

**EMPLOYMENT  
AGREEMENT**

By and Between

**BARTLETT REGIONAL HOSPITAL**

and

**HEALTHCARE UNIT  
2201**

**January 1, 2024 through December 31, 2026**

This Agreement is made and entered into by and between Bartlett Regional Hospital, herein after referred to as the "Employer", and the Healthcare Unit 2201, hereinafter referred to as the "Union". The purpose of this Agreement is to set forth the understanding reached between the Parties with respect to wages, hours of work, and conditions of employment.

## **ARTICLE 1 – RECOGNITION**

**1.01 Bargaining Representative.** The Employer recognizes the Union as the sole and exclusive bargaining representative for its full time, part-time, PRN and casual employees employed by the Employer in the Unit 2201 bargaining unit.

## **ARTICLE 2 - UNION SECURITY**

**2.01 Union Membership.** Union members in good standing are those eligible employees who have elected to authorize and direct BRH to deduct union dues in support of the Union, or who otherwise contribute to the Union and are recognized by the Union as members in good standing. All members in good standing, will have grievance representation as a benefit of their membership. Dues or agency fees are to cover the cost of representing members of the bargaining unit in contract negotiations and grievances. Those members who decline paying dues will cover the Union's cost of the expenses incurred. Membership shall become effective by the thirty-first (31st) day following their first day of employment or the thirty-first (31st) day following the execution of this Agreement, whichever occurs later.

**2.02 PRN and Casual Dues.** PRN and Casual employees in the bargaining unit may pay dues/agency fee for each pay period in which they work thirty-six (36) hours or more in a bargaining unit position.

**2.03 Hold Harmless.** The Union agrees to hold the Employer harmless from any liability whatsoever which might ensue as a result of actions to enforce this Article.

**ARTICLE 3 - CHECK-OFF OF UNION DUES AND INITIATION UNION LEAVE HOURS**

**3.01 Payroll Deductions.** Upon receipt by the Employer of a check off authorization form dated and executed by the employee, the Employer shall each pay period deduct from the employee's wages the amount of the Union membership dues or agency fee owed for that pay period pursuant to the provisions of Article 2. Monthly, the Employer shall forward a copy of signed check-off authorization forms to the Union.

**3.011 Cancellation of Deductions.** Payroll deduction authorizations for dues or agency fees may be canceled by the bargaining unit member anytime within the 30-day window each year, from June 1 to June 30, and will be effective within thirty (30) days written notice to the Employer and the Union.

**3.02 Transmittal.** The total amount of such deductions shall be transmitted at least once each month by the Employer to the Local Union by check drawn to the order of the Local Union. In conjunction with transmitting deductions to the Union, the Employer agrees to provide a complete list of employees upon whose behalf deductions were made and the amount deducted for each and every bargaining unit employee regardless of whether or not deductions were made for that employee.

**3.03 Method of Deductions.** In the event an employee does not have the total amount of any deduction, or more, dues on any payroll from which the deduction is to be made, the deduction shall be taken out of the next succeeding payroll in which the employee has the total amount, or more, due. Authorized deductions for government taxes, garnishments, and deductions required by law shall have priority over deductions covered by the Article.

**3.04 Hold Harmless.** Upon the issuance of such check and transmission of same to the Union, all responsibility on the part of the Employer shall cease with respect to any amount so deducted, providing the deduction was made in accordance with the Union dues requirement which the Union shall furnish to the Employer. The Union hereby undertakes to indemnify and hold harmless the Employer from any claim which may be made upon it for or on account of such deduction from the wages of any employee.

**3.05 Bargaining Unit Roster.** Monthly, the Employer will provide the Union with the names, addresses, status, rate of pay and classification of all employees within the bargaining unit. The Union will be sent an electronic copy of the personnel action forms for members of the bargaining unit at time of processing of personnel changes, excising therefrom the employee's social security number, date of birth and any other privileged information. Quarterly, the Employer will provide a list of new hires, terminations and employees entering the bargaining unit, as well as a report showing individual employee benefit and review hours used to determine advancement on the personal leave accrual and wage scale.

**3.06 Union Leave Bank.** There is hereby created a Union Leave Bank which shall be

administered by the Employer with a monthly report of the balance and withdrawals provided to the Union. The Bank shall be established by an automatic transfer of 8 hours of Personal Leave from each new bargaining unit member who authorizes such deduction in writing. As a condition of good standing with the Union, such bargaining unit members shall donate 8 hours of Personal Leave when the bargaining unit member **has completed their probationary period** and such leave shall be transferred to the Bank. Any bargaining unit member at his/her option may transfer Personal Leave in increments of four (4) hours only to the Bank. Transfers may be made at any time during the duration of the Agreement with no maximum limit on the number of increments, provided such leave transfers shall not conflict with the leave usage requirement of Article 17.06. The bargaining unit member's leave balance will be reduced by the amount of leave transferred to the Bank.

A Union approved assessment may transfer Personal Leave in increments of whole hours to the Bank. Such assessment is limited to once per calendar year. If the Union Leave Bank balance becomes lower than \$7,000, the Employer shall notify the Union, and the Union may open discussions with the employer regarding potential opportunities to replenish Union Leave Bank.

**3.061 Union Personal Leave Assessments.** Personal Leave assessments from new bargaining unit members and donated Personal Leave will be converted to its dollar value at the rate of pay of the bargaining unit member from whom the leave was received. Those dollars shall be placed in the Union Leave Bank. When Union Leave is used in accordance with the other provisions of this section, dollars will be withdrawn from the Union Leave Bank equal to the hourly rate of the bargaining unit member utilizing the leave times the hours of leave taken.

**3.062 Union Leave Usage.** Withdrawal requests from the Bank will be for purposes of compensation of bargaining unit members for absences due to contract negotiations and formulation, meetings, conventions, training sponsored by the Union, attendance at arbitration or other hearing as witnesses or representatives for the Union, and other like purposes as may be determined by the Union. Requests for withdrawals from the Bank shall be made only by the President or Treasurer of the Union or such other person as designated by the Union to the Payroll department on forms mutually agreed by the parties. The original leave slip shall be presented to the Union by the bargaining unit member and must accompany all requests for withdrawal from the Bank. All Personal Leave transferred to the Bank is final and not recoverable for re-credit to an individual's Personal Leave account.

**3.063 Insufficient Union Leave.** The purposes listed in 3.062 may first be met through use of the Union Leave Bank. Should there be insufficient money available through the Union Leave Bank, the Employee may request Personal Leave or leave without pay for purposes listed in 3.062.

## **ARTICLE 4 - MANAGEMENT RESPONSIBILITIES**

**4.01 Management Obligations.** The Union recognizes that the Employer has the obligation of serving the public with the highest quality of medical care, efficiently and economically, and/or meeting medical emergencies.

**4.02 Management Rights.** The Union further recognizes the right of the Employer to operate and manage the hospital and to direct the work force including but not limited to the right: to require standards of performance and to maintain order and efficiency; to direct employees and to determine job assignments and working schedules; to determine the materials and equipment to be used; to implement improved operational methods, equipment and procedures; to contract for facilities, equipment, supplies and services; to determine staffing requirements; to determine the kind and location of facilities; to determine that a state of emergency exists at the hospital and to declare such; to determine whether the whole or any part of the operation shall continue to operate; to select, recruit, examine, hire and train employees; to promote and transfer employees; to discipline, demote or discharge employees for just cause, provided however, the Employer reserves the right to discharge any employee deemed to be incompetent based upon reasonably rated established job criteria and exercised in good faith; to lay off employees for lack of work; to recall employees; to require reasonable overtime work of employees; and to promulgate rules, regulations and personnel policies; provided that such rights shall not be exercised so as to violate any of the specific provisions of this Agreement.

**4.03 Extension of Management Rights.** The parties recognize that the above statement of management responsibilities is for illustrative purposes only and should not be construed as restrictive or interpreted so as to exclude those prerogatives not mentioned which are inherent to the management function, nor to act in any way to derogate or limit the rights reserved to management under City/Borough of Juneau Ordinance 44.10.130. All matters not covered by the language of this Agreement shall be administered by the Hospital on a unilateral basis in accordance with such policies and procedures as it from time to time shall determine, subject to other terms of this agreement.

## **ARTICLE 5 - COMPLIANCE WITH LAWS**

**5.01 Nondiscrimination.** The Employer and the Union agree that conditions of employment shall be consistent with applicable state and federal laws regarding nondiscrimination.

**5.02 Background Checks.** The Hospital will comply with all State and Federal regulations.

## **ARTICLE 6 - HIRING AND SENIORITY**

**6.01 New Employee Orientation.** The objectives of orientation shall be to familiarize all new

employees within the bargaining unit with the objectives and philosophy of the hospital, to orient new employees to hospital policies and procedures, and to instruct new employees as to their functions and responsibilities as defined in job descriptions. Orientation will consist of a basic comprehensive program in which the employee will be oriented through a combination of instructional conferences, floor and/or shift work. The Union will be provided a specific time slot during New Employee Orientation to orient the new employees in bargaining unit positions on the Union and its internal organization. The Union shall provide the new employee with a copy of the collective bargaining agreement, including the applicable wage schedule, the Union's Dues Deduction Authorization Form and a packet of information regarding the Union. The Union will provide copies of these documents to the Employer. The Employer shall provide each employee with a rate of pay and be available to the employee to answer questions regarding how their pay fits into their job classification and the wage schedule.

**6.02 Probationary Period.** The probationary period is a part of the examination process for employees. The probationary period is used for orienting and training the employee, closely observing and evaluating the employee's performance, and separating an employee who fails to satisfactorily complete the probationary period, as decided by the department director based on any lawful judgment, whether or not objective. All newly hired full time employees shall be required to pass through a probationary period of six (6) calendar months, and all newly hired part-time, PRN, casual, and other employees shall be required to pass through a probationary period of 1040 hours of work from their first day of employment. Following a successful completion of the employee's probationary period, the employee shall attain permanent status.

**6.021 Termination of Employee during Probationary Period.** During the probationary period, an employee may be separated from employment without recourse to the grievance procedure. The employee during the probationary period shall not be required to give fourteen (14) day notice to terminate. Once the initial probationary period is complete, the employee has attained permanent status. An employee with permanent status who becomes probationary under Article 6.023, who is terminated for cause from employment outside of the process in 6.023(c), shall have rights to the grievance procedure in this agreement.

**6.022 Evaluation of the Employee during the Probationary Period.** Each employee during the probationary period will receive periodic feedback from his or her supervisor regarding the employee's progress toward gaining permanent status. The employee and supervisor/preceptor should arrange for coaching no less than once per month.

**6.023 Changes in Position Description.**

Employees will be notified ten (10) business days in advance of any changes to their position description. Changes to a position description will not require the employee to service a new probation period.

