

Labor Contract Between

**THE STATE OF NEBRASKA**

and

*The Health & Human Care Non-Professional Bargaining Unit*

*The Examining, Inspection and Licensing Bargaining Unit*

*The Health & Human Care Professional Bargaining Unit*

*The Engineering, Science & Resources Bargaining Unit*

*The Maintenance, Trades & Technical Bargaining Unit*

*The Social Services & Counseling Bargaining Unit*

*The Administrative Professional Bargaining Unit*

*The Administrative Support Bargaining Unit*

*The Protective Service Bargaining Unit*

represented by

**THE NEBRASKA ASSOCIATION OF PUBLIC EMPLOYEES**

**LOCAL 61**

**OF THE**

**AMERICAN FEDERATION OF**

**STATE, COUNTY AND MUNICIPAL EMPLOYEES**

**(NAPE/AFSCME)**

**July 1, 2011 through June 30, 2013**

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## ARTICLE 1 - PREAMBLE

1.1 This Contract made and entered into this 1<sup>st</sup> day of November, 2010, at Lincoln, Nebraska, pursuant to the provisions of Chapters 48 and 81, Reissue Revised Statutes of Nebraska, 1943 (R.R.S.) by and between the State of Nebraska (*hereinafter referred to as the Employer*) and the Nebraska Association of Public Employees, Local #61 of the American Federation of State, County, and Municipal Employees (*hereinafter referred to as the Union*), as representative of employees, except as modified by Article 2.2, employed by the State of Nebraska in classes assigned to the following bargaining units as certified by the Nebraska Commission of Industrial Relations (CIR):

Maintenance, Trades and Technical (M)	Administrative Professional (A)
Social Services and Counseling (C)	Administrative Support (S)
Health and Human Care/Non-Professional (I)	Protective Service (P)
Health and Human Care Professional (H)	Examining, Inspection & Licensing (X)
Engineering, Science and Resources (E)	

For purposes of the 2011-2013 Labor Contract between NAPE/AFSCME, Local 61 and the State of Nebraska, the agencies comprising the Department of Health and Human Services shall be treated as one agency.

1.2 This Contract supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and together with any letters of understanding executed concurrently (or after) with this Contract constitutes the complete and entire agreement between the parties, and concludes collective bargaining over the issues contained herein.

1.3 The parties acknowledge that during the negotiations which resulted in this Contract, each had the right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Contract. Therefore, the Employer and the Union, for the duration of this Contract, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Contract. This Contract may only be amended during its term by the parties' mutual agreement in writing.

1.4 The Employer agrees that prior to making any change in terms and conditions of employment which are mandatory subjects of bargaining and not otherwise covered by this Contract, to meet and bargain with the Union in an attempt to reach an agreement. If no agreement is reached, the terms and conditions of employment shall not be altered, unless the Employer has a compelling need to change a term or condition of employment. When the Employer has a compelling need to change a term or condition of employment and no agreement has been reached through bargaining, the Employer may implement the change and the unresolved issue may by mutual agreement, at the time of the dispute, of the parties be submitted to final and binding arbitration. The losing party shall bear the cost of arbitration. Notwithstanding the above, the Union and the Employer reserve their rights to enforce this and any provision of the contract through the courts.

- 1.5 Newly established work rules or amendments to existing work rules shall be reduced to writing and furnished to the Union at least seven calendar days prior to the effective date of the rule. The Employer agrees to only establish or amend work rules in a reasonable manner. For purposes of this Article, work rules are defined as and limited to rules promulgated by the Employer within its discretion which regulate the job related personal conduct of employees. Work rules shall not conflict with the terms of this Contract. Work rules shall be available, upon request, to bargaining unit employees. Upon request specified work rules will be provided to the Union.
- 1.6 The Employer, the Union, and the employees agree to treat each other professionally and with respect and dignity. Employees will be afforded the right of privacy when being counseled on performance issues.
- 1.7 In the spirit of continuing their harmonious and cooperative relationship, the Employer and the Union agree to implement and exercise the provisions of this contract in a fair and responsible manner.

## **ARTICLE 2 - RECOGNITION AND UNION SECURITY**

- 2.1 The Employer recognizes the Union as the exclusive collective bargaining agent for employees as certified by the Nebraska Commission of Industrial Relations (CIR) as set forth in Appendix A. The Employer will not during the life of this Agreement bargain with any group of employees or with any other employee organization with respect to terms and conditions of employment covered by this Agreement, which are considered to be mandatory subjects of collective bargaining.
- 2.2 The Employer and the Union agree that for purposes of administration, this Contract shall pertain to bargaining unit employees who occupy the position class titles set forth specifically in Appendix A, except for temporary employees and employees occupying positions identified as supervisory or confidential either as agreed upon by the Employer and the Union or as identified at any time by the Commission of Industrial Relations or court of proper jurisdiction.
- 2.3 In accordance with section 48-837 of the Nebraska State Statutes, employees shall have the right to join and participate in, or to refrain from joining and participating in the Union. There shall be no interference, restraint, or coercion by the Employer or the Union against any employee because of membership or non-membership in the Union, or for exercising their rights under this Contract.
- 2.4 The Employer shall notify the Union of newly created classes and classification title changes on a quarterly basis. If the parties are unable to reach agreement as to the inclusion or exclusion of new classifications from the bargaining unit, they shall submit such classifications to the CIR for unit clarification. Newly created titles shall be assigned to the appropriate bargaining unit by the State Personnel Division. The parties shall meet to negotiate placement of these titles if the Union does not agree with the State Personnel Division's placement. All new classification titles and specifications shall be supplied to the Union as soon as finalized, but no later than ten days prior to the meeting.

- 2.5 **Dues Deduction:** Upon receipt of a voluntary written individual authorization order from any of its employees covered by this Contract on forms provided by the Union, the Employer will deduct from the pay due such employee those dues required as the employee's membership dues in the Union. Employees may withdraw membership from the Union only during the month of June each year by notifying the Union in writing of their withdrawal. The Union will place the names of those withdrawing on the list of employees as described in 2.7 below.
- 2.6 Such order shall be effective only as to membership dues becoming due after the date of delivery of such authorization to the payroll office of the employing unit. Deductions shall be made only when the employee has sufficient earnings to cover deductions for social security, federal taxes, state taxes, retirement, health insurance, and life insurance. Deductions shall be in such amount as shall be certified to the Employer in writing by the authorized representative of the Union.
- 2.7 Upon receipt of a list of employees for whom dues deductions are to stop, certified to the Employer in writing by an authorized representative of the Union, the Employer will discontinue the automatic payroll dues deductions from such employees.
- 2.8 No other employee labor organization shall be granted or allowed to maintain payroll deduction for employees covered by this Contract.
- 2.9 The Employer shall submit to the Union a monthly "Agency Deduction Report" listing employees with Union dues deductions both in paper and in floppy disk format.
- 2.10 The Union shall indemnify the Employer and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the Employer for the purpose of complying with the provisions of section 2.5 through 2.9, and section 2.14.
- 2.11 **Bulletin Boards:** The Union shall be afforded space on accessible existing and new bulletin boards mutually agreed by the parties to be used for posting of general employee information.
- 2.12 Union Stewards, as defined in Article 6, whose names have been certified to the Employer in writing, may, during non-work time, post Union notices on such bulletin boards. Except in locations where stewards have been designated, the Union may also certify to the Employer certain bargaining unit employees, who shall be called Bulletin Board Representatives. Bulletin Board Representatives shall perform their sole function of posting Union information on bulletin boards on non-work time. Material to be placed on the bulletin boards shall be limited to notices of the Union's recreational, educational and social affairs, notices of Union elections, appointments and results of Union elections and notices of Union meetings. Notices not to exceed one typewritten page, meeting the criteria to be placed on bulletin boards, will be placed on a state authorized e-mail system, and sent to the appropriate users by the Employee Relations Division, when requested by the union. In situations where the notice is to be sent to a restricted group of users, the union will supply the Employee Relations Division with a list of such users and their State authorized e-mail address. No more than two notices per week shall be published in this manner unless additional notices are approved by the Employee

Relations Division. Employees may not respond to notices via any state authorized e-mail system. All notices other than those indicated above, shall be presented to the Agency Head and/or his/her Local Designee for approval. The agency shall provide notice of decision within one work day. Such notices, if approved, shall indicate both posting and removal dates. The Union will be responsible for posting and removal of all Union notices.

- 2.13 At the beginning of each quarter, the State will provide the Union with a floppy disk at the Union's expense and printed list containing the names, home mailing addresses, agencies, class titles, class codes, and work sites of all newly hired, transferred, demoted or promoted employees in the bargaining units. The Union will keep this list confidential.
- 2.14 At the beginning of each fiscal year, and thereafter on a monthly basis throughout the period of this agreement, the State shall provide the Union with a floppy disk at the Union's expense containing names, home mailing addresses, agencies, class codes, class titles, pay grades, annual salaries, work sites (by city and building), dates employed, and bargaining unit assignment of each employee in the bargaining units. At the beginning of each fiscal year the above detailed report shall also be provided in hard copy to the Union. The Union will keep this list confidential

### **ARTICLE 3 - MANAGEMENT RIGHTS**

- 3.1 It is understood and agreed that the Employer possesses the right to operate and direct the employees of the State and its various agencies to the extent that such rights do not violate its legal authority, and to the extent such rights are not modified by this Contract. These rights include, but are not limited to:
  - 3.2 The right to determine, effectuate and implement the State's budget, mission, goals, and objectives.
  - 3.3 The right to manage and supervise all operations and functions of the State.
  - 3.4 The right to establish, allocate, schedule, assign, modify, change and discontinue Agency operations, work shifts, and working hours.
  - 3.5 The right to establish, allocate, assign, or modify an employee's duties and responsibilities and the resulting classification of such duties and responsibilities.
  - 3.6 The right to establish, modify, change and discontinue work standards.
  - 3.7 The right to hire, examine, promote, train, transfer, assign, and retain employees; suspend, demote, discharge or take other disciplinary action against employees for just cause; and to relieve employees from duties due to lack of work or funds, or the employee's inability to physically perform his/her assigned duties after the Employer has attempted to accommodate the employee's disability.

- 3.8 The right to increase, reduce, change, modify and alter the composition and site of the work force.
- 3.9 The right to determine, and implement policies for the selection, training, and promotion of employees.
- 3.10 The right to create, establish, change, modify and discontinue any State function, operation or division.
- 3.11 The right to establish, implement, modify and change financial policies, accounting procedures, contract for goods and/or services, public relations and procedures and policies for the safety, health and protection of property, personnel or client interests.
- 3.12 The right to adopt, modify, change, enforce, or discontinue any existing rules, regulations, procedures or policies.
- 3.13 The right to determine and enforce employee quality and quantity standards.
- 3.14 The right to introduce new or improved methods, equipment, technology or facilities.
- 3.15 The right to develop alcohol and drug testing programs.

(Department of Correctional Services employees covered by this Contract see Appendix M for alcohol and drug testing provisions.)

(Department of Roads employees covered by this Contract see Appendix D for alcohol and drug testing provisions.)

#### **ARTICLE 4 - GRIEVANCE PROCEDURE**

- 4.1 A grievance is a written complaint alleging a violation involving the application and interpretation of the provisions of this labor contract.
- 4.2 A grievance shall contain a statement of the grievance by indicating the issue involved, the relief sought, the date the incident or violation took place, if known, and the specific section or sections of the Contract involved. The grievance shall be presented to the first level of supervision outside the bargaining unit and will be typed or printed legibly (on forms mutually agreed upon by the Employer and the Union, and **furnished by the Union**). The grievance form will state the name of the employee(s) authorizing the filing of the grievance and all grievances shall be signed by at least one aggrieved employee. An aggrieved employee shall have the right to a Union Representative appointed by the Union. Nothing contained herein shall prevent an aggrieved employee from filing a grievance on behalf of a class of similarly situated employees.
- 4.3 Any bargaining unit employee shall have the right to meet and resolve his/her individual complaint with the Employer.
- 4.4 Failure to file a grievance at any of the three steps within the established time limits shall cause the employee to forfeit grievance rights on the issue in question unless the Employer, in its discretion, extends the time limit. Should an employee fail to properly

file a grievance form, the first level of supervisor on duty and outside the bargaining unit shall notify grievant of such failure and stay the time limit for filing a grievance for no more than two additional work days beyond the day the supervisor informed the employee that the grievance had been improperly filed. Failure to answer a grievance shall be deemed a denial of the relief requested and the grievant may forward the grievance to the next step.

- 4.5 **STEP 1.** Within fifteen workdays of the occurrence of the grieved action (or from the day the employee should have known about the action) the employee shall present a formal written grievance (on the grievance form) to the first level of supervision outside the bargaining unit, by delivery of the grievance to an individual in the supervisor's office or through the U. S. Postal Service. In termination cases or in cases of mutual agreement between the parties, the original grievances shall be filed at Step 2.
- 4.6 If the first level supervisor on duty outside the bargaining unit is the person who made the decision causing the grievance, that supervisor on duty shall confer, unless the employee is unavailable, with the grievant either in person or by telephone, and prepare a written reply on the grievance form within ten (10) workdays of receiving the grievance. If the first level supervisor on duty outside the bargaining unit did not make the grieved decision, he/she shall note that fact on the form, sign it, and forward it to the person who made the decision within two (2) workdays, skipping any levels of intermediate supervision on duty. When the agency head is the decision maker and the first level supervisor has been by-passed, the agency head will issue a decision in fifteen (15) workdays from the agency head's receipt of the grievance.
- 4.7 The decision-maker shall confer, unless the employee is unavailable, with the grievant either in person or by telephone, then reply in writing on the grievance form (or an attachment) within ten (10) workdays of delivery of the grievance. The decision-maker shall be responsible for consulting with all necessary levels of supervision in preparation of his/her written response to the grievant.
- 4.8 **STEP 2.** If dissatisfied with the decision maker's reply, the grievant has ten workdays to appeal the decision to the Agency Head and/or his/her Designee by hand delivery of the grievance to an individual in the Agency Head's and/or his/her Designee's office, delivery by facsimile, or through the U.S. Postal Service.
- 4.9 The Agency Head or Designee shall confer, unless the employee is unavailable, with the grievant either in person or by telephone, and issue a decision within fifteen work days of receipt of the grievance. Telephone conferences shall only be conducted by mutual agreement of the parties.
- 4.10 **STEP 3.** Within fifteen workdays of receipt of the decision in Step 2, the grievant may appeal said decision through the Administrator of the DAS - Employee Relations Division, at which time the grievant will also provide a notice to the agency involved, of their Step 3 appeal. Delivery of the notice by facsimile shall be valid. At the time said appeal is filed, the grievant and/or representative and the Administrator of the DAS Employee Relations Division may mutually agree to submit the dispute to voluntary binding arbitration otherwise the dispute shall be submitted to the State Personnel Board as established by NEB. REV. STAT. 81-1318 - 1319 (Reissue 1987). The Administrator



of the DAS Employee Relations Division retains the discretion to order that individual cases be processed through the State Personnel Board procedure.

- 4.10.1 Cases in which the grievant chooses not to participate in voluntary binding arbitration shall be processed through the State Personnel Board procedure.
- 4.10.2 **MINI HEARING PROCESS.** When an appeal has been submitted to the Administrator of the DAS Employee Relations Division, and before a hearing officer/arbitrator is appointed, the Administrator of the DAS Employee Relations Division or his/her designee may confer with the Union representative, or grievant, if the grievant chooses not to be represented by NAPE/AFSCME or any other representative, and the Agency representative to discuss and attempt to informally resolve the grievance. Attempting to resolve the grievance does not mean that a conference/hearing must be held in all cases and that written narratives must be filed. The Administrator of the Employee Relations Division or his/her designee, may, prior to any conference or hearing being held, use telephone conferences, in person meetings, or written communications, as a means to gather information and to propose settlements to the parties. Any of these may be ex parte. Should the parties agree to a settlement prior to a conference/hearing being held, a note, signed by the parties, will be placed in the file indicating that the matter has been resolved. The note will provide a brief outline of the settlement. In cases where the grievant is not represented by the union, a union representative may attend the hearing and observe. A copy of the written decision shall be sent to the union. Cases pending at the third step which have not been assigned to a hearing officer or set for hearing shall proceed through this process. This conference (mini-hearing) shall be informal and the rules of evidence shall not apply. All exhibits that the Agency or Grievant want the Administrator of the DAS Employee Relations Division/Designee to consider must be received by the DAS Employee Relations Division and the opposing party a minimum of three days before the mini-hearing. If either party does not comply with this time limit, the Administrator of the DAS Employee Relations Division/ Designee may impose sanctions. Neither party may be represented by anyone licensed (active or inactive) to practice law in the State of Nebraska at this conference.
- 4.10.3 The Administrator of the DAS Employee Relations Division or his/her designee may request a conference with the parties to discuss resolution of the grievance and shall have the authority to interview witnesses or require documents and other items to be produced prior to the conference. In cases involving discipline, the agency shall present its case first and in all other cases the grievant shall present his/her case first. However, the intent of the parties is that the matter be considered at this step in an informal manner and be resolved as expeditiously as possible.
- 4.10.4 After the conference and a review of the grievance and other documents submitted by the parties, the Administrator of the DAS Employee Relations Division or his/her designee shall issue a written decision to the parties to reverse, modify or uphold the answer made by the Agency Head at Step 2. This decision shall be issued within 20 workdays of the conference and shall include a description of the events giving rise to the grievance and the rationale upon which the decision is made. If a written decision is not rendered within 20 workdays, either party may request the grievance be heard before the hearing officer/arbitrator, as appropriate. This decision shall not constitute a part of the appeal record if the matter is heard by an arbitrator or a hearing officer.

- 4.10.5 If either party is not satisfied with the decision made by the Administrator of the DAS Employee Relations Division or his/her designee, that party shall give notice that the appeal be heard by a hearing officer/arbitrator, depending upon which process the grievant has chosen or is required to follow, by filing a notice with the Administrator of the DAS Employee Relations Division in the office of the Employee Relations Division within 7 workdays of receipt of the decision from the Administrator of the DAS Employee Relations Division or his/her designee.
- 4.10.6 If notice is not received within the prescribed time frames, the decision of the Administrator of the DAS Employee Relations Division or his/her designee shall be considered final.
- 4.10.7 If a party appeals a grievance decision to the third step and fails to pursue the matter through the process, due to any of the following reasons: refuses or neglects to choose an arbitrator or hearing officer; refuses or neglects to sign the documents indicating the choice of hearing officer or arbitrator; or refuses or neglects to sign the documents promising payment to the hearing officer or arbitrator, the Administrator of the DAS Employee Relations Division shall notify such party, by first class U.S. Mail, of the omission and that if it is not corrected within 45 calendar days from the date of the letter, the grievance appeal shall be dismissed. If the omission is not corrected within 45 calendar days then the Administrator of the DAS Employee Relations Division shall dismiss the case.
- 4.10.8 **Voluntary and Binding Arbitration:** If the grievant chooses to submit the appeal to voluntary binding arbitration, he/she shall sign a waiver indicating he/she acknowledges that the decision of the arbitrator is final, except as provided in the Uniform Arbitration Act, and cannot be appealed. If the waiver is not filed within ten working days of the appeal being filed at Step 3, it shall be presumed that the grievant does not wish to participate in voluntary binding arbitration, and the appeal shall be processed through the State Personnel Board hearing process.
- 4.10.9 The arbitrator's scope of review shall be to determine whether or not term(s) of this Contract has/have been violated, and whether the Agency's action was taken in good faith and for cause. Arbitration hearings shall be informal and the rules of evidence shall not apply. The parties may be represented by attorneys in arbitration hearings. In cases involving discipline, the agency shall present its case first, and in all other cases the grievant shall present his/her case first. The decision of the arbitrator shall be final and may not be appealed. The arbitrator shall decide the grievance in question based upon the issues presented in the written grievance filed pursuant to the grievance procedure. The arbitrator may interpret relevant provisions of this Contract and apply them to the particular case presented to him/her, but the arbitrator shall have no authority to add to, subtract from, or in any way modify the terms of this Contract or any agreements made supplementary hereto. The arbitrator shall have the authority to order reinstatement and to award back pay. The fee and expenses of an arbitrator employed by the Administrator of the DAS Employee Relations Division shall be borne equally by the parties. Arbitrators shall be selected from lists developed and mutually agreed upon by the parties. If the parties cannot agree upon an arbitrator, a method of alternate striking of names shall be employed.

- 4.10.10 The Administrator of the DAS Employee Relations Division/designee shall have the authority to set time limitations for: the length of time within which an arbitrator must be chosen; the amount of time the parties will have to present their case (although each party will receive the same amount of time); the time within which a case must be heard after an arbitrator is appointed; the length of time that will be allowed for the parties to submit post hearing briefs; and the period of time after a hearing within which the arbitrator must enter his/her decision. Post hearing briefs shall not be allowed in any case unless the parties and the arbitrator are all in agreement as to the need for such briefs.
- 4.10.11 The decision of the arbitrator shall be made in writing within 60 calendar days of the conclusion of the hearing and shall include findings of fact and conclusions of law. The findings of fact shall consist of a concise statement of the conclusions upon each contested issue of fact. Parties to the proceeding and the DAS Employee Relations Division, shall receive a copy of the decision by first class U.S. Mail. The Arbitrator's decision will become public record upon submittal to the parties. If the arbitrator does not render a decision within 60 calendar days from the date the arbitration hearing concludes (the last day of the hearing or the date the last brief was received, whichever is later), a penalty of \$50 per day will be imposed and deducted from the arbitrator's fee for each day over 60 calendar days the decision is late, until the decision is received. This penalty may only be waived upon mutual agreement of the parties and the Administrator of the DAS Employee Relations Division.
- 4.10.12 **Hearing Officer/State Personnel Board Hearing:** The Board's scope of review shall be to determine whether or not term(s) of this Contract has/have been violated, and whether the Agency's action was taken in good faith and for cause. The Board shall decide the grievance in question based upon the issues presented in the written grievance filed pursuant to the grievance procedure. The Board may interpret relevant provisions of this Contract and apply them to the particular case presented to it, but the Board shall have no authority to add to, subtract from, or in any way modify the terms of this Contract or any agreements made supplementary hereto. The Board shall have the authority to order reinstatement and to award back pay. The fee and expenses of any hearing officer employed by the State Personnel Board shall be borne equally by the parties. In cases involving discipline, the agency shall present its case first and in all other cases the grievant shall present his/her case first. Hearing officers shall be selected from lists developed and mutually agreed upon by the parties. If the parties cannot agree upon a hearing officer, a method of alternate striking of names shall be employed.
- 4.10.13 The Administrator of the DAS Employee Relations Division/designee shall have the authority to set time limitations for: the length of time within which a hearing officer must be chosen; the amount of time the parties will have to present their case (although each party will receive the same amount of time); the time within which a case must be heard after a hearing officer is appointed; the length of time that will be allowed for the parties to submit post hearing briefs; and the period of time after a hearing within which the hearing officer must enter his/her decision. Post hearing briefs shall not be allowed in any case unless the parties and the hearing officer are all in agreement as to the need for such briefs. The recommended decision of the hearing officer shall be made in writing within 60 calendar days of the conclusion of the hearing and shall include findings of fact and conclusions of law. The findings of fact shall consist of a concise statement of the

conclusions upon each contested issue of fact. The DAS Employee Relations Division and NAPE/AFSCME, shall receive a copy of the decision by first class U.S. Mail. If the hearing officer does not render a recommended decision within 60 calendar days from the date the appeal hearing concludes (the last day of the hearing or the date the last brief was received, whichever is later), a penalty of \$50 per day will be imposed and deducted from the hearing officer's fee for each day over 60 calendar days the recommended decision is late, until the recommended decision is received. This penalty may only be waived upon mutual agreement of the parties and the Administrator of the DAS Employee Relations Division.

- 4.10.14 If either the grievant or the involved agency should choose to appeal the decision of the Personnel Board, the appeal shall be brought pursuant to the Nebraska Administrative Procedure Act.
- 4.11 **Discovery:** At any stage after a grievance is put into writing, the employee and/or the Agency has the right to request discovery relevant to the grievance. The employee and/or the Agency may take the deposition of any witnesses or the other party and may make requests for admissions, documents or interrogatories which are relevant to the grievance. Discovery requests not made pursuant to a timely and properly filed grievance will be returned to the requesting party without action, other than a statement of the reason for such return. In matters where subpoenas are requested prior to the matter being filed at the third step, the Employee Relations Administrator will have the authority to issue subpoenas.
- 4.12 Both parties must provide the other party and the arbitrator/hearing officer with a listing of all exhibits to be introduced at the hearing, a copy of each exhibit and a listing of individuals that the party plans to call as a witness in the arbitration/hearing five calendar days prior to the hearing.
- 4.13 Such requests and/or notice shall be addressed to the party from which the discovery is sought. Only discovery requests which are relevant or would lead to relevant evidence for the grievance will be granted; however, in no case will discovery be granted which seeks evidence which is recognized as privileged by the Courts of this State.
- 4.14 Discovery requests must be presented to the designated human resources representative/personnel contact and will be typed or printed legibly (on a form mutually agreed upon by the Employer and the Union). The form will note that objections to the discovery request(s) must be filed within 5 workdays of receipt, otherwise, information sought in the discovery must be provided within 10 workdays of receipt of request.
- 4.15 Either party may object to discovery requests. Objections to such requests must be made, in writing, to the Administrator of the DAS Employee Relations Division within five workdays of receipt of the request. The Administrator of the DAS Employee Relations Division, or his/her designee, shall meet with the representative of the employee (or with the employee if he/she is unrepresented) and a representative of the Agency in an attempt to reach agreement on the objection to the discovery request. Should the parties be unable to resolve the objection, the Administrator of the DAS Employee Relations Division or his/her designee shall enter a written decision as to whether the objection shall be granted or denied. Either party has 15 workdays to comply/respond to a

Decision/Order issued by the Administrator of the DAS Employee Relations Division, or an arbitrator, on an Objection to Discovery, unless the parties mutually agree to another date. If either party does not agree with the DAS Employee Relations Division Administrator's decision, such decision may be appealed to the arbitrator/hearing officer level within five work days of receiving the DAS Employee Relations Division Administrator's decision, and the matter will be heard by the arbitrator/hearing officer. If an arbitrator/hearing officer has not been appointed, the parties will choose one in an expeditious manner so that the objection to discovery may be resolved.

If the grievance is at Step 3, when the objection to discovery is made, and a hearing officer/arbitrator has already been appointed or the appeal is already scheduled to be heard by the State Personnel Board (Board), then the objections to discovery shall be made to the hearing officer or the Board/arbitrator, as appropriate, and the hearing officer or Board/arbitrator shall consider the matter and issue a decision by the same process and within the same time limits set out above for matters where the objection is submitted to the Administrator of the DAS Employee Relations Division.

Notwithstanding the above provisions, when an objection to discovery is made concerning the release of: employment applications, scoring devices, rankings of applicants, lists of criteria considered in filling a position, or applicant scoring sheets, the Administrator of the DAS Employee Relations Division or his/her designee shall have the authority to conduct a hearing and enter an order to resolve such objections. The Administrator of the DAS Employee Relations Division or his/her designee shall also have the authority to issue protective orders.

- 4.16 Within five (5) workdays of receipt of the discovery requests, the requesting party shall notify the answering party of any failure on the part of the answering party to properly respond to the request.
- 4.17 The failure to respond to any discovery requests may result in the answering party being denied the right to introduce the requested evidence during any Appeal hearing or other appropriate sanctions may be imposed.
- 4.18 Subpoenas (Hearing Officer/Board). If either party to a grievance hearing before the Personnel Board or designated representative wishes to use any individual as a witness in the presentation of their case, they may request the Personnel Board, through the Director of DAS State Personnel, to subpoena the attendance of the witness. Request forms for subpoenas are available in the DAS Employee Relations Division and must be submitted at least 8 calendar days prior to the hearing. Notice of less than eight calendar days shall not guarantee witness attendance. The requesting party or their representative is responsible to serve the subpoenas on the employee(s) sought to be a witness. The subpoenas are to be served on the employee at least four (4) workdays before the scheduled hearing. The Personnel Board or designated representative may limit the number of witnesses either party may call to testify, considering relevancy of proposed testimony and whether or not it would be repetitious. The cost of serving any subpoenas shall be paid by the requesting party. The parties shall not be required to serve subpoenas by the process set out in statute, but may serve them in person or by first class U.S. mail.
  - 4.18.1 Subpoenas (Arbitrators). If either party to a grievance hearing before an Arbitrator or designated representative wishes to use any individual as a witness in the presentation of

their case, they may request the Arbitrator to subpoena the attendance of the witness. Request forms for subpoenas are available through the arbitrator and must be submitted at least eight (8) calendar days prior to the hearing. Notice of less than eight (8) calendar days shall not guarantee employee attendance. The requesting party or their representative is responsible to serve the subpoenas on the employee(s) sought to be witnesses. The subpoenas are to be served on the employee at least four (4) workdays before the scheduled hearing. The arbitrator may limit the number of witnesses either party may call to testify, considering relevancy of proposed testimony and whether or not it would be repetitious. The cost of serving any subpoenas shall be paid by the requesting party. The parties shall not be required to serve subpoenas by the process set out in statute, but may serve them in person or by first class U.S. mail.

- 4.18.2 Employees who are subpoenaed to attend an appeal hearing or arbitration shall be granted time off from their assigned duties to appear and all hours in attendance shall be considered work time.
- 4.19 Any meeting held pursuant to the grievance procedure may be taped if the parties to said grievance mutually agree to the taping.
- 4.20 Agencies shall, upon receiving a written request from the grievant or his/her representative, provide to the grievant, at least two (2) workdays prior to the Step 1 and Step 2 meeting, an abstract of the Agency disciplinary records concerning the same or similar offenses and the type of punishment administered. This abstract shall only contain offenses committed by the bargaining unit members. The grievant or his/her representative must request said abstract at least eight work days prior to the third step hearing, and the abstract shall only consist of Agency disciplinary records concerning the same or similar offenses and the type of punishment administered for two years prior to the offense in question. The grievant and/or his/her representative shall only be given one abstract during each grievance process.
- 4.21 In all grievances where the Union is representing an employee, the employer shall not discuss the grievance with the employee without the Union present, unless the meeting is held at the employee's request.

## **ARTICLE 5 - LAYOFFS AND RESIGNATIONS**

- 5.1 The Agency shall decide when a layoff is necessary, and which classifications and positions will be affected.

Reasonable alternatives will be analyzed, reduced to writing and presented to the Union at the meeting provided for between the agency and the union at Section 5.2 prior to laying off any front line bargaining unit employee(s). These alternatives shall include:

- a. Eliminating unfilled, funded positions.
- b. Reducing layers of bureaucracy and re-directing resources to the front-line positions.
- c. Providing re-training/transfer opportunities within the agency.
- d. Reducing the work force by attrition.

