

Collective Bargaining Agreement

between

The Regents of the University of Michigan

and

United Michigan Medicine Allied Professionals
AFT Local 6739, AFL-CIO

November 1, 2024 – October 31, 2027

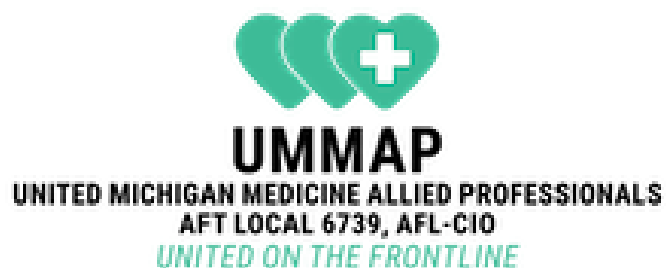


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ARTICLE 1 - RECOGNITION

- A. Pursuant to and in conformity with the voluntary recognition granted by the University of Michigan, the University recognizes United Michigan Medicine Allied Professionals, AFT Local 6739, AFL-CIO ("UMMAP") as the sole and exclusive bargaining representative for the purposes of collective bargaining with respect to wages, hours, and other terms and conditions of employment for all Employees in the following bargaining units:
- B. All full-time and regular part-time classifications as outlined in Appendix 1, in the following Bargaining Units:
1. Advanced Diagnostic, Emergency, & Procedures Technologists (ADEPT).
 2. Medical Assistants/Scribes.
 3. Behavioral Health.
 4. Rehabilitation.
 5. Laboratory.
 6. Integrated Health Professionals
- C. Employed by the University of Michigan, but excluding supervisors, confidential Employees, and all other Employees.
- D. Copy of the letters granting voluntary recognition are included in Appendix 2.

ARTICLE 2 - LISTS AND INFORMATION

A. MONTHLY LISTS

The University shall furnish UMMAP with the following information, when available, on a monthly basis in a mutually agreed-upon electronic format.

1. A list of all Employees in the bargaining unit, including for each Employee:
 - First and Last names
 - EMPID
 - Job Code Description and/or market title where available
 - Job Code
 - Rate of pay
 - FTE
 - Uniqname
 - University e-mail address
 - Date of hire
 - DEPT Description

- Work Address where available/on file
 - Home phone if available
 - Cell phone if available
 - Current home address or address on file with the institution
2. A list of all Employees terminated during the previous calendar month.
 3. A list of all Employees transferred out of the bargaining unit during the previous calendar month.
 4. A list of all Employees on unpaid leave of absence.

B. QUARTERLY INFORMATION

The University shall furnish UMMAP with the following information, when available, on a quarterly basis in a mutually agreed-upon electronic format: Any and all bonuses and other payments made to each Employee, along with the payroll code of each payment.

C. NEW HIRE

The University will provide the name of any new hire or transfer into the bargaining unit weekly for the previous week. The University report will include the following: telephone number if available, unickname, and University email address.

D. CONFIDENTIALITY

UMMAP shall retain the information above in confidence and disclose it only to those members of UMMAP whose Union duties require them to have such information.

E. INFORMATION REQUESTS

Upon written request from the Union, the University will provide the Union with information which is necessary for the purposes of collective bargaining.

ARTICLE 3 - CHECKOFF OF UNION DUES

- A. During the life of this Agreement and to the extent Federal or State of Michigan laws permit:
- B. Every Employee, beginning with the month following thirty (30) calendar days' employment in the bargaining unit, and every pay date thereafter, may tender to the Union uniformly designated Union dues.

- C. The Union shall indemnify and save the University harmless from any and all claims, demands, suits, or any other action arising from this Article, including but not limited to damages, court costs and reasonable attorney fees awarded to a plaintiff under *Janus v AFSCME*.
- D. During the term of this Agreement, and to the extent Federal or State of Michigan laws permit, and as provided in this Article, the University will deduct current Union dues from the pay, if any, of each Employee who voluntarily executes and delivers the deduction authorization form provided by the Union. In the event the Union utilizes electronic signatures for authorization, the University will accept the electronic signatures, provided that the Union is able to provide means for verification of the electronic signature in a manner that is consistent with the applicable law.
- E. The parties agree it is the sole responsibility of the Union to make certain its Voluntary Authorization for Dues Deduction complies with applicable laws.
- F. An Employee may revoke their Voluntary Authorization for Dues Deduction at any time by providing written notification to the University on a form provided by the University. Payroll deductions shall terminate when a revocation has been delivered to the University Payroll Office at least 30 days prior to the last payday of the calendar month. The University shall inform the Union.
- G. The following certification form shall be used by the Union when certifying membership dues. The selection of either a flat dollar amount per month or a percentage of earnings method of calculating dues must be uniform for all unit members.

CERTIFICATION OF MEMBER DUES

I certify that the membership dues for the United Michigan Medicine Allied Professionals/AFT Local 6739, AFL-CIO is \$ ____ / ____ % of base pay earnings per period.

Date _____ Signature _____

Date Delivered to the University _____

- H. Payroll deductions shall be made each pay date; provided, however, the initial deduction for any Employee shall not begin unless both (1) a properly executed "Voluntary Authorization for Dues Deduction" form and (2) the amount of the membership dues certified by the financial officer of the Union have been delivered to the University at a place designated by the University at least thirty (30) calendar days prior to the last pay day of the calendar month. Changes in the amount of the membership dues also must be delivered to the University at a place designated by the University at least thirty (30) calendar days prior to the last pay day of the calendar month before the change will become effective.

- I. All sums deducted by the University shall be remitted via electronic transfer to the Union's account by the fifteenth (15th) calendar day of the month following the month in which the deductions were made. A list of names and the amount deducted for each Employee for whom a deduction was made shall be provided to the Union.
- J. The University shall not be liable to the Union by reason of the requirements of this Article for the remittance or payment of any sum other than those constituting actual deductions made from the pay earned by the Employee. In addition, the Union shall indemnify and save the University harmless from any liability resulting from any and all claims, demands, suits or any other action arising from compliance with this Article, or on reliance on any notice, certification, or authorization furnished under this Article. The Union specifically agrees to indemnify and hold the University harmless for any liability including but not limited to damages, court costs and reasonable attorney fees awarded to a plaintiff under *Janus v. AFSCME*.
- K. The Union specifically agrees to make whatever adjustments are necessary directly with any Employee who may, as a result of this deduction procedure, pay more or less than the Union's annual membership dues.

ARTICLE 4 - MANAGEMENT RIGHTS

- A. All management rights and functions, except those which are clearly and expressly abridged by this Agreement, shall remain vested exclusively in the University. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to: 1) full and exclusive control of the management of the University, the supervision of all operations, the methods, processes, means and personnel by which any and all work will be performed, the control of property and the composition, assignment, direction and determination of the size and type of its working forces; 2) the right to determine the work to be done and the standards to be met by Employees covered by this Agreement; 3) the right to change or introduce new operations, methods, processes, means, or facilities, and the right to determine whether and to what extent work shall be performed by Employees; 4) the right to hire, establish, and change work schedules, set hours of work, establish, eliminate or change classifications, assign, transfer, promote, demote, release and lay off Employees; 5) the right to determine the qualifications of Employees, and to suspend, discipline and discharge Employees for cause and otherwise to maintain an orderly, effective and efficient operation.
- B. When decisions or changes made by management impact Employees' wages, hours, working conditions, or other mandatory subjects of bargaining, the parties acknowledge management's responsibility and the Union's right to bargain over the impacts of these decisions or changes on Employees. The University commits to abide by the laws of the Public Employment Relations Act regarding these matters.

ARTICLE 5 - NO STRIKE/NO LOCKOUT

- A. The Union and its officials, and/or its affiliates agree not to cause, support, encourage or condone any action against or any interference with the operations of the University during the term of this Agreement, nor shall any Employee or Employees concertedly take part in such an action. Interference with the operations of the University includes, but is not limited to strike, work stoppage, sit down, slow down, curtailment of work, or restriction of production at any location on the University premises or restriction to the unlimited right of ingress and egress of University premises.

In the event of any such action or interference and on notice from the University, the Union, without any delay, shall take affirmative steps to prevent and bring about the termination of such action or interference.

- B. The Employer shall not lock out any Employees during the term of this Agreement.
- C. This Article shall be binding on both parties during the term of this Agreement, or any extension of the Agreement.

ARTICLE 6 - BULLETIN BOARDS

- A. The University will provide UMMAP with space of not less than twenty (20) locked bulletin boards in mutually-agreeable non-patient-care locations. UMMAP will be furnished with a list of locations and one key for the locks. Prior to the placement of a new bulletin board or a change in location of an existing bulletin board, the University will discuss the matter with UMMAP to find a mutually-agreeable location. These bulletin boards will be for the exclusive use of UMMAP. The size of these boards shall be sufficient to post four (4) 8-1/2 by 11-inch sheets.

- B. Prior to the opening of any new work location or facility to which UMMAP members are assigned, Michigan Medicine and the Union shall meet to discuss the location and number of additional boards for any such location or facility.

- C. Any material posted must be authorized by the Union and designated as an official Union publication. The following types of notices shall be permitted to be posted in the designated bulletin boards:

1. Recreational, educational, and social events of the Union;
2. Union meetings;
3. Union elections, appointments;
4. Results of union elections.

- D. It is understood that such notices shall not be derogatory or inflammatory.

- E. In the event a dispute arises concerning the appropriateness of material posted, the UMMAP President shall be advised of the nature of the dispute. If the dispute is not resolved within forty eight (48) hours, the notices shall be removed from the bulletin boards until the dispute is resolved.

ARTICLE 7 - ORIENTATION

The University will provide the Union with access to new Employees, for the purposes of orienting them to the Union's representation, by one of the following methods outlined in Section A:

- A. If the Employer holds an in-person orientation, the Employer will provide a minimum of 30 days' advance notice to the Union of any scheduled in-person new Employee orientation, including date, time, and location. The schedule will allow for the Union to present to the new Employees in a room in the same building for no less than 30 minutes at the conclusion of orientation. A representative of the University will introduce the Union representative. The new Employees may attend the Union's event at their option.

Or

In the event the University does not conduct an in-person centralized orientation as described above and the University conducts orientation on-line, the Union will be provided the opportunity to meet with the new Employees at the conclusion of the University's scheduled activities. The new Employees may attend the Union's event at their option. Prior to concluding the University's scheduled activities, a representative of the University will introduce a Union representative, who then may invite the new Employees to the Union's event.

Or

If the University requires the review of electronic orientation materials, the Union will be provided the opportunity to make a pre-recorded video presentation, which will be included as part of orientation materials. The Union video presentation will be no more than 15 minutes in length and will be distributed to bargaining unit members in the same manner as the University distributes other electronic orientation material. The Union agrees that the video will not contain any material that is inflammatory or derogatory towards the University.

- B. The University shall post an electronic copy of this Agreement for all Employees.
- C. The Union may distribute all materials it prepares regarding UMMAP membership, including membership forms.

- D. The Union can request and will be granted designated space to conduct in-person orientation meetings for new bargaining unit members. The time scheduled for this orientation will be mutually agreed upon between both parties such that it is not disruptive to business operations. Attendance at these meetings is voluntary. Employees who attend a meeting during their work shift will receive 30 minutes of paid time. This orientation meeting shall be held within one month of the Employee's start date. If the meeting does not occur during that timeframe, the meeting will take place on the Employee's own time. Employees attending an orientation meeting outside of their work shift will not be compensated for this time.
- E. Employees who transfer into the bargaining unit will receive the Union's pre-recorded orientation video, if applicable, and the Union may meet with the Employee pursuant to paragraph D.

ARTICLE 8 - RELEASE TIME

- A. The total annual release time provided under this Article is for the purpose of conducting union business. Union business is defined as managing the Union's affairs with regard to the members of the bargaining unit. Union business not related to managing the Union's affairs with regard to the members of the bargaining unit is not compensable by the University. Total annual release time provided to Union Officials and Stewards will be equal to the total number of bargaining unit employees on July 1 of each year multiplied by two (2) hours. If the Union decides to assign a Union Official to regular position of conducting union business related to the administration of the collective bargaining agreement, they may be temporarily transferred to the HR Department and will be paid the designated hours at the rate for their classification. The Union Official and Unit Leader will collaborate on the most effective schedule to support patient care and unit operations.
- B. A non-probationary Employee who is duly elected or appointed, upon the timely written request to their Unit Leader, may be granted an excused absence without pay for a period of time sufficient to attend a meeting, conference or convention of the Union provided, however, that such request, in writing, is received no later than two (2) calendar months prior to the requested time off. In addition, no Employee will be granted more than five (5) consecutive working days off at any one time nor may more than three (3) Employees be granted release time at any one time unless requested by the Union President and approved by the Employer. It is understood that such requests, even though granted, may be cancelled due to the patient care needs of the Unit.
- C. Release Time for Union Officials
 - 1. The Union shall notify the Employer in writing of the names and roles of the Designated Officials and shall promptly notify the Employer in writing of any change.

2. At the conclusion of their term in office, a Designated Official will return to a position held prior to taking a Union position.
3. Training and education will be available if needed.
4. It is the responsibility of the Union Official to maintain any professional licensure or certifications during the period the Employee holds the elected office.

D. Steward Release

1. The Union will assign Stewards to represent each district and notify the University of the assignments and any changes.
2. Each steward will provide their supervisor or manager with adequate notice to approve release time. Patient care coverage and modifications will be approved by the supervisor or manager prior to any patient care or schedule adjustments.
3. Stewards' requests for release time shall not be unreasonably denied. If management is unable to release the Steward due to patient care needs, the Union shall designate an alternate representative.

E. Use of Release Time

1. Should a question arise regarding the Union's use of release time, the parties agree to meet in Special Conference per Article 12, "Special Conferences."

ARTICLE 9 - GRIEVANCE AND ARBITRATION PROCEDURE

A. DEFINITION OF GRIEVANCE

1. A grievance is any difference which arises between the University and the Union, or any Employee covered by this Agreement regarding the interpretation or application of a provision of this Agreement. A grievance may also cover more than one Employee in cases where more than one Employee alleges a common violation of the contract has occurred. The following procedure shall be the sole and exclusive means for resolving grievances.
2. The parties have an interest in resolving grievances at the lowest appropriate step. However, in the event that the Union has a grievance, it shall begin at Step Three of the grievance procedure, provided the written complaint is received by the Director of Labor Relations or designee within thirty (30) calendar days of the date the Union knew, or reasonably should have known, of the facts giving rise to the

complaint. Such a grievance shall be submitted by the Union President, or designee, on behalf of the Union or on behalf of more than one Employee involving a common fact situation and the same provision(s) of the Agreement.

3. Grievances concerning discharge, disciplinary layoff, alleged sexual harassment, or alleged discrimination will begin at Step 3.
- B. REPRESENTATION: A Union Representative may represent an aggrieved Employee at any point in the process outlined below.
- C. INFORMATION: Upon written request from the Union, the Employer shall provide relevant information which is necessary to properly process a grievance.
- D. PROCEDURE: An Employee may, but shall not be required to, discuss issues informally with supervisors. Resolutions so reached shall be consistent with this Agreement.

1. STEP ONE

Within twenty-one (21) calendar days of the date on which grievant knew or reasonably should have known of the facts giving rise to the grievance, the grievant shall provide the grievance in writing to their immediate supervisor. The supervisor will then meet with the Employee within seven (7) calendar days, unless one or more of the parties are not available, in which case this time limit may be extended per Section E of this Article.

The Union has a right to be present at any grievance meeting; however, the Employee may elect to participate in the Step 1 grievance meeting without Union representation if they so choose. Any resolution reached in a Step 1 grievance meeting must comport with the terms of this Agreement.

Grievant(s) and Union representatives will attend Step 1 grievance meetings on paid time.

The supervisor shall reply in writing to the grievant within seven (7) calendar days from the date of the discussion.

2. STEP TWO

If not satisfied with the written answer, the grievant may appeal their written grievance to the Department Leader within twenty-one (21) calendar days following receipt of the answer at Step One. If no answer is received at Step One within the time limit of seven (7) calendar days from the date of discussion, the Union may construe the lack of response by the Employer as a denial of the grievance, and the grievant may appeal within twenty-one (21) calendar days after

the due date. The written grievance will be presented on a grievance form, and shall clearly state the basis of the grievance, the specific contract provision(s) alleged to have been violated, and the proposed remedy.

The Department Leader, or their designee, shall schedule a review meeting with the grievant and their union representative, if the grievant chooses to have one, and hear oral presentation of the grievance within fourteen (14) calendar days of receipt of the written grievance. The Department Leader, or designee, shall provide the Employee with a written response to the grievance within fourteen (14) calendar days of the review meeting. Grievant and union representatives will attend the Step Two grievance meetings on paid time.

As soon as practicable following the ratification of this Agreement, the Union and the Employer will confer regarding the Union's steward jurisdictions and HR Business Partners. The Employer will then provide the Union with a list of the HR Business Partners and designees. Such a list will be provided by the Employer once yearly on July 1st. Updates will be provided to the Union when changes occur. Appeals to Department Leaders sent to HR Business Partners within twenty-one (21) calendar days following receipt of the Step Two answer shall be considered timely.

3. STEP THREE

If the grievant is not satisfied with the Step Two answer, the grievant may submit a written appeal, using the grievance form, to the Michigan Medicine Director of Labor Relations, or designee, within fourteen (14) calendar days after receipt of the Step Two answer. If no Step Two answer is received within fourteen (14) calendar days of the review meeting, the Union may construe the lack of response by the Employer as a denial of the grievance, and the grievant may submit an appeal to the Michigan Medicine Director of Labor Relations within fourteen (14) calendar days of the due date.

The Director of Labor Relations, or designee, shall schedule a Step Three meeting with the grievant and their union representative within fourteen (14) calendar days of receipt of the written grievance. The University shall issue a written response to the grievance within fourteen (14) calendar days of the date of the review meeting. Grievant and union representatives will attend Step Three grievance meetings on paid time.

4. STEP FOUR

A grievance which is not resolved at Step 3 may be submitted to arbitration. The Union may timely submit a grievance to arbitration any time within thirty (30) calendar days after receipt by the Union of the University's written Step Three response. In order to submit a grievance to arbitration, the Union shall file a written

notice of intent to arbitrate with the Director of Labor Relations. If no such notice is given within the prescribed time limit, the grievance shall not be arbitrable.

The Union and University shall agree on a panel of arbitrators. If an appointed arbitrator(s) is unable or unwilling to continue this appointment, the rotating schedule shall be sequentially adjusted in order that all arbitrations are assigned to the remaining arbitrators. Effective with the execution of this Agreement, the panel of arbitrators shall be as follows: 1. Barry Goldman; 2. John Obee; 3. Doyle O'Connor; 4. Mark Glazer; 5. Deborah M. Brodsky.

Either the Employer or the Union, or both, shall notify the arbitrator of their appointment, and upon their acceptance shall forward to the arbitrator a copy of the grievance, the Employer's answer at Step Three, the Union's notice of intent to arbitrate as provided in Step Four, and a copy of this Agreement. The party sending this communication to the arbitrator shall also send a copy (except a copy of this Agreement) to the other party. Upon receipt of this communication, the parties shall attempt to schedule a mutually acceptable date and time for the hearing, but in the event mutual agreement cannot be reached, the arbitrator shall fix the time for hearing the issue or issues submitted for decision.

At the time of the arbitration hearing both the Employer and the Union shall have the right to examine and cross-examine witnesses.

Upon the request of either the Employer or the Union, or both, a transcript of the hearing shall be made and furnished to the arbitrator. The party requesting the transcript shall bear the full cost of the arbitrator's copy, unless it is mutually requested. In such a case, the cost shall be shared equally. The arbitrator may also have a transcript made of the hearing, with the Employer and the Union having an opportunity to purchase their own copy.

At the close of the hearing, the arbitrator shall afford the Employer and the Union reasonable opportunity to furnish briefs, unless the parties and arbitrator agree to have the matter decided on the testimony and/or oral argument.

The jurisdictional authority of the arbitrator is defined as, and limited to, the determination of any grievance (as defined in this Article), submitted to them consistent with this Agreement and considered by them in accordance with this Agreement.

The arbitrator shall not have any authority to add to, subtract from, or otherwise modify any of the terms, clauses, or provisions of the Agreement.

Any claim for back pay which is the result of improper time recording, calculation of pay, step or salary schedule placement shall be limited to a maximum of twelve (12) months immediately prior to the date the Step One grievance was initiated pursuant to this Article.

The fees and expenses of the arbitrator shall be shared equally by the Employer and the Union. The expenses of, and the compensation for, each and every witness and representative for either the Employer or the Union shall be paid by the party producing the witness or having the representative.

It is expected that the arbitrator shall render a written decision within thirty (30) calendar days of the hearing, or otherwise as soon as possible.

The arbitrator's decision, when made in accordance with their jurisdiction and authority established by this Agreement, shall be final and binding upon the Employer, the Union, and the Employee or Employees involved.

Grievant and Employees called to testify who lose time from work during their assigned working hours to attend an Arbitration hearing shall do so without loss of pay. Travel time shall be included as time for an Arbitration hearing to the extent it occurs during an Employee's assigned working hours.

- E. **TIME LIMITS:** The time limits set forth in this Article may be extended only by mutual agreement of the parties. Whenever time limits are used in this Article, actual electronic email transmission timestamp or a postmark, if mailed, will control.
- F. **WITHDRAWAL OF GRIEVANCES:** The Union may withdraw any single or multiple grievance at any step of the Grievance Procedure by notifying the Employer in writing.
- G. **TITLE IX MISCONDUCT CASES:** The parties agree that in matters involving a Title IX Misconduct complaint involving an Employee, the Employer's procedures will conform to the relevant Title IX statute and regulations.

ARTICLE 10 - MEETING SPACE

- A. The parties recognize that there may be occasions where an Employee needs a private location for a meeting with a union representative. Union representatives who are Michigan Medicine Employees have access to the health system's scheduling system for conference room space which can be used for this purpose. In the event of an urgent meeting that does not allow for scheduling of a conference room through the health system's scheduling system, the Employee's or the Employee's union representative's department or unit will

assist the Employee or the Employee's union representative with finding a private meeting space.

- B. For Campus Employees, their department will make reasonable arrangements for them to have private space to meet with their Union representative upon request.

ARTICLE 11 - LABOR MANAGEMENT COMMITTEE

- A. In the interest of sound labor-management relations, the Employer and Union shall meet at agreed upon dates and times for the purpose of discussing those matters outlined in Section E below. Normally, meetings held pursuant to this Article will be held once every month during the first year of the Agreement and on a schedule to be determined by the parties thereafter. Additional ad hoc meetings may be scheduled by mutual agreement of the parties. The Labor-Management Committee shall be comprised of five (5) representatives of the University and five (5) representatives of the Union's choosing, unless otherwise agreed to for purposes of specific meetings. The five (5) representatives of each party, once appointed, shall serve for the term of this Agreement. In the event an individual representative is no longer able to serve on the Committee due to a change in circumstances (for example, the individual resigns from the University), a replacement may be appointed to fulfill the remainder of the term.
- B. The University will provide release time from regularly scheduled work hours for UMMAP members participating in LMC meetings.
- C. Release time for regular LMC meetings must be requested at least seven (7) weeks prior to each meeting. The parties agree to establish a meeting schedule sufficiently in advance to allow for such notice. In the event of an ad hoc meeting where seven (7) weeks' notice is not possible, the Employer will cooperate with Employees in attempting to modify work schedules to support participation in the meeting, provided that patient appointments and procedures may not be canceled or bumped.
- D. To the extent Employees are participating in LMC on their own time and not during scheduled work hours, the University will not compensate Employees for time spent on LMC outside of their regularly scheduled workday.
- E. At a reasonable time in advance of a Labor Management Committee meeting, the parties shall exchange agendas, including discussion topics described with sufficient particularity to allow the parties to prepare for such discussions, and lists of the names of persons who will attend. Subjects that may be discussed at these meetings shall include, but are not limited to, the below subjects:

1. Administration of this Agreement, including but not limited to topics referred to the LMC by another Article of this Agreement;
 2. Changes which might affect bargaining unit members, including but not limited to institutional compliance with regulatory and statutory requirements;
 3. Grievances which have not been processed beyond the final step of the Grievance Procedure, when such discussions are mutually agreed to by the parties;
 4. Workplace concerns that address issues related to workload and improved patient outcomes;
 5. Topics referred to the LMC by other Articles of this Agreement;
 6. General information of interest to the parties;
 7. Union representatives' opportunity to share the views of their members and/or to make suggestions on subjects of interest to their members; and
 8. Other matters of mutual interest to the parties.
- F. It is understood that discussions in LMC do not constitute negotiations and that the parties have no authority to modify the terms of this Agreement.
- G. Written responses to items discussed at Labor-Management Committee meetings, promised by Employer or Union representatives, shall be submitted to the other party's representatives who attend such meetings within ten (10) calendar days after any such meeting, unless the parties mutually agree to a time extension.
- H. By mutual consent, the LMC may refer issues to other committees or create a subcommittee of the LMC.

ARTICLE 12 - SPECIAL CONFERENCES

- A. The purpose of this Article is to establish a forum to discuss important matters of mutual interest between the Union and the Employer with the intention of fostering good Employer-Union relations. These meetings will not be used to circumvent the grievance procedure.
- B. Special Conferences will be at the request of either the Union or the Employer when one of the parties deems it necessary to discuss matters of mutual interest which are local in nature, including those matters necessary to the implementation and administration of this Agreement.

- C. Requests to the Employer shall be sent to the Director of Labor Relations or designee.
- D. Special Conferences shall be one (1) hour or less in duration, unless agreed upon otherwise.
- E. It is understood that any matter discussed, or action taken pursuant to special conferences, shall in no way establish any obligation to negotiate such matter or action. Further, special conferences shall not be for the purpose of continuing collective bargaining negotiations, nor, in any way, for modifying, adding to or detracting from the provisions of this Agreement, nor for changing or altering any of the rights of either the Employer or the Union under the terms of the Agreement.

ARTICLE 13 - COMMITTEES

- A. The University and UMMAP recognize that changes in the health care delivery system continue to occur and both parties have a common interest in providing safe, high-quality patient care. The parties recognize that active participation by UMMAP bargaining unit members can improve staff engagement, as well as ensure safe, high-quality patient care. The parties also recognize the importance of supporting diversity, equity, and inclusion through participation in committees.
- B. UMMAP will appoint a member to those standing clinical and operational committees that currently have UMMAP bargaining unit member representation. The Union will utilize a process to ensure that bargaining unit employees who are elected or appointed have the needed expertise to provide meaningful input to address the charge of the committee. If the bargaining unit employee selected has active discipline, the Unit Leader/designee may consider discussion with the Union regarding concerns about the bargaining unit employee's ability to perform in this role. Within ninety (90) days after the ratification of this Agreement, the parties will collaborate to identify these committees and which individuals from the bargaining unit currently serve on them. To the extent any disputes arise about what committees are included, the matter shall be referred to the Labor-Management Committee (LMC) for discussion and resolution. The parties also agree to work together in the LMC meetings to identify other committees in the future to which it may be appropriate for UMMAP to appoint a bargaining unit member representative. To the extent that members of any committee are offered the opportunity to vote on a particular issue, pursuant to either the committee's established rules or the chairperson's discretion, UMMAP bargaining unit Employees will be afforded the same opportunity to vote as other committee members.
- C. Employees serving on committees pursuant to this Article will be released with pay from their assignments to attend such meetings if the meetings are during scheduled hours. Such release time shall be scheduled with the permission of the Employee's manager. It is

understood that such requests, even though granted, as a last resort may need to be cancelled due to the patient care needs of the Employee's assigned work area.

- D. Bargaining unit representatives on committees may serve on time-limited task forces and work groups that report back to those committees but may not be required to do so.
- E. The role of a bargaining unit member on committees is to allow for diverse and inclusive professional insight on matters over which they have expertise on committees which the University has established to further the priorities identified in paragraph A above. Discussions in committee meetings shall not replace formal bargaining that may be required over matters involving wages, hours, terms and conditions of employment. Accordingly, this Article does not apply to committees which have been created pursuant to a collective bargaining agreement or to address concerns that are specific to the terms and conditions of employment for a particular bargaining unit.
- F. In accordance with Article 11, "Labor Management Committee," the parties recognize that from time to time the University and Union may establish ad hoc committees for a specific purpose related to efficient administration of the collective bargaining agreement. When these committees are jointly established, UMMAP will appoint members to the committee.

ARTICLE 14 - PARKING

The University agrees to offer one position on the Parking Advisory Committee to a member of UMMAP appointed by UMMAP. When the committee convenes, its purpose will continue to be to evaluate concerns, seek opportunities to improve parking and ensure communications with employees.

ARTICLE 15 - CLASSIFICATIONS AND WAGES

A. NEW CLASSIFICATIONS

1. The Employer may create new bargaining unit job classifications.
2. In this event, the Employer and the Union will meet to discuss the new classification. If the Union then wishes to negotiate over the terms and conditions appropriate to the new classification, the parties will meet for that purpose.

B. CHANGES IN JOB DUTIES

In the event the Employer desires to make changes to job duties of an existing job classification, it may make a proposal to the Union. At the Union's discretion, the parties

will meet to discuss the change. If the Union then wishes to negotiate over the changes, the parties will meet for that purpose.

ARTICLE 16 - COMPENSATION

A. Wages:

1. Salary Setting Methodology

- a. The Employee's annual base salary will be pro-rated based on appointment fraction.
- b. Employees with 30 years or greater of time in job or comparable experience and qualifications will be placed on step 30 and will continue to receive annual increases to their base salary even if their salary exceeds the pay rate of step 30.
- c. Bargaining unit employees and new hires will be assigned to a step rounded to the nearest whole number to account for a full year. Example: 8.3 years of time in job or comparable experience and qualifications, if applicable, would be rounded down to 8.0 full years. 8.6 years of time in job or comparable experience and qualifications, if applicable, would be rounded up to 9.0 full years.
- d. New hire compensation will be based on the number of years of documented comparable experience and qualifications and set on the wage progression scale step in accordance with the documented experience and qualifications.
- e. Employees classified as Grad Noncert Patient Care Techs and Grad Noncert Patient Care Prof will be reclassified to the job title for the work they are performing, and the job title will include "Grad". Upon ratification or hire they will be compensated at 5% less than step 0 of the salary grade assigned to their certified classification or be granted a 6% increase, whichever is higher. Once certification and/or registration is received, they will be placed on the scale in accordance with their comparable experience and pay adjusted accordingly.
- f. Bargaining unit employees who receive in-series bargaining unit promotions will be assigned to the same step in the higher salary grade. Employees who move within a title series to a lower salary grade will be assigned to the same step in the lower grade.
- g. Bargaining unit employees who transfer positions not within a series title will have their salary grade placement determined by the years of documented comparable experience and qualifications.

2. Year 1

Effective 90 days after the ratification of this agreement, all current bargaining unit employees will be assigned to a step on the wage progression scale in accordance with the following:

- a. Employees with 30 or less years of time in job will be placed on the wage progression scale commensurate with their time in job. Time in job shall include experience in the Employee's current job title, as well as experience in series title jobs (Associate, Intermediate, Senior, Clinical Specialist, etc.), as well as the following:
 - i. Any Non-Registered job experience will count for the relevant job title when certified.
 - ii. Grad Non-Cert experience will count toward their permanent title.
 - iii. Mammography Technologist experience will count for Mammography Dual Technologist
 - iv. Orthotist, Prosthetist, and Orthotist and Prosthetist experience will all count for each other.
 - v. All Ultrasound Technologist, Vascular Ultrasound Technologist, MSK Technologist, and Cardiac Sonographer Non-invasive Technologist experience will count for each other.
 - vi. Allied Health Technical Coordinator experience while performing as Polysomnographic Technologist (or lead) will count towards Polysomnographic experience.
 - vii. Histology Technician experience will count for Medical Technologists or Medical Technologist Specialist
- b. Time in job will not be pro-rated by FTE.
- c. The Employer will provide each Employee with their scale placement, step, and rate of pay. The Employer will also provide the Union with all data used to make individual determinations on the wage progression scale. Employees will have no less than 60 days following notification to dispute their placement. The Employer will notify the Union when an Employee has disputed their placement. Disagreements in placement on the wage progressions that are based on "time in job" are subject to the Grievance Procedure.
- d. Under no circumstances will an Employee's base salary be decreased as a result of a placement on the wage progression scale.
- e. If the placement on the assigned step does not result in at least a minimum 6.0% increase, the Employee will be placed on the step that gives them at minimum a 6.0% increase to their base salary. Under no circumstance shall an Employee receive less than a 6.0% salary increase.
- f. Employees with greater than 30 years of time in job, will be placed on step 30 and will receive the greater of the pay rate at step 30 or the 6.0% minimum increase to their base salary even if their salary exceeds the pay rate of step 30.

- g. All bargaining unit employees will have a rate of pay established retroactive to the first full pay period beginning on or immediately after November 1, 2024.

3. Comparable Experience and Qualifications

a. Criteria and Eligibility

- i. Upon ratification of this agreement, and within 30 days the parties will convene a joint committee to review the Employer's proposal for scale placement for year 2 of the CBA. Changes will be made by mutual agreement.
- ii. Criteria will be based on comparable experience including previous job experience, education, certificates, and credentialing. This does not waive management's right to determine the minimum qualifications for hiring in a position.
- iii. The parties agree that such criteria shall include:
 - 1. One point (step) awarded for each year in which the Employee has been employed to perform the duties of their current job title at UM or elsewhere;
 - 2. Half a point (step) for each year in which the Employee has been employed in a position comparable or relevant to their current job title at UM or elsewhere; up to a maximum of 5 points.
 - 3. Points for non-required degrees, certifications, credentials, etc. relevant to the current job title up to a maximum of one (1) point for additional certifications and any exception by mutual agreement.

4. Comparable Experience and Qualifications Review

- a. On June 1, 2025, in coordination with the Union, the Employer will make available an employment history form to each member to collect data about the Employee's experience and qualifications. This shall be done by a joint communication utilizing the University's e-mail system and utilizing the bargaining unit member's University e-mail address.
- b. Employees must complete and submit the employment history form and include all comparable experience, education, and proof of licensure, certification and registration, if applicable, within 60 days of receiving the employment history form. The Employer will confirm receipt of an individual's form with that individual.
- c. The Human Resources department will complete the review prior to November 1, 2025. The Employer will notify an Employee who submits an incomplete employment history form. Employees will be given 30 days after notification

to correct their employment history form. Incomplete or late requests will not be reviewed.

- d. The University shall furnish the Union with a complete list of each Employee who returned an employment history form and the step adjustment determination.
- e. Beginning 90 days after ratification of this CBA and for a period of 180 days, in the event an Employee desires to have their step placement assignment reviewed, the Human Resources department will complete a review of Employee's experience and qualifications not counted per A.2.a, above, provided the written request is made within the 180 calendar day period following 90 days after the date of ratification of the contract. Disagreements about placement are subject to the Grievance Procedure.

Placement on the Wage Progression Scale

- 5. Any adjustments to pay or step placement resulting from experience and qualifications not counted per A.2.a, above will occur in year 2.
- 6. Year 2, the wage progression scale will be increased by 3.00%.
 - a. Effective the first pay period beginning on or after November 1, 2025, bargaining unit employees shall increase one step or more on the progression scale that is commensurate with either their step assignment in year 1 or their comparable experience and qualifications review assessment conducted in year 1.
 - b. Bargaining unit members whose wages exceed the maximum of the salary grade will receive a 3.00% increase to their base pay.
 - c. Employees at the 30-year step will receive a 3.00% increase to their base pay.
 - d. Employees in Grad titles will receive a 3% increase to their base wages.
- 7. Year 3, the step progression schedule will be increased by 2.25%.
 - a. Effective the first pay period beginning on or after November 1, 2026, bargaining unit employees shall increase one step on the progression scale.
 - b. Bargaining unit members whose wages exceed the maximum of the salary grade will receive a 2.25% increase to their base pay.
 - c. Employees at the 30-year step will receive a 2.25% increase to their base pay.
 - d. Employees in Grad titles will receive a 2.25% increase to their base wages.

