

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

represented by

THE NEBRASKA ASSOCIATION OF PUBLIC EMPLOYEES

LOCAL 61

OF THE

AMERICAN FEDERATION OF

STATE, COUNTY AND MUNICIPAL EMPLOYEES

(NAPE/AFSCME)

July 1, 2019 through June 30, 2021

Table of Contents

Article 1	- Preamble	2
Article 2	- Recognition and Union Security	3
Article 3	- Management Rights	5
Article 4	- Grievance Procedure	9
Article 5	- Layoffs and Resignations	16
Article 6	- Union Representatives	21
Article 7	- Work Schedule	23
Article 8	- Original Probationary Period	26
Article 9	- Transfers, Promotions, and Filling Vacant Positions	27
Article 10	- Discipline or Investigatory Suspension	30
Article 11	- Wages.....	33
Article 12	- Overtime	36
Article 13	- Insurance	39
Article 14	- Authorized Leave.....	41
Article 15	- Anti-Discrimination	52
Article 16	- Savings Clause	53
Article 17	- Pay During Temporary Transfer	53
Article 18	- Health and Safety	53
Article 19	- Classification and Classification Appeals	56
Article 20	- Employee Training and Educational Activities	58
Article 21	- Labor/Management Committee	59
Article 22	- Personnel File.....	59
Article 23	- No Strike - No Lockout	60
Article 24	- Term of Contract.....	61
Article 25	- Miscellaneous	61
Appendix A	- Classes and Pay Lines in Bargaining Units	63
Appendix C	- Department of Health and Human Services.....	78
Appendix D	- Department of Transportation.....	87
Appendix E	- Game and Parks Commission	89
Appendix F	- Nebraska State Patrol.....	91
Appendix G	- Commission on Law Enforcement & Criminal Justice	94
Appendix I	- Department of Agriculture.....	95
Appendix J	- Department of Environmental Quality.....	95
Appendix L	- Department of Labor.....	95
Appendix M	- Department of Correctional Services.....	96
Appendix N	- Educational Telecommunications Commission.....	102
Appendix O	- Nebraska Equal Opportunity Commission	103
Appendix P	- Department of Administrative Services.....	104
Appendix Q	- Nebraska Military Department.....	105
Appendix R	- Department of Revenue.....	106
Appendix S	- Department of Motor Vehicles.....	106
Appendix U	- Nebraska State Fire Marshal.....	107
Appendix V	- Nebraska State Electrical Division.....	107
Appendix W	- Dept. of Veterans' Affairs.....	109
Index	-	118

ARTICLE 1 - PREAMBLE

1.1 This Contract made and entered into this 16th day of April, 2019 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)	Examining, Inspection & Licensing (X)
Health and Human Care Professional (H)	Engineering, Science and Resources (E)

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 a mutually agreeable electronic 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 mutually agreeable electronic file, at the Union's expense, 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 an electronic document, 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 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 and implement alcohol and drug testing programs.

PURPOSE: To protect the personal safety of employees, State property and the general public. Employees shall not be permitted to perform their duties or enter upon the premises of the Employer while under the influence of alcohol, the illegal use of drugs, and/or controlled substances.

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 while on duty. The Employer 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.

APPLICABILITY: All employees, however, employees with commercial driver's licenses will be subject to testing as specified by the Federal Department of Transportation. Testing to be conducted by the Employer or contracted licensed vendor hired by the Employer.

The following situations/conditions may require tests to be conducted of employees. For employees, failure or refusal to submit to such tests may result in disciplinary action:

1. Pre-employment
2. Work accident
3. Critical incident
4. Commercial Drivers (CD)

5. Return to duty
6. Reasonable Suspicion
7. There shall be no random testing

A. 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.

B. Methods of Testing:

- a. Drug Analysis - Gas Chromatography/Mass Spectrometry urinalysis testing shall be the only method of testing.
- b. Alcohol Analysis - Gas Chromatography blood testing shall be the only method of testing.

C. Chain of Custody: The urine and/or blood sample shall be 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 Employer's expense. If the results of the re-test are negative, the test results will be considered negative. At any point in the chain of custody, if any of the following occurs, the employee shall not be re-tested and the sample shall be void (any discrepancy, any lapse of unknown time or an illegible signature of an unidentifiable person).

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

E. Alcohol Testing: A positive test shall be considered a level of .02 or above.

F. Work Time for Test Administration of Drug Testing: The 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; and all testing costs shall be borne by the Employer. Upon request, an employee may have an available employee representative present if being requested to undergo an alcohol/drug test.

G. Reports/Documentation: 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. Should a false accusation be made that an employee is suspected of substance abuse, the accuser shall be subject to disciplinary action.

H. Employee's Opportunity to Discuss Results of a Positive Test: An employee has the opportunity to discuss the positive results.

I. Employer/Employee Options to Positive Test Results: Employees may be allowed a leave of absence for treatment on an inpatient 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 Employer shall make reasonable efforts to reassign employees who are participating in an outpatient rehabilitation program to duties within 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.

Definitions:

1. Commercial Drivers (CD) Testing: Employees required to hold a Commercial Driver's License (CDL) are subject to the Federal Department of Transportation Guidelines.
2. Critical Incident Testing occurs when actions of an employee may have caused serious physical injury or death of any person(s); and /or damage to State property or public property.
3. Work Accident Testing occurs when an employee is involved in an accident where the employee, another employee, or a person in the public is injured; and/or State property or public property is damaged while the employee is on duty.
4. 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.
5. Follow Up Drug Testing – Upon request, 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.
6. Pre-employment Testing: The Employer has the right to test for any drug by any method of the Employer's choosing to any person not employed by the State of Nebraska.

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

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

(Nebraska State Patrol employees covered by this Contract see Appendix F 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 and all related documents from this point forward at all steps shall be presented by hand delivery, by facsimile, by a mutually agreeable electronic format, or through the U. S. Postal Service to the Agency Head and/or his/her Designee 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 either of the two 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 Agency Head and/or his/her Designee 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 Agency Head and/or his/her Designee 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 Agency Head and/or his/her Designee.
- 4.6 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.
- 4.7 **STEP 2.** Within fifteen workdays of receipt of the decision in Step 1, 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 2 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. Sections 81-1318 - 1319. The Administrator of the

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

- 4.7.1 Cases in which the grievant chooses not to participate in voluntary binding arbitration shall be processed through the State Personnel Board procedure.
- 4.7.2 **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 second 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.
- 4.7.3 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.
- 4.7.4 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 1. 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.

- 4.7.5 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.
- 4.7.6 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.
- 4.7.7 If a party appeals a grievance decision to the second 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.
- 4.7.8 **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 2, 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.
- 4.7.9 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.

- 4.7.10 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.
- 4.7.11 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.
- 4.7.12 **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.
- 4.7.13 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.

- 4.7.14 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.
- 4.8 Any meeting held pursuant to the grievance procedure may be taped if the parties to said grievance mutually agree to the taping.
- 4.9 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.
- 4.10 **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 second step, the Employee Relations Administrator will have the authority to issue subpoenas.
- 4.11 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.
- 4.12 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 10 workdays of receipt, otherwise, information sought in the discovery must be provided within 20 workdays of receipt of request.
- 4.13 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 ten 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 2, 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.

- 4.14 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.
- 4.15 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.
- 4.16 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/hearing officer or a designee, 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. At least four (4) workdays before the scheduled hearing, the requesting party shall notify the other party of the names of any individual(s) who have been subpoenaed as a witness. 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.

- 4.16.1 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. At least four (4) workdays before the scheduled hearing, the requesting party shall notify the other party of the names of any individual(s) who have been subpoenaed as a witness. 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.
- 4.16.2 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.
- 4.17 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 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 second 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.
- 4.18 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.
- 4.19 Work days, as referenced in the grievance appeal process, shall refer to days Monday through Friday and exclude all recognized State holidays.

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 agency wide.
- 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, transfer to the vacant position. 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, 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 who have retired shall not be eligible for recall. Other 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 any permanent position in 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. Offers for temporary employment to their previous classification/location shall not be counted towards the two recall limitation requirement.

5.11 Those desiring to be reinstated shall, following notification by certified mail or following notification by e-mail for which a return delivery receipt is received, 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 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, subject to the employing agency's determination of reasonableness. In determining whether a State employee's request is reasonable, the employing agency shall consider public safety and business necessity.
- 6.8 Bargaining unit employees who are the authorized delegates of the local Union, to a State NAPE/AFSCME or International Union Convention, seminar, or other union activity, will be granted a leave of absence, accrued vacation or compensatory time, election of type of leave up to employee for such purpose, subject to the employing agency's determination of reasonableness. Such leave shall not exceed fourteen calendar days during the term of this Contract. In determining whether a State employee's request is reasonable, the employing agency shall consider public safety and business necessity.

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 Transportation 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.

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 Transportation 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:

2nd and 3rd shifts weekdays \$1.00

1st shift weekends (Saturday and Sunday) and holidays \$1.25

2nd shift weekends (Saturday and Sunday) and holidays \$1.50

3rd shift weekends (Friday and Saturday) and holidays \$1.50

Developmental Technician I, II
Staff Care Specialist
Staff Care Technician I, II
Licensed Practical Nurse

Food Service Aide
Food Service Assistant
Food Service Cook

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 2nd 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 2nd 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 and Behavioral Health Registered Nurse is as follows:

2nd and 3rd shifts weekdays \$1.50

1st shift weekends (Saturday and Sunday) and holidays \$2.00

2nd shift weekends (Saturday and Sunday) and holidays \$2.50

3rd 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 may 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. When an employment offer is extended to an employee transferring from one Agency to another, the offer shall state whether or not the employee will be placed on original probation in the new position. If the offer provides that the employee will be placed upon original probation, the employee may withdraw from consideration or the employee may negotiate with the Agency to have the original probation requirement waived.

- 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. Postings will be made in one or more of the following ways: Internal Posting meaning internal within the Agency; State Internal Posting meaning any permanent Classified System employee may apply; or External Posting meaning State and non-State employees may apply. Upon posting applicants 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, c), background/reference checks, d) agency budget/financial considerations, and e) 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 by using the employee's continuous State service date.

(Department of Transportation 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.14.1)

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. Employees on investigatory suspension are not eligible to be paid shift differentials.

- 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 occurred more than 180 calendar days prior to the initiation of the disciplinary process and has been known by the direct supervisor for more than 180 calendar days. In the case of an outside investigation, the 180 calendar days does not commence running until the completion of the outside investigation.
- 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.
- 10.11 Discipline shall not be imposed on an employee who failed to follow an actual unlawful order or direction.

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, 2019, all employees, excluding those specified in Section 11.2.1, shall receive a two percent (2%) salary increase to their annual full-time equivalent salary base. An additional salary increase of three tenths of a percent (0.3%) shall be available to those whose performance has been scored at least satisfactory by their agency for the past calendar year. These increases, where applicable, shall be calculated simultaneously for a total of two and three tenths (2.3%) salary increase to their annual full-time equivalent salary base.

11.2.1 On July 1, 2019, the minimum rate and maximum rate of pay for the following classes shall be adjusted to the amounts shown below. Incumbents of these classifications shall receive a minimum 5% increase or to the new hiring rate, whichever is higher. Increases to those employees at the top of the new pay line will not exceed 5% over the new maximum rate. Such adjustments shall be in lieu of any other increase, including the one provided in Section 11.2.

	Minimum Rate	Maximum Rate
Highway Maintenance Worker	\$16.300	\$22.600
Highway Maintenance Worker, Sr.	\$17.000	\$23.700
Highway Maintenance Crew Chief	\$19.250	\$25.450
Highway Construction Technician I	\$16.300	\$22.200
Highway Construction Technician II	\$17.750	\$24.500
Highway Construction Technician III	\$21.600	\$30.100
Highway Construction Technician IV	\$25.950	\$36.650

11.3 On July 1, 2020, all employees, excluding those specified in Section 11.3.1, shall receive a two percent (2%) salary increase to their annual full-time equivalent salary base. An additional salary increase of three tenths of a percent (0.3%) shall be available to those whose performance has been scored at least satisfactory by their agency for the past calendar year. These increases, where applicable, shall be calculated simultaneously for a total of two and three tenths percent (2.3%) salary increase to their annual full-time equivalent salary base.

11.3.1 On July 1, 2020, the minimum rate and maximum rate of pay for the following classes shall be adjusted to the amounts shown below. Incumbents of these classifications shall receive a minimum 2% increase or to the new hiring rate, whichever is higher. Increases to those employees at the top of the new pay line will not exceed 5% over the new maximum rate. Such adjustments shall be in lieu of any other increase, including the one provided in Section 11.3.

	Minimum Rate	Maximum Rate
Highway Maintenance Worker	\$16.300	\$22.600
Highway Maintenance Worker, Sr.	\$17.550	\$24.450
Highway Maintenance Crew Chief	\$20.250	\$28.000
Highway Construction Technician I	\$16.300	\$22.200
Highway Construction Technician II	\$18.750	\$25.900
Highway Construction Technician III	\$22.750	\$31.700
Highway Construction Technician IV	\$26.500	\$37.450

- 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, 2019, each salary rate of all classifications in each bargaining unit pay plan will remain the same as each classification was on June 30, 2019, except as provided in Section 11.2.1. (Appendix A 2019-2021)
- 11.6 On July 1, 2020, each salary rate of all classifications in each bargaining unit pay plan will remain the same as each classification was on June 30, 2020, except as provided in Section 11.3.1. (Appendix A 2019-2021)
- 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 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 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.

An employee who is demoted, either voluntarily or as a result of a disciplinary action, to a classification from which they were promoted, will be returned to their previous salary, adjusted for any general increases that may have been applied during the time they were in the higher level position.

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 2 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 on the employee's service anniversary date, 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.

