

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

## **HPAE Joint Negotiations 5089/5094**



## **Contract Proposals**

**Presented April 26, 2022**

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*The union reserves the right to add, change, delete or modify any of these or future proposals during the course of negotiations. Any contract section (including all side letters and appendices) not referenced shall remain the same.*

## Joint Union #1

### 2.07 Information and Data

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

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

1. Name
2. University ID
3. Job Title
4. Current University Date of Hire
5. Department
6. Unit/School
7. Campus
8. Building
9. Work Facility Address
10. Work Telephone Number
11. Home Telephone Number
12. Cellular Telephone Number
13. Classification Description (FT or PT, per diem, exempt or non-exempt, bi-weekly standard hours)
14. Salary Table
15. Grade
16. Step
17. Hours per Pay Period
18. Hourly Rate
19. Annual Salary
20. Home Address
21. Rutgers Email Address
22. Personal Email Address
23. Union Membership Status
24. Transfer Status
25. Funding Status, including but not limited to: Unrestricted Amount, Auxiliary Amount, Federal Appropriations, Gift/Endowment, Grant
26. Hourly Shift Assignment (7.5, 8, 10, 12 hour shifts)
27. Shift Assignment (day, evening, night)

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- 28. Years of Service
- 29. Health Plan
- 30. Healthcare Coverage Description
- 31. Retirement Plan
- 32. Retirement Date
- 33. Layoff Status

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

## **Joint Union #2**

### **4.05 Probationary Period {4.07 HPAE 5089 contract}**

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

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

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

### **Joint Union #3**

#### **6.03 Pay Period {Replace 5089 Article 6.03}**

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

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

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

## Joint Union #4

### 7.11 Bereavement Leave {Article 7.12 HPAE 5089}

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

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

## **Joint Union #5**

### **7.16 Meal Period**

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

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## **Joint Union #6**

Change all current gender references to gender neutral references

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