8. Year 1 Wages - Annual Rate

SCALES 2024-2025																			
STEPS	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	
0	\$41,600	\$43,264	\$44,995	\$46,794	\$48,666	\$50,613	\$52,637	\$54,743	\$56,932	\$60,348	\$63,969	\$67,807	\$71,876	\$76,188	\$80,760	\$85,605	\$90,742	\$101,957	
1	\$42,120	\$43,805	\$45,557	\$47,379	\$49,274	\$51,245	\$53,295	\$55,427	\$57,644	\$61,103	\$64,769	\$68,655	\$72,774	\$77,141	\$81,769	\$86,675	\$91,876	\$103,232	
2	\$42,647	\$44,352	\$46,126	\$47,972	\$49,890	\$51,886	\$53,961	\$56,120	\$58,365	\$61,867	\$65,579	\$69,513	\$73,684	\$78,105	\$82,791	\$87,759	\$93,024	\$104,522	
3	\$43,180	\$44,907	\$46,703	\$48,571	\$50,514	\$52,535	\$54,636	\$56,821	\$59,094	\$62,640	\$66,398	\$70,382	\$74,605	\$79,081	\$83,826	\$88,856	\$94,187	\$105,829	
4	\$43,719	\$45,468	\$47,287	\$49,178	\$51,145	\$53,191	\$55,319	\$57,532	\$59,843	\$63,423	\$67,228	\$71,262	\$75,538	\$80,070	\$84,874	\$89,967	\$95,365	\$107,152	
5	\$44,266	\$46,036	\$47,878	\$49,793	\$51,785	\$53,856	\$56,010	\$58,251	\$60,581	\$64,216	\$68,069	\$72,153	\$76,482	\$81,071	\$85,935	\$91,091	\$96,557	\$108,491	
6	\$44,819	\$46,612	\$48,476	\$50,415	\$52,432	\$54,529	\$56,711	\$58,979	\$61,338	\$65,018	\$68,919	\$73,055	\$77,438	\$82,084	\$87,009	\$92,230	\$97,764	\$109,847	
7	\$45,379	\$47,195	\$49,082	\$51,046	\$53,087	\$55,211	\$57,419	\$59,716	\$62,105	\$65,831	\$69,781	\$73,968	\$78,406	\$83,110	\$88,097	\$93,383	\$98,986	\$111,220	
8	\$45,947	\$47,784	\$49,696	\$51,684	\$53,751	\$55,901	\$58,137	\$60,463	\$62,881	\$66,654	\$70,653	\$74,892	\$79,386	\$84,149	\$89,198	\$94,550	\$100,223	\$112,611	
9	\$46,521	\$48,382	\$50,317	\$52,330	\$54,423	\$56,600	\$58,864	\$61,218	\$63,667	\$67,487	\$71,536	\$75,829	\$80,378	\$85,201	\$90,313	\$95,732	\$101,476	\$114,018	
10	\$47,102	\$48,987	\$50,946	\$52,984	\$55,103	\$57,307	\$59,600	\$61,984	\$64,463	\$68,331	\$72,431	\$76,776	\$81,383	\$86,266	\$91,442	\$96,928	\$102,744	\$115,443	
11	\$47,691	\$49,599	\$51,583	\$53,646	\$55,792	\$58,024	\$60,345	\$62,758	\$65,269	\$69,185	\$73,336	\$77,736	\$82,400	\$87,344	\$92,585	\$98,140	\$104,028	\$116,886	
12	\$48,287	\$50,219	\$52,228	\$54,317	\$56,489	\$58,749	\$61,099	\$63,543	\$66,085	\$70,050	\$74,253	\$78,708	\$83,430	\$88,436	\$93,742	\$99,367	\$105,329	\$118,348	
13	\$48,891	\$50,847	\$52,880	\$54,996	\$57,196	\$59,483	\$61,863	\$64,337	\$66,911	\$70,925	\$75,181	\$79,692	\$84,473	\$89,542	\$94,914	\$100,609	\$106,645	\$119,827	
14	\$49,502	\$51,482	\$53,541	\$55,683	\$57,910	\$60,227	\$62,636	\$65,141	\$67,747	\$71,812	\$76,121	\$80,688	\$85,529	\$90,661	\$96,101	\$101,867	\$107,979	\$121,325	
15	\$50,121	\$52,126	\$54,211	\$56,379	\$58,634	\$60,980	\$63,419	\$65,956	\$68,594	\$72,710	\$77,072	\$81,696	\$86,598	\$91,794	\$97,302	\$103,140	\$109,328	\$122,841	
16	\$50,747	\$52,777	\$54,888	\$57,084	\$59,367	\$61,742	\$64,212	\$66,780	\$69,451	\$73,618	\$78,036	\$82,718	\$87,681	\$92,942	\$98,518	\$104,429	\$110,695	\$124,377	
17	\$51,382	\$53,437	\$55,574	\$57,797	\$60,109	\$62,514	\$65,014	\$67,615	\$70,319	\$74,539	\$79,011	\$83,752	\$88,777	\$94,103	\$99,750	\$105,734	\$112,079	\$125,931	
18	\$52,024	\$54,105	\$56,269	\$58,520	\$60,861	\$63,295	\$65,827	\$68,460	\$71,198	\$75,470	\$79,999	\$84,799	\$89,886	\$95,280	\$100,996	\$107,056	\$113,480	\$127,506	
19	\$52,674	\$54,781	\$56,973	\$59,251	\$61,622	\$64,086	\$66,650	\$69,316	\$72,088	\$76,414	\$80,999	\$85,858	\$91,010	\$96,471	\$102,259	\$108,394	\$114,898	\$129,099	
20	\$53,333	\$55,466	\$57,685	\$59,992	\$62,392	\$64,887	\$67,483	\$70,182	\$72,990	\$77,369	\$82,011	\$86,932	\$92,148	\$97,676	\$103,537	\$109,749	\$116,334	\$130,713	
21	\$53,999	\$56,159	\$58,406	\$60,742	\$63,172	\$65,699	\$68,326	\$71,060	\$73,902	\$78,336	\$83,036	\$88,018	\$93,299	\$98,897	\$104,831	\$111,121	\$117,788	\$132,347	
22	\$54,674	\$56,861	\$59,136	\$61,501	\$63,961	\$66,520	\$69,181	\$71,948	\$74,826	\$79,315	\$84,074	\$89,119	\$94,466	\$100,134	\$106,142	\$112,510	\$119,261	\$134,001	
23	\$55,358	\$57,572	\$59,875	\$62,270	\$64,761	\$67,351	\$70,045	\$72,847	\$75,761	\$80,307	\$85,125	\$90,233	\$95,647	\$101,385	\$107,468	\$113,917	\$120,752	\$135,676	
24	\$56,050	\$58,292	\$60,623	\$63,048	\$65,570	\$68,193	\$70,921	\$73,758	\$76,708	\$81,311	\$86,189	\$91,360	\$96,842	\$102,653	\$108,812	\$115,341	\$122,261	\$137,372	
25	\$56,750	\$59,020	\$61,381	\$63,837	\$66,390	\$69,046	\$71,807	\$74,680	\$77,667	\$82,327	\$87,267	\$92,502	\$98,053	\$103,936	\$110,172	\$116,782	\$123,789	\$139,090	
26	\$57,460	\$59,758	\$62,149	\$64,634	\$67,220	\$69,909	\$72,705	\$75,613	\$78,638	\$83,356	\$88,357	\$93,659	\$99,278	\$105,235	\$111,549	\$118,242	\$125,337	\$140,828	
27	\$58,178	\$60,505	\$62,925	\$65,442	\$68,060	\$70,782	\$73,614	\$76,558	\$79,621	\$84,398	\$89,462	\$94,830	\$100,519	\$106,550	\$112,943	\$119,720	\$126,903	\$142,589	
28	\$58,905	\$61,261	\$63,712	\$66,260	\$68,911	\$71,667	\$74,534	\$77,515	\$80,616	\$85,453	\$90,580	\$96,015	\$101,776	\$107,882	\$114,355	\$121,217	\$128,490	\$144,371	
29	\$59,642	\$62,027	\$64,508	\$67,089	\$69,772	\$72,563	\$75,466	\$78,484	\$81,624	\$86,521	\$91,712	\$97,215	\$103,048	\$109,231	\$115,785	\$122,732	\$130,096	\$146,176	
30	\$60,387	\$62,803	\$65,315	\$67,927	\$70,644	\$73,470	\$76,409	\$79,465	\$82,644	\$87,603	\$92,859	\$98,430	\$104,336	\$110,596	\$117,232	\$124,266	\$131,722	\$148,003	

Year 1 Wages – Hourly Rate

SCALES 2024-2025																		
STEPS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
0	\$20.00	\$20.80	\$21.63	\$22.50	\$23.40	\$24.33	\$25.31	\$26.32	\$27.37	\$29.01	\$30.75	\$32.60	\$34.56	\$36.63	\$38.83	\$41.16	\$43.63	\$49.02
1	\$20.25	\$21.06	\$21.90	\$22.78	\$23.69	\$24.64	\$25.62	\$26.65	\$27.71	\$29.38	\$31.14	\$33.01	\$34.99	\$37.09	\$39.31	\$41.67	\$44.17	\$49.63
2	\$20.50	\$21.32	\$22.18	\$23.06	\$23.99	\$24.95	\$25.94	\$26.98	\$28.06	\$29.74	\$31.53	\$33.42	\$35.43	\$37.55	\$39.80	\$42.19	\$44.72	\$50.25
3	\$20.76	\$21.59	\$22.45	\$23.35	\$24.29	\$25.26	\$26.27	\$27.32	\$28.41	\$30.12	\$31.92	\$33.84	\$35.87	\$38.02	\$40.30	\$42.72	\$45.28	\$50.88
4	\$21.02	\$21.86	\$22.73	\$23.64	\$24.59	\$25.57	\$26.60	\$27.66	\$28.77	\$30.49	\$32.32	\$34.26	\$36.32	\$38.50	\$40.80	\$43.25	\$45.85	\$51.52
5	\$21.28	\$22.13	\$23.02	\$23.94	\$24.90	\$25.89	\$26.93	\$28.01	\$29.13	\$30.87	\$32.73	\$34.69	\$36.77	\$38.98	\$41.31	\$43.79	\$46.42	\$52.16
6	\$21.55	\$22.41	\$23.31	\$24.24	\$25.21	\$26.22	\$27.26	\$28.36	\$29.49	\$31.26	\$33.13	\$35.12	\$37.23	\$39.46	\$41.83	\$44.34	\$47.00	\$52.81
7	\$21.82	\$22.69	\$23.60	\$24.54	\$25.52	\$26.54	\$27.61	\$28.71	\$29.86	\$31.65	\$33.55	\$35.56	\$37.70	\$39.96	\$42.35	\$44.90	\$47.59	\$53.47
8	\$22.09	\$22.97	\$23.89	\$24.85	\$25.84	\$26.88	\$27.95	\$29.07	\$30.23	\$32.05	\$33.97	\$36.01	\$38.17	\$40.46	\$42.88	\$45.46	\$48.18	\$54.14
9	\$22.37	\$23.26	\$24.19	\$25.16	\$26.16	\$27.21	\$28.30	\$29.43	\$30.61	\$32.45	\$34.39	\$36.46	\$38.64	\$40.96	\$43.42	\$46.02	\$48.79	\$54.82
10	\$22.65	\$23.55	\$24.49	\$25.47	\$26.49	\$27.55	\$28.65	\$29.80	\$30.99	\$32.85	\$34.82	\$36.91	\$39.13	\$41.47	\$43.96	\$46.60	\$49.40	\$55.50
11	\$22.93	\$23.85	\$24.80	\$25.79	\$26.82	\$27.90	\$29.01	\$30.17	\$31.38	\$33.26	\$35.26	\$37.37	\$39.62	\$41.99	\$44.51	\$47.18	\$50.01	\$56.20
12	\$23.22	\$24.14	\$25.11	\$26.11	\$27.16	\$28.24	\$29.37	\$30.55	\$31.77	\$33.68	\$35.70	\$37.84	\$40.11	\$42.52	\$45.07	\$47.77	\$50.64	\$56.90
13	\$23.51	\$24.45	\$25.42	\$26.44	\$27.50	\$28.60	\$29.74	\$30.93	\$32.17	\$34.10	\$36.14	\$38.31	\$40.61	\$43.05	\$45.63	\$48.37	\$51.27	\$57.61
14	\$23.80	\$24.75	\$25.74	\$26.77	\$27.84	\$28.96	\$30.11	\$31.32	\$32.57	\$34.52	\$36.60	\$38.79	\$41.12	\$43.59	\$46.20	\$48.97	\$51.91	\$58.33
15	\$24.10	\$25.06	\$26.06	\$27.11	\$28.19	\$29.32	\$30.49	\$31.71	\$32.98	\$34.96	\$37.05	\$39.28	\$41.63	\$44.13	\$46.78	\$49.59	\$52.56	\$59.06
16	\$24.40	\$25.37	\$26.39	\$27.44	\$28.54	\$29.68	\$30.87	\$32.11	\$33.39	\$35.39	\$37.52	\$39.77	\$42.15	\$44.68	\$47.36	\$50.21	\$53.22	\$59.80
17	\$24.70	\$25.69	\$26.72	\$27.79	\$28.90	\$30.05	\$31.26	\$32.51	\$33.81	\$35.84	\$37.99	\$40.27	\$42.68	\$45.24	\$47.96	\$50.83	\$53.88	\$60.54
18	\$25.01	\$26.01	\$27.05	\$28.13	\$29.26	\$30.43	\$31.65	\$32.91	\$34.23	\$36.28	\$38.46	\$40.77	\$43.21	\$45.81	\$48.56	\$51.47	\$54.56	\$61.30
19	\$25.32	\$26.34	\$27.39	\$28.49	\$29.63	\$30.81	\$32.04	\$33.32	\$34.66	\$36.74	\$38.94	\$41.28	\$43.75	\$46.38	\$49.16	\$52.11	\$55.24	\$62.07
20	\$25.64	\$26.67	\$27.73	\$28.84	\$30.00	\$31.20	\$32.44	\$33.74	\$35.09	\$37.20	\$39.43	\$41.79	\$44.30	\$46.96	\$49.78	\$52.76	\$55.93	\$62.84
21	\$25.96	\$27.00	\$28.08	\$29.20	\$30.37	\$31.59	\$32.85	\$34.16	\$35.53	\$37.66	\$39.92	\$42.32	\$44.86	\$47.55	\$50.40	\$53.42	\$56.63	\$63.63
22	\$26.29	\$27.34	\$28.43	\$29.57	\$30.75	\$31.98	\$33.26	\$34.59	\$35.97	\$38.13	\$40.42	\$42.85	\$45.42	\$48.14	\$51.03	\$54.09	\$57.34	\$64.42
23	\$26.61	\$27.68	\$28.79	\$29.94	\$31.14	\$32.38	\$33.68	\$35.02	\$36.42	\$38.61	\$40.93	\$43.38	\$45.98	\$48.74	\$51.67	\$54.77	\$58.05	\$65.23
24	\$26.95	\$28.02	\$29.15	\$30.31	\$31.52	\$32.79	\$34.10	\$35.46	\$36.88	\$39.09	\$41.44	\$43.92	\$46.56	\$49.35	\$52.31	\$55.45	\$58.78	\$66.04
25	\$27.28	\$28.38	\$29.51	\$30.69	\$31.92	\$33.19	\$34.52	\$35.90	\$37.34	\$39.58	\$41.96	\$44.47	\$47.14	\$49.97	\$52.97	\$56.15	\$59.51	\$66.87
26	\$27.62	\$28.73	\$29.88	\$31.07	\$32.32	\$33.61	\$34.95	\$36.35	\$37.81	\$40.07	\$42.48	\$45.03	\$47.73	\$50.59	\$53.63	\$56.85	\$60.26	\$67.71
27	\$27.97	\$29.09	\$30.25	\$31.46	\$32.72	\$34.03	\$35.39	\$36.81	\$38.28	\$40.58	\$43.01	\$45.59	\$48.33	\$51.23	\$54.30	\$57.56	\$61.01	\$68.55
28	\$28.32	\$29.45	\$30.63	\$31.86	\$33.13	\$34.46	\$35.83	\$37.27	\$38.76	\$41.08	\$43.55	\$46.16	\$48.93	\$51.87	\$54.98	\$58.28	\$61.77	\$69.41
29	\$28.67	\$29.82	\$31.01	\$32.25	\$33.54	\$34.89	\$36.28	\$37.73	\$39.24	\$41.60	\$44.09	\$46.74	\$49.54	\$52.51	\$55.67	\$59.01	\$62.55	\$70.28
30	\$29.03	\$30.19	\$31.40	\$32.66	\$33.96	\$35.32	\$36.74	\$38.20	\$39.73	\$42.12	\$44.64	\$47.32	\$50.16	\$53.17	\$56.36	\$59.74	\$63.33	\$71.16

9. Year 2 Wages – Annual Rate

		SCALES 2025-2026																			
STEPS	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR			
0	\$ 42,848	\$ 44,562	\$ 46,344	\$ 48,198	\$ 50,126	\$ 52,131	\$ 54,216	\$ 56,385	\$ 58,640	\$ 62,159	\$ 65,888	\$ 69,842	\$ 74,032	\$ 78,474	\$ 83,183	\$ 88,174	\$ 93,464	\$ 105,016			
1	\$ 43,384	\$ 45,119	\$ 46,924	\$ 48,801	\$ 50,753	\$ 52,783	\$ 54,894	\$ 57,090	\$ 59,373	\$ 62,936	\$ 66,712	\$ 70,715	\$ 74,958	\$ 79,455	\$ 84,222	\$ 89,276	\$ 94,632	\$ 106,329			
2	\$ 43,926	\$ 45,683	\$ 47,510	\$ 49,411	\$ 51,387	\$ 53,443	\$ 55,580	\$ 57,803	\$ 60,116	\$ 63,723	\$ 67,546	\$ 71,589	\$ 75,895	\$ 80,448	\$ 85,275	\$ 90,392	\$ 95,815	\$ 107,658			
3	\$ 44,475	\$ 46,254	\$ 48,104	\$ 50,028	\$ 52,029	\$ 54,111	\$ 56,275	\$ 58,526	\$ 60,867	\$ 64,519	\$ 68,390	\$ 72,494	\$ 76,843	\$ 81,454	\$ 86,341	\$ 91,522	\$ 97,013	\$ 109,004			
4	\$ 45,031	\$ 46,832	\$ 48,705	\$ 50,654	\$ 52,680	\$ 54,787	\$ 56,978	\$ 59,258	\$ 61,628	\$ 65,326	\$ 69,245	\$ 73,400	\$ 77,804	\$ 82,472	\$ 87,420	\$ 92,666	\$ 98,226	\$ 110,366			
5	\$ 45,594	\$ 47,418	\$ 49,314	\$ 51,287	\$ 53,338	\$ 55,472	\$ 57,691	\$ 59,998	\$ 62,398	\$ 66,142	\$ 70,111	\$ 74,317	\$ 78,776	\$ 83,503	\$ 88,513	\$ 93,824	\$ 99,453	\$ 111,746			
6	\$ 46,164	\$ 48,010	\$ 49,931	\$ 51,928	\$ 54,005	\$ 56,165	\$ 58,412	\$ 60,748	\$ 63,178	\$ 66,969	\$ 70,987	\$ 75,246	\$ 79,761	\$ 84,547	\$ 89,620	\$ 94,997	\$ 100,696	\$ 113,143			
7	\$ 46,741	\$ 48,610	\$ 50,555	\$ 52,577	\$ 54,680	\$ 56,867	\$ 59,142	\$ 61,508	\$ 63,968	\$ 67,806	\$ 71,874	\$ 76,187	\$ 80,758	\$ 85,604	\$ 90,740	\$ 96,184	\$ 101,955	\$ 114,557			
8	\$ 47,325	\$ 49,218	\$ 51,187	\$ 53,234	\$ 55,364	\$ 57,578	\$ 59,881	\$ 62,276	\$ 64,768	\$ 68,654	\$ 72,773	\$ 77,139	\$ 81,768	\$ 86,674	\$ 91,874	\$ 97,386	\$ 103,230	\$ 115,989			
9	\$ 47,917	\$ 49,833	\$ 51,827	\$ 53,900	\$ 56,056	\$ 58,298	\$ 60,630	\$ 63,055	\$ 65,577	\$ 69,512	\$ 73,682	\$ 78,103	\$ 82,790	\$ 87,757	\$ 93,022	\$ 98,604	\$ 104,520	\$ 117,439			
10	\$ 48,516	\$ 50,456	\$ 52,474	\$ 54,573	\$ 56,756	\$ 59,027	\$ 61,388	\$ 63,843	\$ 66,397	\$ 70,381	\$ 74,604	\$ 79,080	\$ 83,825	\$ 88,854	\$ 94,185	\$ 99,836	\$ 105,827	\$ 118,907			
11	\$ 49,122	\$ 51,087	\$ 53,130	\$ 55,256	\$ 57,466	\$ 59,764	\$ 62,155	\$ 64,641	\$ 67,227	\$ 71,280	\$ 75,536	\$ 80,088	\$ 84,872	\$ 89,965	\$ 95,363	\$ 101,084	\$ 107,149	\$ 120,393			
12	\$ 49,736	\$ 51,725	\$ 53,794	\$ 55,946	\$ 58,184	\$ 60,511	\$ 62,932	\$ 65,449	\$ 68,067	\$ 72,151	\$ 76,480	\$ 81,069	\$ 85,933	\$ 91,089	\$ 96,555	\$ 102,348	\$ 108,489	\$ 121,898			
13	\$ 50,358	\$ 52,372	\$ 54,467	\$ 56,646	\$ 58,911	\$ 61,268	\$ 63,719	\$ 66,267	\$ 68,918	\$ 73,053	\$ 77,436	\$ 82,082	\$ 87,007	\$ 92,228	\$ 97,762	\$ 103,627	\$ 109,845	\$ 123,422			
14	\$ 50,987	\$ 53,027	\$ 55,148	\$ 57,354	\$ 59,648	\$ 62,034	\$ 64,515	\$ 67,096	\$ 69,779	\$ 73,966	\$ 78,404	\$ 83,108	\$ 88,095	\$ 93,381	\$ 98,984	\$ 104,923	\$ 111,218	\$ 124,964			
15	\$ 51,625	\$ 53,690	\$ 55,837	\$ 58,071	\$ 60,393	\$ 62,809	\$ 65,321	\$ 67,934	\$ 70,652	\$ 74,891	\$ 79,384	\$ 84,147	\$ 89,196	\$ 94,548	\$ 100,221	\$ 106,234	\$ 112,608	\$ 126,526			
16	\$ 52,270	\$ 54,361	\$ 56,535	\$ 58,796	\$ 61,148	\$ 63,594	\$ 66,138	\$ 68,784	\$ 71,535	\$ 75,827	\$ 80,377	\$ 85,199	\$ 90,311	\$ 95,730	\$ 101,474	\$ 107,562	\$ 114,016	\$ 128,108			
17	\$ 52,923	\$ 55,040	\$ 57,242	\$ 59,531	\$ 61,913	\$ 64,389	\$ 66,965	\$ 69,643	\$ 72,429	\$ 76,775	\$ 81,381	\$ 86,264	\$ 91,440	\$ 96,926	\$ 102,742	\$ 108,907	\$ 115,441	\$ 129,709			
18	\$ 53,585	\$ 55,728	\$ 57,957	\$ 60,276	\$ 62,687	\$ 65,194	\$ 67,802	\$ 70,514	\$ 73,334	\$ 77,734	\$ 82,399	\$ 87,342	\$ 92,583	\$ 98,138	\$ 104,026	\$ 110,268	\$ 116,884	\$ 131,331			
19	\$ 54,255	\$ 56,425	\$ 58,682	\$ 61,029	\$ 63,470	\$ 66,009	\$ 68,649	\$ 71,395	\$ 74,251	\$ 78,706	\$ 83,429	\$ 88,434	\$ 93,740	\$ 99,365	\$ 105,327	\$ 111,646	\$ 118,345	\$ 132,972			
20	\$ 54,933	\$ 57,130	\$ 59,415	\$ 61,792	\$ 64,264	\$ 66,834	\$ 69,507	\$ 72,288	\$ 75,179	\$ 79,890	\$ 84,471	\$ 89,540	\$ 94,912	\$ 100,607	\$ 106,643	\$ 113,042	\$ 119,824	\$ 134,635			
21	\$ 55,619	\$ 57,844	\$ 60,158	\$ 62,564	\$ 65,067	\$ 67,669	\$ 70,376	\$ 73,191	\$ 76,119	\$ 80,686	\$ 85,527	\$ 90,659	\$ 96,098	\$ 101,864	\$ 107,976	\$ 114,455	\$ 121,322	\$ 136,317			
22	\$ 56,315	\$ 58,567	\$ 60,910	\$ 63,346	\$ 65,880	\$ 68,515	\$ 71,256	\$ 74,106	\$ 77,070	\$ 81,695	\$ 86,596	\$ 91,792	\$ 97,300	\$ 103,138	\$ 109,326	\$ 115,885	\$ 122,839	\$ 138,021			
23	\$ 57,019	\$ 59,299	\$ 61,671	\$ 64,138	\$ 66,704	\$ 69,372	\$ 72,147	\$ 75,033	\$ 78,034	\$ 82,716	\$ 87,679	\$ 92,940	\$ 98,516	\$ 104,427	\$ 110,692	\$ 117,334	\$ 124,374	\$ 139,747			
24	\$ 57,731	\$ 60,041	\$ 62,442	\$ 64,940	\$ 67,537	\$ 70,239	\$ 73,049	\$ 75,970	\$ 79,009	\$ 83,750	\$ 88,775	\$ 94,101	\$ 99,747	\$ 105,732	\$ 112,076	\$ 118,801	\$ 125,929	\$ 141,494			
25	\$ 58,453	\$ 60,791	\$ 63,223	\$ 65,752	\$ 68,382	\$ 71,117	\$ 73,962	\$ 76,920	\$ 79,997	\$ 84,797	\$ 89,885	\$ 95,278	\$ 100,994	\$ 107,054	\$ 113,477	\$ 120,286	\$ 127,503	\$ 143,262			
26	\$ 59,184	\$ 61,551	\$ 64,013	\$ 66,573	\$ 69,236	\$ 72,006	\$ 74,886	\$ 77,882	\$ 80,997	\$ 85,857	\$ 91,008	\$ 96,469	\$ 102,257	\$ 108,392	\$ 114,896	\$ 121,789	\$ 129,097	\$ 145,053			
27	\$ 59,923	\$ 62,320	\$ 64,813	\$ 67,406	\$ 70,102	\$ 72,906	\$ 75,822	\$ 78,855	\$ 82,009	\$ 86,930	\$ 92,146	\$ 97,674	\$ 103,535	\$ 109,747	\$ 116,332	\$ 123,312	\$ 130,710	\$ 146,866			
28	\$ 60,672	\$ 63,099	\$ 65,623	\$ 68,248	\$ 70,978	\$ 73,817	\$ 76,770	\$ 79,841	\$ 83,034	\$ 88,016	\$ 93,297	\$ 98,895	\$ 104,829	\$ 111,119	\$ 117,786	\$ 124,853	\$ 132,344	\$ 148,702			
29	\$ 61,431	\$ 63,888	\$ 66,444	\$ 69,101	\$ 71,865	\$ 74,740	\$ 77,730	\$ 80,839	\$ 84,072	\$ 89,117	\$ 94,464	\$ 100,132	\$ 106,139	\$ 112,508	\$ 119,258	\$ 126,414	\$ 133,999	\$ 150,561			
30	\$ 62,199	\$ 64,687	\$ 67,274	\$ 69,965	\$ 72,764	\$ 75,674	\$ 78,701	\$ 81,849	\$ 85,123	\$ 90,231	\$ 95,644	\$ 101,383	\$ 107,466	\$ 113,914	\$ 120,749	\$ 127,994	\$ 135,674	\$ 152,443			

Year 2 Wages – Hourly Rate

SCALES 2025-2026																		
STEPS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
0	\$20.60	\$21.42	\$22.28	\$23.17	\$24.10	\$25.06	\$26.07	\$27.11	\$28.19	\$29.88	\$31.68	\$33.58	\$35.59	\$37.73	\$39.99	\$42.39	\$44.93	\$50.49
1	\$20.86	\$21.69	\$22.56	\$23.46	\$24.40	\$25.38	\$26.39	\$27.45	\$28.54	\$30.26	\$32.07	\$34.00	\$36.04	\$38.20	\$40.49	\$42.92	\$45.50	\$51.12
2	\$21.12	\$21.96	\$22.84	\$23.76	\$24.71	\$25.69	\$26.72	\$27.79	\$28.90	\$30.64	\$32.47	\$34.42	\$36.49	\$38.68	\$41.00	\$43.46	\$46.06	\$51.76
3	\$21.38	\$22.24	\$23.13	\$24.05	\$25.01	\$26.01	\$27.06	\$28.14	\$29.26	\$31.02	\$32.88	\$34.85	\$36.94	\$39.16	\$41.51	\$44.00	\$46.64	\$52.41
4	\$21.65	\$22.52	\$23.42	\$24.35	\$25.33	\$26.34	\$27.39	\$28.49	\$29.63	\$31.41	\$33.29	\$35.29	\$37.41	\$39.65	\$42.03	\$44.55	\$47.22	\$53.06
5	\$21.92	\$22.80	\$23.71	\$24.66	\$25.64	\$26.67	\$27.74	\$28.85	\$30.00	\$31.80	\$33.71	\$35.73	\$37.87	\$40.15	\$42.55	\$45.11	\$47.81	\$53.72
6	\$22.19	\$23.08	\$24.01	\$24.97	\$25.96	\$27.00	\$28.08	\$29.21	\$30.37	\$32.20	\$34.13	\$36.18	\$38.35	\$40.65	\$43.09	\$45.67	\$48.41	\$54.40
7	\$22.47	\$23.37	\$24.31	\$25.28	\$26.29	\$27.34	\$28.43	\$29.57	\$30.75	\$32.60	\$34.56	\$36.63	\$38.83	\$41.16	\$43.62	\$46.24	\$49.02	\$55.08
8	\$22.75	\$23.66	\$24.61	\$25.59	\$26.62	\$27.68	\$28.79	\$29.94	\$31.14	\$33.01	\$34.99	\$37.09	\$39.31	\$41.67	\$44.17	\$46.82	\$49.63	\$55.76
9	\$23.04	\$23.96	\$24.92	\$25.91	\$26.95	\$28.03	\$29.15	\$30.31	\$31.53	\$33.42	\$35.42	\$37.55	\$39.80	\$42.19	\$44.72	\$47.41	\$50.25	\$56.46
10	\$23.32	\$24.26	\$25.23	\$26.24	\$27.29	\$28.38	\$29.51	\$30.69	\$31.92	\$33.84	\$35.87	\$38.02	\$40.30	\$42.72	\$45.28	\$48.00	\$50.88	\$57.17
11	\$23.62	\$24.56	\$25.54	\$26.57	\$27.63	\$28.73	\$29.88	\$31.08	\$32.32	\$34.26	\$36.32	\$38.49	\$40.80	\$43.25	\$45.85	\$48.60	\$51.51	\$57.88
12	\$23.91	\$24.87	\$25.86	\$26.90	\$27.97	\$29.09	\$30.26	\$31.47	\$32.72	\$34.69	\$36.77	\$38.98	\$41.31	\$43.79	\$46.42	\$49.21	\$52.16	\$58.60
13	\$24.21	\$25.18	\$26.19	\$27.23	\$28.32	\$29.46	\$30.63	\$31.86	\$33.13	\$35.12	\$37.23	\$39.46	\$41.83	\$44.34	\$47.00	\$49.82	\$52.81	\$59.34
14	\$24.51	\$25.49	\$26.51	\$27.57	\$28.68	\$29.82	\$31.02	\$32.26	\$33.55	\$35.56	\$37.69	\$39.96	\$42.35	\$44.89	\$47.59	\$50.44	\$53.47	\$60.08
15	\$24.82	\$25.81	\$26.84	\$27.92	\$29.04	\$30.20	\$31.40	\$32.66	\$33.97	\$36.01	\$38.17	\$40.46	\$42.88	\$45.46	\$48.18	\$51.07	\$54.14	\$60.83
16	\$25.13	\$26.13	\$27.18	\$28.27	\$29.40	\$30.57	\$31.80	\$33.07	\$34.39	\$36.46	\$38.64	\$40.96	\$43.42	\$46.02	\$48.79	\$51.71	\$54.82	\$61.59
17	\$25.44	\$26.46	\$27.52	\$28.62	\$29.77	\$30.96	\$32.19	\$33.48	\$34.82	\$36.91	\$39.13	\$41.47	\$43.96	\$46.60	\$49.40	\$52.36	\$55.50	\$62.36
18	\$25.76	\$26.79	\$27.86	\$28.98	\$30.14	\$31.34	\$32.60	\$33.90	\$35.26	\$37.37	\$39.61	\$41.99	\$44.51	\$47.18	\$50.01	\$53.01	\$56.19	\$63.14
19	\$26.08	\$27.13	\$28.21	\$29.34	\$30.51	\$31.74	\$33.00	\$34.32	\$35.70	\$37.84	\$40.11	\$42.52	\$45.07	\$47.77	\$50.64	\$53.68	\$56.90	\$63.93
20	\$26.41	\$27.47	\$28.57	\$29.71	\$30.90	\$32.13	\$33.42	\$34.75	\$36.14	\$38.31	\$40.61	\$43.05	\$45.63	\$48.37	\$51.27	\$54.35	\$57.61	\$64.73
21	\$26.74	\$27.81	\$28.92	\$30.08	\$31.28	\$32.53	\$33.83	\$35.19	\$36.60	\$38.79	\$41.12	\$43.59	\$46.20	\$48.97	\$51.91	\$55.03	\$58.33	\$65.54
22	\$27.07	\$28.16	\$29.28	\$30.45	\$31.67	\$32.94	\$34.26	\$35.63	\$37.05	\$39.28	\$41.63	\$44.13	\$46.78	\$49.59	\$52.56	\$55.71	\$59.06	\$66.36
23	\$27.41	\$28.51	\$29.65	\$30.84	\$32.07	\$33.35	\$34.69	\$36.07	\$37.52	\$39.77	\$42.15	\$44.68	\$47.36	\$50.21	\$53.22	\$56.41	\$59.80	\$67.19
24	\$27.76	\$28.87	\$30.02	\$31.22	\$32.47	\$33.77	\$35.12	\$36.52	\$37.99	\$40.26	\$42.68	\$45.24	\$47.96	\$50.83	\$53.88	\$57.12	\$60.54	\$68.03
25	\$28.10	\$29.23	\$30.40	\$31.61	\$32.88	\$34.19	\$35.56	\$36.98	\$38.46	\$40.77	\$43.21	\$45.81	\$48.55	\$51.47	\$54.56	\$57.83	\$61.30	\$68.88
26	\$28.45	\$29.59	\$30.78	\$32.01	\$33.29	\$34.62	\$36.00	\$37.44	\$38.94	\$41.28	\$43.75	\$46.38	\$49.16	\$52.11	\$55.24	\$58.55	\$62.07	\$69.74
27	\$28.81	\$29.96	\$31.16	\$32.41	\$33.70	\$35.05	\$36.45	\$37.91	\$39.43	\$41.79	\$44.30	\$46.96	\$49.78	\$52.76	\$55.93	\$59.28	\$62.84	\$70.61
28	\$29.17	\$30.34	\$31.55	\$32.81	\$34.12	\$35.49	\$36.91	\$38.38	\$39.92	\$42.32	\$44.85	\$47.55	\$50.40	\$53.42	\$56.63	\$60.03	\$63.63	\$71.49
29	\$29.53	\$30.72	\$31.94	\$33.22	\$34.55	\$35.93	\$37.37	\$38.86	\$40.42	\$42.84	\$45.42	\$48.14	\$51.03	\$54.09	\$57.34	\$60.78	\$64.42	\$72.38
30	\$29.90	\$31.10	\$32.34	\$33.64	\$34.98	\$36.38	\$37.84	\$39.35	\$40.92	\$43.38	\$45.98	\$48.74	\$51.67	\$54.77	\$58.05	\$61.54	\$65.23	\$73.29

10. Year 3 Wages – Annual Rate

SCALES 2026-2027

STEPS	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR
0	\$ 43,812	\$ 45,565	\$ 47,387	\$ 49,283	\$ 51,254	\$ 53,304	\$ 55,436	\$ 57,654	\$ 59,960	\$ 63,557	\$ 67,371	\$ 71,413	\$ 75,698	\$ 80,240	\$ 85,054	\$ 90,157	\$ 95,567	\$ 107,379
1	\$ 44,360	\$ 46,134	\$ 47,979	\$ 49,899	\$ 51,895	\$ 53,970	\$ 56,129	\$ 58,374	\$ 60,709	\$ 64,352	\$ 68,213	\$ 72,306	\$ 76,644	\$ 81,243	\$ 86,117	\$ 91,284	\$ 96,761	\$ 108,721
2	\$ 44,914	\$ 46,711	\$ 48,579	\$ 50,522	\$ 52,543	\$ 54,645	\$ 56,831	\$ 59,104	\$ 61,468	\$ 65,156	\$ 69,066	\$ 73,210	\$ 77,602	\$ 82,258	\$ 87,194	\$ 92,425	\$ 97,971	\$ 110,080
3	\$ 45,476	\$ 47,295	\$ 49,186	\$ 51,154	\$ 53,200	\$ 55,328	\$ 57,541	\$ 59,843	\$ 62,237	\$ 65,971	\$ 69,929	\$ 74,125	\$ 78,572	\$ 83,287	\$ 88,284	\$ 93,581	\$ 99,196	\$ 111,456
4	\$ 46,044	\$ 47,886	\$ 49,801	\$ 51,793	\$ 53,865	\$ 56,020	\$ 58,260	\$ 60,591	\$ 63,015	\$ 66,795	\$ 70,803	\$ 75,051	\$ 79,554	\$ 84,328	\$ 89,387	\$ 94,751	\$ 100,436	\$ 112,849
5	\$ 46,620	\$ 48,484	\$ 50,424	\$ 52,441	\$ 54,538	\$ 56,720	\$ 58,989	\$ 61,348	\$ 63,802	\$ 67,630	\$ 71,688	\$ 75,989	\$ 80,549	\$ 85,382	\$ 90,505	\$ 95,935	\$ 101,691	\$ 114,260
6	\$ 47,202	\$ 49,090	\$ 51,054	\$ 53,096	\$ 55,220	\$ 57,429	\$ 59,726	\$ 62,115	\$ 64,600	\$ 68,476	\$ 72,584	\$ 76,939	\$ 81,556	\$ 86,449	\$ 91,636	\$ 97,134	\$ 102,962	\$ 115,688
7	\$ 47,792	\$ 49,704	\$ 51,692	\$ 53,760	\$ 55,910	\$ 58,147	\$ 60,473	\$ 62,892	\$ 65,407	\$ 69,332	\$ 73,492	\$ 77,901	\$ 82,575	\$ 87,530	\$ 92,781	\$ 98,348	\$ 104,249	\$ 117,134
8	\$ 48,390	\$ 50,325	\$ 52,338	\$ 54,432	\$ 56,609	\$ 58,874	\$ 61,229	\$ 63,678	\$ 66,225	\$ 70,198	\$ 74,410	\$ 78,875	\$ 83,607	\$ 88,624	\$ 93,941	\$ 99,578	\$ 105,552	\$ 118,599
9	\$ 48,995	\$ 50,954	\$ 52,993	\$ 55,112	\$ 57,317	\$ 59,610	\$ 61,994	\$ 64,474	\$ 67,053	\$ 71,076	\$ 75,340	\$ 79,861	\$ 84,652	\$ 89,732	\$ 95,115	\$ 100,822	\$ 106,872	\$ 120,081
10	\$ 49,607	\$ 51,591	\$ 53,655	\$ 55,801	\$ 58,033	\$ 60,355	\$ 62,769	\$ 65,280	\$ 67,891	\$ 71,984	\$ 76,282	\$ 80,859	\$ 85,711	\$ 90,853	\$ 96,304	\$ 102,083	\$ 108,208	\$ 121,582
11	\$ 50,227	\$ 52,236	\$ 54,326	\$ 56,499	\$ 58,759	\$ 61,109	\$ 63,553	\$ 66,096	\$ 68,739	\$ 72,864	\$ 77,236	\$ 81,870	\$ 86,782	\$ 91,989	\$ 97,508	\$ 103,359	\$ 109,560	\$ 123,102
12	\$ 50,855	\$ 52,889	\$ 55,005	\$ 57,205	\$ 59,493	\$ 61,873	\$ 64,348	\$ 66,922	\$ 69,599	\$ 73,775	\$ 78,201	\$ 82,893	\$ 87,867	\$ 93,139	\$ 98,727	\$ 104,651	\$ 110,930	\$ 124,641
13	\$ 51,491	\$ 53,550	\$ 55,692	\$ 57,920	\$ 60,237	\$ 62,646	\$ 65,152	\$ 67,758	\$ 70,469	\$ 74,697	\$ 79,179	\$ 83,929	\$ 88,965	\$ 94,303	\$ 99,961	\$ 105,959	\$ 112,316	\$ 126,199
14	\$ 52,134	\$ 54,220	\$ 56,389	\$ 58,644	\$ 60,990	\$ 63,429	\$ 65,967	\$ 68,605	\$ 71,350	\$ 75,630	\$ 80,168	\$ 84,978	\$ 90,077	\$ 95,482	\$ 101,211	\$ 107,283	\$ 113,720	\$ 127,776
15	\$ 52,786	\$ 54,898	\$ 57,093	\$ 59,377	\$ 61,752	\$ 64,222	\$ 66,791	\$ 69,463	\$ 72,241	\$ 76,576	\$ 81,170	\$ 86,041	\$ 91,203	\$ 96,675	\$ 102,476	\$ 108,624	\$ 115,142	\$ 129,373
16	\$ 53,446	\$ 55,584	\$ 57,807	\$ 60,119	\$ 62,524	\$ 65,025	\$ 67,626	\$ 70,331	\$ 73,144	\$ 77,533	\$ 82,185	\$ 87,116	\$ 92,343	\$ 97,884	\$ 103,757	\$ 109,982	\$ 116,581	\$ 130,990
17	\$ 54,114	\$ 56,279	\$ 58,530	\$ 60,871	\$ 63,306	\$ 65,838	\$ 68,471	\$ 71,210	\$ 74,059	\$ 78,502	\$ 83,212	\$ 88,205	\$ 93,497	\$ 99,107	\$ 105,054	\$ 111,357	\$ 118,038	\$ 132,628
18	\$ 54,790	\$ 56,982	\$ 59,261	\$ 61,632	\$ 64,097	\$ 66,661	\$ 69,327	\$ 72,100	\$ 74,984	\$ 79,484	\$ 84,253	\$ 89,308	\$ 94,666	\$ 100,346	\$ 106,367	\$ 112,749	\$ 119,514	\$ 134,286
19	\$ 55,475	\$ 57,694	\$ 60,002	\$ 62,402	\$ 64,898	\$ 67,494	\$ 70,194	\$ 73,002	\$ 75,922	\$ 80,477	\$ 85,306	\$ 90,424	\$ 95,849	\$ 101,600	\$ 107,696	\$ 114,158	\$ 121,008	\$ 135,964
20	\$ 56,169	\$ 58,415	\$ 60,752	\$ 63,182	\$ 65,709	\$ 68,338	\$ 71,071	\$ 73,914	\$ 76,871	\$ 81,483	\$ 86,372	\$ 91,554	\$ 97,048	\$ 102,870	\$ 109,043	\$ 115,585	\$ 122,520	\$ 137,664
21	\$ 56,871	\$ 59,146	\$ 61,511	\$ 63,972	\$ 66,531	\$ 69,192	\$ 71,960	\$ 74,838	\$ 77,832	\$ 82,502	\$ 87,452	\$ 92,699	\$ 98,261	\$ 104,156	\$ 110,406	\$ 117,030	\$ 124,052	\$ 139,385
22	\$ 57,582	\$ 59,885	\$ 62,280	\$ 64,772	\$ 67,362	\$ 70,057	\$ 72,859	\$ 75,774	\$ 78,805	\$ 83,533	\$ 88,545	\$ 93,857	\$ 99,489	\$ 105,458	\$ 111,786	\$ 118,493	\$ 125,602	\$ 141,127
23	\$ 58,301	\$ 60,634	\$ 63,059	\$ 65,581	\$ 68,204	\$ 70,933	\$ 73,770	\$ 76,721	\$ 79,790	\$ 84,577	\$ 89,652	\$ 95,031	\$ 100,733	\$ 106,776	\$ 113,183	\$ 119,974	\$ 127,173	\$ 142,891
24	\$ 59,030	\$ 61,391	\$ 63,847	\$ 66,401	\$ 69,057	\$ 71,819	\$ 74,692	\$ 77,680	\$ 80,787	\$ 85,634	\$ 90,772	\$ 96,219	\$ 101,992	\$ 108,111	\$ 114,598	\$ 121,474	\$ 128,762	\$ 144,677
25	\$ 59,768	\$ 62,159	\$ 64,645	\$ 67,231	\$ 69,920	\$ 72,717	\$ 75,626	\$ 78,651	\$ 81,797	\$ 86,705	\$ 91,907	\$ 97,421	\$ 103,267	\$ 109,463	\$ 116,030	\$ 122,992	\$ 130,372	\$ 146,486
26	\$ 60,515	\$ 62,936	\$ 65,453	\$ 68,071	\$ 70,794	\$ 73,626	\$ 76,571	\$ 79,634	\$ 82,819	\$ 87,788	\$ 93,056	\$ 98,639	\$ 104,557	\$ 110,831	\$ 117,481	\$ 124,530	\$ 132,001	\$ 148,317
27	\$ 61,272	\$ 63,723	\$ 66,271	\$ 68,922	\$ 71,679	\$ 74,546	\$ 77,528	\$ 80,629	\$ 83,855	\$ 88,886	\$ 94,219	\$ 99,872	\$ 105,864	\$ 112,216	\$ 118,949	\$ 126,086	\$ 133,651	\$ 150,171
28	\$ 62,038	\$ 64,519	\$ 67,100	\$ 69,784	\$ 72,575	\$ 75,478	\$ 78,497	\$ 81,637	\$ 84,903	\$ 89,997	\$ 95,397	\$ 101,120	\$ 107,188	\$ 113,619	\$ 120,436	\$ 127,662	\$ 135,322	\$ 152,048
29	\$ 62,813	\$ 65,326	\$ 67,939	\$ 70,656	\$ 73,482	\$ 76,422	\$ 79,479	\$ 82,658	\$ 85,964	\$ 91,122	\$ 96,589	\$ 102,384	\$ 108,528	\$ 115,039	\$ 121,942	\$ 129,258	\$ 137,014	\$ 153,948
30	\$ 63,598	\$ 66,142	\$ 68,788	\$ 71,539	\$ 74,401	\$ 77,377	\$ 80,472	\$ 83,691	\$ 87,039	\$ 92,261	\$ 97,796	\$ 103,664	\$ 109,884	\$ 116,477	\$ 123,466	\$ 130,874	\$ 138,726	\$ 155,873