**6.024 Changes in Position Classification**

(a) Upon promotion, the employee shall be required to serve a new probationary period in

accordance with 6.02.

- (b) An employee who is promoted to a higher-level position in the same class series prior to the completion of a probationary period shall complete the probationary period in the lower job class by acceptable or better performance, as determined by the Employer, in the higher job class. The employee shall be considered as having permanent status in the lower classification at the end of the applicable probationary period following appointment to the position in that classification and shall complete the full probationary period in the higher class, provided the employee's performance at the higher level is acceptable or better, as determined by the Employer.
- (c) An employee with permanent status who becomes probationary because of a promotion, appointment to an unrelated classification at the same salary range, or voluntary demotion to a classification not formerly held, and fails to complete the new probationary period will be returned to the most recent previous job classification in which permanent status was held providing a vacancy exists.

If a vacancy does not exist in the most recent previous classification in which permanent status was held, the employee will be placed on layoff status for the last job classification that the employee held permanent status.

**6.025 Extension of Probationary Period.** Where an employee is not successfully completing the probationary period, the Employer may, extend the probationary period for a period or periods of not more than six (6) months. The Union shall be given notice of the extension in writing or by email.

**6.026 Transfer During Probationary Period.** No Employee may transfer to a different position, department or unit during his/her probationary period unless indicated by business considerations or such a transfer is determined by the Employer to be in the best interest of the Employer.

**6.03 Employee Status Definitions.** The following employee status definitions shall apply:

**6.031 Full time Employee.** A full time employee is one who is regularly scheduled thirty-six (36) or more hours during a seven (7) day period, or seventy-two (72) or more hours in a fourteen (14) day period.

**6.0311 Full time Seasonal Employee.** A full time seasonal employee is one who agrees to work 576 hours annually, and who requests in writing and is granted a leave of absence without pay for the remainder of the year. A full time seasonal employee will be eligible for participation in the Pension Program as defined in Article 27.01. Full time seasonal employees do not receive or accrue any other fringe benefits.

**6.032 Part-Time Employee.** A part-time employee is one who is regularly scheduled at least sixteen (16) hours but less than thirty-six (36) hours during a seven (7) day period or at least thirty-two (32) hours but less than seventy-two (72) hours during a fourteen (14) day period. (Part-time employees shall be designated by the percentage of full time they are scheduled to



work).

**6.0321 Secondary Position.** If an employee in a part-time position applies and is selected for another part-time position within the Hospital, the employee will be paid at the appropriate rate of pay for each position according to their hours worked in each. Union representation and dues will apply only to bargaining unit positions.

**6.033 Casual Employee.** A casual employee is one who is scheduled to work on an intermittent basis, i.e. partial workdays, partial workweeks, weekends or full workweeks, as the need arises (typically less than sixteen (16) hours in a seven (7) day period or thirty-two (32) hours in a fourteen (14) day period). A casual employee has no commitment to fill any particular position(s). Likewise, the Hospital has no commitment to provide work for casual employees.

- a. Casual employees must be scheduled or accept work assignments from the Hospital at least once every three (3) months to maintain casual employee status.
- b. Class attendance or mandatory annual requirements shall not qualify as a work assignment for the purposes of this article.
- c. Unless the Hospital and the Union otherwise mutually agree, casual employees will not be scheduled to work a full time schedule for more than four (4) consecutive months or more than 780 hours annually.
- d. The Employer will notify the Union monthly of casual employees who have worked more than 780 hours in a calendar year. In addition, quarterly, the Employer will provide the Union a report of total casual hours worked in each department/unit.
- e. Casual employees do not receive or accrue fringe benefits. Casual employees are not eligible for premium pays except for Article 11.013.

**6.034 Seasonal Casual Employee.** A seasonal casual employee is one who agrees to work 288 hours over a four (4) month period, and who requests in writing and is granted a leave of absence without pay for the remainder of the year. Subsections (c), (d), and (e) of section 6.033 above apply to seasonal casual employees.

**6.035 Temporary Employee.** A temporary employee is one who is employed for a limited time, not to exceed one hundred twenty (120) days without mutual agreement with the Union. Management shall notify the Union of the extensions in writing.

**6.036 PRN Employee.** A PRN employee must be able to work a minimum of two (2) shifts per pay period and provide a minimum of four (4) dates per pay period of available shifts. If a PRN employee requests to work more than two (2) shifts per pay period they shall provide a minimum of six (6) dates per pay period of available shifts. Each PRN employee shall have a designated home unit. Scheduling must be coordinated with the home unit. Availability must be provided to

the home unit Manager at least fourteen (14) days before posting of the schedule.

- a. A PRN employee must be available to work one (1) major holiday per year. Major holidays include: July 4, Thanksgiving, and Christmas.
- b. A PRN employee must be available to work one (1) weekend shift and a minimum of one (1) night and/or evening shift, per four (4) week schedule unless the employee's home unit is closed on weekends and holidays, or other arrangements have been made with the home unit manager. The home unit manager may assign more than one evening/night shift per schedule for the PRN employee.
- c. PRN employees may request unpaid time off up to six (6) weeks within a calendar year. Time off must be requested and approved by the home unit's manager in advance. Leave will not normally be approved from May 15<sup>th</sup> through September 15<sup>th</sup>.
- d. Work hours are not guaranteed. At the discretion of the manager or house supervisor, PRN staff can be changed from regular shift to on-call status if census warrants.
- e. PRN employees do not accrue or receive fringe benefits. PRN employees are not eligible for premium pay except for Articles 9.0411 and 11.014.
- f. A PRN employee who subsequently changes to full-time or part-time status who works in a department that rotates shifts may be required to accept regular assignment to an evening or night shift for no more than six (6) months if they have not already passed through this process per Article 13.02.
- g. The Employer will provide the union on a quarterly basis a total of all PRN hours worked by department/unit.

**6.04 Seniority Accrual.** Bargaining unit employees shall accumulate seniority based on paid hours of work in a bargaining unit position, beginning the first day from his or her last date of hire. Seniority will be terminated upon cessation of the employment relationship, if the employee resigns, is discharged for cause, is laid off for a period of time longer than twelve (12) consecutive months, or is transferred or promoted out of the bargaining unit for a period of more than one (1) year. Employees who are transferred or promoted out of the bargaining unit shall retain but not accrue seniority for a period of one (1) year.

**Longevity:** Longevity shall be defined for the purposes of this employment contract as the accumulation of hours of service with the Employer.

**6.041 Seniority/Temporary & Contract Employees.** Seniority shall not apply to temporary or contract employees.

**6.042 Seniority Accrual/ Probationary Period.** No employee shall accrue seniority until he or she has successfully completed the probationary period, at which time the employee's seniority shall apply retroactive to the first hour of the probationary period. Contract employees who accept an offer of permanent employment immediately following their temporary or contract

work will accrue seniority, in accordance with this section, only beginning with their work as a permanent employee. Waiving of some or all of the probationary period, in accordance with Article 6.02, for contract employees who accept an offer of permanent employment immediately following their contract work, will be at the discretion of management.

## **ARTICLE 7 - UNINTERRUPTED PATIENT CARE**

**7.01 No Interruption of Patient Care.** It is recognized that the Hospital is engaged in a public service requiring continuous operation and it is agreed that recognition of such obligation of continuous service is imposed upon both the employee and the Union. During the term of this Agreement, neither the Union nor its members, agents, representatives, employees, or persons acting in concert with them shall incite, encourage or participate in any strike, picketing, walkout, slow-down, or other work stoppage of any nature whatsoever. In the event of any strike, picketing, walkout, slowdown, or work stoppage or a threat thereof, the Union and its officers will do everything within their power to end or avert same. Any employee participating in any strike, picketing, walkout, slowdown, or work stoppage will be subject to immediate dismissal.

“Picketing” is defined as the holding or posting of signs, or handing out of flyers, that occurs along Hospital Drive or on the hospital campus without the approval of management, and regarding a union dispute with management.

**7.02 Emergency.** In the event of a bona fide emergency, disaster or catastrophe, the terms of this Agreement may be temporarily suspended only to the extent necessary to maintain the delivery of uninterrupted service to the community. This does not preclude employees or their representatives from consulting or raising grievances about the suspension of terms of this agreement pursuant to this section or about any other matter.

## **ARTICLE 8 - GRIEVANCE PROCEDURE**

**8.01 Definition.** A grievance shall be defined as any controversy or dispute involving the application and/or interpretation of the terms and conditions of this Agreement arising between the Union, or bargaining unit employee/s and the Employer.

**8.02 Grievance Adjustment Policy.** It is the desire of the parties to this Agreement that grievances be adjusted informally whenever possible and at the first level of supervision. To that end, the parties will endeavor to have a full, frank discussion (acknowledging that some of the discussion may take place via email or other electronic media) prior to the filing of a formal grievance in hope that the parties will understand each other's positions and resolve the issue informally. The parties agree that arbitration should be the course of last resort, and then only when the Union in its sole discretion deems arbitration is warranted under the facts and circumstances of the case.

**8.03 Time Limit.** Time limits set forth in the following steps may only be extended by mutual written consent of the parties hereto. A time limit which ends on a Saturday, Sunday or a holiday designated in paragraph 16.01 hereof shall be deemed to end at 4:30 p.m. on the next following business day. Failure of an employee or the Union to file a grievance on a timely basis or to advance a grievance in accordance with the time limits set forth in this article will constitute withdrawal of the grievance. Failure of the Employer to comply with the time limits set forth in this article shall result in the grievance being automatically elevated to the next step without any action necessary on the part of the employee(s) or union.

**8.04 Grievance Procedure.** The Parties recognize that special circumstances may necessitate that a grievance as defined in Article 8.01 be initially filed at an advanced step. Ordinarily, a grievance initiated by the Union itself will be filed at Step 2. All grievances, including those initiated by the union itself, must specify the employee or employees on whose behalf it is being filed, if any. A grievance shall be submitted in writing and processed in accordance with the following grievance procedure:

If an employee chooses to represent themselves and fails to notify the Union that a grievance has been filed, the Union is released from any responsibility.

### **Step 1. Employee and Department Manager.**

If any employee has a grievance that is not resolved through discussion with the employee's department manager, the employee (with the employee's Union Representative, if desired) shall present the grievance in writing to the employee's Department Manager within twenty-one (21) calendar days from the date the employee and /or Union was or should have been aware that the grievance existed. Upon receipt thereof, the Department Manager shall attempt to immediately resolve the problem and shall respond in writing to the employee and the Union with the facts of the grievance along with the Employer's decision within fourteen (14) calendar days following receipt of the written grievance. If an employee (grievant) chooses or desires to not have union representation with this grievance the Union shall be held harmless by the employee (grievant) from any and all employer actions related to the grievance. The Union

shall be furnished written copies of all employer actions taken that are related to the grievance.

