

AGREEMENT

BETWEEN

LOCAL 5094

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

And

UNIVERSITY HOSPITAL

Professional Staff

October 1, 2018 – September 30, 2021

TABLE OF CONTENTS

	Page
1. AGREEMENT SCOPE	1
2. UNION STATUS	
2.01 Recognition	1
2.02 Union Dues.....	2
2.03 Transmission of Dues	2
2.04 Union Representatives, Rights and Limitations.....	2
2.05 Union Bulletin Boards and Mail	4
2.06 Union Business.....	4
2.07 Information and Data.....	5
PROFESSIONAL PRACTITIONER STATUS	
3.01 Appointment to Position.....	5
3.02 Work Outside of Job Classification	5
3.03 Promotions and Transfers.....	6
3.04 Reassignment.....	7
3.05 Evaluations.....	7
3. EMPLOYEE STATUS	
4.01 Classification	8
4.02 Regular Full Time Staff Member	8
4.03 Regular Part Time Staff Member	8
4.04 Regular Versus Temporary, Casual and Per Diem Employment.....	9
4.05 Probationary Period.....	10
4.06 Personnel Files	11
4.07 Seniority	11
Bumping & Vacancies	11
Special Categories	13
Notice of Layoff & Information	13
Recall Rights.....	13
Continuity of Services.....	14
4.08 J-Visa and H-Visa	14
4.09 Confidential Employees	14
4. WORK TIME	
5.01 Normal Workday.....	15
5.02 Normal Workweek.....	15
5.03 Work Schedules	15
5.04 Overtime Work-Compensatory Time Off.....	15
5.05 Weekend Defined	15
5.06 Inclement Weather	16
5. MONETARY BENEFITS: TIME WORKED	
6.01 Base Pay	17
6.02 Premium Compensation Rate-Overtime Work.....	17
6.03 Pay Period	18
6.04 Salary Increase Date.....	18
6.05 Daylight Saving Time	18
6. MONETARY BENEFITS: TIME NOT WORKED	

7.01 Standard Day.....	18
7.02 Holiday Designation	18
7.03 Holiday Entitlement	19
7.04 Holiday Pay.....	20
7.05 Holidays for Twelve Hour Shift Employees.....	20
7.06 Vacation Amount	20
7.07 Vacation Accruals.....	21
7.08 Vacation Entitlement	21
7.09 Vacation Scheduling.....	21
7.10 Sick Leave; Entitlement and Amount.....	22
7.11 Sick Leave; Notice and Pay.....	24
7.12 Leave for Death or Serious Illness in Immediate Family.....	24
7.13 Jury Duty Leave Amount.....	25
7.14 Jury Duty Leave Procedure	25
7.15 Court Appearance	25
7.16 Rest Periods	25
7.17 Meal Periods	25
7. LEAVES OF ABSENCE	
8.01 Basis and Amount	26
8.02 Procedure.....	26
Family & Medical Leave.....	26
Military Leave	26
Workers' Compensation.....	26
Personal Leave.....	27
Return from Leave	27
8.03 Leave of Absence, Limitations	27
8. MONETARY BENEFITS: HEALTH BENEFITS, PRESCRIPTION DRUG PROGRAM, DENTAL CARE PROGRAM, LIFE INSURANCE AND PENSION	
9.01 Health Benefits.....	27
9.02 Prescription Drug Program	27
9.03 Dental Plan	28
9.04 Life Insurance Program	28
9.05 Pension.....	28
9. MONETARY BENEFITS MISCELLANEOUS	
10.01 Terminal Benefits	28
10.02 Resignation	28
10.03 Shift Differential.....	29
10.04 Experience-Rehire	29
10.05 Continuing Education.....	29
10.06 Tuition Refund	31
10.07 Uniform Allowance	32
10.08 On-Call.....	32
10.09 Charge Differential.....	33
10.10 Travel Pay.....	33
10.11 Cell Phone	33
10. HEALTH AND SAFETY	
11.01 Health Examination.....	33

11.02 Employer Obligation	33
11. EMPLOYEE FACILITIES	
12.01 Parking	34
12. NO STRIKE/NO LOCKOUT	34
13. DISCIPLINE AND GRIEVANCES	
14.01 Discipline.....	34
14.02 Grievance Procedure	36
15. NON-DISCRIMINATION	38
16. MANAGEMENT RIGHTS.....	39
17. SUB-CONTRACTING SERVICES.....	39
18. SUCCESSORSHIP	40
19. LABOR MANAGEMENT COMMITTEE	40
20. WAGES	
Compensation Plan.....	40
Wage Program.....	41
21. CRIMINAL BACKGROUND CHECK.....	41
22. DRUG & ALCOHOL TESTING	42
23. SAVINGS CLAUSE.....	44
24. EFFECTIVE DATE AND DURATION	44
 APPENDIX A – JOB SERIES	46
 SALARY TABLES	48
Salary Table – HPAE PH Scale – Effective pay period closest to 10/1/2018	
Salary Table – HPAE PH Scale – Effective pay period closest to 1/5/2020	
Salary Table – HPAE PH Scale – Effective pay period closest to 10/1/2020	
Salary Table – HPAE PS Scale – Effective pay period closest to 10/1/2018	
Salary Table – HPAE PS Scale – Effective pay period closest to 1/5/2020	
Salary Table – HPAE PS Scale – Effective pay period closest to 10/1/2020	
 SIDE LETTERS	
#1 – Discipline of Exempt Staff	69
#2 – Vacation Carryover.....	70
#3 – Exempt Employees.....	71
#4 –Hiring & Promotional Opportunities for Internal Candidates	72
#5 – Helpline	73
#6 – Revocation of Dues	74
#7 – Non-Hostile Work Environment	75
#8 – Inclement Weather	76
#9 – Market Analysis	77
 HPAE PROFESSIONAL TITLE LISTING	79

PREAMBLE

This Agreement is effective October 1, 2018 and is made between the University Hospital, 150 Bergen Street, Newark, New Jersey, 07107 (hereinafter called "University Hospital" or "Hospital") 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 Hospital to provide high quality educational programs, to encourage the development of new knowledge through research, and to provide patient care services to the larger community. The Hospital recognizes that due to their education and experience, the staff members covered by this Agreement have a unique contribution to make towards the advancement and execution of the missions of the Hospital.

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 Hospital and the staff members subject to this Agreement under applicable State and Federal law.

ARTICLE 1. AGREEMENT SCOPE

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

ARTICLE 2. UNION STATUS

2.01 Recognition:

The Hospital recognizes the Union as the exclusive collective negotiations representative of every staff member covered by this Agreement.

At the time a new negotiations unit employee, subject to this Agreement is hired, the Hospital will deliver to 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).

Directly after the completion of general orientation presentations, the Hospital's Human Resources representative will introduce the HPAE representative designated by the Union who will distribute orientation packets to the new HPAE employees. At that time, the representative designated by the Union, will be provided time, no less than thirty (30) minutes to speak to all new negotiations unit employees. The Hospital will continue the practice of providing the Union with notification of the names of new hires into negotiations unit titles, who are scheduled to attend each general orientation session.

2.02 Union Dues:

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

The Hospital shall make Union dues deductions from a new employee in the pay period next following the ninety (90) days after the employee's date of hire.

Union dues deductions from any employee in the negotiations unit shall be limited to the Union, the duly certified majority representative. The movement of an employee from one title to another title, from one status to another status and/or from one HPAE negotiations unit to another HPAE negotiations unit will not affect or interrupt dues deduction, unless the new title or negotiations unit is not represented by HPAE.

For the purpose of calculating dues deductions, reimbursement for tuition shall not be included as part of the gross salary of an employee.

The Hospital shall make every effort to immediately cease deduction of HPAE dues when an employee transfers out of the negotiations unit.

In order to withdraw from a dues' authorization, a negotiations unit employee must submit a written request to withdraw from the Union to the Office of Human Resources during the thirty (30) days following each anniversary date of their employment. Within ten (10) days of receipt of the notice from the employee of revocation of authorization for the payroll deduction of fees, University Hospital shall provide notice to Union of an employee's revocation of such authorization. An employee's notice of revocation of authorization for the payroll deduction of Union fees shall be effective on the forty-fifth (45th) day after the anniversary date of employment.

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

2.03 Transmission of Dues:

As soon as operationally feasible, dues and initiation fees so deducted by the Hospital shall, within ten (10) days of the date of deduction, be transmitted to the designated officer of the Union together with the first and last name of each employee included, along with each employee's (1) social security number, (2) Employee ID number, (3) amount of HPAE dues, (4) status (FT or PT), (5) Base Rate, (6) amount of COPE deduction, and (7) the applicable gross pay. 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 Hospital the amount of Union dues and shall notify the Hospital of any changes in dues structure forty-five (45) days in advance of the requested date of such change. By July 1, 2007, this information shall be available on-line for access by designated union officers. On-line access will allow for information to be downloaded in Excel format.

2.04 Union Representatives, Rights and Limitations:

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

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

Both parties agree to recognize and deal with only properly authorized and empowered Hospital 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 ten (10) representatives and up to eight (8) officers who will be recognized by the Hospital in their defined authority to act for the Union.

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

Each representative will be provided one full day per fiscal year, without loss of pay, to be released for Union training. Requests for Union training release time must be submitted no less than three (3) weeks in advance. Approval for release time for Union training is at the discretion of the Hospital and subject to operational needs. The Union training release day must be used in the fiscal year and cannot be carried over.

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

- a) Represent staff members in the department/work unit.
- b) Investigate a grievance, provided such investigation time will be limited to a maximum of one (1) hour and further provided there is no interruption of work activities. In emergency situations, these time limitations may be extended if approved by the Office of Human Resources or the supervisor on duty should the Office of Human Resources be closed.
- c) Post Union notices.
- d) Attend negotiating meetings (the number of representatives to be agreed upon between the Union and the Hospital) if designated as a member of the negotiating team and scheduled to attend by the Union.
- e) Attend scheduled meetings with the Hospital.

- f) Attend/conduct membership meetings limited to a maximum of one hour. Any meetings conducted by the Union must be done during lunch or break time.

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

2.05 Union Bulletin Boards and Mail:

The Hospital will provide space on centrally located bulletin boards at University Hospital for the exclusive use of the Union. Further, the Hospital recognizes the right of the Union to post notices on bulletin boards in employee lounges where they exist.

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

When the Union has mail to be delivered to its officers or representatives, the Hospital's interoffice mail system will be made available, provided that priority is retained for the business of the Hospital. The HPAE staff and representatives shall have the right to e-mail HPAE members who have University Hospital e-mail accounts. University Hospital e-mail use shall be consistent with Hospital policy.

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

Union officers and representatives shall be allowed to use fax machines within the Hospital to send grievance reports to the Labor Relations office and the Union office in Emerson, NJ, provided that the primary use of the fax machine is for the business use of the department.

2.06 Union Business:

The Hospital agrees to provide leave of absence at the base rate of pay equal to the length of the staff member's regular work shift for officers of the Union to attend Union activities.

The Union shall have the right to designate any Union officer (Co-Presidents, Secretaries, Treasurer and Grievance Chairpersons) for such leaves of absence. A total of twelve (12) 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 Hospital is required. Written notice from the Union (including a Local Co-President), of the authorization of an individual to utilize such leave time shall be given to the staff member's supervisor with a copy to the Office of Labor Relations at least fourteen (14) days in advance of the date of such meeting except in an emergency, when less notice may be given. Granting of such leave to a staff member shall not be unreasonably denied by the Hospital.

In addition, the Hospital agrees to provide leave of absence without pay for officers or representatives of the Union to attend Union activities. A total of twelve (12) days in the aggregate of such leave of

absence without pay may be used in each year of this Agreement. Granting of such leave shall not be unreasonably denied by the Hospital. This additional leave of absence without pay is to be used with the same conditions and restrictions as leave for Union business with pay provided in this section.

2.07 Information and Data:

A full list of professional 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 Hospital shall continue to provide the Union with revisions of Hospital and Human Resources policies in a timely manner. The Union will be placed on an Email list to receive all notices of changes in Hospital policies and the changes in the Human Resources policies.

The Hospital shall maintain a union data library which shall contain the following information about negotiations unit employees: name, gender, Hospital ID, job title, current date of hire, department, classification description (FT or PT, exempt or non-exempt, bi-weekly standard hours), salary table, grade, step, hours per pay period, hourly rate, annual salary, home address, home and cell phone numbers to the extent available, personal email address to the extent available, and University Hospital email address. Access to the union library will be limited to a representative(s) designated by the union and agreed to with the Director of Labor Relations or his designee.

The Hospital shall maintain a listing of negotiations unit employees who have separated from the Hospital in the union data library, and this list shall be updated monthly. This list will include: name, Hospital ID, title, hire date, separation date, unit/school, and salary table.

All information the Hospital is required to provide will be provided in Microsoft Excel format.

In the event that any organization files an OPRA request with University Hospital requesting contact information about HPAE 5094 members, University Hospital shall within two (2) business days of responding to such request notify and provide to HPAE 5094 the identity of said organization and provide a copy of the information supplied to such organization, so long as HPAE 5094 pays for the copying cost of said information.

ARTICLE 3. PROFESSIONAL PRACTITIONER STATUS

3.01 Appointment to Position:

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

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

Staff members holding positions which are grant funded shall be notified in a timely manner if the status of the grant has changed and such change will impact upon the staff member's term of employment.

3.02 Work Outside of Job Classification:

Staff members shall be assigned work appropriate to their job classification. The parties agree that staff will not be assigned work substantially outside of their job classification on an ongoing basis, as per the 3rd paragraph below.

Claims of work outside their job classification as identified by the Union are to be submitted to Compensation Services with copies sent to the Director of Human Resource Services and the staff member's department head. The claims will be investigated and Compensation Services will provide a written decision within 120 calendar days from the date the claim was submitted. Such response shall include the substantive reason(s) for the determination. The remedy may include, but is not limited to, appointment to an acting position, reclassification to another title, payment for the time period when the additional higher level duties were performed, etc.

If a staff member has performed work substantially outside of his/her job classification for a period of three consecutive weeks, or 25 or more work days in any 12 month period, the staff member will receive pay at the rate of the higher job classification for the period during which substantially higher level duties were assigned.

If the claim is substantiated to be in violation of this provision of the Agreement, corrective action will be instituted and, if warranted, additional compensation will be provided retroactive to the date the claim was received by Compensation Services. Should the claim be denied, the Union and the staff member may request to meet with Compensation Services to discuss the decision. Reclassification may include a temporary appointment to an acting status, not to exceed one year. The decision of Compensation Services will be final, binding and implemented the next pay cycle.

3.03 Promotions and Transfers:

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

Staff members may bid online on any open position for which they qualify provided those positions are not being reserved for staff members affected by a layoff or intradepartmental postings.

All regular vacant negotiations unit positions will be posted on the University Hospital website. The announcement of the position vacancy will be posted daily online. Interested internal candidates are to apply online. Computer Kiosks for the purpose of accessing job vacancies will be available at each Human Resources Office.

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

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

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

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

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

Voluntarily transferred and promoted staff members shall serve a ninety (90) calendar day probationary period, subject to a ninety (90) calendar day extension. Time spent on an authorized leave shall not count towards the probationary period. Reclassifications and Involuntary transfers within a Department do not serve a probationary period. Such staff member shall retain all benefits and rights pertaining to negotiations unit members, including access to the grievance procedure, except for the decision concerning the outcome and disposition of their probation period.

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

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

3.04 Reassignment:

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

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

When a reassignment is deemed necessary, the Hospital will ask for volunteers. However, the final decision on which employee is to be reassigned resides with management and is not grievable. The Department shall notify the employee in writing, of the reason and status (permanent or temporary) for the reassignment. Except in the case of an emergency, the employee shall receive two (2) weeks' notice of a reassignment, or three (3) weeks' notice if the reassignment is to another campus.

3.05 Evaluations:

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

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

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

In the event such notification is not provided, and a merit increment is delayed or denied, the staff member shall receive a merit increment. In addition, the Campus Labor Relations Coordinator shall advise the issuing Supervisor that the employee must be properly informed of his/her performance deficiencies and given a three (3) month assessment period for a re-evaluation. Should the re-evaluation result in a satisfactory rating, the previous evaluation shall be void and expunged from the employee's personnel file. Should the re-evaluation continue to reflect a "1" or "2", the prior evaluation shall be maintained in the personnel file and appended to the re-evaluation. During this assessment period, the supervisor shall meet with the staff member to review his/her performance and the status of the corrective action plan.

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

ARTICLE 4. EMPLOYEE STATUS

4.01 Classification:

A staff member will be classified as either (a) full time or (b) part time.

4.02 Regular Full Time Staff Member:

A staff member who is: (a) hired to fill a position for an indefinite period of time, and (b) is regularly scheduled to work thirty-five (35), thirty-seven and one-half (37.5) or forty (40) hours per week, as determined by the position/classification shall be deemed a Regular Full Time staff member.

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

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

4.03 Regular Part Time Staff Member:

A staff member who is: (a) hired to fill a position for an indefinite period of time, and (b) is regularly scheduled to work twenty (20) hours or more per week but less hours per week than a Regular Full Time staff member in the same position/classification as defined in Section 4.02 above, shall be deemed a Regular Part Time staff member. A Regular Part Time staff member shall be eligible for benefits as follows:

- a. pro-rated vacation leave, sick leave, float holidays, holiday time, bereavement leave, and jury duty leave;
- b. 50% of the uniform allowance applicable to Full-Time staff as per Section 10.07;
- c. 100% of the applicable tuition assistance in accordance with Section 10.06 and applicable UH Policy; and
- d. Those Regular Part Time staff members that: (i) had health benefits as of July 1, 2010, (ii) were regularly scheduled to work 20 or more hours per week prior to July 1, 2010, and (iii) continue to work twenty (20) or more hours per week, shall be entitled to health benefits. However, continued benefits for these Part Time staff members is subject to the continued approval of the State Health Benefits Commission ("SHBC"). UH will no longer provide or pay for the health benefits of a Regular Part Time employee if the SHBC deems them ineligible for continued coverage for any reason.

4.04 Regular Versus Temporary, Casual and Per Diem Employment:

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

Temporary full-time staff member shall be eligible for holiday pay after six (6) months of continuous employment. Part-time temporary staff members are ineligible for holiday pay. After six (6) months of continuous employment in the same position, temporary full-time staff members shall be eligible to accrue sick and vacation times.

Temporary employees shall not be subject to "progressive discipline" (ie. the obligation to progress from written warning to suspension to termination). Rather, Temporary employees may be disciplined at any level, up to and including termination, at any time. The union may grieve such discipline at Step II, however, the decision of the Hearing Officer shall be final and binding and not subject to arbitration.

Regular staff members shall not be laid off before temporary staff members.

If the staff member works beyond the twelve (12) months in the same position, or if the position is filled by a temporary employee beyond the twelve (12) months, the position shall be posted for bidding or closed. On a quarterly basis, the Union shall receive a list of temporary assignments including the date of the assignment.

- B. Per Diem staff member has an on-going but intermittent employment relationship with the Hospital and works more than four (4) hours per week on average within ninety (90) calendar days.

Per Diem staff member shall not be eligible for any benefits except as required by law.

Per Diem staff member shall not be eligible for any sick time except as required by law.

Per Diem staff members shall not be subject to “progressive discipline” (ie. the obligation to progress from written warning to suspension to termination) and may be terminated at any time. Rather, Per Diem staff members may be disciplined at any level, up to and including termination, at any time. The union may grieve such discipline at Step II, however, the decision of the Hearing Officer shall be final and binding and not subject to arbitration.

Regular staff members shall not be laid off before Per Diem staff members.

Per Diem staff positions shall not be required to be posted on University Hospital’s website.

- C. Casual staff member is regularly scheduled to work less than twenty (20) hours per week within ninety (90) calendar days.

Casual staff member shall not be eligible for any benefits except as required by law.

Casual staff member shall not be eligible for any sick time except as required by law.

Casual employees shall not be subject to “progressive discipline” (ie. the obligation to progress from written warning to suspension to termination) and may be terminated at any time. Rather, Casual employees may be disciplined at any level, up to and including termination, at any time. However, the Union may request a meeting to discuss the nature of the discipline or termination.

Regular staff members shall not be laid off before Casual staff member.

Casual staff positions shall not be required to be posted on University Hospital’s website.

4.05 Probationary Period:

All Full and Part Time staff members shall serve one hundred and eighty (180) calendar day probationary period following their initial date of hire. Time spent on an authorized leave shall not count towards fulfillment of the probationary period.

The Hospital reserves the right to extend the initial probationary period up to an additional thirty (30) days for Full and Part Time staff members. A staff member’s employment may be terminated at any time

during the probationary period. Such decision shall be final and binding, and not subject to the grievance procedure.