Year 3 Wages – Hourly Rate

SCALES 2026-2027																		
STEPS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
0	\$21.06	\$21.91	\$22.78	\$23.69	\$24.64	\$25.63	\$26.65	\$27.72	\$28.83	\$30.56	\$32.39	\$34.33	\$36.39	\$38.58	\$40.89	\$43.34	\$45.95	\$51.62
1	\$21.33	\$22.18	\$23.07	\$23.99	\$24.95	\$25.95	\$26.99	\$28.06	\$29.19	\$30.94	\$32.79	\$34.76	\$36.85	\$39.06	\$41.40	\$43.89	\$46.52	\$52.27
2	\$21.59	\$22.46	\$23.36	\$24.29	\$25.26	\$26.27	\$27.32	\$28.42	\$29.55	\$31.33	\$33.20	\$35.20	\$37.31	\$39.55	\$41.92	\$44.44	\$47.10	\$52.92
3	\$21.86	\$22.74	\$23.65	\$24.59	\$25.58	\$26.60	\$27.66	\$28.77	\$29.92	\$31.72	\$33.62	\$35.64	\$37.78	\$40.04	\$42.44	\$44.99	\$47.69	\$53.58
4	\$22.14	\$23.02	\$23.94	\$24.90	\$25.90	\$26.93	\$28.01	\$29.13	\$30.30	\$32.11	\$34.04	\$36.08	\$38.25	\$40.54	\$42.97	\$45.55	\$48.29	\$54.25
5	\$22.41	\$23.31	\$24.24	\$25.21	\$26.22	\$27.27	\$28.36	\$29.49	\$30.67	\$32.51	\$34.47	\$36.53	\$38.73	\$41.05	\$43.51	\$46.12	\$48.89	\$54.93
6	\$22.69	\$23.60	\$24.55	\$25.53	\$26.55	\$27.61	\$28.71	\$29.86	\$31.06	\$32.92	\$34.90	\$36.99	\$39.21	\$41.56	\$44.06	\$46.70	\$49.50	\$55.62
7	\$22.98	\$23.90	\$24.85	\$25.85	\$26.88	\$27.96	\$29.07	\$30.24	\$31.45	\$33.33	\$35.33	\$37.45	\$39.70	\$42.08	\$44.61	\$47.28	\$50.12	\$56.31
8	\$23.26	\$24.19	\$25.16	\$26.17	\$27.22	\$28.30	\$29.44	\$30.61	\$31.84	\$33.75	\$35.77	\$37.92	\$40.20	\$42.61	\$45.16	\$47.87	\$50.75	\$57.02
9	\$23.56	\$24.50	\$25.48	\$26.50	\$27.56	\$28.66	\$29.80	\$31.00	\$32.24	\$34.17	\$36.22	\$38.39	\$40.70	\$43.14	\$45.73	\$48.47	\$51.38	\$57.73
10	\$23.85	\$24.80	\$25.80	\$26.83	\$27.90	\$29.02	\$30.18	\$31.38	\$32.64	\$34.60	\$36.67	\$38.87	\$41.21	\$43.68	\$46.30	\$49.08	\$52.02	\$58.45
11	\$24.15	\$25.11	\$26.12	\$27.16	\$28.25	\$29.38	\$30.55	\$31.78	\$33.05	\$35.03	\$37.13	\$39.36	\$41.72	\$44.23	\$46.88	\$49.69	\$52.67	\$59.18
12	\$24.45	\$25.43	\$26.44	\$27.50	\$28.60	\$29.75	\$30.94	\$32.17	\$33.46	\$35.47	\$37.60	\$39.85	\$42.24	\$44.78	\$47.46	\$50.31	\$53.33	\$59.92
13	\$24.76	\$25.75	\$26.78	\$27.85	\$28.96	\$30.12	\$31.32	\$32.58	\$33.88	\$35.91	\$38.07	\$40.35	\$42.77	\$45.34	\$48.06	\$50.94	\$54.00	\$60.67
14	\$25.06	\$26.07	\$27.11	\$28.19	\$29.32	\$30.49	\$31.71	\$32.98	\$34.30	\$36.36	\$38.54	\$40.86	\$43.31	\$45.90	\$48.66	\$51.58	\$54.67	\$61.43
15	\$25.38	\$26.39	\$27.45	\$28.55	\$29.69	\$30.88	\$32.11	\$33.40	\$34.73	\$36.82	\$39.02	\$41.37	\$43.85	\$46.48	\$49.27	\$52.22	\$55.36	\$62.20
16	\$25.70	\$26.72	\$27.79	\$28.90	\$30.06	\$31.26	\$32.51	\$33.81	\$35.17	\$37.28	\$39.51	\$41.88	\$44.40	\$47.06	\$49.88	\$52.88	\$56.05	\$62.98
17	\$26.02	\$27.06	\$28.14	\$29.26	\$30.44	\$31.65	\$32.92	\$34.24	\$35.61	\$37.74	\$40.01	\$42.41	\$44.95	\$47.65	\$50.51	\$53.54	\$56.75	\$63.76
18	\$26.34	\$27.40	\$28.49	\$29.63	\$30.82	\$32.05	\$33.33	\$34.66	\$36.05	\$38.21	\$40.51	\$42.94	\$45.51	\$48.24	\$51.14	\$54.21	\$57.46	\$64.56
19	\$26.67	\$27.74	\$28.85	\$30.00	\$31.20	\$32.45	\$33.75	\$35.10	\$36.50	\$38.69	\$41.01	\$43.47	\$46.08	\$48.85	\$51.78	\$54.88	\$58.18	\$65.37
20	\$27.00	\$28.08	\$29.21	\$30.38	\$31.59	\$32.85	\$34.17	\$35.54	\$36.96	\$39.17	\$41.53	\$44.02	\$46.66	\$49.46	\$52.42	\$55.57	\$58.90	\$66.18
21	\$27.34	\$28.44	\$29.57	\$30.76	\$31.99	\$33.27	\$34.60	\$35.98	\$37.42	\$39.66	\$42.04	\$44.57	\$47.24	\$50.08	\$53.08	\$56.26	\$59.64	\$67.01
22	\$27.68	\$28.79	\$29.94	\$31.14	\$32.39	\$33.68	\$35.03	\$36.43	\$37.89	\$40.16	\$42.57	\$45.12	\$47.83	\$50.70	\$53.74	\$56.97	\$60.39	\$67.85
23	\$28.03	\$29.15	\$30.32	\$31.53	\$32.79	\$34.10	\$35.47	\$36.88	\$38.36	\$40.66	\$43.10	\$45.69	\$48.43	\$51.33	\$54.41	\$57.68	\$61.14	\$68.70
24	\$28.38	\$29.52	\$30.70	\$31.92	\$33.20	\$34.53	\$35.91	\$37.35	\$38.84	\$41.17	\$43.64	\$46.26	\$49.03	\$51.98	\$55.10	\$58.40	\$61.90	\$69.56
25	\$28.73	\$29.88	\$31.08	\$32.32	\$33.62	\$34.96	\$36.36	\$37.81	\$39.33	\$41.68	\$44.19	\$46.84	\$49.65	\$52.63	\$55.78	\$59.13	\$62.68	\$70.43
26	\$29.09	\$30.26	\$31.47	\$32.73	\$34.04	\$35.40	\$36.81	\$38.29	\$39.82	\$42.21	\$44.74	\$47.42	\$50.27	\$53.28	\$56.48	\$59.87	\$63.46	\$71.31
27	\$29.46	\$30.64	\$31.86	\$33.14	\$34.46	\$35.84	\$37.27	\$38.76	\$40.31	\$42.73	\$45.30	\$48.02	\$50.90	\$53.95	\$57.19	\$60.62	\$64.26	\$72.20
28	\$29.83	\$31.02	\$32.26	\$33.55	\$34.89	\$36.29	\$37.74	\$39.25	\$40.82	\$43.27	\$45.86	\$48.62	\$51.53	\$54.62	\$57.90	\$61.38	\$65.06	\$73.10
29	\$30.20	\$31.41	\$32.66	\$33.97	\$35.33	\$36.74	\$38.21	\$39.74	\$41.33	\$43.81	\$46.44	\$49.22	\$52.18	\$55.31	\$58.63	\$62.14	\$65.87	\$74.01
30	\$30.58	\$31.80	\$33.07	\$34.39	\$35.77	\$37.20	\$38.69	\$40.24	\$41.85	\$44.36	\$47.02	\$49.84	\$52.83	\$56.00	\$59.36	\$62.92	\$66.70	\$74.94

11. Reclassifications

Effective within 90 days after the ratification of the Agreement, the following reclassifications will occur:

- a. Allied Health Coordinators working in a polysom department and meeting the requirements or, and performing the job duties of, Polysomnographic technologists shall be reclassified as Polysomnographic technologists.
- b. Dietetic Assistants shall be reclassified as Dietetic Technicians.
- c. Transplant Organ Preserv associate shall be reclassified as Transplant Organ Preserv
- d. Organ Procurement Coord Assoc and Organ Procurement Coord inter shall be reclassified as Organ Procurement Coordinators.
- e. Ophthalmic Imaging Specialist Assoc and Ophthalmic Imaging Specialist Int shall be reclassified as Ophthalmic Imaging Specialists.
- f. Employees currently classified as Ultrasound Technologists will be reclassified as Mammography Technologists – Dual if they meet the qualifications and perform the associated job duties.
- g. The “Exercise Psychologist” title will be renamed to “Clinical Exercise Physiologist” title.
- h. The “Ocularist” title will be separated from the “Orthotist/Prosthetist” titles.
- i. Employees with the title “Rehab Engineer” who are not engineers will be classified as “Assistive Technology Professionals.”
- j. Employees with the title “Uncertified Rehab Engineer” who are not engineers will be classified as “Assistive Technology Professionals (Non-Certified).”
- k. Employees classified as a Prosthetist or Orthotist who are credentialed as an Orthotist and Prosthetist and performing the job duties of both Orthotist and Prosthetist will be reclassified as Orthotist and Prosthetist and paid accordingly.
- l. Surgical Technologist intermediate shall be reclassified as Surgical Technologist.

12. Salary Grade Assignment

Unit	Old Job Code	Old Job Title	New Job Code	New Job Title	Grade
BH	103891	Activity Therapy Coordinator	800161		E
REHAB	103912	Acupuncturist	800221		N
ADEPT	100626	Allied Health Technical Coord	800100		I
ADEPT	100642	Allied Health Technical Spec	800101		I

ADEPT	102550	Anesthesia Technician Assoc	800102		B
ADEPT	103786	Anesthesia Technician Inter	800103		C
BH	103893	Art Therapist	800162		JJ
BH	103323	Arts Practitioner	800163		H
REHAB	100350	Rehabilitation Engineer Senior	800222	Asst Technology Prof Clin Spec	TBD
REHAB	104012	Non Certified Rehabilitation Engineer	800223	Asst Technology Prof Non-Cert	I
REHAB	100525	Rehabilitation Engineer	800224	Asst Technology Professional	J
REHAB	102551	Athletic Trainer	800225		HH
REHAB	103492	Athletic Trainer Clin Spec	800226		II
REHAB	102552	Audiologist	800227		QQ
BH	103915	Behavior Analyst	800164		LL
ADEPT	102554	Cardiac Cath Technologist	800104		N
ADEPT	NEW	NEW	800105	Cardiac Cath Technologist Grad	N
ADEPT	104005	Cardiac Device Technician	800106		L
ADEPT	NEW	NEW	800107	Cardiac Sono Non-Inv Tech Grad	O
ADEPT	102556	Cardiac Sono Non-Invasive Tech	800108		O
ADEPT	102558	Cardiology Tech Non-Invasive	800109		K
BH	102560	Case Manager	800165		JJ
REHAB	102648	Certified Occupational Therapy	800228		I
BH	100266	Chaplain Hlth	800166		II
BH	101666	Child Life Specialist Assoc	800167		F
BH	103892	Child Life Specialist Inter	800168		GG
BH	101681	Child Life Specialist Senior	800169		II

REHAB	102596	Exercise Physiologist	800230	Clinical Exercise Physiologist	JJ
LAB	100656	Clinical Technologist Senior	800205	Clinical Technologist Senior	NN
REHAB	NEW	NEW	800253	Clinicl Exer Physiologist Grad	JJ
ADEPT	102561	Comp Tomography Technologist	800110		M
LAB	102581	Cytotechnologist	800206		O
IHP	100893	Dental Assistant Associate	800111		D
IHP	100894	Dental Assistant Intermediate	800112		E
IHP	100895	Dental Assistant Senior	800113		G
IHP	100909	Dental Dispensing Assistant	800114		A
IHP	100908	Dental Equipment Technician	800115		H
IHP	102582	Dental Hygienist	800187		MM
ADEPT	103588	Dialysis Technician Certified	800116		E
ADEPT	NEW	NEW	800117	Dialysis Technician Grad	E
IHP	103810 102584	Dietetic Assistant Dietetic Technician	800188	Dietetic Technician	B
ADEPT	102586	EEG Technologist Non-Rgst	800118		G
ADEPT	103352	EEG Technologist Registered	800119		I
ADEPT	102587	EEG/EMG Technologist	800120		G
ADEPT	102588	Electrocardiograph Technician	800121		C
LAB	103700	Embryologist	800207		NN
ADEPT	103783 102652	Emergency Services Technican Lead Emergency Services Technician	800122	Emergency Services Technician	B
ADEPT	103677	Endoscopy Tech Specialist	800123		E

ADEPT	103676	Endoscopy Technician	800124		D
IHP	103482	Esthetician	800189		D
BH	103862	Genetic Counselor Assoc	800170		NN
BH	100337	Genetic Counselor Inter	800171		OO
BH	103863	Genetic Counselor Senior	800172		QQ
ADEPT	103876	GI Physiology Technologist	800125		D
LAB	102599	Histology Technician	800208		I
LAB	102600	Histotechnologist	800209		K
IHP	100535	Home Care Services Technician	800190		A
ADEPT	103661	Hyperbaric Chamber Technician	800126		G
IHP	103675	Interpreter Healthcare	800191		F
IHP	103895	Interpreter Healthcare Senior	800192		G
ADEPT	102607	Interventionl Rad Technologist	800127		N
ADEPT	103527	Intraop Mntrng Neuromonitorist	800128		N
LAB	102609	Laboratory Technician	800210		B
ADEPT	103590	Laser Technician	800129		D
BH	101705	Learning Specialist Healthcare	800173		MM
IHP	102616	Licensed Practical Nurse	800193		H
ADEPT	102617	Mammography Technologist	800130		M
ADEPT	NEW	NEW	800131	Mammography Technologist-Dual	N
MA	102618	Medical Assistant	800215		B
MA	101815	Medical Assistant Associate	800216		B
MA	103769	Medical Assistant Intermediate	800217		C

MA	103407	Medical Assistant Senior	800218		E
MA	103718	Medical Scribe	800219		A
LAB	102627	Medical Technologist	800211		L
LAB	103639	Medical Technologist Spec	800212		M
ADEPT	102629	MRI Technologist	800132		N
ADEPT	103831	MSK Technologist	800133		O
BH	103894	Music Therapist	800174		II
ADEPT	102631	Nuclear Medicine Technologist	800134		P
REHAB	100692	Occupational Ther Clin Spec	800231		QQ
REHAB	102647	Occupational Therapist	800232		PP
REHAB	NEW	NEW	800233	Ocularist	OO
ADEPT	103777	Ophthalmic Imaging Spec Senior	800135		J
ADEPT	103775 103776	Ophthalmic Imaging Specialist Assoc Ophthalmic Imaging Specialist Inter	800136	Ophthalmic Imaging Specialist	I
ADEPT	103707	Ophthalmic Technician Assoc	800137		D
ADEPT	102650	Ophthalmic Technician Inter	800138		G
ADEPT	103708	Ophthalmic Technician Senior	800139		J
ADEPT	100422	Optician	800140		E
IHP	103920	Organ Procur Coord Senior	800194		N
IHP	103918 103919	Organ Procur Coordinator Assoc Organ Procur Coordinator Inter	800195	Organ Procur Coordinator	M
REHAB	103496	Ortho & Prost Clin Asst Non-Cert	800141		A
REHAB	100602	Ortho & Prost Clin Asst	800143		D
REHAB	103470	Ortho & Prost Tech Certified	800229		D

REHAB	103468	Ortho & Prost Tech Lead	800144		D
REHAB	100594	Ortho & Prost Tech Non-Cert	800142		C
REHAB	102651	Orthopedic Technician	800234		E
REHAB	100435	Orthoptist	800235		M
REHAB	100456	Orthotic Fitter	800236		D
REHAB	100230	Orthotist	800237		MM
REHAB	100349	Orthotist and Prosthetist	800238		OO
ADEPT	103659	Paramedic	800145		F
LAB	102653	Pathologist Assistant	800213		RR
REHAB	100302	Pedorthist	800239		H
BH	NEW	Peer Support Specialist	800258		A
IHP	102658	Pharmacy Tech Assoc	800196		B
IHP	102613	Pharmacy Tech Coord	800197		G
IHP	NEW	NEW	800198	Pharmacy Tech Grad	B
IHP	103641	Pharmacy Tech Inter	800199		C
IHP	103642	Pharmacy Tech Senior	800200		F
REHAB	102660	Physical Therapist	800241		QQ
REHAB	100694	Physical Therapist Assistant	800242		J
REHAB	100693	Physical Therapist Clin Spec	800240		RR
ADEPT	NEW	NEW	800146	Polysomnographic Technologist Grad	J
ADEPT	103384	Polysomnographic Tech Rgst	800147	Polysomnographic Technologist Rgst	J
MA	103965	Population Health Coordinator	800220		E
REHAB	100316	Prosthetist	800243		MM
BH	102670	Psychologist MA	800175		OO
BH	102671	Psychologist PhD	800176		RR
BH	100522	Psychometrist	800177		H
BH	103704	Psychometrist Senior	800178		J
ADEPT	101770	Pulmonary Technologist	800148		K

ADEPT	102674	Radiation Therapy Tech ARRT	800149		O
ADEPT	102675	Radiologic Technologist	800150		K
ADEPT	102678	Radiology Technologist Senior	800151		L
BH	102958	Registered Dietitian Nutrition	800179		LL
BH	101773	Rehabilitation Counselor	800180		FF
REHAB	100350	Rehabilitation Engineer Senior			TBD
REHAB	100525	Rehabilitation Engineer			TBD
REHAB	103672 100703	Rehabilitation Technician Lead Rehabilitation Technician	800152	Rehabilitation Technician	A
IHP	101682	Sign Language Interpreter	800201		O
BH	102691	Social Worker BSW	800181		J
BH	103903	Social Worker BSW Senior	800182		K
BH	102692	Social Worker MSW	800183		LL
BH	103734	Social Worker MSW Senior	800184		MM
LAB	103479	Specimen Processor	800214		A
REHAB	102695	Speech-Language Pathologist	800244		PP
REHAB	100706	Speech-Language Pathologist Sr	800245		QQ
ADEPT	103722	Surgical Tech First Asst	800154		N
ADEPT	103859	Surgical Tech Spec Cardiovasc	800153		L
ADEPT	102977	Surgical Technologist Surgical Technologist Inter	800155	Surgical Technologist	I
ADEPT	102979	Surgical Technologist Senior	800156		J
ADEPT	103748	Surgical Technologist Spec	800157		L
ADEPT	103822	Telemetry Monitor Technician	800158		A

BH	100707	Therapeutic Rec Clinical Spec	800185		HH
BH	102962	Therapeutic Recreation Special	800186		G
IHP	100512	Transplant Coordinator	800202		P
IHP	103935 103936	Transplant Organ Preserv Assoc Transplant Organ Preserv Inter	800203	Transplant Organ Preserv	K
IHP	103937	Transplant Organ Preserv Sr	800204	Transplant Organ Preserv Sr	M
ADEPT	101719 102709	Ultrasonographer/Radiographer Ultrasound Technologist	800159	Ultrasound Technologist	N
ADEPT	103348	Vascular Technologist Rgst	800160		O

B. Premium Pay

1. Shift Premium shall be as follows:

	Shifts of 8 hours or longer	Shifts of less than 8 hours
Day	Starting time on or after 3am and before 11am OR has the majority of hours scheduled between 7am (6am for BH) and 3pm	Starting time on or after 5:00am and before 1:00pm
Afternoon	Starting time on or after 11am and before 7pm (6pm for BH) OR has the majority of hours scheduled between 3pm and 11pm	Starting time on or after 1:00pm and before 9:00pm
Night	Starting time on or after 7pm and before 3am OR has the majority of hours scheduled between 11pm and 7am (6am for BH)	Starting time on or after 9:00pm and before 5:00am

	PAY GRADE	
	A-I and AA-II	J-R and JJ-RR
Weekday Afternoon	\$2.00	\$2.30
Weekday Night	\$2.30	\$3.00
Weekend Day	\$2.50	\$3.20
Weekend Afternoon	\$3.05	\$4.15
Weekend Night	\$3.50	\$4.75

- a. Weekend afternoon and night shift premium will be paid Friday through Sunday.
 - b. When an employee is paid vacation, extended sick, sick, paid maternity (childbirth) leave, paid parental leave, PTO, holiday, floating holiday, or season day pay for time that would have included shift premium if worked, the payment will include shift premium.
 - b. Continuous Shifts. When a full-time Employee works beyond (either before or after their scheduled shift), they will continue to receive the shift premium, if any, determined by their starting time, or where the majority of the hours are worked. The exception to this rule involves an Employee working an additional shift. In this case, the Employee will be paid for the shift premium for that shift or the shift premium for the first full shift, whichever premium is greater.
 - c. Split Shifts. When an Employee's schedule of work is divided by a period of time exceeding one (1) hour, the second segment will be considered a new starting time in determining whether a shift premium is payable for that segment.
2. On-Call pay shall be a minimum of \$4.00 for pay grades A - I - and AA - II and \$4.30 for pay grades J - R and JJ - RR. Employees activated while on call will be paid straight time for hours worked.
 3. Float Pay shall be \$2.00/hr. in addition to an Employee's hourly wage when management assigns the Employee to the resource pool or designates them as float in accordance with Article 47, "Floating."

C. DIFFERENTIALS

1. Employees shall be paid when serving in the role of a lead as assigned by the department leader.
 - a. UNIT SPECIFICS
 - i. Rehab = differential of 5% of base salary
 - ii. ADEPT = differential of 5% of base salary
 - iii. Lab = differential of 5% of base salary
 - iv. Behavior Health = differential of 10% of base salary
 - v. Integrated Health Professionals = differential of 5% of base salary
2. Preceptor/Training Pay: Compensation for training/precepting/educating other employees on new competencies: \$2.00/hour. Current practice regarding preceptor pay for Certified Child Life Specialists serving as clinical internship rotation supervisors will be maintained.
3. Additional Duties Compensation
 - a. Laboratory Technicians who perform FDA High Complexity Tests as part of their job duties will receive a 5% differential. FDA High Complexity Tests include new tests that may be High Complexity but are not listed with FDA and require manufacturer updates and certain specimen processors that hand manipulate specimens.
 - b. Ophthalmic Technician Associates, Intermediates, and Seniors who run the Home iCare Program Coordinator will receive a 5% differential.
 - c. Pharmacy Technicians who perform sterile compounding will receive a \$5 per hour shift differential. Management reserves the right to review every 60 days and discontinue the program with a minimum 30-day notice to the Union and Employees performing the function.
 - d. Superuser program: The current superuser program will continue in the Ambulatory Care division. Management will notify the union 60 days in advance if another compensatory program will be developed to recognize the contributions of these Employees. As a standard, Employees must attend 80% of the required meetings to continue to qualify.
4. Clinical Instructors
 - a. It is recognized that the role of Clinical Instructors is outside of the bargaining unit's responsibilities. An instructor is fully trained to provide clinical care and is qualified to participate in educational programs at the University of Michigan Medical School. Appointment to this rank requires evidence that the individual has received an appropriate level of education and documentation of full clinical competence. Certification by the relevant professional board must be complete. Evidence of competence in clinical and didactic teaching is expected. Approval of a Clinical

Instructor position is at the sole discretion of the employing department subject to the universities policy and procedures and not subject to the provisions of this Agreement.

- b. A Clinical Instructor plays a vital role in the education and training of fellows, residents, and students within a fellowship program at Michigan Medicine or the Kellogg Eye Center. This position involves preparing and delivering formal lectures, guiding clinical education, and assessing the learners' progress and competencies.

D. OTHER

1. Unless otherwise specifically addressed in this Agreement, the following will continue according to current practice or policies that govern the benefit:
 - a. Additional Duties differentials shall be granted to Employees by management according to current practice, but only when the additional duties are consistent above and beyond their regularly classified duties. This differential and the task can be cancelled by management.
 - b. Career Development Fund;
 - c. Educational Time;
 - d. MHealthy Reward Payment, as long as the benefit is available through the Medical Plan.
2. The Employer may offer the following or other additional compensation with approval of the Union:
 - a. Moving Expenses
 - b. New Hire Payments
 - c. Referral Bonus Payments
 - d. Relocation Assistance Payments
 - e. Retention Payments
 - f. Department incentive programs
 - g. Labor Market Adjustments
3. An Employee who completes a relevant degree, certification, or other educational requirement during the term of the Agreement shall be awarded the corresponding points and receive the corresponding salary adjustment effective the beginning of the pay period within 30 days of confirmation of receipt by Human Resources.
4. Transplant Organ Preservationist Employees who travel in air and ground patient or organ transports will be eligible for a quarterly bonus of \$1,000 per quarter. Bonuses shall be prorated for part-time Employees. The quarterly bonus periods shall begin on January 1, April 1, July 1, and October 1, as the case may be. Eligibility for a bonus payment shall be forfeited if an Employee is absent for any reason, except for scheduled Paid Time Off or holiday time off, in excess of one hundred twenty (120) hours in a given quarter.

5. Critical Staffing Incentives, if approved by senior leadership, and when the unit manager has determined the need as a necessary staffing solution the Employer may pay a critical staffing incentive under the following conditions:
 - a. The area or unit is determined to have a 20% or greater vacancy rate, and a high probability of service disruption.
 - b. Pay shall be two times an Employee's hourly rate for work over their standard work schedule.
 - c. Unscheduled absences within a pay week negate eligibility for staffing incentives within that week.
 - d. This program is not to be used for patient surge volumes.
 - e. Bargaining unit employees who work excessive hours and qualify for sleep time will not be excluded from receiving the incentive should they accept a shift.

6. Effective January 1, 2025, Chaplains shall receive their perquisite annually in the amount of a \$15,000 parsonage allowance for housing, paid in monthly installments.

E. EXEMPT EMPLOYEE WORKLOAD

Exempt Employees may periodically be required to work extra hours (for example, extended shifts) to meet patient care needs without additional compensation.

The workload performed by all Exempt Employees must reasonably be able to be completed within an Employee's scheduled shift length.

E. GRANT-FUNDED POSITIONS

In the event that funding may not be available for any grant- or donor-funded position, the Employer shall notify the Union as soon as known prior to any impact on Employees. The Employer and the Union shall meet to negotiate the effects and collaborate to mitigate the impact by finding new employment, etc.

G. COMPETENCY MODELS

Existing Behavioral Health Career Ladder Integration:

1. Social Worker MSW
 - a. MSWs who progress from Entry Clinician to Advanced Clinician based on established criteria will receive one additional step on the salary grade LL scale.
 - b. MSWs who progress from Advanced Clinician to Expert Clinician will be moved to the same step on the Social worker MSW Senior salary grade MM.
 - c. MSWs who progress from Expert Clinician to Clinical Scholar based on established criteria will receive a 5% differential.

- d. MSWs currently on the career ladder prior to the ratification of this contract will be credited with the following:
 - 1. MSWs who are Advanced Clinicians will receive one additional step.
 - 2. MSWs who are Expert Clinicians will receive one additional step.
 - 3. MSWs who are Clinical Scholars will receive a 5% differential following placement on the salary table.
- e. All Employees with the current job title of Social Worker MSW and Social Worker MSW Senior are eligible to apply for the MSW Career Ladder.
- f. Current practices to review process and maintenance of career ladder level will remain unchanged until a universal career ladder is agreed upon.

2. Social Worker BSW

- a. BSWs who progress from Entry BSW to Advanced BSW based on established criteria will receive one additional step on the salary grade J scale.
- b. BSWs who progress from Advanced BSW to Expert BSW will be moved to the same step on the Social Worker BSW Senior salary grade K.
- c. BSWs who progress from Expert BSW to Scholar BSW based on established criteria will receive a 5% differential
- d. BSWs currently on the career ladder prior to the ratification of this contract will be credited with the following:
 - 1. BSWs who are Advanced BSWs will receive one additional step.
 - 2. BSWs who are Expert BSWs will receive one additional step.
 - 3. BSWs who are Scholar BSWs will receive a 5% differential following placement on the salary table.
- e. All Employees with the job title of Social Worker BSW and Social Worker BSW Senior are eligible to apply for the BSW Career Ladder.
- f. Current practices to review process and maintenance of career ladder level will remain unchanged until a universal career ladder is agreed upon.

3. Child Life Specialist

- a. Child Life Specialists will be moved to the same step of the higher salary grade as shown below when advancing from Associate, Intermediate, and Senior levels based on established criteria.
- b. In an effort to maintain the relative value between Child Life Specialist levels, an adjustment to salary grade for Intermediate and Senior is as follows:
 - 1. CLS Associate: Salary Grade F
 - 2. CLS Intermediate: Salary Grade GG
 - 3. CLS Senior: Salary Grade II
- c. The review process and maintenance of career ladder level will not result in disciplinary action or job title change.
- d. Current practices to review process and maintenance of career ladder level will remain unchanged until a universal career ladder is agreed upon.

4. Genetic Counselor

- a. Genetic Counselors will be moved to the same step of the higher salary grade, as shown below, when advancing from Associate, Intermediate and Senior levels based on established criteria.
 - b. Genetic Counselor Associate: Salary Grade NN (no change)
 - c. Genetic Counselor Intermediate: Salary Grade OO (no change)
 - d. Genetic Counselor Senior: Salary Grade QQ (no change)
 - e. Current practices to review process and maintenance of career ladder level will remain unchanged until a universal career ladder is agreed upon.
5. Behavioral Health Universal Career Ladder: A Universal Behavioral Health Career Ladder will be jointly developed by Management and the union and will be in effect by November 30, 2025. The process to develop this clinical ladder will begin within 90 days of ratification.

ARTICLE 17 - BENEFITS PLANS

A. Each plan shall be as provided by the University and may be amended but not eliminated. In the event of changes in benefits, the Union will be notified prior to the effective date of the change. No matter concerning any of the benefits set forth in this Article shall be subject to the grievance and arbitration procedure except for a question of whether the University has complied with the specific provisions set forth in this Article.

B. GROUP HEALTH INSURANCE PLAN

1. The group health insurance plan shall be as provided by the University in the same manner and to the same extent as provided to employees not represented by a labor organization except as specifically provided in this Article.
2. Contribution rates toward health insurance premiums will be an average aggregate contribution ratio of 70% contributed by the University and 30% contributed by the Employees. The aggregate employee contribution of 30% is inclusive of the cost of health care premiums, co-pays (for prescription drugs, office visits, emergency and urgent care visits, etc.) and deductibles.
3. The Employee will be responsible for any additional premium cost above the base Employer contribution rate toward the Employee's plan of choice.
4. Employees who do not elect to waive or enroll in a health insurance plan within thirty (30) days of the eligibility date will be automatically enrolled in the comprehensive major medical plan with single person coverage.
5. If, during the term of this Agreement, a Federal or State law is enacted which requires the payment of taxes or premiums to either the Federal or State government or another

entity for hospital or medical benefits for Employees, the University may make such adjustments in the schedules of benefits provided by this Article to avoid duplication of benefits. In addition, any such taxes OR premiums paid by the University shall be included in the total dollar limitation provided in this Article.

C. GROUP LIFE INSURANCE

1. The University Group Life Insurance Plan shall be as provided by the University in the same manner and to the same extent as provided to employees not represented by a labor organization within the Benefits Program. The University plan offers \$30,000 of life insurance coverage with the full cost paid by the University.
2. The Optional Life Insurance Plan shall be provided by the University within the Benefits Program. The amount of Optional Life Insurance coverage elected by an Employee may range from \$5,000 at the minimum to an amount equal to eight (8) times the Employee's salary, up to a maximum of \$1,500,000. Salary as indicated is based upon an Employee's job rate for a normal 40-hour work week excluding overtime and other premiums. The cost of the Optional Group Life Insurance Plan is fully paid by the Employee and is determined by the amount of coverage selected, current age, smoking status, and current salary. The amount of coverage chosen and its cost will increase when salary increases. The cost will also increase when moving into the next higher age bracket.
3. The Dependent Life Insurance Plan shall be as provided by the University in the same manner and to the same extent as provided to employees not represented by a labor organization.

D. TRAVEL ACCIDENT INSURANCE

1. The Travel Accident Insurance Plan shall be provided in the same manner and to the same extent as provided to employees not represented by a labor organization. The following, without cost to an Employee, will be provided and maintained:
 - a. The amount of the principal sum of insurance for full-time Employees shall be \$50,000 or ten (10) times hourly rate times 2,080 hours, whichever is more, but not to exceed \$500,000, except as the amount may be reduced proportionately by a catastrophic accident.
 - b. The total cost of all benefits will not exceed \$10 million. If this limit does not allow a full benefit payment to each insured staff member, each staff member's benefit will be prorated.

E. LONG-TERM DISABILITY PLAN

1. The expanded long-term disability plan shall be as provided by the University in the same manner and to the same extent as University Employees not represented by a labor organization.
 - a. The Employee must pay the entire cost for the Expanded Disability Plan during the first two (2) years of service.
 - b. The University will pay the entire cost of the Expanded Disability Plan after two (2) years of service on annual base income up to \$66,200 per year (adjusted annually).
 - c. Coverage on base income over \$66,200 (adjusted annually) after two (2) years of service is elective and the Employee must pay the cost according to the Expanded Long Term Disability Plan Policy.
 - d. An eligible Employee shall receive a disability income under the Expanded Disability Plan which shall be 65% of the Employee's covered monthly base income.
2. In the event that cash benefits are received from other sources as set forth in the Expanded Disability Plan, the disability income set forth in paragraph E.1.d. above shall be adjusted so that the combination of disability income and cash benefits from other sources shall not exceed 65% of the Employee's covered monthly base income for the Expanded Disability Plan.
3. For each month that a disability benefit is in effect and according to the provisions of each plan, Retirement Savings Plan, Group Life Insurance, Health Insurance Plan, and Dental Option 1 contributions shall be made by the University as provided in the Expanded Disability Plan Policy.

F. GROUP DENTAL PLAN

1. The Group Dental Plan and University contributions toward the dental plan shall be as provided by the University in the same manner and to the same extent as provided to University Employees not represented by a labor organization within the Benefits Plan. Employees have a choice of three dental plan options. During the term of this Agreement no less than the University of Michigan Dental Plan, Option I schedule of benefits in effect at the execution date of this Agreement will be provided and maintained. Employees who do not elect to opt out or enroll in a dental insurance plan within 30 days of the eligibility date will be automatically enrolled in the Employee only University of Michigan Dental Plan Option I.

2. If, during the term of this Agreement, a federal or state law is enacted which requires the payment of taxes or premiums to either the federal or state government to another entity for dental benefits for Employees, the University may make such adjustments in the schedules of benefits provided by this Article to avoid duplication of benefits. In addition, any such taxes OR premiums paid by the University shall be included in the total dollar limitation provided in this Article.

G. RETIREMENT PLAN

The Retirement Savings Plan shall be as provided by the University in the same manner and to the same extent as provided by University employees not represented by a labor organization. It is understood that the retirement plan may be amended provided that:

1. The University will contribute an amount equal to ten (10) percent of the Employee's eligible earnings each month for all eligible members of the UMMAP bargaining unit who contribute an amount equal to five (5) percent of the Employee's eligible earnings each month.
2. Eligible earnings for University and Employee contributions toward the retirement plan shall be determined by the Employee's base salary only, excluding additional forms of pay, such as, but not limited to, salary supplements, shift or weekend premium, on call pay, call-back pay, administrative differentials, lead differentials, pay for additional workload or hours.
3. To retire with benefits requires a benefit eligible appointment, which is 50% or greater, lasting four continuous months or longer.
4. The plan may not be amended to reduce or modify eligibility to participate in the plan or to reduce or modify criteria for determination of the retirement allowance.

H. TUITION SUPPORT PROGRAM

The University agrees to provide the same Tuition Support Program it administers for employees not represented by a union, and which it may revise from time to time, to Employees in this bargaining unit. The policies, regulations, definitions, and procedures outlined in the University's Tuition Support Program Standard Practice Guide shall govern the use of this program for Employees in this bargaining unit. The Tuition Support Program shall not be eliminated during the term of this Agreement.

ARTICLE 18 - PAID TIME OFF (PTO)

A. GENERAL PROVISIONS

1. The Paid Time Off (PTO) program provides for paid time off from work for eligible Employees for personal illness, family care (including grandchildren), vacation, personal business, purposes arising out of domestic violence or sexual assault situations, primary worksite, or child's school closure due to a public health emergency, and work-related injuries.
2. Eligible Employees are those who have a total eligible appointment of 50% (20 hours or more) per week or more, including Employees in their probationary period.
3. The intent of the PTO program is to provide eligible Employees with flexibility in scheduling time away from work, provide an incentive to reduce unscheduled Employee absences, and maintain the organization's competitive position in the marketplace while continuing to be the place Employees prefer to work. It remains the responsibility of each Employee to manage their own time off while maintaining regular and reasonable attendance standards as specified in approved unit, department and clinic policies.

B. PTO ACCRUALS

Years of Service	Non-Exempt Employees Hired on or after 7/1/15	Exempt Employees Hired on or after 7/1/15
0 to 4.9 years	12.667 hours/month	16 hours/month
	152 hours/year	192 hours/year
	19 days/year	24 days/year
	*228 hours maximum	*288 hours maximum
5 to 9.9 years	16.667 hours/month	20 hours/month
	200 hours/year	240 hours/year
	25 days/year	30 days/year
	*300 hours maximum	*360 hours maximum
10 years and up	20 hours/month	20 hours/month
	240 hours/year	240 hours/year
	30 days/year	30 days/year
	*360 hours maximum	*360 hours maximum
Years of Service	Non-Exempt Employees Hired before 7/1/15	Exempt Employees Hired before 7/1/15
0 to 4.9 years	13.334 hours/month	17.334 hours/month

	160 hours/year	208 hours/year
	20 days/year	26 days/year
	*240 hours maximum	*312 hours maximum
5 to 9.9 years	17.334 hours/month	21.334 hours/month
	208 hours/year	256 hours/year
	26 days/year	32 days/year
	*312 hours maximum	*384 hours maximum
10 years and up	21.334 hours/month	21.334 hours/month
	256 hours/year	256 hours/year
	32 days/year	32 days/year
	*384 hours maximum	*384 hours maximum

Campus-based Employees shall receive 32 hours of additional PTO time added to their bank annually in December to account for season days.

1. The monthly PTO accrual is effective and available for use on the first day of the month for which it is accrued or during the bi-weekly pay period which includes the first of the month for which it is accrued, except when a status change occurs during the accrual month.
2. PTO accrual for partial calendar months is calculated on the basis of the day of the calendar month on which the event occurs according to the following:

EFFECTIVE DATE OF THE 1ST THROUGH THE 10TH OF THE MONTH: If the effective date of the start of employment, promotion to exempt status, completion of 5 or 10 years of service or return from leave is the 1st through the 10th of the month, PTO will accrue at 100%.