### **Step 2. Employee, Union Delegate, and Employer's Representative.**

If the matter is not resolved satisfactorily at Step 1, the grievance shall be presented in writing by the Union to the Administrator within fourteen (14) calendar days of the Step 1 decision.

If a grievance is initiated at Step 2, it must be filed within twenty-one (21) calendar days from the date the employee and/or Union was or should have been aware that a grievance existed.

The Administrator will designate a member of the Senior Leadership Team to act as the Employer's representative. A conference including the Union Delegate, the grievant, and the Employer's Step 2 representative shall be held within seven (7) calendar days of notification of the grievance's movement onto Step 2. By mutual agreement, the seven (7) calendar day period may be extended to accommodate the Parties. The Employer's Step 2 representative shall issue a written reply to the Union within seven (7) calendar days following the grievance meeting.

### **Step 3. Administrator and Local Union Representative.**

If the matter is not resolved at Step 2 to the Union's satisfaction, the grievance shall be referred in writing to the Administrator (or Acting Administrator) within fourteen (14) calendar days of the Step 2 decision. The Administrator (or Acting Administrator) shall meet with the Union Representative and the grievant, if grievant desires to be present, within seven (7) calendar days for the purpose of resolving the grievance. The Administrator (or Acting Administrator) shall issue a written response within seven (7) calendar days following the meeting.

### **Step 4. Arbitration.**

a. If the grievance is not settled on the basis of the foregoing procedures, and if the grievant and the Union have complied with the specific time limitations specified in Steps 1, 2 and 3 herein, the Union may submit the issue in writing to arbitration within fourteen (14) calendar days following the receipt of the written reply from the Administrator or Acting Administrator.

b. If the Employer and the Union fail, after exercise of due diligence to agree on an arbitrator within fourteen (14) calendar days, a list of eleven (11) arbitrators shall be requested from the Federal Mediation and Conciliation Service. The parties shall thereupon alternate in striking a name from the panel until one name remains. The person whose name remains shall be the arbitrator. Any arbitrator accepting an assignment under this Article agrees to issue an award within thirty (30) calendar days of the close of the hearing or the receipt of post-hearing briefs, whichever is later, and the arbitrator shall have no jurisdiction to decide the issue after that thirty (30) day period. The arbitrator's decision shall be final and binding on all parties.

c. The arbitrator shall have no authority to add to, subtract from, or otherwise change or modify the provisions of this Agreement, but shall be authorized only to interpret existing

provisions of this Agreement as they may apply to the specific facts of the issue in dispute. The Arbitrator shall have no authority to award punitive damages.

d. Each party shall bear one-half ( $\frac{1}{2}$ ) of the fee of the arbitrator for an Award issued on a timely basis and any other expense jointly incurred incident to the arbitrator hearing. All other expenses, including but not limited to legal fees, deposition costs, witness fees, and any and every other cost related to the presentation of a party's case in this or any other forum, shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other party.

e. Any employee not in good standing at the time of their grievance shall be responsible for expenses incurred.

f. For the purposes of the process outlined in this article, neither party shall be required to provide the other party with any data, documents or information in its possession or under its control except as may be directly relevant to a pending grievance. If necessary, the arbitrator shall resolve

**8.05 Union Grievance.** The Union may initiate a grievance if the grievance is submitted in writing within twenty-one (21) calendar days from the date the Union was or should have been aware that the grievance existed. A grievance initiated by the Union itself may be filed at Step 2, at the Union's option. The decision of whether to file or advance a grievance at Step 2 and beyond belongs to the Union. However, the Employer will notify the Union if an employee attempts to advance, on the employee's own initiative, a grievance to Step 2 or beyond.

## **ARTICLE 9 - HOURS OF WORK**

**9.01 Work Day and Work Period.** The traditional work day shall consist of eight (8) hours, and the traditional work period shall consist of eighty (80) hours within a fourteen (14) day period. Innovative work schedules shall be defined as a work day other than eight (8) hours and shall have a work week based on forty (40) hours.

**9.02 Innovative Work Schedules.** Innovative work schedules may be established in writing by the Employer. The Union shall receive written notice within 30 days of innovative schedules on the employee's innovative work schedule agreement. The exclusive use of innovative shifts may be established on a department wide or unit wide basis for patient care needs.

- a. If new innovative shifts within a department are necessary, shifts will be offered to all employees of comparable skill, competency, ability & experience.
- b. If multiple employees request the innovative shift, management will endeavor to share the shift equitably.
- c. If there are no applicants for the innovative shift, assignment to the innovative shift may be rotated at a minimum of one pay period intervals.

**9.021 Change in Work Schedules.** Where innovative work schedules are utilized, the Employer retains the right to return to a work schedule of its designation. The employer agrees to provide at least fourteen (14) days' notice prior to changing a work schedule whenever possible unless otherwise mutually agreed. Nothing in this provision waives management's rights as articulated in Article 4.03.

**9.03 Rest Periods.** All employees shall be allowed two (2) paid rest periods of fifteen (15) minutes each during each shift of eight (8) hours or three (3) paid rest periods of fifteen (15) minutes during each shift of twelve (12) hours or more. If a continuous operation is required in the job concerned, the Employer shall endeavor to provide a substitute during the rest period.

**9.04 Work Schedule.** Four-week work schedules, including on-call, shall be posted no less than ten (10) days prior to the beginning of the scheduled work period. Full time and part-time employees shall be scheduled from one pay period to the next in accordance with their employment status, unless such status is altered pursuant to mutual agreement. The Employer will endeavor to schedule full time and part-time before scheduling PRN and casual employees. Employee requests for schedule adjustments must be presented at least fourteen (14) days before posting of the work schedule.

**9.041 Adjustment in Posted Schedules.** It is understood and agreed, that deviations in the number or timing of an employee's scheduled hours may occur from time to time resulting from business considerations or patient care needs. In that event, the Employer retains the right to adjust work schedules to maintain an effective and orderly operation. Scheduled hours of work may be changed after posting only by mutual agreement. Premium pay will apply to full time and part-time employees for schedule adjustments, excluding on-call, made with seven (7) or

less days' notice.

In the event the Employer changes a schedule due to corrective action specific to an employee, that employee will not be due any premium under this specific subsection merely by the change in schedule, as long as the employee is promptly notified in writing of the corrective action including the change in schedule and reason for it.

**9.0411 Changes in Scheduled Shift.** When a full time or part-time employee's scheduled shift is altered (unless requested by the employee) with seven (7) or less days' notice, the following shall apply:

a. **Work in Advance of Shift.** When a full or part-time employee is called to work in advance of the assigned shift and continues working during the scheduled shift, all hours worked prior to the scheduled shift shall be paid at one and one-half (1½) times the straight time rate of pay. An employee who reports to work in advance of the assigned shift will not be released from duty prior to the completion of that scheduled shift for the purpose of avoiding overtime pay unless there is mutual consent.

b. **Split Shift.** When a full or part-time employee is at work and is asked to go home and return to work later to cover a later shift the employee shall be paid at their straight time rate of pay (or the appropriate rate of pay, including shift differentials) for a minimum of four (4) hours. All hours worked upon return for the later shift will be paid at one and one-half (1½) times the straight time rate of pay or overtime, whichever applies (plus appropriate differentials).

c. **Delayed Shift.** If a full or part-time employee is requested to delay reporting to work, all hours worked outside of the scheduled shift shall be paid at one and one-half (1½) times the straight time rate of pay or overtime, whichever applies (plus appropriate differentials).

d. **PRN Premium.** For the purposes of a – c above, a PRN employee will receive a flat \$5.00 per hour in lieu of the premium pay amount.

e. For the purposes of this article, a "shift" excludes coming to work for non-mandatory meetings, callbacks, administrative time, or non-mandatory training.

**9.042 Flexible Workweek Waiver.** Employees who have the flexibility to set their own work hours without impacting the Employer's operation (which includes not substituting overtime hours for what would otherwise be straight time work hours) may, with supervisory approval, initiate a flexible work schedule and waive the mandated use of daily PL and premium pay. This is to be used for planned activities, not unplanned activities such as illness or emergencies, and is not to result in pay other than straight time. This waiver will be indicated in the automated time card system on the days in which it is in effect. The employee must have at least forty (40) paid hours per week.

**9.043 Work on Day Off.** All full time and part-time employees who work on their scheduled



day off or who are called in on their unscheduled time shall be paid at the rate of one and one half (1½) times the straight time rate of pay for the hours worked for a minimum of four (4) hours until such time as overtime rules apply. Shift trading between employees shall not apply.

**9.05 Overtime.** Overtime shall be compensated for at the rate of one and one-half (1½) times the regular rate of pay for all time worked beyond the scheduled day (eight (8) hour minimum), eighty (80) hour work period for traditional shifts, or forty (40) hour work week for innovative schedules. For purposes of computing overtime, the employee's regular hourly rate of pay shall include all differentials, premium pay, and on-call pay received during the work period. Time paid for but not worked (e.g. personal leave, educational leave, professional leave, bereavement leave), shall not count as hours worked for the purposes of computing overtime pay except that holiday hours paid as personal leave, but not worked, which fall on an employee's regularly scheduled work day shall count as hours worked toward overtime eligibility. There shall be no pyramiding or duplication of overtime pay and/or other premium compensation.

Examples to clarify the term "pyramiding".

#1. An employee scheduled to work 0800-1630, worked 0600-1630:

Correct Pay: 8 hours REGULAR pay  
2 hours OVERTIME pay  
Incorrect Pay: 2 hour PREMIUM pay (for 0600-0800)  
6 hour REGULAR pay (0800-1430)  
2 hour OVERTIME pay (> hours after 1430-1630)

#2. An employee worked 0600-1430 (called in advance of scheduled shift start at 0800)

Correct Pay: 2 hour PREMIUM pay (for 0600-0800)  
6 hour REGULAR pay (for 0800-1430)

The above examples assume that employee is not on a holiday, that "Rest between Shifts" premium pay does not apply (as per Article 9.10), and that the employee is working an "8/80" work schedule.

#3. Examples regarding premium pay for Scheduled Third weekend:

Employee is scheduled every other weekend, e.g. weekend #'s 1 and 3 in a month. If employee is called in to work on the unscheduled #2 weekend they should receive premium pay for weekend #2 and regular pay for weekend #3. Pyramiding would be receiving premium pay for both #2 and #3 weekends.

**9.051 Overtime Approval.** All overtime must be approved by supervision. The Employer and the Union agree that overtime should be minimized. If in the Employer's opinion reasonable overtime is necessary, volunteers will be sought first and if there are insufficient volunteers, reasonable overtime may be assigned equitably starting with the least senior

employee.

