5	\$78,368
6	\$80,029
7	\$81,693
8	\$83,355
9	\$85,019
10	\$86,682
11	\$88,344
12	\$90,006
13	\$91,670
14	\$93,333
15	\$94,996
16	\$96,657
17	\$98,320
18	\$99,992
19	\$101,692
20	\$103,421

## 20. Advanced Practice Nurses – Wages and Benefits

1. Effective the first full pay period in July 2018, all APNs not assigned to work in DOC/JJC shall receive a 3% across the board increase.
2. Effective July 1, 2019, all APNs shall receive a 3% across the board increase.
3. Effective the first full pay period in August 2019, the APN salary range will be replaced with the following range, and any APN below the minimum will be moved to the minimum of the new range: Minimum (\$117,000), Midpoint (\$142,000), Maximum (\$160,000).
4. Effective the first full period in July 2020, all APNs shall receive a 3% across the board increase.
5. Effective the first full pay period in July 2021, all APNs shall receive a 2.5% across the board increase.
6. To be eligible for any of the above increases, a negotiations unit employee must be on the Rutgers payroll on the date of payment.

7. Within 180 days after ratification, the Office of Compensation Services will complete an equity review of all APNs. The University will implement the recommendation of the Office of Compensation Services by the end of the second pay cycle, but no later than four (4) pay cycles, after completion of the equity review. The Office of Compensation Services response shall include the substantive reason(s) for the determination. An APN may request, in writing, to meet with the Office of Compensation Services regarding the decision of the equity review. Such meeting will be held within sixty (60) days of the request to meet. This provision shall not be subject to the Grievance procedure set forth in Article 14.

**US Scale                      ADVANCE  
PRACTICE  
NURSES**

**2018**

Step	Annual Rt
1	\$99,705.00
2	\$102,196.00
3	\$104,754.00
4	\$107,371.00
5	\$110,054.00
6	\$112,808.00
7	\$115,627.00
8	\$118,519.00
9	\$121,479.00
10	\$124,519.00
11	\$127,631.00
12	\$130,822.00
13	\$134,095.00
14	\$137,446.00
15	\$140,880.00
16	\$144,403.00
17	\$148,013.00

	MIN	MID	MAX
<b>2019</b>	\$117,000.00	\$142,000.00	\$160,000.00
<b>2020</b>	\$120,510.00	\$146,260.00	\$164,800.00
<b>2021</b>	\$123,523.00	\$149,917.00	\$168,920.00

Conference Days:

APNs are eligible for 5 conference days per year.

Compensatory Day:

An Advanced Practice Nurse (APN) who works an additional “full day” beyond his/her regular work week in a single pay period (such time shall be calculated cumulatively within the pay period) shall be granted a Comp Day for said day worked, provided that the APN notifies his/her supervisor 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 to respond 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 must be used prior to vacation and float holidays, and by the end of the quarter following the quarter in which they were earned.

Medical Staff Office:

Within sixty (60) days from the ratification of this Agreement, the University will designate a contact person in the Medical Staff Office for APNs to serve as an information resource regarding issues such as the provision of documents pertaining to Collaborative Practice Agreements, as well as other issues relating to an APN’s practice at the University.

On-Call:

Advanced Practice Nurses shall receive \$6.50 per hour for on-call duties. At the time of hire, transfer or promotion to an Advanced Practice Nurse position, an employee shall be notified if the position requires on-call duties.

**21. CRNAs – Wages and Benefits**

- 1. Effective January 1, 2019, the Nurse Anesthetist Scale set forth in Article 21 of the collective negotiations agreement dated October 1, 2014 through June 30, 2018, shall be replaced with the following wage ranges:

**Nurse Anesthetist Range:**

	Experience Credit	Effective 6/5/2019
Step 1	0-2 years	\$178,732 (\$85.93)
Step 2	3-4 years	\$187,066 (\$89.94)
Step 3	5-6 years	\$191,386 (\$92.01)
Step 4	7-8 years	\$196,830 (\$94.63)
Step 5	9-10 years	\$202,955 (\$97.57)
Step 6	11+ years	\$208,735 (\$100.30)

**Per Diem Rate – CRNA:**

Weekday:	\$127 per hour, effective 6/5/2019.
Weekend:	\$127 per hour, effective 6/5/2019.

2. All active CRNAs currently on payroll will be placed at the appropriate step of the new range based on credited years of experience as of the first full pay period after the signing of this Agreement. One (1) year of full-time experience shall equal one (1) year of credit. Years of experience as a CRNA, whether at Rutgers University or outside of Rutgers University will be counted on a one-for-one basis (1 year of experience given for each year of CRNA experience).
3. To ensure proper placement on the range, the University will rely on the information contained in each employee’s Human Resources file to determine credited years of experience, and the Union will be provided this information before signing this Agreement for verification.
4. CRNAs whose hourly rate is lower than the rate set forth in the above range for their years of experience shall be placed on the appropriate level and have their hourly rate increased to the wage rate for that level.
5. No CRNA will have their current wage rate reduced based upon wage adjustments made under this section. CRNAs whose hourly rate is higher than the rate set forth above for their years of experience will be “red circled.”
6. Effective the first full pay period each July, CRNAs who have obtained the appropriate years of experience as of June 30 of the previous fiscal year shall be moved to the corresponding level of the range.

