

## **UCP-UFT Collective Bargaining Agreement—West 23<sup>rd</sup> Street**

Agreement made and entered into the 27th day of December 2005 by and between United Cerebral Palsy of New York City (herein “Employer”) and United Federation of Teachers, NYSUT, AFT, AFL-CIO (herein “Union”) acting on behalf of certain Employees of the Employer as hereinafter defined.

### **Article 1 Recognition**

The Employer recognizes the Union as the sole and exclusive collective bargaining representative for full-time and regular part-time Program Assistants, Habilitation Assistants, and Custodians employed by the Employer at its 309 West 23<sup>rd</sup> Street, New York, NY facility.

Excluded from the unit are all other employees, including confidential employees, managerial employees, supervisory employees, and guards.

Whenever the word “Employee” is used in this Agreement, it shall be deemed to mean the employees in the unit covered by this Agreement.

### **Article 2 No Discrimination**

Neither the Union nor the Employer will discriminate against any Employee because of race, religion, sex, age, marital status, national origin, sexual orientation, color, citizenship status, union activity or non-activity, or disability unrelated to job performance.

### **Article 3 Effective Date and Duration**

This Agreement will be effective from August 29, 2005 and will remain effective through December 29, 2009.

### **Article 4 Probationary Period**

1. **Duration.** A new Employee, whether or not formerly an Employee of the Employer, or an employee transferred into the bargaining unit from a different job title, or a bargaining unit Employee voluntarily transferred to a different job title, will be on probation until the Employee has actually worked for six months in the new position or a pro-rata, i.e. extended equivalent for other than regular full-time Employees, excluding time for illness or any other non-work time.

2. Extension. By written agreement between the Union and the Employer, the applicable probationary period may be extended. Failure to extend the probationary period or to terminate the Employee during or at the end of such period means the Employee has successfully completed that period.
3. Rights. During or at the end of the probationary period the Employer may discharge or discipline a probationary Employee and such discharge or discipline shall not be subject to grievance or arbitration, but the Employee is otherwise covered by the provisions of the Agreement.

## **Article 5**

### **Seniority**

1. Seniority is defined as the length of time an Employee has been continuously employed on a full time basis by the Employer including all positions outside of the bargaining unit. Part time Employees accrue pro-rata seniority.
2. An Employee's seniority shall commence on the date of his/her last hire, and shall accrue during his/her continuous employment with the Employer.
3. An Employee shall neither accrue nor lose seniority while he/she is on layoff or an unpaid leave of absence or any absences while he/she is not being paid by the Employer.
4. An Employee shall lose seniority, and seniority shall be broken if the Employee
  - a. Voluntarily resigns; or
  - b. is discharged; or
  - c. fails to report to work after a layoff within fourteen (14) calendar days after recall sent certified mail by the Employer to the Employee at his/her address of record on file with the Employer, except where verifiable serious illness or other provable reason acceptable to the Employer makes it impossible for the Employee to return on time and provided the Employee notified the Employer of the reason within three (3) days after recall; or
  - d. fails to report to work at the expiration of a leave of absence pursuant to this Agreement, except where verifiable serious illness or other provable reason acceptable to the Employer makes it impossible for the Employee to return on time and provided the Employee notifies the Employer of the reason within three (3) days prior to expiration of the leave of absence; or
  - e. fails to apply for re-employment within the statutory period after separation from military service; or
  - f. is laid off for twelve (12) months.
5. An Employee whose seniority is lost for any of the reasons outlined in Paragraph 4 above shall be considered as a new Employee if he/she is again employed by the Employer. The failure of the Employer to re-hire said Employee after the loss of seniority shall not be subject to the grievance and arbitration provisions of this Agreement.
6. Upon written request by the Union, the Employer will provide an updated seniority list to the Union every six (6) months.

## **Article 6**

### **Union Security**

#### **A. Union Shop**

1. It shall be a condition of employment that every Employee who is a member of the Union in good standing as of the date of execution of this Agreement shall remain a member in good standing. Those Employees who are not members of the Union on the date of execution of this Agreement shall become and remain members in good standing of the Union no later than thirty days following the date of execution of this Agreement as a condition of employment.
2. After the date of execution of this Agreement, every newly hired Employee will become a member of the Union within thirty days after the date of employment and thereafter will remain a member in good standing as a condition of employment.
3. Whenever the Union charges that any Employee who is required by the provisions of this Article to become or remain a member of the Union in good standing has failed to do so, and the Union requests the discharge of such Employee, the Employer shall be so informed by the Union by certified or registered mail. The Employer shall have fourteen Days following the receipt of such notice, pursuant to the request of the Union, to discharge the Employee. If during the fourteen day period the Employee shall pay his or her delinquent dues, or the Union shall withdraw its request for termination, the Employer shall not be required to discharge such Employee assuming the Employer has been so informed by the Union, by certified or registered mail.
4. "Good Standing" for the purpose of this Agreement shall mean the payment or tender of periodic dues, uniformly required as a condition of membership, to the Union.