**9.06 Report Pay.** Employees who report for work as scheduled (unless otherwise notified in advance) and are released for any reason other than discipline shall receive a minimum of four (4) hours' work or four (4) hours' pay at the appropriate rate. An employee shall not be eligible for report pay if the Employer is unable to notify the employee of a change in the work schedule. Notification in advance shall mean reasonable attempts by the Employer to contact the employee in a timely manner by telephone, including unanswered calls, messages left with third parties or through an employee's answering service or machine.

**9.07 Callback Pay.** Callback pay shall be at a rate of one and one-half (1½) times the straight time rate of pay for a minimum of four (4) hours as follows:

- a. Any employee not receiving on-call pay who is called back to work after completion of the employee's work day; or
- b. Employees called in from on-call status except employees who are placed in on-call status for low census; or
- c. Full time employees scheduled to work hours outside their scheduled work day when the department/work area is closed. This does not apply to continuous work beyond employee's shift due to workload, nor to meetings or education.

Callback minimum: Callback minimum shall be defined for the purposes of this contract as hours paid but not worked to meet the four (4) hour pay minimum.

**9.071 Telephone Callback Pay.** Employees responding via telephone/computer shall receive a minimum of 30 minutes at the rate of one and one-half (1½) times the straight time rate of pay.

**9.072 Callback Window Method.** If more than one callback occurs within a given four (4) hour callback window; total callback time cannot exceed four (4) hours unless the work time exceeds four (4) hours. Callback pay ceases at the beginning of the regularly scheduled shift.

**9.0721 Pre-shift Callback.** In the event of a callback that begins within the four (4) hours immediately before a regular shift begins; which is not part of an existing callback window, there will be a manual timecard entry to reduce the amount of on call pay and increase the amount of callback pay to equal the four-hour minimum.

Example: Employee is on call 1700 – 0700, and scheduled to work at 0700 the next day. If the employee is called in at 0500, what would the pay look like?

Answer: On call pay from 1700 – 0300; Callback pay from 0300 – 0700; and regular pay after 0700.

**9.08 Meal Periods.** All employees working a six (6) hour or longer shift shall receive one (1) unpaid meal period of one-half (½) hour at approximately the midpoint of the shift. Employees

required to remain on duty for a total of sixteen (16) hours shall be granted one (1) additional unpaid meal period of one-half (½) hour. Employees required to remain on duty during their meal period shall be compensated for such time at the appropriate rate of pay.

**9.09 Weekends.** The weekend shall be defined for day and evening shift personnel as Saturday and Sunday. For night shift personnel, the weekend shall be defined as Friday night and Saturday night. Employees scheduled by their manager for one specified weekend shift will constitute as a fulfilled weekend requirement. The Employer will make a good faith effort to schedule all full time or part-time employees to two (2) weekends off out of every four (4) weekends. In the event a full time or part-time employee is scheduled to work more than two (2) out of every four (4) weekends, the employee shall be paid at the rate of one and one-half (1½) times the straight time rate of pay for all time worked on the weekend until scheduled a weekend off (no pyramiding). In the event a full time or part-time employee is required to work on an unscheduled weekend, all time worked on that unscheduled weekend shall be paid for at the rate of one and one-half (1½) times the straight time rate of pay. This section shall not apply to full time employees or to part-time employees who sign an agreement for more frequent weekend duty nor to PRN, casual, or temporary employees, nor shall it apply to on-call hours nor does it apply to extra weekend shifts that are picked up by an employee after the schedule is posted.

a. Employees self-scheduling in the timekeeping system for more than two (2) weekends in a four (4) week period and/or schedule themselves for only one (1) weekend shift do not meet the weekend requirement for the purpose of premium pay.

Example of *Scheduled* Weekends (no waiver signed):

PP = Premium Pay Weekend (Shaded box)      \*\*Reset count from PP

Starting point:

1 <sup>st</sup> schedule	2 <sup>nd</sup> schedule	3 <sup>rd</sup> Schedule
Scheduled w/e #1	Off w/e #5 **	Scheduled w/e #9 (PP)
Scheduled w/e #2	Schedule w/e #6	Scheduled w/e #10 (PP)
Off w/e #3	Schedule w/e #7	Scheduled w/e #11 (PP)
Scheduled w/e #4 (PP)	Off w/e #8	Off w/e #12 **

4 <sup>th</sup> Schedule	5 <sup>th</sup> schedule	6 <sup>th</sup> Schedule
Off w/e #13	Off w/e #17 Picked up extra shift <7 days (PP because of +EX+)	Off w/e #21
Scheduled w/e #14	Scheduled w/e # 18	Scheduled w/e #22
Off w/e #15	Off w/e # 19 Work due to shift trade (Regular Pay)	Off w/e #23 Picked up shift > 7 day notice (Regular Pay or OT)
Scheduled w/e #16	Scheduled w/e # 20	Scheduled w/e #24

Examples regarding premium pay for Scheduled Third weekend:

Employee is scheduled every other weekend, e.g. weekend #'s 1 and 3 in a month. If employee is called in to work on the unscheduled #2 weekend they should receive premium pay for weekend #2 and regular pay for weekend #3. Pyramiding would be receiving premium pay for both #2 and #3 weekends.

**9.10 Rest Between Shifts.** The Employer will make a good faith effort to provide each employee with at least ten (10) hours off duty between shifts. In the event an employee is required to work with less than ten (10) hours off duty between shifts, all time worked on a shift beginning within this ten (10) hour period shall be at one and one-half (1 ½) times the straight time rate of pay. This Section shall not apply to employees receiving Callback Pay as defined in Article 9.07(b).

Addendum to Article 9.10: Examples

- 1) Day One: 10 hour/day employee is scheduled 0700-1730 but continues work until 2315.  
Day Two: If employee is scheduled 0700-1730, there is less than 10 hours rest between shifts so all hours worked on this shift will be paid premium pay.
- 2) Day One: Employee scheduled 0700-1930 but works until 2130.  
Day Two: If employee scheduled to work 0700-1930, will be paid 12 hours premium pay.

**9.11 Travel Time Exclusion.** Travel time to and from the hospital shall not be considered time worked for purposes of this contract.

**ARTICLE 10 – (Reserved)**

## ARTICLE 11 – RATES OF PAY

**11.01 Wage Rates.** Employees covered by this Agreement shall be paid in accordance with the existing hourly wage schedule, as increased per the following:

Effective the first payday in July 2024, a 2.5% increase will be applied to all steps of the wage scales in effect on the last pay period of FY2024.

0.5% of the above 2.5% increase will be paid retroactively, in the form of a lump sum less mandatory deductions, to current employees as of the date of this payment, following the ratification of this Agreement, including approval of this increase, by both the Union and City Assembly.

Effective the first payday in July 2025, a 3% increase will be applied to all steps of the wage scales in effect on the last pay period of FY2025.

Effective the first payday in July 2026, a 5.5% increase will be applied to all steps of the wage scales in effect on the last pay period of FY2026.

These updated wage scales are in Appendix A to this Agreement.

**11.011 Effective Date.** Wage increases and longevity benefit increments shall become effective at the beginning of the first full payroll period on or after a change of status or achievement of a wage step increase. Upon forty-five (45) days' notice the Employer may revise the length or commencement date of the payroll period for business considerations provided that no effective date shall be dated thereby.

**11.012 Straight time Rate of Pay Definition.** When used in this Agreement the term “straight time rate of pay” shall mean the hourly wage for each employee as set forth in the appropriate column of the wage rate attached hereto as Appendix A relating to the job classification then held by the individual employee or as established for the individual employee under paragraph 11.02 (Discretionary Pay) below.

**11.013 Casual Employee Differential.** In lieu of fringe benefits, casual employees shall be paid a two dollar (\$2.00) per hour differential in addition to the applicable hourly wage set forth in the attached schedule.

**11.014 PRN Differential.** In lieu of fringe benefits, PRN employees shall be paid an hourly differential in addition to their straight time rate of pay.

PRN-Nurse I 10% of current step.

PRN-Nurse II 20% of current step.

PRN-Nurse III 25% of current step

Other PRN employees: 25% of current step

**11.02 Discretionary Payments.** The wages set forth in the attached Wage Rates are minimums

and the Employer may, at its sole discretion, pay employees above the minimum rates provided the Employer notifies the employees in writing, with a copy to the Union, of the rate applicable to employee and any conditions which may be attached. Any such discretionary payments may likewise be terminated by the Employer at its sole discretion after similar notification.

**11.03 Weekend Differential.** Weekend hours shall, in addition to the straight time, premium or overtime rate of pay, receive a weekend differential of \$4.00/hour for all employees.

**11.031 Employee Weekend Differential Waiver.** Employees who have the flexibility to set their own work hours without impacting the Employer's operation may, with supervisory approval, waive their right to applicable weekend differential. Waiver of this differential should be in writing and will be available to the Union. An employee may rescind this waiver with written notice at least fourteen (14) days prior to the posting of the next work schedule.

**11.04 Step Placement on Hire.** The Employer, in its sole discretion, may place a new employee up to and including Step 5 of the salary schedule upon initial hire. Upon successful completion of the probationary period, and upon request by the Employee, the Employer may authorize an Employee up to two (2) additional steps at a rate of up to 2080 hours for each year of experience related to the employee's position at the Hospital. The amount of hours recognized under this paragraph shall be solely for purposes of placing the employee on the wage scale and shall not be accredited for any other purpose under this Agreement.

**11.041 Rehire Previous Employee.** Those employees who have a history of employment at Bartlett Regional Hospital, who left in good standing with the organization, and who remain current in their field through subsequent employment, shall be placed, at a minimum, at the step that most closely matches their former rate of pay. The review hours will be placed at the base of the step that the employee is placed. Once the probationary period has been successfully completed, the employee may request reconsideration of placement based on overall service credit in accordance with 11.04 above. Seniority is not retained, as described in Article 6.

**11.05 New Positions.** In the event new classifications within the bargaining unit are created during the term of the Agreement, the Employer will allocate the new classification to the appropriate Band, Grade, and Subgrade. The Employer will notify the Union of any new or revised job classifications and provide corresponding position descriptions at least 30 days prior to implementation. If any position is eliminated, the Employer will also notify the Union in a timely manner.

**11.051 Revised Classification.** The Employer may, in like manner, revise the Band, Grade, and /or Subgrade for any classification. Should an employee be impacted by such a change, the provisions of Article 11.08(d) shall apply.

**11.052 Posted Positions.** In the event there is more than one applicant for a posted position and the employees' skill, competency, ability and experience are equal, then seniority shall prevail.

**11.06 Automobile Allowance.** When an employee is required to use his or her personal automobile on Hospital business, the employee shall be reimbursed for such usage at the

maximum mileage rate allowable as a deductible expense by the Internal Revenue Service, within 30 days of receipt of all necessary and requested information.