- 5.2 Within three workdays of issuing the layoff notices to affected employees, the Agency shall meet with the Union regarding the layoff. An overall layoff plan shall be provided to the Union at least five work days prior to the meeting between the Union and the Agency. The Union agrees to keep such advance information confidential until affected employees receive layoff notice from the Agency.
- 5.3 Each employee affected by a layoff shall be provided as much advance written notice as feasible, but shall not be provided notice less than fifteen workdays prior to the effective date of the layoff except in circumstances beyond the control of the Agency, such as: revenue shortfalls, loss of federal funds, and natural disasters.
- 5.4 The layoff notice shall be provided to affected employees fifteen workdays prior to the date of layoff, and shall at a minimum include:
- a. the reason for the layoff;
  - b. the effective date of layoff;
  - c. the seniority list of bargaining unit members affected; and
  - d. bumping rights.
- 5.5 When a layoff occurs the following rules shall apply:
- a. The Agency shall identify the affected classifications, positions, and work locations, and shall establish bumping rights, which are limited by facility, and/or geographical area, and/or bargaining unit, and/or by Division and/or by total Agency in order to provide the most efficient continued operation of the Agency. Such bumping limitations must be specifically defined and pre-set in the Agency layoff plan. If no other options exist, then under Section 5.6.c.6 and 5.6.c.7 the employee may bump agencywide.
  - b. The order of layoff will be based on service anniversary date as adjusted for leaves of absence, layoffs, suspensions, unpaid leaves of more than 14 calendar days, except for military leave. Time spent as an intermittent or temporary employee is not counted. If both employees have the same service anniversary date then the tie shall be broken by lot.
  - c. If bumping to an occupied position, the person being displaced must be the least senior employee in that classification consistent with the identified bumping limitations at Section 5.5.a.
  - d. Bumping to a position assigned to a classification with a higher minimum rate of pay is not allowed unless the employee actually performed the duties of the higher level position and was reclassified to a position assigned to a classification with a lower rate of pay within the previous twenty-four months for other than disciplinary or voluntary reasons.
  - e. Bumping shall not take place between agencies.
  - f. Bumping shall be limited to positions covered by this contract except as determined otherwise by the Agency Head and/or his/her Designee.

- g. Non-bargaining unit employees shall not bump into positions in the bargaining unit. Employees not covered by these bargaining units who are subject to layoff due to an agency reorganization may fill vacant positions covered by this contract, only after these vacant positions are offered to bargaining unit employees subject to layoff.
- h. The agency plan may not layoff permanent employees in the affected classification(s) in the affected geographical area until all temporary employees, with the same funding source, within that classification and within 25 miles of the worksite have been released.

5.6 Subject to the limitations of the agency layoff plan, the rights of the laid off employee shall be in the following sequential order:

- a. If there is a vacant position in the same classification within 25 miles, the employee shall, if qualified, in order of seniority, be given the opportunity to select such a vacancy or exercise their bumping rights. If more than one vacancy exists in the same classification, the employee may choose which vacancy they want to fill. In no event shall an employee be required to accept a transfer or reassignment in excess of twenty-five miles from their current work location. Employees may, if qualified, voluntarily accept a vacant position of the same classification more than 25 miles away.
- b. In lieu of bumping, an employee may transfer to a vacant position of the same or lower minimum rate of pay which the employee is qualified to hold. If more than one vacancy exists in the same classification, the employee may choose which vacancy they want to fill. Affected bargaining unit employees with the highest seniority shall have first choice. The salary of the employee selecting transfer shall be set in accordance with section 5.7 of this Article. If two or more laid off employees have the same service anniversary date and elect to transfer to the same vacant position, this tie shall be broken by lot.
- c. In order to provide the most efficient continued operation of the Agency, if the employee does not transfer to a vacant position of a classification of the same or lower minimum rate of pay or if no vacancies exist, employees occupying positions designated for layoff and who elect to exercise his/her bumping rights shall, except in situations where specific job related factors are involved, bump employees with the least seniority in the following sequence:
  - 1. positions of the same classification; In any agency when two or more employees of the same classification are being laid off concurrently, the employee with the most state seniority shall have the first choice of the positions eligible to be bumped into, however, no employee shall be allowed to bump a more senior employee. The positions eligible to be bumped into shall equal the number of positions of the same classification in the agency which will remain occupied, or the total number of positions being reduced, whichever is the smaller number. The positions eligible to be bumped shall be the ones occupied by employees with the least state seniority.



2. positions within the same classification series assigned to a classification with a lower minimum rate of pay;
  3. positions within classifications the employee occupied within the previous 24 months of an equivalent or lower minimum rate of pay;
  4. positions within the same classification series as the employee occupied within the previous 24 months with a lower minimum rate of pay.
  5. positions assigned to a classification with a higher minimum rate of pay if the employee actually performed the duties of the higher level position and was reclassified to a position assigned to a classification with a lower minimum rate of pay within the previous 24 months for other than disciplinary or voluntary reasons.
  6. positions of the same classification at any Agency location occupied by an employee with the least seniority in that classification.
  7. positions of a lower classification in the same series at any Agency location occupied by an employee with the least seniority in that classification series.
  8. previously held positions in other agencies within the last 24 months if the employee's duties and responsibilities were reassigned from one agency to another agency.
- d. Agencies shall provide employees occupying positions designated for layoff seven calendar days to respond to bumping options.
- e. Employees who are bumped from their positions shall be able to exercise their rights as outlined in Section 5.6. The seniority of an employee shall be based on service anniversary date as defined in 5.5.b.
- 5.7 Employees bumping to a position with a lower minimum rate of pay in lieu of layoff shall, at the discretion of the Agency Head and/or his/her Designee, have their salary reduced in accordance with Section 11.9.
- 5.8 Employees or former employees who have been laid off are eligible for reinstatement to their previous classification or to a lower classification within the same series for 24 months after layoff. The right of reinstatement to the previous or lower classification with the same series means that any employee laid off shall be offered a vacant position with the same or lower minimum rate of pay in the same series from which he/she was laid off, provided he/she meets the minimum qualifications for the vacancy before a new employee may be hired or current employee promoted.
- 5.9 Any employee laid off shall be offered a position in the classification from which he/she was laid off, provided he/she meets the minimum qualifications for the position before a new employee may be hired for such position by the Agency if such opening becomes available within 24 months of the employee's layoff. If the employee was exempt from the current minimum qualifications for the position before the employee was laid off, the

employee shall be exempt from the current minimum qualifications for purposes of recall. Employees or former employees declining reinstatement to a position of a lower classification within the same series shall be given the opportunity to be reinstated to a position of their previous classification, if positions become available within the 24 month period.

- 5.10 Former employees who were laid off, or employees who transferred or bumped to another position in lieu of layoff, shall be reinstated in the reverse order from which they were laid off or transferred. The Agency shall maintain a list of laid off employees eligible for reinstatement.

The agency shall place employees on a re-call list for the classification from which they were laid off. Employees may designate that they do not wish to be recalled to positions located at work sites in excess of 25 miles of their original work site. Employees or former employees who decline to be recalled twice to their previous classification and location or not acting to notify the Agency Head and/or his/her Designee of acceptance or refusal shall be removed from the recall list and shall no longer have recall rights.

- 5.11 Those desiring to be reinstated shall, following notification by certified mail of the availability of a position, notify the Agency Head and/or his/her Designee in writing of the acceptance or refusal of the position within seven calendar days. It is the responsibility of the employee or former employee to inform the Agency of any change in address. Failure to receive notification of a position's availability because of an address change shall not cause the seven calendar day reply period to be lengthened.

- 5.12 Employees or former employees reinstated within 24 months to a position of their previous classification (held at the time of layoff) shall return at the same distance into the salary range the employee was at when he/she left State employment. Employees reinstated shall not be required to serve an original probationary period, unless this probationary period was not completed prior to layoff. In those instances where the employee was serving a probationary period upon layoff, the probationary period will be completed upon reinstatement.

- 5.13 The service date for reinstated employees shall be adjusted by the number of days in a non-paid status.

- 5.14 Employees reinstated during the 24 month period shall retain all previously accumulated sick leave, except that employees who have previously received payment for one-quarter of their sick leave balance shall start with a zero sick leave balance. Employees eligible for retirement who are laid off shall have the option to defer the payment of one-quarter of their sick leave account for up to 24 months. Should the laid off employee return to state employment within 24 months, the employee's sick leave balance and service date shall be reinstated (minus time in a non-pay status). Should the laid off employee not obtain further state employment at the end of the 24 month period, the agency from which they left shall pay them one-quarter of their sick leave account.

- 5.15 Layoff provisions do not apply to voluntary or involuntary furloughs of less than a total of thirty (30) work days, within a six month period. In cases of involuntary furlough, employees will be furloughed starting with the least senior employees within

classification of the affected program area and work unit. In order for this to be implemented, the Governor shall approve all furloughs.

- 5.16 Furlough is defined as placing an employee in a temporary non-duty, non-pay status because of the lack of funds. An intermittent furlough is a furlough action in which the non-duty, non-pay status occurs discontinuously over a period of time (e.g. one work day per month for a six month period) rather than consecutively.
- 5.17 Furloughs shall not adversely affect an employee's health insurance premium contributions and service anniversary date, nor shall leave earnings be prorated as a result of the furlough.
- 5.18 **Resignations.** To resign in good standing, an employee must give written notice to the Agency Head and/or his/her Designee at least ten workdays before separation unless the Agency Head and/or his/her Designee agrees to a shorter period. Employees providing less than ten days written notice prior to separation, may be considered as separated not in good standing.
- 5.19 The Employer agrees that it will not replace current employees, while they are employed by the State, with workfare clients or interns.
- 5.20 **State Re-employment Program.** When filling a position externally, agencies employing positions covered by this labor contract will ensure that priority consideration is given to laid-off State employees who have opted for participation in the State re-employment program. To be eligible, an employee must enroll in the program within 30 days of the effective date of the layoff. In order for a participant in the re-employment pool to receive priority consideration for State employment, the employee must apply for the position in question, which must be at the same or a lower minimum rate of pay than the employee's prior position, observing timeframes and guidelines identified in the job listing. Priority consideration shall mean offering employment to employees when the above criteria is met and the employee meets the minimum qualifications as identified in the job listing.
- 5.21 Employees accepting employment through the program may, at the Agency Head's discretion, be required to serve an original probationary period for any position which is secured utilizing priority consideration of the re-employment pool. The laid off employee shall remain in the State re-employment program until he/she is offered a permanent full-time or part-time position and accepts or declines the position. If the employee accepts the position and then does not complete original probation, the employee shall have the right, within 30 calendar days, to re-enroll in the State re-employment program one additional time. If the employee declines a permanent position after re-enrolling in the program, the employee will no longer be eligible to participate in the program.

## ARTICLE 6 - UNION REPRESENTATIVES

- 6.1 Employees selected by the Union to act as employee representatives shall be known as "stewards." The names of employees selected as officers and stewards, and the names of other official non-employee Union representatives (employees of the Union) who may

represent employees shall be certified in writing to the Employer and the Agency involved by the Union on July 1 of each year. The listing shall include the assigned area of Union responsibility for each steward. The Employer and the Agency involved shall be made aware of any changes in the above names and assignments as they occur. Management will be under no obligation to apply the provisions of this Section to any person not on this list.

- 6.2 Stewards shall be reasonably distributed throughout Agencies and shifts to allow proper support for employees. However, no two stewards may actively process the same grievance or any other matter at the same time. At the request of the Union a second non-compensated steward may observe for training purposes.

When there is no agency steward available at the employee's work location, the employee may, upon request, and with the mutual agreement of the agencies involved, be represented by the closest available steward in the employee's agency or a steward from another agency, if the steward from the other agency is closer than the one from the employee's agency.

- 6.3 **Union Staff Activity:** The Employer agrees that non-employee representatives of the Union (Union employees), provided they have been certified in writing to the Employer, and have first obtained permission from the Agency or its designated representatives (permission shall not be unreasonably denied), shall be allowed during working hours on the Employer's premises, with no harassment to:

- a. Post Union notices on designated bulletin board space as prescribed elsewhere in this Article (Stewards and/or Union officers may do so only during non-work time.);
- b. Meet with employees on non-work time, in non-work areas, including break time in non-work areas;
- c. Attend meetings scheduled as provided in the grievance procedure of this Contract;
- d. Consult with the Agency;
- e. Consult with local Union officers or stewards, after such employees receive permission from the first level of supervision outside the bargaining unit, concerning the enforcement of any provisions of this Contract and be provided a private meeting room, if requested, if available, and shall not be unreasonably denied. Such activities shall not interrupt the work of the Agency.

- 6.4 When requested by an employee, a steward may investigate any alleged grievance in his/her assigned area and assist in its presentation, unless another Union steward is performing this function. The steward shall be allowed up to twelve hours per month of paid work time, which shall include any travel time necessary, and to the extent possible, the use of vacation or compensatory time for this purpose with prior approval of the supervisor. The supervisor shall not unreasonably withhold approval. The steward or Union officer shall notify that supervisor upon return to work. The twelve hours per month is neither transferable nor cumulative, and shall be limited to the steward's normal work week. Stewards may use steward time for discussion of work rules per Section 1.5

with the agency personnel representatives and for management investigatory meetings per Section 10.6.

- 6.5 To the extent possible, all meetings relative to grievances shall be scheduled during or contiguous to the grievant's normal working hours.
- 6.6 Employees may discuss grievances and complaints with stewards for reasonable amounts of time during their regular work shift without loss of pay, providing that the supervisor has authorized the absence. The employee shall notify that supervisor upon return to work.
- 6.7 Union officers and stewards not to exceed two at any one time from any assigned area as identified in the Appendix and provided a forty-eight hours notice is presented in writing by the Secretary or the Chairman of the Union to, and is approved by the supervisor, will be granted leave of absence, accrued vacation or compensatory time, election of type of leave up to employee, for up to two workdays in order to attend Union business. Such leave shall not be unreasonably denied.
- 6.8 Bargaining unit employees who are the authorized delegates of the local Union, not to exceed one from each bargaining unit, to a State NAPE/AFSCME or International Union Convention, seminar, or other union activity, may, with approval of the Agency Head and/or his/her Designee, be granted a leave of absence, accrued vacation or compensatory time, election of type of leave up to employee for such purpose. Such leave shall not be unreasonably denied. Such leave shall not exceed fourteen calendar days during the term of this Contract.
- 6.9 The Employer agrees to include a Union orientation notice in the packet of material provided to new employees, such notice to be supplied voluntarily by the union. Upon a request from the Union, the Employer will provide an opportunity for a Union representative to meet with new employees for up to twenty (20) minutes at the close of the orientation session, or where orientation is not provided, to meet with new employees for up to twenty (20) minutes during the work day, in a non-work space normally used for employee meetings. Attendance by new employees at such meetings shall be voluntary. Stewards may use steward time for orientation when it occurs during their normal work time.

(Department of Roads employees covered by this Contract see Appendix D for orientation provisions.)

- 6.10 Notwithstanding the above, one employee from each bargaining unit covered by this contract may be granted a one-time leave of absence, as requested in writing by a certified Union official, and when such leave of absence does not cause undue hardship on the agency, to conduct official Union business. Such leave for purposes of this provision shall not exceed one year and shall not be unreasonably denied. Such leave shall not affect the service date.

## ARTICLE 7 - WORK SCHEDULE

- 7.1 **Work Schedules:** Work schedules are defined as an employee's assigned hours, days of the week, days off and shift rotations.

(Department of Health and Human Services employees covered by this Contract see Appendix C for work schedule provisions.)

(Department of Correctional Services employees covered by this Contract see Appendix M for work schedule provisions.)

- 7.2 The Employer shall provide ten work days written notice to the affected employees prior to making changes in their permanent work schedules, except when requested or agreed to by the Employee or in cases of emergency. (An emergency is defined as an unexpected, unforeseen or unanticipated event.) Non-permanent work schedule changes may be made by the Employer in order to respond to emergency staffing needs or in response to employee requests. At an employee's request, the reason for permanent change of schedule will be provided.

(Department of Correctional Services employees covered by this Contract see Appendix M for work schedule provisions.)

- 7.3 **Flex Time:** Agencies shall, where practicable, establish flex time work schedules for their employees. Such flex time work schedules shall guarantee the Employer's ability to provide services, to meet all workload demands as defined by the Employer, and to the extent practicable, meet employees' personal scheduling preferences. Approval of such requests shall not be unreasonably denied.

- 7.4 **Job Sharing:** Job sharing may be allowed by mutual agreement of the Agency Head and/or his/her Designee and the employees involved. The Employer will attempt to maintain job sharing arrangements in effect as of the effective date of this contract for as long as is practicable and both involved employees remain employed in their current positions.

- 7.5 **Meal Periods:** All employees shall be granted an unpaid meal period of at least thirty minutes in duration or at the Employer's discretion, a paid meal period in those situations where qualified relief is not available. Where practicable, the Employer will attempt to schedule the meal period at approximately the middle of each shift. Requests to adjust the schedule for a day which allows employees to work through a meal period may be approved in advance with mutual agreement between the worksite supervisor and bargaining unit employee.

(Department of Health and Human Services employees covered by this Contract see Appendix C for Meal Period provisions.)

- 7.6 **Rest Periods:** All employees shall be granted a fifteen minute rest period during each one-half shift (one half shift shall not be less than four hours). The rest period shall be scheduled at approximately the middle of each one-half shift. The Employer retains the right to respond to emergency situations by not allowing a rest period. Rest periods shall not be cumulative. Unless prior supervisory approval is given, rest periods shall not be taken before one hour after the employee arrives at work, nor one hour before the

employee leaves work. Rest periods are considered work time. The provisions of this section may not be used for the purpose of regular and routine denial of rest periods. The employees may discuss union business during rest periods in non-work areas.

(State Patrol Communication Specialists covered by this Contract see Appendix F for Rest Period provisions.)

(Department of Correctional Services employees covered by this Contract see Appendix M for Rest Period provisions.)

- 7.7 **Shift Differential:** Bargaining unit members on duty and working fifty percent or more of a shift between the hours of 6:00 p.m. and 6:00 a.m. shall receive sixty cents per hour shift differential for all hours worked on that shift.

For employees working 24 hours or longer continuous work periods, shift differential is not applicable.

(Department of Roads employees covered by this Contract see Appendix D for shift differential provisions.)

- 7.7.1 Shift differential for all direct care staff is as follows for the following classifications:

2<sup>nd</sup> and 3<sup>rd</sup> shifts weekdays \$1.00

1<sup>st</sup> shift weekends (Saturday and Sunday) and holidays \$1.25

2<sup>nd</sup> shift weekends (Saturday and Sunday) and holidays \$1.50

3<sup>rd</sup> shift weekends (Friday and Saturday) and holidays \$1.50

Developmental Specialist	Staff Care Technician I, II
Developmental Technician I, II	Food Service Aide
Mental Health Security Specialist I, II, III	Food Service Assistant
Psychiatric Specialist	Food Service Cook
Psychiatric Technician I, II	Licensed Practical Nurse
Staff Care Specialist	Youth Security Specialist I, II

Food Service Aides, Food Service Assistants, and Food Service Cooks who work between 6:00 p.m. and 6:00 a.m. shall receive shift differential at the second shift rates for all hours worked between those hours. Food Service Aides, Food Service Assistants, and Food Service Cooks who work at least three (3) consecutive hours and have any hours worked between the 6:00 p.m. and 6:00 a.m. time frame shall be guaranteed a minimum of three (3) hours of 2<sup>nd</sup> shift differential pay. For employees who start their shift between 6:00 p.m. and 6:00 a.m. and do not work three (3) consecutive hours, they will be paid 2<sup>nd</sup> shift differential for only the hours worked. As these employees do not work traditional shifts, the employing agency, in consultation with the union, shall designate the assigned shift of each food service position.

- 7.7.2 Shift differential for Registered Nurse is as follows:

2<sup>nd</sup> and 3<sup>rd</sup> shifts weekdays \$1.50

1<sup>st</sup> shift weekends (Saturday and Sunday) and holidays \$2.00

2<sup>nd</sup> shift weekends (Saturday and Sunday) and holidays \$2.50

3<sup>rd</sup> shift weekends (Friday and Saturday) and holidays \$2.50

7.8 **Call-Back Time/Call-In:** Employees eligible for overtime who are called back for duty or called in on the employee's day off will be guaranteed a minimum of two hours at the appropriate rate of pay. This provision shall not be construed so as to provide for additional compensation if the employee is recalled back for duty within the original two hour period, except that employees who are called back to work in excess of two hours will be paid for actual time worked. To qualify for call-in compensation, the time worked cannot be contiguous to the end of an employee's scheduled work shift.

7.9 **On Call/Standby Pay:** Employees eligible for overtime under this Agreement, and required to be on-call/standby status shall be compensated at the rate of 8% of the normal hourly rate of pay for each hour in such on-call/standby status.

On Call/Standby shall be defined as an employee who is not on the Employer's premises, but is on call and waiting for work, and the employee's personal activities are substantially restricted.

7.10 **Travel Time:** Employees who are required by the Employer to report to a work site other than that normally assigned or for the purpose of training, picking up tools, equipment, and/or uniforms and subsequently travel to a second work site, shall be in a paid status for time spent in traveling to and from work sites. Overtime eligible employees away from the work site shall be in a paid time status during times of travel or when performing work related duties.

7.11 **Mileage Reimbursement:** An employee will be reimbursed at the rate per mile set by the IRS for mileage allowance for Employer approved travel in the employee's personal vehicle for work related travel.

7.12 **Meal and Lodging Reimbursement:** Employees who are required to travel shall be compensated for meals and lodging according to what is reasonable and customary given the geographic location, as follows:

- a. Breakfast - When an employee leaves for overnight travel at or before 6:30 a.m., breakfast shall be reimbursed.
- b. Lunch - When an employee leaves for overnight travel at or before 11:00 a.m. or returns from overnight travel at or after 2:00 p.m., the noon meal shall be reimbursed.
- c. Supper - When an employee returns from overnight travel at or after 7:00 p.m., the evening meal shall be reimbursed.
- d. One-Day Travel - Breakfast shall be reimbursed when an employee leaves at or before 6:30 am. Lunch shall not be reimbursed. Supper shall be reimbursed when an employee returns at or after 7:00 pm.

The appropriate record keeping procedure for the proper reporting of travel expenses under this Agreement shall be consistent with the completion of the current State of Nebraska Accounting System Expense Reimbursement Document and the I.R.S. Code. The employee must adequately account, upon request from the Employer, for each separate expense, dates of travel, and the area of travel.



- 7.13 **Governor Appointed Committees:** When the Governor appoints an employee to serve on a committee, board or other body, time spent at meetings, and travel to and from meetings, of the committee, board or other body shall be considered hours worked. The employee shall not be reimbursed for time spent on other activities related to the committee when such time falls outside their normal work schedule.

## **ARTICLE 8 - ORIGINAL PROBATIONARY PERIOD**

- 8.1 All new hires and rehires shall be required to serve an original probationary period of six months from date of hire and shall be so notified. Employees who transfer from one Agency to another will not be required by the Agency Head and/or his/her Designee to serve another original probationary period. An employee shall be removed from original probation status on the day following the end of the original probationary period, unless notified in writing of extension or separation by the Agency Head and/or his/her Designee.
- 8.2 An employee who is transferred (promotion, demotion, lateral move, or move to a lower position) within an Agency or who transfers to another agency while serving an original probationary period may have his/her probationary period extended, or may be required to begin a new original probationary period of not less than six months, at the discretion of the Agency Head and/or his/her Designee.
- 8.3 An Agency Head and/or his/her Designee may extend the original probation of an employee for reasons of performance, transfer, promotion, and leave of absence for a period not to exceed a total of one calendar year from the date of hire or rehire.
- 8.4 The notification of extension shall be in writing and shall include the specific period of extension. In cases of extension for performance reasons the employee shall be provided specific performance improvement requirements.
- 8.5 Employees may be separated at any time during the original probationary period. Two weeks' notice of separation does not have to be given to original probationary employees; however, the Agency Head and/or his/her Designee shall notify the employee in writing of the date the separation is effective. Employees on original probation do not have grievance rights.

## **ARTICLE 9 - TRANSFERS, PROMOTIONS, AND FILLING VACANT POSITIONS**

- 9.1 Whenever a vacancy occurs in a position the Employer intends to fill in any bargaining unit, a notice of such vacancy shall be posted on bulletin boards, or electronic bulletin boards where used, normally used for communicating with bargaining unit employees in the Agency or specific facility in which the vacancy exists stating the job title, description, qualifications, shift, designated days off, and work area, date of availability, pay range, and closing date for applications. Exclusions to vacancy posting relating to specific agencies may be mutually agreed to in writing by the parties. The Employer shall make reasonable efforts to post vacancies internally at least one day prior to external advertisements. Upon posting employees may apply for the position in writing for a

period of not less than seven calendar days. The Employer shall fill job vacancies using factors of: a) knowledge, experience, and ability; b) any job related tests, and c) Agency affirmative action plans, and Veteran's preference, which shall be applied consistently among applicants. Where applicants rate substantially the same on such factors, permanent state employee applicants shall be selected, and where two state employee applicants rate substantially the same, the more senior employee shall be selected.

(Department of Roads employees covered by this Contract see Appendix D for vacancy posting provisions.)

(DHHS employees covered by this Contract see Appendix C for vacancy posting provisions.)

9.2 For purposes of this Article, a job will not be considered to have been vacant, if a qualified employee of the Agency is placed in the position, when such placement is the result of one of the situations listed below. Posting of a job opening does not waive the Agency's right to exercise the provisions of this section. Posting of jobs shall not be required when:

- a. the vacant position is filled by an employee displaced by layoff;
- b. the vacant position is filled due to the reasonable accommodation of an employee who has a qualifying disability according to the Americans with Disabilities Act;
- c. a position is reclassified and the employee remains in that position;
- d. the vacant position is filled by a bargaining unit employee receiving an appropriate disciplinary demotion.
- e. the vacant position is filled as a result of a grievance or litigation settlement, court order, State Personnel Board order, order of the Nebraska Equal Opportunity Commission, or the U.S. Equal Employment Opportunity Commission;
- f. In job sharing situations when it has been determined by management that positions occupied by two or more employees with part-time status are to be converted to a position with one full time employee, it should be first offered to the most senior employee occupying the position. If declined, management will offer the position to next senior employee and so forth. If all occupants decline full-time status, then the position will be filled through provision of 9.1 and current employees will be displaced.

9.3 No employee shall be transferred to a position assigned to a classification with a lower minimum rate of pay with no salary reduction and then promoted to a position assigned to a classification with a minimum rate of pay as high as that of the previously held classification with a salary increase within one year. Employees not selected for transfer or promotion shall be notified. Upon request, employees will be afforded the opportunity to meet and discuss what is needed to qualify for the position in the future.

9.3.1 Promotion and transfer of employees shall not change the employee's state seniority date (state seniority date is defined as the employee's service anniversary date as adjusted for leaves of absence, layoffs, suspensions, or unpaid leaves, of more than 14 calendar days).

9.4 **Promotional Probation:** A promoted employee may be placed on probation for a period of up to six months to determine his/her ability to perform the job (this is not another original probationary period when the promotion occurs within the same agency). An Agency Head and/or his/her Designee may extend the non-original probation of a promoted employee for reasons of performance, transfer, and leave of absence for a period not to exceed a total of one calendar year from the date of hire, rehire, transfer, or return from a leave of absence. If the promoted employee is not performing adequately in the new position during the promotional probationary period, the employee shall, if the position is still available, be reverted to the employee's previous position and pay rate or apply for any open position for which he/she is qualified to hold. The agency shall not be required to utilize the disciplinary process to revert an employee back to the employee's former position or a vacant position assigned to a classification having a minimum rate of pay equivalent to the former position. The Agency shall document efforts to provide the promoted employee with performance improvement counseling when utilizing this provision. Every reasonable effort shall be made to retain said employee.

9.5 **Transfers:** Except in cases where there are specific job knowledge elements/factors (business necessity) requiring the Employer to permanently transfer a specific employee, no employee shall be permanently transferred by the Agency unless volunteers are solicited from the affected work area and/or shift assignment. If two or more employees volunteer, the one with the most classification seniority, in the agency, shall be transferred. If no employee volunteers for permanent transfer, the Agency shall permanently transfer the employee with the least seniority in said classification from the affected work area and/or shift assignment. In the event of a tie in classification seniority, the employee with the least state seniority shall be transferred.

No employee shall, as a result of Agency action, suffer a loss in wages through transfer to a position of the same classification.

Permanent transfers shall be those excluding transfer to positions due to sickness, authorized leave or emergencies. It is understood that affected work areas shall not be unreasonably defined. Employees who do not accept a transfer of more than 50 miles from their current work location will be laid off under the provisions of Article 5.

9.6 **Moving Allowance:** With the prior approval of the Agency Head and/or his/her Designee concerning reimbursable costs, employees involuntarily transferred to a new job location fifty miles or more from the employee's old residence than the old residence was from the old job location shall be reimbursed for receipted moving expenses, as provided in the IRS guidelines. For the purposes of this section, promotions and the exercise of any bumping option shall be considered as a voluntary transfer. Notwithstanding the above, at the discretion of the Agency Head and/or his/her Designee, employees may be reimbursed for moving expenses.

9.6.1 If an employee, whose moving expenses (all or a part) have been paid, resigns within one calendar year of the move, the Agency Head and/or his/her Designee may require the employee to reimburse the Agency for a portion of the moving expenses, based on the length of time the employee worked after the move.

- 9.6.2 Employees who have been involuntarily transferred or have exercised bumping rights to another geographical location of the State shall be allowed up to twenty-four hours of time off with pay for the purpose of attending to their personal affairs in their present location and establishing their personal affairs in their new location. Such time off from work must be approved in advance by the Agency Head and/or his/her Designee.