#### **B. Payroll Deduction of Union Dues**

1. An Employee who desires to become a member of the Union may execute a written authorization in the form annexed hereto as Exhibit A. Upon receipt of such authorization from an Employee the Employer will, pursuant to such authorization, deduct from the wages due the Employee in each pay period the regular dues fixed by the Union. However, the first deduction shall not be required to be made earlier than the first pay period following completion of the Employee's first thirty days of employment but will include the first thirty days of employment if authorized by the Employee.
2. The Employer shall be relieved from making such "check-off" deductions upon:  
(a) termination of employment, (b) transfer to a title outside the bargaining units, (c) layoff from work, (d) agreed leave of absence, or (e) revocation of the check-off authorization in accordance with its terms or with applicable law.  
Notwithstanding the foregoing, upon the return of an Employee to work from any of the above-mentioned absences, the Employer will immediately resume the obligation of making such deduction, except that deduction for terminated Employees shall require a new dues authorization form.

3. By the twentieth of each month, the Employer shall remit to the Union all deductions for dues made from the salary of Employees for the preceding month, together with lists (transmitted electronically) of all unionized Employees and Employees for whom dues have been deducted, including their social security numbers and the amount of dues deducted from each Employee's earnings.

### **C. Employer Held Harmless**

The Union agrees that it will hold the Employer completely free and harmless and fully indemnify the Employer from any claims, actions, damages, suits or costs of any type, attorney's fees, or proceedings related in any way to deduction, terminations or other actions pursuant to this Article.

### **D. Union Rights**

1. The Employer shall provide a bulletin board at each site where bargaining unit members are employed for the posting of official union business and communications. When such notices are posted, a copy shall be given to the Employer. No posted notice shall contain criticism or be of a derogatory nature with respect to the programs, policies, or personnel of the Employer, or be detrimental to the consumers.
2. The Union may utilize the Employer's internal mailboxes to disseminate official Union information and correspondence to bargaining unit Employees.
3. The Union may request the use of available space for staff meetings on a periodic basis. It is understood that use of this space will not interfere with normal program operations and will take place on the Employee's non-work hours. Permission to use such meeting space will not be unreasonably withheld.
4. The Employer shall permit the Chapter Leader of his/her designee to take time off without pay to attend monthly meetings of the citywide UFT Delegate Assembly. The Chapter Leader shall submit to the Director of the Program a copy of the monthly dates of the citywide UFT Delegate Assembly in September. If a change occurs in the meeting dates, the Chapter Leader will advise the Director as soon as possible.
5. A Union designated committee of no more than eight (8) people shall meet with representatives from Management at least four times per year to discuss matters of mutual concern. Additional meetings may be agreed upon in writing between the parties. It is understood that these meetings will not interfere with normal program operations and that Employees will not be paid for their attendance. These meetings shall in no way be deemed negotiating sessions and no side agreements or other modifications of this Agreement shall result. The agenda items will be exchanged between the Union and the Employer four (4) days in advance of the meeting date. The Union and the Employer will agree upon a tentative calendar of meeting dates through December 2006.
6. A Union Representative who is not an Employee, who wishes to visit the workplace in the conduct of official Union business, or to attend a grievance hearing shall make a request to the Director of the Program or the Director of Human Resources, by stating the date and time of the visit. This request shall be

made with two (2) days' notice unless an emergency situation arises. Permission for such visits will not be unreasonably withheld.

#### **E. New Unit Employee**

The Employer will notify the Union in writing of each new bargaining unit Employee within ten (10) working days after the Employee's employment.

#### **F. Notification of Change of Status**

The Employer will notify on a monthly basis, in writing, the Union at the end of each month of all bargaining unit employees who have resigned or been terminated.