**Shift Differential:** The shift differential for CRNAs shall be \$5.00 per hour.

**Weekend Differential:** Effective January 1, 2007 the weekend differential for CRNAs shall be \$4.00/per hour. Effective July 1, 2007 the weekend differential will be \$6.00 per hour.

**Continuing Education:** The University agrees to reimburse each CRNA up to seventeen hundred dollars (\$1700) per year for Continuing Education Units (CEUs). This reimbursement is in addition to, and separate from any monies currently allocated for tuition reimbursement or other educational reimbursements for which CRNAs are currently eligible. CRNAs may use up to 40 hours per year (pro-rated for part timers) at their regular rate of pay for conference/continuing education.



## **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 Vice President for Human Resources or his/her designee. Official notice to HPAE shall be made by addressing the President of HPAE.

## **23. 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 or 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 nonmandatorily 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.

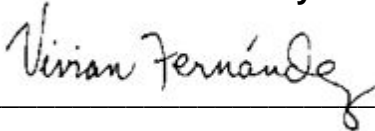
## **24. Successorship**

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 any public information sought by the Union for the purpose of adequately representing its members' interests.

# Signature Page

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**



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



Harry M. Agnostak, Associate Vice  
President for Human Resources



Abdel Kanan, Director, Office of Labor  
Relations

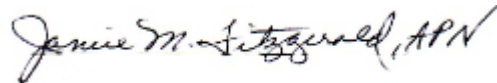
**HPAE**



Debbie White, HPAE President



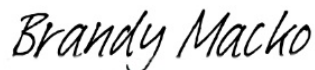
Sabrina Brown Oliver, Vice President  
HPAE



Janice Fitzgerald, HPAE Union  
Representative

Bruno Beja-Umokoro

Bruno Beja-Umukoro



Brandy Macko



Joe Bentivegna

## **Appendix A – Shift Changes & Schedule Changes**

1. The University shall provide at least eight (8) weeks' notice to the Union and to affected employees of its intention to convert any other nursing unit to a different tour schedule. Upon request from the Union, the University shall meet to discuss the impact of any such conversion on affected employees.
2. All bargaining unit employees on units affected by a conversion will submit their requests for a new tour of duty and the Nursing Department will assign such based upon University seniority. All bargaining unit employees who elect not to submit bids for a new tour of duty may either resign in good standing, submit an application for assignment on a vacant position (s) for which they are qualified or apply for per diem status.
3. The University agrees to give the Union and affected employees at least four (4) weeks' notice of a change in the start/finish time of a nursing unit of more than (30) minutes, or a change in scheduled days.

## Appendix B – Twelve Hour Shifts – Payments & Scheduling

Effective July 10, 1993, all Full-Time employees who are regularly scheduled to work on a twelve (12) hour per shift basis (herby defined as flexi-scheduled) will be compensated for the exact number of hours worked per pay period.

Employees will be paid at the rate of time and one-half (1 ½) for all hours worked in excess of forty (40) hours in a work week.

Full-Time employees working on a twelve (12) hour shift shall continue to be scheduled to work thirteen (13) twelve (12) hour shifts per month as a basis for maintaining their full time status.

Flexi-scheduled employees shall be compensated for all accrued benefit time at their regular rate of pay.

Flexi-schedule employees will be charged twelve (12) hours for each twelve (12) hour shift which the employee is normally scheduled to work but does not work due to the employee's use of an accrued Vacation Day, Sick Day, or Float Holiday.

Whenever an employee is absent for all scheduled work shifts during a work week in which the employee is normally scheduled to work four (4) work shifts due to illness, the employee shall be charged for the use of fifty-two (52) hours of accrued sick leave and shall have said number of hours deducted from the employee's accrued total sick leave hours.

Annual amounts of accrued benefit time for Full Time flexi-scheduled employees shall be as follows:

Float Holiday	48 hours
Sick Leave	96 hours
Vacation	
0-3 yrs	120 hours
4-18 yrs	160 hours
19 yrs and up	200 hours