<u>Classifications Affected:</u>	Salary	Salary
	7-1-19	7-1-20
LPN –	\$16.289	\$16.289
Registered Nurse –	\$22.556	\$22.556
Clinical Nurse Trainer –	\$26.362	\$26.362
Community Health Nurse/Senior –	\$22.842	\$22.842
Nursing Services Surveyor Consultant –	\$23.203	\$23.203
DHHS Nurse Consultant –	\$26.316	\$26.316
DHHS Program Specialist/RN –	\$26.362	\$26.362
DHHS Medicaid Nurse Consultant –	\$26.362	\$26.362
Health Program Manager (RN's only) - Professional & Occupational Licensing	\$24.446	\$24.446
Investigator, RN's only -	\$24.669	\$24.669
DHHS Payments Reviewer (LPN's only)	\$14.900	\$14.900
Training Coordinator (RN's only)	\$22.812	\$22.812
Behavioral Health Registered Nurse	\$25.012	\$25.012

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.

However, where Appendix language is present, the Appendix language shall prevail.

(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.)

(Nebraska Military Department fire protection employees covered by this Contract see Appendix Q 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 and shift workers in the Veterans' Homes and at BSDC), 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) -- 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 which the bargaining unit member is eligible.

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.

Eligible State employees and their eligible dependents will be granted access to health and prescription drug benefits in accordance with the State's group health insurance plan enrollment and coverage guidelines.

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

\$1400 Annual deductible per person for the first and second year of this contract – In Network

\$2600 Annual deductible per family for the first and second year of this contract – In Network

\$4000 Annual medical out-of-pocket maximum per person – In Network

\$8000 Annual medical out-of-pocket maximum per family – In Network

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

Co-payment for doctor office visits only, not to exceed \$45.

Co-payment for specialty doctor office visit, not to exceed \$55.

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

Co-Payment for Urgent Care Center visit, not to exceed \$75.

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

\$5.00 co-payment per 30 day supply of Tier 1 drugs;

\$40.00 co-payment for a 30 day supply of Tier 2 drugs, for the first and second year of this labor contract; and a

\$60.00 co-payment for a 30 day supply of Tier 3 drugs, for the first and second year of this labor contract.

The annual pharmacy out of pocket maximum is \$2250 per individual, for the first and second year of this labor contract.

The annual pharmacy out of pocket maximum is \$4500 per family, for the first and second year of this labor contract.

Mail order is available for long-term maintenance drugs for a 90 day supply with a cost of two times the 30 day supply for each level of drugs.

The State reserves the right to add a 4th Tier for specialty drugs not to exceed \$100 for a 30 day supply.

The combination of pharmacy and medical out-of-pocket maximums will not exceed the limits set forth in the Patient Protection and Affordable Care Act.

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.

(Department of Labor employees covered by this Contract see Appendix L)

- 13.3.1 **Optional Life Insurance:** The Employer shall offer a group optional life insurance policy for each full-time employee and the employee's dependents, at the employee's cost.
- 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.
- 13.8 **Accidental Death and Dismemberment Insurance:** The Employer shall offer a group AD&D insurance policy for each full-time employee at the employee's cost.

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 Transportation 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 st year through 4 th year	106.7 hours	13.3 days
5 th year through 9 th year	122 hours	15.3 days
10 th year through 14 th year	144.7 hour	20.5 days
20 th year through 24 th year	170.7 hours	21.3 days
25 th 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.)

- 14.6.1 Notwithstanding any other provision in this contract, all vacation leave requests made electronically or in writing will be approved or denied electronically or in writing within seven (7) calendar days of receipt of the request, or within 18 work days of the closing date of their annual vacation scheduling.

- 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.

It is the responsibility of the head of an employing agency to provide reasonable opportunity for a State employee to use rather than forfeit accumulated vacation leave. If a State employee makes a reasonable written request to use vacation leave before the leave must be forfeited under this section and the employing agency denies the request, the employing agency shall pay the State employee the cash equivalent of the amount of forfeited vacation leave that was requested and denied. Such cash payment shall be made within thirty days after the requested and denied vacation leave is forfeited under this section. Such cash payment shall be considered compensation for purposes of a State employee's retirement benefit in a defined contribution or cash balance benefit plan administered by the Public Employees Retirement Board but shall not be considered compensation for purposes of a State employee's retirement benefit in any other defined benefit plan administered by the Public Employees Retirement Board. In determining whether a State employee's request to use vacation leave is reasonable, the employing agency shall consider the amount of vacation leave requested, the number of days remaining prior to forfeiture during which the State employee may take vacation leave, the amount of notice given to the employing agency prior to the requested vacation leave, any effects on public safety, and other relevant factors.

- 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. Catastrophic condition is considered a medical condition such as cancer, heart condition, organ transplant, and any other major medical condition that limits employees' ability to work. 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 and compensatory time/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 st year through 5 th year	96 hours	12 days
6 th year through 15 th year	112 hours	14 days
16 th 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, (including but not limited to the following examples: administer medical care, transport immediate family to medical appointments). 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 2 (two) work days. 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 480 hours. 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 and Medical Leave**

14.16.1 **Eligibility.** Family and Medical 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 and Medical 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 and Medical Leave if the employee should so choose.

14.16.2 **Conditions for Using Family and Medical Leave.**

Unpaid Family and Medical 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 and Medical 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 and Medical Leave.** A minimum of 30 days' notice to the Agency must be provided by the employee before he or she may use Family and Medical Leave. Where 30 days' notice is not foreseeable, notice must be given as early as possible.
- 14.16.5 **Family and Medical Leave Duration.** Unpaid Family and Medical Leave is limited to a total of twelve weeks within a twelve month period, starting with the date the employee first uses unpaid Family and Medical 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 and Medical Leave Not Cumulative.** Family and Medical Leave cannot be carried forward beyond the twelve month period and banked for future use.
- 14.16.7 **Incremental Use of Family and Medical Leave.** With approval of the agency, Family and Medical 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 and Medical Leave without affecting their "salaried" status).
- 14.16.8 **Health Insurance while on Family and Medical Leave.** Employer health insurance contributions shall continue during an employee's unpaid Family and Medical 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 to work from Family and Medical Leave for at least 30 calendar days following the leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to Family and Medical 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 and Medical Leave.
- 14.16.9 **Service Date Adjustments.** The employee's Service Date shall be adjusted when an unpaid absence due to Family and Medical Leave exceeds 14 consecutive calendar days.
- 14.16.10 **Family and Medical Denials.** DAS Employee Relations Division shall be notified by the Agency of any requests for Family and Medical 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, pursuant to Neb. Rev. Stat. Sec. 48-119, 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.

Worker’s Compensation: 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. No employee shall receive a salary (workers’ compensation plus regular pay) in excess of his or her normal wage. The appropriate employer health insurance 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 Leave requests shall be responded to within two work days from receipt by their supervisor and/or designee.
- 14.27 **Maternity Leave Donation (MLD) Program.** When an expectant mother needs to be away from work due to a birth of a child she may request MLD. MLD shall be available only to employees who have exhausted their own earned sick leave, in conjunction with an approved Family Medical Leave (FML) under the Family Medical Leave Act and only with approval of the agency head and/or designee.
- 14.27.1 **Eligibility of Recipient.** Employees shall meet the following criteria before request(s) for donations can be made:
- a. Be the expectant mother of a newborn baby
 - b. FML request has been approved by the agency
 - c. Have exhausted all earned sick leave
 - d. Have not offered anything of value in exchange for the donation
- 14.27.2 **Requesting Maternity Leave Donations.** Employees must submit a written request for MLD to the agency/facility Human Resources office. The request must include substantiating evidence as described in the Family Medical Leave Act. (For your convenience, request forms are available from your agency/facility Human Resources office or the DAS State Personnel website.) The Human Resources staff will be responsible to initiate the process to verify eligibility, seek agency head approval, request donations, apply the conversion formula to donations received, advise the employee of donations received and notify the appropriate payroll personnel of changes to receiving/donating employees' leave balances. Agency heads and/or their

designee(s) must approve both the FML and MLD requests before solicitation for donations begin.

14.27.3 **Contributing Maternity Leave Donations.** Employees may contribute accrued vacation leave or earned compensatory time to benefit another State employee in the same agency who requests MLD. Vacation leave and earned compensatory time shall be donated in no less than 4 hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated time on the appropriate forms for that purpose. Vacation leave and compensatory time donated and transferred to another State employee pursuant to this provision shall be irrevocably credited to the recipient's MLD account.

Vacation leave and compensatory time transferred shall 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 \$12.00 per hour and the recipient's salary is \$24.00 per hour, thus, in this case, twice the amount of hours is needed to achieve full conversion.) No more than an equivalent of 480 hours of MLD may be received by an employee during a twelve-month period. No more hours than required during the approved FML period should be received. (e.g., the employee has 2 weeks of paid sick leave accrued. After the 2 weeks of accrued sick leave is used, the employee can only request 4 weeks of donated leave to fill a 6 week FML request.) The agency shall transfer donated leave to the recipient's account from the donor's accruals in chronological order based on the date the form was received and on an as needed basis.

14.27.4 **Eligibility of the Donor.** Before donating vacation leave or earned compensatory time employees shall meet the following criteria:

- a. Only increments of four (4) hours may be donated.
- b. Have not solicited nor accepted anything of value in exchange for the donation.
- c. Have remaining to his/her credit at least 40 hours of accrued vacation leave. Earned compensatory time can be donated completely- leaving a zero balance.

14.27.5 **Adoptive Mothers.** Per Neb. Rev. Stat. § 48-234 adoptive mothers may be entitled to use the MLD program in certain situations. Adoptive mothers must meet the eligibility requirements as outlined above.

14.27.6 The provisions of this section are non-grievable.

ARTICLE 15 - ANTI - DISCRIMINATION AND WORKPLACE HARASSMENT

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.

- 15.2 Employees have the right to a workplace free from sexual harassment, inappropriate physical conduct, bullying, and threatening behavior.

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. 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.

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 diligently and timely 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 Transportation 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.)
- (Nebraska State Electrical Division employees covered by this Contract see Appendix V for Uniforms provisions.)
- (Department of Veterans' Affairs employees covered by this Contract see Appendix W 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. Nothing in this paragraph is intended to supersede Neb. Rev. Stat. 69-2441 (3), which permits a concealed handgun permit holder to have a firearm in his or her vehicle in a parking area open to the public, when said firearm is securely locked in a glove box, trunk, compartment, or storage box.

- 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 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. Copies can be provided via CD, other media storage, or as an email attachment.
- 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 seven 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, 2019, and terminating on June 30, 2021, 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 81-1388).

- 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 30th, and the Employer shall respond to the Union proposal no later than November 10th 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
S = ADMINISTRATIVE SUPPORT BARGAINING UNIT
X = EXAMINING, INSPECTION, AND LICENSING BARGAINING UNIT

APPENDIX A

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
ADMINISTRATIVE PROFESSIONAL						
A19211	Accountant I		16.841	23.999	16.841	23.999
A19212	Accountant II		19.462	27.733	19.462	27.733
A19213	Accountant III	E	22.489	32.050	22.489	32.050
A09121	Administrative Assistant I		15.861	22.972	15.861	22.972
A09122	Administrative Assistant II		18.329	26.545	18.329	26.545
A09123	Administrative Assistant III	E	21.182	30.677	21.182	30.677
A33460	Agriculture Promotion Coordinator	E	24.601	35.700	24.601	35.700
A47251	Agriculture Veterinary Field Officer I	E	26.445	38.372	26.445	38.372
A27111	Appraiser I		18.329	26.545	18.329	26.545
A27112	Appraiser II		21.182	30.677	21.182	30.677
A27113	Appraiser III		22.769	32.977	22.769	32.977
A33523	Artist Chief		17.651	25.415	17.651	25.415
A33512	Artist II		16.419	23.643	16.419	23.643
A31111	Attorney I	E	22.769	32.977	22.769	32.977
A31112	Attorney II	E	26.316	38.109	26.316	38.109
A21212	Auditor		20.029	28.535	20.029	28.535
A21213	Auditor Senior	E	23.146	32.977	23.146	32.977
A19330	Budget Analyst		23.841	33.972	23.841	33.972
A19311	Budget Officer I		18.106	25.797	18.106	25.797
A19312	Budget Officer II		20.920	29.812	20.920	29.812
A09211	Business Manager I		18.106	25.797	18.106	25.797
A09212	Business Manager II		20.920	29.812	20.920	29.812
A04311	Buyer I		18.209	26.103	18.209	26.103
A04312	Buyer II		21.044	30.163	21.044	30.163
A04313	Buyer III	E	24.319	34.859	24.319	34.859
A39240	Capitol Archivist		21.562	31.475	21.562	31.475
A68610	Civil Defense Radiological Systems Manager		19.702	28.951	19.702	28.951
A76410	Compliance Specialist		18.328	27.436	18.328	27.436
A39511	Conservator	E	21.562	31.475	21.562	31.475
A66711	Corrections Emergency Preparedness Response Specialist		18.329	26.934	18.329	26.934
A09621	Corrections Industries Sales Representative		17.050	24.694	17.050	24.694
A02862	Corrections Records Manager I		17.050	24.694	17.050	24.694
A39251	Curator I/Museum Collections		20.058	29.280	20.058	29.280
A39311	Curator/Anthropology		21.562	31.475	21.562	31.475
A09520	DHHS Program Performance Measurement Consultant	E	26.445	38.372	26.445	38.372
A11920	DHHS Staff & Partnership Development System Consultant	E	26.445	38.372	26.445	38.372
A45240	Drinking Water Program Specialist		19.702	28.535	19.702	28.535
A49310	Economic Development Business Consultant		22.769	32.977	22.769	32.977
A49110	Economic Development Consultant		21.182	30.677	21.182	30.677
A49220	Economic Development Field Service Representative		21.182	30.677	21.182	30.677