If the date before the effective date of the Employee's end of employment or start of leave is the 1st through the 10th there is no accrual. Example: If an Employee terminates their appointment effective on the 11th of a particular month, they are not eligible for any accrual that month.

EFFECTIVE DATE OF THE 11TH THROUGH THE 20TH OF THE MONTH: If the effective date of the start of employment, promotion to exempt status, completion of 5 or 10 years of service, end of employment, or start or return from leave is the 11th through the 20th of the month, PTO will accrue at 50%.

If the date before the effective date of the Employee's end of employment or start of leave is the 11th through the 20th of the month there is 50% accrual. Example: If an Employee terminates their appointment effective on the 20th of the month, they are

eligible for 50% accrual in the month.

EFFECTIVE DATE OF THE 21ST THROUGH THE END OF THE MONTH: If the effective date of the start of employment, promotion to exempt status, completion of 5 or 10 years of service or return from leave is the 21st through the end of the month there is no accrual.

If the date before the effective date of the Employee's end of employment or start of leave is the 21st to the end of the month there is 100% accrual. Example: If an Employee terminates their appointment effective on the 22nd through the end of the month they are eligible for the full accrual that month.

3. Eligible Employees do not accrue PTO during a leave of absence without pay, while using the extended sick time plan, or while using the maternity leave plan. For purposes of accruing PTO, unpaid leaves, extended sick, and maternity leave usage are counted toward the total when determining if an accrual reduction is required.
4. During any calendar month in which an eligible Employee is absent without pay, uses extended sick or maternity leave pay for 120 hours or more pro-rated by FTE, the full monthly PTO accrual will be deducted in the following month.
5. During any calendar month in which the Employee is absent without pay, uses extended sick or maternity leave pay for less than 120 hours prorated by FTE but more than 56 hours pro-rated by FTE, half the monthly PTO accrual will be deducted at the end of the month for which it is accrued.
6. Leaves of absence shall be counted as service time for the purpose of determining the appropriate rate of PTO accrual.
7. Time worked above a 40-hour full-time appointment will not be counted when calculating PTO accrual or determining the appropriate rate of PTO accrual.
8. Maximum PTO accrual shall not exceed one and a half times the annual PTO accrual at any one time. No PTO may be earned above the maximum. In any circumstances resulting in a reduction in appointment fraction, any PTO accrual over the maximum for the Employee's new appointment will be paid out to the Employee. (The only exception to this is that one additional accrual will be added to an Employee's max balance at the start of each month, thus the Employee has until the end of the month to use the time before it's lost). If an Employee reduces their appointment fraction, any PTO accrual over the maximum for the Employee's new appointment will be paid to the Employee. In the case of an interdepartmental transfer that includes a reduced appointment fraction, or a change in max allowable balance, the previous employing department will pay the excess based on the new maximum allowable accrual balance.

9. Part time staff accrual of PTO is prorated based on the percentage of the Employee's appointment. Employees with less than a 50% total appointment(s) are not eligible for the PTO Program.

C. Reporting Attendance and Absence: Exempt Employees record absences from the normal work schedule in half-day increments. Absences of less than a half day are not reported; however, they must be approved by department leader. Each half-day stands alone. Short absences (i.e. 1 hour) are not to be accumulated for consolidation and reporting at some later time. In cases where Employees are using PTO in order to bridge to Extended Sick use and when using Extended Sick time pay, absences are reported to the 1/10 of an hour for Exempt Employees.

D. If the Employee exhausts their PTO bank and uses unapproved no pay at any time, a meeting will occur between the Employee, unit leader, and the Union. Subsequent occurrences of using unapproved no pay within twelve months from the initial occurrence of unapproved no pay may result in disciplinary action.

E. PTO AND WORKERS' COMPENSATION DESIGNATION OF TIME AND COORDINATION OF BENEFITS

1. The following provisions will apply in the event that an Employee sustains an accepted work-related injury necessitating time away from work. No wage loss benefits shall be paid for an injury or occupational illness that does not cause disability resulting in wage loss for a period of at least seven (7) consecutive calendar days:

a. The first five days of absence following the day of injury will be covered by time from the Employee's PTO bank. (PTO time has been identified in the PTO policy as time to be used for both incidental illness and longer-term absence due to illness or injury prior to beginning extended sick time.) For an Employee who has less than five days in their PTO Bank, the Employee will begin to receive benefits from Workers' Compensation as provided for in the Workers' Compensation Act. The day of injury will be paid as work time regardless of the hours actually worked.

b. Following five days of absence, Employees with one or more years of service will begin receiving extended sick time full pay. This will continue for up to 10 weeks (400 hours). The payment of Workers' Compensation benefits will be coordinated with extended sick time benefits as provided for in the Workers' Compensation Act.

- c. Following this 10 week (400 hours) of absence, Employees will begin receiving 2/3 pay extended sick time. This will continue for up to 16.4 weeks (656 hours). The payment of Workers' Compensation benefits will be coordinated with extended sick time pay during this period as provided for in the Workers' Compensation Act.
- d. Following this 16.4 week (656 hours) of absence, Employees will begin receiving half pay extended sick time. This will continue for up to 26.4 weeks (1,056 hours). The payment of Worker's Compensation benefits will be coordinated with sick time benefits as provided for in the Worker's Compensation Act.
- e. An Employee who remains unable to work after exhausting half pay extended sick time (and any remaining One Time Bank hours) will begin a leave of absence. Workers' Compensation benefits will be paid at 80% of the average weekly wage as provided for in the Workers' Compensation Act.
- f. Non-Probationary Employees with less than one year of service will begin a leave of absence and receive Workers' Compensation benefits after the initial five days of absence if the absence has been determined to be compensable under the Workers' Compensation Act.
- g. An Employee who begins a medical leave of absence as described in e. and f. above will have any remaining PTO time retained in their bank.
- h. PTO may be used to supplement Workers' Compensation payments up to the Employee's base salary. The first day of a work-related injury is considered work time, regardless of the number of hours actually worked.

F. PTO SELL BACK PLAN

- 1. The annual PTO sell back plan allows Employees, except those in their probationary period, to request pay out for PTO accruals once per year. It is designed to allow Employees to have greater flexibility in their time off/ cash compensation configuration. The sell back plan standards are as follows:
 - a. Employees may request a payout of their PTO accruals, providing that at least five days (40 hours), pro-rated by FTE, remain in their PTO bank balance at the time of pay out. There are two payout dates available each year to choose from: either January or May.
 - b. The accrual hours paid will be deducted from the Employee's bank balance at the time of pay out.
 - c. PTO accruals will be paid to participating Employees at their base pay rate in effect at the time the payout occurs in January or May. An Employee's status on the 1st of the month the payout occurs determines their eligibility to receive the

PTO accruals. Employees must also be on the PTO plan at the time of pay out to be eligible.

2. Process for Selling Back Unused PTO Time:
 - a. Employees must give written notification to their supervisors requesting payment for unearned PTO accrual by January 15th or May 15th depending on which pay out date they choose. Employees must complete their probationary period by January 1st or May 1st dependent upon payout month selected. Payments for PTO accruals will be made in the last paycheck of the month they are requested.
 - b. Since each Employee requesting a PTO accrual payout is required to retain at least five days (40 hours), pro-rated by FTE, in their PTO bank at the time of payout, requests will be honored only to this minimum. For example, an Employee who requests payout for five days of their PTO accruals but then, unexpectedly, uses up all but eight days of their PTO prior to the payout would only be paid three days of advanced PTO accruals.
 - c. Employees may also choose to retain a higher minimum PTO bank, which should be specified on the annual PTO accrual payout request form they submit. For example, an Employee who requests payout of five days of PTO accruals wants to retain a minimum of ten PTO days who then, unexpectedly, uses all but 12 days of his/her PTO prior to the payout would only receive payout for two days of their PTO accruals.
 - d. Employees must notify their supervisor or timekeeper (as specified by their department) in writing that they wish to request a payout of their PTO accruals by no later than the 15th of the month they are choosing for payout; either January or May, and no earlier than the 1st of that month utilizing the payout form designated by the University.
 - e. Once Employees have submitted their written request it may not be rescinded. Payment for PTO accruals will be made in their last paycheck received in the month chosen for payout; either January or May, as long as they are still on the PTO plan and otherwise eligible.
- G. PTO AND TERMINATION: Unused PTO will be paid to Employees upon termination of employment only when they have at least two years of service in a regular position, upon reduction in force, upon start of a military leave of absence (at Employee's option), and other leaves of absence as specified in Article 20, "Leaves of Absence."

ARTICLE 19 - EXTENDED SICK TIME

A. DEFINITIONS

1. Extended Sick Time Pay provides wages for Employees who are unable to work for an extended period due to a single incident of serious disabling illness or injury, or for serious chronic disabling conditions when periodic absences from work are necessary.
2. The Ten-Day Qualifying Period is a sequence of ten consecutive working days that commences with the initial day an Employee is absent due to a qualifying illness or injury.
3. The Bridge to Extended Sick Time is the first five working days of the Ten Day Qualifying Period, wherein an Employee must first use 40 hours of their Paid Time Off (PTO), prorated by the Employee's Full-Time Equivalent (FTE) status. This use of PTO as a bridge is only required once per calendar year; for other instances, no PTO is required. In addition to PTO, Employees may also use the following to cover these days:
 - a. One-Time Bank
 - b. Unpaid Time (if no PTO is available)

If the following occur during the Bridge to Extended sick, they shall satisfy the requirement:

1. Holiday
2. Paid Maternity (childbirth) and Parental Leave
3. Funeral Time

B. ELIGIBILITY REQUIREMENTS

1. Extended Sick Time eligibility begins from the onset of a qualifying illness or injury and is accessible only when the following criteria are fulfilled:
 - a. The Employee has worked at the University for one year and has at least a 50% appointment on day one of the Ten-Day Qualifying Period.
 - b. The Employee is absent due to serious or chronic disabling illness or injury for more than 10 consecutive working days.
 - c. Acceptable supporting documentation from a physician has been received by Work Connections.

- d. The Employee has satisfied the 40-hour bridge prorated by FTE to Extended Sick Time as required, once per calendar year.
2. In special circumstances, such as conditions related to pregnancy or where the Employee's physician has attested that the Employee will have ongoing, non contiguous absences due to treatment for a single serious illness or injury, the University may approve the use of Extended Sick Time Pay for such non-contiguous absences following the satisfaction of the Bridge. The "look-back" period to recognize these circumstances will be a maximum of six months.
 3. Extended Sick Time will be counted toward the twelve weeks of Family and Medical Leave Act (FMLA) if eligible. The Employer must notify Employees of FMLA eligibility.
- C. The University reserves the right to request a second medical opinion and abide by that opinion when determining eligibility for Extended Sick Time Pay. The University and the Employee will mutually agree upon the physician to perform the evaluation and to abide by the second opinion. An Employee who is asked to see a physician for a second medical opinion will be informed of their rights to contact the Union. The examination and report will be without cost to the Employee. Until the second opinion is received, the Employee's physician statement will prevail in determining eligibility for Extended Sick Time Pay. If the University requests that the Employee provide any medical records from the Employee's health care provider(s) or from institutions or facilities providing care, the Employee may receive, at their request, reimbursement for the cost, if any, of copying the requested records.
- D. Benefits
1. The amount of Extended Sick Time Pay is prorated based on an eligible Employee's FTE status and includes:
 - a. 10 weeks (400 hours prorated by FTE) of full pay
 - b. 16.4 weeks (656 hours prorated by FTE) of 2/3 pay
 - c. 26.4 weeks (1,056) hours prorated by FTE) of 1/2 pay
- E. Renewal
1. Extended Sick Time Benefits for Employees paid monthly are renewed every two calendar years on the first day of the month that includes their employment anniversary.
 2. Extended Sick Time Benefits for bi-weekly paid Employees are renewed every two calendar years at the beginning of the pay period that includes the first day of the month of their employment anniversary.
 3. Extended Sick Banks renew every two years only if the Employee is not using Extended Sick Time pay at the time of renewal, and they have had a successful return

to work following their last use of Extended Sick Time pay. A successful return to work means working the full appointment for 30 days with no time off related to the condition the Employee last used Extended Sick Time for.

F. Limitations and Exclusions

1. No Extended Sick Time is payable if illness or injury results from or occurs as follows: war, insurrection, rebellion, active participation in a riot or civil commotion, engaging in any criminal act, intentionally self-inflicting an injury for fraudulent purposes, working for an employer other than the University, or during a leave of absence, layoff, or disciplinary layoff.
2. Arbitrary failure or refusal to follow established and widely recognized medical guidelines in treating a sickness or injury shall be reason for discontinuing or withholding Extended Sick Time Pay. Recognized medical guidelines include evidence-based practices endorsed by licensed healthcare professionals within the scope of their practice.
3. Only active employment time counts toward meeting the one-year service requirement for Extended Sick Time eligibility. This one-year period must be completed by the last day of work prior to any absence or layoff.
4. An Employee who returns to work during the Ten-Day Qualifying Period for a work trial, at the recommendation of the University, and is unsuccessful, shall have prior related absences count toward the qualifying period.
5. University-recognized Holidays that occur during an Employee's Extended Sick Leave will not deplete their sick time pay, as Employee's are not required to use Extended Sick Time Pay on those dates.
6. An Employee shall not accrue PTO while on Extended Sick Leave.

G. Return to Work

1. Should an Employee choose to resume active employment before their Extended Sick Leave is due to end, they may do so voluntarily, provided they submit supporting documentation from a physician to Work Connections.
2. An Employee returning to active employment from an Extended Sick Leave not exceeding twelve weeks shall be returned to their former position.
3. The employing department shall endeavor to place an Employee returning from Extended Sick Leave of over twelve weeks in an available role within their former job classification. If the Employee cannot perform the necessary work or if no positions are open, the Employee may be laid off in accordance with Article 50, "Reduction in Force." Such an Employee shall be given priority for available positions in their former unit over internal and external candidates but after those returning from layoff.
4. Employees are required to promptly return to work at the end of their extended sick period. Failure to report may result in disciplinary action up to and including termination, unless unforeseen and extraordinary circumstances beyond the Employee's control prevent their return.

5. Employees must communicate their anticipated return to work date to their department as soon as possible, to allow the department to make necessary preparations for the Employee's return.
6. If an Employee is released to return to work, but at fewer hours than their previous appointment fraction because of temporary medical restriction, the Employee shall be paid for actual time worked and shall be eligible to continue to receive Extended Sick Time Pay for the balance of their appointment hours. In this regard, a physician's verification of restrictions shall be required. In addition, a release from the Employee's physician shall be required before an Employee can return to their previous appointment hours.

ARTICLE 20 - UNPAID LEAVES OF ABSENCE

A. GENERAL PROVISIONS

1. Leaves of absence are without compensation by the University.
2. The University offers unpaid leaves of absence to provide continuity of service during extended periods of absence. Twelve months of continuous service is required between any two of these leaves: personal, educational, government service, or for a childcare leave lasting greater than six months.
3. Unpaid leaves of absence are available only for non-probationary Employees, with the exception of military service, medical, medical/childcare and childcare leaves, which are available to probationary Employees. Upon return to work, the Employee will serve the balance of their probationary period.
4. A leave of absence may affect the continuation of an Employee's benefit coverage, and an Employee's contributions to maintain benefit coverage.
5. The University will continue its contribution to maintain an Employee's health, dental and vision coverage for the period of time that an Employee's absence is covered by the Family and Medical Leave Act of 1993 (FMLA). An Employee's absence may be partially or completely covered by the FMLA during the following leaves of absence: medical, childcare, medical/childcare, family care, care of a covered service member, and qualifying exigency.
6. All provisions of this Article will be interpreted to be consistent with the Family and Medical Leave Act of 1993 and the University's FMLA policy:
<http://hr.umich.edu/tutorials/FMLA/index.html>.

7. For any Leave of Absence, or portion thereof, that is not covered by FMLA, the Employee retains eligibility for participation in the University's health, dental, and vision coverage, but the University does not contribute to maintain the Employee's coverage.
8. Leaves of Absence have implications related to an Employee's clinical privileges, which are managed separately from this Article pursuant to the UMHS Medical Staff Bylaws and related Policies and Procedures. Employees requesting a leave pursuant to this Article should ensure that they understand the impact of such leave on their clinical privileges.
9. Medical reports, records and other medical information related to a Leave of Absence are confidential and shared only on a need-to-know basis. Such records are kept in a separate file and are not part of the Employee's personnel record.
10. Outside Employment: Employment outside the University while on a leave of absence is cause for termination of university employment unless the appropriate Human Resources office approves the employment in advance, or the employment is for government service or military service. Requests to work outside the University while on leave of absence shall not be unreasonably denied.
11. Excused time without pay: An Employee may use excused time without pay for up to fourteen consecutive calendar days.
12. Paid time off (PTO): Paid Time Off (PTO) does not accrue while an Employee is on a leave of absence.
13. Length of service: Length of service, which is calculated from an Employee's latest date of regular employment, continues to accrue during a leave of absence.
14. Extending a leave of absence: Employees are eligible for an extension of a leave of absence in accordance with the regulations provided under the specific type of leave. An Employee's request for an extension must be submitted to the appropriate University Human Resource office at least two weeks before the leave of absence expires.
15. Return before the expiration of a leave of absence: An Employee's return to work before the expiration of a leave of absence is at the discretion of the University.
16. Failing to return from a leave of absence: Failure to report for work at the conclusion of a leave of absence without requesting and receiving an extension of the leave is cause

for termination of the Employee's employment, unless circumstances beyond the control of the Employee prevented the return.

17. If an Employee does not return to work from a leave of absence, the last day worked shall be considered the date of termination for purposes of determining eligibility for retirement or for Disability Plan benefits.

B. NON-DISCRETIONARY LEAVES OF ABSENCE

1. MEDICAL LEAVE

- a. **Eligibility:** An Employee is medically unable to work due to personal illness, injury, or pregnancy. Arbitrary failure to follow accepted medical practice may result in the denial of an Employee's request for a medical leave of absence or an extension of a previously granted medical leave of absence.
- b. **Use of Paid Time:** An Employee must use all available Paid Time Off (PTO) prior to the start of the leave of absence. Exceptions: (1) An Employee covered by Workers' Compensation may, but is not required to, use all available PTO prior to the start of a medical leave of absence; and (2) An Employee off work because of an injury (ex. automobile accident) covered by an outside insurance policy that reimburses lost salary may, but is not required to use extended sick time pay, or PTO prior to the start of a medical leave of absence.
- c. **Approval:** Granted when the Employee provides medical documentation acceptable to the University.
- d. **Work Connections:** When an Employee is absent from work due to illness for more than 10 consecutive workdays (2 workweeks), the case must be referred to Work Connections. Either the Employee's department may make the referral, or the Employee may self-refer. Work Connections will coordinate communication and documentation regarding all medical aspects of the case with the Employee, physicians (or APPs), and the department (when possible). It remains the Employee's responsibility to communicate with their department regarding their employment status, leave of absence, FMLA requests, reporting of PTO, and Extended Sick Time and return to work.
- e. **Maximum Duration:** Two calendar years. The length of the initial leave period and any extensions will be based on the supporting medical documentation. For probationary Employees, the maximum duration is twelve weeks.

- f. Return to Work: An Employee returning from a medical leave of absence must be placed in the same or equivalent position within the Employee's department or organizational group. Placement is the responsibility of the Employee's department or organizational group. "Equivalent position" is defined in Section D. Definitions.
- g. The Employee must provide medical documentation acceptable to the University that contains a release to return to work, noting any work restrictions. Before an Employee is returned to work, the University may require, without cost to the Employee, that a physician or physicians (or APP) of its choosing examine the Employee and provide evidence of the Employee's ability to return to work.

2. CHILDCARE LEAVE

- a. Eligibility: Available for the care of an Employee's child following birth, adoption, foster care placement, or legal guardianship of a child. A qualifying adoption or foster care placement is one in which the child is under the age of eighteen, or eighteen years of age or older and incapable of self-care due to a physical or mental disability.
- b. Use of Paid Time: Employee who gave birth must use: (1) Paid maternity (childbirth) leave, extended sick time pay and/or Paid Time Off (PTO) until medically able to return to work or until all available and applicable paid time is exhausted, and (2) Paid parental leave, and all available Paid Time Off (PTO) prior to the start of the leave of absence. All other Employees following the birth of the Employee's child, adoption, foster care placement, or legal guardianship of a child must exhaust paid parental leave, all available Paid Time Off (PTO) prior to the start of the leave of absence.
- c. Approval: Granted when the Employee provides documentation acceptable to the University.
- d. Maximum Duration: One calendar year from the child's date of birth, adoption, foster care placement, or legal guardianship of a child. For probationary Employees, the maximum duration is six weeks.
- e. Return to Work
 - i. Employee who gave birth:

1. From an absence of six calendar months or less from the date the Employee was medically able to return to work: the Employee's department must place the Employee in the same or equivalent position. "Equivalent position" is defined in Section D. Definitions.
 2. From an absence of greater than six calendar months from the date the Employee was medically able to return to work: at the Employee's request, the Employee is given a three-month period ("post leave placement period") to seek a regular position at the University. If a regular position is not secured within the three-month period, employment with the University is terminated.
- ii. All other Employees following the birth of the Employee's child, adoption, or foster care placement:
1. From an absence of six calendar months or less from the beginning of the absence from the workplace to care for the child: the Employee's department must place the Employee in the same or equivalent position. "Equivalent position" is defined in Section D. Definitions.
 2. From an absence of greater than six calendar months from the beginning of the absence from the workplace to care for the child: at the Employee's request, the Employee is given a three-month period ("post leave placement period") to seek a regular position at the University. If a regular position is not secured within the three-month period, employment with the University is terminated.

3. FAMILY CARE LEAVE

- a. Eligibility: The Employee meets the eligibility requirements of the FMLA and is needed to care for a family member with a serious health condition. "Family member" and "serious health condition" are defined in Section D. Definitions.
- b. Use of Paid Time: The Employee chooses the amount of Paid Time Off (PTO), if any, to be used prior to the start of the leave of absence.
- c. Approval: Granted when the Employee provides documentation acceptable to the University.
- d. Maximum Duration: Exhaustion of the Employee's available time under the FMLA.

- e. Return to Work: The Employee's department must place the Employee in the same or equivalent position. "Equivalent position" is defined in Section D. Definitions.

4. CARE OF A COVERED SERVICEMEMBER (MILITARY CAREGIVER LEAVE)

- a. Eligibility: The Employee meets the eligibility requirements of the FMLA and is needed to care for a covered service member with a serious injury or illness who is a spouse, parent, child or next of kin of the Employee. "Covered service member," "serious injury or illness," and "next of kin" are defined in Section D. Definitions.
- b. Use of Paid Time: The Employee chooses the amount of Paid Time Off (PTO), if any, to be used prior to the start of the leave of absence.
- c. Approval: Granted when the Employee provides documentation acceptable to the University.
- d. Maximum Duration: Twenty-six weeks or the exhaustion of the Employee's available time under the FMLA in a twelve-month period that begins with the Employee's first absence to care for the covered service member.
- e. Return to Work: The Employee's department must place the Employee in the same or equivalent position. "Equivalent position" is defined in Section D. Definitions.

5. QUALIFYING EXIGENCY LEAVE

- a. Eligibility: Employee meets the eligibility requirements of the FMLA and there is a qualifying exigency that exists because the Employee's spouse, child or parent is on military active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. "Qualifying exigency" and "contingency operation" are defined in Section D. Definitions.
- b. Use of Paid Time: The Employee chooses the amount of Paid Time Off (PTO), if any, to be used prior to the start of the leave of absence.
- c. Approval: Granted when the Employee provides documentation acceptable to the University.

- d. **Maximum Duration:** Exhaustion of the Employee's available time under the FMLA.
- e. **Return to Work:** The Employee's department must place the Employee in the same or equivalent position. "Equivalent position" is defined in Section D. Definitions.

6. MILITARY SERVICE LEAVE

- a. **Eligibility:** Available to an Employee upon hire. Employee is called to perform duty on a voluntary or involuntary basis in any branch of the Armed Forces, regular or reserve, the Army National Guard, or the Air National Guard under competent authority and includes: active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.
- b. **Use of Paid Time:** Employee chooses the amount of Paid Time Off (PTO), if any, to be used prior to the start of the leave of absence.
- c. **Approval:** Granted when the Employee provides documentation acceptable to the University.
- d. **Maximum Duration:** Up to five years. The five-year period is a cumulative total of all absences from employment at the University due to the Employee's service in the military. If it appears that an Employee has exceeded the five-year total, the appropriate University Human Resources office must be contacted to verify the total length of the Employee's military service and determine the department's obligation to place the Employee.
- e. **Return to Work:** The Employee's department is responsible for the placement of an Employee returning from a military service leave of absence. The University's obligation under the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) to place Employees upon their return from a military service leave of absence is as follows:
 - i. If the period of service in the military was 90 days or less, the Employee must be placed in the position in which the Employee would have been employed had he or she not been on a military service leave of absence.
 - ii. If the period of service in the military was more than 90 days, the Employee must be placed in the position in which the Employee would have been employed had he or she not been on a military service leave

of absence or a similar position. To be considered similar, the position must have equivalent status and pay.

7. GOVERNMENT SERVICE LEAVE:

See Regents' Bylaws, Section 5.13 (Governmental Activities) for procedures related to notifying the Secretary of the University of candidacy, election, or appointment to public office.

- a. Eligibility: Available to an Employee with at least one year of continuous service who is:
 - i. A candidate for a full-time public political office, or
 - ii. Elected to a full-time public political office, except that of Michigan State Legislator. (The Constitution of the State of Michigan prohibits Michigan State Legislators from being on a leave of absence from a public employer), or
 - iii. Appointed to an office of a policy-making nature or one of significant responsibility such as head of or assistant to the head of an office, department, or branch of the federal, state, or local government.
- b. Use of Paid Time: The Employee must use all available Paid Time Off (PTO) prior to the start of the leave of absence.
- c. Approval: Granted when the Employee provides documentation acceptable to the University.
- d. Maximum Duration: One term of office, or one year of service if no term of office is specified. Renewable at the discretion of the Employer for additional terms of office, if no term is specified, on an annual basis.
- e. Return to Work: At the Employee's request, the Employee is given a three-month period to seek a regular position at the University. If a regular position is not secured within the three-month period, employment with the University is terminated.

C. DISCRETIONARY LEAVES OF ABSENCE

1. EDUCATIONAL LEAVE

- a. Eligibility: The Employee has at least one year of continuous service, and is enrolled in a full-time, accredited educational program. The educational program must be directly related to the Employee's current position or a university position to which the Employee may reasonably aspire.
- b. Use of Paid Time: The Employee must use all available Paid Time Off (PTO) prior to the start of the leave of absence.
- c. Approval: Granted at the discretion of the Employee's department with the approval of the appropriate University Human Resources office. The Employee must provide evidence acceptable to the University of full-time enrollment in an accredited educational program.
- d. Maximum Duration: Approved for periods of a maximum of one calendar year in length, up to a maximum total duration of four calendar years.
- e. Return to Work: At the Employee's request, the Employee is given a three-month period to seek a regular position at the University. If a regular position is not secured within the three-month period, employment with the University is terminated.

2. PERSONAL LEAVE

- a. Eligibility: An Employee requests a leave of absence that does not meet the eligibility requirements of a non-discretionary leave of absence or an educational leave of absence.
- b. Use of Paid Time: The Employee must use all available Paid Time Off (PTO) prior to the start of the leave of absence.
- c. Approval: Granted at the discretion of the Employee's department with the approval of the appropriate University Human Resources office.
- d. Maximum Duration: One calendar year.
- e. Return to Work: The Employee's department must place the Employee in the same or equivalent position. "Equivalent position" is defined in Section D. Definitions.

D. DEFINITIONS

1. Equivalent Position: To be considered equivalent, the position must have:
 - a. An equivalent level of compensation, including any unconditional pay increases that occurred during the Employee's absence.
 - b. Substantially similar duties, working conditions, responsibilities, privileges and status:
 - c. The same or geographically equivalent work location (i.e. no significant increase in commute).
 - d. The same or equivalent shift or work schedule; and
 - e. The same or equivalent opportunity for discretionary and non-discretionary payments.

2. Family Member:
 - a. Spouse: Legally married same-sex or opposite-sex, no matter where the place of celebration occurred.
 - b. Other qualified adult.
 - c. Child, sibling, parent, or grandparent of the Employee, the Employee's spouse, or the other qualified adult.
 - d. Other related individual whose care is the responsibility of the Employee, spouse, or other qualified adult.

3. Serious Health Condition:
 - a. Inpatient care at a hospital or other medical facility, or
 - b. Continuing treatment by a health care provider that includes one or more of the following:
 - i. a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or related period of incapacity relating to the same condition;
 - ii. any period of incapacity due to pregnancy or for prenatal care;
 - iii. any period of incapacity or treatment due to a chronic serious health condition;
 - iv. any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; or
 - v. any period of absence due to multiple treatments (including any period of recovery from the treatments) for restorative surgery after an accident or other injury, or a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment.

4. Covered Service member: A member or veteran of the United States Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list for a serious injury or illness.
5. Serious Illness or Injury: An injury or illness incurred by a service member in the line of duty while on active duty in the United States Armed Forces that causes the service member to be medically unfit to perform the duties of the service member's office, grade, rank or rating.
6. Next of kin: The next of kin of a covered service member is the nearest blood relative, other than the service member's spouse, parent or child. The service member may designate who is next of kin, or absent a designated next of kin, the following order of priority applies: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, siblings, grandparents, aunts and uncles, and first cousins.
7. Qualifying exigency: Qualifying exigencies include the following:
 - a. Short-notice deployment: Issues that arise from the fact that a covered military member is called to active duty with notice of seven calendar days or less prior to deployment. Absence can be for a period of seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation.
 - b. Military events and related activities: To attend any official ceremony, program, or event sponsored by the military that is related to the active duty or call to active-duty status, or to attend family support or assistance programs and informational briefings related to the call to active duty or call to active status
 - c. Childcare and school activities: To arrange for alternative childcare for a child, to provide childcare on an emergency basis, to enroll a child in school or to attend school meetings for the child where the absence is necessitated by the active duty or call to active duty.
 - d. Financial and legal arrangements: To make financial or legal arrangements to address the military member's absence for military duty or to act as the military member's representative for purposes of obtaining military service benefits. Absences can be taken to obtain military service benefits while the military member is away on active duty or within ninety days of termination of active duty.

- e. Counseling: To attend counseling provided by someone other than a health care provider for the Employee, military member, or a child of the military member, provided the need for counseling arises from the active duty or call to active-duty status.
- f. Rest and recuperation: To spend time with a military member who is on a short-term, temporary, rest and recuperation leave during the period of deployment. Absence is limited to five days for each military rest and recuperation visit.
- g. Post-deployment activities: To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of ninety days following the termination of the active-duty status.
- h. Death of Military Member: To address issues that arise from the death of a military member while on active-duty status.
- i. Additional activities: To address other events that arise out of the military member's active duty or call to active-duty status provided the employer and Employee agree that the absence will qualify as an exigency and agree to both the timing and duration of the absence.
- j. Contingency operation: A military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations or hostilities against an enemy of the United States or against an opposing military force or results in the call or order to, or retention on active duty of members of the Armed Forces during a war or national emergency declared by the President or Congress.

ARTICLE 21 - MATERNITY (CHILDBIRTH) AND PARENTAL LEAVE

- A. General Provision: In an effort to support Employees as they balance family and professional responsibilities, the University and Union are committed to providing paid time off for birth parents and other parents that supports both the physical recovery associated with birth and also provides bonding time with children new to the family. For that purpose, paid maternity (childbirth) leaves and paid parental leave will be provided.
- B. Paid Maternity (Childbirth) and Parental Leaves
 - 1. Maternity (Childbirth) Leave – Birth parents are eligible for up to six weeks (240) hours with a full-time appointment and pro-rated for appointment) of paid time off for physical recovery immediately following birth.

- i. Eligibility: Effective upon hire for regular Employees.
- ii. Scheduling: This time must be taken as a single block of time.
- iii. Availability: Immediately following childbirth

C. Parental Leave – All parents, including birth parents who take maternity (childbirth) leave, are eligible for up to six weeks (240 hours with a full-time appointment and pro-rated to appointment) of paid time off to bond with a newborn, newly adopted or newly fostered child, or child for whom legal guardianship has been appointed.

- i. Eligibility for six (6) weeks of parental leave is effective six months from hire with at least a 50% appointment. New hires (Employees in the first six months of employment) are eligible for three (3) weeks of parental leave.
- ii. Scheduling: Parental leave is intended to be taken as a single, continuous block of time. Units or Departments must allow a single block of time if requested, and scheduling the time is at the discretion of the department. Parental leave not taken in a single block may be requested but requires departmental approval. Units or departments may establish scheduling guidelines for intermittent use of this time so as not to interfere with the operations of the unit. If Parental leave is used intermittently, times must be scheduled for no less than the full length of a shift.
- iii. Availability: Parental leave is available for use within one year of the event. Any portion of the Parental Leave that is not taken within one year of the event is forfeited.

D. Definitions:

1. Parent: Employee who is legally responsible for the child; including birth parent, father, non-birth parent, adoptive and foster parent, and legal guardian.
2. Birth parent: Any person who gives birth, regardless of gender identity or status.
3. Event: The arrival or placement of a newly born, adopted or fostered child, or child for whom legal guardianship has been appointed.
4. Legal Guardianship: Court appointed responsibility for the care and custody of a minor child.

E. Paid Maternity (childbirth) and Parental Leave Overview

	Maternity (childbirth) Leave	Parental Leave
Who will use the leave?	Birth parent	All parents (including birth parent) and legal guardians of children
What is the purpose?	Physical recovery from childbirth	Bonding with a new child
How long is the leave?	Before 6 months of employment: up to 3 weeks (120 hours with a full-time appointment) After 6 months of employment: Up to 6 weeks (240 hours with a full-time appointment)	Before 6 months of employment: up to 3 weeks (120 hours with a full-time appointment) After 6 months of employment: Up to 6 weeks (240 hours with a full-time appointment)
When is the leave available to use?	Immediately following childbirth	Within 12 months of the birth or placement for adoption, foster care or legal guardianship (with scheduling subject to department approval)
How often may the leave be used?	With each birth event	With each birth or adoption event; once every 12 months for foster care and legal guardianship events
When does eligibility begin?	Upon hire	Upon completing 6 months of service bargaining unit employees are eligible for six(6) weeks of paid leave. Upon hire all bargaining unit employees will be eligible for three (3) weeks of paid leave.
Who is eligible to take the leave?	See Section D.2 above	See Section D.1. above

F. Other Paid Leave Options

1. Paid maternity (childbirth) leave specifically covers paid time off for the physical recovery from childbirth. For absences related to pregnancy or prenatal care, eligible Employees may use extended sick time and/or Paid Time Off (PTO), depending on the circumstances. (Please see Article 19, “Extended Sick Time,” for bridging into extended sick.) Employees who are not eligible for extended sick time may use PTO.

2. The six-week paid maternity (childbirth) leave is a separate, standalone leave. It is intended to supplement a birth parent's other applicable paid leave options (e.g., extended sick and PTO) in the event physical recovery exceeds six (6) weeks. For example, a birth parent who requires the typical eight-week physical recovery period for a cesarean birth would use six weeks of maternity (childbirth) leave and may take two more weeks from available extended sick and/or PTO, or may choose to tap into parental leave, if eligible, if more time is needed for physical recovery. A birth parent is not required to use parental leave for physical recovery. In the event a birth parent's physical recovery time exceeds both the six-week paid maternity (childbirth) leave and other available paid leaves, the birth parent may choose to use the parental leave to provide additional paid time for both physical recovery and bonding time.
3. Parental leave is intended for bonding. If parents wish to extend the amount of paid time off to spend with children new to the family, they may utilize available PTO. In addition, unpaid childcare leave is available for up to one calendar year from the child's date of birth, adoption, foster care placement or appointment of legal guardianship.

G. Procedures for Requesting Leaves

1. Employees should begin discussions with their departments or units to plan for maternity (childbirth) and parental leaves as soon as possible. Maternity (childbirth) leave must be used as a single block of up to six weeks (240 hours and pro-rated to appointment) of paid time off immediately following childbirth.
2. Supervisors must make every effort to approve an Employee's request to take parental leave as a single block of up to six weeks (240 hours) of paid time off. Units may establish additional guidelines about scheduling parental leave.

H. Limitations and Exclusions

1. Part-time Employees: Proportional amounts of paid maternity (childbirth) and parental leave are available to part-time Employees who are scheduled to work 50% (20 hours a week) or more.
2. Eligibility: Eligibility for six weeks of parental leave requires six months of service, which is defined as service from the latest date of hire. Times of absence and layoffs are not considered breaks in service for this purpose. Eligibility for three weeks of parental leave begins upon employment.
3. While on Unpaid Leaves:
 - a. Due to prenatal absence for pregnancy complications: If a pregnant Employee is absent due to pregnancy complications, and in an unpaid status due to ineligibility

for extended sick time and lack of other paid time, the Employee will have access to paid maternity (childbirth) leave (240 hours for a full-time appointment and pro-rated to appointment) once the Employee gives birth.

- b. If an Employee is on unpaid leave unrelated to pregnancy, such as a leave of absence or a RIF, and the event occurs during the leave: the Employee is not eligible for maternity (childbirth) leave and parental leaves. However, if the Employee returns to work, the following apply:
 - i. The birth parent has access to maternity (childbirth) and parental leaves if the Employee returns to work within 12 weeks of event. The time available will be adjusted to account for the event date and the return to work (e.g., if the birth was four weeks prior to the scheduled return to work, the parent will have two weeks of paid maternity (childbirth) and six weeks of paid parental leave available).
 - ii. Parental leave is available if an Employee returns to work within 6 weeks of an event. The time available will be adjusted to account for the event date and the return to work (e.g., if the event was four weeks prior to the scheduled return to work, the Employee will have two weeks of paid parental leave available).
- 4. Foster parents and legal guardians are eligible to take parental leave once within a twelve-month period.
- 5. A qualifying adoption or foster care placement is one in which the child is under the age of eighteen, or eighteen years of age or older and incapable of self-care due to a physical or mental disability.
- 6. An Employee returning from a maternity (childbirth) leave may be required to provide a physician's statement releasing the Employee to return to work, and noting restrictions, if any.
- 7. An Employee's absence may be partially or completely covered by the FMLA during these paid leaves.
- 8. Return to Work: Upon completion of paid maternity (childbirth) and parental leaves, Employees will return to their same position. Failure to report for assignment at the conclusion of these leaves without requesting and receiving an unpaid medical or unpaid childcare leave will result in termination of employment.
- 9. Holidays: Employees who are on maternity (childbirth) leave or parental leave on a day observed by the University as a holiday will be considered observing that holiday. They

will not be charged maternity (childbirth) leave or parental leave on that day. Having a holiday during maternity or parental leave does not extend the block of time.

10. Termination and Layoffs: Eligibility for paid parental leave ceases on the effective date of a termination or layoff (i.e., the last day of work). Employees recalled to active employment from layoff status will again be eligible for the benefits provided by this plan.
11. Retirement: Employees may elect to terminate regular employment while on paid maternity (childbirth) and/or parental leave and receive instead any retirement benefits for which they are eligible.
12. Compensation: Employees will receive their regular compensation and benefits while taking maternity (childbirth) and parental leaves. The rate of pay will be their regular rate at the time of absence, plus shift premium, if applicable, multiplied by the number of hours of paid maternity (childbirth) and parental time scheduled and used. If contractual wage increases occur during the leave, those shall also apply.
13. Absence from Work: If an Employee is absent from work during the period of physical recovery after having exhausted the allotted paid maternity (childbirth) leave, but has not met the eligibility requirements for extended sick time pay or paid parental leave, Employee will, by default, be paid out of PTO, if any is available. At the Employee's request, excused absence without pay may be considered during that period.
14. Employees cannot receive pay in lieu of time off.
15. Pyramiding – Maternity (childbirth) and parental leave will not be “pyramided” (i.e., paid twice for the same type of leave for the same eligible event). Note: multiple births (e.g., twins, triplets, etc.), and multiple children adopted, fostered or assigned guardianship are considered one event. An Employee may not have more than one period of paid maternity (childbirth) and/or paid parental leave for the same child (e.g., previously fostered or assigned guardianship).
16. There is no payout of unused paid maternity (childbirth) or paid parental leave.

ARTICLE 22 - FUNERAL (BEREAVEMENT) LEAVE

- A. In the case of death in an Employee's immediate family, the University will provide up to three (3) days (as defined by the Employee's work schedule) paid time off work for the Employee to attend the funeral or memorial service, and/or to make necessary arrangements. If additional time is needed, Paid Time Off or excused time without pay may be requested. Proof or other documentation of the death shall generally not be required; however, the Employer has the discretion to request documentation on an individual Employee basis in order to ensure compliance with the terms of this Article (A, B, C, and D).