## Appendix C – Memorandum of Agreement

- A. When systematically feasible by Rutgers, the daily rate of pay shall be based on the actual number of work days in the Rutgers' fiscal year.
- B. When systematically feasible by Rutgers, the pay period shall commence at 12:00 a.m. Saturday and end at 11:59 p.m. Friday;
- C. When systematically feasible by Rutgers, the payroll projection shall be eliminated for an employee hired into the Local 5089 unit on or after the ratification of this Agreement by the parties.
- D. The parties agree to use the Rutgers' calendar, which is fiscal year based and runs from July 1 to June 30. On July 1, 2015, HPAE Local 5089 unit members will be credited with the paid leave days to which they are entitled pursuant to paragraph F of this MOA for the July 1, 2015 through June 30, 2016 fiscal year. HPAE Local 5089 unit members will have until June 30, 2016 to use all floating holidays (to be re-designated as Administrative Leave Days) in their leave banks on June 30, 2015 and to use the additional six paid leave days they will receive in FY 2016 pursuant to paragraph F below. The vacation carry-over limits will be applied effective July 1, 2016, for all days earned between January 1, 2015 and June 30, 2016.
- E. Effective upon ratification, the paid holiday schedule for HPAE Local 5089 unit members shall be comprised of Eight (8) Holidays: New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas.
- F. For FY16 (July 1, 2015 – June 30, 2016), employees in HPAE Local 5089 positions will receive 6 additional leave days that will be available through June 30, 2016. This will be in addition to the 6 Floating Holidays they have already received for calendar year 2015. Employees will therefore have 12 leave days to be used over the 18 months from January 1, 2015 through June 30, 2016. The additional 6 Leave days will be designated as follows: (a) 2 Personal Days (PH) and (b) 4 Mandatory Leave Days (ML) to be received in November 2015. Current float days will be designated as Administrative Leave Days. Beginning FY17 (July 1, 2016 – June 30, 2017), employees in Local 5089 positions will receive 9 days designated as follows: (a) 2 Personal Days (PH); (b) 4 Mandatory Leave Days (ML) received in November; (c) 3 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.
- G. 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 in paragraph F above.
- H. Employees working in facilities/work units referenced in G above will not lose the four paid Mandatory Leave days even if their facility/work unit does not close. Rather they will be permitted to take the Mandatory Leave 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. Such paid Mandatory Leave days must be used in the same fiscal year as they were given and are not eligible for payout upon separation from Rutgers. If operationally feasible, essential employees who request the use of a Mandatory Leave day on the shutdown day(s), referenced in G above, shall have them granted in seniority order. Such requests shall not be unreasonably denied.

- I. Effective upon ratification of this Agreement, the Attendance Control Policy set forth in Policy 60.9.10 (UMDNJ Legacy), shall not be applied to Local 5089 unit members.
- J. Employees with oral counseling and written reprimands issued for violations of the UMDNJ Legacy Attendance Control Policy (Policy 60.9.10) will have their oral counseling and written reprimands expunged upon ratification of this Agreement. Employees with suspensions issued pursuant to violations of the Attendance Control Policy (Policy 60.9.10) will have their suspensions expunged provided they remain discipline free for a period of one (1) year from the date of ratification of this Agreement. All pending charges for violations of the Attendance Control Policy (Policy 60.9.10) that were issued more than 6 months prior to the date of ratification and have not been subject to a hearing before a representative of the Rutgers' Human Resources Department or if a hearing has taken place and Human Resources has yet to issue a decision, shall be dismissed with prejudice. All other pending charges for violations of the Attendance Control Policy must be heard by Human Resources within 60 calendar days of the date of ratification or they shall be dismissed with prejudice.
- K. Effective upon ratification and beginning the Spring semester of 2016, dependent children of HPAE Local 5089 unit members shall be eligible for tuition remission in accordance with the provisions of Rutgers' Policy 60.2.1.B, C, and D.

## Appendix D – List of University Operating Units

For the purpose of Article 4.09, “Operating Units” are defined as follows:

### Newark Campus

- New Jersey Dental School
- New Jersey Medical School
- School of Nursing
- University Behavioral Health Care

### Piscataway and New Brunswick

- Cancer Institute of New Jersey
- Robert Wood Johnson Medical School
- University Behavioral HealthCare (exclusive of UCHC)

### Stratford and Camden Campuses

- School of Nursing
- University Behavioral HealthCare

For the purpose of Layoff, University Correctional Health Care (UCHC) will be considered one campus

The regions within UCHC which are in effect for layoff and bumping rights are:

**Northern Facilities:** ADTC, East Jersey, Edna Mahan, Mountainview, Northern State, SVP units

**Central Facilities:** NJ State Prison, CRAF, AC Wagner, Garden State, Mid State

**Southern Facilities:** Southwoods, Bayside, Southern State

**Juvenile Justice Commission:** All JJC Facilities together constitute a single region

## Appendix E

### **Memorandum of Agreement between the Health Professionals and Allied Employees, AFT/ AFL-CIO and Rutgers University regarding the combining of HPAE UCHC Bargaining Units**

Whereas, the Health Professionals and Allied Employees, AFT/ AFL-CIO (herein “Union”) is recognized as the sole and exclusive bargaining agent of four separate bargaining units of employees of Rutgers University who are employed by the Mental Health or Medical Health Divisions of University Correctional Health Care (UCHC); and

Whereas, the Union and the University agree that a strong community of interest is shared among all four bargaining units of non-supervisory registered nurses in the University Correctional Health Care (UCHC) Operating Unit;

The parties hereby agree as follows:

1. The “effective date” of this MOA shall be the date this MOA is ratified by HPAE Locals 5089 and 5135.
2. On the effective date of this MOA, the Union and the University agree to combine all existing Rutgers University Correctional Health Care (UCHC) bargaining unit registered nurses represented by HPAE into one bargaining unit inclusive of: (a) Mental Health Services Staff Nurses and APNs; (b) Medical Health Services Staff Nurses and APNs; (c) Mental Health Services Less-Than-20 Hour Part-Time Staff Nurses; and (d) Medical Health Services Less-Than-20 Hour Part-Time Staff Nurses.
3. No employee will have their wage or salary reduced as a result of this MOA. All differentials, certification pay, bonuses and other forms of compensation will remain in effect unless otherwise stipulated in this MOA or until such time as new or revised agreements are reached.
4. As of the effective date of this MOA, all employees in 2(a) and 2(b) above, who are employed in the Mental Health and Medical Health Services Divisions of UCHC shall be covered by the Local 5135 collective negotiations agreement, except that employees in 2(a) hired prior to the effective date of this MOA shall upon combining of the bargaining units retain all of their seniority, rights, benefits and terms and conditions of employment under their previous collective negotiations agreements unless otherwise stipulated in this agreement or until such time as new or revised agreements are reached. Where such terms and conditions may substantively differ in the Local 5135 collective negotiations agreement, such terms and conditions shall be incorporated into a separate appendix of the Local 5135 agreement.
5. All UCHC Mental Health Staff Nurses currently on the UB Wage Scale (including less-than-20 hour part-time staff nurses) shall remain on the UB Scale and continue to receive all adjustments and increases received by other Staff Nurses on the UB Scale in their former bargaining unit, unless otherwise stipulated in this



agreement or until such time as new or revised agreements are reached. All per diem UCHC Mental Health Staff Nurses hired before the effective date of this MOA shall continue to be paid the same per diem rate. All APNs currently on the US Salary Scale will remain on the US Scale and continue to receive all adjustments and increases received by other APNs on the US Scale in their former bargaining unit, unless otherwise stipulated in this agreement or until such time as new or revised agreements are reached.

6. On or after the effective date of this MOA: (a) all Staff Nurses hired into a position in either the Mental Health or Medical Health Division will be placed on the RB Wage Scale with all credited experience in accordance with the guidelines in Article 16 of the Local 5135 agreement; (b) all per diem Staff Nurses hired into a position in either the Mental Health or Medical Health Division will be paid the per diem rate specified in Article 16 of the Local 5135 agreement; and (c) all APNs hired into a position in either the Mental Health or Medical Health Division will be placed on the RS Salary Scale in accordance with Article 17 of the Local 5135 agreement. This provision shall not apply to the transfer or recall of employees hired prior to the effective date of this MOA.
7. All Staff Nurses and APNs hired on or after the effective date of this MOA into positions in the Mental Health or Medical Health Divisions of UCHC shall be covered by the Local 5135 collective negotiations agreement and by any successor collective negotiations agreement, unless the parties agree otherwise.
8. All current practices and procedures regarding the temporary reassignment of staff nurses between divisions shall remain status quo unless specifically modified herein or until such time as new or revised agreements are reached.
9. There will be no layoffs as a direct result of the implementation of this MOA.
10. University seniority will continue to prevail in the event a layoff does occur due to lack of work or reductions due to economic considerations. Employees whose positions are eliminated as the result of a layoff may only bump a less senior employee within the same division.
11. The Union may appoint or elect one additional union representative for each facility within the Mental Health Division (SWSP, NJSP, NSP and EMCF).
12. The Union may utilize one additional paid union day for Union Officers and four additional unpaid union days for the exclusive use of Union Officers or Representatives within the Mental Health Division to conduct authorized union business.
13. Wages, benefits and terms and conditions of employment for less-than-twenty hour part-time staff nurses in sections 2(c) and 2(d) above shall be defined in Appendix E of the Local 5135 collective bargaining agreement.

## **Appendix F – Less than 20-hour Part-Time Staff Nurses**

Effective upon ratification, Less-than-20-hour part-time staff nurses who are employed in the Mental Health and Medical Health Services Divisions of UCHC shall be covered by the Local 5135 collective negotiations agreement, but are not eligible for benefits unless specifically provided for in this appendix. The provisions of the Local 5135 collective negotiations agreement that apply to less-than-20-hour part-time staff nurses include, but are not limited to the following:

- a. Less-than-20-hour part-time staff nurses are eligible for the wage schedule and subject to the guidelines in Article 16 of the Local 5135 collective negotiations agreement. Any applicable differentials and wage augmentations shall remain status quo unless specifically modified herein or until such time as new or revised agreements are reached by the parties. Notwithstanding the above, less-than-20-hour part-time staff nurses in the Mental Health Division hired prior to the ratification of this agreement shall be compensated in accordance with Section 5 of the Memorandum of Agreement Regarding the Combining of HPAE UCHC Bargaining Units dated [date].
- b. Less-than-20-hour part-time staff nurses are entitled to the just cause, discipline, grievance and arbitration procedures set forth in Article 13 of the Local 5135 collective negotiations agreement.
- c. In the event of a layoff, if no vacancy is available, a less-than-20-hour part-time staff nurse may only bump the least senior less-than-20-hour part-time staff nurse in accordance with Article 4.08 of the Local 5135 collective negotiations agreement.
- d. Terms and conditions of employment for less-than-20-hour part-time staff nurses shall remain status quo unless specifically modified herein or until such time as new or revised agreements are reached by the parties.