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
A49280	Economic Development Financial Packager		22.769	32.977	22.769	32.977
A49140	Economic Development Job Training Consultant		21.182	30.677	21.182	30.677
A13910	Economist		24.481	35.453	24.481	35.453
A68201	Emergency Management Planning Specialist		19.702	28.951	19.702	28.951
A68202	Emergency Management Program Specialist I		21.181	31.123	21.181	31.123
A68203	Emergency Management Program Specialist II		22.769	33.456	22.769	33.456
A68204	Emergency Management Radiological Emergency Planning & Training Specialist I		24.479	35.964	24.479	35.964
A68205	Emergency Management Radiological Emergency Planning & Training Specialist II		26.314	38.663	26.314	38.663
A62632	Equal Opportunity Commission Investigator I		17.050	24.694	17.050	24.694
A62633	Equal Opportunity Commission Investigator II		19.702	28.535	19.702	28.535
A62634	Equal Opportunity Commission Investigator III/Lead Worker		21.182	30.677	21.182	30.677
A33900	ETC/NET Producer		21.180	30.675	21.180	30.675
A19611	Federal Aid Administrator I		18.106	25.797	18.106	25.797
A19612	Federal Aid Administrator II		20.920	29.812	20.920	29.812
A19613	Federal Aid Administrator III	E	24.176	34.451	24.176	34.451
A19920	Financial Assurance Coordinator		24.176	34.451	24.176	34.451
A65120	Fire Prevention Deputy/Program Coordinator		18.262	31.852	18.262	31.852
A21211	Fiscal Compliance Analyst		18.634	26.545	18.634	26.545
A86530	Forms Management Analyst		17.651	25.415	17.651	25.415
A02202	Health Information Manager		22.884	33.209	22.884	33.209
A57412	Highway Agreements Specialist I		21.182	30.677	21.182	30.677
A57413	Highway Agreements Specialist II		22.769	32.977	22.769	32.977
A57411	Highway Agreements Technician		19.703	28.537	19.703	28.537
A57800	Highway Civil Rights Specialist		19.702	28.535	19.702	28.535
A68900	Highway Emergency Program Specialist		21.181	31.123	21.181	31.123
A57400	Highway Local Liaison Coordinator		21.182	30.677	21.182	30.677
A57812	Highway Operations Analyst II		21.531	30.677	21.531	30.677
A57300	Highway Programs Specialist		25.755	38.633	25.755	38.633
A09610	Highway Public Hearings Officer		19.702	28.535	19.702	28.535
A27312	Highway Right Of Way Agent II		21.182	30.677	21.182	30.677
A27350	Highway Right of Way Local Liaison Coordinator		21.182	30.677	21.182	30.677
A56774	Highway Survey Coordinator		26.316	38.109	26.316	38.109
A57541	Highway Utilities Coordinator I		19.703	28.537	19.703	28.537
A57542	Highway Utilities Coordinator II		22.769	32.977	22.769	32.977
A39960	Historian/Research	E	24.918	36.374	24.918	36.374
A07011	Information Technology Applications Developer		26.274	35.703	26.274	35.703
A07014	Information Technology Applications Developer/Lead	E	36.797	47.682	36.797	47.682
A07012	Information Technology Applications Developer/Senior	E	31.573	41.255	31.573	41.255
A07081	Information Technology Business Systems Analyst		23.512	31.958	23.512	31.958
A07082	Information Technology Business Systems Analyst/Coordinator		25.081	36.927	25.081	36.927

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
A07044	Information Technology Computer Operator/Lead		18.329	26.545	18.329	26.545
A07043	Information Technology Computer Operator/Senior		15.861	22.972	15.861	22.972
A07051	Information Technology Data/Database Analyst		26.274	37.818	26.274	37.818
A07054	Information Technology Data/Database Analyst/Lead	E	36.797	50.506	36.797	50.506
A07052	Information Technology Data/Database Analyst/Senior	E	31.573	43.698	31.573	43.698
A07061	Information Technology Help Desk Coordinator		18.620	26.545	18.620	26.545
A07062	Information Technology Help Desk Coordinator/Senior		22.576	30.677	22.576	30.677
A07072	Information Technology Infrastructure Support Analyst		22.576	30.677	22.576	30.677
A07074	Information Technology Infrastructure Support Analyst/Lead	E	31.617	40.971	31.617	40.971
A07073	Information Technology Infrastructure Support Analyst/Senior	E	27.129	35.448	27.129	35.448
A07071	Information Technology Infrastructure Support Technician		18.620	26.545	18.620	26.545
A07031	Information Technology Operations Analyst		22.576	31.958	22.576	31.958
A07032	Information Technology Operations Analyst/Senior	E	27.129	36.927	27.129	36.927
A07021	Information Technology Systems Programmer		26.274	36.259	26.274	36.259
A07024	Information Technology Systems Programmer/Lead	E	36.797	48.425	36.797	48.425
A07022	Information Technology Systems Programmer/Senior	E	31.573	41.900	31.573	41.900
A11611	Law Enforcement Instructor		23.485	31.395	23.485	31.395
A37113	Librarian		21.182	30.677	21.182	30.677
A37740	Librarian/Agency		15.861	22.972	15.861	22.972
A37750	Librarian/Corrections		18.329	26.545	18.329	26.545
A37114	Librarian/Senior		22.769	32.977	22.769	32.977
A57320	Military Contracts Officer		21.181	30.676	21.181	30.676
A31121	Paralegal I		19.703	28.537	19.703	28.537
A39650	Preservation Associate		20.058	29.280	20.058	29.280
A05410	Procurement/Placement Specialist		21.044	30.163	21.044	30.163
A13120	Program Analyst		21.182	32.598	21.182	32.598
A33122	Public Information Officer I		17.050	24.694	17.050	24.694
A33123	Public Information Officer II		19.702	28.535	19.702	28.535
A33124	Public Information Officer III	E	22.769	32.977	22.769	32.977
A33850	Radio Announcer/Producer		14.898	21.577	14.898	21.577
A13111	Research Analyst I		17.136	24.869	17.136	24.869
A13112	Research Analyst II		19.804	28.736	19.804	28.736
A17802	Retirement Specialist I		15.861	22.972	15.861	22.972
A17803	Retirement Specialist II		18.329	26.545	18.329	26.545
A21251	Revenue Auditor I		20.029	28.535	20.029	28.535
A21252	Revenue Auditor II	E	23.146	32.977	23.146	32.977
A21253	Revenue Auditor III	E	24.883	35.452	24.883	35.452
A21254	Revenue Auditor IV	E	28.753	40.969	28.753	40.969
A29511	Revenue Economist	E	28.287	40.966	28.287	40.966
A33760	Revenue Lottery Accounts Manager	E	24.176	34.451	24.176	34.451
A33740	Revenue Lottery Products Manager	E	24.601	35.700	24.601	35.700

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
A27333	Revenue Property Assessment Appraiser I		21.182	30.677	21.182	30.677
A27334	Revenue Property Assessment Appraiser II		24.477	36.714	24.477	36.714
A27122	Revenue Property Assessment Liaison		21.182	30.689	21.182	30.689
A27121	Revenue Property Assessment Liaison Trainee		18.329	26.557	18.329	26.557
A29621	Revenue Tax Specialist		24.481	35.453	24.481	35.453
A29622	Revenue Tax Specialist Senior	E	28.287	40.966	28.287	40.966
A82330	Safety Coordinator		24.481	35.453	24.481	35.453
A82310	Safety Specialist		19.703	28.537	19.703	28.537
A19420	State Financial Systems and Reports Coordinator	E	25.742	38.614	25.742	38.614
A07922	State Network Analyst		21.504	30.677	21.504	30.677
A07923	State Network Analyst/Senior	E	24.846	35.448	24.846	35.448
A07925	State Network Coordinator	E	32.097	40.971	32.097	40.971
A07921	State Network Technician		18.604	26.545	18.604	26.545
A13130	State Patrol Crime Analyst		19.389	28.537	19.389	28.537
A13251	Statistical Analyst I		17.136	24.869	17.136	24.869
A13252	Statistical Analyst II		19.804	28.736	19.804	28.736
A13253	Statistical Analyst III		22.884	33.209	22.884	33.209
A11124	Training Coordinator		21.182	31.709	21.182	31.709
A11130	Training Coordinator/RN		22.812	31.709	22.812	31.709
A11121	Training Instructor		17.050	25.524	17.050	25.524
A11122	Training Specialist I		19.702	29.494	19.702	29.494
A11123	Training Specialist II		21.182	31.709	21.182	31.709
A57181	Transportation Planner I		18.329	26.546	18.329	26.546
A57182	Transportation Planner II		21.182	30.677	21.182	30.677
A57183	Transportation Planner III		24.481	35.453	24.481	35.453
A72911	Veterans Affairs Service Officer I		17.050	24.694	17.050	24.694
A72912	Veterans Affairs Service Officer II		19.702	28.535	19.702	28.535
A13350	Vital Statistics Program Analyst		21.288	30.892	21.288	30.892
A11451	Vocational Teacher I		15.861	23.745	15.861	23.745

SOCIAL SERVICES AND COUNSELING

C72860	Aged and Disabled Waiver Services Coordinator		17.050	25.111	17.050	25.111
C73970	Aging Services Ombudsman		20.248	30.467	20.248	30.467
C72342	Certified Master Social Worker	E	22.557	33.209	22.557	33.209
C72792	Chemical Dependency Counselor		18.329	26.545	18.329	26.545
C72791	Chemical Dependency Treatment Specialist		15.861	22.972	15.861	22.972
C72330	Child and Family Outcome Monitor		19.703	28.536	19.703	28.536
C72312	Child and Family Services Specialist		18.600	26.938	18.600	26.938
C72311	Child and Family Services Specialist Trainee		15.861	22.972	15.861	22.972
C73682	Child Support Enforcement Operations Specialist		18.329	26.545	18.329	26.545
C73681	Child Support Enforcement Worker		17.050	24.694	17.050	24.694
C72190	Community Support Specialist		19.608	28.398	19.608	28.398

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
C72490	Corrections D & E Case Manager		18.352	27.913	18.352	27.913
C66570	Corrections Extradition and Warrant Officer		18.352	27.913	18.352	27.913
C66220	Corrections Program Manager		23.457	35.184	23.457	35.184
C72841	Developmental Disabilities Community Coordinator Specialist		18.329	26.995	18.329	26.995
C72831	Developmental Disabilities Service Coordinator		17.050	25.111	17.050	25.111
C73810	DHHS Advocate		20.248	30.467	20.248	30.467
C72230	DHHS Eligibility Technician		14.898	21.577	14.898	21.577
C73710	DHHS Food Distribution Coordinator		21.768	32.755	21.768	32.755
C73260	DHHS Program Coordinator	E	23.400	35.209	23.400	35.209
C73210	DHHS Program Specialist		21.768	32.755	21.768	32.755
C73310	DHHS Quality Control Specialist		17.521	26.367	17.521	26.367
C73231	DHHS Resource Developer		17.050	24.694	17.050	24.694
C72250	Disability Services Specialist		18.837	28.342	18.837	28.342
C73610	DPI Program Specialist		21.182	31.196	21.182	31.196
C70410	Employment Services Program Specialist		21.768	32.755	21.768	32.755
C70120	Employment Specialist		16.836	23.789	16.836	23.789
C72111	Family Support Specialist		14.898	21.577	14.898	21.577
C73771	Foster Care Review Specialist		18.979	27.370	18.979	27.370
C72711	Hearing Impaired Field Representative I		15.861	22.972	15.861	22.972
C72712	Hearing Impaired Field Representative II		18.329	26.545	18.329	26.545
C72713	Hearing Impaired Field Representative III		19.702	28.535	19.702	28.535
C72690	Hearing Impaired Interpreter/Program Assistant		20.248	30.467	20.248	30.467
C72700	Hearing Impaired Interpreter/Program Coordinator		21.768	32.755	21.768	32.755
C72680	Hearing Impaired Mental Health Program Specialist		21.768	32.755	21.768	32.755
C70850	Job Training Program Coordinator		21.768	32.755	21.768	32.755
C72341	Master Social Worker		20.984	30.892	20.984	30.892
C73490	Medical Claims Investigator		18.837	28.342	18.837	28.342
C66551	Parole Officer Trainee		18.036	26.121	18.036	26.121
C66552	Parole Officer Senior		20.610	29.849	20.610	29.849
C66553	Parole Officer/Specialized		23.221	33.631	23.221	33.631
C72180	Program Accuracy Specialist		20.248	30.467	20.248	30.467
C79920	Religious Coordinator	E	20.512	29.992	20.512	29.992
C72171	Social Services Trainee		14.898	21.577	14.898	21.577
C72172	Social Services Worker		17.050	24.694	17.050	24.694
C72173	Social Services Lead Worker		18.329	26.546	18.329	26.546
C72331	Social Worker I		16.892	24.869	16.892	24.869
C72332	Social Worker II		18.157	26.732	18.157	26.732
C69420	Unemployment Insurance Adjudicator		17.050	24.694	17.050	24.694
C69400	Unemployment Insurance Claims Specialist		14.898	21.577	14.898	21.577
C69411	Unemployment Insurance Field Representative		19.702	28.535	19.702	28.535
C69140	Unemployment Insurance Program Resource Specialist		19.456	27.487	19.456	27.487

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
C72512	Vocational Rehabilitation Counselor II		19.702	28.535	19.702	28.535
C72612	Visually Impaired Orientation Counselor II		19.702	28.535	19.702	28.535
C70130	Workforce Coordinator		18.097	25.571	18.097	25.571
C72481	Youth Counselor I		17.167	24.774	17.167	24.774
C72482	Youth Counselor II		18.455	26.632	18.455	26.632