- B. Pay for Funeral (Bereavement) Leave is at the Employee's regular rate plus shift premium if applicable and may not exceed the Employee's scheduled non-overtime hours of work for those days.
- C. When death of an immediate family member occurs while an Employee is on scheduled Paid Time Off (PTO), the Employee's PTO will be converted to Funeral (Bereavement) Leave for the period of time for which the Employee would have otherwise qualified.
- D. The immediate family consists of an Employee's spouse or other qualified adult as defined by University policy; the child, parent (including step-parent), grandparent, grandchild, sibling, (or the spouse of any of them), of either the Employee, the Employee's spouse, the other qualified adult or any other related person living in the Employee's household.
- E. Unscheduled PTO shall be granted in the event of the death of an individual not meeting the above definition but with whom the Employee has a significant relationship for one (1) workday per calendar year for the death of a family member not listed in B or a nonfamilial friendship of significance for the purposes of attending the funeral or service. An Employee may utilize this time as unscheduled PTO provided that Employees attending a funeral or service provide their manager forty-eight (48) hours' notice and a copy of the obituary. Unscheduled time off taken pursuant to this paragraph shall not be considered for disciplinary purposes.
- F. An Employee who has experienced a pregnancy loss as an expectant birth parent, may utilize up to three (3) consecutive working days of PTO, on an unscheduled basis, without regard to whether a funeral or other service is held. If no PTO is available, unpaid time may be used. Unscheduled time off taken pursuant to this paragraph shall not be considered for disciplinary purposes.
- G. Should the University make any changes to this policy that would improve the benefit, it will be extended to this bargaining unit.

ARTICLE 23 - HOLIDAYS

- A. Employees are granted time off work without loss of regular compensation on the following seven (7) University-designated Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, and Christmas Day. Should the University approve additional holidays not enumerated here for non-bargained for staff, those holidays will be offered to bargaining unit members.
- B. Saturday-Sunday Holidays: University-designated Holidays will be observed on the calendar day on which each fall, except that a Holiday falling on Sunday will be observed the following Monday and a Holiday falling on Saturday will be observed the preceding

Friday. Operating units that have six (6) or seven (7) days a week operation may observe Saturday and Sunday Holidays on the day on which they fall rather than the preceding Friday or following Monday. This exception should be communicated in writing by the department to Employees in the classification(s) affected.

- C. Substitution: Because other days may be of more significance than a university designated Holiday, an Employee may substitute up to three days of their own choice for any three of the University designated Holidays within the annual holiday scheduling period. Written notification of substitution(s) must be given by the Employee to their immediate supervisor within the annual holiday scheduling period.
 - 1. A newly hired or transferred Employee must submit their Holiday substitution request within 30 days of the date of hire or transfer date.
 - 2. The provisions of Section E.1.c. (working on a Holiday) will no longer apply to the original University Holiday that the Employee chose to substitute. Additionally, an Employee who has elected to substitute a holiday shall not be required to work the approved substituted holiday and may be required to have an alternate schedule during the week of the University observed holiday.
- D. The Holiday pay and the pay for time worked on the Holiday shall be based on the twenty-four (24) hour period set forth below for those Employees whose work schedule spans more than the calendar day on which the Holiday is observed.

The Holiday shall be the consecutive twenty-four (24) hour period starting with the Employee's starting time on the calendar day on which the Holiday is observed, except when one half (1/2) or more of an Employee's work schedule occurs on the calendar day on which the Holiday is observed and the balance of the work schedule begins on the preceding day, the twenty four (24) hour period shall start with the Employee's starting time on the calendar day preceding the calendar day on which the Holiday is observed. When less than one half (1/2) of an Employee's work schedule occurs on the calendar day in which the Holiday is observed, even though the Employee's starting time starts on the calendar day on which the Holiday is observed, the Employee shall not be eligible for Holiday pay or pay for working on the Holiday.

- E. Each operating unit, consistent with its operation and work requirements, shall make arrangements for Employees to observe Holidays in the following manner:
 - 1. Regular Employees who are normally scheduled to work 8 or more hours per week:
 - a. When a Holiday is observed on an Employee's regularly scheduled workday, Time Off work shall be granted on the Holiday, except that operating units may require Employees to work to maintain operations.

- i. When Time Off is granted on the Holiday, the Employee will be paid for the Holiday consistent with their average shift length, provided the Employee:
 - a) Works the last scheduled workday prior to and the first scheduled workday following the Holiday, or
 - b) Is absent from work on either or both of these days for any of the following reasons:
 - 1) Approved scheduled Paid Time Off (PTO), Paid Maternity (Childbirth) Leave, Paid Parental Leave.
 - 2) Unscheduled PTO that is excused at the reasonable discretion of a supervisor.
 - 3) Jury Duty Service
 - 4) Military service not exceeding fifteen (15) days.
 - 5) Has a retirement date consecutive and contiguous to a Holiday(s), including their regularly scheduled day off.
 - 6) Time off without compensation provided time off is with the prior approval of the Employee's immediate supervisor, not to include a leave of absence or layoff unless it begins the first scheduled workday following the Holiday.
 - ii. When an Employee does not meet the requirements of E.1.a.i.b), above, Time Off work will be granted, but without compensation.
 - iii. When time off work is granted on a Holiday that falls on a day when a regular full-time Employee would normally work for fewer than eight (8) hours, the Employee will be granted eight (8) hours Holiday pay.
 - a) Prorated for part time.
- b. When a Holiday is observed on an Employee's scheduled day off and the Employee 1) works their full appointment that week, and 2) does not work on the Holiday, they may choose either:
 - i. Payment for the Holiday in accordance with the provisions of this article (an amount equal to average normal shift length times the hourly rate) or
 - ii. An equal number of hours added to their PTO bank at time and one half (1-1/2).
 - c. An Employee who works on a Holiday may choose either:

- i. Compensation for the Holiday based on normal shift length at 1.0 times the hourly rate plus compensation for hours worked on the holiday at 1.5 times the hourly rate, except for Christmas Day, where hours worked are paid at 2.0 times the hourly rate, plus shift premium, if applicable or
 - ii. Additional PTO at 1.0 rate based on normal shift length for the Holiday, plus Compensation for hours worked at 1.5 times the hourly rate, plus shift premium if applicable (no Christmas option) or
 - iii. Additional PTO at 1.5 rate based on normal shift length for the Holiday, plus Compensation for hours worked on the Holiday at 1.0 times the hourly rate, plus shift premium if applicable (no Christmas option);
 - iv. For the Christmas Holiday only, additional PTO at 2.0 times rate based on normal shift length for the Holiday plus Compensation for hours worked on the Holiday at 1.0 times the hourly rate, plus shift premium if applicable
 - v. An Employee who fails to work on a Holiday when assigned or called in (both those in “on call” status and others) will not receive pay for the day, unless such absence is for a reason set forth in paragraph E.1.a.i.b). above.
- 2. Regular part-time Employees who work less than 8 hours per week shall be granted time off work without compensation on Holidays. Operating units may require Employees to work to maintain minimum essential services. A non-exempt or exempt Employee who works will receive compensation for the time worked, computed at one and one-half times their hourly rate, except for Christmas Day, which is two times the Employee’s hourly rate.
- 3. Holidays that occur during approved absences: An Employee who is off work in accordance with the Paid Maternity (Childbirth) Leave, Paid Paternal Leave, or Paid Time Off Plans on a Holiday will be considered observing that Holiday and will not be charged for paid maternity (childbirth) leave, paid paternal leave, or PTO, on that day.
- 4. Overtime – Scheduled time off from work on a Holiday is paid time but is not used in the calculation of hours for determining whether overtime is to be paid (See SPG 201.38, Overtime).

ARTICLE 24 - JURY & WITNESS SERVICE

- A. Employees, including probationary Employees, shall be excused from work and will not sustain loss of their regular compensation when called upon for jury duty or to testify at the order of a court or other agency of government or upon request of the University. This article does not apply to an Employee who is a plaintiff or serves as an expert witness.

- B. An Employee who loses time from work for jury or witness service will receive his or her regular University compensation for the lost time. Documentation may be required to support an absence under this article.
- C. Employees will immediately report to work if released from jury or witness service in order to start or continue their regular work schedule that day except that:
 - 1. Employees who perform jury duty service or testify pursuant to a subpoena within the eight (8) hour period immediately preceding their regular shift, may, at the Employee's request, have an amount of time off work with pay at regular salary plus any applicable shift premium, equal to the time they were required to spend in court during that preceding eight (8) hour period.
 - 2. In addition, Employees who are required to report for jury duty service or testify pursuant to a subpoena following completion of a shift that ends after midnight will be excused from work at midnight and paid for such lost time at their regular salary plus any applicable shift premiums.
- D. Accrual of Paid Time Off (PTO) is not affected by time spent on jury or witness service.

ARTICLE 25 - MILITARY RESERVE DUTY PAY

- A. Employees shall be granted time off work without loss of their regular compensation or any loss of their fringe benefits in order to participate in Military Reserve or National Guard Training Programs or for service required as a result of civil disorder or other emergency.
- B. The time off from work shall be for not more than fifteen (15) working days in any one calendar year.
- C. The Employee's regular University compensation will be reduced by the amount of base military pay, if any, received for such services. Employees may choose to use accrued Paid Time Off on request to enable them to receive full University pay.
- D. Compensation received for military travel or subsistence will not be used to reduce regular University compensation.
- E. Paid Time Off accrual shall not be reduced for time spent under the provisions of this policy.

ARTICLE 26 - EMPLOYEE ASSISTANCE PROGRAMS

- A. The Employer and the Union agree that the health and well-being of Employees is a top priority at the University of Michigan. The Employer recognizes that Employees may experience challenges in work, health, and life that may affect their work and personal lives. The Employer's counseling and consultation services shall provide at no cost mental and emotional support, assessment, information, problem resolution and, if necessary, referral to other resources.
- B. These Employee Assistance Program (EAP) on-site services are delivered by two offices: The Faculty and Staff Counseling and Consultation Office (FASCCO) for Employees of the central campus and Medical School, and the Office of Counseling and Workplace Resilience (OCWR) for Employees of Michigan Medicine. Employees who are employed in central campus departments or Medical School may utilize the services of either FASCCO or OCWR, at their discretion. Both provide support and assistance to Employees in resolving personal or work-related concerns. The Employer supports individuals in developing and fostering strengths and resilience to enhance their personal and professional lives by providing compassionate, confidential, and professional short-term counseling; to Employees and benefit-eligible adult dependents and departments: coaching; stress, grief, and trauma debriefings; training; and consultation services.

SECTION 1. REGULATIONS: TIME OFF

- C. Paid release time shall be available to all Employees (including those employed in University Health Services) attending the initial assessment session when a mutually convenient time has been pre-arranged with a supervisor or department chair. When additional sessions are desired or when an individual wishes to attend an assessment session without knowledge of their department, the individual may schedule the meeting on their own time or may request the use of accrued paid time.
- D. When Employees are impacted by significant trauma and critical incidents in the workplace, the Employer will endeavor to provide stress debriefings and other support and counseling as described above available on a timely basis, which may include during work time for those who have faced a traumatic event in the workplace.

SECTION 2. REGULATIONS: CONFIDENTIALITY

- E. Counseling and consultation services shall be confidential. The release of information can only occur with the Employee's written permission, except for the following reasons where it may be necessary to share information on a need-to-know basis:

1. If a client threatens to harm themselves or others or discloses that they have done serious physical harm to another individual.
2. If a client tells the counselor about physical and/or sexual abuse of a child or vulnerable adult (an adult who is not able to make an informed choice, example: an adult with a developmental disability).
3. If a court releases the information.

SECTION 3. REGULATIONS: RECORD MAINTENANCE

- F. All records shall be maintained solely by the EAP offices' service provider(s) and shall not be part of a client's medical or personal record.

SECTION 4. REGULATIONS: EMPLOYMENT STATUS

- G. Seeking confidential resources is supported by the Employer. Employees will not have their employment status jeopardized or be discriminated against because they seek or receive assistance.

ARTICLE 27 - NURSING PARENTS AND LACTATION

- A. The Employer will support Employees who continue breastfeeding upon return to work consistent with the requirements of the Patient Protection and Affordable Care Act of 2010 and the PUMP for Nursing Mothers Act of 2022. Where spaces exist for faculty or staff for the primary purpose of expressing breast milk, Employees will have access to those spaces for the purpose of expressing breast milk. A list and map of such spaces will be maintained on the Work/Life Resource Center website. If no such space exists within a reasonable walking distance to the Employee's assigned work site, the department for the Employee's worksite will make a reasonable effort to designate an appropriate temporary space for the purpose of expressing breast milk. A reasonable walking distance is generally considered to be approximately five (5) minutes.
- B. Any Employee who requires use of lactation support services provided by the Employer will communicate their anticipated needs to their supervisor. All efforts will be made to provide reasonable break time for the Employee to express breast milk for one year after a child's birth each time such Employee has need to express the milk in accordance with the guidance provided on the Work/Life Resource Center website. Employees who have a need to express milk shall have convenient access to refrigeration so that breast milk may be stored. Requests for added locations where refrigeration is required will be brought to the Labor/Management Committee.

- C. Any accommodations for expressing milk will be achieved through agreement and discussions between Employee and supervisor. The objective of the accommodation is to adhere to providing appropriate time such that the efficiency of operations is not adversely impacted. This accommodation can be met by utilizing paid break time, non-paid break time or a combination thereof. In the event a supervisor is concerned that the length or frequency of lactation breaks is consistently exceeding the accommodation or is adversely impacting the efficiency of operations, the supervisor and Employee should first seek a resolution. If no resolution can be achieved between Employee and supervisor, the matter can be elevated for solution to Human Resources and the designated Union representative. At no time should an Employee be advantaged with additional compensation due to time used for this purpose.

- D. Spaces for expressing breast milk will not be a bathroom and will be shielded from view and free from intrusion from coworkers and the public. The space, which may be an Employee's single occupancy private office, shall be furnished at a minimum with a chair, a small table, and at least one electrical outlet. The designated space shall be kept clean and comfortable. The Employer shall provide a dry-erase board or a sign on the entrance to prevent disturbance and intrusion.

ARTICLE 28 - UNIFORMS, EQUIPMENT, & PERSONAL VEHICLE USE

A. Dress and Appearance

1. Michigan Medicine Employees are subject to University of Michigan Health System (UMHS) Dress & Appearance Policy 04-06-008, which mandates dress and appearance standards for its Employees in order to present a professional image to patients and visitors at all times.

2. Employees will be subject to the dress and appearance policies of their employing department/unit. Such policies shall not restrict an Employee's right to personal freedom of expression except when necessitated by concerns about safety, offensive expression, unsanitary conditions, or interference with the Employee's primary job function.

3. In the event the Employer wishes to revise any of these policies, the Union will receive at least thirty (30) days' advance notice, and upon request, will be afforded the opportunity to meet with management to discuss the change. If the Union then wishes to negotiate over the changes, the parties will meet for that purpose.

4. Where the Employer currently provides a required uniform and/or laundering at no cost to Employees, it shall continue to do so. In the event a unit determines a uniform change is warranted, the Employer will discuss the change with the Union in advance of the

change. If the Union wishes to negotiate over the changes, the parties will meet for that purpose.

5. Provided required uniforms shall not restrict the Employee from performing their job.

B. Equipment

1. The Employer shall provide all equipment necessary to fulfill an Employee's job requirements.
2. Employees required as determined by their supervisor to use personal cell phones in their role without Employer-supplied devices shall receive a stipend of \$50 per month.
3. Equipment and supplies required for remote work are covered in Article 48, "Remote Work."

C. Personal Vehicle Use

1. Employees who use a personal vehicle for work-related travel shall be paid for all travel time and be reimbursed for mileage. Mileage will be calculated per mile based on the current federal mileage reimbursement rate. Work-related travel is all travel outside of the Employee's commute to and from their regular work location and during normal work hours. Travel time can be evaluated on a case-by-case basis if it is outside of the scheduled work time.
2. Employees will not generally be reimbursed for local transportation (e.g., travel between university buildings on the same campus for meetings, or within the city of the Employee's primary work location); however, when local transportation is a significant part of an Employee's job, reimbursement may be made with approval from the appropriate higher administrative authority and with notice to the Director of Procurement Services.
3. Other provisions regarding personal vehicle use for work-related travel will be covered by SPG 507.10-1.

ARTICLE 29 - DISCIPLINE

- A. The Employer will not discharge or take disciplinary action against a non-probationary Bargaining Unit member without just cause. Where appropriate, such disciplinary action will be corrective and progressive in nature; provided, however, and subject to just cause standards, the Employer reserves the right to issue discipline appropriate to the offense. In cases of serious misconduct, the Employer may administer accelerated

discipline, up to and including discharge. Discipline includes but is not limited to any written documentation provided to the Employee and included in the Employee's personnel record regarding alleged or actual unsatisfactory performance, except it shall not include performance evaluations.

- B. When determining the appropriate level of discipline, the Employer will not consider discipline issued more than twenty-four (24) months previously.
- C. The Employer will conduct a sufficient investigation, appropriate to the circumstances, prior to issuing discipline. The Employer reserves the right to place an Employee on a non-disciplinary paid or unpaid administrative leave, pending the outcome of an investigation; this leave may be unpaid only when evidence of serious misconduct is not in doubt.
- D. The Employer shall not extend such leaves longer than necessary to conduct a thorough investigation and ensure the safety of patients, staff, and the Employee(s).
- E. When a supervisor wishes to conduct an investigatory interview with an Employee, the supervisor will inform the Employee of the purpose of the meeting and that they have a right to have a Union Representative present at the meeting. The Employee will be afforded a reasonable amount of time to secure Union representation.
- F. An Employee may request the presence of a Union representative at any meeting they reasonably believe could result in disciplinary action, but the Employer will not unduly delay an investigatory meeting to accommodate an Employee's request for a specific Union representative.
- G. At the Employer's discretion, disciplinary actions may be delivered virtually or in person.
- H. The parties understand that there may be times when the immediate removal of an Employee from the workplace is required, which may be with or without pay based on the circumstances as allowed for in (C), above. When the University intends to order an Employee to leave work for disciplinary reasons, the Employee's Union representative shall be notified by the University and be afforded the opportunity to consult with the Employee for a reasonable period of time before the Employee leaves the premises. If, however, the immediate removal of the Employee from University premises is necessary to prevent injury to the Employee or others or disruption of the workplace, such opportunity need not be afforded. In such a case, the University shall notify the Union of the incident.

- I. The Employer shall provide the Union with a copy of any Disciplinary Layoff or Discharge notice issued to an Employee, within three (3) business days following its communication to the Employee.
- J. Any discipline or discharge of non-probationary Employees may be contested through the grievance procedure of this contract, including Arbitration, unless otherwise specified in this Agreement.
- K. Disciplinary matters will be handled in a confidential manner. This shall not unduly restrict communication between managerial employees who have a need to know, the interviewing of potential witnesses, or other actions necessary for an appropriate investigation.

ARTICLE 30 - NON-DISCRIMINATION

- A. The University and the Union agree that there shall be no discrimination in the application of the provisions of this Agreement because of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status. Further, Employees shall not be subject to sexual harassment.
- B. The parties agree that the definition of "prohibited conduct" utilized in the applicable University of Michigan Policies as it pertains to sexual and gender-based misconduct and Title IX misconduct shall apply.
- C. References to "she," "he," or "they" in this Agreement should be considered interchangeable even when referring to an individual Employee without intention to distinguish among individuals based on gender or sex, and without intention to apply an inappropriate identifier to an individual who may choose not to use one of the above pronouns.
- D. Neither the University nor the Union, shall discriminate against, intimidate, restrain, coerce, or interfere with, any Employee because of, or with respect to, lawful labor organization activities or membership or the right to refrain from such activities or membership. In addition, there shall be no discrimination against any Employee in the application of the terms of this Agreement because of membership or non-membership in the Union.
- E. The University agrees that for those Employees covered by this Agreement, membership in the Union is a matter between the Employee and Union and the University shall remain neutral in regard to an Employee's choice to become and/or remain a union member.

- F. Nothing in this Article shall be construed to prevent an Employee alleging discrimination from exercising constitutional or statutory rights, which may be available.

ARTICLE 31 - HARASSMENT

- A. During the course of negotiations, the parties have discussed at length the importance of maintaining a work environment that is free of behaviors that would adversely impact a person's ability to be successful in providing great patient care. The University has established policies that address the broad range of unwanted or inappropriate behavior such as SPG 601.89 Policy on Sexual and Gender-Based Misconduct; SPG 601.18 Violence in University Community; SPG 201.89-1 Discrimination and Harassment, as well as Michigan Medicines Policy 04-06-038 Workplace Violence Policy and Procedure. While these policies are there for all employees of the University, this article does not detract from the spirit and intent but should enhance the support and commitment for all employees.
- B. Harassment of any Employee is prohibited and will not be tolerated. "Harassment" means conduct by a University of Michigan employee, patient, or visitor directed toward an Employee that arises from or is related to the Employee's status or function as an Employee and includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the Employee to suffer emotional distress. Harassment does not include conduct that serves a legitimate purpose in the direction of patient care activities.

ARTICLE 32 - IMPAIRMENT AND DRUG TESTING

Situations where an Employee may be impaired due to drugs or alcohol, or other conditions impacting their ability to safely perform their job, will be managed pursuant to one or more of the following University and/or UM Health policies depending on the circumstances and the Employee's classification.

- A. All Employees will be subject to the University of Michigan Alcohol and Other Drug (AOD) Policy for Students, Faculty, and Staff (SPG 601.29) and the University of Michigan Fitness for Duty Policy (SPG 201.15), and any related policies and procedures as referenced in these Policies, as they may be amended from time to time.
- B. In addition, all Michigan Medicine Employees, except those holding privileges at UM Health, will be subject to the Michigan Medicine Drug-Free Workplace Policy, 04-06-036; and all related policies or procedures referenced in the Policy, as they may be amended from time to time.

- C. In the event any employee in the bargaining unit has privileges at UM Health, the Employee will be subject to the Michigan Medicine Practitioners and Medical School Faculty Impairment Policy and Procedure, 04-060046, and all related policies and procedures referenced in this Policy, as they may be amended from time to time.
- D. Employees at University Health Services (UHS) will be subject to the University Health Services Management of Incapacitated or Impaired Health Care Professionals policy (Policy Stat ID #14586388), and all related policies and procedures referenced in the policy, as they may be amended from time to time.
- E. Prior to any drug test, an Employee will be informed of the intent to perform a test and notified of their right to speak with a union representative before the test is performed, which they may do by phone, or in person at the test site.
- F. If the Employee chooses to waive this right, the test may commence immediately.
- G. If the Employee chooses to speak with a Union representative, they will be afforded a reasonable amount of time to do so. After the Employee speaks with the Union representative, the Employer may proceed with the test.
- H. In all cases, however, the Employer may proceed with the test sixty (60) minutes following the initial notification of the intent to perform the test, regardless of whether or not the Employee has spoken with a Union representative and regardless of the length of time the Employee has spoken with the Union representative.
- I. An Employee who refuses to take a drug test may be subject to discipline, consistent with the policies referenced in Paragraphs A, B, C and D above.

ARTICLE 33 - PERSONNEL RECORDS

- A. For the purposes of this Article, "personnel records" shall be defined pursuant to Section 423.SOI(c) of the Bullard-Plawecki Employee Right to Know Act, Act 397 of 1978. The Employer will maintain personnel records for each Employee. The Employee shall have the right to add material to their personnel record, including but not limited to documentation of service or professional awards, nominations, or achievements.
- B. Anonymous communications shall not be placed in an Employee's personnel record. The Employee shall have the right to place, in the personnel record, a written response to any document contained in their personnel record.

- C. The Employee shall have the right to review their personnel record at a reasonable time and place and in the presence of a designated Employer representative.
- D. Upon request, the Employer shall provide the Employee with a copy of part or all of their current personnel record, subject to a standard duplication fee.
- E. Access to personnel records shall be limited to those individuals whose role requires such access in connection with their University responsibilities.

ARTICLE 34 - REHIRE / REINSTATEMENT

Individuals previously employed by the University may apply for reemployment, reinstatement, or crediting of prior service under the following conditions:

- A. REHIRE: Individuals seeking rehire are subject to university employment procedures. Their previous University employment record will be reviewed and considered as part of the re-employment decision. An individual returning to regular employment at the University as a “rehire” (including a rehire eligible for reinstatement):
 - 1. begins with a new “Service Date” (Date of Hire) which is the first day of re-employment.
 - 2. will be subject to the provisions of Article 42, “Probation” (if applicable) beginning with the new service date;
 - 3. begins a new eligibility period for all benefit programs; and
 - 4. will be subject to enrollment standards in benefit programs, the same as a new hire with no prior service.
- B. REINSTATEMENT: An Employee who terminated employment with the University and is subsequently rehired shall be reinstated provided the individual:
 - 1. had a minimum of one year of continuous service as a regular employee and was recommended for rehire prior to leaving the University;
 - 2. returned to work within one year from the date of termination; and
 - 3. remains re-employed with the University for at least three continuous years.

- C. The Employee's service date will be adjusted to provide the reinstatement credit for which the Employee is eligible, provided they apply for reinstatement following completion of three continuous years of reemployment.
- D. A reinstatement will have no effect on health, dental, or life insurance, and the University will make no retroactive contributions toward retirement. Enrollment in Long-Term Disability (LTD) coverage will occur as follows:
 - 1. Employees reinstated into a regular appointment with 50% effort or greater will be enrolled in the LTD Plan (Basic or Expanded). The benefits service date drives the years of service eligibility requirement and the waiting period for university contributions should not apply.
 - 2. Employees reinstated into a regular appointment with less than 50% effort are not eligible for enrollment in the Basic or Expanded LTD Plans. Retiree benefits continue.

The benefit eligibility date will be the same as the original service date provided a continuous regular appointment has been maintained, except for the break in service.

A continuous regular appointment between the original service date, once reinstated, and the last day of work will be used in determining when the years of service criterion is met for retirement and service awards purposes.

- E. CREDIT FOR PRIOR SERVICE: An Employee with a break in service of more than one year may request credit for prior service [credit] for previous employment with the University provided that:
 - 1. The Employee had a minimum of one year of continuous previous service as a regular faculty or staff member.
 - 2. The break in service is greater than one year.
 - 3. The length of the break was less than the length of service prior to termination.
 - 4. The Employee has completed 10 years of current continuous University service.
- F. Credit for prior service will be used in determining eligibility for retirement and service awards only. Only the most recent occurrence of a break in service is used to determine eligibility.

- G. An Employee may elect the credit for prior service option or the reinstatement option only once. Only the most recent occurrence of a break in service is used to determine eligibility.
- H. To retire with benefits requires a benefit-eligible appointment.

ARTICLE 35 - SENIORITY

A. DEFINITIONS

For the purposes of this Agreement, the following definitions shall apply:

- 1. University Seniority: The uninterrupted employment with the University beginning with the first day of hire (regular full-time or part-time) including any period of absence authorized by the University.
- 2. This definition does not preclude other types of seniority being defined and used in the different units, as specified elsewhere in this Agreement.

B. LOSS OF SENIORITY

- 1. An Employee shall lose seniority and no longer be an Employee if:
 - a. The Employee resigns or quits;
 - b. The Employee is discharged or terminated;
 - c. The Employee loses, or otherwise does not maintain their required registry, certification(s), and/or licensure, when applicable;
 - d. The Employee retires;
 - e. The Employee fails to contact their supervisor within seven (7) calendar days after the return to work from layoff notice is issued to make a plan for their return to work date. The notice to return shall be by email and/or mail addressed to the Employee at the Employee's last address filed with the Michigan Medicine Human Resources Department. At the reasonable discretion of the University, an exception may be made to the requirement that the Employee contact their supervisor within seven (7) calendar days if circumstances beyond their control prevented such contact.
 - f. The Employee has been on layoff for a period of time equal to the Employee's seniority at the time of the Employee's layoff or maximum layoff period according to the Article 50, "Reduction in Force," whichever is less.

- g. The Employee does not return to work at the expiration of a leave of absence unless circumstances beyond the control of the Employee prevented the return.
- h. The Employee is absent from work for three (3) consecutive workdays or work shifts without notifying the University, except when the failure to notify and work is due to circumstances beyond control of the Employee. After such absence, the University shall send written notification to the Employee at the Employee's last known address that the Employee has lost seniority and the Employee's employment has been terminated.

If an Employee loses seniority as a result of paragraphs e, f, g, or h above, the President of the Union or their designee shall receive written notification from the University. A grievance involving compliance with this Section only shall begin at Step Three of the grievance procedure, and may be processed through the Grievance and Arbitration Procedures by the Union only for an Employee who has lost seniority and is no longer an Employee, provided it is submitted in writing at Step Three of the Grievance and Arbitration procedure within fourteen (14) calendar days after facts have occurred giving rise to the Employee's grievance.

C. SENIORITY CONFLICT (SAME HIRE DATE)

- 1. Unless determined otherwise by mutual agreement at the operating unit level, if two Employees share the same seniority as defined in Section A, above, seniority will be based on the last four digits of the University Employee I.D. number. Unless agreed upon otherwise by the parties, the Employee with the higher number will have the greater seniority for any policies and procedures that require seniority order.

ARTICLE 36 - ID BADGES

- A. The parties agree that employee ID Badges will contain the legal or preferred names, official departments, and approved credentials of Employees, as well as appropriate doctoral credentials in their field, as determined and retained by Human Resources Records and Information Services per the Michigan Medicine Security Access Control Policy & Procedure 05-01-007, and Identification and Access Control Cards/Identification Photos SPG 601.13.
- B. Upon the expiration of bargaining unit members' MCard, the subsequent badge can be updated with the appropriate credential. Appropriate credentials are either regulatory-recognized licensure validated through the State of Michigan or certifications as required by the job description.
- C. Initial and renewed ID badges will be provided at no cost to the Employee.

- D. At an Employee's request, a badge buddy may be provided for an Employee to display their official job title or preferred pronouns.
- E. The Employer and the Union will collaborate to find alternatives to staff identification for positions that work with magnetic equipment that demagnetize ID badges.

ARTICLE 37 - WORKPLACE SAFETY

- A. The University maintains an occupational safety program designed to provide a safe and healthful environment. The purpose of this Article is to establish parameters, responsibilities, and actions required by management and Employees to support an effective occupational safety program. The safety program entails the identification and management of risk for prevention of occupational injuries and illnesses.
- B. The University is committed to implementing and maintaining programs that prevent Employee injury and illness. This is demonstrated through several avenues, such as capital projects, equipment upgrades, safety committees, and training programs.
- C. Unit leaders are responsible for establishing this safety program and related performance elements within their department and promoting a work environment that is responsive to Employee safety concerns. They are responsible for ensuring that complete safety instructions and training are provided to Employees prior to assignment of duties and taking actions to ensure compliance with safe work practices.
- D. It is recognized by the Union and the University that some of the work performed by Employees in this bargaining unit involves potential hazards and risks inherent in the work itself.
- E. The University will ensure that Employees' work and the methods, practices and procedures required to perform it are in conformance with established and accepted industry practices and procedures and with recognized and accepted safety standards and protocols. A working condition, procedure, operation or process will not, for the purpose of this Article, be considered unsafe if the work and the methods, practices and procedures required to perform it are in conformance with established and accepted industry practices and procedures and with recognized and accepted safety standards and protocols, provided that such practices, procedures, standards, and protocols exist.
- F. To that end, the University and the Union agree to establish a Joint Health and Safety Committee, which will conduct its first meeting within 90 days after the ratification of the Agreement. This committee shall consist of one member of each bargaining unit and members of the UMMAP executive board as determined by the Union and the appropriate members of the University's leadership team responsible for addressing items brought forth

for discussion. The cadence of the meeting shall be monthly. If there are no agenda items, the meeting can be canceled. Each party will appoint a co-chair to jointly facilitate the committee's business.

- G. The parties will work collaboratively to reach mutually agreeable solutions. If an issue is not resolved within a month of first being raised, the Union may submit the issue to expedited arbitration. A hearing shall be scheduled within one month of the Union's statement of intent to arbitrate. The Arbitrator's decision will both address the question of whether a working condition, method, practice, or procedure is unsafe and determine the appropriate resolution of the issue.
- H. All Employees shall be empowered to take action to prevent any imminent threat of serious injury or death. Employees must report workplace hazards or near misses to leadership immediately. In the event an Employee believes such a threat continues to exist, the chairs of the Joint Health and Safety Committee shall confer as quickly as possible to mutually resolve the situation, if the issue causing the hazard has not been remediated. If they are unable to resolve the situation within three business days, the matter may be submitted to expedited arbitration as in paragraph G. The Employee shall not be required to work in the alleged unsafe situation until the matter is resolved. If the issue is escalated to arbitration, the Employee will be given an alternative assignment when possible until the matter is resolved. If no alternative assignment is possible, and the Employee has selected not to work, the Employee may do so using PTO or without pay on their own volition.
- I. Employees are encouraged to participate in department safety program activities and invited to participate in the development of safety policies.
- J. Employees must comply with safety instructions, observe safe work practices, provide input on safety issues, and report unsafe acts or conditions to leadership.
- K. Employees must attend required safety training and demonstrate understanding of the principles and techniques.

WORKPLACE VIOLENCE

- L. In accordance with SPG 60 I. 18 Violence in the University Community, the University shall create and maintain an environment that is safe and free from all types of threats, threatening behavior, disruptive or dangerous behavior, and violence. Collaboration, communication, and collegiality are essential for the provision of safe and competent patient care, education, research, and effective operations. Thus, all personnel practicing or otherwise working at the University are expected to treat individuals with respect, courtesy, and dignity, and conduct themselves in a professional and cooperative manner. All bargaining unit members should abide by our core values and maintain a climate of

behavior that does not foster acts of violence, threats, and aggression. Acts of violence, threats, and aggression are misconduct and will be addressed accordingly.

ARTICLE 38 - ATTENDANCE

A. General Provisions

1. As professionals, UMMAP Employees recognize that regular and prompt attendance is an expectation of University employment. Employees will demonstrate accountability for patient care and respect for colleagues in terms of attendance. In all cases where an Employee anticipates that they will not report for their scheduled shift on time, they are expected to notify their Department pursuant to the Department's established procedures.
2. Should new legislation be enacted during the term of this contract, the parties will come back together to negotiate changes necessary to bring this article into compliance with the law.

B. Exempt Employees.

1. Scheduled time off is time off from work which has been requested in advance pursuant to Departmental procedures but no less than 48 hours in advance and approved by the manager/supervisor. Approval of time off is not automatic simply because the Employee gives 48 hours or more advance notice. Scheduled time off work with less than 48 hours' notice may be approved at the discretion of the supervisor/manager. Available (accrued) PTO must be used to cover absences from work.
2. Employees are responsible for maintaining an adequate balance in their PTO accounts for use in unscheduled cases. Employees who have demonstrated abuse or patterned use of unscheduled PTO, or who are chronically late or depart early shall be subject to discipline, up to and including discharge. It is understood, however, that occasional use of unscheduled PTO, or arrival or departure outside of scheduled shifts, is not considered disciplinary under this paragraph if pursuant to the Departments established policies.
3. Approval for scheduled time off can be revoked if accrued hours are not available by the date(s) Employee requested to take the time off. If approved time is revoked and the Employee calls in, not reporting to work, the time will be considered unapproved no-pay, and the Employee may be subject to discipline: Employees may request use of no-pay if there were extenuating circumstances that lead to the exhaustion of their PTO bank. It remains the responsibility of each Employee to manage their own PTO balance

and to notify their supervisor in advance if they do not have an adequate PTO balance to cover the scheduled time off.

C. Non-Exempt Employees

1. Scheduled Time Off

- a. Scheduled time off is time off from work which has been requested in advance, pursuant to Departmental procedures but no less than 48 hours in advance and approved by the manager/supervisor. Approval of time off is not automatic simply because the employee gives 48 hours or more advance notice. Scheduled time off work with less than 48-hour notice may be approved at the discretion of the supervisor/manager provided such exceptions are made in accordance with pre-established criteria within the unit and are applied equally to all Employees.
 - b. Available (accrued) PTO must be used to cover absences from work. Time off in accordance with approved FMLA will not be counted toward attendance tracking for disciplinary purposes.
 - c. Approval for scheduled time off can be revoked if accrued hours are not available by the date(s) Employee requested to take the time off. If approved time is revoked and the Employee calls in, not reporting to work, the time will be considered unapproved no-pay and the Employee may be subject to discipline, Employees may request use of no-pay if there were extenuating circumstances that lead to the exhaustion of their PTO bank. It remains the responsibility of each Employee to manage their own PTO balance and to notify their supervisor in advance if they do not have an adequate PTO balance to cover the scheduled time off.
2. Call-In Procedure: Employees shall contact their manager/supervisor or work area to notify them of an unscheduled absence one hour prior to the start of their scheduled shift. Units may establish a different call-in procedure provided it complies with all provisions of this Article and an Employee has to contact only one designated person.
 3. Unscheduled Time Off: Time off work, including late arrivals or early departures, which has not been approved in advance is considered “unscheduled time,” resulting in an incident.

4. Incidents

- a. Any unscheduled time off, whether it's a single shift, part of a shift or two (2) consecutive shifts will be considered one (1) incident, subject to the following exception: three (3) tardies or early departures of between six (6) and sixty (60) minutes will be considered as one incident. Arrivals up to 5 minutes and fifty-nine seconds late will not be considered towards the corrective action pathway. Excessive abuse of this grace period may be cause for discipline.
- b. For Unscheduled absences extending to three (3) consecutive work shifts or more, medical documentation is required for them to be counted as a single incident. If medical documentation is not received, these absences will be counted as separate incidents.
- c. Any absences of over eighty (80) consecutive hours, pro-rated by appointment fraction, will require medical documentation to be submitted to Work Connections.

D. Corrective Action Process

1. Verbal Warning (Level 1): This occurs when an Employee incurs 4 or more incidents within a 6-month period. The manager will meet with the Employee to review each incident. This policy will be reviewed as a reminder of the consequences incurred if the trend continues.
2. First Written Corrective Action (Level 2): This occurs when an Employee incurs 3 or more additional incidents within 6 months of the date of the Verbal Warning. The manager will meet with the Employee to review the memo, timelines, and consequences. A "First Written Corrective Action" written warning is given to the Employee. The written warning clearly states that all future unscheduled absences may result in further disciplinary action up to and including discharge from the University. A copy of the written warning will be sent to the Employee's file in the Human Resources Department.
3. Second Written Corrective Action (Level 3): This occurs when an Employee incurs 2 or more additional incidents within 6 months of the date of the First Written Corrective Action. The manager and Employee will meet to review the memo and continued pattern of absence. The "Second Corrective Action" written warning is given to the Employee. The memo clearly states that all future unscheduled absences may result in further disciplinary action up to and including discharge from the University. A copy of the memo will be sent to the Employee's file in the Human Resources Department.

4. Disciplinary Review Conference (DRC): This occurs when an Employee incurs 2 additional incidents within 12 months of the Second Written Corrective Action.
5. If an Employee completes the timeframe indicated in the corrective action period without moving to the next level of discipline, they will be de-escalated to the previous level of discipline (i.e. an Employee who receives a First Corrective Action and does not incur two or more incidents within six months will be de-escalated to the status of an Employee with a Verbal Warning dated on the last day of the six months.)
6. Early departures for and late returns from break and lunch times shall not be considered attendance incidents but may subject the Employee to work performance discipline.
7. A one-on-one meeting with the Employee will take place to review each corrective action. The Attendance Article (38) will also be reviewed as a reminder of the consequences incurred if the trend continues.
8. Right to Representation: The Employee will be given 24-hour notice of any disciplinary meeting and notified that they can bring a Union representative, if they desire. Once an Employee is notified of the meeting to discuss their corrective action step, any additional attendance incidents will count towards the next step of the disciplinary process.

E. No Call/No Show for both Exempt and Non-Exempt Employees

1. No call/No show will result in accelerated discipline. No call/no show is failing to report to work for any portion of the scheduled shift where the Employee has failed to notify the Department of the expected absence prior to the start of the scheduled shift. A first absence of no call/no show will result in a 1-Day Disciplinary Layoff (DLO) or 1-Day Paper DLO and the establishment of a twelve (12) month review period. A second non-consecutive incident of no call/no show during the review period, or two consecutive workdays of no call/no show at any time, will result in a 2-Day DLO or 2-Day Paper DLO. A third non-consecutive incident of no call/no show during the review period will result in a DRC being scheduled and may result in termination. Three (3) consecutive workdays of no call/no show at any time is considered job abandonment, resulting in termination.
2. For an on-call Employee, failure to respond when contacted to come in, pursuant to established Departmental procedure, shall also constitute a no call/no show.
3. No call/no shows may be considered unscheduled time off if circumstances outside of the Employee's control prevented the Employee from calling in.