## **Appendix G**

### **UCHC Mental Health Employees Hired Prior To December 9, 2015**

For all full-time, regular part-time, and per diem Staff Nurses; and all full-time and regular part-time Advanced Practice Nurses employed in the Mental Health Division of UCHC hired prior to December 9, 2015, the following provisions of the Local 5089 collective negotiations agreement shall continue to remain status quo until such time as new or revised agreements are reached. All other provisions of the Local 5135 collective negotiations agreement are equal and any additional differences are deemed to be non-substantive in nature or not applicable.

- 3.02 – Staff Development Programs
- 4.05 – Weekend Per Diem
- 4.09 – Seniority
- 5.05 – Overtime Work: Scheduling
- 5.06 – Weekend Rotation
- 10.03 – Shift Differential
- 10.04 – Charge Nurse Differential
- 10.05 – Education Differential
- 10.07 – On- Call
- 10.09 – Clothing Allowance
- 10.10 – Preceptor Pay
- 10.11 – Floating
- 17.00 – Staff Nurses and Staff Nurse Per Diem Wages
- 20.00 – Advanced Practice Nurses Wages and Benefits

# Side Letter of Agreement #1



University of Medicine & Dentistry of New Jersey

Human Resources

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

November 1, 1996

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

RE: Union Dues

Dear Ms. Twomey:

As agreed, please be advised that no later than ninety (90) days from the ratification of this Agreement, the University and the Union will meet to discuss problems related to the deduction of dues and the information provided with dues payments. The parties further agree to discuss the feasibility of providing the information required under Articles 2.01, 2.03 and 2.04 to the Union by computer diskette.

Please indicate your agreement by signature below.

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  
Marianne McConnell

67 55



The University is an affirmative action/equal opportunity employer

## Side Letter of Agreement #2

Sidetter #

2

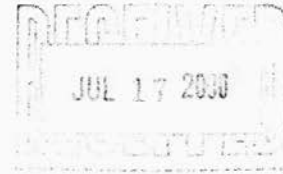


University of Medicine & Dentistry of New Jersey

Human Resources

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

May 17, 2000



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

**RE: Scrub Outfit**

Dear Ms. Twomey:

As agreed, please be advised that the University agrees to ask the subcontractor which supplies University Hospital with scrub outfits to furnish outfits adequately protective of bargaining unit members. In addition, scrubs shall be replaced when they are damaged or soiled.

Please indicate your agreement by signature below.

Very truly yours,

Howard J. Prigas, Esq.  
Director of Labor Relations

HJP/mp

c: Ronald A. Brooks

Ann Twomey, President  
Health Professionals and Allied  
Employees



The University is an affirmative action/equal opportunity employer

## Side Letter of Agreement #3

Sideletter # 3



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: Availability of Voluntary Overtime**

Dear Ms. Twomey:

As agreed, please be advised that when voluntary overtime is available the University agrees to give preferential consideration, when practical, to regular Full-time or regular Part-time Staff Nurses to work such overtime before utilizing Agency personnel.

Please indicate your agreement by signature below.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Howard J. Pripas".

Howard J. Pripas, Esq.  
Director of Labor Relations

HJP/mp

c: Ronald A. Brooks

A handwritten signature in cursive script, appearing to read "Ann Twomey".

Ann Twomey, President  
Health Professionals and Allied  
Employees



The University is an affirmative action/equal opportunity employer

## Side Letter of Agreement #4

November 24, 2015

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

Re: Union Representation

Dear Ms. Twomey:


The responsibility for the local union representation of the combined bargaining units referenced in the Memorandum of Agreement between the Health Professionals and Allied Employees, AFT/ AFL-CIO and Rutgers University regarding the combining of HPAE UCHC Bargaining Units unit shall be determined by HPAE. It is the intent of the Union to seek a reorganization of our Local Unions at the University, however until that time, it is understood that representation may be shared by more than one local union.

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

## Side Letter of Agreement #5

January 11, 2007

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

Re: Diversity Training

Dear Ms. Twomey:

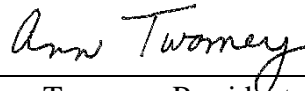
As agreed, please be advised that the University and the Union recognize the importance of diversity training throughout the University. Therefore, the parties wish to declare their intent to work with other professionals in the University to address this issue.

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



## Side Letter of Agreement #6

January 11, 2007

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

Re: Exempt Employees

Dear Ms. Twomey:

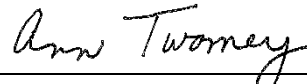
As agreed, please be advised that if the Union believes an exempt employee is regularly and routinely required to work excessive hours the Union should bring this to the attention of Labor Relations and the situation will be investigated with the Office of Compensation Services in conjunction with the 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. The findings of the investigation are not subject to the grievance procedure.

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

## Side Letter of Agreement #7

November 24, 2015

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

Re: Professional Recognition Committee

Dear Ms. Twomey:

Within ninety (90) days of ratification, a committee shall be established consisting of both nursing management at the University and registered nurse representatives selected by the union for the purposes of exploring the potential for a Professional Recognition program at the University.