### **Article 7**

#### **Rates of Pay, Minimums, and Health Care Supplements**

##### **A. Rates of Pay**

1. During the term of this Agreement each Employee (including Employees on leave who return to work at or before expiration of leave) shall receive the salary increases corresponding to his or her job title category (a) or (b) below. The minimum job rates of each bargaining unit title are increased in the same manner and set forth in Appendix A.

##### Category (a)

Habilitation Assistants, Program Assistants

<u>Incumbent Salary Increase Effective Date</u>	<u>Payment Date</u>	<u>Salary Increase</u>
8/29/05	1/20/06	3.5%
11/20/06	12/8/06	3.5%
11/19/07	12/7/07	3.5%
11/17/08	12/5/08	4.0%

##### Category (b)

Custodians

<u>Incumbent Salary Increase Effective Date</u>	<u>Payment Date</u>	<u>Salary Increase</u>
8/29/05	1/20/06	3%
11/20/06	12/8/06	3%
11/19/07	12/7/07	3%

11/17/08

12/5/08

4%

## B. Health Care Supplements

### 1. Incumbent Employees

In addition to the salary increases provided in Section A above, full time and part-time Employees in category (a) shall receive the applicable health care supplements specified below. Custodians shall be classified as category (a) Employees with regard to payment of health care supplements only.

#### Category (a) Employees (and Custodians)

<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Type</u>
4/14/06	\$265	flexible spending account
4/28/06	\$510*	taxable payment
first pay date in 4/07	\$265	flexible spending account
first pay date in 4/08	\$265	flexible spending account

\*Employees hired prior to January 1, 2005 and still employed as of the payment date of 4/28/06 will receive the full health care supplement of \$510. Employees hired between January 1, 2005 and September 30, 2005, and still employed as of the payment date of 4/28/06 will receive a health care supplement of \$300. Employees hired on or after October 1, 2005 will not be entitled to the 4/28/06 health care supplement.

### 2. Newly Hired Employees

Newly hired Employees shall receive health care supplements three months after their date of hire as follows:

- Employees hired after the 4/14/06 payment date but prior to January 1, 2007 will receive \$200 in a flexible spending account which must be used no later than March 31, 2007.
- Employees hired after the 4/07 payment date but prior to January 1, 2008 will receive \$200 in a flexible spending account which must be used no later than March 31, 2008.

- Employees hired after the 4/08 payment date but prior to January 1, 2009 will receive \$200 in a flexible spending account which must be used no later than March 31, 2009.
3. The health care supplements for bargaining unit Employees shall not be less than the health care supplements for non-bargaining unit Employees in the same or comparable job titles

## **Article 8**

### **Pension Plan**

1. The Employer shall continue to provide pension benefits to Employees covered by this Agreement.
2. The pension benefits for bargaining unit Employees shall not be less than those in effect for non-bargaining unit Employees in the same or comparable job titles.
3. The Employer shall notify the Union no later than three months prior to any possible change in pension benefits for bargaining unit members.
4. A joint UCP/UFT committee will begin meeting no later than three months prior to any possible change in pension benefits for the purpose of exploring and identifying future options regarding such benefits for bargaining unit Employees.
5. The Employer, the Union, and the Employees shall comply with the Employee Retirement Income Security Act (ERISA) and other laws as applicable.

## **Article 9**

### **Health and Dental Benefits**

1. The Employer shall continue to provide health and dental benefits to the Employees covered by this Agreement.
2. The health and dental benefits in effect for bargaining unit members shall not be less than those in effect for non-bargaining unit Employees in the same or comparable job titles.
3. The Employer shall notify the Union no later than three months prior to any possible change in health or dental benefits for bargaining unit members.
4. A joint UCP/UFT committee will begin meeting no later than three months prior to any possible change in health or dental benefits for the purpose of exploring and identifying future options regarding such benefits for bargaining unit members. A minimum of two alternative options will be explored.

5. The parties will negotiate in good faith in an effort to reach agreement no later than March 15<sup>th</sup> during the term of the collective bargaining agreements regarding any changes to existing health or dental benefits for bargaining unit members.
6. In the event that the premium of any existing or new health insurance plan increases effective April 1, 2006, the Employer will absorb a premium increase of up to 3%.
7. The Union shall be offered the option of (a) renewing the plan, if available, no later than March 15<sup>th</sup> of each contract year; or (b) choosing one of the alternative plans presented, with Employees paying the premium increase above 3% in either (a) or (b).
8. The steps outlined in this section shall apply each year during the term of the collective bargaining agreements.