## **ARTICLE 10 - DISCIPLINE OR INVESTIGATORY SUSPENSION**

- 10.1 An employee shall be disciplined in accordance with this labor contract. Discipline will be based upon just cause and will in no case be effective until the employee has received written notice of the allegations describing in detail the issue involved, the date the alleged violation took place, the specific section or sections of the contract or work rules involved, except in emergency or critical situations where oral notice shall suffice, and has had an opportunity to present justification of their actions at a prediscipline meeting. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the grievance procedure when it is in violation of the terms of this contract. The Employer shall not discipline an employee without just cause, recognizing and employing progressive discipline. When imposing progressive discipline, the nature and severity of the infraction shall be considered along with the history of discipline and performance contained in the employee's personnel file. *(Reference Section 22.7)*
- 10.2 **Reasons for Imposing Disciplinary Action** – Appropriate disciplinary action, subject to just cause as defined in Article 10, may be taken for any of the following offenses for violating reasonable agency work rules including those contained in agency policy and procedures manuals, legally promulgated rules and regulations, or for violating any provision of the NAPE/AFSCME and State of Nebraska Labor Contract:
- a. Violation of, or failure to comply with, the Labor Contract, State constitution or statute; an executive order; regulations, policies or procedures of the employing agency; or legally promulgated published rules.
  - b. Failure or refusal to comply with a lawful order or to accept a proper assignment from an authorized supervisor.
  - c. Inefficiency, incompetence or gross negligence in the performance of duties.
  - d. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcoholic beverage in the workplace or reporting for duty under the influence of alcohol and/or unlawful drugs. Use of a controlled substance by the employee as prescribed by his/her physician and/or other licensed health practitioner shall not be a violation.
  - e. Negligent or improper use of state property, equipment or funds, or conversion of state property. This includes transmitting threatening, obscene, or harassing material through the State's communication systems.
  - f. Bribery to gain, or attempt to gain, promotion, leave, or favorable assignment for individual benefit or advantage.

- g. Falsification or intentional omission of required information on the employment application/resume.
- h. Unauthorized use or abuse of any type of leave, meal or rest periods.
- i. Repeated tardiness or unauthorized leave, including unauthorized departure from the work area.
- j. Failure to maintain appropriate working relationships with the public, employees, supervisors, or managers while on the job or when performing job related functions.
- k. Failure to obtain and maintain a current license or certification required by law or agency standards as a condition of employment.
- l. Conviction of a felony.
- m. Acts or conduct which adversely affects the employee's performance and/or the employing agency's performance or function.
- n. Work place harassment based, in whole or in part, on race, color, sex, religion, age, disability or national origin, which manifests itself in the form of unwelcome comments, jokes, printed material and/or unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
- o. Display of materials and/or the utterance of offensive comments in the workplace that are derogatory towards a group or individual based upon race, gender, color, religion, disability, age or national origin.

**10.3 Investigatory Suspension or Reassignment.** When the Employer determines that an employee must be removed from a current work assignment pending the completion of an investigation by the Employer to determine if disciplinary action is warranted, the Employer may:

- a. reassign the employee to another work assignment at their current rate of pay until the investigation is completed.
- b. suspend the employee from work without pay for alleged violations involving a report or statement supporting the allegation of gross misconduct/negligence, or for actions which have brought the agency into non-compliance with governing state or federal laws/regulations, until the investigation is completed or until six work days have elapsed, whichever occurs first. In all other instances, except those outlined above and those described in 10.3.c, the suspension shall be with pay. The investigation may continue after the suspended employee returns to a paid status. If the employee is found not to have committed the violations alleged, the employee will be granted pay, benefits, leave, and service credit for the period of suspension.
- c. in cases where the employee has been charged in court with a felony, which is directly related to the workplace or which has the potential for significant impact on,

or disruption of, the workplace, the Employer may suspend the employee from work with or without pay until the charges are resolved.

(Department of Correctional Services employees covered by this Contract see Appendix M, Section M.15.1)

When the Employer has placed an employee on investigatory suspension, the Employer shall have thirty work days from the date of discovery of an infraction to initiate disciplinary action by serving a written notice of allegations on the employee except when the Employer is awaiting the results of an outside investigation. If no action is taken, disciplinary action is barred for that particular incident.

- 10.4 If evidence in an investigation shows that no disciplinary action should be taken, the Agency Head and/or his/her Designee shall insure that all documentation of the suspension is purged from the employee's personnel file.
- 10.5 Any meeting held pursuant to these provisions may be tape recorded if the parties so agree.
- 10.6 Upon request employees shall be allowed representation at investigatory meetings which have the potential to lead to discipline and pre-disciplinary meetings. However, representation shall not be allowed when the purpose of the meeting is solely to deliver the written notice of allegations. Unless otherwise agreed to, the employees are not entitled to representation at routine supervisory and/or nondisciplinary counseling conferences.
- 10.7 No employee shall receive disciplinary action or unpaid investigatory suspension based solely on the uncorroborated statements of inmates/forensic patients.
- 10.8 Notice of disciplinary charges being instituted and the imposition of disciplinary action shall only take place at the worksite or by letter, and bargaining unit employees' confidentiality shall be respected during investigation or disciplinary procedures.
- 10.9 In no case will an employee be charged with a disciplinary violation when the employee behavior it is based upon occurred more than one year prior to the initiation of the disciplinary process and has been known by the direct supervisor for more than one year.
- 10.10 Whenever the results of a predisciplinary hearing are forwarded to the Agency Head for resolution, the Director/Designee will respond within thirty (30) calendar days of receipt, except when the parties mutually agree to extend the time limit. If a response is not received within 30 calendar days, or the extended period if the time for response is extended, then the discipline recommended to the Agency Head/Designee shall be implemented.

## **ARTICLE 11 - WAGES**

- 11.1 The parties agree that pay increases and resulting salary levels must be developed by reviewing total compensation received by employees, including paid leave periods and Employer contributions to group benefit plans.

- 11.1.1 Nothing in this Agreement prevents the Employer from providing, in addition to the provisions of this Article, merit increases/bonuses to employees.
- 11.2 On July 1, 2011, all employees in each bargaining unit shall receive no salary increase.
- 11.3 On July 1, 2012, all employees in each bargaining unit shall receive a two percent (2%) salary increase to their annual full-time equivalent salary base.
- 11.4 **Pay Plan.** The minimum rate and maximum rate of pay for each classification in each bargaining unit will be established per the pay range assignments found in Appendix A.
- 11.5 On July 1, 2011, each salary rate of all classifications in each bargaining unit pay plan will remain the same as each classification was on June 30, 2011. (Appendix A, 2011-2013)
- 11.6 On July 1, 2012, each salary rate of all classifications in each bargaining unit pay plan will be adjusted upward by two percent (2%). (Appendix A, 2011-2013)
- 11.7 **Pay Periods.** Employees must be notified at least 90 calendar days in advance of changes to their respective pay period or payday. The Employer will make a good faith effort to minimize the impact to the employee of any change in pay period or payday.
- 11.8 **Promotions.** A bargaining unit member who is promoted to a classification with a higher minimum rate of pay shall have his/her salary increased by:

5% for promotions where the new classification's minimum rate of pay is equal to or greater than 7.5% but less than 15% above the minimum rate of pay of the classification which the employee occupied prior to promotion;

7.5% for promotions where the new classification's minimum rate of pay is equal to or greater than 15% but less than 22.5% above the minimum rate of pay of the classification which the employee occupied prior to promotion; or

10% for promotions where the new classification's minimum rate of pay is equal to or greater than 22.5% above the minimum rate of pay of the classification which the employee occupied prior to promotion.

The employee's salary shall be at least at the minimum rate of pay for the new classification. In no case, shall the employee be paid more than the maximum rate of pay of the new classification.

In the following three situations an exception to the above language will be made, that an employee shall receive a 5% pay increase to their base rate of pay: if the employee is promoted from Highway Maintenance Worker/Senior to Highway Maintenance Crew Chief; or promoted from Engineer I to Engineer II; or promoted from Environmental Engineer I to Environmental Engineer II. In no case shall the employee be paid more than the maximum rate of pay of the new classification.

11.9 **Demotions.** A bargaining unit member who is demoted, either voluntarily, or as a result of disciplinary action, from a classification with a higher minimum rate of pay to a classification with a lower minimum rate of pay, shall have his/her salary decreased by:

5% for demotions where the new classification's minimum rate of pay is at least 7.5% below but not more than 15 % below the minimum rate of pay of the classification which the employee occupied prior to demotion;

7.5% for demotions where the new classification's minimum rate of pay is at least 15% below but not more than 22.5% below the minimum rate of pay of the classification which the employee occupied prior to demotion; or

10% for demotions where the new classification's minimum rate of pay is at least 22.5% below the minimum rate of pay of the classification which the employee occupied prior to demotion.

Under no circumstances will the employee's salary be less than the minimum rate of pay of the new classification nor greater than 5% above the maximum rate of pay for the new classification. *(See Section 19.11 for salary adjustments for downward reclassifications.)*

11.10 A former employee may be rehired at a salary that is up to the same percentage into the range as their former classification.

11.11 The Director of State Personnel will forward in-grade hiring requests and in-grade salary adjustments to the Employee Relations Administrator. Such requests shall include, if applicable, similar salary adjustments for incumbent employees possessing the same job qualifications or unique job related factors. The Union and the Employee Relations Administrator will discuss these requests, meet concerning them if necessary, and in instances where both parties agree with the request, it will be implemented. The Union will respond to such requests within one and one-half work days of receipt of the request. In the event the parties are unable to reach an agreement in conjunction with such requests, the Employer shall have the ability to hire employees into the range and make appropriate equity adjustments to other employees in the same agency and classification. The Union shall be entitled to initiate a grievance on behalf of named adversely affected employees in the same agency and classification, at Step 3 of the process. The employee must sign the grievance, and the employee may withdraw his/her name from the grievance at any point during the process.

11.12 **Nurse Compensation.** Pay will be increased for nursing personnel in the classifications identified below by 2.5% for each year of nursing experience in the public sector or private sector up to a maximum of 10 years. Each employee's experience will be identified and the percentage increase will be calculated. The starting point for determining placement into the salary range is noted below next to the classification listed. New hires will be placed on the respective salary schedule according to the percentage calculated based on their experience starting with the hiring rate identified below. The maximums for each classification shall be those listed in the Pay Plans in Appendix A.



<b><u>Classifications Affected:</u></b>	<b><u>Salary 7-1-11</u></b>	<b><u>Salary 7-1-12</u></b>
LPN –	\$14.230	\$14.515
Registered Nurse –	\$19.000	\$19.380
Clinical Nurse Trainer –	\$23.029	\$23.490
Community Health Nurse/Senior –	\$19.955	\$20.354
Nursing Services Surveyor Consultant –	\$20.272	\$20.677
DHHS Nurse Consultant –	\$22.989	\$23.449
DHHS Program Specialist/RN –	\$23.029	\$23.449
DHHS Medicaid Nurse Consultant –	\$23.029	\$23.449
Health Program Manager (RN's only) - Professional & Occupational Licensing	\$21.358	\$21.785
Investigator, RN's only -	\$21.551	\$21.982
DHHS Payments Reviewer (LPN's only)	\$13.018	\$13.278
Training Coordinator (RN's only)	\$19.928	\$20.327

The initial hiring rates for these classifications will be the hourly amount noted above by each respective job title. The salary schedule for the LPN and Registered Nurse classifications reflects an 85.4% range from the minimum to the maximum. The above rates shall be considered in-grade hiring rates for all of the classifications listed except the LPN and the Registered Nurse, which have been placed on new pay ranges.

## **ARTICLE 12 - OVERTIME**

- 12.1 For the purposes of this Contract, an "overtime eligible" employee shall mean an employee who receives time and one-half compensation for overtime hours.
- 12.2 **Scheduling of Overtime:** The Employer will, as far as practicable, offer overtime on an equal basis by state seniority (state seniority date is defined as the employee's service anniversary date as adjusted for leaves of absence, layoffs, suspensions, or unpaid leaves, of more than 14 calendar days) among those included employees in that classification assigned to the work unit who normally perform the work involved.
- 12.3 The Employer may require employees to work overtime which may include evenings, weekends, and/or holidays. Overtime will be offered to volunteering employees within the classification and work unit, but where there is more than one volunteer, overtime shall be offered on a rotating basis beginning with the permanent employee with the most state seniority (state seniority date is defined as the employee's service anniversary date as adjusted for leaves of absence, layoffs, suspensions, or unpaid leaves, of more than 14 calendar days), although the Employer reserves the right to assign overtime to an employee based on immediate availability or special job qualifications, however, the assignment of overtime will not be done in a discriminatory manner. If there are no volunteers, then employees will be required to work overtime on a rotating basis beginning with the employee with the least state seniority (defined above). Except as provided above, refusal to work overtime will not be grounds for adverse action.

(Department of Health and Human Services employees covered by this Contract  
see Appendix C for Overtime provisions.)

(Department of Correctional Services employees covered by this Contract see Appendix M for Overtime provisions.)

- 12.4 For overtime purposes, an Agency Head and/or his/her Designee shall determine each employee's work week, which will consist of seven consecutive calendar days. The Union and the State concur that employees working in hospitals, nursing homes, or establishments for the sick, aged, or mentally ill or developmentally disabled, may be assigned a 14-day, 80 hour work period. The work period for employees, for overtime purposes, shall be determined by the Agency and shall be in compliance with the Fair Labor Standards Act and its exemptions.
- 12.5 Employees in classifications in bargaining units covered by this Labor Contract shall be eligible for time and one-half overtime compensation except for those classifications identified in Appendix A as exempt. Those classifications identified as exempt in Appendix A shall not be eligible for time and one-half overtime.

Notwithstanding the above, the parties shall meet and negotiate concerning additions and/or deletions to overtime status. The meeting shall be at the call of either party.

Employees determined to be ineligible for overtime under this agreement if entitled to overtime under the Fair Labor Standards Act (FLSA), shall be compensated at time and one-half for overtime hours worked.

- 12.6 Hours worked in excess of 40 per week must be authorized in advance by the Agency Head and/or his/her Designee. The Union and the State concur that for employees working in hospitals, nursing homes, or establishments for the sick, aged, or mentally ill or developmentally disabled, hours worked in excess of eight hours per day and in excess of 80 hours in a 14-day period must be authorized in advance by the agency head and/or his/her Designee, providing that the employees receive overtime compensation for work in excess of eight hours in any work day and in excess of 80 hours in such a 14-day period. Such authorization may be written or oral, but in any event, such approval shall be made a matter of written record by the Agency.
- 12.7 In the event of an emergency, or when it is not possible or practical to obtain prior approval for overtime work to be performed, the Agency Head and/or his/her Designee may approve the overtime in writing subsequent to the time the work was performed.
- 12.8 Employees eligible for overtime shall receive compensation at one and one-half times their hourly rate in the form of either pay or compensatory time off, at the employee's discretion, for hours worked in excess of forty hours in any work week (or 8 and 80 for hospital employees), except that the Employer maintains the ability to choose to pay cash at any time for overtime compensation obligations.
- a. The employee must indicate his/her choice of overtime compensation on the timesheet or on a required overtime approval form for the pay period during which the overtime was worked; the first overtime designation made during a pay period applies to the entire pay period;

- b. The employee may not carry more than 240 hours of compensatory time (160 hours x 1.5), except that members of the Protective Service Bargaining Unit at the Department of Correctional Services may be allowed to carry more than 480 hours of compensatory time (320 hours x 1.5) -- amounts over this limit must be taken in pay.

(Department of Health and Human Services employees covered by this Contract see Appendix C for Overtime provisions.)

(Department of Correctional Services employees covered by this Contract see Appendix M for Overtime provisions.)

- 12.9 For employees within all bargaining units, except the "E" Bargaining Unit, holidays shall be considered as work hours for overtime purposes. Leave time (vacation, sick, etc.) shall not be considered as hours worked. Hours actually worked on the employee's designated holiday shall not also be considered as hours worked for overtime purposes.

For "E" Bargaining Unit employees, holiday leave time shall not be considered as work hours for overtime purposes. Leave time (vacation, sick, etc.) shall not be considered as hours worked. Hours actually worked on the employee's designated holiday shall be considered as hours worked for overtime purposes.

- 12.10 Upon proper Agency authorization, up to two hundred and forty hours of compensatory time (not more than one hundred and sixty hours of actual overtime hours worked) may be accumulated by an employee. Time accumulated over the above noted amounts must be paid for at time and one-half rates. Payment of overtime shall be paid at the employee's current hourly rate, or at the average regular rate of pay for the final three years of employment, whichever is higher.

(Department of Health and Human Services employees covered by this Contract see Appendix C for Overtime provisions.)

(Commission on Law Enforcement and Criminal Justice employees covered by this Contract see Appendix G for Compensatory time provisions.)

- 12.11 Between December 25 and December 31 of each year, an employee may elect by notifying the Agency in writing, to receive payment for unused compensatory time accumulated during the prior State fiscal year. Compensatory time hours not paid shall be continued in the employee's compensatory time balance.

- 12.12 An employee shall be entitled to use compensatory time off upon request, except that the Employer may refuse such requests based on staffing requirements. However, staffing requirements shall not be a permanent reason to deny such request.

(Department of Health and Human Services employees covered by this Contract see Appendix C for Overtime provisions.)

- 12.13 Employees not eligible for time and one half overtime may, at the discretion of the Agency Head, receive up to straight time compensation in the form of pay or compensatory time off for extra hours worked. Those classifications now receiving straight time compensation in the form of pay or compensatory time shall continue to receive such during the term of this contract.

## ARTICLE 13 – INSURANCE

- 13.1 **Health Insurance:** For the duration of this Contract, the monthly Employer contribution toward any group health insurance option offered by the Employer shall be the amount equal to seventy-nine percent (79%) of the total premium cost of the plan, option, and coverage chosen by the bargaining unit member.

For purposes of this section, plan and option shall mean one of the choices of levels of medical and other benefits offered by a carrier. Coverage shall mean the rate categories of single, two-party, four-party, and family, as offered under any contract entered into for medical benefits.

The following deductibles, out-of-pocket maximums, coinsurance after deductible provisions, and prescription drug card provisions take effect each July 1.

Total Benefit Maximum - Unlimited

### 7-1-11 through 6-30-12

\$400 Annual deductible per person – In Network

\$800 Annual deductible per family – In Network

\$1400 Annual out-of-pocket maximum per person – In Network

\$2800 Annual out-of-pocket maximum per family – In Network

### 7-1-12 through 6-30-13

\$500 Annual deductible per person – In Network

\$1000 Annual deductible per family – In Network

\$1500 Annual out-of-pocket maximum per person – In Network

\$3000 Annual out-of-pocket maximum per family – In Network

80% coinsurance for most covered services after deductible – In Network

\$20 co-payment for doctor office visits only.

(The change in the co-payment for doctor office visits shall not change the manner in which ancillary costs are calculated.)

The plan shall include a three-tier formulary prescription drug card coverage with a:

\$10.00 co-payment per 30 day supply of generic drugs;

\$25.00 co-payment for a 30 day supply of formulary brand name drugs; and a

\$40.00 co-payment for a 30 day supply of non-formulary brand name drugs.

Mail order is available for long-term maintenance drugs for a 180 day supply with a:

\$35.00 co-payment for generic drugs;

\$100.00 co-payment for formulary brand name drugs; and a

\$150.00 co-payment for non-formulary brand name drugs.

In addition to the above, the Employer may offer different group health insurance plans. The Employer retains the discretion to arrange health insurance coverage through a health insurance exchange in accordance with the Patient Protection and Affordable Care Act.

- 13.2 Group health, dental, and vision insurance benefits, in addition to the employee assistance program, will be offered to retirees who retire on or after the effective date of this Contract until the age of sixty-five. The entire cost of such insurance and participation in the employee assistance program to be borne by the retiree.
- 13.3 **Life Insurance:** The Employer will provide a \$20,000 group life insurance policy for each full-time employee. The full cost will be borne solely by the Employer. Optional life insurance will be made available to bargaining unit employees at the employee's cost.  
  
(Department of Labor employees covered by this Contract see Appendix L)
- 13.4 **Dental Insurance:** The Employer agrees to offer group dental insurance to bargaining unit employees and their dependents, at employee cost.
- 13.5 **Long Term Disability Insurance:** The Employer agrees to offer group long term disability insurance for bargaining unit employees at employee cost.
- 13.6 **Vision:** The Employer agrees to offer group vision insurance to bargaining unit employees and their dependents, at employee cost.
- 13.7 A labor/management committee with equal numbers of participants from the employer and unions shall oversee the State's RFP process.

## **ARTICLE 14 - AUTHORIZED LEAVE**

- 14.1 **Holidays:** The following holidays, are compensated holidays for employees in all bargaining units, except the "E" Bargaining Unit, and are scheduled on the dates indicated below:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

(Educational Telecommunications Commission employees covered by this Contract see Appendix N for Holiday provisions.)

(Nebraska Military Department firefighters covered by this Contract see Appendix Q for Holiday provisions.)

All "E" Bargaining Unit employees will receive compensation for all above holidays except for Columbus Day.

- 14.2 **Holiday Leave for Part-time Employees:** Employees working part-time schedules shall receive paid time off for holidays on a pro-rated basis.
- 14.3 **Weekend Holidays:** When a holiday falls on the first day of an employee's weekend, it shall be observed on the preceding day. When a holiday falls on the second day of an employee's weekend, it shall be observed on the following day. A weekend is two consecutive days off, whether they be Saturday/Sunday, Tuesday/Wednesday, Friday/Saturday, etc.
- 14.4 **Work on a Holiday:** In addition to normal holiday pay, hours worked by an overtime eligible employee on the employee's designated holiday shall be compensated at 1.5 times their normal hourly rate of pay. All hours worked on the employee's designated holiday in excess of an employee's normally scheduled work day shall be compensated at two times the employee's normal hourly rate. (see Section 12.9)

(Department of Health and Human Services employees covered by this Contract see Appendix C for Holiday provisions.)

(Department of Roads employees covered by this Contract see Appendix D for Holiday provisions.)

- 14.5 **Vacation Leave:** Earning of vacation leave by bargaining unit employees begins immediately upon employment. Full-time employees in all bargaining units, except the "E" Bargaining Unit, earn vacation leave according to the following schedule based on their service anniversary date (Employees working part-time schedules shall earn vacation leave on a pro-rated basis):

1st year through 5th year .....	96 hours .....	12 days
6th year .....	120 hours .....	15 days
7th year .....	128 hours .....	16 days
8th year .....	136 hours .....	17 days
9th year .....	144 hours .....	18 days
10th year.....	152 hours .....	19 days
11th year.....	160 hours .....	20 days
12th year.....	168 hours .....	21 days
13th year.....	176 hours .....	22 days
14th year.....	184 hours .....	23 days
15th year.....	192 hours .....	24 days
16th year and more.....	200 hours .....	25 days

Full-time employees in the "E" Bargaining Unit, earn vacation leave according to the following schedule based on their service anniversary date (Employees working part-time schedules shall earn vacation leave on a pro-rated basis):

1 <sup>st</sup> year through 4 <sup>th</sup> year .....	106.7 hours .....	13.3 days
5 <sup>th</sup> year through 9 <sup>th</sup> year .....	122 hours .....	15.3 days
10 <sup>th</sup> year through 14 <sup>th</sup> year .....	144.7 hours .....	18.1 days
15 <sup>th</sup> year through 19 <sup>th</sup> year .....	164 hours .....	20.5 days
20 <sup>th</sup> year through 24 <sup>th</sup> year .....	170.7 hours .....	21.3 days
25 <sup>th</sup> year + .....	172.7 hours .....	21.6 days

See Section 14.15 for accrual rates for employees returning to work after a break of service of less than five calendar years.

- 14.6 **Scheduling Vacation Leave:** Vacation leave should be applied for in advance by the employee and may be used only when approved by the Agency Head and/or his/her Designee. Vacation leave may not be unreasonably denied or deferred so that the employee is deprived of vacation rights.

(Department of Health and Human Services employees covered by this Contract see Appendix C for Vacation Posting provisions.)

(Department of Correctional Services employees covered by this Contract see Appendix M for Vacation Posting provisions.)

- 14.7 **Balancing of Vacation Leave:** An employee's accumulated vacation time in excess of thirty-five days shall be forfeited as of the end of business on December 31st of each calendar year.

- 14.8 **Vacation Leave Payment:** Employees who leave employment shall be paid for any unused accumulated vacation leave earned, calculated on their base hourly rate. Pay for the unused accumulated vacation leave shall be in a lump sum addition to the employee's last paycheck.

- 14.9 **Catastrophic Illness Donation.** The provisions of this section are non-grievable. Employees may contribute accrued vacation leave or compensatory time to benefit another State employee in the same agency suffering from a catastrophic illness. Vacation/compensatory leave shall be donated in no less than four (4) hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated vacation/compensatory leave on forms provided by the Employer for this purpose. The agency shall transfer donated leave to the recipient's account on an as needed basis.

Donated Leave will be available only to employees who have exhausted their own paid leave through bona fide serious illness or accident. Donating employees must sign an authorization, including specifying the specific employee to be a recipient of the donation. Leave transferred will be converted to a dollar value and then converted to hours based on the recipient's hourly rate e.g., the leave donor's salary is \$6.00 per hour and the recipient's salary is \$12.00 per hour; thus a donor must transfer twice the amount of hours to achieve full conversion. No more than 1200 hours of donated leave may be received by an employee during a twelve month period.

Eligibility of Recipient:

1. Must be suffering a serious illness or injury resulting in a prolonged absence of at least thirty work days during the past six months.
2. Must produce satisfactory medical verification.
3. Must have completed original probation.

4. Must have exhausted all earned paid leave time including compensatory time off, sick leave and vacation leave.
5. Must not have offered anything of value in exchange for the donation.

Eligibility of Donor Employee:

1. Only four (4) hour increments of vacation/compensatory leave may be donated.
2. Must not have solicited nor accepted anything of value in exchange for the donation.
3. Must have remaining to his/her credit at least 40 hours of accrued vacation leave, if donating vacation leave.

14.10 **Sick Leave:** Full-time employees in all bargaining units, except the “E” Bargaining Unit, earn sick leave according to the following schedule (Employees working part-time schedules shall earn sick leave on a pro-rated basis):

1 <sup>st</sup> year through 5 <sup>th</sup> year.....	96 hours .....	12 days
6 <sup>th</sup> year through 15 <sup>th</sup> year .....	112 hours .....	14 days
16 <sup>th</sup> year and more.....	144 hours .....	18 days

Full-time “E” Bargaining Unit employees earn 14 days (112 hours) sick leave each year of employment. (Employees working part-time schedules shall earn sick leave on a pro-rated basis.) See Section 14.15 for accrual rates for employees returning to work after a break of service of less than five calendar years.

14.10.1 There shall be no maximum limit on accumulation of sick days except as provided in Section 14.14.

14.11 The following conditions are valid reasons that sick leave may be used:

- a. When an employee is unable to perform his/her duties because of sickness, disability, injury, or when an employee's presence at work jeopardizes the health of others by exposing them to a contagious disease. Pregnancy, post-natal recovery, and miscarriage, shall be treated as a temporary medical condition.
- b. When the illness, disability, injury, or major surgery of an immediate family member requires the employee's presence. The immediate family shall be considered as: spouse, children, parents, others bearing the same relationship to the employee's spouse, and any other individual for whom the employee is the legal guardian. At the Agency head's discretion, the definition of immediate family may be broadened.
- c. When an employee prescheduled medical, surgical, dental or optical examinations or treatment, or when the employee must seek emergency medical treatment.

14.11.1 Should an employee require hospitalization while on vacation, vacation leave shall be changed to sick leave, effective the date of hospitalization, upon application to the employee's immediate supervisor outside the bargaining unit. Upon such application, employees may be requested by the Agency Head/Designee to furnish proof of



hospitalization, if requested by the Agency Head/Designee. Further, vacation leave may, if approved by the Agency Head/Designee, be changed to sick leave upon submission of a physician's statement substantiating and verifying treatment of the employee.

- 14.12 **Request for Sick Leave:** Sick leave shall be requested in advance when possible. Such request shall be answered within 48 hours. In the case of illness, injury, emergency or any other absence not approved in advance, the employee should inform the first level of supervision outside the bargaining unit of the circumstances as soon as possible. An employee may be required to submit substantiating evidence when the reason for the leave request was a medical or dental appointment or when the Agency Head and/or his/her Designee suspects sick leave abuse. Substantiating evidence may be required if the sick leave absence exceeds three consecutive workdays.
- 14.13 Sick leave may be denied when the employee fails to substantiate the legitimate use of sick leave.
- 14.14 All sick leave shall be forfeited upon separation from employment, except that an employee age 55 or above, or of a younger age if the employee meets all criteria necessary to retire under the primary retirement plan covering his/her State employment, or at death, shall receive a one-time payment of one quarter of his/her accumulated sick leave not to exceed 60 days. An employee may only receive this payout once no matter how many times the employee is re-employed with the State. A retiree returning to state employment will begin earning vacation and sick leave at the beginning earning rate of a newly hired employee. (See Section 5.14 for employees who have been laid off for payment of sick leave.)
- 14.15 Employees returning to work on or after July 1, 2001, after a break in service of less than five calendar years shall have their accumulated unpaid sick leave balance reinstated, unless the employee previously received a payout of sick leave. The employee's service date shall be adjusted for the period of absence. The employee's vacation leave and sick leave earning rate will also be adjusted, and the new rate of earning will be based on the adjusted service date. Employees returning to work after a break in service of more than five calendar years shall start with a zero sick and vacation leave balance and shall be considered to be new employees for service date purposes, and shall earn vacation and sick leave at the beginning earning rate of a newly hired employee.

#### 14.16 **Family Leave**

- 14.16.1 **Eligibility.** Family Leave is unpaid time off from work. An employee must have at least twelve total months of service and at least 1250 hours of service in the previous twelve month period to be eligible for Family Leave. Temporary employment with the State of Nebraska counts toward an employee's eligibility. An employee can use paid vacation leave, accumulated compensatory time, or sick leave, if the requested sick leave meets conditions outlined in Section 14.11.a., b., or c., as part of their 12 weeks of Family Medical Leave if the employee should so choose.

#### 14.16.2 **Conditions for Using Family Leave.**

Unpaid Family Leave may be used for the following reasons:

- a. Because of the birth of a child of the employee.
- b. Because of the adoption or placement of a foster care child with the employee.
- c. In order to care for the serious health condition of the employee's spouse, child, or parent.
- d. Because of the serious health condition of the employee.
- e. Because of any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on 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.
- f. Because the employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12 month period to care for the service member. The leave described in this subsection f. shall only be available during a single 12 month period.

**NOTE:** Spouse does not include unmarried domestic partners. Child may include step-children, foster children, or certain other children having more than a short-term residence in the employee's home such as legal wards of the employee. Care for mother-in-law or father-in-law is not included. However, parent may include individuals other than natural or adoptive parents who served in a long-term parental role for the employee.

**NOTE:** Serious health conditions are defined as illness, injury, impairment, or physical or mental conditions that involve; (1) in-patient care, (2) absence from work, school or other regular daily activities for more than three calendar days and continuing treatment by a health care provider, or (3) continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, or prenatal care. Examples of serious health conditions include: heart attack, heart by-pass or valve operations, most cancers, back conditions requiring extensive therapy or surgery, strokes, severe respiratory conditions, spinal conditions, appendicitis, pneumonia, emphysema, severe arthritis, severe nervous disorders, need for prenatal care, severe morning sickness, childbirth, and recovery from childbirth. This does not include voluntary or cosmetic treatments, unless inpatient hospitalization is required.