F. Personal Discretion Time (PDT) for both Exempt and Non-Exempt Employees

Personal Discretion Time (PDT) is an unscheduled absence using available PTO that is not considered for disciplinary purposes. A non-probationary Employee may use PDT

provided the Employee notifies the supervisor in accordance with the Department's established procedures for notifying of unscheduled absences, except when the failure to notify is due to circumstances beyond the control of the Employee. PDT is limited to not more than two (2) full shifts per fiscal year. PDT may not be used for consecutive shifts and may only be used for one (1) shift within any month. It is not available for Holidays, the last scheduled workday prior to nor the first scheduled workday following a Holiday or any other scheduled time off, except regularly scheduled days off. It is also not available for the workday following any unscheduled PTO. An Employee must have sufficient PTO in their bank to use PDT, and the hours used under this Article shall be charged to the Employee's PTO bank. In no case will the provisions of this Article be available if it is being used for the purpose of a work stoppage. An Employee's personal discretionary time renews each fiscal year. Employees will receive two (2) PDT days upon completion of their probationary period. If the probationary period expires after December 31st, the Employee will receive one (1) PDT Day.

- G. Work-related injuries: If an Employee experiences a work-related injury and Occupational Health determines the need for Employee to leave work prior to completing the work shift, the Employee will not incur an attendance incident. Employees must follow the established university procedure for reporting work-related injuries.

ARTICLE 39 - COMMUNICABLE DISEASES

A. PREVENTION OF THE SPREAD OF COMMUNICABLE DISEASES

1. UMHS Policy #04-06-002, "Infection Control Practice for Hospital Personnel: Prevention of Spread of Communicable Diseases," as may be amended from time to time, shall apply to all UMMAP-represented Employees at UM Health and the Medical School. The Employer will provide the Union with 30 days' advance notice of changes to the policy to discuss issues that may need to be addressed.
2. UHS Policy (Policy Stat ID 14789361), "Employee Health and Exposure Control Policy," as may be amended from time to time, shall apply to all UMMAP represented Employees at University Health Services. The Employer will provide the Union with 30 days' advance notice of changes to the policy to discuss issues that may need to be addressed.
3. All bargaining unit members shall comply with the University's TB screening Program. This may include annual TB screening.

B. INFLUENZA VACCINATION

1. UMHS Policy #04-06-030, "UMHS Mandatory Influenza Vaccination Policy," as may be amended from time to time, shall apply to all UMMAP represented Employees at UM Health and Medical School. The Employer will provide the Union with 30 days' advance notice of changes to the policy to discuss issues that may need to be addressed.
2. UHS Policy (Policy Stat ID 14789361), "Employee Health and Exposure Control Policy," including its provisions regarding influenza vaccination as may be amended from time to time, shall apply to all UMMAP represented Employees at University Health Services. The Employer will provide the Union with 30 days' advance notice of changes to the policy to discuss issues that may need to be addressed.
3. Employees who are not in compliance with the requirements set forth in the influenza vaccination policy by the date declared by the Infection Prevention Epidemiology Department will be subject to the disciplinary process.
4. No Employee shall be required to receive a vaccination, immunization, or booster that is not currently a term and condition of employment without their consent. In the event that a federal or state government agency requires the University to implement a mandatory immunization that is not currently required, the University will give notice to the Union for the purposes of bargaining effects of the change in terms and conditions of employment.

C. INFLUENZA IMMUNIZATION

1. Effective August 1, 2025, each Employee covered by this collective bargaining agreement is required, on an annual basis, to either: 1) receive an Influenza immunization or 2) seek and receive approval of an exemption based on religious or medical reasons. or 3) sign a declination for other reasons by December 1. The duration of the flu season will be determined by the Infection Prevention & Epidemiology Department's (IP&E) Hospital Epidemiologist. Those who decline the immunization may change their mind at any time and receive the vaccine at no cost at UMHS while supplies last.
2. A joint communication will be sent out recommending that all Employees and other health providers be vaccinated against influenza viruses.
3. All Employees who wish to decline the annual influenza vaccination will be required to complete a jointly created evidence-based education program in the virtual learning platform that will acknowledge the risks, if any, in not receiving the influenza vaccination prior to exercising any option to decline the vaccination.

4. If influenza vaccination rates of eligible Employees (excluding medical and religious exemptions and those on LOA) fall below ninety-five percent (95%), mandatory vaccination will be instituted and required by all eligible Employees to the extent necessary to reach the 95% rate under terms discussed by the parties.
5. If the Joint Commission, the Centers for Medicare and Medicaid Services, or any other county, state, or federal regulatory agency requires increased vaccination rate status, except for those with valid reasons such as religious or contraindication, the parties will meet to discuss methods to become in compliance.
6. Employees who do not receive an influenza immunization are required to wear masks during the "masks on" period as determined by the IP&E Hospital Epidemiologist in all areas as determined by IP&E:
 - Rooms (patient, procedure, exam, consultation) where patients and staff are physically present;
 - Patient transport elevators;
 - Corridors/hallways adjacent to patient rooms;
 - Patient homes where direct care is being provided;
 - Waiting areas with direct face-to-face patient contact;
 - Any location where the Employee has face-to-face interaction with patients during the delivery of direct patient care;
 - Non-Clinical spaces (any place there is contact with other people)

ARTICLE 40 - EVALUATIONS

- A. A performance evaluation of each Employee will be conducted annually in the fourth quarter of the fiscal year. Performance evaluations will be based on uniform measurements and performance standards established for each classification by unit.
- B. Performance evaluations focus on year-round collaboration between leaders and their direct reports with a focus on positive development. Leaders will share department/unit goals with Employees.
- C. The evaluation tool will be prepared by the Employer. The Employer reserves the right to revise the evaluation tool. Employees and the Union will be notified of the evaluation tool and any revisions to the tool or the standards prior to October 1st in the period for which the Employee is being evaluated.

- D. Employees will formulate individual goals that support their skills, knowledge, and abilities for the year.
- E. An Employee signature on a performance evaluation indicates proof of receipt and acknowledgement by the Employee of the Employer's expectations, regardless of whether the Employee is in agreement with the evaluation.
- F. If a performance improvement plan is necessary, the Employee shall be afforded an opportunity to ask questions and provide feedback on the plan before it is finalized. The supervisor and the Employee shall endeavor to reach a mutual understanding of what success looks like.
- G. Performance evaluations are not discipline.
- H. Throughout the year, coaching and feedback discussions recognize a job well done, and provide guidance, direction, and correction as needed. More formal meetings to reflect on past accomplishments, identify potential barriers, discuss changes in priority, and identify plans for going forward may also periodically be held.
- I. Peer feedback may be gathered at the Unit's discretion in the spirit of professionalism provided that:
 - 1. Peer feedback is not anonymous:
 - 2. Records of peer feedback are not retained in an Employee's personnel record, unless specifically requested.
 - 3. Employees are given the opportunity to provide input on those who will be selected to provide feedback. The Employer may with good reason choose others to provide feedback.
 - 4. Peers selected to provide peer feedback have:
 - a. Sufficient direct observation of the Employee;
 - b. The knowledge and expertise necessary to provide feedback on the specific job duties performed;
 - c. Been given training on best practices for peer feedback;
 - 5. Peer feedback is not used for the purpose of personal attacks.
 - 6. Peer feedback is not used by the supervisor as the primary basis for evaluating work performance.

- J. For campus-based Employees, annual performance evaluations shall be at the discretion of the department/unit, provided they follow provisions B through I, above.
- K. Access to evaluations shall be limited to those individuals whose role requires such access in connection with their University responsibilities.

ARTICLE 41 - FELONY DISCLOSURE

- A. The provisions of the University's Standard Practice Guideline (SPG) 601.38, "Required Disclosure of Felony Charges and/or Felony Convictions," as may be amended from time to time, shall apply to all UMMAP bargaining unit members. SPG 601.38 may be referenced online at the following link: <https://spg.umich.edu/policy/601.38>.
- B. The provisions of SPG 601.38 apply independently, and in addition to, any reporting obligations related to criminal matters that are imposed on Employees as certified or licensed medical professionals, pursuant to any state regulatory bodies.

ARTICLE 42 - PROBATIONARY EMPLOYEES

- A. An Employee is a probationary Employee for the Employee's first six (6) calendar months of employment at the University. Transferring or reinstating a regular Employee shall not create a new probationary period. The University may discontinue an Employee's employment during the probationary period at any time by written notice to the Employee.
- B. The supervisor will assess the probationary Employee's performance to determine whether the Employee warrants continued employment during and at the expiration of the probationary period and provide a written evaluation on or before the day the Employee completes four (4) calendar months of employment to allow for time for the Employee to improve their performance. This provision does not prevent the Employer from providing a probationary Employee with other evaluative feedback or coaching at any time during the probationary period.
- C. Probationary Employees may participate in the benefits and programs for which they are eligible. Probationary Employees who utilize leaves during their probationary period will have their probationary period extended for the length of the absence.
- D. The discipline, layoff or termination of a probationary Employee shall not be subject to the Grievance and Arbitration Procedures. The Union will receive a copy of the termination notice. Following the termination of a probationary Employee, at the request of the Union, the University shall meet and discuss the reasons for the termination with the Union

president, provided the Union makes such a request within three (3) business days following receipt of the termination notice.

- E. A probationary Employee shall have no seniority, except as otherwise provided in the Agreement until the probationary Employee has completed the probationary period. Upon completion of the probationary period, the Employee will acquire seniority from the Employee's date of hire.
- F. A University retiree rehired into a regular staff position shall not be required to serve a probationary period.

ARTICLE 43 - EMERGENCY REDUCTION IN OPERATIONS

It is the policy of the University to remain open at all times in order to maintain our commitment to the community by providing services to students, patients and to the public. In the event of unforeseen circumstances or events, the University reserves the right during an emergency to interrupt or reduce services for prolonged periods of time, while minimizing to the degree possible the negative impact on services and people.

A. INCLEMENT WEATHER

In the event of inclement weather conditions, the Employer will endeavor to maintain all of its services. In that event:

- Employees will make every effort to report to work.
- An Employees who elects not to report to work will be required to follow their Departmental Call-In Procedure and will be subject to the Attendance Article.
- If severe weather or other Emergency conditions have been declared by any governmental authority with jurisdiction over the county in which the Employee works or lives, but an Emergency Reduction in Operations has not been instituted by the University, Employees who report, but are late for, duty will not be considered tardy.

B. EMERGENCY CONDITIONS

Emergencies may vary in their effect upon Employees and operations based on shift and the nature of the Employee's work. Each situation will be evaluated by site leadership. When at all possible, in circumstances of closing less than two days, the Employee shall be provided work at an alternative site. If no work is available at an alternative site, if possible, the Employee can be provided work that can be done remotely as long as they possess the proper equipment to complete the assigned work. In the event that no work is available at an alternative site or remotely, the Employee will receive regular compensation for the hours lost for a maximum of two days.

Bargaining unit Employees are required to remain in contact with their immediate supervisor for work instructions beyond the one day. Employer may assign work at an alternate site, the current site, or allow the Employee to utilize PTO or time-off without compensation if there is no alternate work available that the Employee can perform.

1. EXTENDED HOURS

- a. In the event of emergency conditions due to severe weather, natural disaster, major utility failures or other unforeseen circumstances, the University may require Employees to work beyond their scheduled hours.
- b. When necessary, the department will designate the critical service and the critical Employees at the time of the declaration in accordance with the Continuity of Operations Plan.
- c. Critical services are defined as those services or activities required to provide for the full and complete delivery of care to students and patients; protection of the health and safety of humans and animals in research capacities; and all services of security, police and regulatory personnel.
- b. Critical services shall include those providing continuous access to buildings and grounds, communications, and indirect support such as building operations, preservation of infrastructure, utility systems, material procurement and certain contract and legal activities.
- c. Designated Critical Employees in these functional areas will be expected to report to work during emergency periods in accordance with their unit's specific designation.
- d. Food assistance and sleeping arrangements may be provided to those Employees designated by department leadership as critical who are mandated beyond their scheduled shift or stay overnight to staff the next day.
- e. No member of the bargaining unit will be required to work more than 16 consecutive hours.

Units will annually review their continuity of operations plans and notify their Employees of each individual's critical designation.

ARTICLE 44 - FURLOUGH (SHORT TERM LAYOFF)

- A. The University endeavors to provide stable employment. However, short-term developing situations such as an unexpected loss of funding, lack of work, disruption to operations, or a governmental/third party directive (e.g., public health orders, stop-work orders, etc.) may result in furlough (short term layoff). Furloughs (short term layoff) may not be implemented for normal fluctuations in patient volume. The provisions of this Article are not to be used to address misconduct or performance deficiencies.

- B. Defining features of the policy are: 1) The short-term nature of the furlough (initial period of up to four months; maximum of six months with extensions); 2) the continuation of university contributions toward insured benefits during the furlough; and 3) the expectation of return to position upon the end of the furlough.
- C. The intent of this Article is to enable a proportionate response to such short-term disruption with short-term actions that preserve university missions and assets, while retaining Employees for an expected return to more regular operations.
- D. An Employee who has been placed on furlough (short term layoff) is considered to be on a temporary unpaid leave of absence.
- E. This policy does not apply to:
 - 1. Instances of voluntary or assigned paid-time off during a “slack” or “down” period pursuant to Article 18, “Paid Time Off,”
 - 2. A reduction in hours (effort reduction);
 - 3. Reduction in Force pursuant to Article 50, “Reduction in Force,”
 - 4. An Emergency Reduction in Operations implemented pursuant to Article 43, “Emergency Reduction in Operations,”
- F. Prior to the furlough (short term layoff) of any Employee, the University shall meet with the Union for the purpose of providing advance notice and discussing the reasons the furlough (short term layoff) is necessary.
- G. Employees on any form of Leave of Absence are not eligible for furlough (short term layoff). The Employee may be placed on furlough (short term layoff) upon expiration of the leave if their position is subject to an existing furlough (short term layoff) program.
- H. The University will not contest a claim for unemployment occurring as a result of furlough (short term layoff) unless an Employee declines redeployment to other available work, or was placed on furlough (short term layoff) due to loss of employment authorization. It is acknowledged and understood that approval of unemployment benefits, including the amount of any such benefits, is at the discretion of the Michigan Unemployment Insurance Agency. While on furlough (short term layoff), acceptance of supplemental work outside of the University is allowed but may impact an individual's ability to qualify for unemployment benefits.

I. VOLUNTARY FURLOUGH (SHORT TERM LAYOFF)

1. Prior to involuntary assignment of furlough (short term layoff), departments or units shall initially seek volunteers under the following provisions:
 - a. In the event more Employees volunteer for furlough (short term layoff) than staffing needs of the unit/department can accommodate, Employees will be selected for furlough (short term layoff) on the basis of their University Seniority (most senior Employees first), provided that the Employees remaining have the ability to perform the available work.
 - b. Employees classified as probationary may voluntarily submit a furlough (short term layoff) request. Probationary Employees granted furlough (short term layoff) will have their probationary periods extended by the length of their furlough (short term layoff).

J. TRANSFER, REDEPLOYMENT, AND USE OF PAID TIME OFF IN LIEU OF FURLOUGH (SHORT TERM LAYOFF)

1. Prior to any involuntary furlough (short term layoff), the Employer shall make a good faith effort to offer temporary redeployment or reassignment to other available work. An Employee designated for furlough (short term layoff) who is offered redeployment or reassignment may elect to take the furlough (short term layoff) rather than the redeployment or reassignment offered by the Employer. Declining work may impact unemployment eligibility, see paragraph H. above regarding unemployment eligibility.
2. As an unanticipated situation unfolds, departments may permit use of paid time off or approved no-pay hours (for up to two weeks) while assessing the operational need for furlough (short term layoff).

K. INVOLUNTARY FURLOUGH (SHORT TERM LAYOFF)

1. Within the parameters indicated above, departments or units may define the potential population for the purpose of assigning furloughs (short term layoff) based on organizational structure, work location, type of work performed, funding source, or other relevant factors related to the reason for the temporary disruption.

2. Within the defined population, the order of furlough (short term layoff) will begin with the Employee with the least seniority, provided that the Employees remaining have the ability to perform the available work.
- L. Temporary employees and Term-Limited Employees will have their appointments reduced or eliminated before regular Employees as described below, as a measure to keep regular Employees on the active payroll.
1. Probationary Employees are put on furlough (short term layoff) before non-probationary Employees, provided those remaining have the ability to perform the available work. The probationary period shall be extended by an equivalent amount of time as the furlough (short term layoff).
 2. Employees in a term-limited appointment who are placed on furlough (short term layoff) may have an equivalent period of time/effort added to the end of the planned appointment end date at the department's discretion.
- M. Notification: An Employee who is designated for a furlough (short term layoff) will be given notice as soon as practicable.
- N. Employees are relieved of work duties and shall not perform work related to their University position during the period of furlough (short term layoff).
- O. Notifications
1. The department, in consultation with the appropriate University Human Resources Office, will provide the Employee any required notification regarding unemployment claim eligibility and provisions for benefit continuity, as well as initiate the appropriate employment transaction to move an Employee status to furlough (short term layoff), and set the subsequent return date, including extensions or early return.
 2. The Employee is responsible to ensure that their contact information is up to date in order to receive timely notification from the Employer during the period of furlough (short term layoff).
- P. Reduction-in-Force: In the event that business circumstances change to warrant the need for elimination of a position, or create increased uncertainty about the return date beyond the intended timelines of this policy, the provisions of Article 50, "Reductions-In-Force" shall apply.

Q. Transfer: An Employee is eligible to transfer to another regular position at the university during the period of furlough (short term layoff). Such a transfer ends further rights under this Article.

R. BENEFITS ON FURLOUGH (SHORT TERM LAYOFF)

1. The following benefit terms apply to Employees who are on furlough short term layoff):
 - a. Group Life, Long Term Disability, Health, and Dental Insurance: The University will continue university contributions toward insurance coverage during the period of a Furlough (short term layoff) similar to active Employees.
 - b. Life, LTD, health, dental insurance, vision, and legal coverage will continue during the period of Furlough (short term layoff), provided there is continued payment/payroll deductions of the required Employee premiums as prescribed by the university. Employees are responsible for their annual FSA election amounts.
 - c. If coverage has been discontinued for the period of furlough (short term layoff), coverage will be reinstated when the Employee returns to a benefit eligible position.
 - d. Retirement Savings Program: All contributions are discontinued while on furlough (short term layoff).
 - e. Eligibility to Retire During a Furlough (short term layoff): An Employee who has met the age and service requirements to retire prior to the beginning of a furlough may retire at any time during the furlough.
 - f. PTO and Other Paid Time Off Benefits: An Employee placed on furlough (short term layoff) will retain any unused PTO. There is no access to paid time off during the period of furlough. PTO accruals will stop during the period of furlough.

S. RETURN FROM FURLOUGH (SHORT TERM LAYOFF)

1. The Employer will make every effort to return Employees to their original position, appointment fraction, and shift at the conclusion of their individual furlough (short term layoff) period. The Employee will be returned to the work schedule upon either:
 - a. The end of the designated furlough period, including any extensions (not to exceed six months total); or
 - b. An early recall from the furlough due to changed circumstances enabling the return to work.
2. Advance notice of early recall will be given where practicable, but may be given with as little as one workday notice. An Employee may request to use available paid time

off or approved no-pay for up to one (1) week before returning to work due to an early recall notice for furloughs that were scheduled to be longer than one month.

3. The order of recall from furlough will start with the Employee with the most seniority who in the judgement of the department possess the necessary skills, knowledge, and abilities to perform the available work.
4. An Employee who fails to return to their position or respond to early recall notice shall be terminated after seven (7) calendar days.
5. An Employee who returns to a regular position at the end of the furlough period will retain their seniority, including the period on furlough.

ARTICLE 45 - JOB POSTING

- A. Prior to posting an open position, the department will publicize the opening among current Employees for whom the position may be relevant within the unit. The position will be granted to the qualified candidate with the highest seniority in the job title.
- B. The department will utilize the following requirements when posting the position:

1. Posting Requirements:

- a. All University jobs posted shall contain at minimum, the following information:
 - Job responsibilities
 - Required Qualifications
 - Desired Qualifications, if applicable
 - Underfill Language, if applicable
 - Licensure & Certification, if applicable
 - Work Schedule
 - Work location
 - Mode of work
 - Appointment fraction, or full/part-time
 - FLSA status
 - Union Affiliation
 - Application Deadline
 - UM EEO/AA Statement

2. All positions covered in this contract will be posted via the University job site for a minimum of 7 days. Employees may sign up for University of Michigan job alerts to be notified when positions are posted.
3. All interested applicants must apply electronically to the University employment website.

C. Selection Process

When an opening is posted publicly:

1. All Applicants, internal and external, shall be reviewed.
2. The position will be granted to the qualified internal candidate with the highest seniority.
3. Positions not filled by an internal candidate will be filled by the best qualified external applicant without regard to age, race, color, sex, gender identity, gender expression, religion, disability, height, weight, marital status, national origin or ancestry, sexual orientation, or veteran status.
4. If a test, work sample, or other written or practical assessment tool is used to assist in the recruitment and selection process, it will only be used to determine skills and abilities that are relevant to the position being filled.
5. A qualified Employee who wishes to apply for a leadership position shall be able to do so regardless of the length of time they have been in their current position.
6. Once a selection has been made, applicants who applied for the position will be notified when the position is filled.
7. Employees need not be considered for a position if they are within their probationary period.
8. A staff member need not be considered for another position during the 6-month period following a promotion/transfer/lateral.
9. Employees who have been issued written discipline within the 6-month period prior to the date of job posting need not be considered for a position or transfer.

ARTICLE 46 - STAFFING, SCHEDULING, AND PTO REQUESTS

A. Principle

In order to maintain the operation of all units and meet patient care needs while avoiding burnout and turnover and addressing the needs of Employees for work-life balance, the Employer and the Union shall endeavor to work collaboratively to address concerns about staffing, scheduling, and paid time off.

1. The Union may elect to develop Staffing and Scheduling Review Advisory Committees (SSRACs) at the unit level to bring forth issues to management raised by the staff.
2. Union committee members' selection shall be by the unit level and shall participate in committee meetings and perform committee work on paid time, and this shall be considered as Time Worked for a maximum of one (1) hour, six (6) times per year. The Union shall develop a process to select representatives to serve on the committee. The committee shall consist of one (1) spokesperson with up to three (3) additional members selected if the department exceeds 25 staff members.
3. After the Union has developed their Staffing and Scheduling Review Advisory Committees, they shall inform management of the members and identify the spokesperson(s) for each unit.
4. The Employer will share information related to staffing and scheduling needs, staffing methodologies, considerations and tools, including available objective data. Such information shall include, if applicable, but is not limited to, workload, staff surveys, fiscal considerations, testing volumes, minimum staffing levels for departments, or other data relevant to staffing or scheduling.
5. The SSRAC will be empowered to make recommendations to the relevant unit leader regarding:
 - a. scheduling of Employees within that unit, provided they do not conflict with other articles within this contract, including weekend, Holiday, and on-call procedures;
 - b. Staffing levels and the need for new positions, including temporary employees;
 - c. PTO approval processes;
 - d. cross-functional assistance from other units, in the form of qualified staff providing voluntary overtime or regular time away from their unit;
 - e. Workload;
 - f. Provisions regarding overtime/over appointment, low census, emergencies, and flex time;
6. The SSRAC leader will meet and present the concerns/suggestions of the committee to the unit leader. The SSRAC leader may bring a second committee member.
7. At the Union's invitation, the unit leader will attend the committee meeting to assist with education of methodologies and general information sharing.
8. The unit leader will then make the final determination, in the interest of the operations and patient care.

9. If the Union is in disagreement with the unit leader's determination, the Union may submit the matter to the designated union official(s) and the Sr. Labor Relations advisor for discussion and possible resolution within one month after the final determination is made by the unit leader. If the matter is not resolved, the Union may appeal this issue to the Director of Labor Relations for discussion and possible resolution. If the matter continues to be a dispute, the Union may submit the issue to interest arbitration. Disagreement on the staffing levels and hours of operation are not subject to arbitration.

10. Provisions for Interest Arbitration for the Article;

- a. This paragraph does not apply to decisions regarding staffing levels and does not apply to hours of operation.
 - b. Within one (1) month of ratification of this Agreement, the parties will select a single arbitrator to hear all cases under this Article. If that arbitrator becomes unable to fulfill this function, the parties will choose a replacement.
 - c. Fourteen (14) days following notification to the arbitrator, the parties may submit written statements of the problem and their proposed solutions. Copies will be provided to the arbitrator and the other party.
 - d. A hearing will be held within seven (7) days following submission of statements to the arbitrator.
 - e. There will be no witnesses or post-hearing briefs.
 - f. The arbitrator will issue a decision seven (7) days following the hearing.
11. The arbitrator's decision will be limited to choosing either the Union's or the Employer's proposed solution to the problem based on which party has better demonstrated that their proposed solution can meet the patient care obligations of the unit while addressing the needs of Employees as represented by the Union. The arbitrator's decision does not apply to staffing levels and does not apply to the hours of operations.

B. Scheduling

1. Current scheduling practices by the unit will continue unless determined otherwise by the process in this Article.
2. The Employer will make every effort to schedule equitably to provide orderly and efficient service while promoting work/life balance.
3. The Employer shall not change an Employee's regular appointment schedule without notice of at least 60 days except in cases of nationally or locally declared emergencies, or if the Employee requests it.

4. The parties will meet to discuss scheduling changes for declared health emergencies lasting longer than 60 days for a more formal discussion and negotiate if appropriate.
5. Employees may request to alter their appointment. The request will be reviewed based on operational needs and the sole discretion of management. A reason will be provided for any denial. Management will ensure that proper staffing is maintained in the review of the request.
6. In units in which Employees are required to change clothing on site prior to commencing other work activities, such requirements shall be accommodated in the schedule, considered part of the Employee's primary activities, and therefore included in Employees' FTEs.
7. All requirements of Employees, including meetings and room set up, shall be reflected in the schedule and shall be considered time worked. Unanticipated and Unscheduled requirements or expectations of the Employees shall be considered time worked.
8. If desired, an Employee may request permission to leave early because of low census, lack of work or early release from scheduled training time. If approved, the Employee may use PTO or no pay, per their choice, without disciplinary actions. Multiple requests will be addressed in the following manner based on operational needs:
 - a. Employees on OA/OT will be cancelled.
 - b. Regular Employees in the department, starting with seniority highest to lowest, rotating to ensure equitable opportunity.
9. In the development of the work schedule there shall be a minimum of eight (8) hours between scheduled shifts. Less than an eight (8) hour time lapse requires the consent of the Employee and the manager.

C. Distribution

1. Schedules shall be provided to Employees no less than seven (7) days in advance.
2. Once the schedule is posted, changes cannot be made without the agreement of the affected Employee.

D. PTO Requests

1. Current unit practices for responding to PTO requests will continue unless determined otherwise by the process in this Article.

2. Employees will not be prevented from taking all accrued PTO within a year provided requests do not conflict with unit operations. However, every attempt will be made to accommodate PTO requests.
3. Exempt staff record absences from the normal work schedule in Half-day increments. The number of hours in a ½ day are based on shift length. Absences of less than a half day are not reported.

E. Breaks/Flex Time

1. All bargaining unit members will be afforded appropriate rest periods including paid and unpaid to provide the following:
 - a. Employees will be given a 15-minute paid break for every 4 hours worked in a given shift which does not interfere with the efficiency of the unit. The paid break is intended to be a recess to be preceded and followed by an extended work period. Consequently, it may not be used to cover a late arrival at work or early departure, nor may it be accumulated if not taken. The break may only be used to extend the lunch period when approved in advance by the unit leader in support of unit operations (e.g., clean rooms, sterile procedures).
 - b. Employees working at least six (6) hours shall be provided a meal break. Departmental meal breaks when unpaid are either thirty (30) minutes or sixty (60) minutes in duration and are scheduled by the department. When the meal break is a paid part of the regularly scheduled workday, it shall not exceed twenty (20) minutes. In these cases, Employees are expected to eat their meal as time and the work schedule permits.

F. Overtime / Over appointment

1. Overtime for non-exempt is defined as any hours worked over 40 hours in one scheduled week.
2. Over appointment is defined as: Any hours worked over the scheduled shifts for the week. (i.e., any hours over their FTE), and paid in accordance with the FLSA guidelines. Employees will receive regular rate of pay until the Employee has worked over forty (40) hours during one scheduled week
3. Employees will not have their scheduled hours reduced to offset overtime/over appointment hours the Employee has worked unless agreed upon by the Employee.

4. Voluntary Overtime/Over Appointment

Unless determined otherwise by the unit, the process for scheduling voluntary overtime/over appointment will be as follows:

- a. When schedule indicates need, a list of open shifts will be posted no later than 72 hours following the posting of the schedule.
- b. When unexpected need arises with more than 24 hours' notice, management will ask for volunteers.
- c. If unexpected need arises with less than 24 hours' notice, management will make efforts to notify all eligible Employees but will also prioritize filing this need in a timely fashion.
- d. The voluntary overtime/over appointment will be assigned to the Employee with the least accumulated total overtime/over appointment hours in the calendar year. If there is a tie, the Employee with the most seniority will be assigned the overtime/over appointment shift.

5. Mandatory overtime/over appointment

- a. Mandatory overtime/over appointment is defined as unscheduled time worked while not on call and is not voluntary by the Employee.

6. Mandatory overtime/over appointment is only permitted in the following scenarios:

- i. A continuation of patient care is necessary.
- ii. Continuation of care occurs at the end of an Employee's shift and means:
 - a. No other staff are available to relieve the Employee.
 - b. The Employee's continued presence is necessary to ensure the health and safety of the patient for ongoing testing or treatment in which a patient is actively receiving.
- iii. Emergency scenarios as defined in this Article.

7. Repeated continuation of care instances/mandated OT may indicate a staffing level issue and will be reviewed at the SSRAC meeting to determine cause and potential resolutions to avoid repeated instances.

8. The Employer will maintain a record of Employees who have worked mandatory overtime/over-appointment hours in a rolling 12-month period.

G. Definition of Emergency

1. A government declaration of emergency as declared by a federal, state, municipal or local authority that takes effect under applicable law which requires an escalated need for

community health care resources beyond what can be accommodated with normal safety measures.

2. A catastrophic event that substantially affects or increases the need for health care services, such as a natural disaster, act of terrorism, or an extended power outage. Examples of catastrophic events include, but are not limited to, numerous serious injuries (e.g. from fires, multiple automobile accidents, building collapse), a chemical spill or release, widespread outbreak of disease or illness requiring emergency treatment or hospitalization for many in the hospital's service area.
3. A hospital emergency which is unforeseen and could not have been prudently planned for or anticipated by the hospital, and that substantially affects the delivery of medical care or increases the need for health care services. Examples of hospital emergencies include, but are not limited to, a riot or other disturbance within or on the hospital grounds, an extended power outage, system failure or other unexpected occurrence that impacts care delivery or compromises patient safety. A hospital emergency does not include a situation that is the result of routine staffing needs caused by typical staffing patterns, expected levels of absenteeism, or time off typically approved for PTO, holidays, or other approved leaves.

ARTICLE 47 - FLOATING

- A. Upon hire, all Employees shall be assigned to one of the following categories:
 1. A regular primary work location
 2. Multiple work locations
 3. A resource pool
- B. At time of ratification of this Agreement, Employees will be designated as (1), (2), or (3) based on their current permanent assignment.
- C. "Work location" means the specific unit(s) to which the Employee is scheduled to work for a specific shift. Employees may be defined as having multiple regular work locations (2, above) provided that they are assigned to those locations on a regular basis.
- D. Float pay is applicable in the following situations:
 1. The work of a resource pool Employee who works their appointment in various capacities to backfill planned and unplanned vacancies. The nature of their assignment is flexible in work hours and location, and they should maintain a level of competency to be easily adaptable to the day-to-day assignments; or
 2. A temporary reassignment to a work location other than the Employee's scheduled work location as directed by management to cover in instances of high vacancy. An

open position in the floated-to unit in the Employee's job classification will indicate high vacancy and the probability of service disruption.

3. An assignment that requires a different skill set or special knowledge/training that is outside of the Employee's usual specialty, unless specified in job description or duties upon hire. The Employee must possess the required competencies to float to the unit.
4. An Employee who voluntarily accepts an assignment outside of their primary work location.

E. Float pay exclusions include:

1. Work that by its nature requires movement to different work locations (e.g. interpreters in UH)
2. When high vacancy does not exist and an Employee is reassigned by management to a different work location to perform within the same specialty or same patient population (e.g. CVC Vascular Sonographer, Domino Farms Vascular Sonographer). Care will be conducted in the locations best suited to the patients' needs and any such variation in location will not be considered floating.
3. An Employee who voluntarily accepts an overtime shift outside of their primary work location(s).
4. If an Employee is mandated to report to a different location, and the reason is not due to a high vacancy, but absenteeism in a unit without high vacancy.

F. Volunteer Float Selection: Employees not assigned to a resource pool shall be selected to float using the following process:

1. Employees able to perform the work according to their job description will be informed of the need for floating and the shift(s) and/or rotation(s) needed;
2. Notice of the need for floats shall be provided as soon as practicable.
3. The Employer will ask for volunteers for the assignment from among those Employees qualified for the work;
4. Employees will be granted the float assignment in university seniority order (highest to lowest).

G. Mandatory Float Selection: To be utilized if shifts are not assigned through the volunteer process.

1. Employees able to perform the work according to their job description will be informed of the need for floating and the shift(s) and/or rotation(s) needed;
2. Notice of the need for floats shall be provided as soon as practicable.
3. Employees will be assigned the float assignment in reverse university seniority order (lowest to highest).

- H. Compensation: Employees who float will be paid \$2.00 per hour, in addition to their hourly wage. Employees will be compensated for the number of hours worked for the assigned float shift.
- I. Travel: When an Employee floats to a location different from their regular work location, the Employee will be paid mileage equal to the difference between the Employee's regular commute and the Employee's actual travel to the different work location.
- J. Orientation and Training: Before floating to a new unit or worksite, Employees shall receive appropriate orientation and training specific to the new setting. This training shall cover essential procedures, equipment, and protocols to ensure they can perform their duties safely and effectively.
- K. Support and Resources: Employees who float to other units or worksites shall have access to necessary resources, including adequate staffing, equipment, and managerial support to perform their duties effectively.
- L. Parking Pass Provision: The Employer shall provide a business pass or equivalent parking/travel arrangements for Employees floating to the main medical campus.

ARTICLE 48 - REMOTE WORK

- A. Departments and supervisors may create flexible work environments and arrangements that blend in-person work and remote work for their workforce members. Such arrangements require Remote Work Agreements (RWA) signed by the Employee and an appropriate agent of the University outlining the rights and responsibilities of the Employee and department. The RWA shall be consistent with this Article.
 - 1. Withdrawal of Remote Work Assignments:
 - a. The University reserves the right to withdraw approval of a remote work agreement (RWA) at any time, based upon operational needs. Employees shall be given no less than fourteen (14) days' notice prior to any such withdrawal.
 - b. The University also reserves the right to withdraw approval of a RWA on less than fourteen (14) days' notice if such withdrawal is due to the Employee's failure to meet the Employee Eligibility Criteria and Employee Responsibility and Obligations as set forth below, which are considered part of the RWA.
 - c. Excessive attendance issues, performance issues, misconduct, and active discipline may be considerations in permitting a remote work arrangement, and may individually or collectively, be reasons to deny, revoke or modify such an

arrangement. An immediate return to work may be required when such concerns or discipline necessitate closer supervision of the Employee.

- B. This Article applies to all bargaining unit members whose job functions, as determined by their supervisor and department, can be performed effectively from a location other than a physical University work site and whose productivity can be measured and maintained through remote work.
- C. Employees may request to work remotely, and such requests shall be evaluated based on the criteria below.

1. Employee Eligibility Criteria

- a. Further considerations in determining whether a remote work arrangement is proper include whether the Employee has demonstrated:
 - i. a proven track record of performing work accurately, efficiently, and independently without the need for close supervision.
 - ii. strong verbal and written communication skills, as well as appropriate knowledge of the use of e-mail, fax, phone system, and other computer technologies needed to perform their specific job.
- b. Due to the varying nature of assignments that bargaining unit members perform, assignments to remote work are at the department leader's discretion. Since there are many individual or work group specific situations, performing certain tasks in a remote environment is up to the unit or department's discretion based on operational needs.
- c. The Employee must be able to provide an appropriate remote work environment.

D. Employee Responsibility and Obligations

- 1. The Employee is required to comply with all U-M policies and guidelines, as set forth in the U-M's Standard Practice Guide (SPG), as well as Michigan Medicine and University of Michigan Health policies, applicable Information Technology and Services policies, and college and departmental policies and procedures as if working at the primary work location.

2. The Employee must be available on-line, by phone, and by e-mail during their scheduled work hours. Other availability requirements (e.g., teleconferencing, instant messaging) may be stipulated by the Employee's supervisor, manager, and/or director.
3. Employees are responsible for ensuring their internet is adequate to support working remotely and for any costs associated with the internet. The Employer will not provide or reimburse workforce members for internet usage.
4. Attendance at the primary workplace for onsite meetings, conferences, training sessions, and similar activities may be required. Reasonable advance notice will be given to Employees whenever possible. If a face-to-face work group meeting is necessary, it is the Employees' responsibility to attend the meeting at the designated location, and commuting expenses will be the Employee's responsibility.
5. Remote work will not be permitted or continued if the Employee will have ongoing dependent care responsibilities during scheduled work hours.
6. When internet or power outages occur, the Employee must contact their manager first within ten (10) minutes of the outage unless circumstances out of the Employee's control prevent it. The Employee may, at the discretion of the manager, be instructed to work at the office, take PTO, or flex their time. The Employee's preference will be considered, as will a request for excused time without pay.
7. Employees will not print documents with sensitive or patient information at home, as this increases the risk of data loss. Printing is permitted from home to an on-site network printer via the VPN. Employees must ensure any documents sent to print onsite are located in a secure location.
8. If an Employee moves, it is the Employee's responsibility to update personal information in the Human Resources system and a new RWA must be submitted and approved.
9. For non-exempt workforce members, supervisors must provide clear expectations about how to track start and end time. All hours worked must be reported, and any overtime requires approval of the direct supervisor shall be pursuant to approved unit protocols.
10. With flexible work arrangements, departments will be utilizing various space plans to meet their needs and may modify the space that is available for those who are onsite, hybrid or mobile. This may include office space, shared space or hoteling space.

E. Equipment

1. All remote Employees will be provided, upon request, with the necessary IT devices to perform their specific job.
2. All Employees will be required to use the VPN client and the required authentication software.
3. The University assumes no responsibility for the repair, maintenance, or replacement of personally-owned equipment used for remote work. The Employee may inquire whether loaner equipment is available during a repair period; however, if there is no available loan equipment, then the Employee must return onsite to work.
4. Any remote Employee using University equipment at a non-University remote location must submit a "Request for Removal and Use of University Equipment" form prior to the removal of equipment from university premises.
5. Upon resignation or termination of the RWA, the Employee agrees to return the equipment loaned in good working order to HITS within seven (7) days of termination date, unless extraordinary circumstances outside the Employee's control dictate otherwise.

F. Security of Information:

Employees may not compromise the confidentiality or security of U-M information due to remote work. This includes maintaining data security and confidentiality to the same degree maintained by the U-M. Employees must comply with the policies and guidelines of proper use of information technology found in the Standard Practice Guide. Breaches of information security, whether by accident or design, during remote work may result in the termination of the agreement and/or disciplinary action up to and including discharge.

ARTICLE 49 - TEMPORARY EMPLOYEES

A. A temporary employee is an employee whose employment is:

1. in a specific position not limited in duration but is sporadic or casual (normally 8 hours or less per week), or
2. fixed at the time of employment for:
 - a specific project, or

- relief for regular Employee absences including vacations, leaves of absence or termination, or augmenting regular staff occasioned by increased workloads or other conditions that may create a short-term need.
- B. Temporary appointments are not intended to meet ongoing staffing needs, which should be addressed using the regular appointment process.
- C. A temporary appointment may not be made for the purpose of a trial period for an individual being considered for a regular appointment or as a "probationary period" preceding regular employment.
- D. A temporary employee may not hold a position for longer than one (1) year. The University reserves the right to extend it for six (6) additional months.
- E. Temporary employees are excluded from the Union's bargaining unit and are not covered by this Agreement.

ARTICLE 50 - REDUCTION IN FORCE

- A. The University endeavors to provide stable employment. However, situations such as a lack of funds, lack of work, or reorganization may require a reduction in the workforce. A reduction in work force is triggered by:
1. the elimination of a filled position or position(s) in a classification in a department because of circumstances such as, but not limited to, a lack of work, lack of funds, or reorganization.
 2. a mandatory reduction in hours to eighty percent (80%) or less of an Employee's appointment fraction for at least thirty (30) calendar days where the Employee does not choose to accept the reduced appointment.
- B. An Employee who has been notified that their position will be eliminated, or who has chosen not to accept a reduction in effort to 80% or less of their appointment, and who has not transferred or been placed into another position with the University pursuant to the procedures below by the effective date of the reduction in work force, will be subject to layoff. Layoff is inactive employment status resulting from reduction of the work force.
- C. The University shall meet with the Union prior to a reduction in work force affecting any Employee for the purpose of informing the Union of the affected areas of patient care or service, as well as to problem-solve in an effort to avoid any reduction in work force. If a

reduction in work force is deemed necessary, a joint team will meet to coordinate the process. The parties may explore options for early retirement and buyout incentives.

