

AFSCME CONTRACT

HEALTH, CARE AND REHABILITATION SERVICES UNIT

ARTICLE	TITLE	PAGE NO.
	Preamble	1
1	Recognition and Special Circumstances	1
	A. Recognition	1
	B. Special Circumstances	2
	C. Notification of Union	2
2	Management Rights	3
3	Merit System Regulations	3
4	Non-Discrimination	3
5	Policy Agreements	4
6	Union Rights	5
	A. Dues Deduction	5
	B. Representation Fee (Agency Shop)	6
	C. Notifications Concerning Employees	7
	D. Bulletin Boards and Distribution of Literature	8
	E. Access to Premises	8
	F. Membership Packets	8
	G. Aid to Other Unions	9
	H. Printing of Contract	9
	I. Union Privileges	9
	J. Union Activity with Pay	10

	K. Union Stewards and Representation Lists	10
	L. Reassignment (for Union Officers and Stewards)	11
7	Grievance Procedure	11
	A. Definition of Grievance	11
	B. Purpose	11
	C. Employee and Union Rights	11
	D. General Rules	12
	E. Scope of Grievance Procedure	12
	F. Procedure	13
	G. Filing Time Limits	15
	H. Decisions and Appeals	16
	I. Grievance Investigation - Time Off	16
	J. Grievance Hearings - Time Off	16
8	Discipline	17
9	Seniority	23
10	Salary Program	24
	A. Salary Program - Administration	24
	B. Special Payment Program	24
	C. Prescription Drug Program	28
	D. Eye Care Program	28
	E. Pay Practices	28
	F. Dental Care Plan	29
	G. Deferred Compensation Plan	29

	H. Co-Operative Effort	29
11	Performance Evaluation System	30
12	Access to Personnel Folders and Evaluations	32
13	Leaves of Absence	32
	A. Administrative Leave	32
	B. Leave of Absence Due to Injury	33
	C. Leave of Absence for Union Activity	34
	D. Pregnancy - Disability Leave (Maternity Leave)	35
	E. Military Service Leave	35
	F. Sick Leave	35
	G. Special Leave	38
	H. Vacation Leave	38
14	Leave of Absence Without Pay	40
15	Holidays and Personal Preference Days	40
	A. Holidays	40
	B. Personal Preference Days	41
16	Special Time Off	41
17	Hours of Work	42
18	Overtime	43
19	Scheduling of Overtime	44
20	Compensatory Time Off	45
21	Transfer	45
22	Reassignment and Shift Change	46

23	Facilities Phase Out/Consolidation of Services	46
24	Job Posting	46
25	Promotion	46
26	Department of Personnel Examinations	47
27	Out-of-Title Work	47
28	Position Classification and Evaluation Review	48
29	Layoff and Recall	48
30	Safety and Health	50
	A. Joint Safety and Health Committee	50
	B. Local Safety Committee	50
	C. Employee Safety	50
31	Retirement Benefits	51
32	Health Benefits	52
33	Unemployment Compensation and Disability	54
34	Identification Cards	54
35	Claims Adjustment	55
36	Liability Claims Indemnification	55
37	Insurance Savings Program	55
38	Meals, Housing and Parking Practices	55
	A. Meals	55
	B. Housing	56
	C. Parking	56
39	Travel Regulations	56

40	Education Benefits	56
	A. Tuition Aid Program, Scholarships and Financial Assistance	56
	B. In-service Training	57
	C. GED	57
	D. Education Review Committee	57
	E. Special Training	57
41	Outside Work	57
42	Preservation of Rights	57
43	Maintenance of Benefits and Effect of Contract	58
	A. Maintenance of Benefits	58
	B. Effect of Contract	58
44	Legislative Action and Savings Clause	58
	A. Legislative Action	58
	B. Savings Clause	58
45	Term of Contract and Negotiations Procedures	59
	A. Term of Contract	59
	B. Negotiations Procedures	59
46	Complete Contract	59
47	Notices	59
	Memorandum of Understanding 1	61
	Memorandum of Understanding 2	61
	Memorandum of Understanding 3	61

Memorandum of Understanding 4	62
Memorandum of Understanding 5	62
Memorandum of Understanding 6	62
Memorandum of Understanding 7	62
Memorandum of Understanding 8 (Jury Duty).	62
Memorandum of Understanding 9 (Compensatory Time). . .	63
Memorandum of Understanding 10 (Mandated Overtime) .	63
Memorandum of Understanding 11 (Job Security)	64
Memorandum of Understanding 12 (Privatization)	65
Memorandum of Understanding 13 (Employee Rights). . .	66
Memorandum of Understanding 14 (Overtime Legislation).66	
Memorandum of Understanding 15 (Title Adjustment). . .	67
Memorandum of Understanding 16 (Task Force)	67
Memorandum of Understanding 17 (Benefit Levels).	67
Appendix I	68
Appendix II	70