14.16.3 **Certification of Serious Health Conditions.** When requesting Family Leave for serious health conditions, an employee must provide certification from a health care provider which includes:

- (1) the date on which the serious health condition commenced;
- (2) the probable duration of the condition;

- (3) any appropriate medical facts;
- (4) a statement containing specific information why the employee is needed to care for the child, spouse, or parent, **or**; a statement containing specific information why the employee is unable to perform the functions of the job;
- (5) if the leave is to be intermittent, a statement containing specific information concerning planned medical treatments, the expected dates and duration of treatment.

14.16.3.a **Medical Second Opinions.** The Agency may require a second opinion (the Agency's choice of health care provider) and must pay for the cost of the second opinion. If the second opinion differs from the first, a third opinion may be sought (from a mutually agreed upon health care provider, again, at the Agency's expense). The results of the third opinion are final.

14.16.4 **Notice of Intent to Use Family Leave.** A minimum of 30 days notice to the Agency must be provided by the employee before he or she may use Family Leave. Where 30 days notice is not foreseeable, notice must be given as early as possible.

14.16.5 **Family Leave Duration.** Unpaid Family Leave is limited to a total of twelve weeks within a twelve month period, starting with the date the employee first uses unpaid Family Leave, except that the leave under Section 14.16.2.f may be 26 weeks during a single 12-month period, but the leave provided under 14.16.2.e and 14.16.2.f cannot exceed a combined total of 26 weeks during a 12-month period.

14.16.6 **Family Leave Not Cumulative.** Family Leave cannot be carried forward beyond the twelve month period and banked for future use.

14.16.7 **Incremental Use of Family Leave.** With approval of the agency, Family Leave may be taken in increments with proper medical certification (federal law allows employees not eligible for overtime "exempt employees" to make incremental use of unpaid Family Leave without affecting their "salaried" status).

14.16.8 **Health Insurance while on Family Leave.** Employer health insurance contributions shall continue during an employee's unpaid Family Leave absence, provided the employee makes his/her required contribution. Employer contributions shall be based as if the employee had continued to work his/her normal schedule. When an employee does not return from Family Leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to Family Leave; or 2) other circumstances beyond the employee's control, the employee will be required to reimburse the State for the State's share of health insurance premiums paid on the employee's behalf during the Family Leave.

14.16.9 **Service Date Adjustments.** The employee's Service Date shall be adjusted when an unpaid absence due to Family Leave exceeds 14 consecutive calendar days.

14.16.10 **Family Leave Denials.** DAS Employee Relations Division shall be notified by the Agency of any requests for Family Leave which are denied.

- 14.17 **Bereavement Leave:** Up to five days of bereavement leave may be granted to employees upon request for death in the immediate family. For purposes of this section, immediate family shall mean spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of the employee and any other individual for whom the employee is the legal guardian. Step-persons bearing these relationships are included. At the Agency Head and/or his/her Designee's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member. Bereavement leave will not be unreasonably denied and will be consistently applied.
- 14.18 **Injury Leave:** All employees, except "E" Bargaining Unit employees, who are disabled as a result of a job-related injury or disease, which is deemed compensable by Worker's Compensation, may be granted injury leave not to exceed five of the employee's normal working shifts for any particular injury. A working shift is counted even if an employee is absent for any portion of their assigned shift. Disabled shall mean unable to perform the essential functions usually encountered in one's employment due either to an injury/disease or to treatment for an injury/disease.
- a. Any job related injury or disease shall be reported to the proper agency authority as soon as possible and the agency shall have the responsibility to supply all the necessary information to the Office of Risk Management.
  - b. No employee shall receive a salary (workers' compensation plus regular pay) in excess of his or her normal wage.
  - c. Health insurance with the appropriate employer contribution will be paid during an absence under workers' compensation after all accrued leave and compensatory time has been depleted.
- 14.19 **Military Leave:** Military leave shall be granted in accordance with applicable federal and state laws, and is limited to 120 hours a year, with no accumulation of unused leave carried over to the following calendar year. Such military leave may be taken in hourly increments. Employees who are members of the National Guard or Reserve shall provide their Unit Training Assembly (drill) schedule to their supervisor as soon as it is available from the Military Unit. Where practicable, the Agency shall allow the employee to flex his/her work schedule to accommodate Unit Training Assembly (drill) schedules.
- 14.20 **Civil Leave:** All employees shall be eligible for paid civil leave under the following conditions:
- a. **Jury Duty:** If an employee is called to serve as a juror, he/she shall be entitled to paid civil leave. Employees will return to work when not actually serving as a juror on a daily basis.
  - b. **Election Board Duty:** If an employee is appointed as a clerk, judge, or election inspector on an election or counting board, he/she shall be entitled to paid civil leave.

- c. **Voting Time:** All employees shall be allowed up to two paid hours for the purpose of voting provided the employee does not have sufficient time before or after regular duty hours to vote. The two hours authorized for voting does not apply to those employees who by reasons of their employment must vote by use of an absentee ballot.
- d. **Court Appearances:** Time spent by employees appearing in court as a function of their current or previous positions in state government shall be considered as hours worked. All witness fees and reimbursements received as a result of these court appearances shall be returned to the State.

Employees attending courts as a plaintiff, defendant or witness on non-work related matters, may use vacation leave or earned compensatory time. In the event the employee is subpoenaed for non-work related matters and does not have vacation leave or compensatory time the Agency Head and/or his/her Designee shall grant a leave of absence. Any witness fees paid to the employee for these court appearances shall be kept by the employee.

- e. **Disaster Relief Leave.** Employees who provide proof of their disaster relief volunteer certification with the American Red Cross may, with appropriate supervisory authorization, be granted paid civil leave not to exceed fifteen working days in each calendar year to participate in specialized disaster relief services in Nebraska for the American Red Cross, upon the request of the American Red Cross.

14.21 **Leave of Absence:** An Agency Head and/or his/her Designee may grant employees an unpaid leave of absence, not to exceed one year (except for military service and some worker's compensation cases), when such absences will not interfere with the best interest of the state. Under unusual circumstances this time may be extended by the Agency Head and/or his/her Designee. Written requests for leaves of absence will be considered for such things as temporary disabilities, educational purposes, or other uses. Medical leaves of absence shall not exceed six weeks unless approved by a physician. The leave of absence when granted, shall be in writing and detail the employment conditions that will be in effect at the end of the absence. Vacation leave shall not be required to be exhausted prior to such requests.

14.21.1 During the leave of absence, the temporarily vacated position may be filled by either employing a temporary employee or assigning another qualified employee to assume the duties of the position.

14.21.2 No leave benefits will accrue during a leave of absence

14.21.3 Sick and vacation earned but unused prior to leave of absence will be carried forward upon the employee's return.

14.21.4 The employee's service date shall be adjusted for non-pay absences in excess of fourteen calendar days, except when an employee is still eligible for worker's compensation payments.

- 14.22 **Adoption Leave:** Upon request, the mother of newly adopted children shall receive the same sick leave allowed to State employees who are new mothers by natural birth (generally six weeks) when adopting a child. Fathers of newly adopted children should receive leave on the same terms as fathers by natural birth.
- 14.23 **Leave for Part-time Employees:** All types of leave are granted in proportional amounts for part-time employees.
- 14.24 **Advancement of Vacation and Sick Leave:** Agency heads may advance vacation and sick leave to employees in an amount not to exceed a total of 80 hours (pro-rated for part-time employees). Employees shall reimburse the State for all used unearned vacation and sick leave upon separation or transfer.
- 14.25 In case of extreme weather conditions, Agencies shall be as lenient as possible in the approval of compensatory time or vacation leave time in accordance with the Governor's emergency weather policy.
- 14.26 All leave requests shall be responded to within two work days from receipt by their supervisor and/or designee.

#### **ARTICLE 15 - ANTI - DISCRIMINATION**

- 15.1 The provisions of this Agreement shall be applied to all employees in the bargaining units without discrimination as to protected age, sex, marital status, race, color, creed, national origin, handicap, or political affiliation. Each of the parties hereto recognize their individual responsibilities under this paragraph and agree to fulfill those responsibilities.

#### **ARTICLE 16 - SAVINGS CLAUSE**

- 16.1 If any provision of the Contract is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable statutes, all other provisions of the Contract shall remain in full force and effect for the duration of this Contract. The parties shall meet as soon as possible to agree on a substitute provision should any provision of this Contract be declared unlawful, unenforceable or not in accordance with applicable statutes. If the parties are unable to agree on a substitute provision within thirty days following commencement of the initial meeting, the provision becomes inoperative and the matter shall be postponed until contract negotiations are reopened.

## **ARTICLE 17 - PAY DURING TEMPORARY TRANSFER**

- 17.1 When any employee of the bargaining unit performs the duties of a position in a classification higher than the classification currently held by the employee, the employee shall receive a temporary pay increase to the hiring rate of the higher classification or an increase in accord with Section 11.8, whichever is higher, but in no case shall the employee receive a pay reduction. An employee will be deemed to be assigned such duties when the temporary transfer exceeds fifteen consecutive calendar days in a thirty day period. Any such pay increase will begin on the sixteenth day, shall be retroactive to the date of the temporary transfer, and shall end when the employee reverts to his/her previous classification.

(Department of Correctional Services employees covered by this Contract see Appendix M for Temporary Reassignment provisions.)

## **ARTICLE 18 - HEALTH AND SAFETY**

- 18.1 The Employer agrees to furnish and maintain in safe working condition tools and equipment required by the Employer to carry out the duties of each position. Employees are responsible for reporting any unsafe condition or practice. Employees are responsible for properly using and caring for the tools and equipment furnished by the Employer. Employees shall not use such tools and equipment for personal use. Refusal to work in an unsafe environment shall be a defense to disciplinary action.
- 18.2 Recognizing the intrinsic nature of each job performed in the State, the Employer agrees to provide a safe working environment. The Employer agrees to maintain all state facilities, buildings, grounds, and equipment in accordance with directions of the applicable federal and state agencies. The Employer agrees to comply with Neb. Rev. Stat. Section 48-443. In the event the building or worksite is leased from a county or other third party, it shall be the Employer's responsibility to pursue improvements that will make the worksite safe and healthy.
- 18.3 The Employer shall develop policies for addressing bomb threats, fire and weather emergencies, and evacuations; and agencies shall develop policies addressing violence in the workplace.
- 18.4 Employees will be provided with ongoing information, training, and supplies concerning exposures in the work place that could present a substantial health or safety risk.
- 18.5 Where employees are required by the Employer to wear uniforms and safety and protective clothing, see the appropriate Appendix to this Contract concerning the terms and conditions of issue, parameters of wear, replacement of the required uniforms, and maintenance of such uniforms.

(Department of Health and Human Services employees covered by this Contract see Appendix C for Uniforms provisions.)

(Department of Roads employees covered by this Contract see Appendix D for Health and Safety provisions.)

(Game and Parks Commission employees covered by this Contract see Appendix E for Uniforms provisions.)  
(Nebraska State Patrol employees covered by this Contract see Appendix F for Uniforms and Protective Clothing provisions.)  
(Commission on Law Enforcement and Criminal Justice employees covered by this Contract see Appendix G for Uniforms provisions.)  
(Department of Agriculture employees covered by this Contract see Appendix I for Protective Clothing provisions.)  
(Department of Environmental Quality employees covered by this Contract see Appendix J for Protective Clothing provisions.)  
(Department of Correctional Services employees covered by this Contract see Appendix M for Uniforms provisions.)  
(Department of Administrative Services employees covered by this Contract see Appendix P for Uniforms provisions.)  
(Nebraska Military Department employees covered by this Contract see Appendix Q for Uniforms provisions.)

- 18.6 The Employer agrees that bargaining unit employees may submit requests to the State Claims board.
- 18.7 All Employer-owned vehicles which are used by bargaining unit employees shall be equipped as required by law. All occupants of motor vehicles used in the course of employment are required to use seat belts. Bargaining unit employees shall not use portable radar detectors, or headphones while operating State owned motor vehicles. Employees operating State vehicles will use extreme caution if it is necessary to operate a cell phone while operating a motor vehicle.
- 18.8 **Employee Assistance Program:** The Employer shall maintain an Employee Assistance Program. Records concerning an employee's treatment for alcoholism, drug or stress-related problems shall remain separate from other personnel materials. All Employee Assistance records shall remain confidential.
- 18.9 Whenever an employee is required to perform duties which require working with or around hazardous chemicals, agents, or equipment, the employee shall receive necessary training and shall be provided necessary protective equipment and clothing. At a minimum the education and training must include:
- a. The location of toxic substances.
  - b. The names of the substances, including the generic or chemical name, as well as the trade or other commonly used names.
  - c. The acute and chronic effects of exposure to the hazardous substance, and any symptoms and effects of exposure.
  - d. The potential for flammability, explosion and reactivity of such substance.
  - e. Appropriate emergency treatment.
  - f. Proper conditions for safe use and exposure to such toxic substances.
  - g. Procedures for cleanup of leaks and spills of such substances.



- 18.10 For each hour of continuous and intensive VDT (video display terminal) use, employees shall be entitled to a five minute non-VDT use work assignment. All employees working in jobs which are subject to repetitive motion shall be afforded necessary information and training on how to prevent repetitive motion disease and injury.
- 18.11 The Agency shall request the Attorney General's office to provide legal counsel to employees sued for actions taken by them in the course and scope of their employment. The Agency shall in no way be held liable for damages, judgments, or legal fees arising out of cases in which the employee has refused State provided legal counsel and chosen Union, private or other legal services. When an employee is served with legal process relating to his/her job, the employee is responsible to seek legal help and shall notify the Agency's litigation contact person as soon as practicable.
- 18.12 Safety issues shall be a proper subject for any Labor-Management Committee meeting including the statewide Safety Committee coordinated through the Department of Administrative Services, Risk Management Division.
- 18.13 Possession of a firearm is forbidden in State work places by employees other than those who may be authorized in connection with official duties for the employer, and Game and Parks Commission employees who reside in State housing or who serve as Volunteer Hunter Education Instructors, and Aeronautics employees who reside on state airfields.
- 18.14 Use of a controlled substance or alcoholic beverage in the workplace or reporting for duty under the influence of alcohol and/or unlawful drugs is prohibited.

#### **ARTICLE 19 - CLASSIFICATION AND CLASSIFICATION APPEALS**

- 19.1 The Employer agrees to classify/reclassify positions based on the duties performed, the scope and level of responsibilities assigned, the nature and extent of supervision received and/or exercised, and the knowledge, abilities and skills required -- the end result being that all classifications/reclassifications shall be in balance with the classification for similar work being performed by other state employees. The Employer retains the right to assign and/or reassign work, which may affect the classification assignment of each position.
- 19.2 If an employee disagrees with his/her classification assignment, the employee may request a review of such assignment provided the position has not been reviewed by the Administrator of the DAS State Personnel Classification and Compensation Section in the previous twelve calendar months. Requests for review shall be submitted in writing to the Agency Director or Designee and shall contain the following:
- a. a current State Personnel Division job description questionnaire completed by the employee and signed by the first level supervisor outside the bargaining unit;
  - b. a concise and specific statement as to why the employee believes the current classification assignment is inappropriate and the specific reasons therefore; and

- c. a concise and specific statement of why the classification sought (which must be a currently existing classification) is appropriate, and the specific reasons therefore. Upon request from the employee, the Agency or DAS - State Personnel will consult with the employee concerning possible classifications to be listed as the classifications sought.
- 19.3 From the date of receipt of an employee classification request by the Agency Personnel Office or Designee, the Agency shall have forty-five work days to review and if necessary change the assignment of duties and responsibilities of a position. The Agency's review shall include a review of the submitted job description by the first level supervisor outside the bargaining unit who shall provide written remarks indicating agreement or disagreement with the contents of the submitted job description. After that review period of forty-five work days, the Agency shall not reassign work during the reclassification review. The Agency Head or Designee shall issue a written response advising the employee of the Agency's decision regarding accuracy of the description and any changes made in assigned job duties.
- 19.4 No position shall be classified or reclassified without written authorization of the Director of State Personnel.
- 19.5 Within fifteen work days after receipt of the Agency Head's or Designee's written decision on either a) an employee's review request, or b) an Employer initiated review, the employee, through the Agency Head or Designee, may forward the reclassification review request to the Administrator of the DAS State Personnel Classification and Compensation Section.
- The employee shall also include items a, b, and c of 19.2 above to be forwarded to the Administrator of the DAS State Personnel Classification and Compensation Section at this stage of an Employer initiated review.
- 19.6 The Administrator of the DAS State Personnel Classification and Compensation Section shall issue a decision in writing no later than fifteen work days from receipt of request, except in cases where State Personnel job description questionnaires or other relevant information must be collected from other employees, in which case the Administrator of the DAS State Personnel Classification and Compensation Section shall have up to forty-five work days from receipt of the request to issue a decision. The decision of the Administrator of the DAS State Personnel Classification and Compensation Section shall be implemented during the current or next pay period. An employee reclassified to a classification assigned to a lower minimum rate of pay may have his/her salary reduced by up to 2.5% for each 7.5% between the minimum rates of pay of the former classification and the new classification with the resulting pay not being more than 5% above the maximum of that classification during the current or next pay period.
- 19.7 Within fifteen work days from receipt of the decision of the Administrator of the DAS State Personnel Classification and Compensation Section, the employee may appeal the decision of the Administrator to the Classification Appeal Panel. This appeal may be initiated only if the action had an immediate adverse financial impact (reduction in salary) on the employee.

- 19.8 The Classification Appeal Panel shall be made up of five members, two chosen by the Chief Negotiator, and two chosen by the Union, and a fifth member chosen by the other four. In addition, the four members shall select an alternate fifth member to serve in the absence of the original fifth member. All members and alternates shall have education or experience concerning job evaluation techniques, such education and experience to be evaluated by members of the Panel themselves. All members shall undergo training provided by the State Personnel Division concerning Nebraska's classification system. The Union and the Employer shall each designate one alternate to serve as their representative on the Classification Appeal Panel when a regular member is unable to attend or when a regular member is unable to vote. All members shall serve for the duration of this Contract. The entire Panel may elect to hear classification appeals or the Panel may designate a minimum of three members to hear such appeals. The Panel members hearing the appeal shall have authority to make decisions without the need for the entire Panel's review or approval.
- 19.9 Rules of procedure regarding said appeals shall be developed by the Classification Appeal Panel. The function of the Classification Appeal Panel shall be to ensure classifications/reclassifications are in balance with the classification for similar work being performed by other state employees and that the issues raised by the appealing employee were taken into consideration. The review of the Classification Appeal Panel shall be limited to the issues raised by the appealing employee in the original appeal request. New issues shall not be allowed at this step of the review. The Classification Appeal Panel shall, when recommending overturning a decision of the Administrator of the DAS State Personnel Classification and Compensation Section, provide their findings, conclusions, and recommended decision to the State Personnel Director at the close of the meeting. The State Personnel Director will make the final decision.
- 19.10 The Classification Appeal Panel members shall be limited to a choice to either recommend upholding the decision of the Administrator of the DAS State Personnel Classification and Compensation Section, or to recommend granting the employee the reclassification sought.
- 19.11 Implementation of upward classification changes appealed to the Classification Appeal Panel will be effective the first day of the next full pay cycle following final determination by the DAS State Personnel Director. Implementation of appropriate pay increases shall be made retroactive to the date on which the employee's appeal to the Classification Appeal Panel was received by the Administrator of the DAS State Personnel Classification and Compensation Section. Pay increases for upward classification changes will be calculated in the same manner as provided in Section 11.8 for promotions. An employee reclassified to a classification assigned to a lower minimum rate of pay may have his/her pay reduced as provided in Section 19.6, effective the date of the determination by the Administrator of the DAS State Personnel Classification and Compensation Section, except that if the DAS State Personnel Director reverses such reclassification action, the employee shall revert to his/her former rate of pay and shall be awarded back pay for the time spent in the inappropriate lower classification.

- 19.12 When jobs are retitled or reclassified, and the core duties remain essentially the same, employees holding such positions before the position was retitled or reclassified, shall retain their classification seniority.

## **ARTICLE 20 - EMPLOYEE TRAINING AND EDUCATIONAL ACTIVITIES**

- 20.1 **Training:** The Employer agrees to maintain its continuing effort to provide employees with training necessary for the accomplishment of employees' assigned duties. Priority shall be given to immediate work requirements, when assigning employees to training activities. Employee seniority shall, be a factor considered when assigning employees to training activities related to less immediate work requirements.
- 20.2 The cost of training required by an Agency shall be paid by that Agency. An employee participating in required training shall be considered to be on work time.
- 20.3 **Tuition Assistance:** Bargaining unit employees can enroll in university or college, vocational technical school or extension courses. The course may be by correspondence or attendance at classes during non-working hours or during working hours with approval of the Agency Head and/or his/her Designee. Where practicable, in relation to work requirements, the Employer shall be liberal with the approval of requests for accrued/unused vacation leave, flex-time scheduling, compensatory time, or leave without pay for the purpose of enabling employees to attend classes conducted during an employee's regularly scheduled work hours.
- 20.4 Employees participating in this program shall, prior to class starting date, submit a "request for tuition assistance" form to the Agency Head and/or his/her Designee for approval. Financial assistance shall be for tuition only. Eligibility for tuition reimbursement requires a course grade of "C" or better, or pass for pass/fail courses.
- 20.5 The Employer may reimburse the employee for 50% to 100% of tuition for approved job, career related, or degree required courses. For employees with the same job title, and performing the same work, the determination shall be the same for the same or similar courses during the term of this Contract.
- 20.6 Employees eligible for other educational reimbursements through other governmental programs shall use these programs first. If the cost of an approved course is more than the amount available from other sources, the Employer may reimburse the employee for up to 100% of the difference for tuition costs only.
- 20.7 Employees who receive tuition assistance may be required to reimburse the Employer if they voluntarily leave their employment within one year of the course completion date. However, employees who are laid off or terminated by the Employer shall not be required to repay tuition assistance received.

## **ARTICLE 21 - LABOR/MANAGEMENT COMMITTEE**

- 21.1 The parties agree to the establishment of Labor/Management Committees.

- 21.2 The committees may be established on a regional, district, facility, department-wide or all bargaining unit basis with mutual agreement of the parties. Such requests shall not be unreasonably denied or delayed. The number of paid employees participating on behalf of the Union shall be three unless otherwise mutually agreed upon by the parties.
- 21.3 Issues taken to Facility/District/Regional Labor Management meetings shall be responded to within thirty working days. It is understood that some issues may take longer to establish policies and/or to implement. In these cases, Management shall respond with a decision as to their position on the issue or their intended course of action. A good faith effort shall be made to resolve issues at this level. If a satisfactory resolution cannot be reached within two attempts, then either party may call for a Department-wide Labor Management meeting.

## **ARTICLE 22 - PERSONNEL FILE INFORMATION**

- 22.1 With prior approval for absence from work from the first level of supervision outside the bargaining unit, an employee shall be allowed to inspect his/her personnel file during normal office hours or if feasible, at the employee's work site.
- 22.2 Upon receipt of written authorization from the employee, the Agency will allow another employee or designated representative to inspect their entire personnel file or payroll record maintained by the Agency.
- 22.3 Personnel files cannot be removed from the premises and all file reviews will be under the supervision of the Agency.
- 22.4 Except as needed to process grievances, the Agency will provide one copy of up to ten personnel file documents when requested by an employee during each year of this Contract.
- 22.5 An employee shall be notified in writing within ten work days of any non-routine information being placed in his/her personnel file.
- 22.6 An employee may include rebuttal documents of his/her choice in his/her personnel file.
- 22.7 At the request of the employee, records of disciplinary action shall be removed from the employee's personnel file after two years after the discipline was imposed, except in situations where the employee has been disciplined for workplace harassment, the records shall be removed from the file after four years at the employee's request.

## **ARTICLE 23 - NO STRIKE - NO LOCKOUT**

- 23.1 The Union and the Employer recognize and agree that the rendering of services to the citizens of the State cannot be withheld, interrupted, or discontinued, and that to do so could endanger the health, safety and welfare of the inhabitants thereof, as well as violate State Statute.
- 23.2 Neither the Union nor its agents or any employee, for any reason, will authorize, institute, aid, condone or engage in a slowdown, sympathy action, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the Employer.

- 23.3 Neither the Employer nor its agents for any reason shall authorize, institute, aid, or promote any lockout of employees covered by this Contract.
- 23.4 The Employer may discharge or discipline any employee who intentionally in concert violates the terms of this Article and any employee who fails to carry out his/her responsibilities under the terms of this Article.
- 23.5 Nothing contained herein shall preclude the Union or the Employer from obtaining whatever remedies may be available to the parties at law or in equity in the event of a violation of this Article.
- 23.6 The parties agree to comply with the provisions of Sections 48-802 and 48-821 R.R.S. Neb., which are recognized as applicable to the parties to this Contract.

#### **ARTICLE 24 - TERM OF CONTRACT**

- 24.1 The terms and conditions of this Contract shall continue in full force and effect commencing on July 1, 2011, and terminating on June 30, 2013, unless the parties mutually agree in writing to extend any or all of the terms of this Contract.
- 24.2 Negotiations for a new Contract shall be conducted in compliance with the provisions of the State Employees Collective Bargaining Act (Neb. Rev. Stat. Sections 81-1369 through 81-1390).
- 24.3 Activities preparatory for the commencement of bargaining shall be as follows:
- On September 1 of the year preceding the beginning of a period to be covered by the Contract, the Union shall submit a set of original Contract proposals to the Employer. On October 1 of the year preceding the beginning of a period to be covered by the Contract, the Employer shall submit a set of counter proposals to the Union. The parties shall commence bargaining on proposals on or before the second Wednesday in September.
- 24.3.1 In the event either party wishes to modify any of the Appendices to this contract, such party shall notify the other party by October 15 of the year preceding the beginning of a period to be covered by the Contract. The Union shall submit their Appendix proposal no later than October 30<sup>th</sup>, and the Employer shall respond to the Union proposal no later than November 10<sup>th</sup> of the year preceding the beginning of a period to be covered by the contract.
- 24.4 If no agreement is reached by December 1, unresolved issues shall be submitted to mediation.
- 24.5 The Employer shall pay up to one thousand hours of salaries for employee representatives on the Union bargaining team for time spent at the bargaining table. Time spent in agency specific appendix bargaining will be counted as time spent in labor-management committee meetings.

## ARTICLE 25 - MISCELLANEOUS

- 25.1 **Flexible Spending Account:** The Employer will provide an opportunity to employees to voluntarily participate in a flexible spending account, subject to Internal Revenue Service Code Section 125. Employees may choose to set aside an amount from their paychecks, which is not taxed. This money can be set aside only in a medical and/or dependent care account for payment of eligible expenses.
- 25.2 **Pay Range Assignments:** Recognizing that changes may occur in jobs during the term of this Contract due to technology, new programs, evolution of responsibilities, and in the interest of enabling employees to realize the prompt benefit of equitable pay at the earliest date possible, the parties agree to meet quarterly during the term of this Contract in an attempt to mutually agree upon such pay range re-assignments.
- 25.3 Employees exercising their rights under the Effectiveness in Government Act shall have those protections set out in Neb. Rev. Stat. Sec. 81-2701 to 81-2710.
- 25.4 **Tax Sheltered Parking.** The Employer will provide an opportunity to employees to voluntarily participate in a tax sheltered parking program, subject to Internal Revenue Service Code Section 132. The plan will apply to employees paying for parking at a state facility through payroll deduction, and will apply to employees paying for parking at a private facility through payroll deduction. The effect of this plan will be to reduce the amount of taxable income to employees meeting this criteria, as pre-tax dollars will be used to pay for employee parking payments.
- 25.5 Individual employee identification cards or badges – including electronic security pass cards – shall be replaced, at no cost to the employee when damaged due to normal wear and tear.