New benefit eligible employees will be eligible to use accrued sick leave, including New Jersey Earned Sick Leave after thirty (30) calendar days of employment from date of hire. Time spent on an authorized leave shall not count towards the probationary period. Vacations, holidays and float holidays may be used after ninety (90) calendar days from date of hire.

4.06 Personnel Files:

A staff member 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 Hospital. Such examination shall not require a loss of paid time. If requested by the staff member, a Union representative may accompany the staff member.

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

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

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

4.07 Seniority:

A. Accrual: Seniority will be credited from the date of hire or rehire to all regular Full Time or Part Time staff members upon the successful completion of their initial probationary period.

B. Loss of Seniority: A staff member's seniority shall be broken by resignation, dismissals from employment, or other types of terminations, layoffs of more than one (1) year or refusal of a suitable position while on recall from layoff.

C. Layoff: Layoffs shall be administered in accordance with University Hospital policy except as stated below:

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

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

1. Bumping and Vacancies

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

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

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

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

Staff members who have received layoff notices will be offered vacant positions as described in 4.07 a, or b, below prior to such vacancies being offered to staff members on the recall list.

University Hospital shall prepare layoff/bumping notices and serve the layoff/bumping notices to the staff member copying the Human Resources Generalist and the Union.

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

When an individual is identified for lay off, the staff member 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 University Hospital. If the employee chooses not to accept the vacancy offered, the employee may opt to be placed on the recall list. No probationary period.
- b. Second, if a vacancy pursuant to "a" above is not available, the employee will be offered the opportunity to fill a vacancy in his/her immediate prior title. 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 "c" below. No Probationary period.
- c. Third, if the employee is not placed in a vacancy pursuant to "a", or "b", above, the employee may bump the least senior employee in his/her current title within University Hospital. 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 "d" below. Ninety (90) day probation, if an employee has less than 10 years' seniority. Time spent on an authorized leave shall not count towards the probationary period.

- d. Fourth, if the employee is not offered the opportunity to bump pursuant to "c" above, the employee may bump the least senior employee in his/her immediate prior title. If the employee opts not to exercise his/her bumping rights under this section, the employee may opt to be placed on the recall list. Ninety (90) day probation, if an employee has less than 10 years' seniority. Time spent on an authorized leave shall not count towards the probationary period.
- e. Employees who exercise rights under provisions "a", or "b", above will not be required to serve a probationary period. Employees with ten (10) years of seniority and who exercise rights under provisions "c", or "d", above will not be required to serve a probationary period. Ninety (90) day probation for employees with less than 10 years' seniority. Time spent on an authorized leave shall not count towards the probationary period.
- f. If a laid off employee is not offered a vacancy pursuant to Article 4.07 (1) "a", or "b", above, or the opportunity to bump pursuant to "c", or "d", above, the employee may opt to fill a vacancy in a lower classification in the Job Series which includes his/her job title at the time of layoff as listed below. If there is no vacancy, the employee may bump down into a lower classification in the Job Series which includes his/her title at the time of layoff. Either of these moves constitutes a voluntary demotion, and the employee will no longer have rights to a position in his/her title at the time of layoff or to a previously held title.
- g. The opportunity to fill a vacancy or bump into a lower classification in the Job Series will only be available to a laid off employee after all other rights to vacancies and bumping in current title and immediate prior title have been exhausted. No probationary period for employees with 10 or more years of seniority. Ninety (90) day probation for employees with less than 10 years' seniority. Time spent on an authorized leave shall not count towards the probationary period. Refer to Appendix A- List of Job Series.

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

Part-time staff members may not bump full-time staff members, however, they may bump other part-time staff at equivalent or less hours. Full-time staff may, however, bump part-time staff. Time off benefits for full-time staff bumping into a part-time position will be prorated. Prior to regular staff being placed on the recall list, regular staff may be placed in a vacant temporary position. A staff member placed into a temporary position will continue to be benefits eligible. Regular staff who are placed into a vacancy which is a temporary position may bid on any vacant positions. When the temporary position has ended, the regular staff member will be placed on the recall list for a full year based upon their former title.

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

2. Special Categories of Employees

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

- a. Staff members employed under a J-Visa shall not be eligible for coverage.

- b. Staff members employed under a H-Visa shall have bumping rights only into the same job classification.

3. Notice of Layoff and Information to the Union

The Hospital will provide a minimum of twenty-eight (28) calendar days' notice of layoff to any regular staff member affected.

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

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

4. Recall Rights

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

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

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

Upon recall, a staff member shall retain his/her original date of hire.

5. Continuity of Services

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

4.08 J-Visa and H-Visa Employees:

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

4.09 Confidential Employees

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

ARTICLE 5. WORK TIME

5.01 Normal Workday:

The employee's normal workday will be either seven (7), seven and one-half (7.5), eight (8), ten (10), or twelve (12) work hours, except if they have been approved to work an alternative work arrangement. All defined workdays for non-exempt staff members shall include rest periods as specified in section 7.16 and a scheduled meal period as specified in section 7.17. Regular full-time exempt staff members are salaried staff, and, as such, their compensation is not determined by the number of hours they work in a workday. Exempt staff are expected to work the necessary hours to complete their work assignments.

5.02 Normal Workweek:

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

5.03 Work Schedules:

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

Changes requested by a staff member in their schedule will be considered by the Hospital and will not be unreasonably denied.

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

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

5.04 Overtime Work: Compensatory Time Off

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

The Hospital shall give non-exempt staff members as much advance notice as possible relative to the scheduling of overtime.

Compensatory time off for exempt staff members shall be in accord with current Hospital policy and Article 6.02.

5.05 Weekend Defined:

A weekend shall be defined as Saturday and Sunday for all staff members.

5.06 Inclement Weather:

1. The President and CEO of the Hospital, or his/her designee, has the option, in his/her discretion, to declare an "Inclement Weather Emergency". The decision to declare an "Inclement Weather Emergency" will be announced on the Hospital's intranet page, on the Inclement Weather Hotline (telephone), and/or by any other reasonable means of communication. Once so announced, it is presumed that all employees are aware of the determination. Announcements of closing or "state of emergency" by any federal, state or local governmental agency will not pertain to University Hospital.
2. Employees will be assigned at the sole discretion of the Hospital as either:
 - a. Category Red employees – those employees whose presence the Hospital has determined as necessary to the provision of safe, effective and efficient services.
 - b. Category Blue employees – those employees whom the Hospital has determined may be absent for a limited period of time without impacting critical services to patients and the community.
3. The determination as to which Category employees are assigned shall be made by the applicable department, in the sole discretion of the department. Employees shall be advised of their assigned Category in writing, and will sign an acknowledgment of receipt of the assignment information. This acknowledgment will be forwarded to Human Resources by the department for inclusion in the employee's personnel file. If an employee is not so advised in writing, the employee shall default to Category Red. When the department deems it necessary to change the designation, it must advise the employee of the change and obtain a revised signed acknowledgment from the employee, which shall be promptly forwarded to Human Resources.
4. If the Hospital declares an Inclement Weather Emergency, non-exempt Category Red employees will be paid as follows:
 - a. Employees who arrive for their assigned shifts on time will be paid a differential of 20% of their regular rate of pay for all hours worked.

- b. Employees who report up to two (2) hours late for their assigned shift shall be paid their regular rate of pay for all hours worked and will be paid for the time, up to two hours, they were late. Employees must adhere to the department's call in procedure regarding lateness.
 - c. Employees who report for their assigned shift more than two hours late will be paid their regular rate of pay for hours actually worked only. Employees must adhere to the department's call in procedure regarding lateness.
- 5. If the Hospital declares an Inclement Weather Emergency, exempt Category Red Employees will not be paid additional compensation for working during the Inclement Weather Emergency, but may, at the discretion of management, be provided compensatory time. If a Category Red exempt employee does not come to work at all on a declared Inclement Weather Emergency, he/she will be salary deleted for the assigned shift missed and may also be subject to discipline in accordance with the Attendance Policy at the discretion of management. However, the Department Head may advise an exempt Category Red employee in writing (which includes an e-mail) that the employee does not need to come to work that day, in which case, the employee may utilize Float Holiday time or accrued vacation time in order to be paid for the shift not worked during the Inclement Weather Emergency.
- 6. Category Red non-exempt and exempt employees may not use Float Holiday time, Compensatory time, or Vacation time on any day that is declared an Inclement Weather Emergency, unless the time off was approved prior to the declaration. Employees shall be permitted to work from home on a declared Inclement Weather Emergency day only upon written approval (which includes an e-mail) of the Department Head.
- 7. Category Blue exempt and non-exempt employees will not report to work on a declared Inclement Weather Emergency. Category Blue exempt and non-exempt employees will utilize Float Holiday time or accrued vacation time in order to be paid for the shift not worked during an Inclement Weather Emergency, or they will be salary deleted if there is no such time available to them.
- 8. All Category Red staff that is on duty at the time when an Inclement Weather Emergency is declared must remain on duty until management authorize the employee to leave. In no case, however, will management mandate an employee to work more than 16 hours without a significant rest break (4 hours minimum). The rest break will be unpaid and not count as time worked.
- 9. The Hospital maintains the right to require a Category Blue employee to report to work if management determines they are needed in order to provide safe and effective patient care. In those cases, they will be treated as a Category Red employee for that instance.

ARTICLE 6. MONETARY BENEFITS: TIME WORKED

6.01 a. Base Pay:

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

b. Regular Pay:

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

6.02 Premium Compensation Rate - Overtime Work:

The Hospital conforms to the Fair Labor Standards Act (FLSA) for public employment. All non-exempt staff members shall be compensated at time and one-half (1 ½) for all hours worked in excess of forty (40) hours per week. Such overtime hours shall be compensated by either: (a) pay through direct deposit, or (b) compensatory time off.

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

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

6.03 Pay Period:

Frequency of payment will continue as heretofore. All pay checks shall be delivered via direct deposit, as required by law, or if repealed, by agreement of the parties on the Friday of each pay week. Pay stubs will clearly identify specific hours worked and compensated.

Payroll errors will be corrected through direct deposit. Payroll errors will be corrected by direct deposit on the regularly scheduled pay day at the end of the next full payroll period following receipt of proof of the error. However, when it becomes operationally feasible to do so, payroll errors will be corrected through direct deposit as soon as practicable following receipt of proof of the error.

6.04 Salary Increase Date:

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

6.05 Daylight Saving Time:

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

ARTICLE 7. MONETARY BENEFITS: TIME NOT WORKED

7.01 Standard Day

For the purposes of monetary benefits for time not worked, a standard day shall be defined as the standard work week hours for that classification (i.e., non-exempt 35 hrs. or 37.5 hrs. or 40 hrs, or

exempt a minimum of 37.5 hours) divided by 5. For example, 35 hours per week divided by 5 equals a standard day of 7 hours. This is pro-rated for part-time employees (e.g., 24 hrs. per week divided by 5 equals 4.8 hours as a day).

7.02 Holiday Designation:

All Full Time staff members will be entitled annually to fifteen (15) holidays. Part Time staff members will have the holiday time pro-rated based on the number of hours he/she was hired to work per pay period. The fifteen (15) holidays are:

New Year's Day	Martin Luther King's Birthday
Good Friday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas	Float Holiday (6)

The six (6) float holidays will be issued to those Full and Part Time staff members who are in active pay status as of January 1st of each year.

Effective January 1, 1998, all negotiations unit members hired or returning from unpaid leaves of absences between January 2 and July 1 of any year will be credited with three (3) float holidays within one full pay cycle after July 1. No float holidays will be credited for individuals hired or returning from unpaid leaves of absence from July 2 to December 31. Individuals returning from unpaid leaves of absences from January 2 to July 1 will only receive the three (3) float holidays if they did not already receive float holidays for the particular year.

The staff member shall meet with his/her supervisor to schedule a mutually agreeable date for use of float holidays during the calendar year.

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

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

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

Regular Part Time staff shall be entitled to float holidays on a proportionate basis based on the number of hours hired to work.

Except in the case of an emergency, a request for float holidays must be submitted to the staff member's supervisor for review and approval at least five (5) days in advance of its intended use.

Float holidays may be used for emergencies, personal matters, observation of religious or other days of celebration (but not officially recognized Hospital holidays).

Supervisors shall have the right to require proof of an emergency. The Hospital agrees that such proof shall be kept confidential. Failure of a staff member to supply such proof shall result in a salary deletion for the day(s) and appropriate disciplinary action may be taken if warranted.

7.03 Holiday Entitlement:

The Hospital shall have the right, at its sole discretion, to require any staff member to work on the holidays specified herein. The Hospital agrees to assign holidays off on an equitable and rotational basis.

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

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

7.04 Holiday Pay:

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

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

7.05 Holidays for Twelve Hour Shift Employees:

All Full Time staff members in active status January 1 of each year will be credited with six (6) float holidays totaling forty-eight (48) hours. Part-time staff members will have the float holiday hours pro-rated in accordance with Section 4.03 and 7.02. Staff members may use these holidays in accordance with Hospital Policy and this Article of the Agreement.

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

1. For the period July 1 through November 30 of each year of this Agreement, each staff member will be compensated for all four (4) Hospital designated holidays which fall within this period while the staff member was actively employed. Payment will be made in December, and paid in one lump sum at the staff member's hourly rate of pay in effect at the time payment is made.

2. For the period December 1 through June 30 of each year of this Agreement, each staff member will be compensated for all five (5) Hospital designated holidays which fall within this period while the staff member was actively employed. Payment will be made in July, and paid in one lump sum at the staff member's hourly rate of pay in effect at the time the payment is made.

3. A staff member who is not in active status on a day designated by the Hospital as a holiday will not receive compensation for said holiday.

4. Upon termination of employment or transfer from the twelve (12) hour work shift scheduling basis, the staff member will be compensated for accrued holiday pay for any Hospital designated holiday which has not been paid, less any monies the staff member may owe the Hospital.

Part Time staff members that are routinely scheduled to work twelve (12) hour shifts shall receive a pro-rated number of holiday hours (as set forth in Sections 4.03 and 7.02) as per 1 through 4 above.

7.06 Vacation Amount:

Vacation accruals for newly hired or rehired staff members will commence upon the successful completion of the first ninety (90) days of employment and will be credited retroactively to the staff member'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 staff member reaches a service milestone if the staff member's anniversary date is before the 16th of the month and will change effective the following month if the staff member's anniversary date is the 16th of the month or after.

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

7.07 Vacation Accruals:

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

A staff member will be paid for vacation at the staff member's base rate of pay.

7.08 Vacation Entitlement:

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

Vacation credit shall not accrue while a staff member is on an unpaid leave except that a staff member will receive credit for the month the leave commenced provided the leave commenced on or after the 16th and will receive credit for the month s/he returns from leave provided the staff member returns on or prior to the 15th of the month.

A staff member who has resigned with appropriate notice, or who has been discharged, except for cause, shall be entitled to vacation allowance of unused vacation time accrued within the time limit described

previously, less any overdrawn sick time allotment except that a staff member separated during the initial hire or rehire probationary period will not be entitled to such allowance.

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

7.09 Vacation Scheduling:

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

The Hospital may restrict the amount of vacation time granted to a staff member during prime vacation periods to allow for equitable distribution of prime vacation time among staff members. The prime vacation periods will normally be June 1 through Labor Day, December 1 to January 15th.

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

Vacation requests for the period June 1 through November 30 that involve the use of one (1) or more weeks must be planned and requested by February 15th of each year. A written response to the staff member's request will be provided by March 8th. Vacation requests for the period December 1 through May 31 that involve the use of one (1) or more weeks must be planned and requested by September 15th of each year. A written response to the staff member's request will be provided by October 8th. For each vacation period, the staff member will submit three (3) choices of vacation time in order of priority. In situations in which choices of vacation time are timely and two (2) or more staff members request the same time period, Hospital seniority will prevail.

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

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

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

7.10 Sick Leave; Entitlement and Amount:

1. Accrual

All staff members shall accrue sick days on the basis of one (1) day per month based upon the standard day for their classification as defined Section 7.01, Standard Day. Part time employees shall accrue sick leave on a pro-rated basis. Per Diem and Casual staff members are not eligible to accrue sick time, unless required by law. Sick pay accruals are cumulative from one year to the next. Temporary full time staff members are ineligible to accrue sick days during the first six (6) months of employment.

Throughout this Agreement "Sick Time" or "Sick Days" shall refer to University Hospital accrued Sick Time, unless otherwise identified.

2. FMLA

For employees taking medical/FMLA leave for self, the maximum leave allowed will be twelve (12) weeks, unless the employee has paid time accruals exceeding that amount of time. In cases where the employee has in excess of twelve (12) weeks of paid time accrued, the maximum length of leave time shall be equal to the lesser of the employee's paid time accrual or twelve (12) months. However, employees hired prior to January 1, 1983 shall be entitled to use all accrued paid sick time. All paid sick time accruals must be utilized first, then float holidays and vacation accruals may be used at the employee's option. For employees applying for New Jersey Temporary Disability, they must use up to two (2) weeks of accrued sick time based on the standard week of their job classification which will be pro-rated for Part-Time employees. However, no employee shall be required to use any accrued sick time which would result in their having less than one (1) week's worth of that time. This will be pro-rated for Part-Time employees. In the event an employee requires leave time exceeding twelve (12) weeks and has exhausted paid time accruals, he/she may be eligible for paid time in accordance with the Staff Leave Donation policy. The statutory 12-week FMLA shall run concurrent with the first 12 weeks of such leave.

3. Seriously Ill Family Member

Per Hospital policy, an employee can use up to ten (10) accrued sick days, float holidays, and then vacation accruals if available to take care of a seriously ill family member, based on the standard day classification of their job as defined Section 7.01 Standard Day, which will be pro-rated for Part-Time employees.

4. Emergency Sick Time Advance

Staff members with five (5) or more years of service will be eligible for an emergency advance of up to one (1) year's equivalent of sick leave under the following circumstances:

- A. At least twenty (20) days have been or will have been continuously used for the same emergency immediately before any of the advanced days. These days must have been used to cover absences for illness.

- B. The staff member has not been the subject of a written warning, suspension or any other discipline for attendance within the previous year. All evaluations over the last two (2) years must have been satisfactory.
- C. The application for the advance must be approved by the Department Head and accompanied by documentation of the illness.
- D. The application must also be approved by the Director of Human Resources Services or his/her designee.
- E. The approval/disapproval of the application for the emergency advance of sick leave is grievable up to Step II of the Grievance Procedure. The decision of the Step II Hearing Officer is final and not subject to arbitration.

5. New Jersey Earned Sick Leave

Employees accrue New Jersey Earned Sick Leave on the basis of one (1) hour New Jersey Earned Leave for every thirty (30) hours worked, with a maximum accumulation up to forty (40) hours in a benefit year, July 1st to June 30th.

Employees may use only forty (40) hours of New Jersey Earned Sick Leave in a benefit year. New Jersey Earned Sick Leave shall run concurrently with FMLA and NJFLA.

Employees may carryover a maximum forty (40) hours of New Jersey Earned Sick Leave from one (1) benefit year to the next.

7.11 Sick Leave; Notice and Pay:

A staff member will be paid for sick leave at the staff member's base rate of pay.

Staff members are required to comply with the departmental call in procedure. A staff member shall be responsible for calling only one designated supervisor at his/her office. If the illness extends beyond one (1) day, the staff member 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 s/he must call in with a new expected return date.

Staff members taken ill while on duty and who leave their work area 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. Staff may be excused without seeking medical attention at the Hospital by their supervisor.

When a doctor's note is required, a doctor's certification from the employee's health care professional must include the medical facts (not diagnosis) supporting the absence and will be provided to the department supervisor.

Whenever a regular staff member retires, except a staff member who elects deferred retirement, pursuant to the provisions of a state administered retirement system and has to his/her credit any accrued sick leave, s/he shall be compensated for such accrued sick leave as follows: The supplemental compensation amount payment shall be computed at the rate of one-half (%) of the eligible staff

member's daily rate of pay for each day of unused accumulated sick pay accruals based upon the average annual base rate of compensation received during the last year of his/her employment prior to the effective date of his/her retirement provided however that no lump sum supplemental compensation payment shall exceed fifteen thousand (15,000.00) dollars.

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

7.12 Leave for Death or Serious Illness in Immediate Family:

At the time of a death of a family member, up to three (3) consecutive work days off with pay will be granted to staff members provided they are scheduled to work those days, and provided sick leave or other paid leave is accumulated to the credit of the staff member and is so charged.

Family members are defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law or other relative or significant others living in the staff member's household. The definition of family member, parent, and child is as defined by the Hospital's FMLA policy.

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 provided sick pay or other paid leave is accumulated to the credit of the staff member, and is so charged.

If the family member lives out of state or country, the staff member may request additional time and utilize their accrued time or be granted unpaid leave. The staff member shall be required to bring in documentation that he/she will be out of the country as a result of a death in the family.

7.13 Jury Duty Leave Amount:

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

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

The receipt of a notice to report for jury duty must be reported immediately to the staff member's supervisor.