## **Article 10**

### **Vacations**

1. Full-time Employees shall accrue vacation days based upon job title. Information regarding vacation entitlement shall be made available to each Employee at his/her time of hire. Employees who have completed twenty-six (26) weeks of employment shall accrue one-half year's worth of vacation time. Following the initial twenty-six (26) week credit, Employees shall accrue vacation time per four (4) week cycle in accordance with UCP existing policy. Full-time Employees have the following annual vacation entitlement:

<u>Years of Service at UCP</u>	<u>Annual Vacation Entitlement</u>
1 – 3	10 days
3 – 5	15 days
over 5	20 days

2. Part-time Employees shall earn vacation days on a pro-rated basis.
3. Hourly Employees do not accrue vacation time.
4. Employees may carry over unused vacation time into the next fiscal year (commencing July 1<sup>st</sup>).
  - a. The amount of vacation time that may be carried over is limited to one and one-half (1 ½ ) times the annual accruals for full-time Employees.
  - b. The amount of vacation time that part-time Employees may carry over is pro-rated based on their part-time schedule and the prorated equivalent of the vacation limits for full-time Employees.
  - c. Exceptions to the 4a limits may be granted in writing by the Executive Director or his/her designee only if the Employee makes a written request for



vacation utilization by March 30<sup>th</sup> which has been denied. Denials of exceptions shall be neither arbitrary nor capricious.

5. Upon separation from employment, the Employer shall pay accrued but unused vacation leave up to the limits indicated above to Employees who provide the required notice or acceptable reason of hardship and according to applicable law.

## **Article 11**

### **Holiday Leave**

1. Full-time Employees are eligible to take off or accrue leave for the following paid Agency holidays:

New Year's Day	Labor Day
Martin Luther King Day	Yom Kippur (weekday only)
President's Day	Presidential Election Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

Agency holidays that fall on a Saturday will be observed on the Friday before.

Agency holidays that fall on a Sunday will be observed on the following Monday.

2. Administrative offices, Adult Day Programs, and Day Care Programs will be closed on all holidays except Good Friday, Yom Kippur, and Presidential Election Day. Presidential Election Day, Good Friday, and Yom Kippur are floating holidays.
3. An annual holiday schedule will be made available to all Employees at the beginning of each calendar year.
4. An Employee must be either at work or on paid leave on the workdays before and after a holiday to be paid for that holiday. An Employee who calls in sick before or immediately following an Agency observed holiday on which the Employee is scheduled to be off may be required to submit a doctor's note in order to receive holiday pay.
5. Full-time Employees will accrue one (1) day of holiday leave for an Agency observed holiday that falls on a regularly scheduled day off. Full-time Employees required to work on a holiday will be paid for the day worked and accrue one (1) day of holiday leave.
6. Part-time Employees may use or accrue holiday leave only for those Agency observed holidays that fall on a day on which they are regularly scheduled to work. Part-time Employees who work on a holiday earn holiday leave equivalent to the amount of time they work on the holiday to a maximum of seven (7) hours at the work site.
7. Accrued holiday leave must be used by the end of the payroll period ending immediately before June 30<sup>th</sup> in the year in which it was earned, except as agreed to in writing by the Executive Director or designee upon request from the Employee. Such requests from Employees who, prior to March 30<sup>th</sup>, have

submitted and been denied a request to use holiday leave shall not be arbitrarily or capriciously denied.

8. Accrued but unused holiday leave may not be converted to pay upon separation from the Employer.
9. Hourly Employees will not receive holiday pay.

## **Article 12**

### **Request to Use Accrued Holiday Leave or Vacation**

1. Employees wishing to use accrued holiday or vacation time will submit a written leave request that includes the date of submission to their supervisor sufficiently ahead of time to plan for adequate staffing and program coverage. This form shall be approved or denied by the Employer and returned to the Employee within two (2) weeks of submission.
2. When scheduling holiday or vacation time, the supervisor will consider Employee preferences and agency needs. If the Employer is unable to accommodate the preferred vacation requests of all applicants, seniority shall govern among those applicants in the same job title applying simultaneously for the same dates. However if the senior applicant in the job title previously received his/her choice and other eligible applicants did not, the request of the senior eligible applicant in that job title who did not previously receive his/her choice shall have first preference for approval.