### CLASS CODE PREFIXES

**Listed below are the various prefixes to class codes within each Bargaining Unit:**

- A = ADMINISTRATIVE PROFESSIONAL BARGAINING UNIT  
C = SOCIAL SERVICES AND COUNSELING BARGAINING UNIT  
E = ENGINEERING, SCIENCE AND RESOURCES BARGAINING UNIT  
H = HEALTH AND HUMAN CARE PROFESSIONAL BARGAINING UNIT  
I = HEALTH AND HUMAN CARE NON-PROFESSIONAL BARGAINING UNIT  
M = MAINTENANCE, TRADES AND TECHNICAL BARGAINING UNIT  
P = PROTECTIVE SERVICE BARGAINING UNIT  
S = ADMINISTRATIVE SUPPORT BARGAINING UNIT  
X = EXAMINING, INSPECTION, AND LICENSING BARGAINING UNIT

**APPENDIX A****NAPE BARGAINING UNIT PAY RATES  
EFFECTIVE JULY 1, 2011 THROUGH JUNE 30, 2013**

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
<b>ADMINISTRATIVE PROFESSIONAL</b>						
A19211	Accountant I		14.713	20.966	15.007	21.385
A19212	Accountant II		17.002	24.227	17.342	24.712
A19213	Accountant III	E	19.648	27.998	20.041	28.558
A09121	Administrative Assistant I		13.857	20.069	14.134	20.470
A09122	Administrative Assistant II		16.013	23.191	16.333	23.655
A09123	Administrative Assistant III	E	18.505	26.801	18.875	27.337
A47460	Agriculture Promotion Coordinator	E	21.491	31.188	21.921	31.812
A47251	Agriculture Veterinary Field Officer I	E	23.103	33.524	23.565	34.194
A27111	Appraiser I		16.013	23.191	16.333	23.655
A27112	Appraiser II		18.505	26.801	18.875	27.337
A27113	Appraiser III		19.892	28.810	20.290	29.386
A33523	Artist Chief		15.420	22.202	15.728	22.646
A33512	Artist II		14.344	20.654	14.631	21.067
A31111	Attorney I	E	19.892	28.810	20.290	29.386
A31112	Attorney II	E	22.989	33.293	23.449	33.959
A21212	Auditor		17.498	24.929	17.848	25.428
A21213	Auditor Senior	E	20.221	28.810	20.625	29.386
A19330	Budget Analyst	E	20.827	29.678	21.244	30.272
A19311	Budget Officer I		15.817	22.536	16.133	22.987
A19312	Budget Officer II		18.276	26.043	18.642	26.564
A09211	Business Manager I		15.817	22.536	16.133	22.987
A09212	Business Manager II		18.276	26.043	18.642	26.564
A05311	Buyer I		15.908	22.804	16.226	23.260
A05312	Buyer II		18.385	26.351	18.753	26.878
A05313	Buyer III	E	21.246	30.453	21.671	31.062
A41240	Capitol Archivist		18.837	27.497	19.214	28.047
A68610	Civil Defense Radiological Systems Manager		17.213	25.292	17.557	25.798
A74610	Compliance Specialist		16.012	23.969	16.332	24.448
A39511	Conservator	E	18.837	27.497	19.214	28.047
A66711	Corrections Emergency Preparedness Response Specialist		16.013	23.529	16.333	24.000
A66610	Corrections Industries Sales Representative		14.896	21.573	15.194	22.004
A66862	Corrections Records Manager I		14.896	21.573	15.194	22.004
A39251	Curator I/Museum Collections		17.524	25.579	17.874	26.091
A39311	Curator/Anthropology		18.837	27.497	19.214	28.047
A74210	DHHS Policy/Regulation Coordinator		21.383	30.969	21.811	31.588
A74220	DHHS Program Performance Measurement Consultant	E	23.103	33.524	23.565	34.194



Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
A11920	DHHS Staff and Partnership Development System Consultant	E	23.103	33.524	23.565	34.194
A45240	Drinking Water Program Specialist		17.213	24.929	17.557	25.428
A49310	Economic Development Business Consultant		19.892	28.810	20.290	29.386
A49110	Economic Development Consultant		18.505	26.801	18.875	27.337
A49220	Economic Development Field Service Representative		18.505	26.801	18.875	27.337
A49280	Economic Development Financial Packager		19.892	28.810	20.290	29.386
A49140	Economic Development Job Training Consultant		18.505	26.801	18.875	27.337
A49610	Economic Development Patent Consultant		19.892	28.810	20.290	29.386
A13910	Economist		21.386	30.972	21.814	31.591
A68204	Emer. Mgt. Radiological Emer. Planning & Training Spec. I		21.384	31.420	21.812	32.048
A68205	Emer. Mgt. Radiological Emer. Planning & Training Spec. II		22.987	33.777	23.447	34.453
A68201	Emergency Management Planning Specialist		17.213	25.292	17.557	25.798
A68202	Emergency Management Program Specialist I		18.504	27.189	18.874	27.733
A68203	Emergency Management Program Specialist II		19.892	29.228	20.290	29.813
A17722	Equal Opportunity Commission Investigator I		14.896	21.573	15.194	22.004
A17723	Equal Opportunity Commission Investigator II		17.213	24.929	17.557	25.428
A17724	Equal Opportunity Commission Investigator III/Lead Worker		18.505	26.801	18.875	27.337
A35851	ETC/NET Producer		18.503	26.799	18.873	27.335
A19611	Federal Aid Administrator I		15.817	22.536	16.133	22.987
A19612	Federal Aid Administrator II		18.276	26.043	18.642	26.564
A19613	Federal Aid Administrator III	E	21.121	30.097	21.543	30.699
A19440	Federal Aid Compliance Specialist		22.705	32.354	23.159	33.001
A19920	Financial Assurance Coordinator		21.121	30.097	21.543	30.699
A21211	Fiscal Compliance Analyst		16.278	23.191	16.604	23.655
A86530	Forms Management Analyst		15.420	22.202	15.728	22.646
A19840	Health Financial Feasibility Analyst		18.276	26.043	18.642	26.564
A02202	Health Information Manager		19.992	29.012	20.392	29.592
A57412	Highway Agreements Specialist I		18.505	26.801	18.875	27.337
A57413	Highway Agreements Specialist II		19.892	28.810	20.290	29.386
A57411	Highway Agreements Technician		17.214	24.931	17.558	25.430
A17690	Highway Contracts Compliance Officer		14.896	21.573	15.194	22.004
A17800	Highway DBE Specialist		17.213	24.929	17.557	25.428
A31610	Highway Hearings Officer		21.386	30.972	21.814	31.591
A27400	Highway Local Liaison Coordinator		18.505	26.801	18.875	27.337
A21811	Highway Operational Analyst I		16.278	23.191	16.604	23.655
A21812	Highway Operational Analyst II		18.811	26.801	19.187	27.337
A27311	Highway Right Of Way Agent I		16.013	23.191	16.333	23.655
A27312	Highway Right Of Way Agent II		18.505	26.801	18.875	27.337
A27350	Highway Right of Way Local Liaison Coordinator		18.505	26.801	18.875	27.337
A55774	Highway Total Station Survey Coordinator		22.989	33.293	23.449	33.959
A57541	Highway Utilities Coordinator I		17.214	24.931	17.558	25.430

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
A57542	Highway Utilities Coordinator II		19.892	28.810	20.290	29.386
A13960	Historian/Research	E	21.770	31.776	22.205	32.412
A39380	Historical Society Program Associate		18.837	27.497	19.214	28.047
A07011	Information Technology Applications Developer		19.724	26.801	20.118	27.337
A07014	Information Technology Applications Developer/Lead	E	27.622	35.793	28.174	36.509
A07012	Information Technology Applications Developer/Senior	E	23.700	30.969	24.174	31.588
A07081	Information Technology Business Systems Analyst		20.541	27.919	20.952	28.477
A07082	Information Technology Business Systems Analyst/Coordinator	E	21.911	32.261	22.349	32.906
A07044	Information Technology Computer Operator/Lead		16.013	23.191	16.333	23.655
A07043	Information Technology Computer Operator/Senior		13.857	20.069	14.134	20.470
A07051	Information Technology Data/Database Analyst		19.724	28.387	20.118	28.955
A07054	Information Technology Data/Database Analyst/Lead	E	27.622	37.912	28.174	38.670
A07052	Information Technology Data/Database Analyst/Senior	E	23.700	32.802	24.174	33.458
A07061	Information Technology Help Desk Coordinator		16.267	23.191	16.592	23.655
A07062	Information Technology Help Desk Coordinator/Senior		19.724	26.801	20.118	27.337
A07072	Information Technology Infrastructure Support Analyst		19.724	26.801	20.118	27.337
A07074	Information Technology Infrastructure Support Analyst/Lead	E	27.622	35.793	28.174	36.509
A07073	Information Technology Infrastructure Support Analyst/Senior	E	23.700	30.969	24.174	31.588
A07071	Information Technology Infrastructure Support Technician		16.267	23.191	16.592	23.655
A07031	Information Technology Operations Analyst		19.724	27.919	20.118	28.477
A07032	Information Technology Operations Analyst/Senior	E	23.700	32.261	24.174	32.906
A07021	Information Technology Systems Programmer		19.724	27.218	20.118	27.762
A07024	Information Technology Systems Programmer/Lead	E	27.622	36.351	28.174	37.078
A07022	Information Technology Systems Programmer/Senior	E	23.700	31.452	24.174	32.081
A67730	Juvenile Services Program Specialist		19.992	29.012	20.392	29.592
A11611	Law Enforcement Instructor		18.505	27.701	18.875	28.255
A37113	Librarian		18.505	26.801	18.875	27.337
A37740	Librarian/Agency		13.857	20.069	14.134	20.470
A37750	Librarian/Corrections		16.013	23.191	16.333	23.655
A37114	Librarian/Senior	E	19.892	28.810	20.290	29.386
A09230	Military Contracts Officer		18.504	26.800	18.874	27.336
A31121	Paralegal I		17.214	24.931	17.558	25.430
A33710	Photography and Cinematographic Specialist		17.819	25.656	18.175	26.169
A39650	Preservation Associate		17.524	25.579	17.874	26.091
A05410	Procurement/Placement Specialist		18.385	26.351	18.753	26.878
A13120	Program Analyst		18.505	28.478	18.875	29.048
A27331	Property Assessment & Tax Appraiser Assistant I		13.857	20.069	14.134	20.470
A27332	Property Assessment & Tax Appraiser Assistant II		16.013	23.191	16.333	23.655
A27333	Property Assessment & Tax Appraiser I		18.505	26.801	18.875	27.337
A33122	Public Information Officer I		14.896	21.573	15.194	22.004
A33123	Public Information Officer II		17.213	24.929	17.557	25.428

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
A33124	Public Information Officer III	E	19.892	28.810	20.290	29.386
A33111	Public Information Technician		13.016	18.851	13.276	19.228
A35850	Radio Announcer/Producer		13.016	18.851	13.276	19.228
A35890	Radio Reporter/Producer		16.013	23.191	16.333	23.655
A13111	Research Analyst I		14.971	21.725	15.270	22.160
A13112	Research Analyst II		17.301	25.105	17.647	25.607
A17802	Retirement Specialist I		13.857	20.069	14.134	20.470
A17803	Retirement Specialist II		16.013	23.191	16.333	23.655
A13710	Revenue Economist	E	24.712	35.788	25.206	36.504
A29730	Revenue Lottery Accounts Manager	E	21.121	30.097	21.543	30.699
A29740	Revenue Lottery Products Manager	E	21.491	31.188	21.921	31.812
A29311	Revenue Property Tax Analyst I		14.896	21.582	15.194	22.014
A29312	Revenue Property Tax Analyst II		16.013	23.201	16.333	23.665
A27122	Revenue Property Tax Field Liaison		18.505	26.811	18.875	27.347
A27121	Revenue Property Tax Field Liaison Trainee		16.013	23.201	16.333	23.665
A29621	Revenue Tax Specialist		21.386	30.972	21.814	31.591
A29622	Revenue Tax Specialist Senior	E	24.712	35.788	25.206	36.504
A11330	Safety Coordinator		21.386	30.972	21.814	31.591
A11310	Safety Specialist		17.214	24.931	17.558	25.430
A35922	State Network Analyst		18.785	26.801	19.161	27.337
A35923	State Network Analyst/Senior	E	21.706	30.969	22.140	31.588
A35925	State Network Coordinator	E	28.040	35.793	28.601	36.509
A35921	State Network Technician		16.254	23.191	16.579	23.655
A13130	State Patrol Crime Analyst		16.939	24.931	17.278	25.430
A13251	Statistical Analyst I		14.971	21.725	15.270	22.160
A13252	Statistical Analyst II		17.301	25.105	17.647	25.607
A13253	Statistical Analyst III		19.992	29.012	20.392	29.592
A11124	Training Coordinator		18.505	27.701	18.875	28.255
A11130	Training Coordinator/RN		19.928	27.701	20.327	28.255
A11121	Training Instructor		14.896	22.298	15.194	22.744
A11122	Training Specialist I		17.213	25.767	17.557	26.282
A11123	Training Specialist II		18.505	27.701	18.875	28.255
A15211	Transportation Planner I		16.013	23.192	16.333	23.656
A15212	Transportation Planner II		18.505	26.801	18.875	27.337
A15213	Transportation Planner III		21.386	30.972	21.814	31.591
A90211	Veterans Affairs Service Officer I		14.896	21.573	15.194	22.004
A90212	Veterans Affairs Service Officer II		17.213	24.929	17.557	25.428
A13350	Vital Statistics Program Analyst		18.597	26.987	18.969	27.527
A11451	Vocational Teacher I		13.857	20.743	14.134	21.158
A11452	Vocational Teacher II		16.013	23.971	16.333	24.450
A11460	Vocational Training Coordinator		17.213	25.767	17.557	26.282

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
<b>SOCIAL SERVICES AND COUNSELING</b>						
C72860	Aged and Disabled Waiver Services Coordinator		14.896	21.938	15.194	22.377
C73970	Aging Services Ombudsman		17.689	26.617	18.043	27.149
C72342	Certified Master Social Worker		19.706	29.012	20.100	29.592
C72792	Chemical Dependency Counselor		16.013	23.191	16.333	23.655
C72791	Chemical Dependency Treatment Specialist		13.857	20.069	14.134	20.470
C72330	Child and Family Outcome Monitor		17.214	24.930	17.558	25.429
C72312	Child and Family Services Specialist		16.013	23.191	16.333	23.655
C72311	Child and Family Services Specialist Trainee		13.857	20.069	14.134	20.470
C73682	Child Support Enforcement Operations Specialist		16.013	23.191	16.333	23.655
C73681	Child Support Enforcement Worker		14.896	21.573	15.194	22.004
C72190	Community Support Specialist		17.130	24.809	17.473	25.305
C72490	Corrections D & E Case Manager		16.032	24.385	16.353	24.873
C66570	Corrections Extradition and Warrant Officer		16.032	24.385	16.353	24.873
C66512	Corrections Parole Officer/Senior		16.032	24.385	16.353	24.873
C76950	Developmental Disabilities Program Reviewer		16.456	24.761	16.785	25.256
C72831	Developmental Disabilities Service Coordinator		14.896	21.938	15.194	22.377
C73810	DHHS Advocate		17.689	26.617	18.043	27.149
C73240	DHHS Community Resource Development Specialist		16.013	23.191	16.333	23.655
C72230	DHHS Eligibility Technician		13.016	18.851	13.276	19.228
C73710	DHHS Food Distribution Coordinator		19.017	28.615	19.397	29.187
C73220	DHHS Permanency Planning Specialist		17.689	26.617	18.043	27.149
C73260	DHHS Program Coordinator	E	20.442	30.760	20.851	31.375
C73210	DHHS Program Specialist		19.017	28.615	19.397	29.187
C73310	DHHS Quality Control Specialist		15.307	23.034	15.613	23.495
C73231	DHHS Resource Developer		14.896	21.573	15.194	22.004
C72250	Disability Services Specialist		16.456	24.761	16.785	25.256
C78610	DPI Program Manager		19.892	29.297	20.290	29.883
C78810	DPI Program Specialist		18.505	27.254	18.875	27.799
C70410	Employment Services Program Specialist		19.017	28.615	19.397	29.187
C70120	Employment Specialist		14.708	20.781	15.002	21.197
C72111	Family Support Specialist		13.016	18.851	13.276	19.228
C73771	Foster Care Review Specialist		16.580	23.911	16.912	24.389
C72711	Hearing Impaired Field Representative I		13.857	20.069	14.134	20.470
C72712	Hearing Impaired Field Representative II		16.013	23.191	16.333	23.655
C72713	Hearing Impaired Field Representative III		17.213	24.929	17.557	25.428
C72690	Hearing Impaired Interpreter/Program Assistant		17.689	26.617	18.043	27.149
C72700	Hearing Impaired Interpreter/Program Coordinator		19.017	28.615	19.397	29.187
C72680	Hearing Impaired Mental Health Program Specialist		19.017	28.615	19.397	29.187
C70850	Job Training Program Coordinator		19.017	28.615	19.397	29.187

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
C70820	Job Training Program Monitor		15.307	23.034	15.613	23.495
C70830	Job Training Program Specialist		17.689	26.617	18.043	27.149
C72341	Master Social Worker		18.331	26.987	18.698	27.527
C73510	Medicaid Reviewer/RN		16.456	24.761	16.785	25.256
C73490	Medical Claims Investigator		16.456	24.761	16.785	25.256
C72180	Program Accuracy Specialist		17.689	26.617	18.043	27.149
C79920	Religious Coordinator	E	17.920	26.201	18.278	26.725
C72173	Social Services Lead Worker		16.013	23.192	16.333	23.656
C72171	Social Services Trainee		13.016	18.851	13.276	19.228
C72172	Social Services Worker		14.896	21.573	15.194	22.004
C72331	Social Worker I		14.757	21.725	15.052	22.160
C72332	Social Worker II		15.863	23.354	16.180	23.821
C69420	Unemployment Insurance Adjudicator		14.896	21.573	15.194	22.004
C69400	Unemployment Insurance Claims Specialist		13.016	18.851	13.276	19.228
C69411	Unemployment Insurance Field Representative		17.213	24.929	17.557	25.428
C69412	Unemployment Insurance Field Representative/Senior		18.505	26.801	18.875	27.337
C70140	Unemployment Insurance Program Resource Specialist		16.996	24.014	17.336	24.494
C72611	Visually Impaired Orientation Counselor I		14.896	21.573	15.194	22.004
C72612	Visually Impaired Orientation Counselor II		17.213	24.929	17.557	25.428
C72511	Vocational Rehabilitation Counselor I		14.896	21.573	15.194	22.004
C72512	Vocational Rehabilitation Counselor II		17.213	24.929	17.557	25.428
C70130	Workforce Coordinator		15.810	22.339	16.126	22.786
C72481	Youth Counselor I		14.998	21.643	15.298	22.076
C72482	Youth Counselor II		16.123	23.266	16.445	23.731

### Engineering, Science, and Resources

E82350	Agronomist		18.750	27.266	19.125	27.811
E55610	Architect	E	24.011	35.950	24.491	36.669
E59211	Aviation Specialist		19.205	28.723	19.589	29.297
E55640	Building Program Specialist		20.815	31.164	21.231	31.787
E53311	Chemist I		15.717	23.033	16.031	23.494
E53312	Chemist II		18.616	27.281	18.988	27.827
E53313	Chemist III		20.988	30.757	21.408	31.372
E35710	Communications Systems Coordinator		19.483	28.968	19.873	29.547
E35320	Educational Telecommunications Digital Television Senior Engineer		22.515	33.475	22.965	34.145
E35310	Educational Telecommunications Receive Systems Field Engineer		19.483	28.968	19.873	29.547
E35711	Educational Telecommunications Remote Technical Assistant Supervisor		18.981	28.998	19.361	29.578
E51210	Energy Conservation Program Coordinator		15.940	23.482	16.259	23.952
E51310	Energy Program Administrator		17.135	25.242	17.478	25.747
E51410	Energy Technical Advisor	E	22.883	33.710	23.341	34.384

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
E55311	Engineer I		21.264	28.968	21.689	29.547
E55312	Engineer II		21.264	31.139	21.689	31.762
E45411	Environmental Analyst I		15.940	23.482	16.259	23.952
E45412	Environmental Analyst II		18.420	27.136	18.788	27.679
E45150	Environmental Assistance Coordinator		19.801	29.170	20.197	29.753
E55511	Environmental Engineer I		21.264	28.968	21.689	29.547
E55512	Environmental Engineer II		22.003	32.716	22.443	33.370
E55513	Environmental Engineer III	E	25.428	37.807	25.937	38.563
E62560	Environmental Health Analyst		18.420	27.136	18.788	27.679
E45110	Environmental Quality Compliance Specialist		17.135	25.242	17.478	25.747
E45140	Environmental Quality Field Data Specialist		17.135	25.242	17.478	25.747
E45130	Environmental Quality Programs Specialist		19.801	29.170	20.197	29.753
E90810	Ethanol Project Manager		21.287	31.358	21.713	31.985
E55811	Facilities Construction Coordinator I		19.326	28.950	19.713	29.529
E55812	Facilities Construction Coordinator II		22.336	33.441	22.783	34.110
E82411	Game and Parks Assistant Horticulturist		16.225	23.594	16.550	24.066
E53411	Game and Parks Fish and Wildlife Biologist I		16.923	25.383	17.261	25.891
E53412	Game and Parks Fish and Wildlife Biologist II		19.555	29.331	19.946	29.918
E53440	Game and Parks Fish and Wildlife Specialist	E	24.293	36.438	24.779	37.167
E43510	Game and Parks Outdoor Education Specialist		23.404	33.895	23.872	34.573
E53430	Game and Parks Program Specialist		23.404	33.895	23.872	34.573
E43610	Game and Parks Recreation Planner		23.446	33.957	23.915	34.636
E43211	Game and Parks Superintendent I		16.303	23.610	16.629	24.082
E43212	Game and Parks Superintendent II		18.840	27.286	19.217	27.832
E53510	Geologist		20.572	30.658	20.983	31.271
E53530	Geologist/Groundwater		20.572	30.658	20.983	31.271
E57780	Highway Construction Scheduling Coordinator		23.198	34.617	23.662	35.309
E57760	Highway Cost Estimator		20.073	29.955	20.474	30.554
E45430	Highway Environmental Biologist		22.599	33.895	23.051	34.573
E45420	Highway Environmental Program Specialist		19.801	29.170	20.197	29.753
E57521	Highway Local Liaison Technician I		17.369	25.921	17.716	26.439
E57522	Highway Local Liaison Technician II		20.073	29.955	20.474	30.554
E57560	Highway Local Projects Coordinator		20.073	29.955	20.474	30.554
E57640	Highway Pavement Management Coordinator		23.198	34.617	23.662	35.309
E57750	Highway Plans and Specifications Reviewer		18.673	27.867	19.046	28.424
E57771	Highway Project Scheduling/Programming Analyst		20.073	29.955	20.474	30.554
E57772	Highway Project Scheduling/Programming Coordinator		23.198	34.617	23.662	35.309
E62570	Human Health and Ecological Risk Assessor	E	21.287	31.358	21.713	31.985
E45512	Integrated Water Management Analyst	E	22.883	33.710	23.341	34.384
E45410	Integrated Water Management Planner		18.420	27.136	18.788	27.679
E45511	Integrated Water Management Specialist	E	19.801	29.170	20.197	29.753

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
E55631	Interior Space Planner I		13.780	20.650	14.056	21.063
E55632	Interior Space Planner II		17.910	26.850	18.268	27.387
E55633	Interior Space Planner III		20.590	30.876	21.002	31.494
E53211	Laboratory Scientist I		16.223	23.943	16.547	24.422
E53212	Laboratory Scientist II		18.746	27.666	19.121	28.219
E55661	Landscape Architect		18.750	27.266	19.125	27.811
E55662	Landscape Architect Specialist		21.671	31.495	22.104	32.125
E53930	Metrologist		20.153	29.742	20.556	30.337
E15313	Natural Resources Planner Coordinator		22.307	32.992	22.753	33.652
E15312	Natural Resources Planner Technician		19.303	28.549	19.689	29.120
E45230	Natural Resources Program Specialist		21.597	32.006	22.029	32.646
E45211	Natural Resources Specialist I		16.174	23.969	16.497	24.448
E45212	Natural Resources Specialist II		18.688	27.697	19.062	28.251
E45213	Natural Resources Specialist III		21.597	32.006	22.029	32.646
E53851	State Patrol Forensic Scientist		21.771	31.190	22.206	31.814
E45310	Water Supply Specialist		20.092	29.774	20.494	30.369

### Health and Human Care Professional

H77023	Activity Specialist		14.893	21.432	15.191	21.861
H77611	Audiologist I	E	17.213	24.929	17.557	25.428
H77612	Audiologist II	E	19.892	28.810	20.290	29.386
H76271	Behavior Analyst		18.665	29.861	19.038	30.458
H76272	Board Certified Behavior Analyst	E	20.065	32.101	20.466	32.743
H75320	Clinical Nurse Trainer		23.029	30.972	23.490	31.591
H11521	Community Health Educator		18.505	26.625	18.875	27.158
H11522	Community Health Educator/Senior		21.386	30.769	21.814	31.384
H75512	Community Health Nurse		16.035	24.907	16.356	25.405
H75513	Community Health Nurse/Senior		19.955	28.783	20.354	29.359
H77812	Dental Hygienist		16.149	24.325	16.472	24.812
H74960	DHHS Managed Care Epidemiologist	E	28.525	43.970	29.096	44.849
H73580	DHHS Medicaid Nurse Consultant		23.029	30.972	23.490	31.591
H74650	DHHS Nurse Consultant	E	22.989	33.293	23.449	33.959
H73320	DHHS Program Specialist-RN		23.029	30.972	23.490	31.591
H80430	Dietetic Technician		14.911	21.595	15.209	22.027
H80410	Dietitian		17.231	24.956	17.576	25.455
H77511	Educational Therapist		16.149	24.325	16.472	24.812
H74851	Emergency Medical Services Specialist I		16.013	23.191	16.333	23.655
H74852	Emergency Medical Services Specialist II		17.213	24.929	17.557	25.428
H74932	Epidemiology Surveillance Coordinator	E	24.682	38.044	25.176	38.805
H13410	Health Data Coordinator	E	21.358	32.922	21.785	33.580

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
H74241	Health Program Manager I	E	21.358	32.922	21.785	33.580
H74230	Health Program Manager/RN	E	21.358	32.922	21.785	33.580
H74931	Health Surveillance Specialist	E	21.358	32.922	21.785	33.580
H76311	Human Services Treatment Specialist I		13.857	20.069	14.134	20.470
H76312	Human Services Treatment Specialist II		16.013	23.191	16.333	23.655
H76220	Interdisciplinary Team Leader/QDDP		16.093	24.226	16.415	24.711
H73560	Medicaid Program Manager	E	22.959	35.389	23.418	36.097
H74950	Medical Entomologist	E	26.536	40.901	27.067	41.719
H74910	Medical Programs Coordinator		14.878	22.934	15.176	23.393
H53720	Medical Radiographer		16.013	23.300	16.333	23.766
H72431	Mental Health Practitioner I		16.013	23.191	16.333	23.655
H72432	Mental Health Practitioner II	E	18.505	26.801	18.875	27.337
H77020	Music Therapist		14.893	21.432	15.191	21.861
H77312	Occupational Therapist	E	20.061	30.218	20.462	30.822
H77731	Pharmacist	E	24.712	35.788	25.206	36.504
H77740	Pharmacist/Clinical	E	28.560	41.363	29.131	42.190
H77113	Physical Therapist I	E	17.359	26.148	17.706	26.671
H77114	Physical Therapist II	E	20.061	30.218	20.462	30.822
H77112	Physical Therapy Assistant		13.974	21.050	14.253	21.471
H76812	Psychologist	E	21.383	30.969	21.811	31.588
H76811	Psychologist/Associate		17.213	24.929	17.557	25.428
H76815	Psychologist/Clinical	E	26.567	38.478	27.098	39.248
H80451	Public Health Nutritionist		18.523	26.826	18.893	27.363
H80452	Public Health Nutritionist, Senior		19.913	28.839	20.311	29.416
H62514	Radiological Health Physicist	E	21.383	31.114	21.811	31.736
H62511	Radiological Health Specialist I		13.857	20.163	14.134	20.566
H62512	Radiological Health Specialist II		17.213	25.047	17.557	25.548
H79824	Recreation Coordinator		16.010	23.038	16.330	23.499
H79823	Recreation Specialist		14.893	21.432	15.191	21.861
H75312	Registered Nurse		19.000	35.225	19.380	35.930
H77420	Respiratory Therapist		16.442	21.573	16.771	22.004
H77650	Speech Pathologist	E	19.892	28.810	20.290	29.386

### Health and Human Care Non-Professional

I77011	Activity Aide		11.168	16.095	11.391	16.417
I77012	Activity Assistant		12.907	18.601	13.165	18.973
I79510	Barber/Beautician		10.895	15.104	11.113	15.406
I77811	Dental Assistant		11.071	16.140	11.292	16.463
I77850	Dental Health Community Coordinator		15.741	22.947	16.056	23.406
I53660	Dental Laboratory Technician		18.191	26.517	18.555	27.047



Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
I76214	Developmental Specialist		13.565	19.384	13.836	19.772
I76211	Developmental Technician I		10.156	14.513	10.359	14.803
I76212	Developmental Technician II		11.737	16.772	11.972	17.107
I75210	Licensed Practical Nurse		14.230	26.383	14.515	26.911
I53730	Medical Technologist		14.787	21.558	15.083	21.989
I79680	Patient Services Representative		9.653	13.980	9.846	14.260
I77712	Pharmacy Inventory Technician		12.555	18.446	12.806	18.815
I77711	Pharmacy Technician		10.864	15.960	11.081	16.279
I77111	Physical Therapy Aide		11.168	16.095	11.391	16.417
I76113	Psychiatric Specialist		12.400	17.421	12.648	17.769
I76111	Psychiatric Technician I		9.982	14.024	10.182	14.304
I76112	Psychiatric Technician II		11.537	16.207	11.768	16.531
I79811	Recreation Aide		11.737	16.772	11.972	17.107
I79812	Recreation Assistant		13.565	19.384	13.836	19.772
I77410	Respiratory Care Technician		10.387	14.970	10.595	15.269
I75113	Staff Care Specialist		11.156	16.157	11.379	16.480
I75111	Staff Care Technician I		8.980	13.006	9.160	13.266
I75112	Staff Care Technician II		10.378	15.031	10.586	15.332
I72670	Vocational Rehabilitation Technician		13.565	19.384	13.836	19.772

### Maintenance, Trades and Technical

M53653	Agriculture Seed Analyst		14.063	19.817	14.344	20.213
M53654	Agriculture Senior Seed Analyst		14.971	21.099	15.270	21.521
M84710	Aircraft Mechanic		17.821	25.233	18.177	25.738
M65132	Airport Fire Fighter		14.896	21.573	15.194	22.004
M65133	Airport Fire Fighter Crew Chief		16.013	23.191	16.333	23.655
M65131	Airport Fire Fighter Trainee		13.016	18.851	13.276	19.228
M33511	Artist I		13.330	19.174	13.597	19.557
M37100	Audio Tape Duplication Coordinator		15.042	21.784	15.343	22.220
M84622	Automotive Mechanic I		10.941	15.360	11.160	15.667
M84623	Automotive Mechanic II		12.581	17.752	12.833	18.107
M84640	Automotive Technician		14.345	20.314	14.632	20.720
M84624	Automotive/Diesel Mechanic		14.397	20.314	14.685	20.720
M84625	Automotive/Diesel Mechanic Lead		15.477	21.836	15.787	22.273
M86311	Bindery Worker I		8.435	12.217	8.604	12.461
M86312	Bindery Worker II		11.264	16.313	11.489	16.639
M86313	Bindery Worker III		13.016	18.851	13.276	19.228
M35690	Communications Assistant		11.012	15.564	11.232	15.875
M86470	Composing Machine Operator		11.744	16.786	11.979	17.122
M66640	Corrections Industries Print Shop Operator		16.695	23.863	17.029	24.340

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
M66630	Corrections Industries Shop Operator		14.896	21.573	15.194	22.004
M79120	Corrections Laundry Operator		15.328	20.757	15.635	21.172
M05540	Corrections Warehouse Operator		15.908	22.804	16.226	23.260
M82121	Custodian/Housekeeper		9.067	13.132	9.248	13.395
M35112	Educational Telecommunications Engineer I		15.179	22.718	15.483	23.172
M35113	Educational Telecommunications Engineer II		16.317	24.420	16.643	24.908
M35120	Educational Telecommunications Field Engineer		18.855	28.220	19.232	28.784
M35130	Educational Telecommunications Field Technician		17.214	24.931	17.558	25.430
M35150	Educational Telecommunications Maintenance Engineer		20.271	30.338	20.676	30.945
M35160	Educational Telecommunications Satellite Maintenance Engineer		20.271	30.338	20.676	30.945
M35111	Educational Telecommunications Technician		13.994	20.268	14.274	20.673
M84210	Electrician		14.896	21.573	15.194	22.004
M84814	Electronics Design Specialist		17.214	24.931	17.558	25.430
M84852	Electronics Specialist Senior/Aviation Aids		19.892	28.810	20.290	29.386
M84851	Electronics Specialist/Aviation Aids		17.214	24.931	17.558	25.430
M84890	Electronics Specialist/Radiological Systems		17.214	24.931	17.558	25.430
M84801	Electronics Technician		13.994	20.268	14.274	20.673
M84803	Electronics Technician Leader		17.214	24.931	17.558	25.430
M84802	Electronics Technician/Senior		16.013	23.192	16.333	23.656
M55233	Engineering Associate		15.179	22.718	15.483	23.172
M55234	Engineering Associate/Senior		17.541	26.252	17.892	26.777
M84771	Equipment Technician I		13.994	20.268	14.274	20.673
M35101	ETC Communications Technician		15.042	21.784	15.343	22.220
M35102	ETC Communications Technician Senior		17.214	24.931	17.558	25.430
M84550	Facilities Management Systems Coordinator		19.892	28.810	20.290	29.386
M84160	Facility Maintenance Leader		14.896	21.573	15.194	22.004
M84150	Facility Maintenance Specialist		13.857	20.069	14.134	20.470
M84141	Facility Maintenance Technician I		9.747	14.115	9.942	14.397
M84142	Facility Maintenance Technician II		12.109	17.538	12.351	17.889
M80121	Food Service Aide		8.296	11.422	8.462	11.650
M80122	Food Service Assistant		9.586	13.198	9.778	13.462
M80123	Food Service Cook		10.305	14.186	10.511	14.470
M80124	Food Service Leader		11.079	15.251	11.301	15.556
M80210	Food Service Specialist		12.802	17.626	13.058	17.979
M43151	Game and Parks Conservation Technician I		12.109	17.537	12.351	17.888
M43152	Game and Parks Conservation Technician II		13.994	20.268	14.274	20.673
M43113	Game and Parks Park Worker III		9.069	13.133	9.250	13.396
M55700	Geodetic Survey Technician		16.013	22.545	16.333	22.996
M82271	Groundskeeper		10.572	14.513	10.783	14.803
M82272	Groundskeeper Leader		13.134	18.032	13.397	18.393
M85250	Heavy Equipment Mechanic/Operator		12.371	20.173	12.618	20.576