7.14 Jury Duty Leave Procedure:

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

7.15 Court Appearance:

Staff members shall be granted necessary time off, at the staff member's base rate of pay, when s/he is summoned to testify at depositions or in court on any matter arising within the staff member's scope of employment at the Hospital. This paid time off shall only apply to occasions where the employee is summoned to testify on matters relating to their work and shall not apply with respect to a personal lawsuit by the employee or co-worker against the Hospital. The staff member shall immediately report receipt of any subpoena or court order related to their employment at the Hospital to the Hospital's Office of Legal Management and to their supervisor.

7.16 Rest Periods:

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

7.17 Meal Period:

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

ARTICLE 8. LEAVES OF ABSENCE

8.01 Basis and Amount:

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

8.02 Procedure:

A) Family and Medical Leave

Effective July 1, 2017 the parties agree to adopt and apply the terms of the Hospital's FMLA Policy currently applicable to the Hospital's non-Union employees, to current negotiations unit members. The Policy will apply to new hires effective immediately.

B) Military Leave:

Military leave will be governed by applicable State and Federal Statute.

C) Workers' Compensation:

1. If an employee becomes disabled because the injury occurred during the course of the employee's job, payment during such leave shall be made in accordance with the New Jersey Worker's Compensation Act.
2. Employees in the negotiations unit who become disabled because of a job related injury which occurs while performing assigned job duties and functions, shall be granted a leave of absence if approved by Hospital Risk Management.
3. If an injury occurs while performing assigned job duties and functions, employee shall receive the following if approved by Hospital Risk Management:
 - a. Leave of absence shall not exceed 12 weeks.
 - b. The first 8 weeks shall be paid at 100% of base rate salary, without shift differential, preceptor, education, or overtime pay.
 - c. The 4 additional weeks, if required as documented by the authorized Worker's Compensation treating physician, through Hospital Risk Management, shall be paid at 70% of base rate salary. During this period employees may not supplement payment by applying available sick, vacation, or float holiday balances.
 - d. Leave of absence shall be concurrent with any leave granted under the Hospital's FMLA policy.
 - e. During leave of absence, the employee will accrue leave time, seniority, and other benefits.
 - f. If additional leave is required, beyond twelve (12) weeks, as documented by the authorized Worker's Compensation treating physician, through Hospital Risk Management, payment will be made in accordance with New Jersey Worker's Compensation Act.
4. If an employee is not approved by the Hospital Risk Management for leave of absence, application may be made for leave under the Hospital's FMLA policy. The terms of the leave shall be governed by the Hospital's FMLA policy.

D) Personal Leave:

In certain circumstances staff members may be permitted to take an unpaid personal leave of absence from their positions with the Hospital. Such leaves may be applied for and are available to regular Full Time and Part Time staff members 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 staff member'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. A staff member 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 Hospital shall place a staff member returning from an unpaid leave of six (6) months or less in their prior position, or if such position is unavailable, to an equivalent position. A staff member 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.

A staff member 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. Staff members will be terminated for obtaining leave by false pretense or for failing to return from a leave in accordance with Hospital policy.

ARTICLE 9. MONETARY BENEFITS: HEALTH BENEFITS, PRESCRIPTION DRUG PROGRAM, DENTAL CARE PROGRAM, LIFE INSURANCE AND PENSION:

9.01 Health Benefits:

The Hospital shall participate in the State Health Benefits Plan during the period of this Agreement in accordance with the Plan administered by the State Health Benefits Program. Participation is subject to continuation of the program by the State Health Benefits Plan, and subject to all applicable rules and regulations. Should negotiations or legislative action change these benefits for employees during the life of this contract, the benefits for eligible members of the unit shall change accordingly.

9.02 Prescription Drug Program:

The Hospital shall participate in the prescription program that is provided through the State Health Benefits Program during the life of this agreement in accordance with the Plan administered by the State Health Benefits Program. Participation is subject to continuation of the program by the State Health Benefits Plan, and subject to all applicable rules and regulations. Should negotiations or legislative action change these benefits for employees during the life of this contract, the benefits for eligible members of the unit shall change accordingly.

9.03 Dental Plan:

The Hospital shall participate in the State administered Dental Care Program during the period of this Agreement in accordance with the Plan administered by the State Health Benefits Program ("SHBP") and subject to continuation of that Program by the SHBP, and further subject to all applicable rules and regulations. Should negotiations or legislative action change these benefits for employees during the life of this contract, the benefits for eligible members of the unit shall change accordingly.

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 staff members and benefits are governed by statute and Rules and Regulations promulgated thereunder and administered exclusively by the New Jersey Division of Pensions.

9.05 Pension:

The Hospital is a participant in the Public Employees Retirement System and the Alternate Benefits Program. Eligibility for participation by staff members 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 Hospital's Benefits or local Human Resources Office.

ARTICLE 10. MONETARY BENEFITS MISCELLANEOUS:

10.01 Terminal Benefits:

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

10.02 Resignation:

A staff member who terminates by resignation will give the Hospital twenty one (21) calendar days written notice. Staff who resign and provide the twenty one (21) calendar days' written notice will be entitled to all accrued but unused vacation time, less any sick time advanced but not accrued. If an employee has approved vacation, Float Holiday, or scheduled sick time prior to the submission of resignation, which falls during the notice period, that time shall not count towards fulfilling the notice period. Staff that resign and fail to provide the twenty one (21) days' written notice shall forfeit accrued but unused vacation time, less any sick time advanced but not accrued, as follows:

- Staff that resign with less than three (3) calendar days' notice shall forfeit 100% of their accrued but unused vacation time, less any sick time advanced but not accrued;

- Staff that resign and provide at least fourteen (14) calendar days, but less than twenty one (21) calendar days' notice shall be entitled to 75% of their accrued but unused vacation time, less any sick time advanced but not accrued;
- Staff that resign and provide at least seven (7) calendar days, but less than fourteen (14) days' notice shall be entitled to 50% of their accrued but unused vacation time, less any sick time advanced but not accrued;
- Staff that resign and provide at least three (3) calendar days, but less than seven (7) calendar days' notice shall be entitled to 25% of their accrued but unused vacation time, less any sick time advanced but not accrued.

If an employee calls out sick after submitting resignation, they shall be salary deleted, unless a doctor's note is presented.

Notwithstanding the foregoing, Staff that resigns due to documented unforeseen circumstances beyond the employee's control that required the employee to resign without providing the twenty-one (21) calendar days' written notice shall be entitled to 100% of their accrued but unused vacation time, less any sick time advanced but not accrued, so long as the employee provided the Hospital, at the time of resignation, with sufficient documentation in support of the unforeseen circumstances and as much notice of the resignation as was practicable under the circumstances.

Staff members who terminate by resignation or for any other reason must return all Hospital property, including but not limited to ID cards, and keys, and computer software.

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

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

10.03. Shift Differential:

The shift differential for all non-exempt employees will be \$2.50 per hour. Effective as of the first full pay period of October 2016, the shift differential for all non-exempt employees shall be \$2.75 per hour.

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

10.04 Experience - Rehire:

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

10.05 Continuing Education:

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

The Hospital will grant time off without loss of pay to those staff members approved to attend Continuing Education conferences.

Every Full-Time negotiations unit member may request time off with pay in blocks of time equal to the standard day of their classification as defined in Article 7, Section 7.01 their regular work day for the purpose of attending three (3) days of Continuing Education Programs and/or to take certification exams. The request must be made, in writing, at least two (2) weeks prior to the Continuing Education Program for which release is sought or at least two (2) weeks prior to the scheduled examination. Courses for which release is sought must be related to the employee's current job duties. Part time negotiations unit members shall be entitled to time off with pay in a block equal to their regular work day for the purpose of attending one (1) day of Continuing Education Programs and/or certification exam.

With permission from his/her supervisor, exempt staff members shall be entitled to adjust his/her schedule to attend such conferences.

Staff members shall be allowed to complete mandatory, Hospital web-based courses, during regular work hours.

Night shift staff members may request time off on the day directly prior or the day directly after the Continuing Education program. However, the Hospital shall decide whether the employee receives the time off on the day before or the day after the Continuing Education program based on operational considerations. Staff members will receive a response to their request for participation within two (2) weeks of submission. All travel arrangements must be made in conformance with Hospital policy in order to be reimbursable.

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

If the Hospital directs the employee to attend training session, certification class and/or continuing education program: (a) the Hospital will notify the Employee in advance of the program, (b) the Hospital will assume the cost of the training session, certification class and/or continuing education program, and (c) the employee shall be released from his normally scheduled shift in order to attend training sessions, certification classes and/or continuing education programs as directed by the Hospital.

Effective January 1, 2017, if an applicant or employee accepts a position, or promotion to a position, at University Hospital which requires the successful completion of training and/or achievement of certification in order to provide the employee with the skills necessary to perform the duties of that position, the applicant or employee shall commit to reimbursement of the Hospital for the training expenses, such as third party training costs, travel (up to a maximum of \$800 per trip for round-trip airfare), meals and lodging, etc., which have been incurred by the Hospital, if the employee voluntarily

separates from the Hospital within two (2) years of the training and/or achievement of certification (3 years for new hires as set forth below). This obligation shall also apply to employees that are in their existing positions when they receive training or certification on or after January 1, 2017 that provides them with the skills necessary to perform the duties of the position. This obligation to reimburse the Hospital shall not be applicable to an employee that is terminated for cause or laid off by the Hospital.

For new hires hired on or after October 1, 2016, the obligation to reimburse the Hospital shall be pro-rated as follows:

Separation within one (1) year of commencement of course: 100% reimbursement of costs
Separation within two (2) years of commencement of course: 75% reimbursement of costs
Separation within three (3) years of commencement of course: 50% reimbursement of costs

For employees hired before October 1, 2016, the obligation to reimburse the Hospital shall be pro-rated as follows:

Separation within one (1) year of commencement of the course: 100% reimbursement of costs
Separation within 18 months of commencement of the course: 50% reimbursement of costs
Separation within two (2) years of commencement of the course: 25% reimbursement of costs.

The employee will be provided with an individualized training agreement at the time he/she is sent for such education/training. The individualized training agreement will include an estimate of the cost of training expenses that the employee would have to reimburse in accordance with this Section, although it is understood that the reimbursement will be based upon the actual expenses.

Notwithstanding the foregoing, an employee that voluntarily separates from the Hospital due to unforeseen circumstances beyond the employee's control that required the employee to separate from the Hospital in less than two (2) years from completion of the training and/or achievement of the certification shall not be required to reimburse any amount under this Section, so long as the employee provided the Hospital with sufficient documentation in support of the unforeseen circumstance that was beyond the employee's control and provided as much notice of the separation as was practicable under the circumstances. It is understood that leaving for a higher paying job shall not be deemed to be an "unforeseen circumstance beyond the employee's control" under this Section.

For employees who have served six (6) consecutive years in the same position, immediately prior to the commencement of the training, the obligation to reimburse the Hospital shall be as follows:

Separation within one (1) year of commencement of course: 100% reimbursement of costs

10.06 Tuition Refund:

- A. Effective January 1, 2020, the annual maximum reimbursement will be three thousand seven hundred dollars (\$3700) for courses successfully completed with a grade of "C" or better. Full and part time employees must have been employed by the Hospital for at least one (1) year prior to be eligible for receipt of tuition reimbursement benefits. Employees who receive tuition reimbursement, and voluntarily separate their employment within twelve (12) months of the receipt of a reimbursement shall refund the Hospital the amount of the reimbursement received.

If a staff member takes a course at a school that allows for deferred tuition reimbursement, the staff member will not be required to pay the school first and then be reimbursed by the Hospital. Provided that the staff member successfully completes the course with a grade of "C" or better and submits an appropriate invoice, the Hospital shall issue a check to the staff member (within the maximum amounts set forth in this paragraph) and the staff member shall submit such check to the school. However, it is the responsibility of the staff member to make such payments and the Hospital shall be held harmless from any disputes between the staff member and the school regarding tuition payments.

- B. There will be no reimbursement for incidental fees incurred in the courses.
- C. The Hospital will reimburse staff members within six (6) weeks of submission of tuition receipts and grades by the staff member.
- D. There shall be no cap on the number of semesters for which a staff member can receive tuition refund.
- E. Staff members in the Mental Health and Social Work professions shall be eligible to receive tuition reimbursement for course work at post-Master's degree "institutes" or equivalent programs in their fields.
- F. If a staff member is laid off and has received tuition reimbursement, the staff member will not have to return such reimbursement.

10.07 Uniform Allowance:

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

FY2011-	500
FY2012-	500
FY2013-	500
FY2014-	500

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

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

10.08 On-Call:

- A) All non-exempt staff members required to work on-call, as defined by the Fair Labor Standards Act (F.L.S.A.), shall receive \$3.75 per hour.
- B) When a non-exempt staff member is called to work outside his/her regularly scheduled shift, he/she will be compensated for the actual hours worked. The staff member will be guaranteed a minimum of

two (2) hours of compensation whether or not the two (2) hours are worked, except when the end of the call-in period coincides with the beginning of his/her regular shift.

C) An exempt staff member required to work on-call or who is called to work at a time that the exempt staff member is not normally scheduled to work, shall be treated in accordance with Article 5.04 of this Agreement.

D) All current forms of on-call compensation for exempt staff members shall be maintained at no less than their current level.

E) Insofar as the same is practical and consistent with the efficiency of operations, on-call shall be scheduled and distributed on a rotational basis. To the extent that it is practical and reasonable to foresee, the Hospital shall give the staff as much advance notice as possible relative to the scheduling of on-call.

10.09 Charge Differential:

The charge differential will be \$1.50 per hour for non-exempt staff members in the Pharmacy Department and Department of Pathology and Laboratory Medicine at University Hospital.

10.10 Travel Pay:

Staff members who use their car for business purposes shall be reimbursed at the then current IRS rate.

10.11 Cell Phone:

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

ARTICLE 11. HEALTH AND SAFETY:

11.01 Health Examination:

Prior to the start of employment, the Hospital will provide each candidate for employment with a physical examination. Thereafter, an examination will be provided if required or permitted by the appropriate accrediting authority, the Hospital, or by State and/or Federal law.

11.02 Employer Obligation:

1. The Hospital 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 Hospital agrees to provide adequate and regularly maintained sanitary facilities for employees' use. Each staff member will maintain acceptable standards of personal hygiene and cleanliness in accordance with the requirements of the job.
3. A staff member must report incidents of unsafe and/or unhealthful conditions to his/her supervisor immediately. The Hospital shall respond in a timely manner to all health and safety problems reported by the Union and/or negotiations unit staff members.

4. The Hospital will provide safety devices for staff members when deemed appropriate by the Hospital or as required by law. Affected employees shall receive appropriate in-service training on new safety equipment, devices, and materials.
5. The Hospital shall, upon request, provide the Union with the results of all health and safety inspections of the facilities of the Hospital. The Hospital 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 Hospital will also notify the Union in cases where on-going health and safety hazards which may effect the HPAE Union membership are discovered.
6. The Hospital and HPAE agree to discuss problems concerning health and safety in the regularly scheduled Labor - Management meetings. The union will have the right to one (1) representative to the Hospital's Labor Management Health and Safety Committee. The union will have the right to one (1) representative to the University Hospital Safety Committee. Any recommendations concerning improvement or modification of health and safety conditions shall be reported to the appropriate health and safety committee.
7. In the interest of maximizing safety and staff well-being, University Hospital and the HPAE agree that the views and recommendations of the employees covered by this Agreement will be heard and considered in the decision-making process within the Hospital. In furtherance of this goal, the Hospital agrees that representatives of the HPAE shall be a part of Committees that are developed to discuss strategies and identify solutions that would address issues concerning safe patient handling, ergonomics, violence prevention, needle safety, and protective equipment and clothing. The Union will have the right to one (1) representative on each of these Committees. Should more representatives be interested in participating in a Committee, such requests shall be made to the Chair of the Committee, and will not be unreasonably denied.

ARTICLE 12. EMPLOYEE FACILITIES:

12.01 Parking:

Subject to the parking fee agreement with Rutgers University, the parking fee for all negotiations unit members will be equal to .5% of the base salary as of the last pay period of the previous fiscal year. All staff members hired during any fiscal year shall pay a prorated fee for the remainder of the fiscal year based on their salary at time of hire.

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

ARTICLE 13. NO STRIKE/NO LOCKOUT:

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

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

ARTICLE 14. DISCIPLINE AND GRIEVANCES:

14.01 Discipline:

1. No non-probationary employee shall be subject to discipline by the Employer without just cause. The terms of this Article shall not be applicable to employees in their initial probationary period (including any extensions) or any temporary, casual or per diem employees. Employer's judgment as to the adequacy of the probationary employee's performance during the probationary period or any action taken as a result thereof, shall not be deemed "discipline" nor shall it be subject to challenge by the Union or employee pursuant to this Article.

If during the course of an investigation, the Hospital determines that an employee needs to be placed on an administrative leave, without pay, after three (3) weeks, such leave must be with pay.

2. The term "discipline" shall mean: (a) official written warning or written warning in lieu of suspension without pay, (b) suspension without pay, (c) demotion, which is any reduction in grade or title, or (d) discharge, when any of the foregoing occur based upon the employee's conduct or performance. The following shall not be construed as discipline:
 - a. Dismissal or demotion due to layoff or operational changes made by the Hospital;
 - b. Written or verbal counseling. A Counseling Notice is part of the performance improvement process and is an opportunity for management to constructively discuss with an employee the Employer's observations about the employee's performance or behavior. Oral counseling, although in writing, is not to be considered discipline and shall not be placed in the employee's Human Resources file. Such documentation shall remain in the employee's Department file.
3. The Hospital reserves the right to substitute a written warning in lieu of suspension without pay and such substituted written warning shall substitute for suspension in the Hospital's scheme of progressive discipline.
4. The Hospital may also, in lieu of suspension and upon mutual consent of the Union and employee, deduct up to five (5) days from the employee' vacation balances. In such circumstance, the disciplinary penalty will be equivalent to the same number of days of suspension and treated for all purposes as equivalent to a suspension without prejudice to the Employer, the Union or the employee.
5. When discipline is imposed pursuant to this Article, the Employer shall provide written notice of the discipline to the employee. The written notice shall include a reasonable explanation of the reasons for the discipline and the penalty being imposed. A copy of the written notice of discipline, and any supporting documentation available at the time the notice of discipline is issued, shall be provided to the Union as soon as feasible but no later than 72 hours, excluding weekends and observed holidays, after being submitted to the employee.
6. Unless otherwise stated in the written notice of discipline, any suspension without pay of two (2) shifts or more, demotion, or discharge shall be effective immediately, subject to reversal only pursuant to the grievance procedure.

7. The Union has the right to challenge the discipline by timely filing a grievance at Step 1 in accordance with the Grievance Procedure in Section 14.02. Such grievance must expressly specify the article and section of the Agreement which is alleged to have been violated.
8. All discipline not covered by Paragraph 6 shall be stayed until resolved through Step 2 of the Grievance Procedure. During the time that such discipline is stayed, it may not be referred to in any evaluation, promotional decision, or subsequent disciplinary charge other than termination, until the grieved discipline has been resolved through Step 2 of the Grievance Procedure. In the event that any portion of the suspension without pay is served before a grievance has been filed, only the balance of the suspension without pay shall be stayed and there shall be no entitlement to automatic reimbursement or reinstatement for the portion of the suspension without pay served prior to the filing of the grievance.
9. The Union has the right to challenge written warnings and disciplinary suspensions without pay for 2 shifts or less through Step 2 of the grievance procedure. Since such written warnings and suspensions without pay are not subject to arbitration, the Hospital agrees to comply with the following time frames as they relate to Step 2 hearings on disciplinary suspensions without pay of 2 shifts or less:
 - a. The Step 2 hearing will be held as soon as practicable, but no later than 4 months from the date the Union makes a written request for a Step 2 hearing; and
 - b. The Step 2 decision shall be issued no later than 45 days following the completion of the Step 2 hearing.

If the Hospital fails to meet either of the time limits set forth above, the discipline shall be deemed to have been abandoned by the Hospital and the employee shall be reimbursed the full amount of lost wages during the term of his/her suspension without pay and all references to the discipline shall be removed from his or her personnel file.

10. Prior to suspension without pay or termination of an employee, the Hospital shall provide the employee with a pre-suspension/pre-termination opportunity to be heard. The employee will be afforded a meeting with the Hospital to discuss the allegations against the employee that could potentially result in a suspension without pay or termination and the employee will be given an opportunity to present his/her version of the facts. The Hospital shall consider the employee's position prior to rendering a decision of whether to impose discipline pursuant to this Article. The employee shall have the right to Union representation at this meeting.

14.02 Grievance Procedure:

A. Definition

A grievance shall be defined as any alleged violation of the express terms or conditions of any provision of this Agreement or any claimed violation, misinterpretation, or misapplication of rules or regulations, existing policy, or orders of the Hospital affecting terms or conditions of employment.