**11.07 Shift Differential. This subsection, 11.07, is effective prospectively upon implementing the UKG payroll system:** Employees assigned to work a designated evening shift or a designated night shift shall be paid the applicable shift differential from the following schedule over the employees' regular hourly rate of pay. Employees shall be paid shift differential for the hours worked falling within the defined shift windows set out below.

Evenings	\$3.65
Nights	\$3.65

Shift hours, for the purpose of payment of shift differential only, are:

Evenings	1630 – 1859 (4:30 pm to 6:59 pm)
Nights	1900 – 0659 (7:00 pm to 6:59 am)

**11.071 Employee Shift Differential Waiver.** Employees who have the flexibility to set their own work hours without impacting the Employer's operation may, with supervisory approval, waive their right to applicable shift differential. Waiver of this differential should be in writing and will be available to the Union. An employee may rescind this waiver with written notice at least fourteen (14) days prior to the posting of the next work schedule.

**11.08 Change In Classifications.** The following provisions shall apply only to movement from one distinct job classification series to another (i.e. from CNA to LPN or from Diet Aide to PAS Representative) and movement within the same job classification series with different DBM Bands (i.e. RT in training B22 to RT C42), after completing the probation period in the former position from which moving.

a. **Promotion.** An Employee experiencing a change in classification to a higher DBM rating shall be placed at step one on the wage scale for the new position or at the step that provides the Employee an increase in wage. If the Employee has advanced more than half way to his/her next wage step increase in the former position, the Employee will be placed at one step above the step that provides the Employee an increase in wage. Once placed, the Employee's review hours shall be established at the base hours for that step on the wage scale and he/she shall begin to accrue review hours from that point.

b. **Demotion or Transfer to a Lower Grade.** An Employee experiencing a change in classification to a lower grade shall be placed on the wage scale for the new position at the step that provides the least decrease in wage. Once placed, the Employee's review hours shall be established at the base hours for that step on the wage scale and he/she shall begin to accrue review hours from that point.

c. **Transfer.** A transfer to a new position at a higher or lower grade will follow 11.08(a) or (b), respectively.

d. **Reclassification.**



If an employee remains in a position that is reclassified to a lower wage grade, their placement will follow 11.08(b).

If an employee remains in a position that is reclassified to a higher wage grade and reclassification is to recognize the duties the employee has already been performing for some time, the employee will be placed on the wage grade as at the step appropriate based on review hours.

If an employee remains in a position that is reclassified to a higher wage grade due to a more recent evolution of job duties or assignment of new job duties, the employee will be placed on the wage grade in accordance with 11.08(a).

e. **Transferring or Returning Before Completing Probation.** If moving to a new position before completing the probation period in the position from which moving, the employee will be placed at the step immediately and previously held on that wage grade, if any. If the employee is not returning to the wage grade formerly held, the employee will be placed on the wage grade as at the step appropriate based on review hours

11.081. Transfers/promotions/demotions to a position within a job classification series shall not alter the Employee's accrued review hours for the purpose of placement on the wage scale (i.e. CN III to CN II, Admin Clerk I to Admin Clerk II or Pharmacy Tech II to Pharmacy Tech III).

**11.09 Day, Month and Year.** For purposes of the Agreement and the method of computing wages, longevity increments, seniority, benefits, and conditions of employment provided herein, a "day" shall be defined as eight (8) hours of work, a "month" shall be defined as 173.3 hours of work, and a "year" shall be defined as 2080 hours of work. All hours for which pay is received except on-call hours shall count as hours worked.

**11.10 On-Call Status.** Employees placed in on-call status off hospital premises shall be compensated at the rate of \$4.00 per hour. Employees placed in on-call status on a holiday shall be compensated at one and one half (1 ½) times the hourly on-call rate. On-call hours shall not be counted as hours worked for purposes of computing overtime, longevity increments, or fringe benefits. Employees on call should be available to perform on-site work within 30 minutes after being called to work. An employee's failure to respond to reasonable efforts by the Employer to contact him/her as described in section 9.06 shall be a subject of discipline.

**11.11 Temporary Assignment.** Temporary assignment to a higher paid position shall be compensated \$2.00 per hour above the employee's straight time rate of pay provided, however, there shall be no entitlement to temporary assignment pay when the person in higher paid position is on a scheduled day off work. The Employer may at its discretion, based on the needs of the department, designate an employee as a "charge" for a specific shift that will be compensated in the same manner as temporary assignment pay.

**11.12 Approved Education Expenses.** When the Employer requires the employee to participate in an educational program (which shall exclude programs for maintaining licensure and specialty

certification), the Employer will pay approved expenses that are directly related to the program (including scheduled hours to attend class, cost of program, cards).

**11.13 Certification Pay.** In recognition of excellence in their respective specialties, annually, on the first pay period in February, the Hospital shall, according to the following schedule, pay a bonus to any current employee who has worked 312 or more hours within the previous calendar year (excluding temporary employees), and who currently holds certification(s) based on the following minimum criteria described below as determined by the panel.

- Examination by the certifying body of a nationally recognized job related specialty organization
- Certification expenses are not incurred by the Employer.
- Certification is not required by current job description but is related to the employee's current job description or career ladder.
- Certification as a result of basic education for the job does not qualify.
- Changes in certification pay eligibility will be affected by Federal & State law and regulatory agencies.
- The certification must have a requirement to be periodically renewed by repeat examination or continued education requirements. Expired certifications must be renewed prior to July of the year to receive certification pay for that year.
- The certification must be for a position or job duties that are currently being performed at the hospital.

A five-member panel including two Union employees will be appointed to determine whether the certification(s) meets the above criteria. Each year new certifications and those which have changed status will be considered by the panel. In order to receive this bonus, the employee must provide the Human Resources Office a copy of each certification prior to January 1<sup>st</sup> of the first year holding such certification and then only after renewals. This annual certification shall be paid to the employee for the respective length of certification. For new certifications, providing any supporting documentation from the above criteria would be appreciated. Failure to provide certificates(s) or requested backup materials by January 1<sup>st</sup> will disqualify the employee from receiving bonuses.

First Certification	\$400.00
Second Certification	\$350.00
Third Certification	\$250.00

Employees who receive certification pay are required to work in the discipline for which they hold the certification(s) if requested to do so. Employees must continue to meet the criteria of the governing body issuing their certification.

**11.14 Premium Pay.** Premium pay is any rate of pay other than overtime paid at a rate of one and one-half (1 ½) times the straight time rate of pay. If the total hours worked in the work day or period result in an overtime condition, the premium hours shall be considered and paid as overtime. All differentials, on-call pay and temporary assignment pay are excluded in computing premium pay.

**11.15 Preceptor Pay.** The Preceptor program is coordinated through Staff Development department. The program is outlined in the Employer's Precepting Policy. Preceptor pay, as defined in the policy, is \$2.00 per hour above the employee's straight time rate of pay.

**11.16 Longevity Pay.** Full time/Part time Employees with greater than 20,800 hours (longevity/benefit hours) will receive a longevity award on an annual basis at the following rates:

- 20,800 hours up to 31,200 - \$500
- 31,201 hours up to 41,600 hours - \$750;
- 41,601 hours up to 51,999 hours - \$1,000; and
- over 52,000 hours - \$1,500.

Longevity awards shall become effective at the beginning of the first full payroll period on or after the longevity achievement (as defined in article 11.011)

**11.17 Float Pay.** Employees who are required to float from their home labor distribution to another labor distribution to which they have been sufficiently cross-trained and have maintained competencies shall receive a float differential while working in the labor distribution to which they have floated.

Two (2) direct patient care areas will receive two (\$2) per hour

Three (3) or more direct patient care areas will receive three (\$3) per hour

11.171 In determining whether an employee floats to other direct patient care areas as a regular job duty, the employer will consider these guidelines and the job duties described in the position description to determine whether float pay is applicable.

- a. Examples (this list is not all inclusive, but is intended to be used for illustrative purposes):
  - i. An employee working in the role of a 1:1 is required to work in a variety of patient care areas as a regular job duty, and would not be eligible for float pay.
  - ii. An employee assigned to the float pool in the Nursing Administration department is an exception to this provision, and is eligible for float pay under this article.

11.172 Those who are employed as a Registered Nurse III must maintain one float area beyond their home unit as a requirement of their position. If this is the only float area that the employee has been sufficiently crossed trained and has maintained competencies, then float pay under Article 11.17 is not applicable.

11.173 An employee who is eligible for the pay associated with a temporary assignment to a higher paid position under Article 11.11, may still be eligible for float pay under Article 11.17.



## **ARTICLE 12 - EMPLOYEE EVALUATIONS**

**12.01 Evaluation System.** The Employer shall maintain a fair and equitable employee evaluation system.

## **ARTICLE 13 - FLOATING/SHIFT ROTATION**

**13.01 Floating.** An employee's daily work assignment may be altered on a shift by shift basis by the Employer in order to meet patient care needs. Employees will be expected to perform all basic functions according to their licensure authority and/or their job description. In the event floating becomes necessary, it shall be subject to the following:

- a. No employee shall be required to float to an area in which he or she does not have the necessary skills, timely orientation, or ability to perform the duties assigned.
- b. Employees required to float within the hospital shall receive timely orientation appropriate to the assignment. Orientation will be dependent upon the employee's previous experience and familiarity with the task to which such employee is assigned. The employer shall enact a policy to support the timely achievement of competency/orientation to float areas.
- c. Floating duties shall be assigned as equitably as possible while taking into account patient care needs and the skill and competency of employees. Refusal to float may result in immediate discipline up to and including suspension or discharge.

**13.02 Shift Rotation.** The Employer may rotate shift assignments as it deems necessary in light of patient care, efficiency and business considerations. In the event of shift rotation, the following shall apply:

- a. Employees may request regular assignment to the night or evening shift. If more than one employee requests assignment to the same night or evening shift, management shall endeavor to schedule the shift assignments in an equitable manner provided the employees have completed their orientation period and this shall not have a deleterious effect on the department as a whole in the judgment of the manager.
- b. Provided the employee's skill, competency, ability and experience are considered equal by the Employer, the Employer will endeavor to assign night and evening positions to the least senior employee. A newly graduated RN will complete a preceptor period prior to being independently assigned to the evening or night shift.
- c. No employee shall be required to accept regular assignment to an evening or night shift for more than three (3) years after completion of initial hospital orientation. Thereafter, the position shall be filled by another assignment, if available, or covered by rotation and the employee rotated to other shifts.
- d. An employee scheduled for a night shift, followed by a day shift (a "flip"), shall receive premium pay for the day shift. This does not apply to employees scheduling themselves. Ex: Employee scheduled by employer to work Thursday night shift, (1900-0730) and Saturday day shift (0700-1930) would qualify for premium pay on Saturday for the entirety of the shift.