ENGINEERING, SCIENCE AND RESOURCES

E55610	Architect	E	27.483	41.151	27.483	41.151
E59211	Aviation Specialist		21.983	32.878	21.983	32.878
E57240	Building Program Specialist		23.825	35.673	23.825	35.673
E53311	Chemist I		17.990	26.366	17.990	26.366
E53312	Chemist II		21.309	31.229	21.309	31.229
E53313	Chemist III		24.024	35.206	24.024	35.206
E35711	Educational Telecommunications Remote Technical Assistant Supervisor		21.727	33.194	21.727	33.194
E51210	Energy Conservation Program Coordinator		18.246	26.879	18.246	26.879
E51211	Energy Conservation Program Specialist		21.085	31.062	21.085	31.062
E51310	Energy Program Administrator		19.613	28.895	19.613	28.895
E51410	Energy Technical Advisor	E	26.194	38.586	26.194	38.586
E55311	Engineer I		24.339	33.158	24.339	33.158
E55312	Engineer II		24.339	35.644	24.339	35.644
E45411	Environmental Analyst I		18.246	26.879	18.246	26.879
E45412	Environmental Analyst II		21.085	31.062	21.085	31.062
E45150	Environmental Assistance Coordinator		22.665	33.389	22.665	33.389
E55511	Environmental Engineer I		24.339	33.158	24.339	33.158
E55512	Environmental Engineer II		25.186	37.448	25.186	37.448
E55513	Environmental Engineer III	E	29.106	43.276	29.106	43.276
E62560	Environmental Health Analyst		21.085	31.062	21.085	31.062
E45110	Environmental Quality Compliance Specialist		19.613	28.895	19.613	28.895
E45131	Environmental Quality Program Specialist I		21.085	31.061	21.085	31.061
E45132	Environmental Quality Program Specialist II		22.665	33.389	22.665	33.389
E57821	Facilities Construction Coordinator I		22.123	33.139	22.123	33.139
E57822	Facilities Construction Coordinator II		25.568	38.278	25.568	38.278
E82411	Game and Parks Assistant Horticulturist		18.572	27.006	18.572	27.006
E43131	Game and Parks Fish and Wildlife Biologist I		19.370	29.054	19.370	29.054
E43132	Game and Parks Fish and Wildlife Biologist II		22.384	33.575	22.384	33.575
E43160	Game and Parks Fish and Wildlife Specialist	E	27.808	41.709	27.808	41.709
E11510	Game and Parks Outdoor Education Specialist		26.789	38.797	26.789	38.797
E43430	Game and Parks Program Specialist		26.789	38.797	26.789	38.797
E43610	Game and Parks Recreation Planner		26.839	38.869	26.839	38.869
E43211	Game and Parks Superintendent I		18.662	27.026	18.662	27.026
E43212	Game and Parks Superintendent II		21.565	31.235	21.565	31.235

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
E45531	Geologist/Groundwater I		21.906	32.643	21.906	32.643
E45532	Geologist/Groundwater II		23.548	35.093	23.548	35.093
E57720	Highway Construction Projects Coordinator		26.554	39.626	26.554	39.626
E57780	Highway Construction Scheduling Coordinator		26.554	39.626	26.554	39.626
E57740	Highway Contracts Project Coordinator		22.977	34.288	22.977	34.288
E57760	Highway Cost Estimator		22.977	34.288	22.977	34.288
E45430	Highway Environmental Biologist		25.867	38.797	25.867	38.797
E57521	Highway Local Liaison Technician I		19.882	29.669	19.882	29.669
E57522	Highway Local Liaison Technician II		22.977	34.288	22.977	34.288
E57560	Highway Local Projects Coordinator		22.977	34.288	22.977	34.288
E57771	Highway Project Scheduling/Programming Analyst		22.977	34.288	22.977	34.288
E57772	Highway Project Scheduling/Programming Coordinator		26.554	39.626	26.554	39.626
E62570	Human Health and Ecological Risk Assessor	E	24.367	35.894	24.367	35.894
E45512	Integrated Water Management Analyst	E	26.194	38.586	26.194	38.586
E45410	Integrated Water Management Planner		21.085	31.062	21.085	31.062
E45511	Integrated Water Management Specialist	E	22.665	33.389	22.665	33.389
E56631	Interior Space Planner I		15.775	23.636	15.775	23.636
E56632	Interior Space Planner II		20.501	30.734	20.501	30.734
E56633	Interior Space Planner III		23.569	35.343	23.569	35.343
E53211	Laboratory Scientist I		18.569	27.406	18.569	27.406
E53212	Laboratory Scientist II		21.458	31.668	21.458	31.668
E53930	Metrologist		23.068	34.045	23.068	34.045
E57331	Military Master Planner Assistant		25.567	38.279	25.567	38.279
E57172	Natural Resources Planner Coordinator		25.533	37.764	25.533	37.764
E57171	Natural Resources Planner Technician		22.096	32.679	22.096	32.679
E45230	Natural Resources Program Specialist		24.720	36.636	24.720	36.636
E45211	Natural Resources Specialist I		18.514	27.436	18.514	27.436
E45212	Natural Resources Specialist II		21.391	31.705	21.391	31.705
E45213	Natural Resources Specialist III		24.720	36.636	24.720	36.636
E35710	Radio Communications Systems Coordinator		22.302	33.158	22.302	33.158
E35320	Senior Broadcast Systems Engineer		25.771	38.318	25.771	38.318
E53851	State Patrol Forensic Scientist		24.920	35.702	24.920	35.702
E45310	Water Supply Specialist		22.999	34.080	22.999	34.080

HEALTH AND HUMAN CARE PROFESSIONAL

H76463	Active Treatment Program Specialist		17.047	24.533	17.047	24.533
H77023	Activity Specialist		17.047	24.533	17.047	24.533
H72441	Behavior Analyst		21.364	34.179	21.364	34.179
H76300	Behavior Support Specialist		17.050	25.111	17.050	25.111
H75332	Behavioral Health Registered Nurse		25.012	46.369	25.012	46.369
H72442	Board Certified Behavior Analyst	E	22.966	36.744	22.966	36.744
H75320	Clinical Nurse Trainer		26.362	35.453	26.362	35.453

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
H11521	Community Health Educator		21.182	30.477	21.182	30.477
H11522	Community Health Educator/Senior		24.481	35.219	24.481	35.219
H75512	Community Health Nurse		18.355	28.510	18.355	28.510
H75513	Community Health Nurse/Senior		22.842	32.947	22.842	32.947
H73580	DHHS Medicaid Nurse Consultant		26.362	35.453	26.362	35.453
H74650	DHHS Nurse Consultant	E	26.316	38.109	26.316	38.109
H73320	DHHS Program Specialist-RN		26.362	35.453	26.362	35.453
H80410	Dietitian		19.723	28.566	19.723	28.566
H74851	Emergency Medical Services Specialist I		18.329	26.545	18.329	26.545
H74852	Emergency Medical Services Specialist II		19.702	28.535	19.702	28.535
H74932	Epidemiology Surveillance Coordinator	E	28.254	43.549	28.254	43.549
H02150	Health Data Coordinator	E	24.446	37.685	24.446	37.685
H74241	Health Program Manager I	E	24.446	37.685	24.446	37.685
H74230	Health Program Manager/RN	E	24.446	37.685	24.446	37.685
H74931	Health Surveillance Specialist	E	24.446	37.685	24.446	37.685
H76311	Human Services Treatment Specialist I		15.861	22.972	15.861	22.972
H76312	Human Services Treatment Specialist II		18.329	26.545	18.329	26.545
H76220	Interdisciplinary Team Leader/QDDP		18.421	27.732	18.421	27.732
H74420	Medical Radiographer		18.329	26.671	18.329	26.671
H72431	Mental Health Practitioner I		18.778	26.994	18.778	26.994
H72432	Mental Health Practitioner II	E	22.029	31.525	22.029	31.525
H77312	Occupational Therapist	E	22.962	34.589	22.962	34.589
H74731	Pharmacist	E	28.287	40.966	28.287	40.966
H77113	Physical Therapist I	E	19.871	29.930	19.871	29.930
H77114	Physical Therapist II	E	22.962	34.589	22.962	34.589
H77112	Physical Therapy Assistant		15.995	24.095	15.995	24.095
H74821	Psychologist/Associate		19.702	28.535	19.702	28.535
H74823	Psychologist/Licensed	E	30.409	44.045	30.409	44.045
H80451	Public Health Nutritionist		21.202	30.708	21.202	30.708
H80452	Public Health Nutritionist, Senior		22.793	33.012	22.793	33.012
H62514	Radiological Health Physicist	E	24.478	35.614	24.478	35.614
H77044	Recreation Coordinator		18.326	26.371	18.326	26.371
H77043	Recreation Specialist		17.047	24.533	17.047	24.533
H75312	Registered Nurse		22.556	41.818	22.556	41.818
H77420	Respiratory Therapist		18.821	24.694	18.821	24.694
H77650	Speech Pathologist	E	22.769	32.977	22.769	32.977
HEALTH AND HUMAN CARE NON-PROFESSIONAL						
I76461	Active Treatment Program Aide		12.783	18.423	12.783	18.423
I76462	Active Treatment Program Assistant		14.774	21.293	14.774	21.293
I77011	Activity Aide		12.783	18.423	12.783	18.423
I77012	Activity Assistant		14.774	21.292	14.774	21.292

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
I79510	Barber/Beautician		12.471	17.288	12.471	17.288
I74110	Dental Assistant		12.673	18.474	12.673	18.474
I76211	Developmental Technician I		11.797	16.858	11.797	16.858
I76212	Developmental Technician II		13.634	19.480	13.634	19.480
I75210	Licensed Practical Nurse		16.289	30.200	16.289	30.200
I74430	Medical Technologist		16.926	24.677	16.926	24.677
I74440	Medication Aide		11.080	16.065	11.080	16.065
I74250	Optometric Aide		10.843	15.806	10.843	15.806
I74712	Pharmacy Inventory Technician		14.371	21.115	14.371	21.115
I74711	Pharmacy Technician		12.435	18.269	12.435	18.269
I77111	Physical Therapy Aide		12.783	18.423	12.783	18.423
I77041	Recreation Aide		13.436	19.197	13.436	19.197
I77042	Recreation Assistant		15.526	22.188	15.526	22.188
I76511	Staff Care Technician I		10.431	15.107	10.431	15.107
I76512	Staff Care Technician II		14.467	20.952	14.467	20.952
I72670	Vocational Rehabilitation Technician		15.526	22.188	15.526	22.188

MAINTENANCE, TRADES AND TECHNICAL

M84710	Aircraft Mechanic		20.398	28.883	20.398	28.883
M65132	Airport Fire Fighter		17.050	24.694	17.050	24.694
M65133	Airport Fire Fighter Crew Chief		18.329	26.545	18.329	26.545
M65131	Airport Fire Fighter Trainee		14.898	21.577	14.898	21.577
M33511	Artist I		15.260	21.947	15.260	21.947
M37100	Audio Tape Duplication Coordinator		17.218	24.936	17.218	24.936
M84622	Automotive Mechanic I		12.524	17.583	12.524	17.583
M84623	Automotive Mechanic II		14.401	20.320	14.401	20.320
M84621	Automotive Service Worker		11.427	16.486	11.427	16.486
M84640	Automotive Technician		16.420	23.253	16.420	23.253
M84624	Automotive/Diesel Mechanic		18.601	25.783	18.601	25.783
M84625	Automotive/Diesel Mechanic Lead		19.997	27.717	19.997	27.717
M86311	Bindery Worker I		9.656	13.984	9.656	13.984
M86312	Bindery Worker II		12.894	18.672	12.894	18.672
M86313	Bindery Worker III		14.898	21.577	14.898	21.577
M61690	Communications Assistant		12.604	17.814	12.604	17.814
M84660	Corrections Industries Print Shop Operator		19.110	27.316	19.110	27.316
M84631	Corrections Industries Shop Operator		17.050	24.694	17.050	24.694
M79121	Corrections Laundry Operator		17.545	23.759	17.545	23.759
M05540	Corrections Warehouse Operator		18.209	26.103	18.209	26.103
M82122	Custodial Leader		11.157	16.159	11.157	16.159
M82121	Custodian/Housekeeper		10.378	15.033	10.378	15.033
M35112	Educational Telecommunications Engineer I		17.375	26.004	17.375	26.004
M35113	Educational Telecommunications Engineer II		18.677	27.952	18.677	27.952

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
M35120	Educational Telecommunications Field Engineer		21.582	32.302	21.582	32.302
M35150	Educational Telecommunications Maintenance Engineer		23.202	34.727	23.202	34.727
M35160	Educational Telecommunications Satellite Maintenance Engineer		23.202	34.727	23.202	34.727
M84210	Electrician		17.050	24.694	17.050	24.694
M08814	Electronics Design Specialist		19.703	28.537	19.703	28.537
M08852	Electronics Specialist Senior/Aviation Aids		22.769	32.977	22.769	32.977
M08851	Electronics Specialist/Aviation Aids		19.703	28.537	19.703	28.537
M08890	Electronics Specialist/Radiological Systems		19.703	28.537	19.703	28.537
M08801	Electronics Technician		16.019	23.199	16.019	23.199
M08803	Electronics Technician Leader		19.703	28.537	19.703	28.537
M08802	Electronics Technician/Senior		18.329	26.546	18.329	26.546
M56233	Engineering Associate		17.375	26.004	17.375	26.004
M35102	ETC Communications Technician Senior		19.703	28.537	19.703	28.537
M84550	Facilities Management Systems Coordinator		22.769	32.977	22.769	32.977
M84160	Facility Maintenance Leader		17.050	24.694	17.050	24.694
M84150	Facility Maintenance Specialist		15.861	22.972	15.861	22.972
M84141	Facility Maintenance Technician I		11.157	16.157	11.157	16.157
M84142	Facility Maintenance Technician II		13.861	20.076	13.861	20.076
M80121	Food Service Aide		9.496	13.074	9.496	13.074
M80122	Food Service Assistant		10.973	15.107	10.973	15.107
M80123	Food Service Cook		11.795	16.237	11.795	16.237
M80124	Food Service Leader		12.682	17.457	12.682	17.457
M80210	Food Service Specialist		15.263	21.015	15.263	21.015
M43151	Game and Parks Conservation Technician I		13.861	20.075	13.861	20.075
M43152	Game and Parks Conservation Technician II		16.019	23.199	16.019	23.199
M56700	Geodetic Survey Technician		18.329	25.806	18.329	25.806
M82271	Groundskeeper		12.102	16.613	12.102	16.613
M82272	Groundskeeper Leader		15.035	20.641	15.035	20.641
M85250	Heavy Equipment Mechanic/Operator		14.160	23.090	14.160	23.090
M56760	Highway Aerial Camera Operator		18.329	25.806	18.329	25.806
M56660	Highway Bridge Data Technician		19.703	28.537	19.703	28.537
M56653	Highway Bridge Designer I		21.182	30.677	21.182	30.677
M56654	Highway Bridge Designer II		24.481	35.453	24.481	35.453
M56400	Highway Bridge Fabrication Specialist		25.090	35.453	25.090	35.453
M56670	Highway Bridge Hydraulics Analyst		22.443	31.125	22.443	31.125
M56300	Highway Bridge Inspector		20.020	30.677	20.020	30.677
M56162	Highway Cartographer		16.019	23.199	16.019	23.199
M56163	Highway Cartographer Senior		18.329	26.546	18.329	26.546
M57281	Highway Construction Technician I		16.300	22.200	16.300	22.200
M57282	Highway Construction Technician II		17.750	24.500	18.750	25.900
M57283	Highway Construction Technician III		21.600	30.100	22.750	31.700