B. Formal Steps

All grievances shall be processed in the following manner:

Step 1: Any non-disciplinary grievance shall be submitted in writing, to the applicable Department Head within ten (10) calendar days of its occurrence or of the date when the employee or the Union first became aware of the circumstances giving rise to the alleged grievance.

If the grievance relates to disciplinary action, the grievance must be submitted by the Union, in writing, to the applicable Department Head within ten (10) calendar days of the Union's receipt of the written notice of discipline.

The written grievance shall set forth the name of the grievant(s), the date of the alleged violation, the alleged facts of the grievance, the specific Article(s) and Section(s) alleged to have been violated, and the remedy that is being sought by the grievant or Union. If the grievance is disciplinary in nature, copies of all documents relied upon by the Union in challenging the discipline must be included.

The Department Head shall render a written decision ("Step 1 Decision") based on the evidence submitted by the Union within 10 calendar days of receipt of the written grievance. A copy of the Step 1 Decision will be provided to the Union president and the grievant(s). During the ten (10) day review period, the Union may request a meeting with the Department Head to discuss the grievance. If the Department Head believes a meeting is beneficial, it will be held within the ten (10) day review period. The decision by the Department head to meet and discuss the grievance shall not toll the ten (10) day response period.

Step 2: If the Union is not satisfied with the Step 1 Decision, it may submit the grievance to Step 2, in writing, with supporting documentation, to the Director of Labor Relations, within ten (10) calendar days, excluding holidays, after receipt of the Step 1 Decision. Either the Director of Labor Relations or designee, or the Union, may request a Step 2 hearing, which may be conducted by telephone if mutually agreed, for the purpose of resolving the grievance prior to issuance of the Step 2 Decision. If requested, the meeting shall be scheduled within fourteen (14) calendar days of being requested.

The Hospital will make best efforts to have someone other than the Human Resources representative who attended the Loudermill meeting as the hearing officer.

At the Step 2 Hearing, the Union will make a presentation to the Director of Labor Relations or designee explaining the basis for the grievance and any supporting arguments. If the grievance is based on discipline, the Employer will explain the basis for the discipline and Union will explain why the discipline was unwarranted and/or why the penalty is too severe (although this does not change the fact that the Hospital has the burden of proof in disciplinary matter). The Director of Labor Relations or designee shall have the right to ask questions of any of the individuals that appear at the hearing.

Within 21 calendar days of the hearing, the Director of Labor Relations or designee shall issue the Step 2 decision, in writing, to the union, which shall provide for a decision in the matter and the reasons(s) for the decision.

If a Step 2 hearing cannot be scheduled within fourteen (14) days, the parties may, by mutual written agreement agree to a later date. If a hearing cannot be held within thirty (30) days, the Director of Labor Relations shall make his decision based upon any documentation provided. With respect to any disciplinary grievance involving a written reprimand or suspension without pay of 2 shifts or less, the

Step 2 Decision shall be final and binding upon the parties and not subject to challenge or appeal in any forum.

Step 3. Arbitration:

Written warnings, written warnings in lieu of a suspension without pay of two days/shifts or less, and suspensions of two shifts or less shall not be subject to arbitration. Discipline imposed for time and attendance violations shall not be arbitrable. The Hospital and the Union agree to be bound by the rules and regulations of the Public Employment Relations Commission.

In the case of non-disciplinary grievances and disciplinary grievances involving suspension (more than 2 days/shifts), written warning in lieu of a suspension of more than 2 days/shifts, involuntary demotion (not the result of a reduction in force) or discharge, if the Union is not satisfied with the Step 2 Decision, the Union may file a written request for binding arbitration through the Public Employment Relations Commission (with copy provided simultaneously to the Director of Labor Relations). Requests for arbitration must be submitted to the Public Employment Relations Commission within thirty (30) calendar days of its receipt of the Step 2 Decision. Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration. The Union's decision concerning whether or not to request binding arbitration shall be final as to the interests of both the Union and the grievant.

Each party to this Agreement shall bear the expenses of preparing and presenting its own case. The fees and the expenses of the Arbitrator, together with any incidental expenses mutually agreed upon in advance, shall be borne equally by the parties. A transcript of all arbitration hearings may be taken. The Arbitrator shall have the right to subpoena relevant documents and witnesses if requested to do so by either party.

The arbitrator shall be restricted to the application of the facts presented and shall have no authority to add to, detract from, alter, amend or modify any provision of this agreement, or to impose on either party a limitation or obligation not explicitly provided for in 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. 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.

C. Abandonment of Grievance: If the initial grievance was not timely filed at Step 1 or Step 2 as set forth above, or if it was not timely submitted to arbitration then the grievance shall be deemed to have been abandoned by the Union and the Union shall be precluded from submitting the matter to arbitration. No arbitrator shall have any authority whatsoever to rule upon the merits of a grievance that has been abandoned in accordance with these procedures.

D. Bifurcation: Absent a written agreement between the parties to the contrary, if a dispute arises over whether a grievance or disciplinary appeal has been waived or abandoned in accordance with this Article, this procedural issue will be bifurcated from the issue on the merits and shall be heard and decided by a different arbitrator than the one that decides the case on the merits. The case on the merits shall be held in abeyance pending the outcome of the procedural issue.

E. Extending Time Limits: Time limits throughout this Grievance Procedure may be extended by mutual consent of both parties, but only where the mutual consent is in writing and signed by both parties (an exchange of e-mail messages by both parties indicating agreement to extend the time limit will satisfy this requirement).

F. Hospital Failure to Timely Respond: A failure by the Hospital to respond at any step within the provided time limits shall be deemed a denial of the grievance at that particular Step and shall permit the Union to move the grievance to the next step in the procedure.

G. Attendance at Meetings/Hearings: The Hospital shall permit the Grievant to take time off without loss of pay from his or her scheduled shift, if applicable, for any time spent at the Step 2 meeting or at an arbitration hearing pursuant to Step 3 above. To the extent that University Hospital requires an employee to attend the Step 2 meeting or arbitration hearing as a witness, University Hospital shall pay the employee at his or her regular wage rate for the time spent at the meeting or hearing.

ARTICLE 15. NON-DISCRIMINATION:

Neither the Hospital nor the Union will discriminate against any staff member or applicant for employment, in any matter relating to employment because of race, creed, color, religion, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, or because of the liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer or for any other reason prohibited by applicable State and/or Federal law.

Neither the Hospital nor the Union will discriminate against any staff member because the staff member is or is not a member of the Union, or because the staff member has filed any complaints or grievances with the Hospital or the Union.

ARTICLE 16. MANAGEMENT RIGHTS:

The Hospital, except as limited or modified by the express terms of this Agreement, reserves and retains solely and exclusively all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and Constitutions of the State of New Jersey and of the United States, to manage the operations of the Hospital. These rights, to the extent consistent with applicable law, shall include, but shall not be limited to, the right:

- a. To determine, make and enforce all reasonable rules, procedures and policies relating to the work, safety, the delivery of exceptional medical services, and the operations of the Hospital. This shall include the right to change or abolish such rules, procedures or policies;
- b. To continue, alter, make and enforce reasonable rules and procedures pertaining to employee conduct and standards of performance;

- c. To assign such work to employees in accordance with the requirements of exceptional medical care and the continuity of the Hospital's operations;
- d. To determine the management of each department in the Hospital by the efficient selection, utilization, deployment and disposition of equipment which necessarily includes determining the quantity, type and brand of equipment and other products to be utilized;
- e. To determine the number of hours per day and/or per week that operations in each department of the Hospital shall be carried on and/or to discontinue or relocate any portion or all of the operations;
- f. To take whatever means necessary to carry out the mission of University Hospital in emergency situations.
- g. HPAE does not waive its rights to meet with and bargain over the terms and conditions of employment as determined by this contract, as well as those not specifically set forth in this agreement.

ARTICLE 17. SUB-CONTRACTING SERVICES:

If the Hospital contemplates contracting for work normally performed by staff covered by this Agreement and the result would be the displacement of those staff members, the Hospital 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 Hospital agrees to give displaced staff consideration concerning other positions at the Hospital for which they are qualified.

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

ARTICLE 18. SUCCESSIONSHIP:

The Hospital 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 Hospital agrees to provide the union with relevant information sought by the Union for the purpose of adequately representing the membership.

ARTICLE 19. LABOR MANAGEMENT COMMITTEE:

A committee composed of four members from the Union and four members from the Hospital will meet to discuss issues considered important by either side which are not current grievance issues. Meetings will occur a maximum of two times per year, provided an agenda is submitted by the Union to the Director of Labor Relations at least fourteen (14) days prior to the meeting date.

Such meetings shall be attended by such representatives of the parties as each deem useful to the discussion. The names of committee members will be submitted not less than one week before the scheduled meeting.

Meetings will be scheduled during normal business hours. Barring emergency circumstances, employees on duty will be released to attend such meetings without loss of pay, if appropriate notice has been given.

The Director of Labor Relations or his/her designee and an HPAE business representative will be considered to be ex-officio members of this committee.

ARTICLE 20. WAGES:

A) Compensation Plan:

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

- 1) A system of position classification with appropriate position description.
- 2) Job descriptions for all HPAE positions which are in the database shall be provided to the HPAE within one (1) month of ratification of this agreement. Other current job descriptions shall be provided as they become available or as requested by the Union.
- 3) A salary range with specific minimum and maximum rates and intermediate merit incremental steps therein for each position, if applicable.
- 4) Regulations governing the administration of the plan, including an Employee Performance Evaluation.
- 5) The authority, method and procedures to effect modifications as such are required. It is agreed that during the term of this Agreement, October 1, 2017 to September 30, 2018 the following salary and fringe benefit improvement shall be provided to eligible staff members in the unit within the applicable policies and practice of the Hospital and in keeping with the conditions set forth herein.

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

B) Wage Program

For all employees who were employed as of the date of ratification of this agreement, the wage program shall be as follows:

Effective the pay period closest to October 1, 2018, the steps of PS and PH salary tables shall be increased by 2.0%. Eligible employees will receive retroactive pay. There will be no Step movement.

Effective the pay period closest to January 1, 2020, the steps of PS and PH salary tables shall be increased by 3.0%. Eligible employees will receive retroactive pay. There will be no Step movement.

Effective the pay period closest to October 1, 2020, the steps of PS and PH salary tables shall be increased by 3.0%. There will be no Step movement.

ARTICLE 21. CRIMINAL BACKGROUND CHECKS:

Section 1. The parties recognize that the ability of the Hospital to perform criminal background checks on employees is necessary to maintain the integrity of the Hospital and therefore the safety and the security of all its employees and patients and the community. Therefore, the Hospital may, upon reasonable suspicion, perform criminal background checks on employees. The reasonable suspicion determination must be made by the Chief Human Resources Officer or designee within Human Resources. The scope of the criminal background check shall be limited to criminal convictions. Should an employee refuse to allow the Hospital to perform a criminal background check, that employee may be disciplined up to and including termination. The Hospital will conduct all criminal background checks consistent with the requirements of applicable law. If requested by the Union within 7 days of the Hospital's decision to conduct a criminal background check, the Hospital shall, within 7 days of receipt of such written request, provide a written explanation to the employee and the Union describing the basis for the reasonable suspicion finding by management.

Section 2. In the event that a criminal background check reveals any criminal conviction which had not been previously revealed to the Hospital, the Hospital will meet with the employee to discuss an appropriate action. If the employee requests the presence of a Union representative at this meeting, the Hospital must hold this meeting with the employee and a Union representative, so long as the Union representative is available and does not cause the meeting to be unreasonably delayed.

Section 3. Criminal background checks will be kept confidential to extent practicable. An employee who received a negative report will be notified as required by law.

ARTICLE 22. DRUG AND ALCOHOL TESTING:

Section 1. The Hospital and the Union agree to maintain a safe, healthy and productive work environment for all employees, to provide thorough and effective patient care, to maintain the integrity and security of the workplace, and to perform all of these functions in a fashion consistent with our responsibilities to the communities which we serve. An employee who works or attends work under the influence of drugs or alcohol, or who refuses to take an alcohol/drug test when directed to do so pursuant to this Article, shall therefore be subject to disciplinary action up to and including termination. The Hospital shall develop a program to educate employees on the use and abuse of alcohol and drugs.

Section 2. Pursuant to these goals, employees will be required to undergo an alcohol/drug screening test in each of the following instances:

- A. When the Hospital has reasonable suspicion, based upon the behavior or demeanor of an employee, to believe that the employee's ability to perform their job duties is impaired;

- B. After an on duty accident if there is reasonable suspicion by management that impairment may have contributed to the accident and there was injury to anyone requiring medical treatment or lost time from work or property damage of over \$500.00;
- C. When any applicable federal or state law requires.

Reasonable suspicion assessments referenced in this Section shall only be made by supervisory or managerial employees that have been trained to identify the behaviors associated with impairment based on drug or alcohol use. If requested by the Union within 7 days of the drug or alcohol testing, the Hospital shall, within 7 days of receipt of such written request, provide a written explanation to the employee and Union describing the basis for the reasonable suspicion finding by management.

Section 3. It is understood and agreed that the Hospital's failure to require an alcohol or drug screen in any individual circumstance shall not constitute a waiver of the Hospital's right to require such a screen in other circumstances. An employee required to submit to a drug/alcohol screening test under this policy shall report to the test site promptly upon being requested to do so and shall execute all necessary consent forms required.

Section 4. Employee will be transported for testing, if necessary, by car service or other reasonable means of transportation, as determined by management. If requested by the employee, a union representative can accompany the employee to the testing site, so long as the union representative is available and does not cause an unreasonable delay in getting the employee to the testing site. Employees will be paid for the duration of the test at their regular hourly rate of pay.

Section 5. All drug and alcohol testing shall be conducted only by a certified laboratory. The Hospital will request split specimen testing for all drug and alcohol tests pursuant to this Article. The laboratory's inability to perform a split specimen test based on an insufficient sample shall have no effect on the Hospital's ability to take disciplinary action. Screening shall test for presence of alcohol, amphetamines, THC, cocaine, opiates, phencyclidine, barbiturates, benzodiazepines, methaqualone, methadone, propoxyphene, hallucinogens, inhalants, anabolic steroids, hydrocodone and MDMA. No other substances will be tested for and no other tests shall be run on the employees' samples. Any actionable positive result must be reviewed and verified by an individual that has been trained to interpret and evaluate drug and alcohol test results and an individual's medical history and other relevant biomedical information.

Section 6. The Hospital shall provide an opportunity for assistance to employees having a drug/alcohol problem that the employee voluntarily discloses. Any employee that voluntarily discloses a drug/alcohol dependency problem to the Hospital, prior to notification that a screening test is to be administered, shall be provided an unpaid leave of absence for drug/alcohol rehabilitation. The employee may use any paid leave that he or she has available. If the employee does not use paid leave, the leave of absence shall be without pay. Upon proof of successful completion of a rehabilitation program, the Hospital will reinstate the employee to an equivalent position in the same job title and at the same base pay as the position held by the employee prior to the leave of absence. Upon being reinstated, the employee shall be subject to random drug/alcohol screening for a period of two (2) years from the date of reinstatement. Should such employee subsequently test positive to a drug/alcohol screening test, the employee may be disciplined up to and including termination, at the Hospital's sole discretion. The provisions of this Section shall be subject to the following:

- a. No employee may utilize the provisions providing for the opportunity for assistance, as set forth above, more than once during their employment with the Hospital, unless required by applicable law;
- b. The fact that an employee voluntarily discloses a drug/alcohol dependency problem to the Hospital does not preclude the Hospital from disciplining the employee for events that led up to the voluntary disclosure if the employee's actions were in violation of Hospital rules, policies or procedures;
- c. Any leave pursuant to this Section shall run concurrently with FMLA Leave, if applicable;
- d. The maximum length of any leave of absence that will be provided to any employee under this Section shall be six (6) months, except where an employee is using their own accrued leave time from the outset of the leave of absence, in which case the employee will be permitted to take a paid leave of absence for a maximum length of leave time equal to the lesser of the employee's paid time accrual or twelve (12) months. No employee, however, may utilize accrued leave time to extend a leave of absence beyond 6 months when the employee took any portion of the first six months of the leave of absence as unpaid. Any employee still unable to return to work after this period of leave may be terminated by the Hospital.
- e. An employee that is on a leave of absence pursuant to this Section shall provide written documentation, which provides an update on their status of their ability to return to work, every 30 days following the first day of such leave of absence. The written documentation must be from the facility where the employee is receiving treatment/counseling for his or her drug/alcohol dependency problem. An employee that fails to timely provide this documentation shall be subject to discipline up to and including termination.

ARTICLE 23. SAVINGS CLAUSE:

- 1. If any provision of this Agreement shall conflict with any Federal or State law or Rules or Regulations of a State Regulatory body, or have the effect of eliminating or making the State ineligible for Federal funding, that specific provision of this Agreement shall be deemed amended or nullified to conform to such law. The other provisions of the Agreement shall not be affected thereby and shall continue in full force and effect.
- 2. Upon request of either party the Hospital and the Union, agree to meet and renegotiate any provision so affected.

ARTICLE 24. EFFECTIVE DATE AND DURATION:

This Agreement, except as otherwise stated shall be effective on October 1, 2018 and shall remain in effect through September 30, 2021.

This Agreement shall remain in full force and effect from the date of execution thereof through September 30, 2021. 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, 2021, or

March of any subsequent year for which this Agreement was automatically renewed. Official notice to the Hospital shall be made by addressing the Chief Human Resources Officer or his/her designee. Official notice to HPAE shall be made by addressing the President of HPAE.

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IN WITNESS WHEREOF, University Hospital and the Health Professionals and Allied Employees, AFT, AFL-CIO, have caused this Agreement to be signed by their duly authorized representatives.