- D. A non-probationary full or part-time Employee who is designated for a reduction in work force, either by having their position eliminated or designated for a mandatory reduction in hours to eighty percent (80%) or less of their appointment fraction for at least thirty (30) calendar days, must be given written notice as soon as practicable, but not less than 30 calendar days prior to anticipated layoff or mandatory reduction in hours. This thirty (30) day calendar period is the “notification period.” An Employee with ten (10) or more years of seniority will have a notification period not less than ninety (90) calendar days prior to anticipated layoff or mandatory reduction in hours. The department and appropriate Human Resources staff will meet with the affected Employee to provide this notice and respond to questions, and the opportunity for union representation in this meeting will be afforded. A transfer or reassignment to a vacant position may be made any time during the notification period, pursuant to the procedures set forth below.
- E. During the notification period, a department may continue to have the Employee report for duty, or the department may choose to provide payment in lieu of notice equivalent to the regular compensation plus any shift differential if applicable, the Employee would have received if the Employee had been required to work during the notice period for which he/she is eligible. If an Employee is reassigned to another vacant position within their department or transfers to other employment with the University during the notice period, payment in lieu of notice will cease.
- F. A reduction in workforce shall be by and from each classification within a unit or department in accordance with the following procedure:
 - 1. Probationary Employees within a unit shall be terminated due to lack of work before any non-probationary Employee is laid off, provided that the Employees remaining have the ability to competently perform the available work.
 - 2. Thereafter, Employees within a unit or department shall be notified of a reduction in work force in order of seniority, beginning with the Employee with the least seniority, provided that the Employees remaining have the ability to competently perform the available work.
- G. At the discretion of the department, an Employee who has been notified of a reduction in force may be offered the opportunity for reassignment to a vacant position within that department for which they are qualified, prior to that position being posted. In the event the Employee declines to be reassigned into that vacant position, the Employee will retain their rights as set forth in this Article.
- H. TRANSFERS: An Employee who is notified of a reduction in work force or laid off will be eligible to apply for transfer to another position subject the following guidelines:

1. For a two-week period after receipt of a notice of reduction in force, affected Employees shall receive priority consideration for positions in classifications for which they are qualified. During this two-week period, affected Employees may apply for positions, and if qualified, will be placed in the position over other more qualified or more senior candidates who were not affected by the reduction in work force or who are external candidates.
 2. After conclusion of this two-week priority consideration period, affected Employees who apply for open positions for which they are qualified will be provided the opportunity to interview, but are not guaranteed placement in a position over more qualified or more senior applicants.
 3. "Qualified" means that records of the University and other knowledge known to the University indicate with reasonable certainty that the Employee will be able to competently perform the full range of duties of the open position. If the Employee who is designated for layoff or laid off is not qualified for the open position, the department must document the reasons for non-selection.
 4. When an Employee who has been notified of a reduction in work force or laid off accepts an offer of regular employment at the University, the initial ninety (90) days of employment in the new position will be a mutual assessment period. Supervisors will assess the Employee's work performance to determine whether to continue employment. If employment is not continued or if the Employee considers the new employment to be unsatisfactory, the Employee may return to lay-off status. Neither the University nor the Employee has an obligation to continue employment during the mutual assessment period.
 5. In these cases where an Employee returns to lay-off status, the lay-off period will resume and continue through the original end-date of the lay-off period as if uninterrupted. If the lay-off period would have expired during the period of employment and employment is not continued, the Employee will revert to lay-off status for the period of time he/she spent in the department during the mutual assessment period.
- I. An Employee who has been notified of a reduction in work force or laid off, who applies for a transfer and then, without good cause, fails to accept an offered appointment at a salary of eighty percent (80%) or more of his/her prior salary shall be terminated.
 - J. An Employee who is notified of a reduction to eighty percent (80%) or less of their appointment fraction has the option of either accepting the reduced appointment or electing to be treated as subject to a reduction in work force as if their position had been eliminated. If the reduction in work force option is elected, the Employee will be subject to all provisions of this Article.

K. LAYOFF: An Employee who does not transfer to another position during the notification of layoff period will be laid off. The duration of layoff is a period equivalent to the Employee's length of service up to a maximum of eighteen (18) months. An Employee who is laid off who has not been re-employed within the eighteen (18) month period will be terminated.

L. RECALL: An Employee laid off or transferred from a position under the provisions of this policy will be recalled to the position before temporary or new regular staff members are hired, for the position provided:

1. The recall occurs within the time limits provided in paragraph K, and
2. The staff member has retained the ability to perform the work.

The order of recall will start with the Employee with the most seniority who has the qualifications required.

M. An Employee who, at the time a layoff period expires, is working in another regular position to which he/she was transferred or recalled during the layoff period, will retain his/her their seniority, but will have no further recall privileges to the original position held at the time of layoff.

N. An Employee who is transferred or recalled to another regular position (as opposed to reassignment under the mutual assessment period) and is subsequently laid off from that position during the original layoff period, has the option at the time of the second layoff, of either

1. retaining the original eligibility period for recall to the position held at the time of the original transfer or layoff, or
2. establishing a new eligibility period for recall to the position from which the second transfer or layoff occurred, provided that the transfer or recall to the interim position was not for a fixed period of time.

O. An Employee on layoff status who does not respond within seven (7) calendar days of a notice regarding either a recall to work or an opportunity to interview for an open position, will lose seniority and their employment will be subject to termination by the University as provided for in Article 25, "Seniority."

P. Impact on Benefits:

1. Group Health, Life, and Dental Benefits: An Employee may elect to continue health, life, and dental coverage by contacting the University Benefits Administration Office to arrange for continuation of benefits and by paying the full premium in advance as prescribed by the University. Coverage will be discontinued at any time the Employee becomes employed by another employer who provides health, dental and/or life insurance.
2. Retirement: All contributions are discontinued. In order to qualify for retirement benefits, the Employee must have reached the necessary age and accumulated the necessary years of service as of the last date worked.
3. Disability Plan: Long-term disability plan protection will be discontinued during the period of layoff.
4. Impact on Maternity (Childbirth) and Parental Leave, Paid Time Off is referenced in each of those respective articles.

Q. Any Grievance involving compliance with this Article shall begin at Step Three of the Grievance Procedure.

ARTICLE 51 - SEVERABILITY

If any provision of this Agreement is found invalid because it is contrary to Federal or State law by a board or court of competent jurisdiction, or if compliance with or enforcement of any provision should be permanently restrained by any such court, that provision shall be null and void, but the remainder of the Agreement shall remain in full force and effect. At the request of either party, the parties shall enter into negotiations for the purpose of arriving at a mutually satisfactory and lawful provision. In such an event, the University may exercise its discretion in the matter until completion of any such negotiations.

ARTICLE 52 - WAIVER

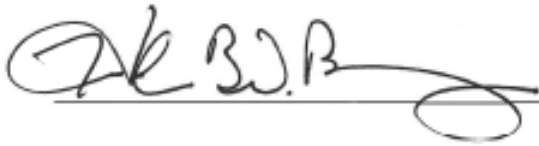
The University and the Union acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by the law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore the University and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and agrees the other shall not be obliged to bargain collectively with respect to any subject matter referred to or covered in this

Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.


ARTICLE 53 - TERM OF AGREEMENT

This agreement shall become effective upon ratification and shall remain in full force and effect until and including October 31, 2027 (allowing for ninety (90) days for implementation of items with time-reporting and payroll implications) and thereafter from year to year unless at least thirty (30) days prior to October 31, 2027, or any anniversary thereof, written notice of modification or termination is given by either the University or Union to the other party.

For the University



For United Michigan Medicine Allied Professionals

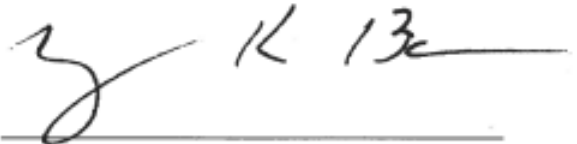

Penni Toney
Computer Tomography Technologist
President, UMMAP



Jon Curtiss, AFT Michigan, AFL-CIO
Chief Negotiator



Alex Elkins
Executive Director, UMMAP



Rodney K Barber, HT
Histotechnologist



Matthew Butler, LMSW
Social Worker MSW Senior



Laura Cordwin MMN, RDN, CNSC
Registered Dietitian Nutritionist

Alicia K. Dean, CST

Alicia K. Dean, CST
Surgical Technologist Specialist

Debra Williams Goniwicha, LMSW

Debra Williams Goniwicha, LMSW
Social Worker MSW

Shajuan Hardy

Shajuan Hardy
Medical Assistant Associate

Travis Hagan BSRT(T)

Travis Hagan, B.S.R.T.(T)
Radiation Therapy Technologist ARRT

Courtney Iwanicki

Courtney Iwanicki, MS, RDN, CSP,
CACFD
Registered Dietitian Nutritionist

Tyler Jaycox

Tyler Jaycox
Pharmacy Technician Senior

Marie L Krause

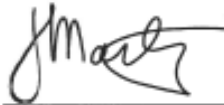
Marie Krause
Social Worker MSW Senior


Lessina Lewis, NRCMA

Lessina Lewis, NRCMA
Medical Assistant Associate



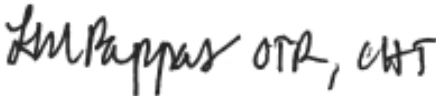
Joshua Macabobby, LPN
Licensed Practical Nurse



Jennifer Martz, CVCST
Surgical Technologist Specialist
Cardiovascular



Jennifer Mitchell, RDMS, RMSK, RVT
MSK Technologist



Lexie Muir Pappas, OTR, CHT
Occupational Therapist, Certified Hand
Therapist



Lynn M Nichols LMSW
Senior Social Worker



Katie Patterson, CO
Certified Orthoptist

Jeremy Payne RVT

Jeremy Payne, RVT
Vascular Technologist Registered

Trisha Pierson

Trisha Pierson
Medical Assistant Associate

Crystal Pitts, Au.D.

Crystal Pitts, Au.D.
Audiologist

Michael Richardson

Michael Richardson, R.T.(MR)(ARRT)
MRI Technologist

Jennifer A. Richichi, B.S., ACSM-CEP

Jennifer Richichi, B.S., ACSM-CEP
Clinical Exercise Physiologist

Kate Robbins

Kate Robbins, PT, DPT
Physical Therapist

Michelle Skrobot, RDCS, PE, FE

Michelle Skrobot, RDCS, PE, FE
Pediatric Cardiac Sonographer



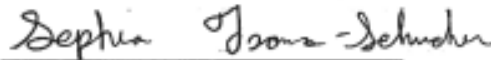
Zachary F. Sokolowski, BS,
MLS(ASCP)^{CM}MB^{CM}
Medical Technologist Specialist



Kathleen Spearman
Certified Medical Assistant



Marc Stafford, PA(ASCP)
Pathologists' Assistant



Sophia Tsaras-Schumacher, LMSW, MSW
Social Worker MSW Senior



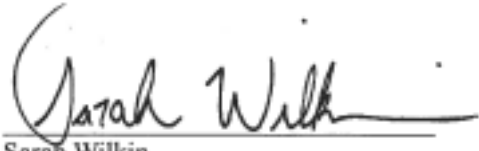
Ashley Ware, LPN
Licensed Practical Nurse




Emily Weiss BS, RT(R)(M)(BS)
Mammography Technologist-Dual



Saran Walker
Organizer, UMMAP



Sarah Wilkin
Pharmacy Technician Intermediate



Bradley Young, CTP, CSFA
Transplant Organ Preservationist

ADDENDUM A – ADEPT BARGAINING UNIT

ARTICLE 54 - Adept - PROFESSIONAL DEVELOPMENT

- A. The parties agree that all Employees should take advantage of opportunities afforded them. To this end, the University will provide financial resources to assist with attendance at relevant professional conferences, seminars and other professional development activities accordingly.

- B. All current practices regarding professional development funds and paid time for professional development will remain in effect.

- C. However, at a minimum,
 - 1. Employees shall be reimbursed for all fees associated with successfully acquiring or maintaining required and preferred professional certifications or licenses. This includes certification exams and recertification costs. If an Employee is required to maintain certification in Basic Life Support (BLS) or Advanced Cardiovascular Life Support (ACLS), these courses will be funded by each department. Employees may choose to take these courses through Michigan Medicine during work hours. Employees should obtain approval prior to registering for a course or paying for a certification if reimbursement will be requested.

 - 2. Professional Development Funds are currently administered at the department level and shall be a minimum of \$375, prorated by FTE (inclusive of sums reimbursed pursuant to paragraph 1. above) per Employee. Units currently providing a greater amount shall continue to do so. Professional Development will be available to Employees on active employment only, and not during any leave of absence, layoff, resignation or termination. One-time exceptions can be made with leadership approval due to limited offerings of courses/training for Employees who are on an approved leave of absence. These funds may be utilized for approved relevant non-required licenses or certifications, as well as various professional development activities, including, but not limited to, continuing medical education courses, books, journals, subscriptions, professional membership dues, and conference attendance.

 - 3. As approved by the department, Paid Business Time may be approved to attend related activities under this article. Paid business time refers to time spent away from regular duties to attend to professional development tasks, including certifications, conferences, and mandatory trainings. Reasonable requests will not be denied. Requests not relevant to the Employee's job will be denied. Time to attend seminars and/or workshops will be on Paid Business time if the conference, workshop, seminar or class occurs on a day the Employee is regularly scheduled to work.

4. If approved, an Employee who prepares and presents a class, poster, platform, conference course, or training course, applicable to their current job title and supported by the unit may be reimbursed for fees, including but not limited to, all abstract submission fees, poster printing, travel (airfare, rental car, ride share and/or personal vehicle mileage), housing, meals, and registration fees.

D. Travel will be reimbursed in accordance with this Agreement and University policy.

ARTICLE 55 - Adept - ON-CALL

Employees, when designated for on-call status, are required to restrict their whereabouts and/or activities in order to be available to work on-site or off-site.

A. Scheduling:

1. All bargaining unit Employees in an applicable department will be responsible for taking call shifts.
2. The Staffing and Scheduling Review Committee will determine the on-call guidelines. The standard will be documented and available to each bargaining unit member within the department. If the standard is not determined by the department the process will be as follows:
 - a. The Employer will initially ask for volunteers to take on-call shifts.
 - b. Employees on call will respond to each activation to report to work.
 - c. The total call shifts during the scheduling period will be scheduled amongst volunteers equally.
 - d. Employee-initiated shift trades and voluntary pick-ups will not be considered part of regular scheduling for call equivalency.
 - e. Remaining on call shifts will be scheduled equitably among Employees.
 - f. Department leaders must maintain a copy of volunteered and scheduled open call assignments. If a mandate process is not in existence, the default process will be:
 - i. Shifts will be assigned starting with the Employee with the lowest amount of mandated and/or volunteered on-call shifts in a rolling 12-month period and continue accordingly. Ties will go to the Employee with the lowest department seniority.

- ii. An Employee cannot be mandated if they have pre-approved PTO the day of, the day before, or the day after the open call assignment, if the PTO is approved prior to on-call schedule release date. This provision may not be applicable for Employees who are assigned on-call for a Holiday.

3. Issues regarding the scheduling process for on-call may be referred to the SSRAC.

B. Employees activated to report to work shall report in accordance with the established departmental procedures.

C. Parking

1. Departments shall maintain current parking arrangements and the ability to establish on-call parking arrangements.

D. Compensation

1. Employees shall be paid in accordance with Article 16, "Compensation," while on-call. When called/paged to work, on-call pay rate ceases once the Employee arrives on-site and the Employee is then paid the Employee's regular hourly rate, plus applicable overtime and shift premiums for time worked. Once the Employee is released from activation the on-call pay rate immediately takes effect again for the duration of the on-call shift.
2. Time spent "on call" and travel time to and from work shall not be considered as time worked, but "on-call" pay must be included in the calculation of overtime pay for any work week for which an Employee receives both "on call" and overtime premium compensation.
3. If an Employee on call is activated to report to work and the needs change, the Employee may be assigned to perform duties other than those intended at the time the Employee was called in. If no duties are assigned, the Employee shall receive an amount equal to two (2) hours of pay.

E. Sleep Time

1. In units without 24-hour regular patient care operations, Employees who work in excess of two (2) on-call hours after 11 pm during a night shift will be granted up to nine (9) sleep time hours, only if the Employee is scheduled the following day after the call is

taken. Employees who take sleep time and will not be available at the start of their scheduled shift will be required to inform department leadership.

2. These sleep time hours will be paid at the normal rate of pay up to and equal to the hours worked from two (2) to a maximum of four (4) hours in ½ hour increments for the hours lost from their normal work schedule. For any remaining hours (i.e. up to 5), the Employee may use PTO or no-pay. PTO that does not exceed the sleep time allotment will not be considered unscheduled.
3. Sleep Time does not apply to shifts of work or on-call on weekends or Holidays.
4. Every effort will be made by the leadership to secure call room availability free of charge for bargaining unit members required to take call.

ADDENDUM B BEHAVIOR HEALTH

ARTICLE 56 - Behavioral Health Unit - PROFESSIONAL DEVELOPMENT

A. Professional Development Time:

Each Employee shall be provided up to 40 hours, prorated by FTE, per year for professional development activities directly related to the occupation, certification, or licensure. Additional time may be approved at the discretion of leadership. If denied, written documentation as to why will be provided. Arrangements for approval shall be made with a supervisor at least six (6) weeks in advance and such approval is subject to operational and patient care needs. Requests less than six (6) weeks will be considered and approved based on operational coverage. On a case-by-case basis, additional time may be approved if appropriate.

Examples of professional-development-related activities include, but are not limited to, the following:

1. CEU-providing activities
2. Presenting at and/or attending professional conferences
3. Guest lecturing at local academic institutions
4. Presenting to professional organizations
5. Sitting for certification exams
6. Non-CEU-providing activities directly related to the Employee's work (e.g. researching developments and updates within the field)
7. Developing educational materials (for patients, new staff, interns, etc.)
8. Conducting educational presentations (peers and/or other disciplines at UofM)

9. Participating in specialty-related community outreach work

B. Collaborative coverage for the missed work will be arranged between the Employee and supervisor.

C. Scheduling

1. When professional development time falls within an Employee's work schedule, it will be considered part of the Employee's appointment fraction, coded as paid business time.
2. When regular shift exempt Employees use professional development time outside their normal workdays they will be able to flex their time and take a comparable amount of time off during their regular work schedule at a time approved by unit leader.
3. When off-shift Employees or non-exempt Employees attend mandatory meetings or use professional development time outside of their work schedule, they will receive either flex time or additional PTO equal to time worked (i.e. attending the CEU activity or mandatory meetings) up to 72 hours per year.

D. Continuing Education Funds

1. Continuing Education Funds are currently administered at the department level and shall continue through the life of this contract at a minimum of \$800.00 a year; units currently providing a greater amount shall continue to do so. Professional Development will be available to Employees on active employment only, and not during any leave of absence, layoff, resignation or termination. One-time exceptions can be made with HR and leadership approval due to limited offerings of courses/training for Employees who are on an approved leave of absence.
2. Expenditures may include, but are not limited to, continuing education courses, certification exam fees, professional membership dues, exam prep and testing materials, conferences, seminars, workshops, and non-required license or certification renewal.
3. Travel will be reimbursed in accordance with University policy for pre-approved conferences. All Employees traveling outside of the University of Michigan environment are responsible for reviewing and following the Travel and Business Hosting Expense Policy. The approval process for funding related to instructional conferences, seminars, or workshops will be requested on a form provided by the Employer. If funds are not approved, the Employee will be provided in writing the reason for denial. If the department lacks a form, the form contained in Appendix 3 of this CBA will be used. Appropriate examples of conferences would include either

specialty-specific conferences or primary-care-related conferences necessary for license maintenance and recertification.

4. Any required license or accreditation required by Michigan Medicine for maintaining employment will be reimbursed by the University if requested by the Employee inclusive of the sums reimbursed pursuant to paragraph D.1 of this article.
 5. Request for reimbursement must occur within the stipulated IRS guidelines or within 30 days of the Employee incurring the expense.
- E. Licensing Supervision: The University shall provide Employees with the required supervision to meet the requirements of Licensing for limited license Employees. Supervision will occur on paid time.

ARTICLE 57 - Behavioral Health - PRODUCTIVITY METRICS

- A. During the course of negotiations, the parties met to discuss the health system priorities of ensuring access to care for our patients while balancing the workload of Employees who provide that care. While benchmarks are used as a standard to provide a guide for standard efficiency, they are not intended to be used to demonstrate poor performance. To that end, as benchmarking will continue, as well as the inclusion of targets as a guide for efficiency, it will not be used for disciplining an Employee for poor work performance. Instead, benchmarks will be used as an opportunity for insightful discussions what will help lead the health system in designing workflows that will create opportunities for increased access to care for our patient population.
- B. That being said, the following will apply:
1. Employees will not be disciplined or given extra work for not meeting specific benchmarking (also known as productivity metrics). Adjustments to work assignments may be necessary in some cases.
 2. Any increases in current benchmarking or productivity will be negotiated with the Union.
- C. Additionally, with this in mind, management reaffirms its commitment to engaging with the Union in discussions on improving patient care access and overcoming obstacles to achieving benchmark efficiency levels. These discussions will be a regular agenda item at the bargaining unit labor/management committee meetings.
- D. As a current standard, behavioral health bargaining unit employees are allocated administrative time equal to 20% of their appointment fraction when the appointment exceeds 0.1.

- E. The above does not apply to bargaining unit employees who work in campus-based departments. Campus departments will continue to provide administrative time consistent with current practice.

ARTICLE 58 - Behavioral Health - HEALTH AND SAFETY

- A. Upon request of an Employee, the University and the Division of Public Safety and Security will provide an opportunity for the Employee to receive training in non-violent crisis intervention. Any Employee who makes this request will be encouraged to attend and will be scheduled to attend on work time.
- B. All Employees who must complete home visits as part of their standard job duties will be required to receive training in non-violent crisis intervention and self-defense training annually.
- C. Employees who as part of their regular job duties require confidential discussions, assessments, or interventions will be provided confidential space with a computer, phone, and desk for the time to conduct the confidential conversation. Staff requiring additional materials and supplies to perform their job duties will be given a permanent and a sufficiently accessible location to store materials.

ARTICLE 59 - Behavioral Health - UNIT STAFFING AND SCHEDULING

A. Workload

1. Workgroups that require after hours coverage, weekend, or Holiday coverage must create an after-hour coverage response plan within three months of contract ratification.
2. Job duties that overlap with other disciplines will be clearly delineated and prior to job duties being reassigned from one discipline to another will be negotiated.
3. Employees in a lead position will continue to have an exception in their schedule to perform the additional duties required for the lead position. If found not able to do current FTE and lead position a review by the Staffing and Scheduling Review Advisory Committee will occur.

ARTICLE 60 - Behavioral Health Unit - ON-CALL

- A. Employees will be designated for on-call status when required to restrict their whereabouts and/or activities in order to be available to return to work on-site or off-site immediately and be available by phone, beeper, or other remote means.
- B. Use of cellular phones, beepers or other means of remaining available for contact, which do not require any restrictions on Employees' whereabouts, activities, or availability, are not compensable as "on-call" time.
- C. The Employer shall negotiate provisions with the Union for any work groups that are currently not required to be on-call but are asked to expand their service to include on-call duties.
- D. In the event the department needs to make a change to the process of on-call, the Union will receive at least thirty (30) days' advance notice, and, upon request, will be afforded the opportunity to meet with management to discuss the change. If the Union then wishes to negotiate over the changes, the parties will meet for that purpose.
- E. Spiritual Care:
 - 1. Catholic priests provide regular on-call coverage for Catholic duties. When Catholic needs arise, chaplains will assess the needs per department processes and attempt to meet patient/family need through department processes, including consideration of contacting the priest from the patient's home parish. If they are unable to meet the need, the on-call priest may be called.
 - 2. Chaplains who are not priests may work on call outside of weekday business hours including holidays, weekends, and night shifts when chaplain coverage is not available on call shifts will be filled on a volunteer basis. If more than one Employee wants the same shift, it will go to the Employee with the lesser amount of previously assigned on-call shifts in the previous six months. If Employees have the same amount of assigned on call shifts, the shift will go to the Employee with the greatest hospital seniority.
 - 3. If no one volunteers, Employees will be assigned to cover the on-call needs in rotating order of seniority with the least senior being the first to cover. On-call shifts may not be required during scheduled PTO.
- F. CPT social workers are each on call 24/7 rotating 1 week at a time. Changes to this rotation are subject to approval by the staffing, scheduling and workload committee. Employees shall be on call only to talk with the CPT team and shall not be required to come on site.

G. Compensation

1. Employees shall receive compensation as follows:
 - a. While on-call: shall be in accordance with Article 16, "Compensation"
 - b. When activated to work: plus overtime and shift premiums, if applicable.
2. If applicable, for non-exempt Employees, "on-call" pay must be included in the calculation of overtime pay for any work week for which an Employee receives both "on-call" and overtime premium compensation.
3. Staff are not eligible for call back pay during periods when they are "on-call." If an Employee on call is activated to report to work and the needs change the Employee may be assigned to perform duties other than those intended at the time the Employee was called in, consistent with their job description. If no duties are assigned, the Employee shall receive an amount equal to 2 hours of pay.

ADDENDUM C INTEGRATED HEALTH PROFESSIONALS

ARTICLE 61 - Integrated Health Professionals Unit - PROFESSIONAL DEVELOPMENT

A. Certification and Licensure

1. Certification Requirements:
 - a. All Employees are required to maintain the certifications and licensures necessary for their job titles as mandated by The University. These certifications must be through the appropriate governing agencies.
 - b. Employees shall be reimbursed for all fees associated with acquiring or maintaining required professional certifications or licenses. This includes certification exams and recertification costs. Reimbursement will be administered for a passing exam. If an Employee is required to maintain certification in Basic Life Support (BLS) or Advanced Cardiovascular Life Support (ACLS), these courses will be funded by each department. Employees may choose to take these courses through Michigan Medicine during work hours.

B. Professional Development Funds

1. Annual Allocation: In addition to the above, Continuing Education Funds are currently administered at the department level and shall be a minimum of \$275 per Employee; units currently providing a greater amount shall continue to do so. Professional Development will be available to Employees on active employment only, and not during any leave of absence, layoff, resignation or termination. One-time exceptions can be made with HR and leadership approval due to limited offerings of courses/training for Employees who are on an approved leave of absence. These funds may be utilized for approved relevant non-required licenses or certifications. Attempts to take free continuing education courses for CEU credits should be made first before a request to attend a course or conference that has a registration fee.
2. Continuing Education Funds are available for various professional development activities, including, but not limited to, continuing medical education courses, books, journals, subscriptions, professional membership dues, and conference attendance.

C. Conference Attendance

1. At the department's discretion, an Employee may attend a conference. The frequency of conference attendance will be determined based on the availability of funds and department needs. Reasonable requests will not be denied. Requests not relevant to the Employees' job will be denied.
2. Departments will establish a selection process for conference attendance, prioritizing Employees who have attended the fewest conferences in the past five years. Seniority will be the tie-breaker in cases where multiple Employees qualify equally.

D. Paid Release Time for Professional Development: As approved by the department, Hospital Business Time (HBT) may be approved to attend related activities under this article. HBT refers to time spent away from regular duties to attend to professional development tasks, including certifications, conferences, and mandatory trainings. Reasonable requests will not be denied. Requests not relevant to the Employee's job will be denied.

E. Travel Cost Reimbursement: Travel cost under the provisions of this article shall be addressed in accordance with this Agreement, as well as SPG 507.10-1 Travel and Business Posting Expense Policy.

F. If the Employer requires an Employee to attend training, all fees and related travel costs will be covered by the Employer. Employees will be reimbursed for the use of personal vehicles or other transportation costs as per the University's travel reimbursement policies.

G. Attendance at required training sessions will be considered paid time and will count as time worked.

H. Dental titles will receive the ADEPT unit professional development benefit.

ARTICLE 62 - Integrated Health Professionals Unit - ON-CALL

A. Definition: Employees, when designated for on-call status, are required to restrict their whereabouts and/or activities in order to be available to work on-site or off-site, pursuant to the standards below:

1. Transplant Organ Preservation on call: All preservationists will be scheduled for on-call shifts, in accordance with current departmental scheduling practices. Upon notification of organ donor, a preservationist shall be afforded no less than 60 minutes to report to work and no less than two (2) hours prior to the “meet time” when doctors and preservationist meet with ground transportation to travel to either a hospital or airport.

2. Home Med Pharmacy on call All Home med staff (Pharmacy Technicians, Home Care Services Technicians, and Dietetic Technicians) will be scheduled on-call shift.

a. Leaders will determine assignments and schedules. Employees will work together to arrange shift trades as needed after the schedule is posted.

b. Upon notification of a patient care need, a pharmacy technician shall be afforded no less than 60 minutes to report to work.

3. Interpreters on call:

a. Designated on-call interpreters will be scheduled for on-call shifts, with shifts assigned based on departmental needs and staffing levels. Other interpreters (including temporary employees) will have the opportunity to cover on-call or individual assignments during on-call hours based on demand for interpreters.

b. Interpreters shall be afforded a minimum of 45 minutes to report for in-person assignments from the time of notification. For remote interpreting requests, interpreters must be ready to engage within 15 minutes of being notified unless other terms are specifically outlined by management or unless engaged with a patient.

- B. Additional areas with an already established on call practice shall maintain status quo.
- C. In the event any other department needs to establish or change the process of on-call, the Union will receive at least thirty (30) days' advance notice, and upon request, will be afforded the opportunity to meet with management to discuss the change. If the Union then wishes to negotiate over the changes, the parties will meet for that purpose. Bargaining unit members will continue to follow existing on-call policies that are currently in existence prior to the ratification of this CBA until such time the Union or the Employer request a change.
- D. Employees shall be paid in accordance with Article, 16 "Compensation" while on-call. When called/paged to work, on-call pay rate ceases once the Employee arrives on-site and the Employee is then paid their rate of pay plus applicable overtime and shift premiums for time worked for non-exempt Employees.
- E. If an Employee on call is activated to report to work, they will receive at a minimum compensation for two (2) hours, regardless of the number of hours worked or if the call shift is cancelled. Evidence of the original activation and the cancellation may need to be provided to the timecard processor (i.e. pages, text screenshots, phone call documentation, etc.).

ADDENDUM D LABORATORY UNIT

ARTICLE 63 - Laboratory Unit - ON-CALL

- A. Principle – Laboratory operations may require personnel to be on-call in order to provide emergency services or prevent loss of samples or reagents. The Employer and the Union shall endeavor to establish a fair and equitable system for providing these on-call services.
- B. Definitions: In accordance with SPG 102.36 On Call – An Employee who is not on shift but must remain available to report to work at any time to provide emergency service or address equipment issues.
- C. On-Call Scheduling
 - 1. The scheduling of on-call rotations will be done fairly and equitably between all Employees who are capable of providing the on-call service need.
 - 2. Mandatory on-call cannot be implemented unless volunteers are unable to fill the on call need.

D. Compensation

1. Employees will receive compensation for on-call as indicated in Article 16, "Compensation."

ARTICLE 64 - Laboratory Unit - PROFESSIONAL DEVELOPMENT

- A. All current practices regarding professional development funds and paid time for professional development will remain in effect.
- B. At a minimum, the Employer will reimburse Employees for all costs associated with maintaining required certifications and licensing fees. For preferred certifications as identified in the job description, Employees will be reimbursed for initial certification and licensing fee. Employees should seek approval prior to registering for a course or paying for a certification if reimbursement will be requested.

In addition, departments may reimburse for other professional development expenditures at their discretion; request for support must be pre-approved.

Requests may include but are not limited to requests for Continuing Education courses, books, license fees (for staff who are required to maintain licensure for their classification), and travel and other costs to attend conferences. Reference materials (manuals, books, and DVD's) purchased are property of the Health System and must remain on-site. Reasonable requests will not be denied. Requests not relevant to the Employee's job duties will be denied.

- C. The Employer will reimburse an Employee for professional membership dues in a minimum of one organization chosen by the Employee.
- D. The Employer will provide all Employees with information about free CEUs.
- E. All Employees with no prior discipline, written warning and above, within the last rolling calendar year, if approved will receive Paid Business Time for professional development. Over appointment time will not be granted if a course is taken on a scheduled day off. In accordance with the established criteria above, appropriate requests will be evaluated for approval. Requests not relevant to the Employee's job duties will be denied.
- F. Time needed to take approved license, certification and subsequent recertification exams will be arranged with the immediate supervisor.

- G. An approved Employee who prepares and presents a class, poster, platform, conference course, or training course, will be reimbursed for fees, including but not limited to, all abstract submission fees, poster printing, travel (airfare, rental car, ride share and/or personal vehicle mileage), housing, meals, and registration fees. Such reimbursement will be available to at least 20% (twenty percent) of Employees in each laboratory section, but no more than five (5) Employees.

ADDENDUM E MEDICAL ASSISTANT

ARTICLE 65 - Medical Assistant Unit - PROFESSIONAL DEVELOPMENT

A. Eligibility

1. Employees with no prior discipline, written warning or above, within the prior six (6) months from the date of request. Employees with active discipline, written warning or above, may be approved by their manager on a case-by-case basis.

B. Release Time

1. An Employee with an appointment fraction of fifty percent (50%) or more may receive paid release time for attendance at professional and educational activities. Approved paid release time will be commensurate with the hours of the activity. Reasonable requests will not be denied, however requests not relevant to the Employee's job duties will be denied.

C. Professional Development

1. \$375 per fiscal year will be available to each Employee for professional development. Funding for part-time staff will be pro-rated by the fraction of their appointment. If the appointment fraction changes during the fiscal year, PD support should be calculated based on the appointment fraction at the actual date of the request.
2. For Medical Assistants Bargaining Unit Employees in a campus Department, the Department will provide one shared pool of funding per fiscal year of not less than \$2500 that will be available for approved professional development activities. Employees may submit requests for funds on a first-come, first-served basis. Once funds have been exhausted, no additional funds will be made available until the next fiscal year. Unused funds will not carry over to the next fiscal year. When considering an Employee's request for funding for an activity, the Department will consider how relevant the activity is to the

Employee's position and whether that Employee has already received funding in the prior two fiscal years.

3. Professional development may be used for educational activities that are used to improve job specific skills, such as but not limited to conference registration fees; membership in professional organizations; and funding for specialty certifications designed to enhance professional growth and development. Employees should seek prior approval before registering or attending a course if reimbursement is desired.

D. Time needed to take the initial certification exam will be paid as Business time.

ARTICLE 66 - Medical Assistant Unit - ON-CALL

- A. Definition: Employees, when designated for on-call status, are required to restrict their whereabouts and/or activities in order to be available to work on-site or off-site.
- B. In the event a department needs to establish or change the process of on-call, the Union will receive at least thirty (30) days' advance notice, and upon request, will be afforded the opportunity to meet with management to discuss the change. If the Union then wishes to negotiate over the changes, the parties will meet for that purpose.
- C. Employees required to report to work after hours for emergency situations will be paid for the hours worked. Driving time to and from the worksite will be included as hours worked.

ARTICLE 67 - Medical Assistant Unit - FLOAT

Notwithstanding the provisions in Article 47, "Floating," Employees will receive float pay in the following conditions:

1. When high vacancy is a factor; or
2. When reassigned by management to a different work location to perform within the same specialty or same patient population; or
3. When mandated to report to a different location, and the reason is absenteeism

MOU #1: Medical Assistant Classification

During the course of negotiations, the parties have discussed the need for clarity within the Medical Assistant classification series. Management has proposed during these negotiations that the duties and titles of Medical Assistant and Medical Assistant Associate be merged and placed on the wage scale appropriately within the methodologies as defined in the Wage article. Management and Union have also evaluated the importance of the ability for MA's to improve their skill set to become certified. With that stated, within 90 days of the ratification of this Agreement, management and the Union will meet to discuss a new model for the MA series that will align with industry standards and clearly define the appropriate skills required. Following this discussion, the parties may, by mutual agreement, enter into negotiations over the subject.

- A. The title "Medical Assistant" (jobcode 102618) shall be given to an Employee whose duties are limited to any or some of the following:
1. Prepare and organize clinic exam rooms with appropriate equipment and supplies based either on patient chief complaint or predetermined protocol.
 2. Patient intake (e.g. documenting chief complaint, V/S, height, weight).
 3. Review and update MiChart as directed.
 4. Patient follow-up for normal and low complexity test results (sugar swap, urine culture, etc.) as directed by the provider.
 5. Assist providers with management of point-of-care alerts for services due (drug screening, A1C, yearly eye exam, and foot exam).
 6. Patient instruction for durable medical equipment and test preparation (e.g. MDI/Spacers).
 7. Provide care for patients scheduled on MA schedule (e.g. suture removals, BP or weight recheck).
 8. Medication administration per delegation guidelines or order for oral meds and injections (once checked off by preceptor), using the 5 rights of medication administration (acetaminophen/motrin, adult immunization, Depo-Provera, Vitamin 812, PPD).
 9. Various simple tests and procedures (e.g. point of care hcg, urinalysis, castings).
 10. Provide chaperone service to providers.
 11. Quality control testing of equipment such as the poc glucometer and clintek machine
 12. Set self-management goals and following up on established Cornerstone modules.
- B. The title "Medical Assistant Associate" (jobcode 101815) shall be given to an Employee who can perform all the job functions of a Medical Assistant and in addition performs any of the following duties:

1. Assist with moderate to complex procedures. (IUD placement, vasectomy, colposcopy) requiring knowledge of complex and varied equipment (i.e. LEEP and laser).
2. Perform complex diagnostic tests (allergy, spirometry, EKG) and assist with complex specimen collections such as colposcopy specimen.
3. Provide routine but complex instructions for patient procedures and treatments, as delegated by providers and nurses (colonoscopy preparation, procedure aftercare instruction).
4. Respond to general patient inquiries regarding clinic policies and procedures.
5. Chronic pain management tasks per protocol (e.g. MAPS report, generating drug screening lab requisitions).
6. Order routine clinical supplies and medications.
7. Process prescription renewals as directed by a provider or RN.

C. The title "Medical Assistant Intermediate" (jobcode 10376) shall be given to an Employee whose duties consist of items on the following list:

1. Work in a high acuity patient procedural area such as infusion, where assistance with severe adverse reactions is needed and occurs regularly.
2. Act as a preceptor to other employees and be a highly functioning Medical Assistant.
3. Perform higher complexity procedures (for example: for cause drug testing that is specialized such as saliva QED ORA SURE) and audiology testing.
4. Give less routine vaccinations such as rabies.
5. Perform phlebotomy daily labs at high volume.
6. Prepare various medical forms with medical facts for provider review/completion/signature.
7. Clinic ordering and inventory of vaccines, equipment, etc.
8. Vaccine management.
9. VFC program reporting, VFC vaccine coordinator or backup coordinator for the VFC program
10. Assist with in basket messages through MiChart
11. Check in / check out duties.

D. The title "Medical Assistant Senior" (jobcode 103407) shall be given to an Employee whose duties consist of items on the following list:

1. Coordinate the work of the other Medical Assistants and act as the lead of a group of three or more Medical Assistants to ensure optimal clinical flow.
2. Provide interpretation and instruction for policies, procedures and practices.
3. Assist leadership/supervisor with maintaining work schedules.

4. Review and make recommendations to leadership and assist with time off requests;
 5. Assist leadership to verify time sheets for accuracy.
 6. Assist with performance evaluations for other Medical Assistants
 7. Provide in-service trainings and coach performance of other Medical Assistants.
 8. Participate with the leadership team to ensure effective clinical operations.
 9. Promote and facilitate positive communication with the entire health care team.
 10. Perform and assist with clinical procedures and duties as needed.
 11. Be responsible for meeting budgetary expectations.
 12. Actively participate in regulatory compliance activities.
- E. The title "Population Health Coordinator" (jobcode 103965) shall be given to an Employee whose duties consist of items on the following list:
1. Provide outreach to patients to support quality, utilization, and operational goals to improve population health performance and achieve quality metrics.
 2. Apply evidence-based best practices, data analysis, interpretation, and identification of opportunities, communication and consistent follow-up and evaluation.
 3. Conduct timely proactive outreach to patients.
 4. Collect outcome data to help improve the population health practice and demonstrate population health outcomes.
 5. Provide key performance metric reporting to clinics on a regular cadence.
 6. Use reporting and metrics to identify and validate quality care gaps.
 7. Meet with leadership to provide insights and feedback on quality / utilization performance.
 8. Support transition of care efforts by scheduling patients with the appropriate provider based on the prescribed timeframe.
 9. Support financial sustainability of population health programs through coordinating the transition of care, behavioral health collaborative care, and care coordination billing processes.
 10. Complete appropriate documentation within policy-established timeframes.
 11. Bill for services that fall under approved codes.
 12. Provide operational support such as special projects, scheduling, and referral queue management.
 13. Review registry data; identify improvement opportunities in preventive care and chronic disease care (e.g. diabetes, asthma, CVD and CHF).
 14. Contact patients and arrange appropriate testing, referrals or follow-up; document if test completed elsewhere or declined (e.g. eye exam).
 15. Enter CPT codes into scheduling system to permit business team's identification of patient financial liability.