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
M57284	Highway Construction Technician IV		25.950	36.650	26.500	37.450
M56641	Highway Design Technician I		14.899	21.578	14.899	21.578
M56642	Highway Design Technician II		16.019	23.199	16.019	23.199
M56643	Highway Design Technician III		18.329	26.546	18.329	26.546
M56811	Highway Designer I		18.329	26.546	18.329	26.546
M56812	Highway Designer II		21.182	30.677	21.182	30.677
M56813	Highway Designer III		24.481	35.453	24.481	35.453
M57830	Highway District ROW Permits Officer		18.622	28.537	18.622	28.537
M56781	Highway Land Surveyor		19.703	27.740	19.703	27.740
M56620	Highway Lighting Designer		21.182	30.677	21.182	30.677
M85113	Highway Maintenance Crew Chief		19.250	25.450	20.250	28.000
M85111	Highway Maintenance Worker		16.300	22.600	16.300	22.600
M85112	Highway Maintenance Worker/Senior		17.000	23.700	17.550	24.450
M53631	Highway Materials and Tests Technician I		14.654	20.953	14.654	20.953
M53632	Highway Materials and Tests Technician II		16.770	23.977	16.770	23.977
M53633	Highway Materials and Tests Technician III		19.378	27.706	19.378	27.706
M56710	Highway Materials Designer		24.481	35.453	24.481	35.453
M56732	Highway Photogrammetric Technician II		18.329	26.546	18.329	26.546
M56733	Highway Photogrammetric Technician III		21.182	30.677	21.182	30.677
M55782	Highway Registered Land Surveyor		24.481	34.461	24.481	34.461
M27432	Highway Right of Way Associate II		17.050	25.039	17.050	25.039
M56681	Highway Right of Way Designer I		16.019	23.199	16.019	23.199
M56682	Highway Right of Way Designer II		18.329	26.546	18.329	26.546
M56683	Highway Right of Way Designer III		21.182	30.677	21.182	30.677
M56771	Highway Survey Assistant		16.019	22.551	16.019	22.551
M61121	Highway Traffic Operations Center Operator		13.550	19.151	13.550	19.151
M61122	Highway Traffic Operations Center Operator/Lead		14.567	20.589	14.567	20.589
M53142	Laboratory Technician II		13.929	19.632	13.929	19.632
M79113	Laundry Supervisor		12.340	16.712	12.340	16.712
M79112	Laundry Worker		10.680	14.465	10.680	14.465
M84330	Machinist		15.861	22.972	15.861	22.972
M74410	Medical Diagnostic Technician		14.899	21.578	14.899	21.578
M56170	Natural Resources Cartographer		18.329	26.546	18.329	26.546
M57540	Natural Resources Floodplain Management Specialist		21.182	30.677	21.182	30.677
M56752	Natural Resources Geodetic Survey Crew Leader		19.703	27.740	19.703	27.740
M56740	Natural Resources Photogrammetric Technician		21.182	30.677	21.182	30.677
M56751	Natural Resources Survey Assistant		16.019	22.551	16.019	22.551
M03211	Office Services Technician		16.019	23.199	16.019	23.199
M86352	Offset Press Worker II		16.538	23.640	16.538	23.640
M84230	Plumber		17.050	24.694	17.050	24.694
M86410	Prepress Technician		15.535	22.203	15.535	22.203

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
M86213	Printing Technician III		14.452	20.657	14.452	20.657
M86214	Printing Technician IV		16.538	23.640	16.538	23.640
M33830	Radio Announcer		13.550	19.151	13.550	19.151
M33840	Radio Traffic and Continuity Coordinator		15.659	22.130	15.659	22.130
M85310	Semi Trailer Operator		13.172	21.479	13.172	21.479
M86712	Sign Printer II		14.006	20.076	14.006	20.076
M61811	State Patrol Communications Specialist		17.055	24.102	17.055	24.102
M53811	State Patrol Fingerprint Technician		15.284	21.577	15.284	21.577
M84581	Stationary Engineer		13.861	20.076	13.861	20.076
M84582	Stationary Engineer Senior		15.861	22.972	15.861	22.972
M05550	Surplus Property Warehouse Specialist		12.894	18.672	12.894	18.672
M79311	Vehicle Operator I		11.661	15.769	11.661	15.769
M79312	Vehicle Operator II		12.533	16.946	12.533	16.946
M05221	Warehouse Technician		13.861	20.076	13.861	20.076

ADMINISTRATIVE SUPPORT

S19111	Accounting Clerk I		12.172	17.370	12.172	17.370
S19112	Accounting Clerk II		14.066	20.076	14.066	20.076
S39920	Archeological Technician		14.900	21.360	14.900	21.360
S09541	Business Applications Support Technician		15.902	22.972	15.902	22.972
S09542	Business Applications Support Technician/Lead		17.096	24.697	17.096	24.697
S72110	Case Aide		11.994	17.370	11.994	17.370
S05712	Corrections Canteen Operator		14.441	20.076	14.441	20.076
S02861	Corrections Records Officer		14.899	21.900	14.899	21.900
S39131	Curator Assistant/Library/Archives		15.848	22.309	15.848	22.309
S01231	Data Entry Operator		11.994	17.371	11.994	17.371
S01130	DHHS Data Processing Team Leader		12.025	17.370	12.025	17.370
S19810	DHHS Payments Reviewer		14.900	21.382	14.900	21.382
S09130	DHHS Scheduling Coordinator		16.019	22.984	16.019	22.984
S72320	DPI Social Work Technician		11.994	17.370	11.994	17.370
S86111	Duplicating Technician I		11.994	17.371	11.994	17.371
S86112	Duplicating Technician II		13.861	20.075	13.861	20.075
S02201	Health Information Technician		14.899	21.900	14.899	21.900
S57260	Highway Construction Management Technician		16.467	23.455	16.467	23.455
S57223	Highway Contracts Technician II		18.843	26.842	18.843	26.842
S56111	Highway Traffic Data Collector I		12.893	18.671	12.893	18.671
S56112	Highway Traffic Data Collector II		14.900	21.581	14.900	21.581
S56113	Highway Traffic Data Collector III		17.219	25.830	17.219	25.830
S07042	Information Technology Computer Operator		13.897	20.076	13.897	20.076
S37131	Library Reader's Advisor		15.848	22.309	15.848	22.309
S37112	Library Technician		13.717	19.304	13.717	19.304
S03331	Mail/Material Courier		9.286	13.009	9.286	13.009

Job Code	Job Title	OT Status	7/1/2019	7/1/2019	7/1/2020	7/1/2020
			Minimum Hourly Rate	Maximum Hourly Rate	Minimum Hourly Rate	Maximum Hourly Rate
S03333	Mail/Material Specialist		12.399	17.370	12.399	17.370
S19721	Medical Insurance Reimbursement Coordinator		17.220	24.708	17.220	24.708
S02111	Medical Records Clerk		11.157	16.395	11.157	16.395
S01811	Motor Carrier Clerk I		12.172	17.370	12.172	17.370
S01812	Motor Carrier Clerk II		13.085	18.675	13.085	18.675
S01813	Motor Carrier Clerk III		14.066	20.076	14.066	20.076
S39090	Museum Registrar		17.220	24.684	17.220	24.684
S01112	Office Clerk II		10.576	14.912	10.576	14.912
S01113	Office Clerk III		12.222	17.229	12.222	17.229
S19710	Reimbursement Clerk		14.066	20.076	14.066	20.076
S17801	Retirement Specialist Trainee		14.066	20.076	14.066	20.076
S29111	Revenue Operations Clerk I		12.896	18.675	12.896	18.675
S29112	Revenue Operations Clerk II		14.899	21.580	14.899	21.580
S01411	Secretary I		11.633	16.890	11.633	16.890
S01412	Secretary II		12.508	18.157	12.508	18.157
S01413	Secretary/Administrative		14.454	20.986	14.454	20.986
S01841	Staff Assistant I		14.900	21.382	14.900	21.382
S01842	Staff Assistant II		17.220	24.708	17.220	24.708
S01720	State Patrol Carrier Enforcement Records Technician		12.896	18.950	12.896	18.950
S01710	State Patrol Criminal Identification Records Technician		12.896	18.950	12.896	18.950
S53820	State Patrol Evidence Technician		13.394	19.683	13.394	19.683
S13211	Statistical Clerk I		11.994	17.371	11.994	17.371
S13212	Statistical Clerk II		13.861	20.075	13.861	20.075
S05112	Stores Clerk I		10.812	15.033	10.812	15.033
S05113	Stores Clerk II		12.496	17.370	12.496	17.370
S05211	Supply Worker I		10.812	15.033	10.812	15.033
S05212	Supply Worker II		12.496	17.370	12.496	17.370
S01511	Switchboard Operator/Receptionist		11.493	15.731	11.493	15.731
S41220	Tourism Aide/Guide		11.994	17.193	11.994	17.193
S41350	Tourism Facility Operator		14.900	21.360	14.900	21.360
S02511	Vital Statistics Clerk		12.893	18.671	12.893	18.671
S79610	Volunteer Services Coordinator		14.454	20.986	14.454	20.986
S01312	Word Processing Specialist II		12.036	17.651	12.036	17.651
S01313	Word Processing Specialist III		12.941	18.977	12.941	18.977
S01330	Word Processing Technician		13.910	20.398	13.910	20.398
EXAMINING, INSPECTION AND LICENSING						
X25511	Actuarial Assistant		25.217	37.825	25.217	37.825
X62320	Agriculture Case Review Officer		21.182	30.678	21.182	30.678
X62341	Agriculture Food Sanitarian I		18.330	26.549	18.330	26.549
X62342	Agriculture Food Sanitarian II		19.703	28.537	19.703	28.537
X62311	Agriculture Inspection Specialist I		15.861	22.972	15.861	22.972

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
X62312	Agriculture Inspection Specialist II		18.330	26.549	18.330	26.549
X62330	Agriculture Investigation Officer		21.182	30.678	21.182	30.678
X62380	Agriculture Milk Sanitation Rating Officer		22.881	33.018	22.881	33.018
X47360	Agriculture Program Specialist		21.182	30.678	21.182	30.678
X62611	Boiler Inspector		19.784	29.766	19.784	29.766
X62710	Child Care/Services Inspection Specialist		18.677	26.759	18.677	26.759
X62520	Cosmetology Inspector		12.945	19.476	12.945	19.476
X62550	Developmental Disabilities Survey/Consultant		21.549	33.639	21.549	33.639
X62421	DHHS Fraud Investigator		19.402	27.768	19.402	27.768
X62211	Electrical Inspector		18.405	27.690	18.405	27.690
X62621	Elevator/Amusement Ride Inspector		19.784	29.766	19.784	29.766
X62530	Engineer/Architect Investigator		22.909	34.362	22.909	34.362
X62351	Environmental Health Scientist I		18.420	26.579	18.420	26.579
X62352	Environmental Health Scientist II		19.800	28.569	19.800	28.569
X62353	Environmental Health Scientist III		21.286	30.714	21.286	30.714
X62450	Facilities Surveyor/Consultant		21.549	33.639	21.549	33.639
X62130	Fire Marshal Deputy/Flammable Liquids		18.514	26.102	18.514	26.102
X62120	Fire Marshal Plans Examiner		19.784	29.766	19.784	29.766
X62360	Health Food Service Evaluation Officer		22.881	33.018	22.881	33.018
X62490	Health Industrial Hygiene Specialist		22.771	32.978	22.771	32.978
X01740	Health Licensing Coordinator		18.862	29.738	18.862	29.738
X01750	Health Licensing Specialist		15.334	24.174	15.334	24.174
X25111	Insurance Analyst I		17.238	24.784	17.238	24.784
X25112	Insurance Analyst II		19.920	28.636	19.920	28.636
X21751	Insurance Claims Investigator I		18.442	27.851	18.442	27.851
X21752	Insurance Claims Investigator II		21.309	32.182	21.309	32.182
X21721	Insurance Fraud Investigator		22.420	32.088	22.420	32.088
X21711	Insurance Market Conduct Examiner I		18.442	27.851	18.442	27.851
X21712	Insurance Market Conduct Examiner II		21.309	32.182	21.309	32.182
X62901	Jail Standards Examiner/Consultant I		18.647	29.111	18.647	29.111
X62902	Jail Standards Examiner/Consultant II		20.045	31.290	20.045	31.290
X62640	Labor Law Specialist		19.431	28.275	19.431	28.275
X62440	Medicaid Provider Fraud and Abuse Investigator		22.420	32.088	22.420	32.088
X62370	Milk Pasteurization Specialist		21.286	30.714	21.286	30.714
X60111	Motor Vehicle Driver Licensing Services Examiner I		15.330	22.203	15.330	22.203
X60112	Motor Vehicle Driver Licensing Services Examiner II		16.482	23.868	16.482	23.868
X62931	Motor Vehicle Fraud Investigator		22.907	34.595	22.907	34.595
X62910	Motor Vehicle Investigator		21.309	32.182	21.309	32.182
X62580	Nursing Services Surveyor Consultant		23.203	33.639	23.203	33.639
X62770	Oil and Gas Inspector		21.394	30.161	21.394	30.161
X62461	Professional & Occupational Licensing Investigator		22.907	34.595	22.907	34.595

Job Code	Job Title	OT Status	7/1/2019 Minimum Hourly Rate	7/1/2019 Maximum Hourly Rate	7/1/2020 Minimum Hourly Rate	7/1/2020 Maximum Hourly Rate
X62462	Professional & Occupational Licensing Investigator/RN		24.669	34.595	24.669	34.595
X64611	Racing Commission Investigator		22.907	34.595	22.907	34.595
X27710	Real Estate Deputy Director/Enforcement		21.309	32.182	21.309	32.182
X21320	Reimbursement Analyst	E	24.100	34.497	24.100	34.497
X29222	Revenue Agent		17.051	25.764	17.051	25.764
X29223	Revenue Agent Senior		19.703	29.769	19.703	29.769
X62730	Revenue Investigator		22.907	34.595	22.907	34.595
X62660	Safety Consultant		19.705	28.539	19.705	28.539
X62670	Safety Industrial Hygienist		22.771	32.978	22.771	32.978
X21611	Securities Analyst I		18.442	27.851	18.442	27.851
X21612	Securities Analyst II		22.907	34.595	22.907	34.595
X21512	Securities Examiner		21.309	32.182	21.309	32.182
X21513	Securities Examiner Senior		26.474	39.980	26.474	39.980

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. 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 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.2.5 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.2.6 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.2.7 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.2.8 No employee shall be disciplined, evaluated, or placed on a Performance Improvement Plan for reasons arising from the unsubstantiated statement or testimony of a client or patient.