University Hospital

Gerard Garcia, Chief HR Officer

Eva Serruto, Esq., Director Labor Relations

**Shereef Elnahal, M.D.
President and Chief Executive Officer**

Health Professionals and Allied Employees, AFT,AFL-CIO

Debbie White, State Wide President HPAE

**Christine Boardingham
HPAE Local 5094 UH Chair**

Ivette-Suarez-Vega

Jacques Lherisson

Carmen (aka Judy) Vincenty

APPENDIX A

JOB SERIES

For the purposes of Article 4.07(f), the following is a list of Job Series that staff may bump down into, pursuant to the conditions set forth below:

Staff Assistants

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

Accountants

Sr. Accountant	Grade PS 22
Accountant	Grade PH 18

Grants & Contracts Analysts

Grants & Contracts Analysts I	Grade PS 27
Grants & Contracts Analysts II	Grade PS 24
Grants & Contracts Analysts III	Grade PS 21

Biomedical Equipment Technicians

Biomedical Equipment Tech I	Grade PH 21
Biomedical Equipment Tech II	Grade PH 19

Nutritionists

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

Budget Analyst

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

Programmer Analyst

Programmer Analyst II	Grade 28
Programmer Analyst III	Grade 25

User Support Specialist

User Support Spec II	Grade 28
User Support Spec III	Grade 24

The ability to bump between the grades described above is not automatic and will only be permitted if the employee is qualified for the position sought, in the sole discretion of the Hospital. The Hospital's decision as to qualifications is based on an analysis of the actual job duties for the position sought and the employee's qualifications. The Hospital's determination about an Employee's qualifications and decision whether he may bump pursuant to Article 4.07(f) is not subject to arbitration

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UNIVERSITY HOSPITAL

Newark, New Jersey

PH SALARY TABLE – HPAE 5094 PROFESSIONALS

Effective 10/1/18

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 12																				
40 hours	16.44	16.82	17.18	17.49	17.84	18.18	18.52	18.86	19.21	19.59	19.91	20.24	20.58	20.94	21.30	21.64	21.96	22.28	22.60	22.95
37.5 hours	17.54	17.92	18.31	18.67	19.05	19.40	19.78	20.16	20.53	20.87	21.25	21.63	21.98	22.34	22.73	23.07	23.45	23.85	24.21	24.59
35 hours	18.80	19.20	19.60	20.00	20.38	20.77	21.18	21.58	21.96	22.34	22.76	23.13	23.51	23.92	24.32	24.68	25.08	25.48	25.91	26.31
Grade 13																				
40 hours	17.18	17.50	17.87	18.24	18.59	18.95	19.29	19.69	20.07	20.41	20.77	21.10	21.48	21.85	22.23	22.57	22.94	23.32	23.69	24.07
37.5 hours	18.31	18.68	19.08	19.47	19.85	20.23	20.60	20.98	21.40	21.79	22.17	22.54	22.94	23.33	23.74	24.09	24.48	24.87	25.25	25.66
35 hours	19.60	20.01	20.43	20.82	21.27	21.66	22.06	22.47	22.90	23.32	23.76	24.13	24.55	24.98	25.38	25.79	26.22	26.63	27.06	27.51
Grade 14																				
40 hours	17.87	18.25	18.63	19.00	19.39	19.77	20.16	20.54	20.91	21.30	21.68	22.05	22.42	22.82	23.17	23.55	23.95	24.35	24.71	25.12
37.5 hours	19.08	19.49	19.88	20.27	20.68	21.08	21.52	21.92	22.31	22.73	23.11	23.53	23.95	24.37	24.76	25.15	25.54	25.97	26.40	26.80
35 hours	20.43	20.91	21.43	21.80	22.17	22.58	23.00	23.45	23.91	24.34	24.75	25.18	25.62	26.08	26.49	26.93	27.38	27.86	28.33	28.79
Grade 15																				
40 hours	18.63	19.05	19.42	19.82	20.22	20.61	21.00	21.43	21.82	22.23	22.60	23.00	23.42	23.84	24.21	24.61	25.04	25.46	25.91	26.33
37.5 hours	19.88	20.30	20.74	21.17	21.60	22.01	22.43	22.87	23.29	23.74	24.12	24.56	24.99	25.40	25.84	26.27	26.70	27.14	27.61	28.09
35 hours	21.30	21.76	22.21	22.63	23.08	23.55	24.02	24.49	24.95	25.38	25.84	26.29	26.74	27.19	27.64	28.11	28.57	29.00	29.47	29.95
Grade 16																				
40 hours	19.42	19.85	20.26	20.69	21.09	21.52	21.94	22.36	22.81	23.22	23.61	24.03	24.45	24.89	25.29	25.72	26.16	26.57	26.98	27.41
37.5 hours	20.74	21.19	21.64	22.08	22.52	22.96	23.41	23.88	24.34	24.77	25.20	25.65	26.12	26.57	27.02	27.44	27.88	28.33	28.77	29.24

35 hours	22.21	22.71	23.16	23.66	24.12	24.59	25.07	25.54	26.04	26.52	27.02	27.50	27.96	28.43	28.90	29.39	29.86	30.36	30.86	31.32
Grade 17	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	20.26	20.72	21.15	21.61	22.05	22.47	22.92	23.37	23.83	24.28	24.68	25.12	25.55	26.02	26.46	26.88	27.33	27.75	28.23	28.68
37.5 hours	21.64	22.10	22.55	23.04	23.51	23.98	24.45	24.93	25.38	25.87	26.32	26.80	27.26	27.73	28.23	28.70	29.17	29.62	30.09	30.59
35 hours	23.16	23.67	24.15	24.65	25.15	25.66	26.20	26.69	27.17	27.67	28.18	28.70	29.21	29.71	30.21	30.71	31.21	31.71	32.21	32.74
Grade 18																				
40 hours	21.15	21.63	22.08	22.53	22.99	23.47	23.93	24.39	24.83	25.29	25.77	26.24	26.70	27.15	27.61	28.09	28.54	28.98	29.45	29.92
37.5 hours	22.55	23.06	23.55	24.03	24.53	25.02	25.50	26.02	26.51	27.01	27.51	28.00	28.48	28.97	29.47	29.96	30.49	31.00	31.51	32.05
35 hours	24.15	24.68	25.19	25.73	26.27	26.80	27.33	27.87	28.40	28.91	29.44	29.95	30.50	31.03	31.55	32.07	32.60	33.13	33.65	34.20
Grade 19																				
40 hours	22.08	22.54	23.04	23.52	24.00	24.50	25.00	25.46	25.94	26.44	26.90	27.41	27.89	28.38	28.86	29.37	29.84	30.36	30.89	31.39
37.5 hours	23.55	24.08	24.58	25.10	25.62	26.16	26.66	27.17	27.69	28.24	28.74	29.25	29.77	30.29	30.81	31.32	31.84	32.39	32.95	33.49
35 hours	25.19	25.77	26.35	26.88	27.45	28.02	28.54	29.12	29.68	30.22	30.79	31.32	31.88	32.45	33.00	33.53	34.10	34.65	35.20	35.76
Grade 20																				
40 hours	23.04	23.54	24.06	24.57	25.09	25.60	26.12	26.62	27.13	27.63	28.14	28.66	29.17	29.68	30.17	30.69	31.18	31.71	32.26	32.83
37.5 hours	24.58	25.13	25.69	26.23	26.75	27.30	27.86	28.39	28.92	29.47	30.03	30.58	31.11	31.65	32.19	32.76	33.30	33.87	34.43	35.04
35 hours	26.35	26.90	27.51	28.08	28.66	29.23	29.81	30.41	31.00	31.58	32.16	32.74	33.33	33.90	34.47	35.09	35.67	36.26	36.90	37.52
Grade 21																				
40 hours	24.06	24.59	25.14	25.65	26.20	26.72	27.26	27.82	28.37	28.89	29.42	29.95	30.52	31.03	31.55	32.10	32.67	33.19	33.77	34.32
37.5 hours	25.69	26.27	26.82	27.38	27.96	28.53	29.12	29.68	30.25	30.83	31.39	31.94	32.53	33.11	33.70	34.24	34.80	35.37	35.92	36.50
35 hours	27.51	28.11	28.73	29.34	29.93	30.57	31.17	31.77	32.40	33.01	33.60	34.22	34.82	35.43	36.06	36.65	37.29	37.91	38.55	39.24
Grade 22																				
40 hours	25.14	25.70	26.27	26.82	27.40	27.96	28.51	29.08	29.62	30.19	30.76	31.31	31.88	32.46	33.01	33.54	34.12	34.70	35.29	35.87
37.5 hours	26.82	27.41	28.03	28.61	29.22	29.82	30.44	31.02	31.60	32.20	32.83	33.41	34.02	34.62	35.22	35.81	36.41	37.05	37.66	38.31
35 hours	28.73	29.37	29.98	30.63	31.28	31.92	32.57	33.23	33.88	34.52	35.15	35.78	36.42	37.10	37.71	38.37	38.98	39.65	40.31	41.00
Grade 23																				
40 hours	26.71	27.30	27.90	28.51	29.13	29.71	30.33	30.94	31.51	32.12	32.74	33.33	33.92	34.53	35.14	35.73	36.33	36.96	37.60	38.21

37.5 hours	28.51	29.16	29.78	30.44	31.06	31.70	32.36	33.00	33.62	34.26	34.90	35.57	36.20	36.84	37.50	38.11	38.77	39.43	40.10	40.76
35 hours	30.52	31.18	31.89	32.58	33.27	33.96	34.67	35.34	36.03	36.69	37.39	38.06	38.77	39.46	40.14	40.82	41.51	42.22	42.93	43.66
Grade 24	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	27.90	28.54	29.17	29.78	30.45	31.06	31.67	32.31	32.95	33.57	34.22	34.85	35.49	36.10	36.73	37.38	38.02	38.66	39.34	39.99
37.5 hours	29.78	30.46	31.11	31.78	32.48	33.13	33.80	34.48	35.17	35.83	36.50	37.19	37.85	38.52	39.20	39.86	40.53	41.23	41.93	42.64
35 hours	31.89	32.60	33.33	34.05	34.76	35.50	36.21	36.96	37.68	38.40	39.09	39.83	40.53	41.26	41.98	42.70	43.44	44.18	44.92	45.68
Grade 25																				
40 hours	29.17	29.84	30.53	31.17	31.84	32.51	33.14	33.81	34.48	35.16	35.79	36.45	37.14	37.81	38.47	39.13	39.79	40.47	41.16	41.86
37.5 hours	31.11	31.82	32.54	33.25	33.95	34.68	35.37	36.08	36.77	37.51	38.19	38.90	39.61	40.30	41.00	41.75	42.46	43.17	43.93	44.68
35 hours	33.33	34.09	34.84	35.61	36.36	37.14	37.87	38.63	39.41	40.17	40.89	41.69	42.41	43.17	43.95	44.70	45.44	46.24	46.99	47.80
Grade 26																				
40 hours	30.53	31.20	31.89	32.58	33.28	33.98	34.69	35.37	36.07	36.75	37.49	38.15	38.84	39.56	40.26	40.92	41.67	42.33	43.06	43.81
37.5 hours	32.54	33.28	34.03	34.76	35.50	36.25	37.03	37.73	38.48	39.25	39.98	40.70	41.43	42.20	42.95	43.68	44.41	45.17	45.94	46.72
35 hours	34.84	35.66	36.43	37.23	38.02	38.82	39.64	40.43	41.21	41.99	42.76	43.59	44.40	45.19	45.99	46.78	47.55	48.40	49.18	50.05
Grade 27																				
40 hours	31.89	32.61	33.35	34.09	34.80	35.55	36.28	37.03	37.74	38.48	39.21	39.94	40.67	41.39	42.13	42.85	43.61	44.33	45.08	45.86
37.5 hours	34.03	34.80	35.58	36.35	37.17	37.93	38.72	39.49	40.27	41.02	41.82	42.60	43.37	44.17	44.96	45.72	46.51	47.29	48.09	48.92
35 hours	36.43	37.29	38.11	38.95	39.77	40.63	41.44	42.29	43.12	43.96	44.78	45.62	46.46	47.30	48.15	48.97	49.80	50.66	51.52	52.38
Grade 28																				
40 hours	33.35	34.11	34.86	35.66	36.42	37.19	37.94	38.72	39.49	40.27	41.03	41.81	42.55	43.33	44.10	44.87	45.62	46.39	47.18	47.98
37.5 hours	35.58	36.39	37.22	38.04	38.85	39.69	40.49	41.31	42.14	42.97	43.80	44.58	45.40	46.25	47.06	47.86	48.68	49.51	50.36	51.21
35 hours	38.11	38.99	39.86	40.73	41.66	42.50	43.38	44.26	45.14	46.01	46.88	47.76	48.62	49.50	50.41	51.27	52.13	53.04	53.93	54.87
Grade 29																				
40 hours	34.86	35.69	36.49	37.31	38.10	38.93	39.75	40.53	41.31	42.14	42.97	43.79	44.56	45.35	46.16	46.96	47.79	48.60	49.44	50.26
37.5 hours	37.22	38.07	38.95	39.80	40.67	41.51	42.34	43.20	44.09	44.96	45.82	46.68	47.51	48.41	49.27	50.11	50.99	51.83	52.73	53.62
35 hours	39.86	40.78	41.73	42.63	43.54	44.45	45.38	46.32	47.24	48.16	49.06	49.99	50.93	51.82	52.75	53.68	54.60	55.53	56.47	57.45
Grade 30																				

40 hours	36.49	37.35	38.17	39.02	39.87	40.72	41.62	42.42	43.26	44.13	44.97	45.82	46.64	47.48	48.37	49.17	50.05	50.90	51.74	52.66
37.5 hours	38.95	39.85	40.75	41.69	42.54	43.46	44.34	45.25	46.16	47.08	47.98	48.89	49.77	50.67	51.58	52.49	53.38	54.29	55.22	56.14
35 hours	41.73	42.66	43.64	44.61	45.59	46.55	47.49	48.48	49.45	50.43	51.36	52.32	53.31	54.27	55.25	56.20	57.20	58.15	59.13	60.13
Grade 31	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	38.17	39.06	39.98	40.85	41.76	42.64	43.53	44.42	45.31	46.20	47.08	47.96	48.86	49.73	50.63	51.51	52.39	53.30	54.20	55.11
37.5 hours	40.75	41.73	42.65	43.61	44.54	45.48	46.44	47.38	48.37	49.30	50.22	51.19	52.13	53.10	54.01	54.98	55.94	56.88	57.83	58.81
35 hours	43.64	44.66	45.68	46.70	47.70	48.73	49.73	50.75	51.75	52.79	53.81	54.84	55.81	56.82	57.83	58.84	59.89	60.91	61.94	63.00
Grade 32																				
40 hours	39.98	40.88	41.82	42.75	43.72	44.65	45.55	46.52	47.43	48.39	49.30	50.21	51.15	52.10	53.06	53.95	54.91	55.83	56.76	57.72
37.5 hours	42.65	43.65	44.66	45.65	46.64	47.61	48.60	49.60	50.60	51.60	52.63	53.59	54.56	55.57	56.58	57.58	58.56	59.56	60.56	61.59
35 hours	45.68	46.75	47.79	48.87	49.92	51.00	52.05	53.14	54.21	55.27	56.33	57.41	58.48	59.53	60.58	61.65	62.72	63.80	64.86	65.97
Grade 33																				
40 hours	41.82	42.78	43.80	44.77	45.74	46.75	47.71	48.68	49.65	50.65	51.63	52.63	53.59	54.54	55.53	56.50	57.53	58.50	59.49	60.50
37.5 hours	44.66	45.68	46.74	47.77	48.83	49.86	50.93	51.94	53.00	54.02	55.07	56.12	57.17	58.19	59.26	60.28	61.31	62.35	63.42	64.49
35 hours	47.79	48.92	50.05	51.15	52.26	53.40	54.51	55.62	56.74	57.86	59.02	60.11	61.23	62.35	63.47	64.58	65.69	66.82	67.92	69.09
Grade 34																				
40 hours	43.80	44.81	45.85	46.86	47.91	48.94	49.96	51.01	52.02	53.07	54.06	55.10	56.13	57.18	58.19	59.22	60.25	61.25	62.31	63.34
37.5 hours	46.74	47.82	48.92	50.02	51.12	52.19	53.27	54.39	55.50	56.60	57.70	58.78	59.88	60.98	62.08	63.17	64.28	65.36	66.48	67.61
35 hours	50.05	51.21	52.38	53.54	54.72	55.92	57.11	58.25	59.46	60.61	61.82	62.97	64.17	65.33	66.49	67.66	68.86	70.01	71.22	72.41
Grade 35																				
40 hours	45.85	46.91	48.00	49.07	50.14	51.24	52.30	53.41	54.50	55.57	56.64	57.72	58.78	59.88	60.96	62.03	63.08	64.17	65.25	66.37
37.5 hours	48.92	50.07	51.21	52.36	53.52	54.67	55.81	56.95	58.12	59.27	60.41	61.56	62.72	63.88	65.04	66.19	67.33	68.58	69.80	71.04
35 hours	52.38	53.63	54.90	56.09	57.34	58.57	59.79	61.01	62.25	63.48	64.70	65.95	67.19	68.43	69.67	70.91	72.15	73.37	74.61	75.91
Grade 36																				
40 hours	48.00	49.11	50.25	51.40	52.59	53.68	54.83	55.95	57.10	58.20	59.34	60.48	61.60	62.74	63.88	65.00	66.13	67.24	68.40	69.53
37.5 hours	51.21	52.42	53.64	54.87	56.04	57.27	58.50	59.69	60.88	62.09	63.28	64.50	65.71	66.95	68.18	69.35	70.55	71.76	72.96	74.17
35 hours	54.90	56.16	57.45	58.73	60.04	61.33	62.63	63.94	65.21	66.51	67.79	69.09	70.43	71.70	72.98	74.27	75.57	76.85	78.18	79.50

Grade 37																				
40 hours	50.25	51.47	52.67	53.86	55.04	56.22	57.43	58.60	59.79	60.98	62.19	63.34	64.57	65.75	66.96	68.16	69.33	70.59	71.86	73.16
37.5 hours	53.64	54.92	56.17	57.45	58.70	59.97	61.24	62.51	63.81	65.08	66.34	67.61	68.87	70.14	71.42	72.69	73.94	75.20	76.48	77.80
35 hours	57.44	58.78	60.17	61.54	62.89	64.26	65.62	66.98	68.35	69.70	71.06	72.41	73.78	75.15	76.50	77.86	79.22	80.57	81.94	83.29
Grade 38	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	52.67	53.90	55.13	56.41	57.67	58.89	60.17	61.42	62.67	63.94	65.18	66.42	67.66	68.91	70.16	71.42	72.68	73.99	75.30	76.64
37.5 hours	56.17	57.52	58.81	60.17	61.53	62.85	64.18	65.50	66.84	68.19	69.50	70.84	72.18	73.50	74.84	76.16	77.50	78.81	80.15	81.53
35 hours	60.17	61.60	63.03	64.46	65.89	67.30	68.73	70.16	71.58	73.03	74.46	75.91	77.32	78.74	80.16	81.61	83.05	84.53	86.07	87.59
Grade 39																				
40 hours	55.13	56.45	57.75	59.09	60.40	61.72	63.02	64.33	65.66	66.97	68.28	69.56	70.90	72.22	73.54	74.85	76.16	77.54	78.92	80.36
37.5 hours	58.81	60.22	61.64	63.04	64.46	65.85	67.25	68.66	70.02	71.45	72.87	74.25	75.63	77.05	78.44	79.84	81.22	82.70	84.20	85.71
35 hours	63.03	64.53	66.03	67.51	69.01	70.54	72.00	73.53	75.03	76.53	78.03	79.54	81.04	82.54	84.04	85.51	87.02	88.59	90.20	91.78

PH SALARY TABLE – HPAE 5094 PROFESSIONALS
Effective 1/5/20

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 12																				
40 hours	16.93	17.32	17.70	18.01	18.38	18.73	19.08	19.43	19.79	20.18	20.51	20.85	21.20	21.57	21.94	22.29	22.62	22.95	23.28	23.64
37.5 hours	18.07	18.46	18.86	19.23	19.62	19.98	20.37	20.76	21.15	21.50	21.89	22.28	22.64	23.01	23.41	23.76	24.15	24.57	24.94	25.33
35 hours	19.36	19.78	20.19	20.60	20.99	21.39	21.82	22.23	22.62	23.01	23.44	23.82	24.22	24.64	25.05	25.42	25.83	26.24	26.69	27.10
Grade 13																				
40 hours	17.70	18.03	18.41	18.79	19.15	19.52	19.87	20.28	20.67	21.02	21.39	21.73	22.12	22.51	22.90	23.25	23.63	24.02	24.40	24.79
37.5 hours	18.86	19.24	19.65	20.05	20.45	20.84	21.22	21.61	22.04	22.44	22.84	23.22	23.63	24.03	24.45	24.81	25.21	25.62	26.01	26.43
35 hours	20.19	20.61	21.04	21.44	21.91	22.31	22.72	23.14	23.59	24.02	24.47	24.85	25.29	25.73	26.14	26.56	27.01	27.43	27.87	28.34
Grade 14																				
40 hours	18.41	18.80	19.19	19.57	19.97	20.36	20.76	21.16	21.54	21.94	22.33	22.71	23.09	23.50	23.87	24.26	24.67	25.08	25.45	25.87
37.5 hours	19.65	20.07	20.48	20.88	21.30	21.71	22.17	22.58	22.98	23.41	23.80	24.24	24.67	25.10	25.50	25.90	26.31	26.75	27.19	27.60
35 hours	21.04	21.54	22.07	22.45	22.84	23.26	23.69	24.15	24.63	25.07	25.49	25.94	26.39	26.86	27.28	27.74	28.20	28.70	29.18	29.65
Grade 15																				
40 hours	19.19	19.62	20.00	20.41	20.83	21.23	21.63	22.07	22.47	22.90	23.28	23.69	24.12	24.56	24.94	25.35	25.79	26.22	26.69	27.12
37.5 hours	20.48	20.91	21.36	21.81	22.25	22.67	23.10	23.56	23.99	24.45	24.84	25.30	25.74	26.16	26.62	27.06	27.50	27.95	28.44	28.93
35 hours	21.94	22.41	22.88	23.31	23.77	24.26	24.74	25.22	25.70	26.14	26.62	27.08	27.54	28.01	28.47	28.95	29.43	29.87	30.35	30.85
Grade 16																				

40 hours	20.00	20.45	20.87	21.31	21.72	22.17	22.60	23.03	23.49	23.92	24.32	24.75	25.18	25.64	26.05	26.49	26.94	27.37	27.79	28.23
37.5 hours	21.36	21.83	22.29	22.74	23.20	23.65	24.11	24.60	25.07	25.51	25.96	26.42	26.90	27.37	27.83	28.26	28.72	29.18	29.63	30.12
35 hours	22.88	23.39	23.85	24.37	24.84	25.33	25.82	26.31	26.82	27.32	27.83	28.33	28.80	29.28	29.77	30.27	30.76	31.27	31.79	32.26