16. Complete prior authorizations for specialty medications when billed to medical insurance.
 17. Obtain results outside testing/imaging/pathology slides to ensure coordination of care and treatment.
 18. Prepare various medical forms with medical facts for provider review/completion/signature.
 19. Assist with incoming mail, or fax server to process all clinically relevant documents (signed releases, home care service orders, lab orders, medication refills, etc.).
- F. The title "Medical Scribe" (jobcode 103718) shall be given to an Employee whose duties consist of duties on the following list:
1. Review chart prior to patient encounter and summarize information for physician.
 2. Enter patient information in the Electronic Medical Record (EMR) on the provider's behalf.
 3. Chart patient encounters, including but not limited to patient history, physical exams, diagnostic findings, lab and test results, consultations with other providers, diagnoses, discharge instructions and prescriptions in a medical appointment between the health care provider and the patient within the Electronic Medical Record (EMR) System.
 4. Retrieve existing information from within the patient's chart per the provider's request.
 5. Retrieve supplies or instruments as requested by the provider.
 6. Put in orders (blood labs, imaging, etc.) on behalf of provider.
 7. Review medical documentation for errors, typos, and inconsistencies.
 8. Answer any residual questions patient might have after physician has left room.
 9. Escort patients to other areas within the clinic when needed.

If an Employee performs duties of two or more different job classifications, they shall be classified in the classification on the highest pay scale.

ADDENDUM F REHAB UNIT

ARTICLE 68 - Rehab Unit - PROFESSIONAL DEVELOPMENT

- A. The parties agree that all Employees should take advantage of opportunities afforded them. To this end, the University will provide financial resources to assist with attendance at relevant professional conferences, seminars and other professional development activities accordingly.

B. Definitions

1. Continuing Education (CE): Any educational activity to improve job-specific skills. These activities include continuing education opportunities such as, but not limited to, conferences or webinars.
2. Professional Development (PD): Any activity enhancing professional skills that contributes toward enhanced performance in the staff member's present position.

C. Standards

1. Eligibility: PD support is available to all benefit-eligible staff who have completed their 6-month probationary period. Staff in written disciplinary status may not be eligible pending unit leader approval.
2. General Information
 - a. Continuing Education programs must be provided by recognized agencies, organizations, health care entities, or academic institutions.
 - b. All staff members traveling outside of the University of Michigan environment are responsible for reviewing and following the SPG Travel and Business Hosting Expense for Chrome River Users.
3. Employees must seek and receive approval for CE programs and travel prior to working with their unit's P-Card holder to make travel and lodging reservations. Employee's spouse, partner, or travel companion(s) are not eligible for funding. The following expenses are reimbursable:
 - CE/PD registration fees;
 - Transportation (Air, bus, train, car, taxi, shuttles, ride share such as Uber, Lyft);
 - Parking or tolls;
 - Lodging;
 - Meals.
4. Professional Development funds cannot be used for the following:
 - Out-of-state licensure fees;
 - Electronic devices, including phones, iPads, computers, or software;

- Internet service for a home office;
 - Workplace or home office furniture or equipment.
5. Employees on medical leave may use PD funds with unit leader approval.
 6. For Employees on a Performance Improvement Plan (PIP):
 - a. Funding for CE and PD activities that are specified in the PIP must be reviewed in partnership with the next level of leadership to determine if the expense is operational or tied to individual funding.
 - b. Funding for CE or PD activities not specified in the PIP will require unit leader approval.
 7. If an Employee attends a course with an associated exam and fails this exam, there is generally no additional funding provided to retake the exam. Exception requests must be submitted to leadership for approval.

D. Funding

1. General Allocation: Annual funding will be made available to support professional development activities with a minimum of \$800 and forty (40) hours of business paid time prorated for FTE.
2. Clinical specialists and Employees with lead or senior job titles will receive a minimum of \$1000 and sixty-four (64) hours of business paid time, prorated for FTE.
3. For staff who have schedules spanning Monday through Friday, a maximum of two (2) days may be flexed to cover professional development activities attended on a typically non-worked day of the week, provided the day requested to be flexed is not more than twenty percent (20%) schedule utilization at the time of their request. If utilization exceeds twenty percent (20%), the unit leader will work with the staff member to determine an alternative flex day.
4. If the appointment fraction changes during the fiscal year, PD support should be calculated based on the appointment fraction at the actual date of the CE/PD course or activity.
5. Employees can apply for additional funding for a combined total not to exceed \$1500 per Employee, with approval by Unit Leadership, to support conference-related activities and/or other professional development opportunities. All reasonable requests

will not be denied. If the request is not approved, the Employee will be given a written explanation for the denial.

6. If the additional funding is allocated to an Employee responsible for preparing and presenting a class, poster, platform, conference course, or training session, the Employee may use the approved funds to cover various expenses, including but not limited to, abstract submission fees, poster printing, travel (such as airfare, rental car, rideshare, or personal vehicle mileage), lodging, meals, and registration fees.
7. Funds will be distributed equitably among Employees in alignment with strategic priorities which may include, but are not limited to, conference presentation, poster or platform, teaching courses, specialty training, or certifications required to support a service line.
8. Unused funds cannot be cashed out.
9. Expenses will align with the Employee's appointing department ID for their portion of FTE. For those with split appointments, expense would follow accordingly.
10. Upon resignation or termination, PD funding will be frozen immediately.
11. Funding requests that fall within ninety (90) days of resignation/termination notice will not be approved.
12. Funding approvals previously approved and which fall within thirty (30) days of resignation/termination notice will be subject to repayment to the unit.
13. Education on industry-related changes (e.g. webinars on changing protocols, etc.), which are required by organizational leadership are operational expenses. PD funds and allocated paid business time should not be used.

E. Procedures

1. Approval Process

- a. All CE opportunities must be pre-approved by unit leadership via the Professional Development Request Form. No reasonable requests will be denied. If denied, the Employee will be given a written explanation as to why the funds were not approved.

- b. Unit leaders or their delegate will be responsible for tracking PD spending by team members.
- c. Employees must submit attendance confirmation to receive reimbursement.
- d. If an exam is part of the PD experience, the Employee must submit confirmation of passing the exam within three (3) months of completing the course to receive reimbursement.
- e. Employees should, whenever possible, take advantage of internal CE/PD courses that are offered at no cost to them and without impacting their CE yearly allotment.
- f. External courses that are sponsored and hosted by the university are exempt from this provision.

2. CE/PD Expense Reporting

- a. The only time that attendance at lectures, meetings, training programs, continuing education courses, professional development opportunities, and similar activities is not counted as hours worked is if the activity does not directly relate to an Employee's job.
- b. If the above activities are job-related, hospital paid business time will be used.
- c. Expenses should be managed through Chrome River per standard process.

ARTICLE 69 - Rehab Unit - STAFFING, SCHEDULING, AND PTO REQUESTS

- A. For Employees who are employed in a 24/7 operating environment, weekends will be assigned to ensure operational and patient care needs are met. Team-specific weekend coverage needs will be determined by the unit leadership at the start of each quarterly scheduling process.
- B. Acute Care Occupational and Physical Therapy Weekend Scheduling
 - 1. Acute care Physical and Occupational Therapists who chose to maintain a permanent weekend day in their schedule will be allowed to select up to four (4) weekend shifts per quarter as paid-time off (PTO). These requests will be prioritized prior to the start of the quarterly volunteer scheduling process.
 - 2. Prior to the quarterly scheduling process, a request for volunteers to work additional weekend days will be made to all team members and contingent staff. Those volunteers for weekend coverage shifts will be prioritized for the requested shifts.
 - 3. Current team practice regarding Employee weekend requirements will be maintained.

4. Current team weekend scheduling processes will be maintained for weekend shift selection. Weekend shifts that fall within the Holiday schedule will be assigned based on team specific Holiday scheduling guidelines.
- C. Rehabilitation unit employees, with the exclusion of acute care therapies, in a 24/7 environment will maintain current unit/clinic weekend scheduling procedures for the duration of this contract. Any changes to scheduling procedures will be discussed within the impacted area, and if not able to be resolved will be escalated to the SSAC.
- D. All Employees will receive the hourly weekend shift differential, per Article 16, "Compensation," for all hours worked on a Saturday and/or Sunday.
- E. Those Employees whose position is funded out of contracts with third parties, such as the Med Sport athletic training service, will maintain prior staffing and scheduling processes and commitments, as agreed upon in those contracts.
1. In the event that an outreach contract location requires coverage, the following process will be utilized in the below order until the coverage need is met:
 - a. Any available coverage within the outreach team will be identified and scheduled.
 - b. Volunteers from the outreach or clinical teams, including contingent staff.
 - c. The on-call process will identify and mandate staff for two (2) week coverage beginning with reverse date of hire.
 - d. If a clinical athletic trainer needs to be sent to a contracted school, they will receive training on the assigned duties, as well as the Emergency Action Plan for each location covered.
- F. Ambulatory Care Administrative Time
1. All unit members working in Ambulatory Care will be allocated an amount of administrative time that is equal to 20% of their appointment fraction, when the appointment fraction exceeds 0.1.
 - a. If a unit currently uses another arrangement regarding administrative time, that unit will maintain the status quo but, in all cases, will adhere to F.1. above.
 2. Administrative duties will prioritize, but are not limited to, documentation, returning calls/In basket messages, meetings, emails, mandatories, journal clubs, committee meetings, and case conferences.

3. After completion of clinical administrative duties, if there is remaining administrative time, such time can be used for project work and/or as hospital business for scholarly activities.
4. Requests for additional administrative time to support specific, time-limited needs will be reviewed and prioritized by the unit leader, as operational needs allow. No reasonable requests will be denied. If a request is denied, the unit or clinic leader will provide written notification with the reason.
5. It is understood that the needs of the unit may necessitate rescheduling an Employee to perform direct patient care during time that was originally set aside for the performance of non-direct patient care, in this event, an alternative time for non-direct patient care will be re-scheduled as reasonably determined by the unit leader.

G. Scheduling Direct Patient Care Activities

1. The workload performed by all rehabilitation Employees must be reasonably able to be completed within Employees' scheduled shift lengths.
 - a. Employees shall determine when breaks are taken during the workday, as long as it aligns with patient care obligations.
 - b. In the event of Employee illness/call in, Employees shall not be responsible for contacting patients or other staff regarding cancellations or re-scheduling.
 - c. If a unit closes early for any reason not covered in Article 43, "Emergency Reduction in Operations," Employees will be provided the opportunity to take flex time, PTO, or no-pay time.
2. Employees who perform patient care without scheduled appointments will determine the structure of their day, so long as it aligns with patient care obligations.

H. Metrics

1. Productivity metrics will be appropriately adjusted to accommodate the inclusion of administrative time for ambulatory care Employees.
2. Employees will not be disciplined or given extra work for not meeting productivity metrics.
3. The University shall provide to the union thirty (30) day's advance notice anytime a productivity measurement or modification to an existing productivity metric is proposed. If the change in productivity results in an Employee determining that their workload is excessive, a workload review will be conducted by their supervisor to

determine the best method to remedy the issue. If the Employee is not satisfied with the remedy, they may file a grievance under section G.1. of this Article.

ARTICLE 70 - Rehab - HOME CARE SERVICES

A. Home Care Services Lease Car Assignment

1. Mileage Threshold and Reimbursement:

- a. A University lease car may be provided to an Employee who drives greater than a mutually agreed upon threshold of average miles per month, at the University's discretion. Home Care Services and UMMAP will periodically review and jointly agree to the mileage threshold at which lease vehicles will be offered to an Employee, subject to the availability of a vehicle.

2. Lease Vehicle Opt-Out:

- a. If an Employee declines a lease car, they will be reimbursed at the current University lease vehicle rate, plus the cost of gasoline used for business purposes.
- b. In order to be reimbursed the Employee will submit beginning and ending odometer readings each month. A report is then generated to identify business miles driven by the Employee. That amount is divided by the total number of miles the Employee has driven, to arrive at the percentage of gas that will be reimbursed.
- c. Actual mileage reimbursement at the University reimbursement rate will be paid for Employees who do not qualify for, or who have not been offered a lease car.
- d. An Employee with a leased car has the option to drive their private vehicle and receive actual mileage reimbursement during inclement weather if authorized by a supervisor.
- e. Expenses incurred related to a lease car, with the exception of gasoline, will be reimbursed within seven business days of submission.

B. Home Care Services:

1. Employees shall be reimbursed for mileage expenses incurred between patients' homes. Employees are eligible to receive mileage reimbursement for other non-patient mileage incurred during the day i.e., driving to the office. Parking expense(s) shall also be reimbursed.

- C. No Home Care Services Employee will receive travel/parking reimbursement without required documentation, nor shall any Employee receive travel reimbursement for travel to and from work or for travel expenses that are incurred for personal reasons.
- D. When the Employee starts from the work office, mileage is calculated from the office to the first patient of the day.
- E. When the Employee starts from home to see the first patient, mileage shall be calculated as follows:
 - 1. Calculate the commuter miles from home to the office.
 - 2. Calculate the travel miles to the first patient's home and take the difference.
 - 3. If the distance to the first patient's home is less than the commuter miles, then no miles are used to the first patient's home.
- F. Visit Guidelines:
 - 1. The workload performed by all home health Employees must be reasonably able to be completed within Employees' scheduled shift lengths.
- G. Case Manager patient assignments will be adjusted to reflect the responsibilities and expectations of the Case Manager duties.
- H. Employees may document at any location within their assigned service area that is deemed safe/appropriate as long as regulatory requirements are met.
- I. Therapists are not responsible for low census. During these periods of time, the unit leader will provide direction on additional duties to support the unit. Staff may be provided the opportunity to alternatively take personal time off (PTO).

ARTICLE 71 - Rehab - ON-CALL

- A. Definition: Employees, when designated for on-call status, are required to restrict their whereabouts and/or activities in order to be available to work on-site or off-site.

B. Scheduling:

1. All bargaining unit Employees in an applicable department will be responsible for taking call shifts.
2. The Employer will determine how many Employees and with what skill sets are required for on call. The Employer will determine what constitutes the need for an on-call activation. The standard will be documented and available to each bargaining member within the department. If there is not a current standard determined by the Employer, the process will be as follows:
 - a. The Employer will initially ask for volunteers to take on-call shifts.
 - b. Employees on call will respond to each activation to report to work.
 - c. The total on-call shifts during the scheduling period will be assigned amongst volunteers equally.
 - d. Remaining on call shifts will be scheduled equitably among the Employees.
 - e. Department leaders must maintain a copy of volunteered and scheduled open call assignments. If a mandate process is not in existence, the default process will be:
 - i. Shifts will be assigned starting with the Employee with the lowest number of mandated and/or volunteered on-call shifts in a rolling 12-month period and continue accordingly. Ties will go to the Employee with the lowest department seniority.
 - ii. Management shall not require an Employee to be mandated if they have pre-approved PTO on the day of, the day before, or the day after the open call assignment, if the PTO is approved prior to the on-call schedule release date.
 - f. Employees activated to report to work shall report in accordance with the established departmental procedures.
3. The Union may make recommendations regarding on call through the process outlined in Article 46, "Staffing and Scheduling."

C. Compensation

1. Employees shall be paid in accordance with Article 16, "Compensation," while on-call. When called/paged to work, on-call pay rate ceases once the Employee arrives on-site and the Employee is then paid the Employee's regular hourly rate, plus applicable overtime and shift premiums for time worked. Once the Employee is released of regular hours worked, the on-call pay rate immediately takes effect again for the duration of the on-call shift.

2. If an Employee on call is activated to report to work, they will receive at a minimum compensation of two (2) hours, regardless of the number of hours worked or if the call shift is cancelled.
- D. Parking
1. Departments shall maintain current parking arrangements and will establish on-call parking arrangements.

MOU - 2 CONVERSION TO PTO PROGRAM

- A. Within ninety (90) days following ratification of the Agreement, all Employees currently in the Vacation and Short-Term Sick program as well as Employees transferring into a UMMAP Bargaining Unit will join the Paid Time Off (PTO) program in accordance with the terms provided herein:
- B. Employees converting to the PTO program will be credited with 100% of their current Vacation balance. They will begin accruing PTO at the applicable rate, as specified in Article 18, "PTO," paragraph B (see chart).
- C. If the current Vacation balance is higher than the maximum PTO Accrual allowed under the Employee's new time off plan, the excess Vacation time will be paid out.
- D. The Short-Term Sick Time Bank will be inactivated at the time of conversion. Upon conversion to the PTO program, affected Employees will be provided 40 hours of Paid Time Off, which can be used for personal illness, family care, vacation, personal business and other purposes.
- E. Eligible Employees enrolled in the existing Campus two-bank Extended Sick Time Plan will be converted to the UMHS three-bank Extended Sick Plan. The conversion will be based on their enrollment or last renewal date.
- F. Employees with less than one year of service at time of conversion will be enrolled into the three Extended Sick Banks upon reaching their 1-year anniversary as follows (prorated by FTE):
 1. 400 hours of 100%
 2. 656 hours of 66.67%
 3. 1056 hours of 50%
- G. Employees with existing two Extended Sick Time Banks enrolled or renewed less than two years prior to conversion will have their existing balances converted to the three Extended Sick banks.
- H. All three banks will renew two years after their enrollment or most recent renewal and will subsequently renew every two years as stated below. Hours will convert from the two banks to the three banks (Prorated by FTE) as follows:

- Up to 656 hours prorated by FTE from the 100% Extended Sick pay bank will be transferred into the 66.667% Extended Sick pay bank.
 - Any remaining hours in the 100% Extended Sick pay bank will remain in the 100% Extended Sick pay bank (up to 400 hours prorated by FTE).
 - The 50% Extended Sick pay bank will remain the same.
- I. Employees with existing two Extended Sick Time Banks enrolled or renewed more than 2 years prior to conversion will receive a renewal of all three extended sick banks (prorated by FTE) as follows:
1. 400 hours 100%
 2. 656 hours of 66.67%
 3. 1056 hours of 50%
- J. The renewal of Extended Sick will be changed to reflect the UMHS Extended Sick Program two-year renewal instead of the five-year University Campus renewal.
- K. Upon implementation of the PTO program, affected Employees will be credited with forty (40) hours in a “one-time bank.” Hours in this “one-time bank” shall be used solely for the purpose of satisfying the forty (40) hour bridge to Extended Sick Time.
- L. Employees utilizing continuous Extended Sick Time and on a continuous leave of absence at any point during the ninety (90) day ratification period shall remain in their current program until they have a successful return to work. A successful return to work is defined as a return to work for 30 days with no extended sick time utilization. After a successful return to work, the Employee shall then join the Extended Sick program according to the parameters described above.

APPENDIX 1

BARGAINING UNITS

ADVANCED DIAGNOSTIC, EMERGENCY, AND PROCEDURES TECHNOLOGISTS (ADEPT)

800100 Allied Health Technical Coord
800101 Allied Health Technical Spec
800102 Anesthesia Technician Assoc
800103 Anesthesia Technician Inter
800104 Cardiac Cath Technologist
800105 Cardiac Cath Technologist Grad
800106 Cardiac Device Technician
800107 Cardiac Sono Non-Inv Tech Grad
800108 Cardiac Sono Non-Invasive Tech
800109 Cardiology Tech Non-Invasive
800110 Comp Tomography Technologist
800116 Dialysis Technician Certified
800117 Dialysis Technician Grad
800118 EEG Technologist Non-Rgst
800119 EEG Technologist Registered
800120 EEG/EMG Technologist
800121 Electrocardiograph Technician
800122 Emergency Services Technician
800123 Endoscopy Tech Specialist
800124 Endoscopy Technician
800125 GI Physiology Technologist
800126 Hyperbaric Chamber Technician
800127 Interventionl Rad Technologist
800128 Intraop Mntng Neuromonitorist
800129 Laser Technician
800130 Mammography Technologist
800131 Mammography Technologist-Dual
800132 MRI Technologist
800133 MSK Technologist
800134 Nuclear Medicine Technologist
800135 Ophthalmic Imaging Spec Senior
800136 Ophthalmic Imaging Specialist
800137 Ophthalmic Technician Assoc
800138 Ophthalmic Technician Inter
800139 Ophthalmic Technician Senior
800140 Optician
800145 Paramedic
800147 Polysomnographic Technologist Rgst
800146 Polysomnographic Technologist Grad
800148 Pulmonary Technologist
800149 Radiation Therapy Tech ARRT
800150 Radiologic Technologist
800151 Radiology Technologist Senior
800154 Surgical Tech First Asst
800153 Surgical Tech Spec Cardiovasc
800155 Surgical Technologist

800156 Surgical Technologist Senior
800157 Surgical Technologist Spec
800158 Telemetry Monitor Technician
800159 Ultrasound Technologist
800160 Vascular Technologist Rgst

BEHAVIORAL HEALTH

800161 Activity Therapy Coordinator
800162 Art Therapist
800163 Arts Practitioner
800164 Behavior Analyst
800165 Case Manager
800166 Chaplain Hlth
800167 Child Life Specialist Assoc
800168 Child Life Specialist Inter
800169 Child Life Specialist Senior
800170 Genetic Counselor Assoc
800171 Genetic Counselor Inter
800172 Genetic Counselor Senior
800173 Learning Specialist Healthcare
800174 Music Therapist
800258 Peer Support Specialist
800175 Psychologist MA
800176 Psychologist PhD
800177 Psychometrist
800178 Psychometrist Senior
800179 Registered Dietitian Nutrition
800180 Rehabilitation Counselor
800181 Social Worker BSW
800182 Social Worker BSW Senior
800183 Social Worker MSW
800184 Social Worker MSW Senior
800185 Therapeutic Rec Clinical Spec
800186 Therapeutic Recreation Special

INTEGRATED HEALTH PROFESSIONALS

800111 Dental Assistant Associate
800112 Dental Assistant Intermediate
800113 Dental Assistant Senior
800114 Dental Dispensing Assistant
800115 Dental Equipment Technician
800187 Dental Hygienist
800188 Dietetic Technician
800189 Esthetician
800190 Home Care Services Technician
800191 Interpreter Healthcare
800192 Interpreter Healthcare Senior
800193 Licensed Practical Nurse

800194 Organ Procur Coord Senior
800195 Organ Procur Coordinator
800196 Pharmacy Tech Assoc
800197 Pharmacy Tech Coord
800198 Pharmacy Tech Grad
800199 Pharmacy Tech Inter
800200 Pharmacy Tech Senior
800201 Sign Language Interpreter
800202 Transplant Coordinator
800203 Transplant Organ Preserv
800204 Transplant Organ Preserv Sr

LABORATORY

800205 Clinical Technologist Senior
800206 Cytotechnologist
800207 Embryologist
800208 Histology Technician
800209 Histotechnologist
800210 Laboratory Technician
800211 Medical Technologist
800212 Medical Technologist Spec
800213 Pathologist Assistant
800214 Specimen Processor

MEDICAL ASSISTANTS

800215 Medical Assistant
800216 Medical Assistant Associate
800217 Medical Assistant Intermediate
800218 Medical Assistant Senior
800219 Medical Scribe
800220 Population Health Coordinator

REHABILITATION

800221 Acupuncturist
800222 Asst Technology Prof Clin Spec
800223 Asst Technology Prof Non-Cert
800224 Asst Technology Professional
800225 Athletic Trainer
800226 Athletic Trainer Clin Spec
800227 Audiologist
800228 Certified Occupational Therapy
800230 Clinical Exercise Physiologist
800253 Clinicl Exer Physiologist Grad
800231 Occupational Ther Clin Spec
800232 Occupational Therapist
800233 Ocularist
800141 Ortho & Pros Clin Ast Non-Cert
800143 Ortho & Prost Clin Asst
800229 Ortho & Prost Tech Certified
800144 Ortho & Prost Tech Lead
800142 Ortho & Prost Tech Non-Cert
800234 Orthopedic Technician
800235 Orthoptist
800236 Orthotic Fitter
800237 Orthotist
800238 Orthotist and Prosthetist
800239 Pedorthist
800241 Physical Therapist
800242 Physical Therapist Assistant
800240 Physical Therapist Clin Spec
800243 Prosthetist
Rehabilitation Engineer
Rehabilitation Engineer Senior
800152 Rehabilitation Technician
800244 Speech-Language Pathologist
800245 Speech-Language Pathologist Sr

APPENDIX 2
UNION RECOGNITION LETTERS



February 24, 2023

Mr. David Hecker
AFT Michigan
2661 E Jefferson
Detroit, MI 48207

RE: Voluntary Recognition of United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739 - AFL-CIO

Dear Mr. Hecker:

I have received the notice from Mark Glazer, the neutral third-party hired by the parties to count the petitions, that a majority of diagnostic imaging technicians on the current voter eligibility list have signed petitions requesting that they be represented for collective bargaining by the United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739 - AFL-CIO. As a result, the University hereby voluntarily recognizes UMMAP as the exclusive representative for the purpose of collective bargaining of the following bargaining unit:

All full-time and regular part-time diagnostic technologists of all ranks (Senior, Lead, Associate) employed by the University of Michigan in the following titles:

Cardiac Catheterization Technologist
Cardiac Sono Non-Invasive Technologist
Cardiac Tech Non-Invasive
Computerized Tomography Technologist
EEG Technologist - Non-Registered
EEG Technologist - Registered
EEG/EMG Technologist
GI Physiology Technologist
Grad Noncert Patient Care Tech*

- limited to employees on the following career paths: Cardiac Sonographer, Cardiac Catheterization Tech, Radiologic Technologist and Polysomnographic Tech

Interventional Radiology Technologist
Introp Mntnrg Neuromonitorist
Mammography Technologist
MRI Technologist
MSK Technologist
Nuclear Medicine Technologist
Ophthalmic Imaging Specialist Assoc
Ophthalmic Imaging Specialist Inter
Ophthalmic Imaging Specialist Senior
Polysomnographic Technologist Rgst
Pulmonary Technologist
Radiologic Technologist
Radiologic Technologist Senior

Radiation Therapy Technologist ARRT
Ultrasonographer/Radiographer
Ultrasound Technologist
Vascular Technologist Registered

Excluding: Supervisors, confidential employees and all other employees.

Please contact Wade Baughman (baughmmi@med.umich.edu), Interim Director of Labor Relations at Michigan Medicine to discuss arrangements to begin negotiations in this matter.

Sincerely,

Rich Holcomb

Richard Holcomb
Associate Vice President for Human Resources
University of Michigan
4006 Wolverine Tower
3003 South State Street
Ann Arbor, MI 48109-1281
734 647-5574
rsholcom@umich.edu

cc: Wade Baughman
Dee Hunt
Dave Masson
Tim Wood
Dominick Fanelli



Human Resources Labor Relations
2901 Hubbard, Suite 1400
Ann Arbor, Michigan 48109
Phone: 734.764-9937

June 26, 2023

Mr. David Hecker
AFT Michigan
2661 E. Jefferson
Detroit, MI 48207

Re: Recognition of additional classifications into United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739

Dear Mr. Hecker,

As you know a card check was conducted today regarding the expansion of the UMMAP bargaining unit. Please accept this correspondence as formal notification that Mark Glazer, our agreed upon neutral third-party hired by the parties to count the petitions has certified that a majority of the below listed classifications have signed petitions requesting to be represented by the United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739 – AFL-CIO. With that the University hereby voluntarily recognizes all full-time and regular part-time employees employed in the following classifications:

- | | |
|--------------------------------|--------------------------------|
| Allied Health Technical Coord | Non Cert Ortho & Pros Clin Ast |
| Allied Health Technical Spec | Non Certified Ortho/Prost Tech |
| Anesthesia Technician Assoc | Ophthalmic Technician Assoc |
| Anesthesia Technician Inter | Ophthalmic Technician Inter |
| Dental Assistant Associate | Ophthalmic Technician Senior |
| Dental Assistant Intermediate | Orthotic & Prosthetic Tech Ld |
| Dental Assistant Senior | Orthotic and Prosthetic Clinic |
| Dental Dispensing Assistant | Paramedic |
| Dental Equipment Technician | Rehabilitation Tech Lead |
| Dialysis Technician Certified | Rehabilitation Technician |
| EKG Technician | Surgical Tech Cardiovascular |
| Emergency Services Technician | Surgical Tech First Assistant |
| Emergency Svcs Technician Lead | Surgical Tech Specialist |
| Endoscopy Tech Specialist | Surgical Technologist Inter |
| Endoscopy Technician | Surgical Technologist Senior |
| Hyperbaric Chamber Technician | Telemetry Monitor Technician |
| Laser Technician | |

Excluding: Supervisors, confidential employees and all other employees.

We look forward to working with you for the collective bargaining process.

Sincerely,

Hakim W. Berry, Director
Labor Relations
Michigan Medicine

cc: D. Hunt



Human Resources Labor Relations
 2901 Hubbard, Suite 1400
 Ann Arbor, Michigan 48109
 Phone: 734.764-9937

December 11, 2023

Mr. Terrence Martin
 AFT Michigan
 2661 E. Jefferson
 Detroit, MI 48207

Re: Recognition of additional classifications into United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739

Dear Mr. Martin,

As you know a card check was conducted on December 7, 2023, regarding the expansion of the UMMAP and the creation of the Behavioral Health bargaining unit. Please accept this correspondence as formal notification that Mark Glazer, our agreed upon neutral third-party hired by the parties to count the petitions has certified that a majority of the below listed classifications have signed petitions requesting to be represented by the United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739 – AFL-CIO. With that the University hereby voluntarily recognizes all full-time and regular part-time employees employed in the following classifications:

ACTIVITY THERAPY COORDINATOR (103891)	ART THERAPIST (103893)
ARTS PRACTITIONER (103323)	BEHAVIOR ANALYST (103915)
CASE MANAGER (102560)	CASE MANAGER SENIOR (103084)*
CHAPLAIN HEALTHCARE (100266)	CHILD LIFE SCPECIALIST ASSOCIATE (101666)
CHILD LIFE SPECIALIST INTERMEDIATE (103892)	CHILD LIFE SPECIALIST SENIOR (103863)
GENETIC COUNSELOR ASSOCIATE (103862)	GENETIC COUNSELOR INTERMEDIATE (100337)
GENETIC COUNSELOR SENIOR (103863)	LEARNING SPECIALIST HEALTHCARE (101705)
GRADUATE NON-CERTIFIED PATIENT CARE TECH (103605)**	PSYCHOLOGIST MA (102670)
MUSIC THERAPIST (103894)	PSYCHOMETRIST (100522)
PSYCHOLOGIST PhD (102671)	REGISTERED DIETITIAN NUTRITIONIST (102958)
PSYCHOMETRIST SENIOR (103704)	SOCIAL WORKER BSW (102691)
REHABILITATION COUNSELOR (101773)	SOCIAL WORKER MSW SENIOR (103734)
SOCIAL WORKER MSW (102692)	THERAPEUTIC RECREATION SPECIALIST (102962)
THERAPEUTIC RECREATION CLINICAL SPECIALIST (100707)	

*excludes Sr. case managers assigned to confidential duties in Risk Management and office of Equity, Civil Rights and Title IX

Excluding: Supervisors, confidential employees and all other employees.

We look forward to working with you for the collective bargaining process.

Sincerely,

Hakim W. Berry, Director
 Labor Relations
 Michigan Medicine

cc: D. Hunt



Human Resources Labor Relations
2901 Hubbard, Suite 1400
Ann Arbor, Michigan 48109
Phone: 734.764-9937

December 11, 2023

Mr. Terrence Martin
AFT Michigan
2661 E. Jefferson
Detroit, MI 48207

Re: Recognition of additional classifications into United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739

Dear Mr. Martin,

As you know a card check was conducted on December 7, 2023, regarding the expansion of the UMMAP and the creation of the Medical Assistant bargaining unit. Please accept this correspondence as formal notification that Mark Glazer, our agreed upon neutral third-party hired by the parties to count the petitions has certified that a majority of the below listed classifications have signed petitions requesting to be represented by the United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739 – AFL-CIO. With that the University hereby voluntarily recognizes all full-time and regular part-time employees employed in the following classifications:

- MEDICAL ASSISTANT (102618)
- MEDICAL ASSISTANT ASSOCIATE (101814)
- MEDICAL ASSISTANT INTERMEDIATE (103769)
- MEDICAL ASSISTANT SNEIOR (103307)
- MEDICAL SCRIBE (103718)

Excluding: Supervisors, confidential employees and all other employees.

We look forward to working with you for the collective bargaining process.

Sincerely,

Hakim W. Berry, Director
Labor Relations
Michigan Medicine

cc: D. Hunt



Human Resources Labor Relations
2901 Hubbard, Suite 1400
Ann Arbor, Michigan 48109
Phone: 734.764-9937

January 24, 2024

Mr. Terrence Martin
AFT Michigan
2661 E. Jefferson
Detroit, MI 48207

Re: Recognition of additional classifications into United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739

Dear Mr. Martin,

As you know a card check was conducted on January 22, 2024, regarding the expansion of the UMMAP and the creation of the Rehabilitation bargaining unit. Please accept this correspondence as formal notification that Mark Glazer, our agreed upon neutral third-party hired by the parties to count the petitions has certified that a majority of the below listed classifications have signed petitions requesting to be represented by the United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739 – AFL-CIO. With that the University hereby voluntarily recognizes all full-time and regular part-time employees employed in the following classifications:

- | | |
|---|---|
| 103912 ACUPUNCTURIST | 102551 ATHLETIC TRAINER |
| 103492 ATHLETIC TRAINER CLINICAL SPECIALIST | 102552 AUDIOLOGIST |
| 102596 CERTIFIED CLINICAL EXERCISE PHYSIOLOGIST | 102648 CERTIFIED OCCUPATIONAL THERAPIST |
| 103470 CERTIFIED ORTHOTIC AND PROSTHETIC TECH | 102647 OCCUPATIONAL THERAPIST |
| 100692 OCCUPATIONAL THERAPY CLINICAL SPECIALIST | 100422 OPTICIAN |
| 102651 ORTHOPEDIC TECHNICIAN | 100435 ORTHOPTIST |
| 100456 ORTHOTIC FITTER | 100230 ORTHOTIST |
| 100349 ORTHOTIST AND PROSTHETIST | 100302 PEDORTHIST |
| 102660 PHYSICAL THERAPIST | 100694 PHYSICAL THERAPIST ASSISTANT |
| 100693 PHYSICAL THERAPY CLINICAL SPECIALIST | 100316 PROSTHETIST |
| 100525 REHABILITATION ENGINEER | 100350 REHABILITATION ENGINEER SENIOR |
| 102695 SPEECH & LANGUAGE PATHOLOGIST | 100706 SPEECH & LANGUAGE PATHOLOGIST SR |

Excluding: Supervisors, confidential employees and all other employees.

We look forward to working with you for the collective bargaining process.

Sincerely,

Hakim W. Berry, Director
Labor Relations
Michigan Medicine

cc: D. Hunt



Human Resources Labor Relations
2901 Hubbard, Suite 1400
Ann Arbor, Michigan 48109
Phone: 734.764-9937

June 13, 2024

Terrence Martin
AFT Michigan
2661 E. Jefferson
Detroit, MI 48207

Re: Recognition of additional classifications into the United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739

Dear Mr. Martin,

As you know, a card check was conducted on June 13, 2024, regarding the expansion of UMMAP and the creation of the Integrated Health Professionals Bargaining Unit. Please accept this correspondence as formal notification that Mark Glazer, our agreed-upon neutral third-party hired by the parties to count the petitions, has certified that a majority of the below-listed classifications have signed petitions requesting to be represented by the United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739, AFL-CIO. With that, the University hereby voluntarily recognizes all full-time and regular part-time employees employed in the following classifications:

- DENTAL HYGIENIST
- DIETETIC ASSISTANT
- DIETETIC TECHNICIAN
- ESTHETICIAN
- HOME CARE SERVICES TECHNICIAN
- INTERPRETER HEALTHCARE
- INTERPRETER SENIOR HEALTHCARE
- LICENSE PRACTICAL NURSE
- ORGAN PROCUREMENT COORDINATOR ASSOCIATE
- ORGAN PROCUREMENT COORDINATOR INTERMEDIATE
- ORGAN PROCUREMENT COORDINATOR SENIOR
- PHARMACY TECHNICIAN ASSOCIATE
- PHARMACY TECHNICIAN COORDINATOR
- PHARMACY TECHNICIAN INTERMEDIATE
- PHARMACY TECHNICIAN SENIOR
- SIGN LANGUAGE INTERPRETER
- TRANSPLANT COORDINATOR
- TRANSPLANT COORDINATOR ASSOCIATE
- TRANSPLANT COORDINATOR INTERMEDIATE
- TRANSPLANT COORDINATOR SENIOR

Excluding all other employees, confidential employees, casual employees, managerial employees, and supervisors as defined by the Public Employment Relations Act.

Sincerely,

Hakim W. Berry, Director
Labor Relations
Michigan Medicine



Human Resources Labor Relations
2901 Hubbard, Suite 1400
Ann Arbor, Michigan 48109
Phone: 734.764-9937

March 11, 2024

Terrence Martin
AFT Michigan
2661 E. Jefferson
Detroit, MI 48207

Re: Recognition of additional classifications into the United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739

Dear Mr. Martin.

As you know, a card check was conducted on March 11, 2024, regarding the expansion of UMMAP and the creation of the Laboratory Bargaining Unit. Please accept this correspondence as formal notification that Mark Glazer, our agreed-upon neutral third-party hired by the parties to count the petitions, has certified that a majority of the below-listed classifications have signed petitions requesting to be represented by the United Michigan Medicine Allied Professionals (UMMAP)/AFT Local 6739, AFL-CIO. With that, the University hereby voluntarily recognizes all full-time and regular part-time employees employed in the following classifications:

CLINICAL TECHNOLOGIST SENIOR
CYTOTECHNOLOGIST
EMBRYOLOGIST
HISTOLOGY TECHNICIAN
HISTOTECHNOLOGIST
LABORATORY TECHNICIAN
MEDICAL TECHNOLOGIST
MEDICAL TECHNOLOGIST SPECIALIST
PATHOLOGIST ASSISTANT
SPECIMEN PROCESSOR

Excluding all other employees, confidential employees, casual employees, managerial employees, and supervisors as defined by the Public Employment Relations Act

Sincerely,

A handwritten signature in black ink, appearing to read 'H. Berry'.

Hakim W. Berry, Director
Labor Relations
Michigan Medicine

APPENDIX 3

BEHAVIORAL HEALTH PROFESSIONAL DEVELOPMENT FORM

TO BE COMPLETED BY EMPLOYEE REQUESTING FUNDS			
EMPLOYEE NAME:		JOB TITLE:	UMID NUMBER:
PURPOSE OF PROFESSIONAL DEVELOPMENT FUNDING REQUEST (Conference, CE Activity, Licensure, Certification, Professional Membership, or Other):			
DESCRIPTION OF ACTIVITY/USE OF FUNDS:			
DESCRIBE HOW THIS PROFESSIONAL DEVELOPMENT ACTIVITY WILL ENHANCE YOUR JOB PERFORMANCE, SUPPORT YOUR ACU/OPERATIONAL AREA AND BE SHARED WITH YOUR LOCAL AREA:			
DESCRIBE HOW THIS CERTIFICATION/LICENSURE PERTAINS TO YOUR JOB:			
LOCATION OF ACTIVITY:			
COST OF ACTIVITY:	TRANSPORTATION ESTIMATED COST:	OTHER COST ASSOCIATED:	TOTAL FUNDS REQUESTED:

DATE(S):		LEAVE DATE:		RETURN DATE:
# OF PAID WORK DAYS/HOURS:		DOES THIS REQUIRE OVERNIGHT ACCOMMODATIONS? IF YES, HOW MANY NIGHTS?		
ARE THERE ANY OTHER MICHIGAN MEDICINE EMPLOYEE ATTENDING THIS CONFERENCE/EVENT?		DATE AND LOCATION OF EMPLOYEE'S PREVIOUS CONFERENCE ATTENDANCE (MOST RECENT):		
TO BE COMPLETED BY LEADERSHIP				
DATE REQUEST SUBMITTED:	DATE APPROVAL/DENIAL PROVIDED:	DATE STAFF INFORMED:	DATE UMMAP INFORMED:	DATE OF STAFF PRESENTATION TO ACU/ TEAM:
REQUEST APPROVED OR DENIED:			TOTAL EMPLOYEE FUNDS USED YTD: \$	EMPLOYEE'S FY ALLOCATION: \$
IF DENIED, STATE RATIONALE:				
SIGNATURE:				