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

## Side Letter of Agreement #8

November 24, 2015

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

Re: Joint Bargaining

Dear Ms. Twomey:

Upon mutual agreement, the Union and the University may chose to negotiate over a limited number of agreed upon contract issues for a successor contract with representatives of two or more HP AE bargaining units.

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

## Side Letter of Agreement #9

January 11, 2007

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

Re: University Correctional Health Care Lock Down

Dear Ms. Twomey:

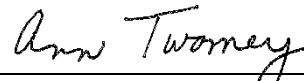
As agreed, please be advised that within thirty (30) days of ratification, the University will make a proposal to the Department of Corrections (“DOC”) to pay for all time spent in the DOC facilities where a lock down prevents staff from leaving at their regularly scheduled time.

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

## Side Letter of Agreement #10

January 11, 2007

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

Re: Employee Feedback

Dear Ms. Twomey:

As agreed, please be advised that it is the mutual goal of the University and the nursing staff to achieve and maintain excellence among staff and management. As a means to attain this goal, annually RN's at University Hospital, UBHC, UCHC, RWJ Medical School and CINJ will be given an opportunity to formally provide written, confidential feedback on issues affecting nursing, primarily management and leadership as well as patient care issues and environmental issues. The tool will also provide RN's with the opportunity for narrative feedback. The tool may differ at each facility. Within six (6) months of administering the tool, aggregate data will be shared with the nurses. Nurses will be informed of any plans developed in response to the data.

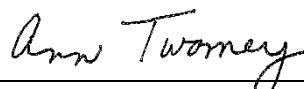
Within six (6) months of administering the tool, the labor-management committee at each facility will review the process and may make suggestions for changes thereto. In facilities which have not already administered the tool, this process will begin within six (6) months of ratification.

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

## Side Letter of Agreement #11

November 2, 2011

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

Re: Layoff Notice

Dear Ms. Twomey:

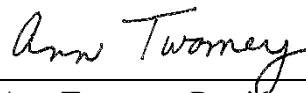
The University agrees to meet with the Union at least one week, except in the case of an emergency, in advance of any notice of layoff of HPAE 5089 employees greater than five on a single campus. The purpose of the meeting is to discuss the pending layoff situation. At that meeting, the Union is free to set forth its position on the pending layoff.

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

## Side Letter of Agreement #12

November 2, 2011

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

Re: APNs

Dear Ms. Twomey:

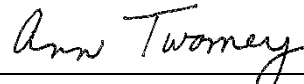
As agreed, please be advised that no later than ninety (90) days from the ratification of this Agreement, the University and the Union will establish a committee to discuss issues related to Advanced Practice Nurses, including Collaborative Practice Agreements, and will develop recommendations as necessary within 180 days of ratification. The committee shall consist of 4 members from the union and 4 members from management.

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

## Side Letter of Agreement #13

November 24, 2015

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

Re: Non-Hostile Work Environment

Dear Ms. Twomey:

The University and the Union agree that the working environment shall be characterized by mutual respect for the common dignity to which all individuals are entitled. It is therefore agreed that verbal harassment of an employee or a supervisor is inappropriate and unacceptable. Employees may report issues to the Office of Employment Equity through the use of the University Hotline. Issues not addressed by the Office of Employment Equity may be addressed with the Office of Labor Relations in a conference meeting. Nothing contained with this side letter is subject to arbitration.

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



## Side Letter of Agreement #14

November 24, 2015

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

Re: Alternate Work Schedule

Dear Ms. Twomey:

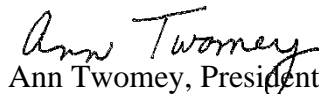
An employee may request an alternate work schedule in order to take a credit carrying course at an accredited institution of higher education or another professional course carrying continuing education units per semester (Fall, Spring and Summer) during the work day. Any such request shall not be unreasonably denied.

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

## Side Letter of Agreement #15

November 24, 2015

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

Re: Pay Week for Alternating Weekend Shifts in 24 Hour Programs

Dear Ms. Twomey:

Those employees working 24 hour programs required to complete a rotating weekend shift, shall remain on the workweek commencing 12:01am Sunday to Midnight Saturday work. Currently this exemption will apply to UBHC and UCHC. HPAAE reserves the right to amend exemption during the life of the contract should the need arise for additional departments.

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

## Side Letter of Agreement #16

June 4, 2019

Debbie White, President  
Health Professionals and Allied Employees  
110 Kinderkamack Road  
Emerson, New Jersey 07630

Re: Professional Advancement Program

Dear Ms. White:

Beginning July 1, 2019 and each-fiscal year thereafter the University will establish a voluntary Professional Advancement program for CINJ unit employees. All full-time CINJ unit employees, who have successfully completed his/her initial probationary period, shall be eligible to participate in the Professional Advancement Program.

For those CINJ unit employees who opt to participate in the Professional Advancement program, the guidelines for credit are detailed and attached for advancement through the program, and he/she must notify the CINJ Administration by no later than September 1st of each calendar year, and completion by June 30th of each fiscal year.