**13.021 Equitable Rotation.** Where shift rotation is deemed necessary, such rotation will normally include only those employees with less than 10 years' employment with the Employer, unless exclusion of more senior employees may have deleterious effects on the unit or department as a whole in the judgment of the Employer. The Employer will endeavor to assign rotation equitably starting with the least senior employee, subject to the needs of the Hospital and the skill, competency, ability, and experience of the employee.

#### **ARTICLE 14 - JURY/WITNESS DUTY**

**14.01 Compensation.** All Full-time and Part-time employees who are required to serve on jury duty or who are called to be a witness in any judicial proceeding on behalf of the Employer, or as a consequence of employment at Bartlett Regional Hospital shall be compensated by the Employer. Paid jury duty hours are not considered hours worked for the purpose of overtime calculation.

**14.011 Jury Duty Leave.** Employees serving on jury duty on regularly scheduled work days shall surrender their jury duty pay to the Employer and will be paid their straight time rate of pay for the time the employee's presence is required by the court, or the length of the shift, whichever is less. Scheduled hours in excess of time in court may be taken as personal leave or leave without pay. Evening shift employees will be excused from work on the day of jury duty. Night shift employees shall be excused from work on the night preceding and the night immediately following jury duty. In order to receive pay, employees must provide proof of attendance in jury service to payroll. If no proof is provided, excused shifts will be charged to personal leave.

**14.012 Employer Witness Duty.** All employees called to be a witness on behalf of the Employer shall be paid in accordance with terms of the contract for all hours spent in preparation for and in such legal proceedings.

- a. Day shift employees may be required, at the manager's discretion, to report to work after the employee's court appearance if the day would otherwise be a normal workday for the employee. If business allows, the employee may request to use personal leave in lieu of returning to work.
- b. Evening shift employees will be reassigned to the day shift on the day of witness duty. The employee may be required, at the manager's discretion, to report to work after the employee's court appearance if the day would otherwise be a normal workday for the employee. If business allows, the employee may request to use personal leave in lieu of returning to work.
- c. Night shift employees may be excused from work on the night preceding the day of witness duty. On the day of witness duty, the employee will be reassigned to work day shift hours. The employee may be required, at the manager's discretion, to report to work after the employee's court appearance if the day would otherwise be a normal workday for the employee. If business allows, the employee may request to use personal leave in lieu of returning to work.

Examples for Jury and Witness Duty:

Employee is scheduled to work the night shift on Monday, Tuesday, and Wednesday. Employee is required to appear in court on Monday. The employee is reassigned to work during the day shift on Monday, and reports to work Tuesday at 1900 (7:00 pm). No additional shift adjustments are considered.

Employee is scheduled to work the night shift on Monday, Tuesday, and Wednesday. Employee is required to appear in court on Tuesday. The employee is given administrative leave for the Monday night shift, and is reassigned to work during the day shift on Tuesday. The employee reports to work at 1900 (7:00 pm) Wednesday.

Employee is scheduled to work the night shift on Monday, Tuesday, and Wednesday. Employee is required to appear in court on Wednesday. The employee works the night shift on Monday, is placed on administrative leave for the Tuesday night shift, and is reassigned to work during the day shift on Wednesday. No additional shift adjustments are considered.

**14.013 Non Employer Witness.** Employees subpoenaed for proceedings not related to employment at the Hospital will be given release time. Such release time will be taken as personal leave or leave without pay. Employees shall use all reasonable efforts to avoid time away from the Hospital.

**14.02 Reporting For Work.** An employee excused from jury/witness duty during regularly scheduled hours shall report to work forthwith. Employees shall not be required, because of such jury/witness duty, to work beyond their scheduled work day.



## **ARTICLE 15 - CONSCIENTIOUS OBJECTION**

**15.01 Notification and Utilization.** Except in emergencies, no employee shall be required to perform or assist in the performance of any treatment or procedures that violate the employee's previously stated religious or ethical beliefs. An employee, upon being offered or assigned a specific job position in which participation in such treatment or procedures may occur, shall notify the Employer in writing of any limitations his or her religious or ethical beliefs may place upon his or her ability to perform the duties associated with the job position. The Employer shall review the limitations as stated by the employee and may, if the Employer deems it necessary for business and patient care considerations, assign the position to another employee. The utilization of this Article by an employee shall in no way affect the employee's performance rating or, except as necessary to accommodate the employee's previously stated beliefs, promotional opportunities.

## ARTICLE 16- HOLIDAYS

**16.01 Recognized Holidays.** The following calendar days shall be recognized as holidays:

New Year's Day	1st of January
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	19 <sup>th</sup> of June
Independence Day	4th of July
Labor Day	1st Monday in September
Indigenous Peoples' Day	Second Monday in October
Veteran's Day	11th of November
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	25 <sup>th</sup> of December

**16.011 Hours of Recognition.** The hours recognized for observance of the above designated holidays shall be on the calendar day, except for the following:

- a. For employees scheduled to work 8 hour shifts, the observance of Christmas Day shall begin with commencement of the designated evening shift on December 24th and continue through the end of the designated day shift on December 25th and for New Year's Day the observance shall begin with commencement of the designated evening shift on December 31st and continue through the end of the designated day shift on January 1st. However, if an employee is scheduled to work an 8 hour day shift on December 24th and an 8 hour evening shift on December 25th, they shall receive holiday pay for work on Christmas Day, December 25th.
- b. For all employees scheduled to work 12 hour shifts, the observance of all holidays shall commence at the beginning of the designated night shift on the day prior to the holiday and continue until the end of the designated day shift on the holiday.
- c. For all employees scheduled to work other innovative shifts, the observance of the Christmas and New Year's holidays shall commence at a designated time on December 24th and December 31st and shall continue for a 24-hour period ending on December 25th and January 1st respectively.

**16.02 Posting of Dates.** The dates and times at which holidays will be observed will be conspicuously posted by the Employer prior to each January.

**16.03 Compensation.** All employees who work on the above holidays shall be paid at the rate of one and one-half (1 ½) times the employee's straight time rate of pay for all hours worked on the holiday. All overtime hours worked on a holiday shall be paid at twice the employee's straight time rate of pay.

**16.04 Rotation of Holiday Work.** Holiday work shall be rotated by the Employer to the extent possible. However, when required to be on duty, employees will work either Christmas Day or Thanksgiving. With approval of the appropriate department manager an employee required to work on Christmas or Thanksgiving may take both holidays off by arranging for another employee who is presently qualified to work both holidays if necessary.

**16.05 Longevity Holiday Exemption.** Upon the employee's written request, an employee with 15 or more years employment with the employer, will be exempt from having to work holidays unless the exemption results in insufficient staffing for a department or this practice has a deleterious effect on the department as a whole in the judgment of the Employer. Approved personal leave would have staffing precedence. In cases of conflicting requests, Article 16.04 Rotation of Holiday Work, supersedes.

16.06 Select departments may have to remain open and provide services on a given holiday based on census, caseloads, and other factors to be determined by the employer. Affected employees would be eligible for holiday, premium, and overtime pay as applicable.

**ARTICLE 17- PERSONAL LEAVE**

**17.01 Personal Leave.** Full time and part-time employees shall accrue Personal Leave for purposes of vacation, holiday, and sick leave. Employees in casual, PRN, and temporary status do not accrue Personal Leave.

**17.011 Upon Hire.** Twenty-four (24) hours of personal leave will be immediately advanced to full-time and part-time employees upon hire. Additional leave will not begin accruing until such employee has earned more than 24 hours, according to the provisions below.

**17.02 Rate of Accrual.** The rate of accrual shall be based upon the total number of hours of work or paid leave the employee received compensation for (excluding on-call and call back minimum hours) in accordance with the following formula:

<u>Step</u>	<u>Length of Employment</u>	<u>Accrual Rate</u>
1	0 to 2079.99 hours	Multiply total hours in the pay period times .1000
2	2080 to 4159.99 hours	Multiply total hours in the pay period times .1385
3	4160 to 10,399.99 hours	Multiply total hours in the pay period times .1500
4	10,400 to 20,799.99 hours	Multiply total hours in the pay period times .1615
5	20,800 hours and up	Multiply total hours in the pay period times .1846

**17.03 Pay Rate.** Personal leave pay shall be paid at the employee’s straight time rate of pay at the time the leave is taken. All accrual rate changes shall be effective the first day of the pay period following completion of the employee’s service requirement.

**17.04 Scheduling.** Except for medical reasons, employees shall present requests for personal leave using the automated time card system as far in advance as possible but not less than two (2) weeks before the work schedule is posted. Employees will be notified through the automated time card system within two (2) weeks after the request is submitted whether the personal leave is approved, and if denied a justifiable reason given. The Employer shall not unreasonably deny a request for personal leave taking into account the needs of the Hospital. Approved personal leave is contingent upon the employee having sufficient accrued PL when the leave is taken so that the employee does not go into leave without pay status. Previously denied requests may be resubmitted as circumstances warrant.

**17.041 Conflicting Requests.** In the case of conflicting requests by employees for personal leave or limitations imposed by the Employer on personal leave requests, all personal leave

requests will be considered on the basis of the date the request was submitted. Personal leave requested during the Christmas or Thanksgiving holiday periods shall be assigned on a rotational basis pursuant to Section 16.04.

**17.042 Advance Notification.** Employees requesting personal leave at least ninety (90) days in advance, but no further than 11 months in advance, will be notified through the automated time card system whether this request is approved as soon as practical, but no later than thirty (30) days after the request for personal leave was submitted. Approved personal leave requests shall not be affected by later request unless mutually agreeable. An employee may rescind a PL request up to 30 days after the approval. Thereafter, rescission of such requested time off may be accomplished only if the Employer consents.

**17.05 Use for Illness or Injury.** Any accrued and unused personal leave may be used by an employee who is ill or has been injured, or to care for a member of the employee's immediate family consisting of the employee's grandparents, parents, spouse, domestic partner, sibling, child, grandchild, father-in-law, or mother-in-law, and such others as may be agreed upon between the employee and the Hospital.

**17.051 Notification of Illness or Injury.** Whenever possible, employees shall notify the Employer at least two (2) hours in advance of the employee's scheduled shift if the employee is unable to report for duty as scheduled. The employee must notify the Employer each day of absence if the employee is unable to work unless prior arrangements have been made with the supervisor. Failure to comply with the above specified notification requirements may result in loss of paid personal leave for that day.

**17.052 Proof of Illness or Injury.** Prior to payment for medically related personal leave, reasonable proof of illness or injury may be required. Proven abuse of medically related personal leave may be grounds for discharge.