Grade 17	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	20.87	21.34	21.78	22.26	22.71	23.14	23.61	24.07	24.54	25.01	25.42	25.87	26.32	26.80	27.25	27.69	28.15	28.58	29.08	29.54
37.5 hours	22.29	22.76	23.23	23.73	24.22	24.70	25.18	25.68	26.14	26.65	27.11	27.60	28.08	28.56	29.08	29.56	30.05	30.51	30.99	31.51
35 hours	23.85	24.38	24.87	25.39	25.90	26.43	26.99	27.49	27.99	28.50	29.03	29.56	30.09	30.60	31.12	31.63	32.15	32.66	33.18	33.72
Grade 18																				
40 hours	21.78	22.28	22.74	23.21	23.68	24.17	24.65	25.12	25.57	26.05	26.54	27.03	27.50	27.96	28.44	28.93	29.40	29.85	30.33	30.82
37.5 hours	23.23	23.75	24.26	24.75	25.27	25.77	26.27	26.80	27.31	27.82	28.34	28.84	29.33	29.84	30.35	30.86	31.40	31.93	32.46	33.01
35 hours	24.87	25.42	25.95	26.50	27.06	27.60	28.15	28.71	29.25	29.78	30.32	30.85	31.42	31.96	32.50	33.03	33.58	34.12	34.66	35.23
Grade 19																				
40 hours	22.74	23.22	23.73	24.23	24.72	25.24	25.75	26.22	26.72	27.23	27.71	28.23	28.73	29.23	29.73	30.25	30.74	31.27	31.82	32.33
37.5 hours	24.26	24.80	25.32	25.85	26.39	26.94	27.46	27.99	28.52	29.09	29.60	30.13	30.66	31.20	31.73	32.26	32.80	33.36	33.94	34.49
35 hours	25.95	26.54	27.14	27.69	28.27	28.86	29.40	29.99	30.57	31.13	31.71	32.26	32.84	33.42	33.99	34.54	35.12	35.69	36.26	36.83
Grade 20																				
40 hours	23.73	24.25	24.78	25.31	25.84	26.37	26.90	27.42	27.94	28.46	28.98	29.52	30.05	30.57	31.08	31.61	32.12	32.66	33.23	33.81
37.5 hours	25.32	25.88	26.46	27.02	27.55	28.12	28.70	29.24	29.79	30.35	30.93	31.50	32.04	32.60	33.16	33.74	34.30	34.89	35.46	36.09
35 hours	27.14	27.71	28.34	28.92	29.52	30.11	30.70	31.32	31.93	32.53	33.12	33.72	34.33	34.92	35.50	36.14	36.74	37.35	38.01	38.65
Grade 21																				
40 hours	24.78	25.33	25.89	26.42	26.99	27.52	28.08	28.65	29.22	29.76	30.30	30.85	31.44	31.96	32.50	33.06	33.65	34.19	34.78	35.35
37.5 hours	26.46	27.06	27.62	28.20	28.80	29.39	29.99	30.57	31.16	31.75	32.33	32.90	33.51	34.10	34.71	35.27	35.84	36.43	37.00	37.60
35 hours	28.34	28.95	29.59	30.22	30.83	31.49	32.11	32.72	33.37	34.00	34.61	35.25	35.86	36.49	37.14	37.75	38.41	39.05	39.71	40.42
Grade 22																				
40 hours	25.89	26.47	27.06	27.62	28.22	28.80	29.37	29.95	30.51	31.10	31.68	32.25	32.84	33.43	34.00	34.55	35.14	35.74	36.35	36.95

37.5 hours	27.62	28.23	28.87	29.47	30.10	30.71	31.35	31.95	32.55	33.17	33.81	34.41	35.04	35.66	36.28	36.88	37.50	38.16	38.79	39.46
35 hours	29.59	30.25	30.88	31.55	32.22	32.88	33.55	34.23	34.90	35.56	36.20	36.85	37.51	38.21	38.84	39.52	40.15	40.84	41.52	42.23
Grade 23																				
40 hours	27.51	28.12	28.74	29.37	30.00	30.60	31.24	31.87	32.46	33.08	33.72	34.33	34.94	35.57	36.19	36.80	37.42	38.07	38.73	39.36
37.5 hours	29.37	30.03	30.67	31.35	31.99	32.65	33.33	33.99	34.63	35.29	35.95	36.64	37.29	37.95	38.63	39.25	39.93	40.61	41.30	41.98
35 hours	31.44	32.12	32.85	33.56	34.27	34.98	35.71	36.40	37.11	37.79	38.51	39.20	39.93	40.64	41.34	42.04	42.76	43.49	44.22	44.97
Grade 24	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	28.74	29.40	30.05	30.67	31.36	31.99	32.62	33.28	33.94	34.58	35.25	35.90	36.55	37.18	37.83	38.50	39.16	39.82	40.52	41.19
37.5 hours	30.67	31.37	32.04	32.73	33.45	34.12	34.81	35.51	36.23	36.90	37.60	38.31	38.99	39.68	40.38	41.06	41.75	42.47	43.19	43.92
35 hours	32.85	33.58	34.33	35.07	35.80	36.57	37.30	38.07	38.81	39.55	40.26	41.02	41.75	42.50	43.24	43.98	44.74	45.51	46.27	47.05
Grade 25																				
40 hours	30.05	30.74	31.45	32.11	32.80	33.49	34.13	34.82	35.51	36.21	36.86	37.54	38.25	38.94	39.62	40.30	40.98	41.68	42.39	43.12
37.5 hours	32.04	32.77	33.52	34.25	34.97	35.72	36.43	37.16	37.87	38.64	39.34	40.07	40.80	41.51	42.23	43.00	43.73	44.47	45.25	46.02
35 hours	34.33	35.11	35.89	36.68	37.45	38.25	39.01	39.79	40.59	41.38	42.12	42.94	43.68	44.47	45.27	46.04	46.80	47.63	48.40	49.23
Grade 26																				
40 hours	31.45	32.14	32.85	33.56	34.28	35.00	35.73	36.43	37.15	37.85	38.61	39.29	40.01	40.75	41.47	42.15	42.92	43.60	44.35	45.12
37.5 hours	33.52	34.28	35.05	35.80	36.57	37.34	38.14	38.86	39.63	40.43	41.18	41.92	42.67	43.47	44.24	44.99	45.74	46.53	47.32	48.12
35 hours	35.89	36.73	37.52	38.35	39.16	39.98	40.83	41.64	42.45	43.25	44.04	44.90	45.73	46.55	47.37	48.18	48.98	49.85	50.66	51.55
Grade 27																				
40 hours	32.85	33.59	34.35	35.11	35.84	36.62	37.37	38.14	38.87	39.63	40.39	41.14	41.89	42.63	43.39	44.14	44.92	45.66	46.43	47.24
37.5 hours	35.05	35.84	36.65	37.44	38.29	39.07	39.88	40.67	41.48	42.25	43.07	43.88	44.67	45.50	46.31	47.09	47.91	48.71	49.53	50.39
35 hours	37.52	38.41	39.25	40.12	40.96	41.85	42.68	43.56	44.41	45.28	46.12	46.99	47.85	48.72	49.59	50.44	51.29	52.18	53.07	53.95
Grade 28																				
40 hours	34.35	35.13	35.91	36.73	37.51	38.31	39.08	39.88	40.67	41.48	42.26	43.06	43.83	44.63	45.42	46.22	46.99	47.78	48.60	49.42
37.5 hours	36.65	37.48	38.34	39.18	40.02	40.88	41.70	42.55	43.40	44.26	45.11	45.92	46.76	47.64	48.47	49.30	50.14	51.00	51.87	52.75
35 hours	39.25	40.16	41.06	41.95	42.91	43.78	44.68	45.59	46.49	47.39	48.29	49.19	50.08	50.99	51.92	52.81	53.69	54.63	55.55	56.52
Grade 29																				

40 hours	35.91	36.76	37.58	38.43	39.24	40.10	40.94	41.75	42.55	43.40	44.26	45.10	45.90	46.71	47.54	48.37	49.22	50.06	50.92	51.77
37.5 hours	38.34	39.21	40.12	40.99	41.89	42.76	43.61	44.50	45.41	46.31	47.19	48.08	48.94	49.86	50.75	51.61	52.52	53.38	54.31	55.23
35 hours	41.06	42.00	42.98	43.91	44.85	45.78	46.74	47.71	48.66	49.60	50.53	51.49	52.46	53.37	54.33	55.29	56.24	57.20	58.16	59.17
Grade 30																				
40 hours	37.58	38.47	39.32	40.19	41.07	41.94	42.87	43.69	44.56	45.45	46.32	47.19	48.04	48.90	49.82	50.65	51.55	52.43	53.29	54.24
37.5 hours	40.12	41.05	41.97	42.94	43.82	44.76	45.67	46.61	47.54	48.49	49.42	50.36	51.26	52.19	53.13	54.06	54.98	55.92	56.88	57.82
35 hours	42.98	43.94	44.95	45.95	46.96	47.95	48.91	49.93	50.93	51.94	52.90	53.89	54.91	55.90	56.91	57.89	58.92	59.89	60.90	61.93
Grade 31	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	39.32	40.23	41.18	42.08	43.01	43.92	44.84	45.75	46.67	47.59	48.49	49.40	50.33	51.22	52.15	53.06	53.96	54.90	55.83	56.76
37.5 hours	41.97	42.98	43.93	44.92	45.88	46.84	47.83	48.80	49.82	50.78	51.73	52.73	53.69	54.69	55.63	56.63	57.62	58.59	59.56	60.57
35 hours	44.95	46.00	47.05	48.10	49.13	50.19	51.22	52.27	53.30	54.37	55.42	56.49	57.48	58.52	59.56	60.61	61.69	62.74	63.80	64.89
Grade 32																				
40 hours	41.18	42.11	43.07	44.03	45.03	45.99	46.92	47.92	48.85	49.84	50.78	51.72	52.68	53.66	54.65	55.57	56.56	57.50	58.46	59.45
37.5 hours	43.93	44.96	46.00	47.02	48.04	49.04	50.06	51.09	52.12	53.15	54.21	55.20	56.20	57.24	58.28	59.31	60.32	61.35	62.38	63.44
35 hours	47.05	48.15	49.22	50.34	51.42	52.53	53.61	54.73	55.84	56.93	58.02	59.13	60.23	61.32	62.40	63.50	64.60	65.71	66.81	67.95
Grade 33																				
40 hours	43.07	44.06	45.11	46.11	47.11	48.15	49.14	50.14	51.14	52.17	53.18	54.21	55.20	56.18	57.20	58.20	59.26	60.26	61.27	62.32
37.5 hours	46.00	47.05	48.14	49.20	50.29	51.36	52.46	53.50	54.59	55.64	56.72	57.80	58.89	59.94	61.04	62.09	63.15	64.22	65.32	66.42
35 hours	49.22	50.39	51.55	52.68	53.83	55.00	56.15	57.29	58.44	59.60	60.79	61.91	63.07	64.22	65.37	66.52	67.66	68.82	69.96	71.16
Grade 34																				
40 hours	45.11	46.15	47.23	48.27	49.35	50.41	51.46	52.54	53.58	54.66	55.68	56.75	57.81	58.90	59.94	61.00	62.06	63.09	64.18	65.24
37.5 hours	48.14	49.25	50.39	51.52	52.65	53.76	54.87	56.02	57.17	58.30	59.43	60.54	61.68	62.81	63.94	65.07	66.21	67.32	68.47	69.64
35 hours	51.55	52.75	53.95	55.15	56.36	57.60	58.82	60.00	61.24	62.43	63.67	64.86	66.10	67.29	68.48	69.69	70.93	72.11	73.36	74.58
Grade 35																				
40 hours	47.23	48.32	49.44	50.54	51.64	52.78	53.87	55.01	56.14	57.24	58.34	59.45	60.54	61.68	62.79	63.89	64.97	66.10	67.21	68.36
37.5 hours	50.39	51.57	52.75	53.93	55.13	56.31	57.48	58.66	59.86	61.05	62.22	63.41	64.60	65.80	66.99	68.18	69.35	70.64	71.89	73.17
35 hours	53.95	55.24	56.55	57.77	59.06	60.33	61.58	62.84	64.12	65.38	66.64	67.93	69.21	70.48	71.76	73.04	74.31	75.57	76.85	78.19

Grade 36																				
40 hours	49.44	50.58	51.76	52.94	54.17	55.29	56.47	57.63	58.81	59.95	61.12	62.29	63.45	64.62	65.80	66.95	68.11	69.26	70.45	71.62
37.5 hours	52.75	53.99	55.25	56.52	57.72	58.99	60.26	61.48	62.71	63.95	65.18	66.44	67.68	68.96	70.23	71.43	72.67	73.91	75.15	76.40
35 hours	56.55	57.84	59.17	60.49	61.84	63.17	64.51	65.86	67.17	68.51	69.82	71.16	72.54	73.85	75.17	76.50	77.84	79.16	80.53	81.89
Grade 37																				
40 hours	51.76	53.01	54.25	55.48	56.69	57.91	59.15	60.36	61.58	62.81	64.06	65.24	66.51	67.72	68.97	70.20	71.41	72.71	74.02	75.35
37.5 hours	55.25	56.57	57.86	59.17	60.46	61.77	63.08	64.39	65.72	67.03	68.33	69.64	70.94	72.24	73.56	74.87	76.16	77.46	78.77	80.13
35 hours	59.16	60.54	61.98	63.39	64.78	66.19	67.59	68.99	70.40	71.79	73.19	74.58	75.99	77.40	78.80	80.20	81.60	82.99	84.40	85.79

Grade 38	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	54.25	55.52	56.78	58.10	59.40	60.66	61.98	63.26	64.55	65.86	67.14	68.41	69.69	70.98	72.26	73.56	74.86	76.21	77.56	78.94
37.5 hours	57.86	59.25	60.57	61.98	63.38	64.74	66.11	67.47	68.85	70.24	71.59	72.97	74.35	75.71	77.09	78.44	79.83	81.17	82.55	83.98
35 hours	61.98	63.45	64.92	66.39	67.87	69.32	70.79	72.26	73.73	75.22	76.69	78.19	79.64	81.10	82.56	84.06	85.54	87.07	88.65	90.22
Grade 39																				
40 hours	56.78	58.14	59.48	60.86	62.21	63.57	64.91	66.26	67.63	68.98	70.33	71.65	73.03	74.39	75.75	77.10	78.44	79.87	81.29	82.77
37.5 hours	60.57	62.03	63.49	64.93	66.39	67.83	69.27	70.72	72.12	73.59	75.06	76.48	77.90	79.36	80.79	82.24	83.66	85.18	86.73	88.28
35 hours	64.92	66.47	68.01	69.54	71.08	72.66	74.16	75.74	77.28	78.83	80.37	81.93	83.47	85.02	86.56	88.08	89.63	91.25	92.91	94.53

PH SALARY TABLE – HPAE 5094 PROFESSIONALS
Effective 10/1/20

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 12																				
40 hours	17.44	17.84	18.23	18.55	18.93	19.29	19.65	20.01	20.38	20.79	21.13	21.48	21.84	22.22	22.60	22.96	23.30	23.64	23.98	24.35
37.5 hours	18.61	19.01	19.43	19.81	20.21	20.58	20.98	21.38	21.78	22.15	22.55	22.95	23.32	23.70	24.11	24.47	24.87	25.31	25.69	26.09
35 hours	19.94	20.37	20.80	21.22	21.62	22.03	22.47	22.90	23.30	23.70	24.14	24.53	24.95	25.38	25.80	26.18	26.60	27.03	27.49	27.91
Grade 13																				
40 hours	18.23	18.57	18.96	19.35	19.72	20.11	20.47	20.89	21.29	21.65	22.03	22.38	22.78	23.19	23.59	23.95	24.34	24.74	25.13	25.53
37.5 hours	19.43	19.82	20.24	20.65	21.06	21.47	21.86	22.26	22.70	23.11	23.53	23.92	24.34	24.75	25.18	25.55	25.97	26.39	26.79	27.22
35 hours	20.80	21.23	21.67	22.08	22.57	22.98	23.40	23.83	24.30	24.74	25.20	25.60	26.05	26.50	26.92	27.36	27.82	28.25	28.71	29.19
Grade 14																				
40 hours	18.96	19.36	19.77	20.16	20.57	20.97	21.38	21.79	22.19	22.60	23.00	23.39	23.78	24.21	24.59	24.99	25.41	25.83	26.21	26.65
37.5 hours	20.24	20.67	21.09	21.51	21.94	22.36	22.84	23.26	23.67	24.11	24.51	24.97	25.41	25.85	26.27	26.68	27.10	27.55	28.01	28.43
35 hours	21.67	22.19	22.73	23.12	23.53	23.96	24.40	24.87	25.37	25.82	26.25	26.72	27.18	27.67	28.10	28.57	29.05	29.56	30.06	30.54
Grade 15																				

40 hours	19.77	20.21	20.60	21.02	21.45	21.87	22.28	22.73	23.14	23.59	23.98	24.40	24.84	25.30	25.69	26.11	26.56	27.01	27.49	27.93
37.5 hours	21.09	21.54	22.00	22.46	22.92	23.35	23.79	24.27	24.71	25.18	25.59	26.06	26.51	26.94	27.42	27.87	28.33	28.79	29.29	29.80
35 hours	22.60	23.08	23.57	24.01	24.48	24.99	25.48	25.98	26.47	26.92	27.42	27.89	28.37	28.85	29.32	29.82	30.31	30.77	31.26	31.78
Grade 16																				
40 hours	20.60	21.06	21.50	21.95	22.37	22.84	23.28	23.72	24.19	24.64	25.05	25.49	25.94	26.41	26.83	27.28	27.75	28.19	28.62	29.08
37.5 hours	22.00	22.48	22.96	23.42	23.90	24.36	24.83	25.34	25.82	26.28	26.74	27.21	27.71	28.19	28.66	29.11	29.58	30.06	30.52	31.02
35 hours	23.57	24.09	24.57	25.10	25.59	26.09	26.59	27.10	27.62	28.14	28.66	29.18	29.66	30.16	30.66	31.18	31.68	32.21	32.74	33.23

Grade 17	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	21.50	21.98	22.43	22.93	23.39	23.83	24.32	24.79	25.28	25.76	26.18	26.65	27.11	27.60	28.07	28.52	28.99	29.44	29.95	30.43
37.5 hours	22.96	23.44	23.93	24.44	24.95	25.44	25.94	26.45	26.92	27.45	27.92	28.43	28.92	29.42	29.95	30.45	30.95	31.43	31.92	32.46
35 hours	24.57	25.11	25.62	26.15	26.68	27.22	27.80	28.31	28.83	29.36	29.90	30.45	30.99	31.52	32.05	32.58	33.11	33.64	34.18	34.73
Grade 18																				
40 hours	22.43	22.95	23.42	23.91	24.39	24.90	25.39	25.87	26.34	26.83	27.34	27.84	28.33	28.80	29.29	29.80	30.28	30.75	31.24	31.74
37.5 hours	23.93	24.46	24.99	25.49	26.03	26.54	27.06	27.60	28.13	28.65	29.19	29.71	30.21	30.74	31.26	31.79	32.34	32.89	33.43	34.00
35 hours	25.62	26.18	26.73	27.30	27.87	28.43	28.99	29.57	30.13	30.67	31.23	31.78	32.36	32.92	33.48	34.02	34.59	35.14	35.70	36.29
Grade 19																				
40 hours	23.42	23.92	24.44	24.96	25.46	26.00	26.52	27.01	27.52	28.05	28.54	29.08	29.59	30.11	30.62	31.16	31.66	32.21	32.77	33.30
37.5 hours	24.99	25.54	26.08	26.63	27.18	27.75	28.28	28.83	29.38	29.96	30.49	31.03	31.58	32.14	32.68	33.23	33.78	34.36	34.96	35.52
35 hours	26.73	27.34	27.95	28.52	29.12	29.73	30.28	30.89	31.49	32.06	32.66	33.23	33.83	34.42	35.01	35.58	36.17	36.76	37.35	37.93
Grade 20																				
40 hours	24.44	24.98	25.52	26.07	26.62	27.16	27.71	28.24	28.78	29.31	29.85	30.41	30.95	31.49	32.01	32.56	33.08	33.64	34.23	34.82
37.5 hours	26.08	26.66	27.25	27.83	28.38	28.96	29.56	30.12	30.68	31.26	31.86	32.45	33.00	33.58	34.15	34.75	35.33	35.94	36.52	37.17
35 hours	27.95	28.54	29.19	29.79	30.41	31.01	31.62	32.26	32.89	33.51	34.11	34.73	35.36	35.97	36.57	37.22	37.84	38.47	39.15	39.81
Grade 21																				
40 hours	25.52	26.09	26.67	27.21	27.80	28.35	28.92	29.51	30.10	30.65	31.21	31.78	32.38	32.92	33.48	34.05	34.66	35.22	35.82	36.41