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
M55760	Highway Aerial Camera Operator		16.013	22.545	16.333	22.996
M55660	Highway Bridge Data Technician		17.214	24.931	17.558	25.430
M55653	Highway Bridge Designer I		18.505	26.801	18.875	27.337
M55654	Highway Bridge Designer II		21.386	30.972	21.814	31.591
M55651	Highway Bridge Detailer I		13.994	20.268	14.274	20.673
M55652	Highway Bridge Detailer II		16.013	23.192	16.333	23.656
M55400	Highway Bridge Fabrication Specialist		21.919	30.972	22.357	31.591
M55670	Highway Bridge Hydraulics Analyst		19.607	27.191	19.999	27.735
M55300	Highway Bridge Inspector		17.489	26.801	17.839	27.337
M55162	Highway Cartographer		13.994	20.268	14.274	20.673
M55163	Highway Cartographer Senior		16.013	23.192	16.333	23.656
M55281	Highway Construction Technician I		11.982	16.312	12.222	16.638
M55282	Highway Construction Technician II		14.679	20.268	14.973	20.673
M55283	Highway Construction Technician III		17.892	24.931	18.250	25.430
M55284	Highway Construction Technician IV		21.918	30.972	22.356	31.591
M55641	Highway Design Technician I		13.017	18.852	13.277	19.229
M55642	Highway Design Technician II		13.994	20.268	14.274	20.673
M55643	Highway Design Technician III		16.013	23.192	16.333	23.656
M55811	Highway Designer I		16.013	23.192	16.333	23.656
M55812	Highway Designer II		18.505	26.801	18.875	27.337
M55813	Highway Designer III		21.386	30.972	21.814	31.591
M57830	Highway District ROW Permits Officer		16.269	24.931	16.594	25.430
M57141	Highway Inventory Technician I		12.802	18.305	13.058	18.671
M57142	Highway Inventory Technician II		14.650	20.947	14.943	21.366
M55781	Highway Land Surveyor		17.214	24.234	17.558	24.719
M57520	Highway Liaison Assistant Manager		16.966	23.529	17.305	24.000
M55620	Highway Lighting Designer		18.505	26.801	18.875	27.337
M85113	Highway Maintenance Crew Chief		12.371	20.173	12.618	20.576
M85111	Highway Maintenance Worker		11.713	16.236	11.947	16.561
M85112	Highway Maintenance Worker/Senior		13.469	18.765	13.738	19.140
M53631	Highway Materials and Tests Technician I		12.802	18.305	13.058	18.671
M53632	Highway Materials and Tests Technician II		14.650	20.947	14.943	21.366
M53633	Highway Materials and Tests Technician III		16.929	24.205	17.268	24.689
M55710	Highway Materials Designer		21.386	30.972	21.814	31.591
M55731	Highway Photogrammetric Technician I		13.994	20.268	14.274	20.673
M55732	Highway Photogrammetric Technician II		16.013	23.192	16.333	23.656
M55733	Highway Photogrammetric Technician III		18.505	26.801	18.875	27.337
M55690	Highway Project Engineering Review Analyst		19.607	27.191	19.999	27.735
M55782	Highway Registered Land Surveyor		21.386	30.107	21.814	30.709
M55431	Highway Right of Way Associate I		12.109	17.784	12.351	18.140
M55432	Highway Right of Way Associate II		14.896	21.875	15.194	22.313

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
M55681	Highway Right of Way Designer I		13.994	20.268	14.274	20.673
M55682	Highway Right of Way Designer II		16.013	23.192	16.333	23.656
M55683	Highway Right of Way Designer III		18.505	26.801	18.875	27.337
M55771	Highway Survey Assistant		13.994	19.701	14.274	20.095
M57121	Highway Traffic Operations Center Operator		11.838	16.730	12.075	17.065
M57122	Highway Traffic Operations Center Operator/Lead		12.726	17.986	12.981	18.346
M55630	Highway Urban Off-System Coordinator		19.607	27.191	19.999	27.735
M53110	Laboratory Assistant		9.796	13.805	9.992	14.081
M53170	Laboratory Specialist		13.083	18.438	13.345	18.807
M53141	Laboratory Technician I		10.530	14.839	10.741	15.136
M53142	Laboratory Technician II		12.169	17.150	12.412	17.493
M79113	Laundry Supervisor		10.781	14.600	10.997	14.892
M79111	Laundry Worker I		7.725	10.462	7.880	10.671
M79112	Laundry Worker II		9.330	12.636	9.517	12.889
M86410	Lithographer		13.571	19.397	13.842	19.785
M84330	Machinist		13.857	20.069	14.134	20.470
M53710	Medical Diagnostic Technician		13.017	18.852	13.277	19.229
M55170	Natural Resources Cartographer		16.013	23.192	16.333	23.656
M55540	Natural Resources Floodplain Management Specialist		18.505	26.801	18.875	27.337
M55752	Natural Resources Geodetic Survey Crew Leader		17.214	24.234	17.558	24.719
M55740	Natural Resources Photogrammetric Technician		18.505	26.801	18.875	27.337
M55751	Natural Resources Survey Assistant		13.994	19.701	14.274	20.095
M03211	Office Services Technician		13.994	20.268	14.274	20.673
M86351	Offset Press Worker I		12.625	18.046	12.878	18.407
M86352	Offset Press Worker II		14.448	20.652	14.737	21.065
M33612	Photographer		13.142	19.312	13.405	19.698
M33611	Photography Technician		10.580	15.547	10.792	15.858
M84230	Plumber		14.896	21.573	15.194	22.004
M86211	Printing Technician I		9.454	13.513	9.643	13.783
M86212	Printing Technician II		10.925	15.615	11.144	15.927
M86213	Printing Technician III		12.625	18.046	12.878	18.407
M86214	Printing Technician IV		14.448	20.652	14.737	21.065
M35830	Radio Announcer		11.838	16.730	12.075	17.065
M35870	Radio Production Coordinator		18.505	26.801	18.875	27.337
M35840	Radio Traffic and Continuity Coordinator		13.680	19.333	13.954	19.720
M85310	Semi Trailer Operator		11.508	18.765	11.738	19.140
M79211	Sewing Room Worker		9.748	14.119	9.943	14.401
M86711	Sign Printer I		9.848	14.115	10.045	14.397
M86712	Sign Printer II		12.235	17.538	12.480	17.889
M35811	State Patrol Communications Specialist		13.680	19.333	13.954	19.720
M53820	State Patrol Fingerprint Operating System Coordinator		18.984	26.801	19.364	27.337

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
M53811	State Patrol Fingerprint Technician		13.353	18.851	13.620	19.228
M84581	Stationary Engineer		12.109	17.538	12.351	17.889
M84582	Stationary Engineer Senior		13.857	20.069	14.134	20.470
M05550	Surplus Property Warehouse Specialist		11.264	16.313	11.489	16.639
M79311	Vehicle Operator I		10.187	13.775	10.391	14.051
M79312	Vehicle Operator II		10.949	14.806	11.168	15.102
M05221	Warehouse Technician		12.109	17.538	12.351	17.889
M84270	Welder		13.857	20.069	14.134	20.470

### Protective Service

P66112	Corrections Corporal		15.275	20.578	15.581	20.990
P66111	Corrections Officer		14.209	19.143	14.493	19.526
P66113	Corrections Sergeant		16.977	21.906	17.317	22.344
P66441	Corrections Unit Caseworker		16.002	21.906	16.322	22.344
P76141	Mental Health Security Specialist I		11.437	16.564	11.666	16.895
P76142	Mental Health Security Specialist II		13.218	19.143	13.482	19.526
P76143	Mental Health Security Specialist III		15.125	21.906	15.428	22.344
P64910	Military Security Specialist		13.218	19.143	13.482	19.526
P64851	Security Communications Specialist		11.437	16.564	11.666	16.895
P64831	Security Guard		10.641	15.411	10.854	15.719
P66751	Youth Security Specialist I		11.437	16.564	11.666	16.895
P66752	Youth Security Specialist II		13.218	19.143	13.482	19.526

### Administrative Support

S19111	Accounting Clerk I		10.633	15.175	10.846	15.479
S19112	Accounting Clerk II		12.288	17.538	12.534	17.889
S39920	Archeological Technician		13.018	18.661	13.278	19.034
S07541	Business Applications Support Technician		13.892	20.069	14.170	20.470
S07542	Business Applications Support Technician/Lead		14.935	21.575	15.234	22.007
S72110	Case Aide		10.479	15.175	10.689	15.479
S01610	Client Intake Clerk		10.479	15.175	10.689	15.479
S05712	Corrections Canteen Operator		12.616	17.538	12.868	17.889
S66861	Corrections Records Officer		13.017	19.131	13.277	19.514
S39131	Curator Assistant/Library/Archives		13.845	19.488	14.122	19.878
S07112	Data Entry Leader		11.263	16.312	11.488	16.638
S07111	Data Entry Operator		10.479	15.176	10.689	15.480
S07130	DHHS Data Processing Team Leader		10.505	15.175	10.715	15.479
S19810	DHHS Payments Reviewer		13.018	18.679	13.278	19.053

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
S09130	DHHS Scheduling Coordinator		13.994	20.079	14.274	20.481
S72320	DPI Social Work Technician		10.479	15.175	10.689	15.479
S86111	Duplicating Technician I		10.479	15.176	10.689	15.480
S86112	Duplicating Technician II		12.109	17.537	12.351	17.888
S02201	Health Information Technician		13.017	19.131	13.277	19.514
S55260	Highway Construction Management Technician		14.386	20.490	14.674	20.900
S57211	Highway Contracts Assistant		12.449	17.732	12.698	18.087
S57222	Highway Contracts Technician I		15.312	21.812	15.618	22.248
S57223	Highway Contracts Technician II		16.462	23.449	16.791	23.918
S57111	Highway Traffic Data Collector I		11.263	16.312	11.488	16.638
S57112	Highway Traffic Data Collector II		13.018	18.854	13.278	19.231
S07042	Information Technology Computer Operator		12.140	17.538	12.383	17.889
S07041	Information Technology Computer Operator/Technician		10.505	15.175	10.715	15.479
S07511	Information Technology Technical Assistant		13.892	20.069	14.170	20.470
S07512	Information Technology Technical Assistant/Lead		14.935	21.575	15.234	22.007
S31811	Legal Aide I		12.449	17.732	12.698	18.087
S31812	Legal Aide II		14.386	20.490	14.674	20.900
S37111	Library Assistant		10.366	14.591	10.573	14.883
S37510	Library Audio Playback Equipment/Duplication Coordinator		12.879	18.129	13.137	18.492
S37131	Library Reader's Advisor		13.845	19.488	14.122	19.878
S37112	Library Technician		11.982	16.865	12.222	17.202
S03331	Mail/Material Courier		8.112	11.365	8.274	11.592
S03333	Mail/Material Specialist		10.832	15.175	11.049	15.479
S03332	Mail/Material Worker		9.373	13.132	9.560	13.395
S02311	Medical Care Reviewer		11.266	16.556	11.491	16.887
S19721	Medical Insurance Reimbursement Coordinator		15.044	21.585	15.345	22.017
S02111	Medical Records Clerk		9.747	14.323	9.942	14.609
S01811	Motor Carrier Clerk I		10.633	15.175	10.846	15.479
S01812	Motor Carrier Clerk II		11.431	16.316	11.660	16.642
S01813	Motor Carrier Clerk III		12.288	17.538	12.534	17.889
S39090	Museum Registrar		15.044	21.565	15.345	21.996
S01112	Office Clerk II		9.239	13.027	9.424	13.288
S01113	Office Clerk III		10.677	15.051	10.891	15.352
S19710	Reimbursement Clerk		12.288	17.538	12.534	17.889
S17801	Retirement Specialist Trainee		12.288	17.538	12.534	17.889
S29111	Revenue Operations Clerk I		11.266	16.316	11.491	16.642
S29112	Revenue Operations Clerk II		13.017	18.853	13.277	19.230
S01411	Secretary I		10.163	14.755	10.366	15.050
S01412	Secretary II		10.927	15.863	11.146	16.180
S01413	Secretary/Administrative		12.627	18.333	12.880	18.700
S09111	Staff Assistant I		13.018	18.679	13.278	19.053

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
S09112	Staff Assistant II		15.044	21.585	15.345	22.017
S01720	State Patrol Carrier Enforcement Records Technician		11.266	16.556	11.491	16.887
S01710	State Patrol Criminal Identification Records Technician		11.266	16.556	11.491	16.887
S53820	State Patrol Evidence Technician		11.266	16.556	11.491	16.887
S13211	Statistical Clerk I		10.479	15.176	10.689	15.480
S13212	Statistical Clerk II		12.109	17.537	12.351	17.888
S05112	Stores Clerk I		9.446	13.132	9.635	13.395
S05113	Stores Clerk II		10.916	15.175	11.134	15.479
S05211	Supply Worker I		9.446	13.132	9.635	13.395
S05212	Supply Worker II		10.916	15.175	11.134	15.479
S01511	Switchboard Operator/Receptionist		10.040	13.743	10.241	14.018
S41220	Tourism Aide/Guide		10.479	15.021	10.689	15.321
S41350	Tourism Facility Operator		13.018	18.661	13.278	19.034
S01210	Typist		10.157	14.146	10.360	14.429
S02511	Vital Statistics Clerk		11.263	16.312	11.488	16.638
S79610	Volunteer Services Coordinator		12.627	18.333	12.880	18.700
S01311	Word Processing Specialist I		9.782	14.343	9.978	14.630
S01312	Word Processing Specialist II		10.516	15.420	10.726	15.728
S01313	Word Processing Specialist III		11.306	16.578	11.532	16.910
S01330	Word Processing Technician		12.151	17.821	12.394	18.177

### Examining, Inspection and Licensing

X62320	Agriculture Case Review Officer		18.505	26.802	18.875	27.338
X62341	Agriculture Food Sanitarian I		16.014	23.193	16.334	23.657
X62342	Agriculture Food Sanitarian II		17.214	24.931	17.558	25.430
X62311	Agriculture Inspection Specialist I		13.857	20.069	14.134	20.470
X62312	Agriculture Inspection Specialist II		16.014	23.193	16.334	23.657
X47310	Agriculture Investigation Officer		18.505	26.802	18.875	27.338
X62380	Agriculture Milk Sanitation Rating Officer		19.989	28.845	20.389	29.422
X62310	Agriculture Program Specialist		18.505	26.802	18.875	27.338
X62611	Boiler Inspector		17.284	26.004	17.630	26.524
X62710	Child Care/Services Inspection Specialist		16.317	23.377	16.643	23.845
X62520	Cosmetology Inspector		11.310	17.015	11.536	17.355
X62550	Developmental Disabilities Survey/Consultant		18.825	29.388	19.202	29.976
X73641	DHHS Fraud Investigator		16.949	24.259	17.288	24.744
X62211	Electrical Inspector		16.078	24.191	16.400	24.675
X62621	Elevator/Amusement Ride Inspector		17.284	26.004	17.630	26.524
X62351	Environmental Health Scientist I		16.092	23.220	16.414	23.684
X62352	Environmental Health Scientist II		17.297	24.959	17.643	25.458
X62353	Environmental Health Scientist III		18.595	26.832	18.967	27.369

Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
X21512	Examiner II		18.616	28.114	18.988	28.676
X21513	Examiner III		23.128	34.927	23.591	35.626
X21590	Examiner/Actuarial	E	24.863	37.548	25.360	38.299
X62450	Facilities Surveyor/Consultant		18.825	29.388	19.202	29.976
X62800	Fatality Assessment and Control Evaluation (FACE) Field Investigator		18.616	28.114	18.988	28.676
X62130	Fire Marshal Deputy/Flammable Liquids		16.174	22.803	16.497	23.259
X62120	Fire Marshal Plans Examiner		17.284	26.004	17.630	26.524
X62360	Health Food Service Evaluation Officer		19.989	28.845	20.389	29.422
X62490	Health Industrial Hygiene Specialist		19.893	28.811	20.291	29.387
X62741	Health Licensing Coordinator		16.478	25.980	16.808	26.500
X62720	Health Licensing Specialist		13.395	21.119	13.663	21.541
X25111	Insurance Analyst I		15.060	21.651	15.361	22.084
X25112	Insurance Analyst II		17.403	25.018	17.751	25.518
X21751	Insurance Claims Investigator I		16.110	24.330	16.432	24.817
X21752	Insurance Claims Investigator II		18.616	28.114	18.988	28.676
X21721	Insurance Fraud Investigator		19.586	28.032	19.978	28.593
X21711	Insurance Market Conduct Examiner I		16.110	24.330	16.432	24.817
X21712	Insurance Market Conduct Examiner II		18.616	28.114	18.988	28.676
X62901	Jail Standards Examiner/Consultant I		16.290	25.432	16.616	25.941
X62902	Jail Standards Examiner/Consultant II		17.512	27.336	17.862	27.883
X62640	Labor Law Specialist		16.975	24.701	17.315	25.195
X73650	Medicaid Provider Fraud and Abuse Investigator		19.586	28.032	19.978	28.593
X62370	Milk Pasteurization Specialist		18.595	26.832	18.967	27.369
X60111	Motor Vehicle Driver Licensing Services Examiner I		13.017	18.853	13.277	19.230
X60112	Motor Vehicle Driver Licensing Services Examiner II		13.994	20.266	14.274	20.671
X62931	Motor Vehicle Fraud Investigator		20.012	30.224	20.412	30.828
X62910	Motor Vehicle Investigator		18.616	28.114	18.988	28.676
X62580	Nursing Services Surveyor Consultant		20.272	29.388	20.677	29.976
X62770	Oil and Gas Inspector		18.690	26.349	19.064	26.876
X77790	Professional & Occupational Licensing Investigator		20.012	30.224	20.412	30.828
X77791	Professional & Occupational Licensing Investigator/RN		21.551	30.224	21.982	30.828
X64611	Racing Commission Investigator		20.012	30.224	20.412	30.828
X27710	Real Estate Deputy Director/Enforcement		18.616	28.114	18.988	28.676
X21320	Reimbursement Analyst	E	21.055	30.136	21.476	30.739
X29222	Revenue Agent		14.897	22.508	15.195	22.958
X29722	Revenue Charitable Gaming Investigator I		17.319	26.154	17.665	26.677
X29723	Revenue Charitable Gaming Investigator II		20.012	30.224	20.412	30.828
X29732	Revenue Charitable Gaming Licensing Specialist		14.078	21.261	14.360	21.686
X29731	Revenue Charitable Gaming Licensing Specialist/Trainee		12.183	18.399	12.427	18.767
X29223	Revenue Senior Agent		17.214	26.007	17.558	26.527
X29211	Revenue Taxpayer Services Specialist I		12.738	19.287	12.993	19.673



Job Code	Job Title	OT Status	7-1-2011 Minimum Hourly Rate	7-1-2011 Maximum Hourly Rate	7-1-2012 Minimum Hourly Rate	7-1-2012 Maximum Hourly Rate
X29212	Revenue Taxpayer Services Specialist II		14.576	22.070	14.868	22.511
X62660	Safety Consultant		17.215	24.933	17.559	25.432
X62670	Safety Industrial Hygienist II		19.893	28.811	20.291	29.387
X29340	Sales Reviewer		14.986	22.631	15.286	23.084
X21611	Securities Analyst I		16.110	24.330	16.432	24.817
X21612	Securities Analyst II		20.012	30.224	20.412	30.828

## **APPENDIX C – DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **C.1 CASELOAD/WORKLOAD**

- C.1.1 Employees participating in any projects or on committees approved, required, or allowed by the collective bargaining agreement or DHHS/Governor appointed committees, shall, if determined necessary by management, be allowed overtime and/or have their caseloads adjusted. Overtime must be authorized in advance.
- C.1.2 The Employer shall make reasonable efforts to distribute workloads in a fair and responsible manner. The employer recognizes that additional coverage assignments may affect an employee's ability to adequately cover his/her own caseload/workload. Overtime may be authorized.
- C.1.3 The employer may consider utilizing qualified temporary employees. The Union and the Employer will encourage people to make application for temporary assignments.
- C.1.4 The parties may utilize the Labor Management Committee to address workload issues.

### **C.2 MISCELLANEOUS PROVISIONS**

- C.2.1 Management will make a good faith effort to communicate proposed changes to current practices and/or job duties in order to allow employees an opportunity to offer feedback prior to implementation. (This provision shall be non-grievable).
- C.2.2 Management will be encouraged to utilize a process for employees to provide feedback annually on supervisory performance and work issues.
- C.2.3 The Agency reaffirms its commitment to give thoughtful and appropriate consideration to the suggestions and views of employees on any subject of mutual or individual concern.
- C.2.4 During the term of this labor agreement, a Labor Management Committee may be convened to address the tuition assistance process.
- C.2.5 Employees shall have the option to attend open enrollment meetings regarding any State approved benefits on paid work time and shall receive mileage compensation. Employees shall attend the meeting closest to their permanent work site unless prior authorization is given by the supervisor to attend at an alternate site. Office coverage must be maintained during the orientation meetings.
- C.2.6 Any entity that contracts with the Health and Human Services and which uses state employees in the conduct and completion of their business will be notified that said state employees are covered by a collective bargaining agreement. The agency agrees to remain neutral in any union organizing campaign of individuals not employed by the State.

- C.2.7 The Agency shall not consider Management developed ranking tools, such as but not limited to Work Improvement Plans/Performance Accountability Plans or Reports, etc., as discipline.
- C.2.8 In all 24-hour operations, clear accessible and current work schedules shall be made available to all employees to the extent possible. The parties mutually agree to explore options such as software, web-based schedule access and other technological and process improvements to further the goal of clear, accessible and current schedules.

### C. 3 WORK REASSIGNMENT OPPORTUNITY (WRO)

To reduce the time positions are vacant, the following procedure will be implemented to expedite the selection process for the following specified classes: Social Services Workers and Child and Family Services Specialist. New employees may not use the WRO process for the first 24 months of their employment.

Vacant positions will be posted for no more than five (5) work days. Posting will be limited to only the Service Area where the vacancy exists. If more than one person volunteers to transfer through the WRO process, the person selected will be the employee with the most time in that classification series as an employee of the agency. Part-time employees will have their time pro-rated when calculating time.

Employees who received any formal discipline will be considered ineligible for this type of transfer opportunity. However, if the disciplinary action has been resolved through verification by the current supervisor, that employee shall be considered eligible.

Once an employee successfully uses the WRO process to transfer, they may not use the WRO process again for the next 24 months. If the position is filled through the WRO process, unsuccessful applicants will be notified that the position was filled through this process.

In situations where the agency can demonstrate that certain qualifications and/or experience is necessary to perform the job (those specific qualifications/experience shall be listed on the WRO posting), then the transfer opportunity shall be offered to applying employees in descending order based upon time in the class series until an employee is found who meets these criteria or until all employees applying have been considered, whichever occurs first. If no applicant qualifies through this process, the vacant position shall be advertised as provided in Section 9.1.

**THE FOLLOWING PROVISIONS APPLY TO SHIFT WORKERS WITHIN THE TWENTY-FOUR HOUR FACILITIES:**

### C.4 INTERNAL TRANSFER

To reduce the time positions are vacant, the following procedure will be implemented to expedite the internal transfer process for specified classes mutually agreed to by each DHHS facility and the union. New employees may not use this process while on original probation.

Vacant positions will be posted for no more than five (5) work days. Posting will be limited to only the 24 hour facility where the vacancy exists.

Employees who received any formal disciplinary action will be considered ineligible for this type of transfer opportunity. However, if the disciplinary action has been resolved through verification by the current supervisor, that employee shall be considered eligible.

Once an employee successfully uses this internal transfer process, they may not use the internal transfer process again for the next 6 months. If more than one person volunteers to transfer through the process, the person selected will be the employee with the most time in that classification series as an employee of the agency. Part-time employees will have their time pro-rated when calculating time.

In situations where the agency can demonstrate that certain qualifications and/or experience is necessary to perform the job (those specific qualifications/experience shall be listed on the posting), then the transfer opportunity shall be offered to applying employees in descending order based upon time in the class series until an employee is found who meets these criteria or until all employees applying have been considered, whichever occurs first. If the position is filled through the process, unsuccessful applicants will be notified that the position was filled through this process. If no applicant qualifies through this process, the vacant position shall be advertised as provided in Section 9.1.

## C. 5 SENIORITY

C.5.1 Within two (2) months after the execution of this Agreement and every six (6) months thereafter, a list by bargaining unit in each facility showing the seniority of each employee shall be posted electronically and/or on specified bulletin boards pursuant to Article 2.11.

## C. 6 TEMPORARY SHIFT/WORK AREA REASSIGNMENTS

C.6.1 In the event emergency situations and/or (to prevent an adverse impact on delivery of services to clients) care requirements necessitating temporary reassignment of employees from their regular assignment or shift, the 24 hour facility will take into consideration the employee's length of service, qualifications, and other job related factors. Temporary assignments shall be evaluated on a daily basis unless the employee has been informed of the alternate anticipated time.

C.6.2 Temporary reassignments shall be accomplished by first reassigning qualified employees who have volunteered for the temporary reassignment. If no volunteers are available, the least senior qualified employee shall receive the temporary reassignment. (If appropriate, other job related factors may be considered.) This provision is not applicable to new hires for the first 90 days of employment.

## C.7 WORK SCHEDULES

- C. 7.1 Change in permanent work schedules may be adopted by action of the employees for designated groups of employees by mutual agreement between a majority of the employees involved and the facility. When a schedule change is proposed by employees, the affected group must be named as well as the proposed schedule. If the proposed schedule change(s) is rejected, the 24 hour facility shall provide a written explanation for the rejection.
- C.7.1.a Determination of the schedule preference of a majority of employees shall be accomplished by a vote of the affected employees conducted under guidelines mutually agreed upon by the Union and the 24 hour facility after approval of the proposed change by the 24 hour facility. Said guidelines will include the provision that a majority vote of employees affected and voting shall be required to indicate a desire for schedule revision by the employees. Should the new schedule require a 40 hour work week, the 8 and 80 hour overtime provisions shall be waived, with new overtime computations to be in the waiver. A copy of the waiver shall be sent to the NAPE/AFSCME office. In addition, changes in work schedules may be adopted in the Dietary, Maintenance, or Housekeeping units not assigned to particular buildings under the same conditions noted above. There shall be a limit of one vote per fiscal year for any group of employees.
- C.7.1.b Schedule assignment will be based on classification, qualifications, and/or client care needs. When qualifications are not significantly different, state seniority shall be the determining factor in schedule preference. However, in such cases, once an employee selects a schedule based on employee's seniority, the employee may not change schedules again for one year unless approved by the 24 hour facility or as a result of changing positions through other provisions of this Labor Contract.
- C.7.2 (Permanent) Work schedules will be arranged so that at least in every other work week employees shall have two (2) consecutive days off which will, where practicable, be Saturday and Sunday (if the employee so requests). However, it is not required that such days be Saturday and Sunday. Such two (2) consecutive days off, if practicable, shall be the same two (2) days each alternate week. Further, days off may be split if necessary in alternate weeks to provide such consecutive days off; however, employees shall not be scheduled to work more than six (6) consecutive days unless mutually agreed.
- C. 8 MEAL PERIODS
- C.8.1 For those employees whose scheduled work day is ordinarily eight (8) consecutive hours, a meal period shall be considered time worked, as those employees are considered on duty from the beginning of their shift until they finish their shift.
- C. 9 VACATION / HOLIDAY SCHEDULING
- C. 9.1 Each 24 hour facility will post by December 15 a form on which employees shall designate preferred vacation time. (Holidays occurring in conjunction with vacation time will also be included.) Said form will remain posted until February 15. This will cover the period from April 1 through March 31 of the following year. The facility will post results March 15 in designated areas accessible to employees. Once the schedule

has been posted, employee's vacation period will not be changed unless said change is necessary to prevent an adverse impact on delivery of services to clients. In such cases the employee will be permitted to select an alternate vacation period which will likewise not adversely affect the delivery of services to clients.

- C.9.1.a Alternate Vacation Posting Process Schedule. Facilities will post by December 15 for the period of April 1 through September 30. (Holidays occurring in conjunction with vacation time will also be included.) Said form will remain posted until February 15. Each facility will post results March 15 in designated areas accessible to employees.

A second posting will occur on June 15 and shall remain posted until August 15.(Holidays occurring in conjunction with vacation time will also be included.) This will cover the vacation period of October 1 through March 31. Each facility will post results September 15 in designated areas accessible to employees.

Once the schedule has been posted, the employee's vacation period will not be changed unless said change is necessary to prevent an adverse impact on delivery of services of clients. In such cases, the employee will be permitted to select an alternate vacation period which will likewise not adversely affect the delivery of services to clients.

- C.9.1.b Labor/management meetings may be convened to consider implementation of an alternate posting process, as defined above.

- C.9.2 In evaluating and granting requests for vacation leave under the posting process, classification, seniority, and work unit as defined by the operational needs of the facility will be the criteria used for granting vacation leave. Vacation requests, of three (3) work days or more, shall take priority over vacation requests of less than three (3) work days, regardless of seniority. When granting vacation requested during the scheduling period, employees will not have their vacation time altered, without consultation with the employee, if they have requested five (5) or more days.

- C.9.3 Employees must submit a written request to cancel vacation to the immediate supervisor outside the bargaining unit, no later than fourteen (14) calendar days prior to the start of the vacation to be canceled. A cancellation request shall cover the entire request as originally posted.