**17.06 Usage Requirements.** Personal leave accrued but not used shall accumulate from month to month until separation providing each full time employee uses at least 120 hours of personal leave each calendar year and each part-time employee uses at least the same number of hours per year as their part-time status bears to 120 hours (i.e., a .6 part-time employee shall use 72 hours). This provision will take effect on January 1 of the year immediately following the Employee's date of hire or change of status from casual to fulltime or part-time. If an employee does not take a total of 120 hours of personal leave (or the proportionate amount for part-time employees) in a calendar year, the difference shall be paid out in the last paycheck of the year unless the employee's supervisor certifies in writing that there was no opportunity to take the mandatory leave, in which case it will remain in the employee's accumulating balance subject to the accrual limit in Section 17.08.

**17.07 Conversion to Cash.** Following completion of an employee's probationary period, a full time employee or a part-time employee may request a cash payment, in whole or part, for accrued hours of personal leave. However, the exercise of this option does not eliminate the mandatory use of personal leave as provided for in Section 17.06 above. In no case shall conversion to cash reduce the employee's leave balance to less than 80 hours. Requests for

conversion must be received by the Payroll Department prior to the end of the pay period and will be paid on the following payday.

**17.08 Limits of Accrual.** No employee shall be allowed to carry-over more than 650 hours of personal leave to the next calendar year. Accrued, yet unused personal leave in excess of this limit shall be paid out to the Employee at his/her present base rate of pay on the first pay period in January of each year. This provision does not eliminate the mandatory use of personal leave as provided for in section 17.06 of this agreement.

**17.09 Use of Personal Leave for Holidays.** All employees are required to use a day of personal leave time for each designated holiday unless required to work on the holiday or it is a scheduled day off for the employee. Personal leave accrual rates were established in consideration of this requirement. An employee using paid leave on a holiday who is called into work shall not be required to use paid leave for any hours actually worked.

**17.091 Employee Holiday Pay Waiver.** Employees not normally scheduled to work holidays may waive their right to holiday pay and, with prior supervisory approval, work the holiday at their straight time rate of pay. A written waiver will be required for each holiday and will be available to the Union.

**17.10 Payment Upon Termination.** Following completion of an employee's probationary period, an employee shall be paid upon termination of employment for all personal leave accrued but not used.

**17.11 Days and Hours.** For the purpose of this Article days and hours shall be interchangeable and each day shall consist of eight (8) hours.

## **ARTICLE 18 – OTHER PAID LEAVE**

**18.01 Educational Leave/Benefit.** Full and Part time employees shall be allowed up to twenty-four (24) hours of paid educational leave per year, or in lieu of such leave, up to twenty-four (24) hours per year of pay for approved educational program participation outside of work hours. Such leave or program participation shall be subject to budgetary considerations and scheduling requirements of the Employer. The use of this educational leave/benefit is strictly limited to attendance (which includes time spent getting to and from the program) at schools or other entities (e.g. electronic, on-line media, or professional organizations) offering bona fide educational programs approved by the Employer. Education leave must be completed by the end of the first full pay period in December each year.

**18.011 Staff Education.** Staff will be notified, subject to budgetary considerations, if there is a BRH-funded department education budget for their department, and may make requests or suggestions for use of this fund through their director.

**18.02 Professional Leave.** Full and Part time employees may be allowed up to twenty-four (24) hours of paid professional leave per year, provided, however, such leave shall be subject to budgetary considerations and scheduling requirements of the Employer. Professional leave shall be used only for events such as conferences, seminars, or trade shows sponsored by recognized professional organizations related to the employee's position. Employee must be a member of a recognized professional organization related to the employee's position. Professional Leave must be completed by the end of the first full pay period in December each year.

**18.03 Bereavement Leave.** When a death occurs in a Full or Part time employee's immediate family (defined as grandparent, parent, spouse, domestic partner, sibling, child, grandchild, son-in-law, daughter-in-law, mother-in-law or father-in-law, and such others as may be agreed upon between the employee and the Employer), he or she will be entitled to a leave of absence from scheduled work of up to 40 hours (pro-rated for part-time employees) with pay to participate in the memorial service and/or attend to the affairs of the deceased. If it is necessary for the employee to leave Juneau, the 40-hour period will be extended to ten (10) days; however, the amount of compensation available to the employee will remain 40 hours.

If an employee is on vacation and is utilizing personal leave, the employee may convert such vacation time (up to 40 hours, pro-rated for part-time employees) to bereavement leave provided the employee requests such conversion in writing to the Employer within five (5) calendar days upon return from vacation.

Pay for bereavement leave will be provided only in the event the employee was thus unable to perform work for which the employee had otherwise been scheduled with the exception of a) above.

**18.04 Union Leave.** The release of bargaining unit members for Union Leave shall be handled on the same basis as release from duty for Personal Leave. Such approval shall not be unreasonably withheld by the supervisor. In instances of contract negotiations and other highly critical matters of long duration, the Employer agrees that every reasonable effort will be made

to release bargaining unit members from their duties; however, the parties recognize that a situation may develop such that a bargaining unit member may not be released.



## **ARTICLE 19 - LEAVES OF ABSENCE**

**19.01 In General.** Employees shall request all leaves of absence from the Employer in writing as far in advance as possible stating the reason for the leave and the amount of time requested. The Employer shall, as soon as possible after receipt of the leave of absence request (but in no event longer than thirty (30) days following receipt), provide the employee with a written reply either granting or denying the leave. The Employer, taking into account staffing, financial and patient care considerations shall not unreasonably deny an employee's leave of absence request.

**19.011 Compensation/Accrual While On Leave.** Unless otherwise specified in writing at the time the leave is granted all leaves of absence shall be unpaid. All unpaid leaves of absence shall be provided without loss of seniority or accrued benefits. Accrued, yet unused personal leave shall be paid out to the employee when the leave of absence begins.

**19.02 Personal Leave of Absence.** Following completion of the employee's probationary period, a personal leave of absence without pay may be granted for a period of up to one (1) year for educational, sabbatical, medical or personal reasons.

**19.03 Union Leave of Absence.** Following completion of an employee's probationary period, a personal leave of absence without pay may be granted for a period of two (2) years to an employee who has been elected or appointed to a Union position. The Employer shall not unreasonably deny the request.

**19.04 Unpaid Union Leave for Negotiations.** Union members of the contract negotiation team may be allowed to take unpaid union leave for contract negotiation meetings only.

**19.05 Military Leave.** Leave required in order for an employee to maintain status in a military reserve of the United States shall be granted without pay, without loss of benefits accrued to the date such leave commences, and shall not be considered part of the employee's earned personal leave time.

**19.06 Return From Leave.** An employee who returns from an approved leave of absence in a timely fashion in accordance with a Leave of Absence Agreement shall be provided his or her previous position if it is open. In the event the previous position is not open, the employee will be offered the next available position compatible with the employee's job description for which the employee is qualified, in the opinion of the Employer. If another position compatible with the employee's job description for which the employee is qualified is not available, the employee will be placed on layoff status. Failure of an employee to accept a position as described above when offered shall relieve the Employer of any further obligation hereunder and shall constitute voluntary termination on the part of the employee.

**ARTICLE 20 – FAMILY MEDICAL LEAVE/ALASKA FAMILY LEAVE**

20.01 The Employer agrees to adhere to the provisions of the Family Medical Leave Act (FMLA) of 1993 and the Alaska Family Leave Act (AFLA) for all eligible employees in the bargaining unit.

## **ARTICLE 21 - HEALTH EXAMINATIONS**

**21.01 Requirements.** At the time of employment, all employees will, as a condition of continued employment, complete a health screening form and submit to tuberculosis, measles, mumps, rubella, hepatitis B and varicella screening. Annually thereafter, all employees, as a condition of continued employment, will submit to other health screenings related to working with hazards and maintaining employee health while working with those hazards. From time to time, the Employer or the State of Alaska may require other related tests.

**21.02 Communicable Disease Precautions.** The Employer will endeavor to provide any state or federally mandated vaccination to employees. Such vaccination shall be provided at no cost to the employee. Those who choose not to receive the vaccination will wear appropriate PPE provided by the Employer per state and federal guidelines.. If also requiring an influenza vaccination or appropriate PPE for an influenza season, the employer shall designate what constitutes influenza season based on CDC reports and clinical evidence.

## **ARTICLE 22 - CONFIDENTIAL INFORMATION**

**22.01 Confidential Information.** Any indiscriminate or unauthorized review, use or disclosure of information, medical, personal, contractual or otherwise, regarding the Hospital, any patient or employee is expressly prohibited. Except when required in the regular course of business, the discussion, use, transmission or narration, in any form, of any such information which is obtained in the regular course of business is prohibited. Violation of this paragraph shall be grounds for immediate discipline including immediate termination.

## **ARTICLE 23 - UNION ACCESS/BULLETIN BOARD**

**23.01 Access.** Duly authorized representatives of the Union may have access at reasonable times to those areas of the Hospital's premises which are open to the general public for the purpose of investigating grievances and contract compliance. Union representatives shall not have access to employee lounge used primarily by non-bargaining unit employees, nursing units, or other patient care areas unless advance approval has been obtained from the Administrator. Access to the Hospital's premises shall be subject to the same general rules applicable to other non-employees and shall not interfere with or disturb employees in the performance of their work during working hours and shall not interfere with patient care or the normal operation of the hospital.

- a. Subject to the provisions of Article 18.04, an authorized Union representative may be granted Union Leave for up to one shift per week to conduct Union business.
- b. Such leave time taken shall be compensated from the Union Leave Bank.

**23.02 Authorized Representative.** The Union shall notify the Employer of the name of its Representatives who are authorized to speak on behalf of the Union. The Representatives shall not be recognized by the Employer until the Union has given the Employer written notice of the selection. Unless otherwise agreed to by the Employer where circumstances warrant, the investigation of grievances and other Union business shall be conducted only during non-working times, and shall not interfere with the work of other employees.

### **23.03 Bulletin Board/ Electronic Notification.**

- a. The Employer shall furnish four bulletin boards in the main hospital building plus one bulletin board per building where bargaining unit employees work outside of the main building on the main Hospital campus, to be placed in mutually agreed prominent places for use of the local unit. All other boards shall be for the exclusive use of the Employer. Material posted may include meeting notices, Union newsletters and communications, training and education, information and general matters all related to professional matter, patient care and health care. All material posted on the bulletin board must, prior to posting, be approved by the Employer and signed by a designated local unit representative.
- b. The Union may use the Employer's e-mail system to communicate with bargaining unit members. Usage of the system may be curtailed should it adversely impact the Employer's ability to conduct its day-to-day business. The Union acknowledges and agrees to abide by the Employer's "Network Computing Policy".

## **ARTICLE 24 - DISCIPLINE/EMPLOYEE RESPONSIBILITIES**

**24.01 Right of Discipline.** It is recognized that the Employer has the right to discipline an employee for just cause; provided however, that the employee and/or the Union shall have the right to appeal any such action in accordance with provisions of the grievance procedure contained herein.