37.5 hours	27.25	27.87	28.45	29.05	29.66	30.27	30.89	31.49	32.09	32.70	33.30	33.89	34.52	35.12	35.75	36.33	36.92	37.52	38.11	38.73
35 hours	29.19	29.82	30.48	31.13	31.75	32.43	33.07	33.70	34.37	35.02	35.65	36.31	36.94	37.58	38.25	38.88	39.56	40.22	40.90	41.63
Grade 22																				
40 hours	26.67	27.26	27.87	28.45	29.07	29.66	30.25	30.85	31.43	32.03	32.63	33.22	33.83	34.43	35.02	35.59	36.19	36.81	37.44	38.06
37.5 hours	28.45	29.08	29.74	30.35	31.00	31.63	32.29	32.91	33.53	34.17	34.82	35.44	36.09	36.73	37.37	37.99	38.63	39.30	39.95	40.64
35 hours	30.48	31.16	31.81	32.50	33.19	33.87	34.56	35.26	35.95	36.63	37.29	37.96	38.64	39.36	40.01	40.71	41.35	42.07	42.77	43.50
Grade 23																				
40 hours	28.34	28.96	29.60	30.25	30.90	31.52	32.18	32.83	33.43	34.07	34.73	35.36	35.99	36.64	37.28	37.90	38.54	39.21	39.89	40.54
37.5 hours	30.25	30.93	31.59	32.29	32.95	33.63	34.33	35.01	35.67	36.35	37.03	37.74	38.41	39.09	39.79	40.43	41.13	41.83	42.54	43.24
35 hours	32.38	33.08	33.84	34.57	35.30	36.03	36.78	37.49	38.22	38.92	39.67	40.38	41.13	41.86	42.58	43.30	44.04	44.79	45.55	46.32
Grade 24	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	29.60	30.28	30.95	31.59	32.30	32.95	33.60	34.28	34.96	35.62	36.31	36.98	37.65	38.30	38.96	39.66	40.33	41.01	41.74	42.43
37.5 hours	31.59	32.31	33.00	33.71	34.45	35.14	35.85	36.58	37.32	38.01	38.73	39.46	40.16	40.87	41.59	42.29	43.00	43.74	44.49	45.24
35 hours	33.84	34.59	35.36	36.12	36.87	37.67	38.42	39.21	39.97	40.74	41.47	42.25	43.00	43.78	44.54	45.30	46.08	46.88	47.66	48.46
Grade 25																				
40 hours	30.95	31.66	32.39	33.07	33.78	34.49	35.15	35.86	36.58	37.30	37.97	38.67	39.40	40.11	40.81	41.51	42.21	42.93	43.66	44.41
37.5 hours	33.00	33.75	34.53	35.28	36.02	36.79	37.52	38.27	39.01	39.80	40.52	41.27	42.02	42.76	43.50	44.29	45.04	45.80	46.61	47.40
35 hours	35.36	36.16	36.97	37.78	38.57	39.40	40.18	40.98	41.81	42.62	43.38	44.23	44.99	45.80	46.63	47.42	48.20	49.06	49.85	50.71
Grade 26																				
40 hours	32.39	33.10	33.84	34.57	35.31	36.05	36.80	37.52	38.26	38.99	39.77	40.47	41.21	41.97	42.71	43.41	44.21	44.91	45.68	46.47
37.5 hours	34.53	35.31	36.10	36.87	37.67	38.46	39.28	40.03	40.82	41.64	42.42	43.18	43.95	44.77	45.57	46.34	47.11	47.93	48.74	49.56
35 hours	36.97	37.83	38.65	39.50	40.33	41.18	42.05	42.89	43.72	44.55	45.36	46.25	47.10	47.95	48.79	49.63	50.45	51.35	52.18	53.10
Grade 27																				
40 hours	33.84	34.60	35.38	36.16	36.92	37.72	38.49	39.28	40.04	40.82	41.60	42.37	43.15	43.91	44.69	45.46	46.27	47.03	47.82	48.66
37.5 hours	36.10	36.92	37.75	38.56	39.44	40.24	41.08	41.89	42.72	43.52	44.36	45.20	46.01	46.87	47.70	48.50	49.35	50.17	51.02	51.90
35 hours	38.65	39.56	40.43	41.32	42.19	43.11	43.96	44.87	45.74	46.64	47.50	48.40	49.29	50.18	51.08	51.95	52.83	53.75	54.66	55.57
Grade 28																				

40 hours	35.38	36.18	36.99	37.83	38.64	39.46	40.25	41.08	41.89	42.72	43.53	44.35	45.14	45.97	46.78	47.61	48.40	49.21	50.06	50.90
37.5 hours	37.75	38.60	39.49	40.36	41.22	42.11	42.95	43.83	44.70	45.59	46.46	47.30	48.16	49.07	49.92	50.78	51.64	52.53	53.43	54.33
35 hours	40.43	41.36	42.29	43.21	44.20	45.09	46.02	46.96	47.88	48.81	49.74	50.67	51.58	52.52	53.48	54.39	55.30	56.27	57.22	58.22
Grade 29																				
40 hours	36.99	37.86	38.71	39.58	40.42	41.30	42.17	43.00	43.83	44.70	45.59	46.45	47.28	48.11	48.97	49.82	50.70	51.56	52.45	53.32
37.5 hours	39.49	40.39	41.32	42.22	43.15	44.04	44.92	45.84	46.77	47.70	48.61	49.52	50.41	51.36	52.27	53.16	54.10	54.98	55.94	56.89
35 hours	42.29	43.26	44.27	45.23	46.20	47.15	48.14	49.14	50.12	51.09	52.05	53.03	54.03	54.97	55.96	56.95	57.93	58.92	59.90	60.95
Grade 30																				
40 hours	38.71	39.62	40.50	41.40	42.30	43.20	44.16	45.00	45.90	46.81	47.71	48.61	49.48	50.37	51.31	52.17	53.10	54.00	54.89	55.87
37.5 hours	41.32	42.28	43.23	44.23	45.13	46.10	47.04	48.01	48.97	49.94	50.90	51.87	52.80	53.76	54.72	55.68	56.63	57.60	58.59	59.55
35 hours	44.27	45.26	46.30	47.33	48.37	49.39	50.38	51.43	52.46	53.50	54.49	55.51	56.56	57.58	58.62	59.63	60.69	61.69	62.73	63.79
Grade 31	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	40.50	41.44	42.42	43.34	44.30	45.24	46.19	47.12	48.07	49.02	49.94	50.88	51.84	52.76	53.71	54.65	55.58	56.55	57.50	58.46
37.5 hours	43.23	44.27	45.25	46.27	47.26	48.25	49.26	50.26	51.31	52.30	53.28	54.31	55.30	56.33	57.30	58.33	59.35	60.35	61.35	62.39
35 hours	46.30	47.38	48.46	49.54	50.60	51.70	52.76	53.84	54.90	56.00	57.08	58.18	59.20	60.28	61.35	62.43	63.54	64.62	65.71	66.84
Grade 32																				
40 hours	42.42	43.37	44.36	45.35	46.38	47.37	48.33	49.36	50.32	51.34	52.30	53.27	54.26	55.27	56.29	57.24	58.26	59.23	60.21	61.23
37.5 hours	45.25	46.31	47.38	48.43	49.48	50.51	51.56	52.62	53.68	54.74	55.84	56.86	57.89	58.96	60.03	61.09	62.13	63.19	64.25	65.34
35 hours	48.46	49.59	50.70	51.85	52.96	54.11	55.22	56.37	57.52	58.64	59.76	60.90	62.04	63.16	64.27	65.41	66.54	67.68	68.81	69.99
Grade 33																				
40 hours	44.36	45.38	46.46	47.49	48.52	49.59	50.61	51.64	52.67	53.74	54.78	55.84	56.86	57.87	58.92	59.95	61.04	62.07	63.11	64.19
37.5 hours	47.38	48.46	49.58	50.68	51.80	52.90	54.03	55.11	56.23	57.31	58.42	59.53	60.66	61.74	62.87	63.95	65.04	66.15	67.28	68.41
35 hours	50.70	51.90	53.10	54.26	55.44	56.65	57.83	59.01	60.19	61.39	62.61	63.77	64.96	66.15	67.33	68.52	69.69	70.88	72.06	73.29
Grade 34																				
40 hours	46.46	47.53	48.65	49.72	50.83	51.92	53.00	54.12	55.19	56.30	57.35	58.45	59.54	60.67	61.74	62.83	63.92	64.98	66.11	67.20
37.5 hours	49.58	50.73	51.90	53.07	54.23	55.37	56.52	57.70	58.89	60.05	61.21	62.36	63.53	64.69	65.86	67.02	68.20	69.34	70.52	71.73

35 hours	53.10	54.33	55.57	56.80	58.05	59.33	60.58	61.80	63.08	64.30	65.58	66.81	68.08	69.31	70.53	71.78	73.06	74.27	75.56	76.82
Grade 35																				
40 hours	48.65	49.77	50.92	52.06	53.19	54.36	55.49	56.66	57.82	58.96	60.09	61.23	62.36	63.53	64.67	65.81	66.92	68.08	69.23	70.41
37.5 hours	51.90	53.12	54.33	55.55	56.78	58.00	59.20	60.42	61.66	62.88	64.09	65.31	66.54	67.77	69.00	70.23	71.43	72.76	74.05	75.37
35 hours	55.57	56.90	58.25	59.50	60.83	62.14	63.43	64.73	66.04	67.34	68.64	69.97	71.29	72.59	73.91	75.23	76.54	77.84	79.16	80.54
Grade 36																				
40 hours	50.92	52.10	53.31	54.53	55.80	56.95	58.16	59.36	60.57	61.75	62.95	64.16	65.35	66.56	67.77	68.96	70.15	71.34	72.56	73.77
37.5 hours	54.33	55.61	56.91	58.22	59.45	60.76	62.07	63.32	64.59	65.87	67.14	68.43	69.71	71.03	72.34	73.57	74.85	76.13	77.40	78.69
35 hours	58.25	59.58	60.95	62.30	63.70	65.07	66.45	67.84	69.19	70.57	71.91	73.29	74.72	76.07	77.43	78.80	80.18	81.53	82.95	84.35
Grade 37																				
40 hours	53.31	54.60	55.88	57.14	58.39	59.65	60.92	62.17	63.43	64.69	65.98	67.20	68.51	69.75	71.04	72.31	73.55	74.89	76.24	77.61
37.5 hours	56.91	58.27	59.60	60.95	62.27	63.62	64.97	66.32	67.69	69.04	70.38	71.73	73.07	74.41	75.77	77.12	78.44	79.78	81.13	82.53

35 hours	60.93	62.36	63.84	65.29	66.72	68.18	69.62	71.06	72.51	73.94	75.39	76.82	78.27	79.72	81.16	82.61	84.05	85.48	86.93	88.36
Grade 38	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
40 hours	55.88	57.19	58.48	59.84	61.18	62.48	63.84	65.16	66.49	67.84	69.15	70.46	71.78	73.11	74.43	75.77	77.11	78.50	79.89	81.31
37.5 hours	59.60	61.03	62.39	63.84	65.28	66.68	68.09	69.49	70.92	72.35	73.74	75.16	76.58	77.98	79.40	80.79	82.22	83.61	85.03	86.50
35 hours	63.84	65.35	66.87	68.38	69.91	71.40	72.91	74.43	75.94	77.48	78.99	80.54	82.03	83.53	85.04	86.58	88.11	89.68	91.31	92.93
Grade 39																				
40 hours	58.48	59.88	61.26	62.69	64.08	65.48	66.86	68.25	69.66	71.05	72.44	73.80	75.22	76.62	78.02	79.41	80.79	82.27	83.73	85.25
37.5 hours	62.39	63.89	65.39	66.88	68.38	69.86	71.35	72.84	74.28	75.80	77.31	78.77	80.24	81.74	83.21	84.71	86.17	87.74	89.33	90.93
35 hours	66.87	68.46	70.05	71.63	73.21	74.84	76.38	78.01	79.60	81.19	82.78	84.39	85.97	87.57	89.16	90.72	92.32	93.99	95.70	97.37

PS SALARY TABLE – HPAE 5094 PROFESSIONALS
Effective 10/1/18

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	38,726	39,558	40,389	41,217	42,045	42,876	43,707	44,535	45,365	46,195	47,021	47,853	48,683	49,514	50,343	51,173	52,001	52,832	53,679	54,537
Grade 16	40,389	41,262	42,132	43,004	43,875	44,747	45,622	46,493	47,366	48,238	49,110	49,982	50,855	51,727	52,598	53,470	54,341	55,211	56,094	56,994

Grade 35	95,339	97,584	99,828	102,074	104,316	106,562	108,807	111,054	113,297	115,542	117,787	120,031	122,274	124,522	126,763	129,008	131,253	133,483	135,752	138,062		
Grade 36	99,828	102,185	104,543	106,898	109,257	111,612	113,971	116,327	118,683	121,042	123,399	125,755	128,111	130,468	132,823	135,182	137,538	139,876	142,255	144,673		
Grade 37	104,543	107,018	109,496	111,972	114,448	116,925	119,399	121,877	124,352	126,830	129,307	131,783	134,260	136,736	139,213	141,687	144,164	146,614	149,107	151,642		
Grade 38	109,496	112,094	114,695	117,294	119,892	122,493	125,092	127,690	130,293	132,891	135,489	138,088	140,690	143,287	145,887	148,487	151,085	153,806	156,574	159,391		
Grade 39	114,695	117,422	120,154	122,882	125,614	128,342	131,072	133,802	136,531	139,263	141,991	144,722	147,451	150,179	152,910	155,640	158,370	161,219	164,121	167,077		
Grade 40	120,201	123,060	125,922	128,779	131,641	134,504	137,364	140,226	143,082	145,946	148,808	151,668	154,529	157,388	160,251	163,110	165,971	168,960	172,000	175,097		
Grade 42	132,017	135,158	138,301	141,440	144,583	147,725	150,867	154,011	157,151	160,293	163,434	166,576	169,720	172,858	176,005	179,146	182,288	185,569	188,907	192,311		

PS SALARY TABLE – HPAE 5094 PROFESSIONALS
Effective 1/5/20

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
Grade 15	39,888	40,745	41,601	42,454	43,306	44,162	45,018	45,871	46,726	47,581	48,432	49,289	50,143	50,999	51,853	52,708	53,561	54,417	55,289	56,173	
Grade 16	41,601	42,500	43,396	44,294	45,191	46,089	46,991	47,888	48,787	49,685	50,583	51,481	52,381	53,279	54,176	55,074	55,971	56,867	57,777	58,704	
Grade 17	43,396	44,340	45,283	46,229	47,172	48,116	49,061	50,005	50,948	51,892	52,838	53,782	54,725	55,670	56,615	57,556	58,501	59,439	60,390	61,355	
Grade 18	45,283	46,274	47,264	48,254	49,244	50,235	51,225	52,215	53,203	54,192	55,181	56,172	57,162	58,152	59,143	60,132	61,122	62,101	63,093	64,101	

Grade 37	107,679	110,229	112,781	115,331	117,881	120,433	122,981	125,533	128,083	130,635	133,186	135,736	138,288	140,838	143,389	145,938	148,489	151,012	153,580	156,191		
Grade 38	112,781	115,457	118,136	120,813	123,489	126,168	128,845	131,521	134,202	136,878	139,554	142,231	144,911	147,586	150,264	152,942	155,618	158,420	161,271	164,173		
Grade 39	118,136	120,945	123,759	126,568	129,382	132,192	135,004	137,816	140,627	143,441	146,251	149,064	151,875	154,684	157,497	160,309	163,121	166,056	169,045	172,089		
Grade 40	123,807	126,752	129,700	132,642	135,590	138,539	141,485	144,433	147,374	150,324	153,272	156,218	159,165	162,110	165,059	168,003	170,950	174,029	177,160	180,350		
Grade 42	135,978	139,213	142,450	145,683	148,920	152,157	155,393	158,631	161,866	165,102	168,337	171,573	174,812	178,044	181,285	184,520	187,757	191,136	194,574	198,080		

PS SALARY TABLE – HPAE 5094 PROFESSIONALS
Effective 10/1/20

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	\$41,085	\$41,967	\$42,849	\$43,728	\$44,605	\$45,487	\$46,369	\$47,247	\$48,128	\$49,008	\$49,885	\$50,768	\$51,647	\$52,529	\$53,409	\$54,289	\$55,168	\$56,050	\$56,948	\$57,858
Grade 16	\$42,849	\$43,775	\$44,698	\$45,623	\$46,547	\$47,472	\$48,401	\$49,325	\$50,251	\$51,176	\$52,100	\$53,025	\$53,952	\$54,877	\$55,801	\$56,726	\$57,650	\$58,573	\$59,510	\$60,465
Grade 17	\$44,698	\$45,670	\$46,641	\$47,616	\$48,587	\$49,559	\$50,533	\$51,505	\$52,476	\$53,449	\$54,423	\$55,395	\$56,367	\$57,340	\$58,313	\$59,283	\$60,256	\$61,222	\$62,202	\$63,196

Grade 18	\$46,641	\$47,662	\$48,682	\$49,702	\$50,721	\$51,742	\$52,762	\$53,781	\$54,799	\$55,818	\$56,836	\$57,857	\$58,877	\$59,897	\$60,917	\$61,936	\$62,956	\$63,964	\$64,986	\$66,024
Grade 19	\$48,682	\$49,754	\$50,820	\$51,892	\$52,964	\$54,034	\$55,105	\$56,175	\$57,245	\$58,317	\$59,388	\$60,458	\$61,529	\$62,598	\$63,667	\$64,737	\$65,809	\$66,928	\$68,067	\$69,224
Grade 20	\$50,820	\$51,948	\$53,073	\$54,199	\$55,323	\$56,447	\$57,575	\$58,700	\$59,824	\$60,946	\$62,073	\$63,199	\$64,324	\$65,449	\$66,574	\$67,700	\$68,826	\$69,995	\$71,187	\$72,396
Grade 21	\$53,073	\$54,253	\$55,438	\$56,616	\$57,799	\$58,983	\$60,164	\$61,346	\$62,526	\$63,709	\$64,891	\$66,069	\$67,254	\$68,434	\$69,617	\$70,799	\$71,978	\$73,202	\$74,446	\$75,712
Grade 22	\$55,438	\$56,675	\$57,917	\$59,155	\$60,397	\$61,635	\$62,878	\$64,114	\$65,359	\$66,595	\$67,838	\$69,077	\$70,318	\$71,558	\$72,798	\$74,038	\$75,279	\$76,558	\$77,859	\$79,184
Grade 23	\$58,905	\$60,231	\$61,561	\$62,886	\$64,212	\$65,539	\$66,867	\$68,194	\$69,522	\$70,846	\$72,175	\$73,500	\$74,831	\$76,158	\$77,483	\$78,810	\$80,138	\$81,498	\$82,883	\$84,293
Grade 24	\$61,561	\$62,951	\$64,342	\$65,737	\$67,127	\$68,520	\$69,912	\$71,306	\$72,698	\$74,087	\$75,479	\$76,874	\$78,266	\$79,659	\$81,053	\$82,442	\$83,836	\$85,260	\$86,712	\$88,183
Grade 25	\$64,342	\$65,807	\$67,268	\$68,733	\$70,197	\$71,659	\$73,123	\$74,588	\$76,051	\$77,513	\$78,976	\$80,440	\$81,901	\$83,365	\$84,832	\$86,294	\$87,759	\$89,248	\$90,769	\$92,308
Grade 26	\$67,268	\$68,805	\$70,340	\$71,881	\$73,417	\$74,953	\$76,489	\$78,023	\$79,560	\$81,099	\$82,634	\$84,171	\$85,704	\$87,242	\$88,778	\$90,316	\$91,850	\$93,411	\$95,001	\$96,616

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 27	\$70,340	\$71,954	\$73,569	\$75,184	\$76,797	\$78,407	\$80,023	\$81,637	\$83,249	\$84,861	\$86,475	\$88,088	\$89,701	\$91,314	\$92,929	\$94,540	\$96,153	\$97,787	\$99,450	\$101,141
Grade 28	\$73,569	\$75,260	\$76,957	\$78,650	\$80,346	\$82,038	\$83,731	\$85,427	\$87,119	\$88,812	\$90,508	\$92,201	\$93,895	\$95,590	\$97,284	\$98,975	\$100,671	\$102,380	\$104,120	\$105,892
Grade 29	\$76,957	\$78,735	\$80,514	\$82,292	\$84,070	\$85,848	\$87,628	\$89,407	\$91,182	\$92,961	\$94,740	\$96,516	\$98,299	\$100,075	\$101,855	\$103,629	\$105,410	\$107,200	\$109,022	\$110,877
Grade 30	\$80,514	\$82,380	\$84,244	\$86,114	\$87,980	\$89,846	\$91,710	\$93,579	\$95,447	\$97,311	\$99,179	\$101,046	\$102,912	\$104,781	\$106,646	\$108,515	\$110,380	\$112,255	\$114,165	\$116,106
Grade 31	\$84,244	\$86,207	\$88,169	\$90,128	\$92,090	\$94,051	\$96,009	\$97,971	\$99,932	\$101,893	\$103,855	\$105,815	\$107,774	\$109,736	\$111,696	\$113,656	\$115,619	\$117,583	\$119,582	\$121,617
Grade 32	\$88,169	\$90,227	\$92,285	\$94,344	\$96,404	\$98,460	\$100,522	\$102,580	\$104,636	\$106,696	\$108,755	\$110,815	\$112,870	\$114,929	\$116,989	\$119,046	\$121,108	\$123,163	\$125,258	\$127,387