C.3 INTERNAL EMPLOYEE TRANSFER OPTION

C.3.1 The following option is available to employees in addition to other recruiting techniques to expedite and facilitate the filling of vacancies, without diminishing an employee's rights and protections afforded under the provisions of Article 9 of this labor contract. Twenty-four hour facilities will continue to use the provisions in C.4 in this Appendix for internal transfers.

C.3.2 Any contract covered classification may be considered when utilizing this internal employee transfer option, as deemed appropriate by the Agency.

C.3.3 Under this process, vacant positions will first be made available to qualified current DHHS employees for five (5) calendar days. Qualified employees must hold the same classification title as the vacant position and must be located within the same Division as the vacancy. Once available, interested employees may express their interest in the position via an application in the on-line applicant tracking system. System generated responses will keep applicants informed of their progress in the process.

C.3.4 All internal qualified employees who express interest will be considered. The successful candidate will be selected based on factors such as seniority, knowledge, experience and ability. Where two or more qualified employees rate essentially the same in all categories, classification seniority date will be used to make the final decision.

C.3.5 If no internal employee is deemed qualified, the vacant position will be posted through the open competitive process in accordance with Article 9.1 of this labor contract. Employees who were evaluated through this process and not selected may apply for the same position through the competitive process.

C.3.6 **EMPLOYEE ACCESS TO FEDERAL TAXPAYER INFORMATION.** In accordance with the Internal Revenue Service (IRS) Publication 1075, prior to the Nebraska Department of Health and Human Services (Department) granting any employee access to federal taxpayer information (FTI), the Department must initiate a suitability background investigation. The investigation must be favorably adjudicated by the Department as a condition of hire or continued employment. A reinvestigation will be initiated within 10 years of the previous background investigation. The investigation must include:

- Federal Bureau of Investigation fingerprint check
- Local law enforcement agency check
- Eligibility to work in the United States

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) calendar 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. Period of ineligibility shall be six (6) months from the date the employee received the disciplinary action.

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 continuous (no breaks in service) time in that classification as an employee of the agency.

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 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, all employees will be given the option of requesting one continuous week off before the other requests made under the posting process are considered. For the remaining requests, 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 an employee requests vacation leave of two or more consecutive days, the Agency will approve the entire request or deny the request. Some of the requested dates shall not be approved and other dates denied. Classification, seniority, and work unit as defined by the operational needs of the facility will be the criteria used for granting vacation leave.

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, unless a shorter timeframe is approved by the immediate supervisor. A cancellation request shall cover the entire request as originally posted. This requirement applies to vacation approved by either the Vacation Posting Process or by written request. Such requests for shorter notice shall not be unreasonably denied.

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 an 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 Employees may be required to work beyond their normal scheduled shifts in accordance with the provisions of this section. Management will avoid requiring overtime whenever possible. No employee shall be required to work in excess of sixteen (16) hours in a twenty-four (24) hour period absent a qualifying emergency. An "Emergency" is an unexpected, unforeseen or unanticipated event, such events may include a natural disaster, severe weather emergency, and a public health emergency. An emergency can also be a similar disaster as declared by the Governor or his/her designee.

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 12 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.11.9 The employer (each facility) will develop and maintain an overtime roster for each separate direct care classification in which overtime is regularly needed. Voluntary and mandatory overtime will be assigned based on the overtime roster. The overtime roster is a list of qualified employees, within the classification and classification series and work unit, that rotates based on the last overtime performed (i.e., once an employee has worked four (4) or more hours of voluntary or mandatory overtime his/her name moves to the bottom of the overtime roster). The initial overtime roster to be developed will be in ascending adjusted state seniority (less senior employee at the top of the list). The names of new employees will be added to the bottom of the overtime roster once their initial ninety (90) day period is completed or when they are determined qualified by their supervisor.
- C.11.10 Available overtime that is posted a day or more in advance will be awarded based on the entire overtime shift being covered (i.e., if the overtime shift is eight (8) hours in duration then first consideration goes to those who indicated an ability to work eight (8) hours) and first to the employee(s) on duty the shift that precedes the overtime shift and whose name is closest to the top of the overtime roster. The overtime will then be awarded to the off duty employee(s) whose name is closest to the top of the overtime roster. The employer will not wait for return responses from off duty employees and will continue to move through the names of those who have signed up. If the off duty employee should later respond and the overtime has not been taken, it will be awarded on a first come first serve basis. At the discretion of the employer, the overtime may then be awarded, not necessarily by seniority, to an employee that occupies another classification, but is qualified to perform the required work. Overtime worked of four (4) or more hours will cause an employee's name to be moved to the bottom of the overtime roster.
- C.11.10.1 The principle and intent of C.11.10 is to provide everyone the opportunity to volunteer for overtime and avoid extended shifts as much as possible. It was discovered through early implementation of this program that paragraph C.11.10 required those working the prior shift to be considered first resulting in a double shift. It is agreed that awarding an overtime shift should not be limited to the preceding shift, but expanded to off-duty employees as well. This does not prevent preceding shift employees from being included for in the process.
- C.11.11 The next available overtime that is posted a day or more in advance will be awarded in the order as outlined in C.11.9.
- C.11.12 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.11.13 When overtime is unplanned and not posted in advance it will be offered first to the employee(s) on duty the shift that precedes the overtime shift and whose name is closest to the top of the overtime roster. If no employees volunteer, the overtime may then be offered to an off duty employee(s).

- C.11.14 If mandatory overtime is necessary, it will be directed to the employee(s) on duty the shift that precedes the mandatory overtime shift and whose name is closest to the top of the overtime roster. Once the employee has worked four (4) or more hours of mandatory overtime, their name will be moved to the bottom of the overtime roster. For multiple employees directed mandatory overtime on the same day and the same shift, the names of the employees will be moved to the bottom of the overtime roster in the order it appeared at the top.
- C.11.15 Every effort will be made to avoid mandatory overtime which may include the assignment of overtime to qualified employees in other work units. If this occurs, it will be directed to the employee(s) on duty the shift that precedes the mandatory overtime shift and whose name is closest to the top of their overtime roster. Once the employee has worked four (4) or more hours of mandatory overtime, their name will be moved to the bottom of their overtime roster. For multiple employees directed mandatory overtime on the same day and the same shift, the names of the employees will be moved to the bottom of their overtime roster in the order it appeared at the top.
- C.11.16 **Mandatory Overtime – Earning Byes.** Each employee shall have 1 bye per quarter to use at his or her discretion during each State fiscal year this Contract is in effect, for a total of 4 byes per State fiscal year. When an employee exercises a bye, they are not required to work a mandatory overtime assignment, and their name will be moved to the bottom of the overtime roster. Unused byes may be carried over (accumulated) from quarter to quarter within the same State fiscal year. No Employee shall be required to use/forfeit more than one bye in any twenty-four hour period.
- C.11.16.1 **Earning Additional Byes.** Each employee has the opportunity to “earn” 1 additional bye each quarter during the State fiscal year for working a total of 40 hours or more of voluntary overtime during the quarter. The additional bye will be made available to the employee for use during the following quarter from when it was earned. Employees may carry over up to 2 accumulated, unused byes at the end of a State fiscal year into the next State fiscal year. In the event that all eligible employees on the overtime roster have requested to use a bye for the overtime assignment, the eligible employee whose name is closest to the top of the overtime roster will be held for the mandatory overtime assignment.

C.12 CALL IN FOR ABSENCES

- C.12.1 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 TRANSPORTATION

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

When an employee has reason to believe that the vehicle, equipment, or tool they are operating is unsafe, the employee shall report said condition to their immediate supervisor on the appropriate form for the particular type of vehicle, equipment or tool (DR116, DR510 for example). If the immediate supervisor determines to take no action regarding repairs for said vehicle, equipment, or tool, the supervisor will indicate the decision in writing.

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 up to one hundred seventy-five dollars per contract period 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 Transportation 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 Transportation will reimburse the employee the difference in cost between a required Commercial Driver's License and DOT required endorsements, and a regular driver's 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 Transportation 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 Transportation 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 Transportation 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.
- D.13 When overtime has been worked, an employee shall have the option of selecting all compensatory time, all pay, or a combination thereof. Each pay period an employee may elect to receive payment for any or all unused compensatory time. Compensatory time hours not paid shall be continued in the employee's compensatory time balance.

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.
- E.6 The Nebraska Game and Parks Commission Drug and Alcohol Testing Program is intended to comply with the OMNIBUS Transportation Testing Act of 1991 and relevant Department of Transportation regulation. The policy applies to those employees and applicants who, as a condition of employment, are required to have a Commercial Driver’s License (CDL). Testing shall consist of pre-employment, post-accident, reasonable suspicion, random, and return to duty/follow-up drug and/or alcohol tests. Random testing will be handled through a contractual agreement with a third party. Positive results will be reviewed by a Medical Review Officer that meets the qualifications established in 49 CFR Part 40. Employees failing a drug/alcohol test shall be given the opportunity to seek assistance through the Employee Assistance Program which will refer the employee to a DOT approved Substance Abuse Professional. The cost of the services of the Substance Abuse Professional is the responsibility of the employee. The cost of the assistance program is the responsibility of the employee.
- E.7 Work Time for Test Administration of Alcohol 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; and all testing costs shall be borne by the Employer.
- E.8 Employer/Employee Options to Positive Test Results: Employees may be allowed a leave of absence for treatment on an inpatient 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 Employer 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.

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 shall establish and maintain a standard training program for all new Communications Specialists.

F.3 The Patrol supports the concept of physical fitness and encourages all employees to maintain healthy life styles. Wellness Programs are available to all employees on-line through the DAS / Wellness Options Program.

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 evening shift (3:00 p.m. to 11:00 p.m. or similar period).

See Article 7.6 Rest Periods which provides for two, 15 minute rest periods.

There will be no specific rest period taken during the graveyard midnight 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.

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.

F.6 Article 3.15 Guidelines

PURPOSE: To protect the personal safety of employees, State property and the general public. Employees shall not be permitted to perform their duties or enter upon the premises of the Employer while under the influence of alcohol, the illegal use of drugs, and/or controlled substances.

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 while on duty. The Employer 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.

APPLICABILITY: All employees of the State Patrol, however, employees with commercial driver's licenses will be subject to testing as specified by the Federal Department of Transportation. Testing to be conducted by the Employer or contracted licensed vendor hired by the Employer.

The following situations/conditions may require tests to be conducted of employees. For employees, failure or refusal to submit to such tests may result in disciplinary action:

1. Pre-employment
 2. Work accident
 3. Critical incident
 4. Commercial Drivers (CD)
 5. Return to duty
 6. There shall be no random testing
- A. 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.
- B. Method of Testing: Gas Chromatography/Mass Spectrometry urinalysis testing shall be the only method of testing.
- C. Chain of Custody: The urine sample shall be 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 Employer's expense. If the results of the re-test are negative, the test results will

be considered negative. At any point in the chain of custody if any of the following occurs, the employee shall not be re-tested and the sample shall be void (any discrepancy, any lapse of unknown time or an illegible signature of an unidentifiable person).

- D. Controlled Substances Tested; THC, cocaine, opiates, phencyclidine (PCP), amphetamines/methamphetamine, benzodiazepine, barbiturates, LSD, and any derivatives from these controlled substances.
- E. Alcohol Testing: Alcohol shall only be tested in regards to a work accident, critical incident and commercial drivers will be subject to testing as specified by the Federal Department of Transportation.
- F. 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; and all testing costs shall be borne by the Employer. Upon request, an employee may have an available employee representative present if being requested to undergo an alcohol/drug test.
- G. Reports/Documentation: 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. Should a false accusation be made that an employee is suspected of substance abuse, the accuser shall be subject to disciplinary action.
- H. Employee's Opportunity to Discuss Results of a Positive Test: An employee has the opportunity to discuss the positive results.
- I. Employer/Employee Options to Positive Test Results: Employees may be allowed a leave of absence for treatment on an inpatient 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 Employer 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.

Definitions:

- 1. Commercial Drivers (CD) Testing: Employees required to hold Commercial Driver's License (CDL) are subject to the Federal Department of Transportation Guidelines.