**24.02 Reasonable Rules.** The employees shall observe the Employer's reasonable rules. The Union will be given a copy of the Employer rules. Employees who violate safety rules and other reasonable written rules established by the Employer may be subject to disciplinary action including immediate discharge.

**24.03 Access to Representative.** An employee may upon request have a Union representative present at any meeting with the Employer when the employee reasonably believes such meeting may result in disciplinary action or probationary separation.

**24.04 Method of Discipline.** The Employer shall not discipline any employee without just cause. Any employee discharged, suspended, or demoted for disciplinary reasons will be furnished in writing the reasons for such action and, in the event of discharge, shall be paid in full within seventy-two (72) hours from the date of such discharge excluding weekends and holidays. In the event an employee is suspended without pay or discharged, the Employer will, within five (5) working days, forward to the local Union office a notice of such action by certified mail.

**24.05 Personnel Records.** Personnel records will be maintained for each employee. Information contained in the personnel record will include but not be limited to: employment application and supporting materials, performance appraisals, records of payroll activity, licensure and training records, letters of commendation and recognition, and records of disciplinary action. By appointment, employees (who may be accompanied by a Union representative) may inspect their personnel records. By appointment and with a signed letter from the employee, a union representative may inspect an employee's personnel record. A copy of all written disciplinary actions shall be given to the employee. Employees shall be required to sign the written disciplinary action form for the purpose of acknowledging receipt thereof. Employees will be given the opportunity to provide a written response to any written evaluations or disciplinary actions to be included in the personnel file. Documentation regarding conditions at date of hire (rate of pay, unit, shift, hours of work) reason for termination, permanent change in status, pay or shift and leaves of absence shall be in writing with a copy given to the employee.

**24.06 Use of Alcohol or Other Drugs.** An employee reporting for duty under the influence of alcohol, drugs or intoxicants, or consuming alcohol, drugs, or other intoxicants while on duty, will be subject to disciplinary action which may include immediate termination.

**24.061 Drug Free Workplace Act.** The parties acknowledge that the Hospital and employees may be required to comply with the Drug Free Workplace Act. If the Act applies, the parties agree to comply with its provisions. As the need arises, the parties agree to follow the Hospital's "Procedure for Dealing with an Impaired Employee." This Section shall not apply to the use of prescribed drugs providing such use does not adversely affect the employee's job performance.

**24.062 Education and Training.** Supervisors and other responsible staff shall be given training to address and recognize the signs and symptoms of prohibited alcohol/drug use by employees and the appropriate steps for implementation of “Procedure for Dealing with an Impaired Employee” policy.

**24.07 Courtesy and Respect.** The parties to this Agreement recognize the right of all hospital staff, patients, and public to be treated with courtesy and respect.

**24.08 Employee Notification of Resignation.** Employees shall be required to give at least fourteen (14) days written notice of resignation. Failure to give notice shall result in loss of accrued personal leave. The requirement for advance notification of resignation may be waived by the Employer for justifiable reasons beyond the employee’s control.

**24.09 Employee Notification Responsibility.** Employees shall provide the Employer with a current telephone number at the employee’s residence or an equivalent method of communication for notification by the Employer if necessary under this Agreement.

## ARTICLE 25 - PATIENT TRANSPORTS

**25.01 Compensation.** An employee who performs a patient transport to another facility shall be compensated for time worked, or a minimum of eight (8) hours of their straight time rate per day of the trip. The employee will immediately notify the House Supervisor of any unanticipated delays or changes in travel.

Beyond the eight-hour minimum described above, the employee will be compensated at their straight time rate of pay from the time of their arrival at BRH until the time of their return to BRH, unless:

- (a) their return to BRH is delayed at the employee's request, in which case they will be compensated for time between arrival at BRH until delivery of the patient to their destination; or
- (b) when the trip requires an overnight stay, time worked will be determined in accordance with the Fair Labor Standards Act.

The employee shall be paid overtime as appropriate.

### EXAMPLES:

Example #1: An employee travels with a patient and returns to BRH in six hours. The employee is paid the minimum of 8 hours. Remaining hours in that employee's scheduled shift are paid time only if the employee returns to perform work at the hospital.

Example #2: An employee begins traveling with a patient at 6:00 am and has that patient in their custody overnight. The patient is delivered to another hospital at 6:00 am the next day. The employee returns on the next available flight and arrives in Juneau at 4:00 pm. The employee's regularly scheduled work hours on work days are 8:00 am to 6:00 pm. The employee is paid for 32 hours as travel time.

Example #3: An employee begins traveling with a patient at 6:00 am and delivers the patient to another hospital at 4:00 pm. The employee cannot get a same-day flight home and stays overnight after delivering the patient. The employee returns on the next available flight and arrives in Juneau at 4:00 pm. The employee's regularly scheduled work hours on work days are 8:00 am to 6:00 pm. The employee is paid for 20 hours as travel time.

Example #4: An employee spends six hours traveling with a patient before releasing that patient to the destination, after which the employee decides to extend their trip for personal reasons. The employee is paid the 8 hour minimum for travel time.

**25.02 Actual Expenses.** In accordance with the Employer's travel policy, the employee providing the patient transport shall be reimbursed for actual expenses incurred for the patient or the employee, including food, lodging and ground transportation. The employee performing a patient transport may request an advance payment for anticipated expenses. The employee will provide receipts upon return.



## **ARTICLE 26 - HEALTH AND WELFARE**

**26.01 Tiered Health Care Coverage.** The Employer shall provide a tiered benefits program for the provision of health insurance. Employees may choose to opt out of this program, provided they submit annual documentation that verifies coverage under another insurance plan that is at least equal to the Employee Only lowest cost tier.

- a. Employees will pay /contribute toward their chosen health insurance benefit at the same amount as the employees of the City and Borough of Juneau.
- b. Eligible part-time employees will pay/contribute toward their chosen health insurance benefit at the same amount as part-time employees of the City and Borough of Juneau.

### **26.011 Benefit Levels.**

- a. The eligibility of the employee, their dependents and spouse for coverage and the precise benefits to be provided shall be based on the tiered insurance benefit plan written and maintained by the City and Borough of Juneau.
- b. The Employer shall provide written notice to employees of changes to the level of health insurance benefits at least thirty (30) days prior to the open enrollment period.

### **26.012 Termination of Benefits.**

- A. When an employee leaves employment, health insurance coverage ends at the end of the pay period. In the case of an employee's death the health insurance coverage ends the last day of the month.
- B. Employees on an approved Leave of Absence under Article 19.02 or 19.03 are not eligible for Employer provided health insurance.

**26.013 Health Committee.** The Parties will participate in the CBJ Health Committee.

**26.02 Other Insurance.** The Employer will provide Workers Compensation Insurance and Unemployment Compensation Insurance in accordance with the laws of the State of Alaska.

**26.03 CBJ Health Yourself Rewards Program.** The Employer will make available to benefitted employees participation in the CBJ Health Yourself Rewards Program under the same terms and conditions as applied to CBJ employees.

## **ARTICLE 27 - PENSIONS**

**27.01 Pension Program.** The Employer shall continue to participate in the Public Employees Retirement System (PERS) or any other retirement system which the City and Borough of Juneau may subsequently participate in, on behalf of each and every eligible employee covered by this Agreement. Retirement benefits and eligibility requirements for participation shall be defined by that plan.

**ARTICLE 28 - (Reserved)**

## **ARTICLE 29 - SAVINGS CLAUSE**

**29.01 State and Federal Laws.** This Agreement shall be subject to all present and future applicable federal and state laws executive orders of the President of the United States or the Governor of the State of Alaska and rules and regulations of governmental authority. Should any provision or provisions become unlawful by virtue of the above or by declaration of any court of competent jurisdiction, such action shall not invalidate the entire Agreement. Any provisions of this Agreement not declared invalid shall remain in full force and effect for the term of the Agreement. If any provision is held invalid, the Employer and Union shall enter into immediate negotiations for the purpose, and solely for the purpose, of arriving at a mutually satisfactory replacement for such provisions.

**29.02 Amendments.** Any change or amendments to this Agreement shall be in writing and duly executed by the parties hereto.

## **ARTICLE 30 - CONCLUSION OF BARGAINING**

**30.01 Entire Agreement.** This agreement is the entire Agreement between the Employer and the Union. The parties acknowledge that they have fully bargained on all subjects not removed by law and have settled them for the duration of this Agreement. This agreement terminates all prior agreements, written and oral understandings between the parties, for the duration of this Agreement.

## **ARTICLE 31- DURATION OF AGREEMENT**

**31.01 Expiration Date.** This Agreement is effective [insert date of ratification by both Union and City Assembly], except for provisions of this Agreement which contain their own effective dates. This Agreement shall remain in full force and effect up to and including the 31st day of December 2026 (the "expiration date"). This Agreement may be changed only by mutual written consent.

Should the Union or the Employer desire to change, modify or renew the Agreement upon the expiration date, written notice must be given to the Employer at least ninety (90) days prior to the expiration date. Upon receipt of such notice, negotiations shall commence. In the event negotiations do not result in a new agreement on or before the expiration date, this Agreement shall continue in effect past the expiration date, provided, however, either party gives not less than ten (10) days written notice of termination, and the Agreement will terminate at the end of the tenth day without further action on either party.

## **ARTICLE 32 - LABOR/MANAGEMENT COMMITTEE**

**32.01 Labor/Management Committee.** The Parties will participate in a Labor Relations Committee, which will be composed of a minimum four members from Management and a minimum four members from the Union but the numbers must be equal. The Committee will schedule quarterly meetings at the beginning of every fiscal year in an effort to enhance communications, promote a positive work environment, discover, discuss and resolve issues or problems that are not typically covered by the Collective Bargaining Agreement.

**32.02 Union / HR regular updates.** Either the Union President, or the Union President's designee, or the Human Resources Director may request brief, regular meetings with the other to discuss events or concerns. The length, regularity, and method of meeting will depend on the nature of the events or concerns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_ 2025.

COLLECTIVE BARGAINING AGREEMENT:

BARTLETT REGIONAL HOSPITAL

/s/ \_\_\_\_\_  
Joe Wanner, CEO,  
Bartlett Regional Hospital

HEALTHCARE UNIT 2201

/s/ \_\_\_\_\_  
Shutney Frisbie, Chief Spokesperson,  
Healthcare Unit 2201, President



## **APPENDIX A**

During the term of this agreement, employees in the following listed positions shall be compensated at not less than the hourly rates listed in the attached wage scales.

- (1) Steps 1 through 4 are separated by 2080 review hours
- (2) Steps 4 through 13 are separated by 6240 review hours

Pay Structure to be included upon Ratification.