The 24 hour facility will endeavor to permit the employee to reschedule the employee's vacation so long as such rescheduling does not adversely affect the vacation schedule of the other employees, nor adversely affect the delivery of services.

- C. 9.4 Employees who wish to schedule vacation, or earned or to be earned holiday(s), outside of the posting process may do so by submitting a written request to their immediate supervisor outside the bargaining unit at least two weeks in advance of the requested vacation or earned or to be earned holiday(s). Such requests shall not be unreasonably denied. Provided operational needs permit, this two week advance notice requirement may be waived, and such requests shall not be unreasonably denied. For scheduling of vacation outside of the posting process, approval of vacation shall be based on the provision of operational needs, and such request shall not be unreasonably denied.

- C.9.5 When two or more requests are received on the same date, requesting vacation or earned or to be earned holiday(s) leave for the same date(s), the employee with the greatest seniority shall be given preference.
- C.9.6 Any employee may take such vacation in increments of not less than one hour as the employee may desire, provided however, the employee shall advise the 24 hour facility at the earliest practicable time. The taking of such vacation in hourly increments will be subject to approval by the 24 hour facility, but such approval will not be unreasonably withheld.
- C.9.7 Holidays shall be deemed to fall on the day on which the actual holiday occurs as defined in Article 14.1 of the Master Contract. Absence on a scheduled holiday, when approved in conjunction with vacation leave approved through the posting process, shall not be denied if an employee with more seniority later requests leave on the same day.
- C.9.8 Each local Labor Management committee shall be convened to discuss alternative vacation/holiday scheduling methods to provide an opportunity for all employees to get a desired holiday off, taking seniority into consideration. Any alternative methods implemented shall supersede any conflicting language of Section C.9.
- C.10 UNIFORMS
- C.10.1 When the 24 hour facility deems it necessary for a employee to wear a uniform as a condition of employment, the 24 hour facility shall provide for the full costs of three uniforms as defined by the facility on a set annual basis. In the event uniforms cannot be supplied through the 24 hour facility's usual and customary process, then, at the 24 hour facility's discretion, the employee shall be reimbursed for the purchase of uniforms at a rate not to exceed the usual and customary rate paid by the 24 hour facility for the procurement of uniforms. Such reimbursement is subject to the submission of a clearly dated sales receipt, with payment processing for the reimbursement to be initiated by the 24 hour facility within two work weeks following submission of the receipt.
- C.10.2 The uniforms are considered the 24 hour facility's property and are subject to be returned by the employee upon employment termination in the same condition as initially provided to the employee (normal wear and tear excepted).
- C.10.3 Employees' last names shall not be required to be displayed on their persons. Use of initials for the last name is acceptable.
- C.11 OVERTIME
- C.11.1 For the benefit of all employees, management will avoid utilizing overtime whenever possible. When management determines overtime is necessary, the provisions in this Overtime section of Appendix C will apply.
- C.11.2 Any scheduled work shift which begins before, and ends after midnight, shall be considered as worked on the day on which it began.

- C.11.3 Each regularly scheduled work shift will have a regular starting and quitting time. Such hours will be consecutive and not split.
- C.11.4 In cases where employees have chosen compensatory time as the method of overtime compensation, the 24 hour facility will consult with and will consider the desires of the employee when compensatory time use is requested. If the compensatory time cannot be used within the succeeding 6 pay periods in which it was earned, the employee shall receive payment for said time.
- C.11.5 When an employee and manager mutually agree to a 40 hour work week, the 8 and 80 hour overtime provisions shall be waived, with new overtime computations to be in the waiver. A copy of the waiver shall be sent to the NAPE/AFSCME Office.
- C.11.6 Seniority lists for overtime assignments will be available in each work unit.
- C.11.7 Employees are not eligible to work overtime during their initial ninety (90) days of employment, unless determined qualified by their direct supervisor. This must be documented in writing to the employee at least seventy-two (72) hours prior to the start of the first overtime worked. Overtime worked for training purposes prior to an employee being deemed qualified under this provision will not make an employee eligible to work overtime for non-training purposes.
- C.11.8 When an employee works at least 4 hours into the next shift, and the employee did not have that time formally scheduled in advance of the start of their shift, the facility will furnish food to the employee at no cost.
- C.12 VOLUNTARY OVERTIME
- C.12.1 The voluntary overtime assignment shall be specified when the request for volunteers is made.
- C.12.2 Except in cases where available overtime is posted a day or more in advance, the available overtime will be offered first to the extent practicable to the qualified employees within the classification and work unit on a rotating basis in order of declining seniority.
- C.12.3 Where available overtime is posted a day or more in advance, the available overtime will be offered first to the extent practicable to the qualified employees within the classification and work unit on a rotating basis in order of declining seniority. If there are no volunteers within the classification and work unit, then available overtime may be offered to qualified employees in other classifications, taking cost into consideration. If no qualified employees volunteer for available overtime, then available overtime may be offered to other qualified individuals, to the extent practicable and taking cost into consideration, to avoid utilizing mandatory overtime.
- C.12.4 In the event overtime is accepted by an employee, the next time overtime is available, it shall be first offered to the next qualified employee on the seniority list for the classification and work unit. For purposes of determining overtime eligibility only, overtime offered, and refused, shall be considered overtime worked.



- C.12.5 In the event an employee is improperly bypassed for overtime, the employee or employees who were bypassed will be the first employees offered overtime at the next opportunity. A notation that said employee was bypassed, including the date of such bypass, shall be placed by the employee's name on the list.
- C.12.6 The 24 hour facility may "pass over" and not offer overtime to employees who have indicated in writing any scheduling problems, conflicts or personal commitments which make working overtime undesirable.
- C.13 MANDATORY OVERTIME
- C.13.1 If mandatory overtime is necessary employee(s) on the shift preceding the shift during which the overtime is to be worked shall be required to work overtime.
- C.13.2 Mandatory overtime will be assigned in order of ascending seniority within classification and work unit. The rotation cycle, which is used to determine employee eligibility for mandatory overtime, includes the current pay period and the previous pay period.
- C.13.3 After all employees in the work unit have worked at least three overtime assignments, mandatory overtime must then be assigned to qualified employees within the same classification series in order of ascending seniority within other work units prior to requiring an individual in the work unit to work more than three overtime assignments.
- C.13.4 In the event an employee is bypassed for overtime due to absence, the employee or employees who were bypassed will be the first employee(s) held for the next mandatory overtime during that rotation cycle. However, employees will not be required by management to work more than 3 overtime assignments (mandatory and voluntary combined) within the rotation cycle unless the employee agrees to do so or there is a staffing shortage and all reasonable options have been exhausted.
- C.13.5 For purposes of this provision, overtime assignment is any assignment (whether voluntary or mandatory) of four or more hours in excess of the employee's regular work schedule (regardless of whether leave is scheduled to be used by the employee for a regular work schedule shift).
- C.13.6 An employee who volunteers for overtime will not be held for mandatory overtime on the next shift.
- C.13.7 For purposes of this provision, overtime shall mean 4 or more hours. The employer will not unreasonably work employees on mandatory overtime of less than four (4) hours in order to avoid the provisions of this section.
- C.13.8 No employee required to work overtime shall be required to return to work without first being granted at least seven and one-half (7 1/2) hours time off between the last hour worked during overtime and the first hour worked upon return, unless the employee agrees to return sooner or if emergency conditions exist. The employee will suffer no loss in pay if the employee elects not to return until those seven and one-half hours are

up. Nothing herein shall preclude the 24 hour facility from releasing employees prior to the end of a shift in such situations to provide more than the required time off between shifts and allow the employee to return at the commencement of the next shift.

C.14 CALL IN FOR ABSENCES

C.14.1 In cases of absence, essential employees as determined by the 24 hour facility shall provide a standard 60-minute advance call-in notice prior to the start of first shift and a standard 2-hour advance call in notice prior to the start of second and third shift. This standard notice may be lessened for a department at the discretion of the 24 hour facility and may be waived in individual emergency situations. Such waiver shall not be unreasonably withheld.

## **APPENDIX D - DEPARTMENT OF ROADS**

D.1 Pursuant to Article 18 the following provisions shall apply:

When an employee has reason to believe that a vehicle, equipment, or tool(s) they are operating is unsafe, the employee shall report said condition to their immediate supervisor on DR Form 116-Equipment Problem Report. If the immediate supervisor chooses to take no action regarding repairs for said vehicle, equipment, or tool(s), the supervisor will state in writing that the vehicle is safe.

On the days the temperature is expected to exceed 80 degrees, the supervisor will make arrangements to have ice added, at agency cost, as needed to the Agency-provided 3 gallon water coolers and provide disposable cups at the beginning of the day.

D.2 The Union and the Agency have entered into this agreement in order to facilitate the filling of vacancies, without in any manner diminishing an individual's rights and protections accorded by Article 9 of the labor agreement.

1. A vacant position will not need to be posted, if a qualified employee of the Agency is placed in the position, when such placement is the result of any of the following:
  - a. The employee so placed is currently assigned to the division/district and by virtue of previous assignment is uniquely suited for such position;
  - b. The employee so placed has had such action taken as a result of disciplinary action;
  - c. When the placement of said employee is for the purpose of protecting or otherwise related to the health of an employee (in such instance, the action must be voluntary);
  - d. In a case of lateral transfers only, when the placement is the result of Agency organizational changes which did not result in the establishment of a new position;
  - e. Nothing herein shall be construed as preventing the Agency, in emergency situations, from filling a position on a temporary basis without posting the position. Such temporary assignment shall not exist for a period longer than sixty days;
  - f. When the position is filled by an employee displaced by other personnel actions (i.e., layoff, non-disciplinary demotion).
2. When a vacant position is filled without posting, a notice of such promotion or position selection shall be posted on the appropriate district/division bulletin boards for a period of seven calendar days.
3. The parties hereto recognize that the selection of an individual is subject to all other provisions of Article 9, and that the time periods as provided in Article 4, Section 6 shall be subject to Section 2 above, or in the case of non-access to a posting, when the employee knew or should have known of the promotion or position selection.

D.3 Where the Agency requires employees to wear safety toe shoes/boots, the Agency will reimburse the employee one hundred seventy-five dollars, toward the purchase of up to

two pairs of safety toe work shoes/boots. This will be limited to one reimbursement for the entire contract period and made upon evidence of purchase.

- D.4 The Agency will provide individual uniformly colored rain gear as needed, ball caps, seasonal leatherwork gloves and the appropriate gloves for welding, working with chemicals or other hazardous materials. As new rain gear, ball caps, seasonal leather work gloves or appropriate gloves for welding, working with chemicals or other hazardous materials are needed; the employee will exchange (turn in) the old item for a replacement. If the item is lost, the employee will turn in a written statement detailing what happened to the item.
- D.5 The parties agree the Department of Roads Human Resources Policies and Procedures Policy on Alcohol and Drug Testing is intended to comply with the Omnibus Transportation Employee Testing Act of 1991 and relevant Department of Transportation regulations. The parties agree that the workplace should be free from the risks posed by the use of alcohol and controlled substances in order to protect the safety of employees and the public. The unlawful manufacture, distribution, possession, or use of a controlled substance in the workplace is prohibited. An employee assistance program is available to employees with personal problems, including those associated with alcohol or controlled substances use. The Agency and the Union will aid such employees who request assistance with such problems. The Agency and the Union will encourage and/or direct the employee to seek professional assistance where appropriate as it applies to Section D.5 of this appendix.
- D.6 Upon evidence of payment, the Department of Roads will reimburse the employee the difference in cost between a required Commercial Drivers License and DOT required endorsements, and a regular drivers license. Time spent acquiring or renewing a CDL will be considered work time. If the employee fails to pass the written CDL test, work time will not be granted for subsequent testing.
- D.7 Snow Removal - If the State places employees in a paid status in an area because of inclement weather and requires its Department of Roads employees to work at snow removal, those employees shall receive an equivalent amount of paid time which shall be paid as compensatory time.
- D.8 All hours worked on Sundays (except when Sunday is a regularly scheduled workday), or in excess of twelve hours in any one work day, shall be considered overtime and shall be paid at one and one-half times the regular hourly rate. This includes all bargaining unit employees except those bargaining unit classifications or pay grades identified in the main labor contract as being not eligible for overtime. Work schedule changes shall not be adjusted for the purpose of avoiding overtime.
- D.9 Because employees of the Department of Roads normally work during the day, they will not normally qualify for shift differential. However, bargaining unit members on duty and working between the hours of 6:00 p.m. and 6:00 a.m. shall receive sixty cents per hour shift differential for all hours worked between 6:00 p.m. and 6:00 a.m.

- D.10 When vacancies occur the Union and the Agency agrees to provide either a labor or management replacement for the Safety Committees or the Employee Suggestion Committee within 15 workdays of written notification from the Roads Human Resources Division. The Union will provide a list of union contacts to the Human Resources Administrator for notification of committee vacancies.
- D.11 District employees, maintenance employees, construction employees, information technology employees and electronics technicians may be subject to being called 24 hours per day to respond to emergency situations. Examples considered to be emergency situations are accidents, weather (that was not predicted in advance), State Patrol or other law enforcement calls, or emergency assistance calls. Employees required to respond to emergencies without having been placed on-call will be in a paid status from the time they are notified to report to work. Employees shall be notified in order of seniority status and must make every reasonable effort to report for duty at their assigned work site.
- D.12 When requested by the employee, uniforms and cleaning will be provided to employees in the following classifications: Automotive Mechanic I, Automotive Mechanic II, Automotive/Diesel Mechanic, Automotive/Diesel Mechanic Lead, Electrician, Plumber, Facility Maintenance Leader, Facility Maintenance Specialist, Facility Maintenance Technician I & II, Machinist, and Welder. The uniform and any components of said uniform remain the property of the State of Nebraska and shall be turned in by the employee to the employee's immediate supervisor either when damaged or in need of replacement or upon termination of employment.

## **APPENDIX E - GAME AND PARKS COMMISSION**

- E.1 Pursuant to section 18.5 the following provisions shall apply to Game & Parks employees covered by this Contract:
- E.2 Where the employees are required by the Employer to wear uniforms, the Game and Parks Commission will follow the current adopted department policy for uniform distribution, replacement, and maintenance during the Contract period. No item or part of the prescribed uniform issued will be worn or used during off-duty hours nor shall items be worn or used for any non-duty purpose.
- E.3 Game and Parks Commission employees required to live in Employer provided housing shall continue to have their rent and utilities fully paid by the Employer, and shall not be eligible for shift differential, on-call, or call-back premiums.
- E.4 Labor/Management Committee meetings shall be convened as provided in Article 21 – Labor/Management Committee.
- E.5 The Parties agree to the establishment of a joint Safety Committee to review health and safety concerns. The Safety Committee shall be comprised of up to three representatives appointed by the Game and Parks Commission, and up to three representatives appointed by the Union. The Safety Committee shall meet quarterly or more frequently with mutual agreement of the Parties. The Safety Committee members shall be allowed paid work time, not to exceed eight hours per day to attend and travel to and from the Safety Committee meeting.  
Any employee becoming aware of health or safety concerns shall report such concerns to his/her immediate supervisor.

## **APPENDIX F - NEBRASKA STATE PATROL**

- F.1 Pursuant to section 18.5 the following provisions shall apply to State Patrol employees covered by this Contract:
- Where the Agency requires the wearing of uniform, identifiable clothing, the Agency shall provide such articles of clothing on an as needed basis to include slacks, shirt and belt. Necessary alterations will be made at the expense of the Agency. Maintenance of issued clothing will be at the employee's expense.
- Protective clothing which is reasonable and necessary to the job will be provided by the Agency.
- F.2 The Patrol shall request suggestions from Communications Specialists as to the nature of training needed to perform the work in a uniform, efficient, and professional manner. The Patrol agrees to provide necessary training for Communications Specialists. Training needs shall be determined annually, and scheduled accordingly. The Patrol shall provide an opportunity for up to seven (7) Communications Specialists to attend both the fall and spring training sessions sponsored by the Nebraska Emergency Service Communication Association. One Communications Specialist from each Troop Area and

two Communications Specialists from State Headquarters shall be permitted to attend each session. Determination as to the availability of funding to provide for attendance at such training shall be at the discretion of the agency's Training Committee.

The Patrol shall establish and maintain a standard training program for all new Communications Specialists. The Patrol shall provide or arrange for the provision of stress management training for Communications Specialists. Such training shall be provided as soon as practical, and during the period this Contract is in effect.

- F.3 The Patrol supports the concept of physical fitness and encourages all employees to maintain healthy life styles.

The Patrol shall contact the State of Nebraska's Wellness Program coordinator, and request all available information on existing or anticipated Wellness Programs in cities where State Patrol communications facilities are located. Such information shall be provided to communications personnel.

Employee participation in organized Wellness Programs is encouraged by the Patrol. Participation in such programs shall be conducted at the employee's expense and on off-duty time.

- F.4 State Patrol Communications Specialists will be provided the fifteen minute rest period as specified in the labor agreement for the day shift (7:00 a.m. to 3:00 p.m. or similar period) and the mid shift (3:00 p.m. to 11:00 p.m. or similar period).

There will be no specific rest period taken during the graveyard shift (11:00 p.m. to 7:00 a.m. or similar period), but the Communications Specialists working will be given the latitude to leave the radio console as traffic dictates for an unspecified rest period at their discretion. If there is radio or telephone traffic, it will be handled by the Communications Specialists.

In order to facilitate this freedom of movement and flexible relief periods, the State Patrol shall insure adequate quality of speakers so that radio traffic can be heard at locations other than the radio room.

- F.5 Nebraska State Patrol may extend the probationary period of a newly hired employee into safety sensitive positions, not to exceed a total of one calendar year from the date of hire or rehire, if the employee has a pre-existing medical condition at the time of hire/rehire, which prevents the agency from administering a pre-employment polygraph examination. The Nebraska State Patrol may administer a polygraph examination to persons hired or rehired into safety sensitive positions when the employee is medically able to undergo a polygraph examination provided that the employee is on original probation. The provisions in this Section apply to new hires and rehires, including bargaining unit members that transfer to a position in the State Patrol from a position in another State agency.

## **APPENDIX G - COMMISSION ON LAW ENFORCEMENT & CRIMINAL JUSTICE**

- G.1 Pursuant to section 12.10 the following provisions shall apply to Commission on Law Enforcement and Criminal Justice employees eligible for overtime covered by this Contract:
- G.2 No employee eligible for overtime is authorized to accumulate more than 16 hours of compensatory time during any pay period unless such additional overtime is approved by the Executive Director. The employee shall use this compensatory time within 140 days (10 pay periods) of the date earned, unless such period is extended by the Executive Director for an additional specific number of workdays. Employees who do not use their earned compensatory time off during the 140 days shall be paid for such time at the hourly rate currently being earned.
- G.3 Pursuant to section 18.5 the following provisions shall apply to Commission on Law Enforcement and Criminal Justice employees covered by this Contract:
- G.4 Employees required to wear uniforms will be issued clean uniforms at the beginning of each shift. The employee will return his/her uniform at the end of each shift. The Agency will provide a clean uniform each day and will be responsible for reasonable upkeep and maintenance. Administrative Professional and Administrative Support Staff shall be responsible for reasonable cleaning and maintenance of clothing provided by the agency.

## **APPENDIX I - DEPARTMENT OF AGRICULTURE**

- I.1 Pursuant to section 18.5 the following provisions shall apply to Department of Agriculture employees covered by this Contract:
- I.2 Where the Department of Agriculture requires the wearing of safety and protective clothing, the Department shall provide and maintain such items. No such items shall be worn or used during non-work hours or for any non-work purpose.

## **APPENDIX J - DEPARTMENT OF ENVIRONMENTAL QUALITY**

Pursuant to section 18.5 the following provisions shall apply to Department of Environmental Quality employees covered by this Contract:

- J.1 Where the Department of Environmental Quality requires the wearing of safety and protective clothing, the Department shall provide such items and shall provide for the maintenance of safety equipment in proper working condition. Employees shall not use such items for personal use.
- J.2 The Department of Environmental Quality shall continue the past practice of making available phones for use by field staff.
- J.3 The Department of Environmental Quality shall make first aid kits available.



- J.4 The Department of Environmental Quality shall provide appropriate training regarding safety and the use of protective equipment.
- J.5 The Department of Environmental Quality agrees to establish an agency Labor-Management Committee to address Health and Safety concerns.

#### **APPENDIX L - DEPARTMENT OF LABOR**

- L.1 The State agrees to maintain the current Division of Employment Life Insurance Plan for all participants currently enrolled in the plan. The contribution ratio provided to these employees by the Employer shall remain unchanged.

The Employer agrees to keep the participants in the Division of Employment Group Life Insurance Plan within the actuarial parameters of the total State Employees Group Life Insurance Plan for rating purposes.

The Employer contribution toward the premium for current Nebraska Workforce Development Department of Labor participants enrolled in the State Employees Group Life Insurance Plan, and new employees who are provided this coverage, shall be the same monthly dollar amount as the Employer contributes for all other State employees covered by the State Employees Group Life Insurance Plan.

- L.2 The Nebraska Workforce Development Department of Labor shall continue to provide for all employees authorized absences to attend approved educational and training activities including professional development conferences relevant to the employee's career development with the Department of Labor subject to limitations imposed by numbers of staff required to keep an office, section, etc., operative. All requests for training or educational activities shall be forwarded through supervisors to Executive Directors for approval. Executive Directors are requested to contact the Department's Office of Finance and Human Relations to assure consistent application of this Article. Requests for training or education should not be unreasonably denied, subject to procedures stated in Article 20.1 of the Collective Bargaining Agreement.
- L.3 The Nebraska Workforce Development Department of Labor shall provide a new employee orientation for all new employees. The timing of such meetings will be held every biweekly pay period in which a new employee is scheduled to commence work with the Department. The Department will provide notice of the orientation schedule to the union and will comply with Section 6.9 of the labor contract.
- L.4 The Department shall make basic first aid kits, meeting OSHA recommendations, available at each Department work location. In One-Stop locations where there are multiple partners that are outside of Nebraska Workforce Development Department of Labor, this expense will be negotiated through a Memorandum of Understanding (MOU) as a shared cost.
- L.5 The Agency shall provide to all employees, based on the availability of funds, in-service training programs, specifically applicable to the work the employees perform or to individual career development. Employee suggestions or requests for subject matter will be encouraged.

## **APPENDIX M - DEPARTMENT OF CORRECTIONAL SERVICES**

### **PROTECTIVE SERVICES BARGAINING UNIT EMPLOYEES**

#### M.1 DEFINITIONS

M.1.1 Unless the context is shown to intend otherwise, words and phrases in this Appendix are used in the following sense:

M.1.2 **AGENCY SENIORITY** – Total months of continuous service with an Agency as identified by Agency records.

M.1.3 **CLASSIFICATION SENIORITY** – Total amount of service in each job classification as listed below unless there is a break in service with the agency.

Corrections Officer  
Corrections Sergeant  
Corrections Corporal  
Corrections Unit Caseworker

M.1.4 **EMERGENCY** – Escape, riot, fire, hostage situation, natural disaster, or other unusual situation, declared by the Director and/or designee, which threatens, or may threaten the security of the institution, work area or safety of the public, employees, inmates and/or others.

M.1.5 **JOB CLASS SPECIFICATION** – The official written description of a class of work which defines the classification, lists some of the more typical tasks of the classification and the supervision exercised and received.

M.1.6 **PRIMARY POST ASSIGNMENT** – The post assignment which is given the employee on an official form. This assignment is permanent and dictates assignment of class, classification, etc. This is subject to the Agency providing ten work days written notice to the affected employees prior to making changes in their permanent work schedules, except when requested or agreed to by the Employee or in cases of emergency as defined in M.1.4.

M.1.7 **PROMOTION** – Reassignment of an employee from one class to another class of a higher classification with increased duties and responsibilities.

M.1.8 **SUPERVISORY COUNSELING:** A supervisory counseling is a means of correcting or clarifying performance expectations, and is not considered a form of discipline.

#### M.2 SEARCHES OF EMPLOYEES

M.2.1 When Management determines that employees should be subject to pat or strip searches, those searches shall be conducted in such a manner as to afford the employee dignity. Strip searches shall only be conducted upon reasonable suspicion and the supervisor will, prior to the search, provide the employee written notice authorizing the search, signed by the CEO, or designee outside the bargaining unit.

### M.3 HOURS OF WORK

M.3.1 Employees scheduled work day shall ordinarily be eight (8) hours. A meal period shall be considered time worked, as shift employees are considered on duty from the beginning of their shift until they finish their shift. Meals shall be expeditious and only the amount of time reasonable and necessary to eat shall be used.

M.3.1.1 Labor and Management agree to establish an agency-wide Labor Management Committee to meet and discuss alternative work shifts. The Union and Management shall select four (4) representatives each, from their respective sides, to form this committee. The Labor Management Committee will report its findings and recommendations by July 1, 2003. Any alternative work shift recommended shall guarantee the employer's ability to provide services, meet all work demands as defined by the employer, and to the extent practicable, meet employee personal scheduling preferences.

M.3.2 Employees shall not be unreasonably denied rest periods not to exceed a total of thirty (30) minutes during each work day. The Employer retains the right to respond to emergency situations by not allowing a rest period. Lack of relief staffing is considered a reasonable reason for denying rest periods.

M.3.3 Work Schedules and Changes - Correctional Officers, Correctional Corporals, and Correctional Unit Caseworkers will be assigned to permanent shifts and permanent days off. This is subject to the Agency providing ten work days written notice to the affected employees prior to making changes in their permanent work schedules, except when requested or agreed to by the Employee or in cases of emergency as defined in M.1.4.

Subject to Institutional needs, Sergeants will be assigned to a permanent shift and days off, and will rotate from post to post on that shift every six months; except for Sergeant positions designated as an exempt post. When making assignments or conducting the bidding process for shift/days off seniority will be taken into considerations; however, Institutional needs will be the determining factor. Sergeants may be temporarily assigned to a different shift and/or days off, to fulfill Institutional needs or for training purposes. M.4.2 is not applicable to Sergeants; however the provisions of M.13.1 do apply.

### M.4 SENIORITY

M.4.1 Where jobs are reclassified or renamed, employees therein will retain their seniority.

M.4.2 Classification seniority for Protective Services Bargaining Unit members will be the prime consideration in personnel actions taken within the Agency. This includes bidding on post/job assignment, permanent days off, the bidding of vacancies on permanent shift, except when the Agency needs an employee with certain identified qualifications/skills, which shall be posted with the job. In the event the employee believes seniority was not taken into consideration, an internal complaint or a written request may be made of the personnel action. This request must be made within five

(5) days from the date of notification the personnel action was taken. The decision maker will have five (5) work days in which to answer the employee in writing. Grievance time limitations will not begin to run until the process has been completed.

M.4.3 State seniority shall be the prime consideration in the assignment of vacation, overtime and lateral transfers.

M.4.4 A classification and state seniority list book will be maintained in the shift supervisor's office, and will be made available to employees to view at any time, upon request. The list shall be updated semiannually and contain each employee's name, classification, and seniority date. A copy of the seniority list shall be furnished to a Facility Union Representative upon completion.

M.4.5 If two or more employees have the same classification seniority date, the tie shall be broken by the state seniority date.

If two or more employees have the same state seniority date, the tie shall be broken by the employee's NIS number, the lower number signifying greater seniority.

## M.5 UNIFORMS

M.5.1 The basic uniform issued to an employee shall be stated in the Regulations of the Agency.

M.5.2 The Agency shall replace any portion of the uniform which has become worn out or has been damaged in the line of duty.

M.5.3 The State will reimburse Correctional Officers, Corporals and Sergeants in the Protective Services Bargaining Unit up to \$150 per contract year for uniform cleaning, alteration and repairs, and the purchase of authorized uniform articles (from vendors under contract with the Agency or from other vendors approved by the Agency) which are not readily available, as determined by the Agency Director or his designee. Such payments shall not accumulate one fiscal year to another.

M.5.4 Seasons for uniform wear shall be the same for all facilities and no facility shall deviate from this schedule.

(1) The summer uniform will be worn starting April 15th of each calendar year.

(2) The winter uniform will be worn starting October 15th of each calendar year.

M.5.5 The following applies for Custody Staff: Short sleeve shirts may be worn with the summer uniform, without a tie. Short or long sleeved shirts may be worn with the winter uniform with a tie. The uniform jacket may be worn year round as a part of the summer or winter uniform. Caseworkers will not be required to wear ties with their uniform polo-type shirts.

M.5.6 For Custody Staff, parkas and raincoats shall be made available at all facilities. Various sizes will be on hand to accommodate most personnel.

M.5.7 For Custody Staff, dickies and turtlenecks, in a style and color approved by the Department and purchased by the employee, may be worn as a part of the winter uniform, in place of the issued clip-on tie.

## M.6 OVERTIME

M.6.1 A standard work week shall be 40 hours plus roll call time. All hours in excess of this standard work week shall be considered overtime and compensated at one and one-half times the regular hourly rate for all members of the bargaining unit. The Agency will continue to provide roll call time at the facilities where it now exists during the fiscal years for which this Contract is in effect.

M.6.1.1 Seniority lists for overtime assignments will be maintained in the shift supervisor's office and will be made available for employees to view at any time upon request.

M.6.1.2 When a Correctional employee is required to work into the next shift on overtime for four (4) hours or more, and the employee is not provided an opportunity to eat or obtain a meal, the State will furnish a meal to the employee at no cost to the employee.

M.6.1.3 Employees in this Unit shall have the choice of taking compensatory time for overtime worked, with the exception that the Employer has the right to pay for Holidays worked, when the budget permits.

M.6.1.4 With employee and Employer agreement, employees may take reasonable amounts of compensatory time off.

M.6.1.5 At the time of bidding for exempt posts, holidays concerning that post will be designated, on the bid sheet, as holidays worked or holidays not worked on that post.

## M.6.2 MANDATORY OVERTIME

M.6.2.1 MANDATORY OVERTIME: Means that the employee is directed by management that they have been required to work mandatory overtime and that the employee works any amount of time into the next shift.

M.6.2.2 The employer shall create and maintain an accurate up to date mandatory overtime list of employees in the order of least to greatest state seniority for each shift by classification identified in Appendix M.1.3. Officers and Corporals are on the same list. The list shall include the employee's name, shift, classification, state seniority date and last mandatory date.

The mandatory overtime list is a continuous rotating list from least senior to most senior.

M.6.2.3 The continuous rotating list for mandatory overtime is maintained in the shift supervisor's office and shall be made available for employees to review at any time upon request

M.6.2.4 If no employee volunteers for overtime, then on the basis of rotating seniority, least to the most senior, an employee will be required to work the overtime. New hires will be placed on the mandatory overtime list following one calendar week after successful completion of pre-service training.