The CINJ Administration shall designate a representative to manage enrollment and progress for CINJ unit employees who participate in the program. CINJ unit employees shall be entitled to begin or end his/her involvement in the program through written notification to the designated representative. Compensation for completion of the program will be paid within ninety (90) days of submitting documentation to the representative.

After the completion of six (6) months and one (1) year, the University and Union will agree to meet, discuss and provide an update related to the implementation of this program.

**Please indicate your agreement by signature below.**

Very truly yours,



**Abdel Kanan, Esq.  
Director of Labor Relations**



**Debbie White, President  
Health Professionals and Allied  
Employees**

## Appendix 16 – Professional Advancement Program

Core Value	Description	Point Value
<b>Education (Max. of 3 points for highest degree only, unless currently required by employee’s job description)</b>		
BA, BS	BSN, or BA/BS + AND	1
MA, MS	Nursing Related Master's degree	2
PhD, DNP	Nursing Related Doctorate degree	3
<b>Graduate Level Classes (Must be related to area of specialty)</b>		
	(One Course) 3 - 4 credits	1
	(Two Courses) 5+ credits	2
	(Three Courses) 8+ credits	3
	(Four Courses) 10+ credits	4
<b>Continuing Education Courses</b>		
CEU, CME, CNEU	31 - 40	2
	41 - 50	3
	51+	4
<b>Professional Nursing Certifications (Max. of 6 points for this category)</b>		
Membership (Primary area of specialty or related area)	Professional national nursing association (Points per membership)	1
Certification	Professional national nursing association (Beyond certifications required for job category)	1
<b>Professional Presentations (Pre-approved in advance by the Department)</b>		
Within Rutgers University	Poster, Presentation	1
Within Rutgers University	Presentation (2+ hours)	2
Outside of Rutgers University	Regional/National Presentation (Including posters)	3
<b>Leadership (Max. of 10 points for this category)</b>		
Officer	Professional nursing or health care org., per office held	3
Committee Participation	Formal internal committees (Min. of 9 months participation per committee)	1
	Committee Co-Chair (Min. of 9 months)	2
	Committee Chair (Min. of 9 months)	3
Preceptor/Mentor	Orientation/training of new nursing hire, per preceptee (APN only)	2
Teaching	Continuing education class, undergrad/graduate nursing courses or clinical, points per semester (Excluding CRNA)	2
Publications	Patient education materials	1
	Professional newsletter	1
	Chapter, Journal article co-author, Peer reviewed journal	2
	Peer reviewed journal Article (Primary author)	3
Grant Application	Successful Grant Submission and approval	4
<b>Clinical Practice (Max. of 5 points for this category)</b>		
Awards	Community-based award by healthcare org. or healthcare related activity	2
	Internal award	3
<b>Community Service (Max. of 5 points for this category)</b>		
Healthcare Volunteer Work	For every 2 hours of volunteer work within healthcare field	1

## **Appendix 16 – Professional Advancement Program (Continued)**

### **QUALIFICATIONS TO APPLY TO PROFESSIONAL ADVANCEMENT PROGRAM**

You must apply yearly for this program. Applicants must have:

- Current licensure, certifications required for position
- Participants shall be involved in direct patient care with a minimum of two (2) years of nursing experience.
- Minimum of 1 year (continuous) of employment at CINJ
- Two peer reviews annually
- Points in Education and Leadership Categories

6 – 12 Points: \$1,000
13 – 19 Points: \$2,000
20+ Points: \$3,000

\*Agreement for education requirement packaged with increase to 2 points for Certification.

## Side Letter of Agreement #17

June 4, 2019

Debbie White, President  
Health Professionals and Allied Employees  
110 Kinderkamack Road  
Emerson, New Jersey 07630

Re: Pay Stub Information

Dear Ms. White:

Within 60 days after ratification the Union will meet with representatives from the University to address the issue of information included in the paystubs of negotiations unit members.

**Please indicate your agreement by signature below.**

Very truly yours,



**Abdel Kanan, Esq.**  
**Director of Labor Relations**



**Debbie White, President**  
**Health Professionals and Allied**  
**Employees**

## Side Letter of Agreement #18

June 4, 2019

Debbie White, President  
Health Professionals and Allied Employees  
110 Kinderkamack Road  
Emerson, New Jersey 07630

Re: Alternate Work Schedule for Continuing Education

Dear Ms. White:

An employee may request an alternate work schedule in order to take a credit carrying course at an accredited institution of higher education or another professional course carrying continuing education units per semester (Fall, Spring, and Summer) during the work day. Any such request shall not be unreasonably denied.

Please indicate your agreement by signature below.

Very truly yours,



**Abdel Kanan, Esq.**  
**Director of Labor Relations**



**Debbie White, President**  
**Health Professionals and Allied**  
**Employees**

## Side Letter of Agreement #19

June 4, 2019

Debbie White, President  
Health Professionals and Allied Employees  
110 Kinderkamack Road  
Emerson, New Jersey 07630

Re: Parking

Dear Ms. White:

The University and the Union shall be entitled to reopen the issue of parking fees during the term of this Agreement.

Please indicate your agreement by signature below.