Grade 33	\$92,285	\$94,447	\$96,607	\$98,768	\$100,928	\$103,088	\$105,248	\$107,408	\$109,567	\$111,728	\$113,888	\$116,050	\$118,211	\$120,372	\$122,532	\$124,692	\$126,852	\$129,009	\$131,200	\$133,433	
Grade 34	\$96,607	\$98,876	\$101,145	\$103,414	\$105,685	\$107,955	\$110,224	\$112,496	\$114,765	\$117,036	\$119,306	\$121,574	\$123,844	\$126,115	\$128,384	\$130,656	\$132,927	\$135,185	\$137,483	\$139,820	
Grade 35	\$101,145	\$103,527	\$105,908	\$108,290	\$110,668	\$113,052	\$115,433	\$117,818	\$120,197	\$122,578	\$124,961	\$127,341	\$129,720	\$132,106	\$134,483	\$136,864	\$139,247	\$141,612	\$144,020	\$146,470	
Grade 36	\$105,908	\$108,409	\$110,909	\$113,408	\$115,911	\$118,409	\$120,912	\$123,412	\$125,910	\$128,413	\$130,914	\$133,414	\$135,913	\$138,413	\$140,912	\$143,414	\$145,914	\$148,394	\$150,919	\$153,483	
Grade 37	\$110,909	\$113,536	\$116,164	\$118,791	\$121,417	\$124,046	\$126,670	\$129,299	\$131,925	\$134,554	\$137,182	\$139,808	\$142,437	\$145,063	\$147,691	\$150,316	\$152,944	\$155,542	\$158,187	\$160,877	
Grade 38	\$116,164	\$118,921	\$121,680	\$124,437	\$127,194	\$129,953	\$132,710	\$135,467	\$138,228	\$140,984	\$143,741	\$146,498	\$149,258	\$152,014	\$154,772	\$157,530	\$160,287	\$163,173	\$166,109	\$169,098	
Grade 39	\$121,680	\$124,573	\$127,472	\$130,365	\$133,263	\$136,158	\$139,054	\$141,950	\$144,846	\$147,744	\$150,639	\$153,536	\$156,431	\$159,325	\$162,222	\$165,118	\$168,015	\$171,088	\$174,116	\$177,252	
Grade 40	\$127,521	\$130,555	\$133,591	\$136,621	\$139,658	\$142,695	\$145,730	\$148,766	\$151,795	\$154,834	\$157,870	\$160,905	\$163,940	\$166,973	\$170,011	\$173,043	\$176,079	\$179,250	\$182,475	\$185,761	
Grade 42	\$140,057	\$143,389	\$146,724	\$150,053	\$153,388	\$156,722	\$160,055	\$163,390	\$166,722	\$170,055	\$173,387	\$176,720	\$180,056	\$183,385	\$186,724	\$190,056	\$193,390	\$196,870	\$200,411	\$204,022	

Side Letter #1

**Health Professionals and
Allied Employees** AFT AFL-CIO

110 Kindermack Road
Billerica, NJ 07630
201-262-5005
1 (800) 861-5005
FAX 201-262-4335

March 25, 1997

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



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

Dear Mr. Pripas:

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

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

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

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

Very truly yours,

Ann Twomey

Ann Twomey
President

ATJg

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

Side Letter #2

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

Re: Vacation Carryover

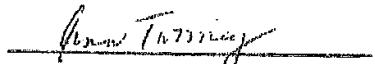
Dear Ms Twomey:

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

Please indicate your agreement by signature below.

Very truly yours,


Abdel Kanan, Esq.
Director of Labor Relations


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

Side Letter #3



November 5, 2011

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

Re: Exempt Employees

Dear Ms. Twomey:

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

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

Please indicate your agreement by signature below.

Very truly yours,

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

Abdel Kanan, Esq.
Director of Labor Relations

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

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

Side Letter #4



November 5, 2011

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

Re: Hiring and Promotional Opportunities for Internal Candidates

Dear Ms. Twomey:

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

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

Please indicate your agreement by signature below.

Very truly yours,

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

Abdel Kanan, Esq.
Director of Labor Relations

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

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

Side Letter #5



November 5, 2011

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

Re: Helpline

Dear Ms. Twomey:

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

Please indicate your agreement by signature below.

Very truly yours,

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

Abdel Kanan, Esq.
Director of Labor Relations

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

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

Side Letter of Agreement # 6

January 6, 2020

Deborah White

Health Professionals and Allied Employees

110 Kinderkamack Road

Emerson, New Jersey 07630

Re: Revocation of Dues

Dear Ms. White:

So as not to unduly delay the settlement of this contract, through October 1, 2018 to September 30, 2021, HPAE and University Hospital agree to continue to negotiate over termination of payroll deduction for union dues when employees present revocation of dues deduction to HPAE and HPAE presents such revocation to University Hospital for processing. Until an agreement is reached, employees will follow the provisions negotiated, agreed to and incorporated into this contract for revocation of dues deduction.

Very truly yours,

Eva M. Serruto, Esq.
Director of Labor Relations

Deborah White, President
Health Professionals and Allied
Employees

Side Letter of Agreement # 7

January 6, 2020

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

Re: Non-Hostile Work Environment

Dear Ms. White:

University Hospital and HPAE agree that the working environment shall be characterized by mutual respect for the common dignity to which all individuals are entitled. Repeated, unreasonable conduct will not be tolerated.

Any claims of a violation of this provision shall first be addressed at the request of either the hospital or the Union through a conference with Labor Relations, attended by the employee, manager or departmental representative, a representative or representatives of the union and labor relations, to discuss, and if possible resolve alleged violations. The intent of this meeting shall be to address issues before the imposition of discipline by the hospital upon an employee, or the filing of a grievance against the hospital by the union, becomes necessary. Utilization of this process shall not be mandatory for either party. A full and fair investigation into any alleged violations of this provision shall be the joint duty of the hospital and the union. Any mutual agreements reached at the meeting will be reduced to writing. University Hospital and HPAE jointly commit to support of a healthy and professional work environment and to appropriate interventions with any individual, be they management or staff, whose behavior undermines achievement of this goal.

Very truly yours,

Eva M. Serruto, Esq.
Director of Labor Relations

Deborah White, President
Health Professionals and Allied
Employees



UNIVERSITY HOSPITAL

Newark, New Jersey

Side Letter #8

September 14, 2017

Contado Cotumaccio
HPAE Local 5094
110 Kinderkamack Road
Emerson, NJ 07630

RE: Inclement Weather

The parties agree that in the event that an employee has not been advised by the applicable Department of their assigned Category (red or Blue) in writing, the employee may make a written request to the Department Head as to whether they are a Category Red or Category Blue employee. The Department Head shall respond to such written requests in writing within 14 days.

Please indicate your agreement by signature below.

Very truly yours,

Eva M. Serrato

Eva M. Serrato, Esq.
Director of Labor Relations

Ann Twomey

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

Side Letter of Agreement # 9

January 6, 2020

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

Re: Market Analysis

Dear Ms. White:

The Hospital agrees that it will conduct a market rate analysis for each of the following job titles: (1) Social Worker; (2) Registered Dietitian; (3) Physician Assistant; (4) CITRIX Team; (5) EPIC Team; (6) Pharmacist; and, (7) Clinical Care Coordinator. The market rate analysis will commence as soon as practicable following April 1, 2020 and will be finalized by no later than December 31, 2020. Each time a report is final, a copy of the final report will be provided to the Union.

Please indicate your agreement by signature below.

Very truly yours,

Eva M. Serruto, Esq.
Director of Labor Relations

Deborah White, President
Health Professionals and Allied
Employees

PENDING GRIEVANCE WITHDRAWN

<u>Grievance Number</u>	<u>Department/Title</u>	<u>Reason for Grievance</u>	<u>Date Filed</u>
02-15-17CNK	All Depts.	Class Action (Continuing Education Days)	02/27/2017

DRAFT

HPAE LOCAL 5094 Titles & Grade
Effective 12/19/19

Title	Gd
ACCOUNTANT	18
ADMIN ANAL III	21
ADMIN ANAL IV	19
ADMIN ANAL V	17
ADMIN COOR II	19
ADMIN RES ASSOC	25
ADMIN SPECIALIST	22
APPEALS COOR	27
APPEALS SPECIALIST	22
APPLICATIONS SPEC	19
ARCHITECTURAL DESIGNER	25
ARCHITECTURAL SUPPORT SPEC	27
ASSISTANT BUYER	17
ASSISTANT STATISTICIAN	23
ASST COOR	22
ASST RES COOR	21
ASST TRAUMA REGISTRY COOR	25
BILLING & CODING ANALYST	24
BIOINFORMATICS SPECIALIST	30
BIOMEDICAL EQUIP TECH I	21
BIOMEDICAL EQUIP TECH II	19
BIOSAFETY OFFICER	30
BLOOD BANK TECHNOLOGIST	23
BUDGET ANAL I	26
BUDGET ANAL II	22
BUDGET ANAL III	18
BUDGET REIM ASST	23
BUDGETARY ADMIN ANALYST	20
BUDGETARY ADMIN ANALYST I	22
BUSINESS SERVICES COOR	22
BUSINESS SYS ANALYST	26
BUSINESS SYS COOR	24
BUYER	19
CAMPUS SPACE PLANNER	25
CANCER REGISTRY INFO SPEC I	26
CANCER REGISTRY INFO SPEC II	22
CANCER REGISTRY INFO SPEC III	20
CARE COOR SPECIALIST II	26
CARE COORDINATION SPECIALIST	25
CHILD LIFE SPECIALIST	22

CHILD SEX/TRAUMA ABUSE PSYCH	28
CLIN CARE COOR	29
CLIN COOR	29
CLIN COOR TRANSPLANT PROG	29
CLIN PHARMACIST SPEC	34
CLIN PROCESS IMPROVEMENT ENGINEER	32
CLIN RESEARCH ASSOC	24
CLINICAL AUDIOLOGIST	25
CLINICAL LAB FACILITATOR	25
CODING AND BILLING AUDITOR	24
COMM PROG SPEC	22
COMMUNITY SERVICES COOR	23
CONTENT SPECIALIST I	21
CONTENT SPECIALIST II	24
CONTINUING EDUC ASST	18
CONTRACT ADMINISTRATOR	27
CONTRACT ASST	20
COOR BUDGET SVCS	27
COOR CLINICAL SVCS	27
COOR DATA SVCS	25
COOR DATA SYSTEMS	25
COOR ENERGY UTILITIES	24
COOR FACILITIES & LABS	21
COOR GRANT DEV COMMUNICATIONS	26
COOR HIV QUALITY MGNT	27
COOR MULTIMEDIA DESIGN	28
COOR PUB HLTH ED & RESEARCH	29
COOR RES COMPLIANCE	29
COOR SPEC VENDOR PROG	22
COMMUNITY HEALTHCARE CHAPLAIN	24
CYTOGENETIC RES TECH III	16
CYTOGENETIC RES TECHN I	21
CYTOGENETIC RES TECHN II	18
CYTOTECHNOLOGT	23
DATA ARCHITECT I	24
DATA ARCHITECT II	28
DATA BASE ANAL	28
DATA QUALITY SPEC RN	30
DATA SCIENTIST	28
DATA UNIFORMITY SPECIALIST	28
DECISION SUPPORT ANALYST	28
DEPT LIAISON	24
DIETETIC TECH I	18
DIETICIAN	22

DOC, CODING & PAY SPEC	17
EDITOR	25
EDITORIAL ASST	21
EDUCATION TRNG SPEC	24
ELECTROPHYSIOLOGY SPECIALIST	33
ENVIRONMENTAL ANALYST	27
ENVIRONMENTAL SPEC	26
EXERCISE PHYSIOLOGIST	22
EXERCISE SPEC	17
FACILITIES COOR	23
FIELD SERVICE ENGINEER III	24
FIELD SERVICE ENGINEER IV	26
FIN ANAL	24
FINANCIAL COORDINATOR	20
GENETIC COUNSELOR	24
GENETICS COUNSELOR COOR	25
GRANT WRITER	28
GRANTS & CONTRACTS ANAL I	27
GRANTS & CONTRACTS ANAL II	24
GRANTS & CONTRACTS ANAL III	21
GRANTS COOR	24
HEALTH EDUC SPEC	25
HEALTH PHYSICIST	26
HISTOTECHNOLOGIST	22
HLTH CARE INTERPRETER PROG REP	16
HLTH EDUCATOR II	23
HLTH EDUCATOR III	20
HLTH PROGRAM ANALYST	21
HOSPITAL APPLIC ANALYST	25
HOSPITAL LIBRARIAN	27
HUMAN SUBJ PROT ANALYST	25
INFECTION CONTROL PRAC/PREVENT	27
INFORMATICS PHARMACIST	33
INFORMATICS SPEC	28
INFORMATION SYSTEMS SPECIALIST	30
INPAT COD DATA QUAL AUD/EDCTR	28
IST ANAL II	28
IST COMMUNICATION SPECIALIST	24
IST CUSTOMER SUPPORT ANAL I	28
IST CUSTOMER SUPPORT ANAL II	26
IST CUSTOMER SUPPORT ANAL III	22
IST CUSTOMER SUPPORT ANAL IV	20
IST SECURITY ANALYST II	29
IST SECURITY ANALYST III	25

IST TRAINER	25
LAB SAFETY SPEC	27
LABORATORY QUALITY COOR	28
LACTATION CONSULTANT (NON-RN)	22
LEAD PHYSICIAN ASSISTANT	37
LICENSING ASSOC	27
LOW VISION THERAPIST	26
MANAGED CARE COOR	26
MARKETING & COMMUNICATIONS COOR	23
MARKETING ASST	23
MARKETING REP	25
MED TECH/POINT OF CARE COOR	22
MEDIA RELATIONS SPECIALIST	23
MEDICAL DOSIMETRIST	32
MEDICAL INTERPRETER	20
MEDICAL INTERPRETER-ASL/TRILINGUAL	23
MEDICAL PHOTOGRAPHER	19
MEDICAL PHYSICIST	42
MEDICAL TECHNOLOGIST	22
MEDICAL WRITER	28
MEDICAL WRITER ONCOLOGY	30
MGMNT ASST	20
MKTG COOR	22
MKTG COOR/WEB EDITOR	22
MKTG INFO ASST	19
MNTL HLTH CLINICIAN II	25
MNTL HLTH CLINICIAN III	22
MULTIMEDIA SPEC	22
MULTIMEDIA SPEC II	18
NUCLEAR MED TECHN	30
NURSING INFORMATICS SPEC	30
NUTRITIONIST I	24
NUTRITIONIST II	22
NUTRITIONIST III	20
OCCUPATIONAL THER	29
ONCOLOGY CLIN RES COOR I	25
ONCOLOGY CLIN RES COOR II	22
ONCOLOGY CLIN RES COOR III	18
OPERATIONAL SUPPORT ANAL I	28
OPERATIONAL SUPPORT ANAL II	25
OPERATIONAL SUPPORT ANAL III	18
OPERATIONS PROCESS IMPROVEMENT ENG	32
OPTOMETRIST	31
OPTOMETRIST I	38

ORTHOPTIST CERTIFIED	25
OUTPT CODING DATA QLTY AUD/ED	28
PARALEGAL	24
PATHOLOGIST'S ASST	27
PATHOLOGIST'S ASST II	25
PATIENT NAVIGATOR	22
PATIENT REPRESENTATIVE	18
PATIENT SAFETY ANALYST	30
PHYSICAL THER UH	29
PHYSICIAN ASST	33
PHYSICIAN ASST-SURGICAL	35
PHYSICIAN LIAISON	25
POPULATION HEALTH NAVIGATOR	24
PRIN BUDGET & REIMB ANALYST	31
PRIN BUSINESS SYS ANALYST	32
PRIN CLAIM/LOSS CONTROL REP	27
PRIN CLAIMS INVSTGR	23
PRIN CLIN INFORMATICS ANALYST	35
PRIN HOSP APPLIC SPEC	32
PRIN INDUSTRIAL HYG	26
PRIN INFORMATICS PHARMACIST	35
PRIN PUB INFO ASST	24
PRIN PUBLIC RELATIONS SPEC	28
PRIN STATISTICIAN	25
PRIN SYSTEMS SECURITY COOR	35S
PROCEDURES ANAL	19
PROCUREMENT SPEC	24
PRODUCTION MGR	26
PROG ASST	17, 18, 19, 20, 21
PROG COOR	23
PROG DEV ANAL	24
PROG DEV SPEC II	21
PROG DEV SPEC III	18
PROG DEV SPEC IV	17
PROG SUPPORT COOR	26
PROG SUPPORT SPEC	22
PROGRAM ANALYST	30
PROGRAMMER ANAL I	30
PROGRAMMER ANAL II	28
PROGRAMMER ANAL III	25
PROJ MGR I	27
PROJ MGR II	31
PUBLIC HLTH REP II	21
PUBLIC HLTH REP III	18

PUBLICATIONS/WRIT ASST EDITOR	24
QA TECHNOLOGIST	23
QAPI COOR	34S
QAPI COOR II	30
QA/PI TRAINING COOR	24
QI SPEC	30
QUAL CONTROL TECHNOLOGIST	26
QUAL SPECIALIST	26
RADIATION SAFETY TECH	20
RADIATION THERAPIST	31
RADIOGRAPHIC SVC ENG	28
RADIOLOGICAL SAFETY SPEC	23
RECREATIONAL THER	22
REG DIETITIAN	24
REIMB BUDGET ANAL	26
RES ANAL	21
RES COOR	25
RES STUDY COOR	18
RES SUPPORT SPEC	18
RESOURCE COOR	23
SCIENTIFIC PROGRAMMER	30
SEPSIS COOR	30
SOCIAL WORKER I	24
SOCIAL WORKER I - UH	24
SOCIAL WORKER II	18
SOURCING ADMINISTRATOR	27
SPEC EDUC TEACHER	21
SPECIAL PROJECTS SPEC	20
SPEECH THER I	29
SPEECH THER II	28
SR ACCOUNTANT	22
SR APPEALS COORD	31
SR APPLICATIONS SPECIALIST	30
SR BILLING & COLL ASST	20
SR BIO MEDICAL TECH	23
SR BIOSAFETY OFFICER	31
SR BUDGET & REIMB ANALYST	29
SR BUSINESS SYS ANAL	28
SR BUYER	22
SR CANCER REGISTRY INFO SPEC	30
SR CARE COORDINATION SPEC	29
SR CLIN AUDIOLOGIST	27
SR DATA BASE ANAL	30
SR DATABASE ARCHITECT	32

SR ELECTRON MICROSCOPIST	27
SR ENVIRONMENTAL ANALYST	28
SR FIN ANAL	27
SR FIN ANAL I	28
SR FIN COOR	22
SR FINANCIAL CONTROL COOR	33
SR HOSPITAL APPLIC ANALYST	30
SR HUMAN SUBJ PROT ANAL	32
SR INDUSTRIAL HYG	27
SR INFEC CTRL PRACTITIONER	28
SR INJURY PREVENTION & OUTREACH COORDINATOR	28
SR INPUT CODER	25
SR IRB ANALYST	24
SR MEDICAL CODER	25
SR NETWORK ENGINEER	32
SR NETWORK SECURITY ENGINEER	35
SR OCCUPATIONAL THER	29
SR OCCUPATIONAL THER - UH	30
SR OUTCOMES EVAL SPEC	30
SR PATHOLOGIST'S ASST	29
SR PHYSICAL THER	29
SR PROCEDURES ANAL	22
SR PROJ MGMNT ANAL	28
SR RADIATION THER	32
SR RECREATIONAL THER	23
SR RES ASSOC	32
SR RESP THER	25
SR REVENUE CYCLE ANALYST	30
SR STATISTICIAN	22
SR SYS PROGRAMMER	30
SR TECHNOLOGIST	32
SR TRAINING & CONSULT SPEC	26
SR WEB APPLICATIONS DEVELOPER	32
SR WORKERS COMP INVEST	20
STAFF ASST	17, 18, 19, 20, 21
STAFF PHARMACIST	33
STRATEGIC INITIATIVES ANALYST	26
SUPPLY CHAIN ANALYST	28
SYS PROGRAMMER II	28
SYS PROGRAMMER iii	26
SYSTEM ARCHITECT	29
SYSTEMS ADMINISTRATOR	29
TECH HW SUPPORT II	25
TECH HW SUPPORT III	21

TELECOMMUNICATIONS PROJ COOR	28
TELECOMMUNICATIONS VOICE SPEC	24
TRAINING & CONSULTATION SPEC	25
TRAUMA REGISTRY COOR	29
TREASURY ANAL	26
USER SUPPORT SPEC II	28
USER SUPPORT SPEC III	24
UTILIZATION MGMT COORD	25
WEB DESIGNER	26
WEB SOFTWARE DEVELOPER	27
WEB SUPPORT SPEC	22

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