An employee, who volunteers for overtime on their scheduled day off, will not be held over for mandatory overtime on the following shift.

M.6.2.5 Employees who are selected to work mandatory overtime and work beyond the expiration of their shift are moved to the bottom of the mandatory overtime list. However, if an employee is not mandated, but in the course of the performance of duties an employee has to work beyond the expiration of their shift, they must work two hours before they move to the bottom of the mandatory overtime list.

M.6.2.6 Depending on Institutional needs, the shift supervisor may elect to split the mandatory overtime shift assignment, between two or more employees, which can also include working less than eight hours. At no time will an employee be sent home, and be required to return and finish the next shift.

M.6.2.7 When Institutional needs determine that less staff is needed at the facility, employees working mandatory overtime will have the first option to leave in descending order of seniority beginning with the most senior mandated employee(s).

M.6.2.8 Each employee shall have two byes to be used per fiscal year to use at his or her discretion during each fiscal year this contract is in effect. When an employee exercises a bye, they are not required to work mandatory overtime, but will remain in the same position on the mandatory overtime list. Employees are not allowed to carry over byes from fiscal year to fiscal year. Management reserves the right to deny a bye for a good and compelling reason.

### M.6.3 VOLUNTARY OVERTIME

M.6.3.1 Assignment of employees to work voluntary overtime shall be based on seniority of those employees who volunteer. However, within twenty-four hours prior to the start of a shift, voluntary overtime is offered on a first come first serve basis. After the employee works two or more hours of voluntary overtime the employee moves to the bottom of the mandatory overtime list.

Employees who are assigned to work voluntary overtime shall have the opportunity to work for at least two hours

M.6.3.2 The employer shall maintain a voluntary overtime list of employees in the order of state seniority for each shift by classification. Each list shall be available for review and shall include the employee's name, shift, classification, days off, state seniority date and last voluntary overtime date.

M.6.3.3 When unplanned or unscheduled overtime is required, it shall be offered first to the employees who are on duty.

M.6.3.4 This voluntary overtime clause expires two years from the effective date of this contract and will not carry over to the next contract unless the parties agree.

## M.7 WORKING OUT OF CLASS

M.7.1 Employees who are assigned to a position of a higher salary classification for more than four (4) days in any pay period, who meet the minimum qualifications of said position, shall receive five percent (5%) additional compensation over and above that employee's present rate of pay for the hours worked in the higher salary classification. Time worked out of class shall be documented to the nearest tenth of an hour. It shall be the responsibility of the supervisor to identify those hours worked out of classification for pay purposes.

M.7.2 At the Department of Correctional Services no employee shall be required to work out of his/her classification if such employee does not have the requisite qualifications to perform such work, nor shall any employee be required to work out of classification for the purpose of avoiding pay, to the employee, the salary for the higher salary classification.

M.7.3 New hires shall not be allowed to work out of his/her classification until their original probation period is successfully completed, except in either of these two (2) situations: (1) Emergency situations as provided in Section M.1.4, or (2) new hires who have been trained and endorsed in writing by a first line supervisor outside the bargaining unit, and approved by the appropriate department head.

M.7.4 The Department of Correctional Services will implement a policy which will require the documentation of working out of classification experience, so appropriate work experience records can be presented to the promotion boards for review and consideration.

## M.8 PROMOTION BOARDS

M.8.1 Candidates eligible to appear before the Promotion Board will meet the minimum qualifications and requirements. All qualified candidates will be interviewed. No employee will be interviewed, who has not submitted an application.

M.8.2 The Promotion Board will consist of not less than three (3) members, one of which shall be a member from another facility/program. This Board will be utilized to promote Corrections Officers and Corrections Corporals.

M.8.3 At least ten (10) days prior to the convening of the Promotion Board, a dated notice shall be posted on bulletin boards to communicate the following information:

- 1) The date of the Promotion Board.
- 2) The classification (rank) to be interviewed.
- 3) The date and place of any testing or examinations for the classification (rank) being interviewed.

- M.8.4 The Promotion Board will rank all candidates who were selected by the Board for promotability.
- M.8.5 All candidates shall be informed of their ranking, in writing, ten (10) work days after the conclusion of the Promotion Board. Promotion Board ranking shall be made available for review to the affected candidates upon request.
- M.8.6 Vacancies in the rank interviewed for shall be filled, within twenty one (21) calendar days, in compliance with the promotion list, subject to appropriate administrative approval.
- M.8.7 An employee who turns down an offer of promotion will have his/her name removed from the current list.
- M.8.8 Promotion Boards will be held at least twice a year, or as needed.
- M.8.9 All effective promotions shall be posted on the appropriate bulletin boards and read at roll call.

**ALL DEPARTMENT OF CORRECTIONAL SERVICES CONTRACT COVERED EMPLOYEES EXCEPT IN SECTIONS WITH RESTRICTIONS LISTED (M.10 WORK RULES; and M.12 BIDDING ON OPEN POST/JOBS)**

**M.9 HOSTAGE LEAVE**

- M.9.1 In the event employees of the Department of Correctional Services have been determined, by the Director or other appropriate official, to have been taken hostage, the employee may be eligible for a paid leave of absence up to ninety (90) days. The Director or Designee of the Director will determine the number of days allowed, after consultation with the Department's Medical Team and/or a consulting Psychologist or Psychiatrist. If the employee is not in agreement with the decision, they may obtain a second opinion, at the employee's expense. If there is a conflict in the Department and the employee's second opinion, a third opinion can be obtained, at Department expense. The third opinion, gained from an independent and mutually agreed upon professional, will be final and non-grievable. Such paid leave shall not be charged against the employee's sick leave account.

**M.10 WORK RULES**

- M.10.1 This section applies to all Department of Correctional Services employees covered by the Protective Services bargaining unit, the Maintenance, Trades and Technical bargaining unit, and the Recreational Specialist positions in the Health and Human Care Professional bargaining unit. An employee shall not be required to staff a post for a period of longer than two (2) hours if that post is as a roving patrol, tower duty, or yard duty, where the vehicle used in conjunction with the post is without air conditioning and where the employee does not have access to an approved area with air conditioning when the temperature reaches 88 degrees Fahrenheit or above. When outside temperature is below 15 degrees Fahrenheit, employees assigned to outside posts will be given access to heated areas.



M.11 DRESS CODE

M.11.1 The dress code shall be a proper subject for discussion by the Labor-Management Committee.

M.12 BIDDING ON OPEN POST/JOBS

M.12.1 The Employer agrees to allow employees, in the Protective Services Bargaining Unit, and Department of Correctional Services employees working in areas where their job assignments are involved in a normal rotation cycle to, one time each fiscal year, either, (1) Bid out of normal rotation, and accept new days off, or (2) Bid out of normal rotation, on the employee's assigned shift, and retain current days off. Employees will be afforded an additional bid, per fiscal year, to bid for days off only. When the employee is successful in bidding for a change, movement to the new assignment will take place as soon as appropriate.

M.12.2 All open post/job assignments will be posted within five (5) days after the assignment becomes vacant. The opening will be left posted for five (5) workdays, opening and closing will be those same five (5) workdays. The posting will include the appropriate job location, open post/job vacancy, shift, days off and rank, where applicable. Job postings will include a closing date and all applicants will submit an application to the appropriate authority by the closing date as posted.

M.13 ANNUAL VACATION SCHEDULING

M.13.1 Each facility or work unit will post a vacation request schedule once a year beginning November 1st, for a period of thirty (30) days, for vacation preferred between January 1st and December 31st of the following year. Each employee shall have the opportunity to select, based entirely upon their state seniority, the entire amount or any part of vacation time earned in the current year, prior to the schedule being filled in by the next senior person. To receive priority, vacation leave requests must be for three (3) days or more. Vacation leave requests for less than three (3) days will be considered, but with no priority. Upon completion of current year scheduling, employees may be allowed to schedule any carry over vacation, on a first come, first served basis.

M.13.2 The facility will prepare and maintain the vacation schedule in a book in the shift supervisor's office, which shall be made available to the employees to view, at any time, upon request. The results of vacation scheduling for the bargaining unit members will be posted no later than thirty (30) days after December 1<sup>st</sup> of each year.

M.13.3 Once the schedule has been approved, an employee's vacation period will not be changed by the Agency, except during periods of emergency or by mutual consent of the Agency and employee. Employee initiated actions, such as bidding or promotion, which causes changes in days off and/or shift, may be cause for adjustment in vacation schedule depending upon staffing levels. In such cases, the employee will be permitted to select alternative vacation periods, which will not affect the security of the facility.

- M.13.4 State seniority will be the prime consideration in determining choice of vacation time.
- M.13.5 The purpose of this section is to guarantee that all hours spent away from work during this time period will be charged against accrued vacation, unless the parties mutually agree to substitute compensatory time for any portion of the time period.
- M.13.6 Employees must submit a written request to cancel scheduled vacation, to the immediate supervisor outside the bargaining unit, no later than seven (7) calendar days prior to the start of the vacation to be canceled. To retain any portion of scheduled vacation, the employee must take at least two (2) consecutive work days of scheduled vacation.
- M.13.7 OTHER LEAVE REQUEST - When an employee requests vacation or compensatory leave, approval or denial will be given at least seven (7) calendar days prior to the date the leave is to be taken. Applications for leave will be accepted up to thirty (30) days in advance of the date requested.
- M.14 DISCIPLINARY ACTION
- M.14.1 When a Department of Corrections employee has been charged with a criminal offense that is directly related to the workplace which could reasonably be expected to result in a significant disruption of the workplace, the Department of Corrections Director, in consultation with the DCS Human Resources Administrator, may suspend the employee without pay until there is a trial court disposition of the criminal charges. A final disposition of the pending charges is not necessary prior to discipline, but may be considered by an arbitrator or hearing officer if a grievance is filed. The employee reserves the right to file a grievance on the Agency Director's decision to suspend.
- M.14.2 When an incident calls for the application of discipline, the discipline may be imposed only once for that incident.
- M.14.3 Disciplinary action shall consist of only one form of discipline, subject to progressive disciplinary standards.
- M.15 UNIFORMS FOR CORRECTIONAL SERVICES MAINTENANCE, TRADES AND TECHNICAL BARGAINING UNIT EMPLOYEES
- M.15.1 The following shall apply only to the classifications of: Facility Maintenance Technician I, Facility Maintenance Technician II, Facility Maintenance Leader, and Facility Maintenance Specialist.
- M.15.1.1 The basic uniform issued shall be stated in the Regulations of the Agency.
- M.15.1.2 The Agency shall replace any portion of the uniform which has become worn out or has been damaged in the line of duty.
- M.15.1.3 The State will reimburse these employees up to forty (\$40) dollars per contract year for uniform cleaning, alteration and repairs. Such payments shall not accumulate one fiscal year to another.

M.15.1.4 For these employees' coveralls and overshoes shall be made available at all facilities. Various sizes will be on hand to accommodate most personnel.

M. 16 ADVANCE CALL-IN

M.16.1 In cases of unscheduled absences, essential employees as determined by the twenty-four hour facility shall provide at least two (2) hours advance call-in notice prior to the start of their shift. The shift supervisor on duty receiving the advance call-in shall secure the necessary staffing requirements.

M.17 EMPLOYEE DRUG AND ALCOHOL TESTING

**PURPOSE:** To preserve Department security and to protect the personal safety of fellow employees, volunteers, offenders, and the general public, employees, contract personnel, and volunteers shall not be permitted to perform their duties or enter upon the premises of departmental facilities or offices while under the influence of alcohol, the illegal use of drugs, and/or controlled substances.

**APPLICABILITY:** All employees of the Department, however, employees with commercial driver's licenses will be subject to testing as specified by the Federal Department of Transportation.

**PROCEDURES FOR DRUG TESTING:**

**Rights and Privacy:** The rights and privacy of employees shall be safeguarded to the maximum extent possible. All records and/or results generated in compliance with this procedure will be confidential. Under no circumstances shall the employee be required to provide their social security numbers or home address to the drug collection site. All information and reports concerning such incidents are to be maintained in the strictest of confidence ensuring that the alleged substance abuse is not discussed at or outside the workplace. Any breach of confidentiality is subject to severe disciplinary actions.

**Testing for Controlled Substances:** The contracted, independent licensed vendor determines information needed to be provided by the employee, which could include any over the counter medication or other therapeutic prescribed medication. Unless the employee challenges the result of the test, the employee shall provide requested information to the contracted vendor only.

**Method of Testing:** Gas Chromatography/Mass Spectrometry urinalysis testing shall be the only method of testing to be conducted by the contracted, licensed vendor. Chain of Custody of the urine sample is documented. If needed, a second test is permissible, but will be done from the original sample. If the test results are positive, and the employee wants to challenge the test results, it will be at the employee's expense. If the results of the re-test are negative, the test results will be considered negative.

**Controlled Substances Tested:** THC, cocaine, opiates, phencyclidine (PCP), amphetamines/methamphetamine, benzodiazepine, barbiturates, LSD, and any derivatives from these controlled substances.

Alcohol Testing: There shall be no random testing for alcohol use. Employees may only be tested with reasonable suspicion under the agency's current practice.

Work Time for Test Administration of Drug Testing: Employee shall be considered on work time pertaining to the administration of alcohol/drug testing, including overtime. All time used under this testing process shall be considered time worked for purposes of wages and overtime.

General Testing Guidelines: The Department shall ensure that all employees are informed of the detrimental impact of drugs and alcohol as it affects them at the work place. Substance abuse educational material will be provided to all employees annually by the Human Resources Division.

1. The following situations/conditions may require tests to be conducted of employees. For employees, failure or refusal to submit to such tests could result in disciplinary action being initiated:
  - a. pre-employment
  - b. reasonable suspicion (which can include critical incident, e.g., work accident, physical altercation; possession of alcohol or drugs,)
  - c. random
  - d. if applicable, return to duty
  - e. follow up
2. Department Test Coordinator, designated Human Resources Division contact, is notified of all reasonable suspicion by the work site coordinator, that are requested of an employee and whether the test was done or not. (Work site coordinator, an employee designated by the Facility/Program Administrator with mutual agreement by the Human Resources Administrator. No bargaining unit member shall be designated as a work site coordinator)
3. Reasonable Suspicion Alcohol and Drug Testing: Reports of reasonable suspicion go immediately to the Work Site Coordinator who notifies the Facility/Program Administrator or designee, and will be documented. The affected employee is relieved from duty and shall immediately meet with the Facility/Program Administrator or designee to discuss the matter, assess the situation, and to determine the appropriate course of action, which may not necessarily require a substance abuse test. Appropriate course of action could include:
  - a. supplemental training
  - b. supervisory counseling
  - c. EAP referral, or treatment referral to a licensed substance abuse professional
  - d. Performance Improvement Plan
  - e. Depending on the situation, possible disciplinary action could be ensued.

It is not the intent of the Employer to take disciplinary action as a direct consequence of receiving a confirmed positive result. However, nothing prohibits the employee from being subject to disciplinary action for inappropriate or illegal acts performed while under the influence of the illegal use of a controlled substance.

The agency may take disciplinary action only for just cause, with consideration to mitigating information, as a result of the employee's inability to perform required duties.

The employee retains his/her grievance rights provided for in the NAPE/ AFSCME Labor Agreement.

4. **Random Testing:** All employees are subject to a random drug test with a computerized generated list identifying the persons to be tested by the independent, licensed testing vendor contracted with the Department.
5. **Commercial Drivers (CD) Testing:** Employees required to hold Commercial Driver's License (CDL) are subject to the Federal Department of Transportation Guidelines, with the contracted independent, licensed vendor conducting the tests.
6. **Critical Incident Testing** occurs when actions of an employee cause serious physical injury or death of a person by misuse of a firearm, or other serious incidents.
7. **Return to Duty Alcohol/Drug Testing** occurs when an employee has been tested for alcohol or drugs with positive results, that employee will need to submit to testing prior to returning to work.
8. **Follow Up Drug Testing** – Upon request by the Facility/Program Administrator or designee, an employee, who has a verified positive result for a controlled substance listed in the 'Controlled Substance Tested' section, will need to submit to follow up testing. The employer shall have the right to follow up testing once within the following six months from the date of employee's last positive test results.

If the Facility/Program Administrator or designee's decision is to pursue a substance abuse test, then arrangements are made with an independent, licensed vendor contracted with the Department.

The employee who is subject to the alcohol/drug testing will remain readily available. Key documents are to be signed by the employee and the Facility/Program Administrator or designee.

Upon request, an employee may have an available employee representative present if being requested to undergo an alcohol/drug test.

Should a false accusation be made that an employee is suspected of substance abuse, then the accuser may be subject to disciplinary action.

**Employee's Opportunity to Discuss Results of a Positive Test:** An employee has the opportunity to discuss the positive results with the Independent Contracted Vendor. The independent vendor can determine if additional follow up is needed, with the expense borne by the employee. For any employee requested re-test, the re-test shall be from the same original sample, by the same contracted vendor and if the retest is negative, the agency shall reimburse the employee for that particular re-test, by no later than the end of the following pay period.

Reports/Documentation: Each person involved in the reporting, supervising or investigation of allegations of substance abuse shall provide a written report to the Facility/Program Administrator/Department Test Coordinator during the work period in which their involvement took place. Reports shall list all facts being considered, including circumstances leading up to the test. If disciplinary action is pursued, then reports and/or information supporting reasonable suspicion shall be made available to the employee.

Agency/Employee Options to Positive Test Results: Employees may be allowed a leave of absence for treatment on an in-patient or outpatient basis. Employees participating in rehabilitation programs shall be entitled to use their accumulated vacation, holiday, comp time, and other accrued leave time. Nothing herein shall be construed to diminish any rights which may apply under the ADA, FMLA, or other relevant laws.

The Agency shall make reasonable efforts to reassign employees who are participating in an outpatient rehabilitation program to duties when their job description or temporarily reassign to another position for which he/she is qualified, until the employee is able to return to regularly assigned duties, with such return subject to the employee following the rehabilitation treatment program. If such, then the Department Test Coordinator has a file copy of the employee's diagnosis, prognosis and treatment plan.

Training & Educational Materials: The Agency will provide needed education to all of its employees – supervisors and front line staff – on its Random/Substance Abuse Drug Testing Policy, including but not limited to the following information:

- Conduct that is prohibited
- Situations when employees may be tested for alcohol/controlled substances
- Information on the testing procedures for alcohol/controlled substances
- Information on what constitutes a refusal to submit to a test
- Consequences for policy violations
- Information on effects of alcohol/controlled substances
- Upon request, an employee's right to an available union representative under the policy.

## **APPENDIX N - EDUCATIONAL TELECOMMUNICATIONS COMMISSION**

### **Work Schedules - Network Operations**

- N.1 Prior to the implementation of a new Network Operations work schedule, Management will provide notice of the planned revision including reason for the work schedule change, operating parameters for developing a new work schedule and at least two work schedule proposals. This information will be presented to the Network Operations employees at least fourteen days prior to the proposed work schedule change. Network Operations employees will then have seven days to provide input and/or submit their own proposals for review and consideration before the schedule is implemented.
- N.2 Employees may submit, through the NAPE/AFSCME steward, proposed Network Operations work schedules. Management shall respond within fourteen days. Such employee initiated schedules shall be limited to one per fiscal year unless by mutual agreement.
- N.3 The exception to these procedures will occur when required by short notice changes to the television, radio broadcast and/or non-broadcast program schedules or services. When necessary for an exception, Management will utilize the above process within 30 days to allow employee input.
- N.4 Management reserves the right to make temporary changes in work schedules to accommodate vacations, leaves, and vacancies as necessary in order that Network Operations can meet the Network schedules and services.
- N.5 Employees may select schedule shift assignments based on seniority and qualifications. Management will first respect seniority, as long as a fully qualified engineer is available for each shift.

### **Vacation - Network Operations**

- N.6 Beginning January 15 each year, employees may designate preferred vacation time in the vacation book. Vacation requests will be accepted on a seniority basis until March 15. After that date all requests will be on a first come basis. Once vacation is confirmed, it will be honored, except the scheduled vacation may be adjusted and/or canceled in cases of extended sick leave and/or vacancies.

### **Holidays**

- N.7 Educational Telecommunications Commission employees observe the same holiday schedule as is observed by University employees. When a holiday falls on an employee's day off, it shall be observed by that employee on a work day closest to the actual holiday.

## **APPENDIX O - NEBRASKA EQUAL OPPORTUNITY COMMISSION**

- O.1 In conformity with Article 21 of the Master Contract, the Agency and the Union agree to establish a labor/management committee to discuss issues of common concern. Said committee shall be constituted in conformity with Article 21.2 of the Master Contract and comprised of management staff and bargaining unit employees from both major offices of the Agency.
- O.2 The Agency reaffirms its commitment to give thoughtful and appropriate consideration to the suggestions and views of employees on any subject of mutual or individual concern. Any such views or suggestions may be expressed in any reasonable manner at any reasonable time to any official of management, including proposals in writing and/or verbal suggestions at staff meetings.
- O.3 The Agency reaffirms its commitment to conduct all performance evaluations and corrective or disciplinary actions in a manner consistent with applicable provisions of the Master Contract. The Agency further reaffirms its commitment to the principles of sound personnel management and employee confidentiality. The Agency further reaffirms its commitment to prompt and appropriate resolution of employee complaints and concerns.
- O.4 The Agency agrees to provide all employees at least two in-service training programs per year, of at least two hours duration each. Employee suggestions or requests for subject matter will be encouraged. Such suggestions may be made at any reasonable time in writing, to any member of management.



## **APPENDIX P - DEPARTMENT OF ADMINISTRATIVE SERVICES**

### **UNIFORMS**

- P.1 The basic uniform issued to an employee shall be stated in the Standard of Operations of the Agency. Uniforms for all security personnel shall be the same. No item listed under P.2 or purchased under P.3 shall be used for outside employment or any other unofficial business.
- P.2 DAS shall furnish the following items as standard uniforms for all DAS security personnel covered by this labor contract:
- a. Trousers - four (4) pair
  - b. Shirts - six (6) long or short sleeve to be determined at the employee's discretion
  - c. Security Patches - one (1) for each shirt as necessary
  - d. Shoes - 1 pair
  - e. Belt - 1
  - f. Tie - 3
  - g. Badges - 2
  - h. Nameplates - 2 and rank designations
  - i. Jacket - 1 (for each security guard having to perform duties outside)
  - j. Additional uniform accessories, such as radio/belt swivel, belt/key holder, belt keepers, flashlight holder, etc., will be issued in accordance with individual duty requirements.
- P.3 DAS shall make arrangements for an employee to purchase, at his/her own expense, additional uniform items as listed in P.2 at a cost comparable to that paid by DAS. DAS shall replace or repair any portion of the uniform which has become worn out or has been damaged in the line of duty.
- P.4 DAS agrees to consult with representatives of the Union prior to changing the existing uniforms of any of the facilities under DAS's responsibility or prior to establishing uniform requirements at any facility not presently having uniforms.
- P.5 All uniform materials issued are washable in standard automatic home-type machines with minimum care. Such routine cleaning of uniforms is the responsibility of each employee. Each employee shall try on each uniform component immediately upon issuance and, within 30 days, notify his/her supervisor if the uniform needs to be altered or returned to the vendor. Alterations after this time period will be the responsibility of the employee.
- P.6 All uniform components issued by the Department of Administrative Services remain the property of the State of Nebraska and shall be turned in by the employee to the employee's immediate supervisor either when damaged or in need of replacement or upon the termination of employment.
- P.7 A copy of the applicable operating procedures manual shall be available for each employee to review. Bargaining unit employees will have an opportunity for input into the development of operating procedures manuals.

- P.8 DAS shall furnish the uniforms, patches, alternations, cleaning, and replacement of all uniforms worn by Transportation Services Bureau (TSB) garage and maintenance employees.
- P.9 IMServices (computer processing unit) will post, in a 24 hour accessible area, a list of employees in the order of being called for overtime, also indicating the next person required to work overtime.

## **APPENDIX Q - NEBRASKA MILITARY DEPARTMENT**

### **SECURITY SPECIALIST**

- Q.1 The initial issue and replacement of basic uniform and equipment, for the Military Department State Security Specialists and the Security Administrative Assistant, shall be prescribed in agency policies and procured only if appropriate federal funds are available.

### **MILITARY FIREFIGHTERS**

- Q.2 The initial issue and replacement of basic uniform and equipment, for the Military Department Firefighter personnel, shall be prescribed in agency policies and procured only if appropriate federal funds are available.
- Q.3 In the selection of applicants for vacant Driver/Crew Chief positions, initial consideration will be given to on board Firefighters who are qualified and certified for selection.
- Q.4 Vacation and sick leave will be accrued at a rate commensurate with the amount of regularly scheduled hours worked during the pay period.
- Q.5 The earning of holiday leave by bargaining unit employees begins immediately upon employment. Full-time employees earn eight hours of holiday leave for each of the dates indicated in Article 14, Section 14.1. Holiday leave will be requested in advance by the employee and will be used only after approval is received from the Agency Head or his/her designated representative. Accrued holiday leave must be used within 30 days of the holiday for which it was accrued. Employees may be advanced holiday leave. Advanced holiday leave may not exceed the amount which will be accrued at the next scheduled holiday.

The parties agree that for Firefighters and Firefighter Driver/Crew Chiefs, the holiday shall be deemed to fall on the day on which the holiday occurs.

## **APPENDIX R - DEPARTMENT OF REVENUE**

- R.1 Prior to making any proposed changes in the Flex Time Policy dated December 11, 1992, the Employer agrees to discuss said proposed changes with a Labor-Management Committee.
- R.2 The Employer agrees that all procedures for phone monitoring shall be a proper topic of a Labor-Management Committee. This article shall not restrict the Employer from implementing phone monitoring at any time.

## **APPENDIX S - DEPARTMENT OF MOTOR VEHICLES**

- S.1 Where the employees are required by the Employer to wear uniforms, the Department of Motor Vehicles will follow the current adopted department policy in effect for uniform distribution, replacement, and maintenance during the Contract period.
- S.2 No item or part of the prescribed uniform issued will be worn or used during off-duty hours nor shall items be worn or used for any non-duty purpose.
- S.3 Labor-Management Committee members shall be allowed paid work time, not to exceed the employee's normal work day, to travel to and from Labor-Management Committee Meetings.

## **APPENDIX T - DEPARTMENT OF INSURANCE**

- T.1 Premium Pay: Employees occupying positions classified as Examiner I, Examiner II, and Examiner III should receive premium pay in the amount of twenty percent of their regular salary when he/she works on a work assignment, made by his/her employing agency, outside of the State of Nebraska, when such assignment lasts for twenty consecutive business days or longer. This premium pay shall only apply to hours worked outside of the State of Nebraska. The twenty consecutive business day requirement must be met for each out of state assignment. The purpose of the premium pay is to compensate employees in these classes for the added expense and inconvenience involved in spending long periods away from home.

## **APPENDIX U - NEBRASKA STATE FIRE MARSHAL**

- U.1 At the Nebraska State Fire Marshal's Office, approved overtime earned by Training Specialists while receiving employee requested training shall be compensated as paid time off, or as a cash payment, at the Employer's discretion. If the overtime is compensated as paid time off, the employee shall have up to 60 days to use the paid time off from the date the overtime was worked.
- U.2 The State Fire Marshal will provide a separate land line business telephone for the bargaining unit member's home, or a cell phone, at the bargaining unit member's choice.
- U.3 Black uniform pants and blue uniform shirts shall be worn by employees classified as Fire Marshal Deputy/Flammable Liquids for all inspections, investigations, public presentations and programs. Fire Marshal Deputies/Flammable Liquids have the option of requesting cotton or polyester uniforms.

## **APPENDIX V - NEBRASKA STATE ELECTRICAL DIVISION**

### **Uniforms:**

- V.1 The basic uniform issued to an employee shall be stated in the division policy manual. No item listed under V.1 or purchased under V.1.2 shall be used for outside employment or any other unofficial business. The provided uniform shall be worn at all times that the inspector is representing the Nebraska State Electrical Division. (Staff meetings and IAEI meetings or at the discretion of the director are exempt from this rule.)
- V.1.2 The Electrical Division shall furnish the following items, except as noted in Policy Manual Article #24 standard uniforms for all Electrical Inspectors covered by this labor contract.
- a. - 4 Trousers (jeans) - Brown
  - b. - 4 L/S Shirts - Tan
  - c. - 4 S/S Shirts - Tan
  - d. - 1 Lined Jacket Zip out liner - Brown
  - e. - 1 Rain resistant Windbreaker
  - f. - 1 Bomber Jacket - winter
  - g. - 1 Belt
  - h. - 1 Fire Resistant Smock
  - i. - 1 pair light weight bib coveralls.
  - j. - Official Patches -- 1 for each shirt, jacket, or coat
  - k. - 1 Badge
  - l. - 2 nameplates
  - m. - 1 pair Leather Gloves.
  - n. - 1 Pair Safety Toed Shoes or boots-Black or Brown. 1- Pair Steel Toed Boots – Black or Brown (\$150.00 will be allowed every two years for boots; inspectors wanting boots of a higher value will have to pay the difference in price themselves.)
- V.1.3 The Electrical Division shall attach official patches, replace or repair any portion of the uniform which has become worn out or has been damaged in the line of duty.
- V.1.4 All uniform materials issued are washable in standard automatic home-type machines with minimum care. Such routine cleaning of uniforms is the responsibility of each employee

### **Telephone:**

- V.2 The Electrical Division shall provide telephone service as required, for the inspector's home, in areas where they are required to work out of their homes.
- V.2.1 The Electrical Division shall provide communication equipment necessary for the inspectors to operate the Report System or any system the Division may employ, for the inspector's home, in the areas where they are required to work out of their homes.

**Safety Equipment:**

- V.4 The Electrical Division shall provide the inspectors, and maintain basic safety equipment as listed.
- a. Certified First Aid Kit.
  - b. Certified Fire Extinguisher.
  - c. Certified Hard Hat.
  - d. Certified Safety Glasses.
  - e. Certified hearing protection.

**Tools and test equipment:**

- V.5 The Electrical Division shall provide basic test equipment and tools required by the Division. Basic test equipment would be a voltage and current tester and circuit analyzer(s). Basic tools would be a cordless screwdriver or a cordless drill and a flashlight. Basic testing equipment and tools shall be added as needed to properly perform electrical inspections.

In witness whereof, the parties hereto have set their hands this 18<sup>th</sup> day of April, 2011.

FOR THE UNION

FOR THE STATE

Nebraska Association of Public Employees,  
Local 61, of the American Federation of  
State, County and Municipal Employees

Julie Dake Abel  
Julie Dake Abel, Chief Spokesperson

Bob Corner  
Bob Corner, NAPE/AFSCME

Kim Farnstrom  
Kim Farnstrom, NAPE/AFSCME

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William J. Wood, Chief Negotiator/  
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State of Nebraska

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State of Nebraska

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