Very truly yours,



**Abdel Kanan, Esq.**  
**Director of Labor Relations**



**Debbie White, President**  
**Health Professionals and Allied**  
**Employees**



## Side Letter of Agreement #20

June 4, 2019

Debbie White, President  
Health Professionals and Allied Employees  
110 Kinderkamack Road  
Emerson, New Jersey 07630

Re: Non-Represented Employees Covered by the WDEA

Dear Ms. White,

As you know, Rutgers, the State University of New Jersey ("Rutgers" or the "University") and HPAE (the "Union") are engaged in collective negotiations for a collective negotiations agreement covering Rutgers Registered Nurses for a period of time beginning July 1, 2018.

Despite correspondence between Rutgers and HPAE concerning non-represented employees performing negotiations unit work, and discussions at the negotiations table on several dates we have not been able to fully address their inclusion into the HPAE bargaining unit.

Therefore, so that the ratification of a new contract will not be delayed, the University proposes that the parties continue to negotiate the terms and conditions of employment for any such non-represented employees performing negotiations unit work.

These meetings shall commence upon ratification by the Union of the new contract and shall conclude within 90 days following the ratification. Until such time that the terms and conditions of employment of non-represented employees (including temporary, casual and per diem employees) performing negotiations unit work have been negotiated into the current applicable negotiations agreement, the parties agree that the current terms and conditions of employment for such employees will continue.

By signing below, the parties indicate their agreement to the above terms.

FOR HPAE



---

**Debbie White, President**

FOR RUTGERS UNIVERSITY



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**Harry M. Agnostak, JD**

**Memorandum of Agreement**  
**between**  
**Rutgers, the State University of New Jersey**  
**and**  
**Health Professionals and Allied Employees, AFT/AFL-CIO**

Whereas, HPAE and Rutgers, the State University of New Jersey ("Rutgers") currently are negotiating a successor collective negotiations agreement to the agreement dated October 1, 2014 through June 30, 2018;

Whereas, Rutgers has an immediate need to retain and recruit new CRNAs at a rate higher than the range set forth in the collective negotiations agreement between HPAE and Rutgers dated October 1, 2014 through June 30, 2018;

HPAE and Rutgers agree to implement these changes upon signing this agreement as follows and that these changes shall remain in place until a successor agreement, effective July 1, 2018, has been ratified by HPAE. The items 1-7 shall be incorporated into Article 21 unless otherwise mutually modified:

1. Effective January 1, 2019, the Nurse Anesthetist Scale set forth in Article 21 of the collective negotiations agreement dated October 1, 2014 through June 30, 2018, shall be replaced with the following wage ranges:

**Nurse Anesthetist Range:**

	Experience Credit	Upon Signing the Agreement
Step 1	0-2 years	\$178,731 (\$85.93)
Step 2	3-4 years	\$187,066 (\$89.94)
Step 3	5-6 years	\$191,386 (\$92.01)
Step 4	7-8 years	\$196,830 (\$94.63)
Step 5	9-10 years	\$202,955 (\$97.57)
Step 6	11+ years	\$208,735 (\$100.30)

**Per Diem Rate – CRNA:**

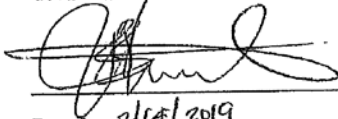
Weekday: \$127 per hour, effective upon signing this agreement.

Weekend: \$127 per hour, effective upon signing this agreement.

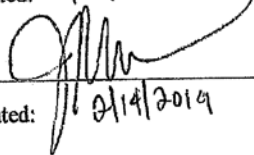
2. All active CRNAs currently on payroll will be placed at the appropriate step of the new range based on credited years of experience as of the first full pay period after the signing of this Agreement. One (1) year of full-time experience shall equal one (1) year of credit. Years of experience as a CRNA, whether at Rutgers University or outside of Rutgers University will be counted on a one-for-one basis (1 year of experience given for each year of CRNA experience).
3. To ensure proper placement on the range, the University will rely on the information contained in each employee's Human Resources file to determine credited years of experience, and the union will be provided this information before signing this agreement for verification.

4. CRNAs whose hourly rate is lower than the rate set forth in the above range for their years of experience shall be placed on the appropriate level and have their hourly rate increased to the wage rate for that level.
5. No CRNA will have their current wage rate reduced based upon wage adjustments made under this section. CRNAs whose hourly rate is higher than the rate set forth above for their years of experience will be "red circled."
6. Effective the first full pay period each July, CRNAs who have obtained the appropriate years of experience as of June 30 of the previous fiscal year shall be moved to the corresponding level of the range.

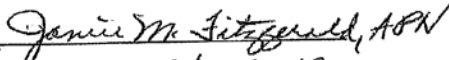
On behalf of HPAE

  
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Dated: 2/14/2019

  
\_\_\_\_\_

Dated: 2/14/2019

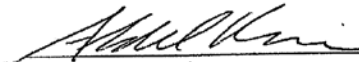
  
\_\_\_\_\_

Dated: 2/14/2019

On behalf of Rutgers

  
\_\_\_\_\_

Dated: 2-15-19

  
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Dated: 2/22/19

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Dated:

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