2. Critical Incident Testing occurs when actions of an employee may have caused serious physical injury or death of any person(s); and /or damage to State property or public property.
3. Work Accident Testing occurs when actions of an employee is involved in an accident where the employee, another employee or a person in the public is injured; and/or State property or public property is damaged while the employee is on duty.
4. 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.
5. Follow Up Drug Testing – Upon request, 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.
6. Pre-employment Testing: The Employer has the right to test for any drug by any method of the Employer’s choosing to any person not employed by the State of Nebraska.

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 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 Department shall make basic first aid kits, meeting OSHA recommendations, available at each Department work location.
- L.3 In accordance with the Internal Revenue Service (IRS) Publication 1075, prior to the Nebraska Department of Labor (Department) granting any employee access to federal taxpayer information (FTI), the Department must initiate a suitability background investigation. All Department employees may have access for FTI. The investigation must be favorably adjudicated by the Department as a condition of hire or continued employment. A reinvestigation will be initiated within 10 years of the previous background investigation. The investigation must include:
- Federal Bureau of Investigation fingerprint check
 - Local law enforcement agency check
 - Eligibility to work in the United States

APPENDIX M - DEPARTMENT OF CORRECTIONAL SERVICES

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.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 UNIFORMS

M.3.1 The basic uniform issued to an employee shall be stated in the Regulations of the Agency.

M.3.2 The Agency shall replace any portion of the uniform which has become worn out or has been damaged in the line of duty.

M.4 HOSTAGE LEAVE

M.4.1 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.5 WORK RULES

M.5.1 This section applies to all Department of Correctional Services employees covered by 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 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 25 degrees Fahrenheit (to include wind chill), employees assigned to outside posts will be given access to heated areas.

M.6 ANNUAL VACATION SCHEDULING

M.6.1 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) consecutive work days or more. Vacation leave requests for less than three (3) consecutive work 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.6.2 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 1st of each year.

M.6.3 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.6.4 State seniority will be the prime consideration in determining choice of vacation time.

- M.6.5 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.6.6 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.6.7 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.6.8 With employee and Employer agreement, employees may take reasonable amounts of compensatory time off.
- M.7 DISCIPLINARY ACTION
- M.7.1 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.7.2 When an incident calls for the application of discipline, the discipline may be imposed only once for that incident.
- M.7.3 Disciplinary action shall consist of only one form of discipline, subject to progressive disciplinary standards.
- M.7.4 In no case will an employee be charged with a disciplinary violation when the employee behavior was known by the immediate supervisor and occurred more than 180 calendar days prior to the initiation of the disciplinary process. In the case of an outside investigation, the 180 calendar days does not commence running until the completion of the outside investigation.
- Discipline shall not be imposed on an employee who failed to follow an actual unlawful order or direction.
- M.8 UNIFORMS FOR CORRECTIONAL SERVICES MAINTENANCE, TRADES AND TECHNICAL BARGAINING UNIT EMPLOYEES

M.8.1 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.8.1.1 The basic uniform issued shall be stated in the Regulations of the Agency.

M.8.1.2 The Agency shall replace any portion of the uniform which has become worn out or has been damaged in the line of duty.

M.8.1.3 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.8.1.4 For these employees, coveralls and overshoes shall be made available at all facilities. Various sizes will be on hand to accommodate most personnel.

M.9 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: Employees 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, 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

MILITARY FIREFIGHTERS

- Q.1 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.2 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.3 In compliance with the Fair Labor Standards Act (FLSA), any fire protection personnel hired on or after July 1, 2015, will be paid overtime after 106 hours are worked in a two-week period. Fire protection personnel who were hired prior to July 1, 2015, will be grandfathered under the past practice of overtime after 100 hours are worked in a two-week pay period. This will remain in effect as long as the designated funding source remains viable or until the pay line receives a special adjustment to account or the overtime lost by switching to the 106 hour standard, whichever occurs first.
- 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 up to a maximum of 336 hours. Any accumulated vacation time in excess of 336 hours shall be forfeited as of the end of the last pay period paid in each calendar year.

- Q.5 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.
- Q.6 The Nebraska Military Fire Department supports the concept of physical fitness and encourages all employees to maintain healthy lifestyles. The Nebraska Military Fire Department's NFPA 1500 Committee, consisting of both labor and management, may review and propose improvements to the current Nebraska Military Fire Department's wellness/fitness program. Any proposal or modification will be mutually acceptable to both parties. The Nebraska Military Department's full-time Fire Chief will have final approval of any NFPA 1500 Committee's proposals or modifications and will provide written guidance for any implementation.
- Q.7 Employees who are members of the National Guard and Reserve and who normally work or are normally scheduled to work one hundred fifty-nine hours or more in three consecutive weeks and scheduled to work twenty-four hour shifts shall be granted a paid military leave of absence of one hundred sixty-eight hours each calendar year with no accumulation of unused leave carried over to the following calendar year.

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.
- R.3 In accordance with the Internal Revenue Service (IRS) Publication 1075, prior to the Nebraska Department of Revenue (Department) granting any employee access to federal taxpayer information (FTI), the Department must initiate a suitability background investigation. All Department employees may have access for FTI. The investigation must be favorably adjudicated by the Department as a condition of hire or continued employment. A reinvestigation will be initiated within 10 years of the previous background investigation. The investigation must include:
- Federal Bureau of Investigation fingerprint check
 - Local law enforcement agency check
 - Eligibility to work in the United States

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 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, at the bargaining unit members' choice, a separate land line business telephone or cell phone, for the Underground Fuel Storage inspectors in the State Fire Marshal Fuels Division.
- 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 IAELI meetings or at the discretion of the director are exempt from this rule.)
- V.1.2 The Electrical Division shall furnish the following items:
 - a. 4 Trousers (jeans)
 - b. 4 L/S Shirts
 - c. 4 S/S Shirts
 - d. 1 Lined Jacket Zip out liner
 - e. 1 Bomber Jacket - winter
 - f. 1 Belt
 - g. 1 Fire Resistant Smock
 - h. Official Patches -- 1 for each shirt, jacket, or coat
 - i. 1 Badge
 - j. 2 nameplates

- k. \$25 allowance for a pair Leather Gloves.
- l. 1 Pair Safety Toed boots.
\$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.
- m. Hooded rain jacket/high visibility vest

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, and a flashlight and a hazardous locations flashlight. Basic testing equipment and tools shall be added as needed to properly perform electrical inspections.

Lunch Hour:

V.6 Lunch hours are to be taken between the hours of 11:30 a.m. and 2:00 p.m. and must be a minimum of one half hour. The normal lunch period is one hour. Lunch time should not exceed one and one-half hours unless prior approval by the Director is given.

APPENDIX W—NEBRASKA DEPARTMENT OF VETERANS' AFFAIRS (NDVA)

W.1 CASELOAD/WORKLOAD

- W.1.1 Employees participating in any projects or on committees approved, required, or allowed by the collective bargaining agreement or NDVA/Governor appointed committees, shall, if determined necessary by the Agency, be allowed overtime and/or have their workload adjusted. Overtime must be authorized in advance.
- W.1.2 The Agency shall make reasonable efforts to distribute workloads in a fair and responsible manner. The Agency recognizes that additional coverage assignments may affect an employee's ability to adequately cover his/her own caseload/workload. Overtime may be authorized.

W. 2 MISCELLANEOUS PROVISIONS

- W.2.1 The Agency 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).
- W.2.2 The Agency will be encouraged to utilize a process for employees to provide feedback annually on supervisory performance and work issues.
- W.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.
- W.2.4 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 immediate supervisor to attend at an alternate site. Office coverage must be maintained during the orientation meetings.
- W.2.5 Any entity that contracts with the NDVA 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.
- W.2.6 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.
- W.2.7 In all 24-hour facilities, 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.

- W.2.8 No employee shall be disciplined, evaluated, or placed on a Performance Improvement Plan for reasons arising from the unsubstantiated statement or testimony of a veterans' home member.
- W.2.9 Abuse and/or neglect of veterans' home members will not be tolerated. Any employee that has been determined to have committed abuse and/or neglect of a member(s), or who fails to intervene when abuse or neglect occurs may be disciplined up to, and including, termination.

W.3 INTERNAL EMPLOYEE TRANSFER OPTION

- W.3.1 The following option is available to employees in addition to other recruiting techniques to expedite and facilitate the filling of vacancies, without diminishing an employee's rights and protections afforded under the provisions of Article 9 of this labor contract. Twenty four hour facilities will continue to use the provisions in W.4 in this Appendix for internal transfers.
- W.3.2 Any contract-covered classification may be considered when utilizing this internal employee transfer option, as deemed appropriate by the Agency.
- W.3.3 Under this process, vacant positions will first be made available to qualified current NDVA employees for five (5) calendar days. Qualified employees must hold the same classification title as the vacant position and must be located within the same Division as the vacancy. Once available, interested employees may express their interest in the position via an application in the on-line applicant tracking system. System-generated responses will keep applicants informed of their progress in the process. Employees will have reasonable computer access during work hours to review work related information from the Agency and job/position postings.
- W.3.4 All internal, qualified employees who express interest via an application in the online applicant tracking system will be considered. The successful candidate will be selected based on factors such as seniority, knowledge, experience and ability. Where two (2) or more qualified employees rate essentially the same in all categories, classification seniority date will be used to make the final decision.
- W.3.5 If no internal employee is deemed qualified, the vacant position will be posted through the open competitive process in accordance with Article 9.1 of this Labor Contract. Employees who were evaluated through this process and not selected may apply for the same position through the competitive process.

W.4 UNIFORMS

- W. 4.1 When the Agency deems it necessary for an employee to wear a uniform as a condition of employment, the Agency 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 Agency's usual and customary process, then, at the Agency'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 Agency 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 Agency within two (2) work weeks following submission of the receipt. Employees who are veterans of the United States Military will be recognized by way of a uniform insignia selected by the DVA, to be displayed on the Employee's uniform/business attire, in recognition of their service.

- W.4.2 The uniforms are considered the Agency'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).
- W.4.3 Employees' last names shall not be required to be displayed on their persons. Use of initials for the last name is acceptable.

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

- W.5 **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 NDVA 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) calendar 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. Period of ineligibility shall be six (6) months from the date the employee received the disciplinary action. 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 continuous (no breaks in service) time in that classification as an employee of the agency. 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 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.

W. 6 TEMPORARY SHIFT/WORK AREA REASSIGNMENTS

- W.6.1 In the event of emergency situations and/or to prevent an adverse impact on delivery of services to veterans' home members, the temporary reassignment of employees may be required. The Agency will take into consideration the employee's length of service, qualifications, and other job-related factors when a temporary reassignment is deemed necessary by the Agency. Temporary reassignments shall be evaluated on a daily basis unless the employee has been informed of the alternate anticipated time.

W.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, reasonable job factors may be considered). This provision is not applicable to new hires for the first 90 days of employment.

W.7 WORK SCHEDULES

W. 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 Agency. 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 Agency shall provide a written explanation for the rejection.

W.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 Agency after approval of the proposed change by the Agency. 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. 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 (1) vote per fiscal year for any group of employees.

W.7.1.b Schedule assignment will be based on classification, qualifications, and/or member 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 (1) year unless approved by Agency or as a result of changing positions through other provisions of this Labor Contract.

W.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.

W. 8 MEAL PERIODS

W.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.

W. 9 VACATION / HOLIDAY SCHEDULING

- W. 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 members. 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 members. Holidays and weekend days shall be included.
- W.9.1.b Labor/Management Committee meetings may be convened to consider implementation of an alternate posting process, as defined above. Such plans may be enacted with the vote of the local Labor/Management Committee.
- W.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 an employee requests vacation leave of two or more consecutive days, the Agency will either approve the entire request or deny the request. Some of the requested dates shall not be approved and other dates denied. Holidays and weekend days shall be included.
- W.9.3 Employees must submit a written request to cancel vacation to the immediate supervisor outside the bargaining unit no later than 14 calendar days prior to the start of the vacation to be canceled, unless a shorter timeframe is approved by the immediate supervisor. A cancellation request shall cover the entire request as originally posted. This requirement applies to vacation approved by either the Vacation Posting Process or by written request. Such requests for shorter notice shall not be unreasonably denied. The Agency 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.
- W. 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 (2) 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.

- W.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.
- W.9.6 Any employee may take such vacation in increments of not less than one (1) hour as the employee may desire, provided however, the employee shall advise the Agency at the earliest practicable time. The taking of such vacation in hourly increments will be subject to approval by the Agency, but such approval will not be unreasonably withheld.
- W. 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.
- W.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 W.9.

W.10 OVERTIME

- W.10.1 Employees may be required to work beyond their normal scheduled shifts in accordance with the provisions of this section. Management will avoid requiring overtime whenever possible. No employee shall be required to work in excess of sixteen (16) hours in a twenty-four (24) hour period absent a qualifying emergency. An "Emergency" is an unexpected, unforeseen or unanticipated event, such events may include a natural disaster, severe weather emergency, and a public health emergency. An emergency can also be a similar disaster as declared by the Governor or his/her designee.
- W.10.2 Any scheduled work shift which begins before, and ends after midnight, shall be considered as worked on the day on which it began.
- W.10.3 Each regularly scheduled work shift will have a regular starting and quitting time. Such hours will be consecutive and not split.
- W.10.4 In cases where employees have chosen compensatory time as the method of overtime compensation, the Agency 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 six (6) pay periods in which it was earned, the employee shall receive payment for said time.
- W.10.5 Management has the right to determine whether a 40 hour work week, or the 8 and 80 Rule is appropriate and assign it to an employee in accordance with the Fair Labor Standards Act for calculating overtime premium pay.

- W.10.6 Seniority lists for overtime assignments will be available in each work unit.
- W.10.7 Employees are not eligible to work overtime during their initial ninety (90) days of employment, unless determined qualified by their immediate supervisor. This must be documented in writing to the employee at least 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.
- W.10.8 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.
- W.10.9 Each 24-hour facility will develop and maintain an overtime roster for each separate direct care classification in which overtime is regularly needed. Voluntary and mandatory overtime will be assigned based on the overtime roster. The overtime roster is a list of qualified employees, within the classification and classification series and work unit, that rotates based on the last overtime performed (i.e., once an employee has worked four (4) or more hours of voluntary or mandatory overtime his/her name moves to the bottom of the overtime roster). The initial overtime roster to be developed will be in ascending adjusted-State seniority (less senior employee at the top of the list). The names of new employees will be added to the bottom of the overtime roster once their initial 90-day period is completed or when they are determined qualified by their immediate supervisor.
- W.10.10 Available overtime that is posted a day or more in advance will be awarded based on the entire overtime shift being covered (i.e., if the overtime shift is eight (8) hours in duration then first consideration goes to those who indicated an ability to work eight (8) hours) and first to the employee(s) on duty the shift that precedes the overtime shift and whose name is closest to the top of the overtime roster. The overtime will then be awarded to the off-duty employee(s) whose name is closest to the top of the overtime roster. The Employer will not wait for return responses from off-duty employees and will continue to move through the names of those who have signed up. If the off-duty employee should later respond and the overtime has not been taken, it will be awarded on a first-come, first-serve basis. At the discretion of the Employer, the overtime may then be awarded, not necessarily by seniority, to an employee that occupies another classification, but is qualified to perform the required work. Overtime worked of four (4) or more hours will cause an employee's name to be moved to the bottom of the overtime roster.
- W.10.10.1 The principle and intent of W.10.10 is to provide everyone the opportunity to volunteer for overtime and avoid extended shifts as much as possible. It was discovered through early implementation of this program that paragraph W.10.10 required those working the prior shift to be considered first resulting in a double shift. It is agreed that awarding an overtime shift should not be limited to the preceding shift, but expanded to off-duty employees as well. This does not prevent preceding shift employees from being included in the process.

- W.10.11 The next available overtime that is posted a day or more in advance will be awarded in the order as outlined in W.10.9.
- W.10.12 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.
- W.10.13 When overtime is unplanned and not posted in advance it will be offered first to the employee(s) on duty the shift that precedes the overtime shift and whose name is closest to the top of the overtime roster. If no employees volunteer, the overtime may then be offered or assigned to other available employees.
- W.10.14 If mandatory overtime is necessary, it will be directed to the employee(s) on duty the shift that precedes the mandatory overtime shift and whose name is closest to the top of the overtime roster. Once the employee has worked four (4) or more hours of mandatory overtime, their name will be moved to the bottom of the overtime roster. For multiple employees directed mandatory overtime on the same day and the same shift, the names of the employees will be moved to the bottom of the overtime roster in the order it appeared at the top.
- W.10.15 Every effort will be made to avoid mandatory overtime, which may include the assignment of overtime to qualified employees in other work units or the assignment of overtime to temporary or on-call employees. If this occurs, it will be directed to the employee(s) on duty the shift that precedes the mandatory overtime shift and whose name is closest to the top of their overtime roster. Once the employee has worked four (4) or more hours of mandatory overtime, their name will be moved to the bottom of their overtime roster. For multiple employees directed mandatory overtime on the same day and the same shift, the names of the employees will be moved to the bottom of their overtime roster in the order it appeared at the top.
- W.10.16 **Mandatory Overtime – Earning Byes.** Each employee shall have one (1) bye per quarter to use at his or her discretion during each State fiscal year this Labor Contract is in effect, for a total of four (4) byes per State fiscal year. Unused byes may be carried over (accumulated) from quarter to quarter within the same State fiscal year.
- W.10.16.1 When an employee exercises a bye, their name will be moved to the bottom of the overtime roster. Employees may use multiple byes per assignment. In the event that all eligible employees on the overtime roster have requested to use a bye(s) for the overtime assignment, the eligible employee whose name is closest to the top of the overtime roster after byes have been used will be held for the mandatory overtime assignment.
- W.10.16.2 **Earning Additional Byes.** Each employee has the opportunity to “earn” 1 additional bye each quarter during the State fiscal year for working a total of 40 hours or more of voluntary overtime during the quarter. The additional bye will be made available to the employee for use during the quarter following the quarter in which it was earned. Employees may carry over up to two (2) accumulated, unused byes at the end of a State fiscal year into the next State fiscal year.

W.11 CALL IN FOR ABSENCES

W.11.1 In cases of absence, essential employees as determined by the Agency shall provide a standard 60-minute advance call-in notice prior to the start of first shift and a standard two- (2) hour advance call in notice prior to the start of second and third shift. This standard notice may be lessened for a department or facility at the discretion of the Agency and may be waived in individual emergency situations. Such waiver shall not be unreasonably withheld.

In witness whereof, the parties hereto have set their hands this 16th day of April, 2019.

FOR THE UNION

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



Justin Hubly, Executive Director and
Chief Spokesperson, NAPE



Adam Johnson
Vice Chairman, NAPE

FOR THE STATE



Pete Ricketts, Governor
State of Nebraska



William J. Wood, Chief Negotiator
Employee Relations Administrator
State of Nebraska



Sean Davis
Employee Relations Representative
State of Nebraska



Tammy Benson, Administrative Assistant
Employee Relations
State of Nebraska

INDEX

<u>SUBJECT</u>	<u>PAGE</u>	<u>SECTION</u>
Abstract, Disciplinary	15	4.17
Adoption Leave	51	14.22
Agency Specific Appendices		
Bargaining timelines	61	24.3.1
Dept. of Health and Human Services	78	Appendix C
Dept. of Transportation	87	Appendix D
Game & Parks Commission	89	Appendix E
State Patrol	91	Appendix F
Comm. on Law Enforcement & Criminal Justice	94	Appendix G
Dept. of Agriculture	95	Appendix I
Dept. of Environmental Quality	95	Appendix J
Dept. of Labor	95	Appendix L
Dept. of Correctional Services	96	Appendix M
Educational Telecommunications Commission	102	Appendix N
Equal Opportunity Commission	103	Appendix O
Dept. of Administrative Services	104	Appendix P
Nebraska Military Department	105	Appendix Q
Dept. of Revenue	106	Appendix R
Dept. of Motor Vehicles	106	Appendix S
Nebraska State Fire Marshal	107	Appendix U
Nebraska State Electrical Division	107	Appendix V
Dept. of Veterans' Affairs	109	Appendix W
Anti-Discrimination	52	15.1
Arbitration		
Changing terms and conditions of employment	2	1.4
Grievances	9, 11	4.7, 4.7.7
Arbitrator		
Penalty for late decision	12	4.7.11
Decision is public record	12	4.7.11
Bargaining Unit Classes & Pay Rates		
Administrative Professional	63	Appendix A
Social Services and Counseling	66	Appendix A
Engineering, Science and Resources	68	Appendix A
Health & Human Care Professional	69	Appendix A
Health & Human Care Non-Professional	70	Appendix A
Maintenance, Trades and Technical	71	Appendix A
Administrative Support	74	Appendix A
Examining, Inspection and Licensing	75	Appendix A

<u>SUBJECT</u>	<u>PAGE</u>	<u>SECTION</u>
Bereavement Leave	48	14.17
Bulletin Boards	4	2.11, 2.12
Catastrophic Illness Donation	43	14.9
Civil Leave	49	14.20
Jury Duty	49	14.20.a
Election Board Duty	50	14.20.b
Voting Time	50	14.20.c
Court Appearances	50	14.20.d
Disaster Relief	50	14.20.e
Classification		
Newly Created Classes	3	2.4
Title Changes	3	2.4
Classification Appeals		
Classification Appeal Panel	57	19.8
Classification/Reclassification	56	19.1
Request for review/appeal	56	19.2
Committees, Governor Appointed	26	7.13
Compensatory Time (Comp Time)	38	12.10
Contract, Term of	61	24.1
Demotion	28, 35	9.4, 11.9
Discipline	30	10.1
Reasons for Discipline	30	10.2
Drug Testing Implementation	6	3.15
Drugs in the Workplace	56	18.14
Dues Deductions	3	2.5
Employee Assistance Program	55	18.8
Firearms in the Workplace	55	18.13
Flexible Spending Account	61	25.1
Flex Time	23	7.3
Funeral Leave (See Bereavement Leave)	48	14.17
Furloughs	20	5.15 – 5.17
Governor Appointed Committees	26	7.13

<u>SUBJECT</u>	<u>PAGE</u>	<u>SECTION</u>
Grievances		
Arbitration	9, 11	4.7, 4.7.8
Discovery	13	4.10
Dismissed by Employee Relations Adm.	11	4.7.7
Forms	9	4.2
Hearings	10	4.7.2
Health and Safety	53	18.1
Holiday Leave	41	14.1
Part-time Employees	41	14.2
Weekend Holidays	42	14.3
Work on a Holiday	42	14.4
ID (Identification) cards/badges	62	25.5
In-grade Hiring Requests and Adjustments	35	11.11
Injury Leave	49	14.18
Insurance		
Dental	41	13.4
Health	40	13.1
Life	41	13.3
Long Term Disability	41	13.5
Optional Life	41	13.3.1
Retirees	40	13.2
Vision	41	13.6
Investigatory Suspension	31	10.3
Job Vacancy	28	9.2
Labor/Management Committee	59	21.1
Layoffs		
Bumping	16-18	5.4 - 5.7
Notice	16	5.3, 5.4
Re-employment program	20	5.20 - 5.21
Reinstatement	19-20	5.8 - 5.15
Rights	17	5.6
Rules	16	5.5
Leaves		
Adoption	51	14.22
Bereavement	48	14.17
Catastrophic Illness Donation	43	14.9
Civil	49	14.20

<u>SUBJECT</u>	<u>PAGE</u>	<u>SECTION</u>
Leaves (continued)		
Family Leave	46	14.16
Holiday	41	14.1
Injury	49	14.18
Maternity Leave Donation	51	14.27
Military	49	14.19
Sick	45	14.10
Vacation	42	14.5
Leave of Absence	50	14.21
Management Rights	5-8	3.1 - 3.15
Meal and Lodging Reimbursement	26	7.12
Mileage Reimbursement	26	7.11
Military Leave	49	14.19
Mini-hearings	10	4.7.2
Moving Allowance	29	9.6 - 9.6.2
Nurse Compensation	35	11.12
On Call/Standby Pay	25	7.9
Overtime		
Authorization	37, 38	12.7, 12.8
Eligibility	37	12.6
Holidays	38	12.9
Payment of	38	12.10
Scheduling of	36	12.2
Pay During Temporary Transfer	53	17.1
Pay Periods	34	11.7
Pay Range Assignments	61	25.2
Pay Rates	63-77	Appendix A
Personnel File	59-60	22.1 - 22.7
Preamble	2-3	1.1 - 1.7

<u>SUBJECT</u>	<u>PAGE</u>	<u>SECTION</u>
Probationary Period		
Extension of	27	8.3, 8.4
Original	26	8.1
Promotion	27, 28	8.2, 9.4
Separation	27	8.5
Transfer	26, 27	8.1, 8.2
Promotions		
Moving Allowance	29	9.6
Probationary Period	28	9.4
Salary Change	34	11.8
Seniority Date	28	9.3.1
Re-employment Program	20-21	5.20 – 5.21
Reinstatement		
After Discipline	32	10.4
After Layoff	19-20	5.8 - 5.15
Service Date	20	5.14
Resignation	20	5.18
Return to Work/Rehire	35	11.10
Savings Clause	53	16.1
Selection Process	27	9.1
Seniority, State	28	9.3.1
Service Anniversary Date	16, 46	5.5.b, 14.15
Shift Differential	24-25	7.7 – 7.7.2
Sick Leave		
Advancement	51	14.24
Earning Schedule	44	14.10
Payment Upon Retirement	46	14.14, 14.15
Reasons for Use	45	14.11
Reinstatement	20, 46	5.14, 14.15
Request for Use	45	14.12
Stewards		
Definition	21	6.1
Leave	22-23	6.6 - 6.10
Orientation	23	6.9
Paid Work Time Allowed	22	6.4
Union Conventions	22	6.8
Strike (No Strike - No Lockout)	60-61	23.1 - 23.6

<u>SUBJECT</u>	<u>PAGE</u>	<u>SECTION</u>
Subpoenas	14-15	4.16 – 4.16.2
Tax Sheltered Parking	62	25.4
Training	58	20.1
Transfer		
Involuntary	29	9.6, 9.6.2
Permanent	29	9.5
Probation	26, 27	8.1, 8.2
Promotion	27	8.2
Seniority Date	28	9.3.1
Travel Time	25	7.10
Meal and Lodging Reimbursement	26	7.12
Tuition Assistance	58-59	20.3 - 20.7
Uniforms	54	18.5
Protective Clothing	54	18.5
Union		
Recognition	3	2.1
Staff Activity	21	6.3
Vacant Positions		
Job Vacancy	28	9.2
Posting	27	9.1
Selection	27	9.1
Vacation Leave		
Advancement	51	14.24
Balancing	43	14.7
Earning Schedule	42	14.5
Payment of	43	14.8
Scheduling	43	14.6
Wages		
Demotions	35	11.9
Pay Increases	33-34	11.2 – 11.8
Pay Periods	34	11.7
Pay Plan Increases	34	11.5, 11.6
Promotions	34	11.8
Special Adjustments	33	11.2.1, 11.3.1
Weather	51	14.25
Work Rules	2	1.5

<u>SUBJECT</u>	<u>PAGE</u>	<u>SECTION</u>
Work Schedule		
Call Back Time	25	7.8
Definition	23	7.1
Flex Time	23	7.3
Job Sharing	24	7.4
Meal Periods	24	7.5
Notice of Change	23	7.2
On-Call/Standby Pay	25	7.9
Rest Periods	24	7.6
Shift Differential	24-25	7.7 – 7.7.2
Travel Time	25	7.10
Workers Compensation	49	14.18
Workplace Harassment	53	15.2