## **Article 13**

### **Personal Days**

1. Full-time Employees who have completed fifty-two weeks of continuous full-time employment shall accrue two (2) personal days per year on their anniversary date of hire.
2. Personal days must be used by full-time Employees prior to their anniversary date. They may not be carried into the next year or converted to pay upon separation from the Employer.
3. Hourly and part-time Employees do not accrue personal leave.
4. Employees shall request personal days of the Employer with as much advance notice as possible, but not more than three (3) months in advance, by completing an accrued leave request form that includes the date the request is submitted. The Employer shall respond in writing within two weeks of the date of the request.
5. In the event that two or more Employees request the same personal day(s), approval shall be granted in order of the date the requests are submitted, or by seniority in the event that requests are submitted on the same date.
6. All Employer approvals or denials shall be based upon consumer and operational needs and be at the sole discretion of the Employer.

## **Article 14**

### **Sick Leave**

1. Full-time Employees shall earn ten (10) paid sick days per year.
2. Part-time Employees shall earn paid sick days on a pro-rated basis.
3. Employees accrue paid sick leave from the beginning of their employment and become eligible to use such leave following thirteen (13) weeks of continuous employment.
4. Employees may carry over accrued sick leave into the next fiscal year (commencing July 1<sup>st</sup>). There is no limit on the amount of paid sick leave an Employee may accrue.
5. An Employee who is unable to report to work due to their own illness or illness of a child and who requests to use paid sick leave will contact his/her supervisor or their designee. Notification must be made one (1) hour in advance of the work day for Day Program Employees and two (2) hours in advance of the work day for evening, night, and weekend Employees, except in cases of proven inability to furnish such notice, and Employees shall continue to give such notification on a daily basis unless another arrangement has been made.
6. An Employee with no documented record of excessive sick time usage will not routinely be required to provide a doctor's note following less than three consecutive days of absence.
7. A joint labor-management committee, advisory in nature, shall meet to discuss excessive sick time utilization, including how the submission of a doctor's note impacts an Employee's record of sick time usage. The committee shall meet at the request of either party and make final recommendations to the Employer within six (6) months of the date of ratification of the collective bargaining agreement.
8. The value of accrued sick leave is not payable to an Employee upon separation from employment.

## **Article 15**

### **Leaves of Absence**

#### **A. Bereavement Leave**

1. An Employee who completes twenty-six (26) weeks of continuous full-time employment is entitled to paid leave in the event of the death of a member of the Employee's family, as follows:
  - a. a maximum of three (3) work days for the death of an immediate family member, defined as a parent, spouse, sibling, or child.

- b. One (1) work day for the death of an aunt, uncle, parent-in-law, grandparent, daughter-in-law, son-in-law.
- 2. Bereavement leave will be taken as close as possible to the time of death of the Employee's family member, however in no event more than one (1) month from the date of death.
- 3. An Employee who requires additional time-off for a death in the Employee's family may request to use accrued vacation, holiday, or leave without pay days, subject to written approval from the Employer. Such requests shall not be unreasonably denied.
- 4. The Employer may request that the Employee provide documentation to verify the appropriate use of bereavement leave.
- 5. Part-time Employees are entitled to bereavement leave on a prorated basis.
- 6. Hourly Employees are not entitled to bereavement leave.

#### **B. Jury Duty**

- 1. An Employee summoned for jury duty is expected to present a copy of the jury duty notice promptly to the Employer and to return to work whenever excused from jury duty and when it is concluded.
- 2. Full-time and part-time Employees will be paid by the Employer at their regular rate of pay for the duration of their jury service. Hourly or per diem Employees who work regular shifts will be paid by the Employer for the first three (3) days of jury service, provided these are regularly scheduled work days for the Employee.
- 3. The Employer reserves the right to request that an Employee be excused from jury duty based upon agency needs.
- 4. The Employer may request and the Employee must submit documentation substantiating jury duty attendance.

#### **C. Military Leave**

- 1. Leaves of absence for performance of duty with the US Armed Forces, with a reserve component of the National Guard thereof shall be granted in accordance with applicable law.
- 2. Employees who are eligible for vacation, personal, or holiday leave may use such leave while on military leave. Exhaustion of all leave credits is not required for military leave.

#### **D. Short-Term Disability Leave**

- 1. The Employer and Employee will comply with the provisions of the NY State Disability Benefits Law.
- 2. Employees who have accrued leave may use available accrued leave during a period of short-term disability.
- 3. Employees receiving short-term disability benefits are also considered on FMLA leave simultaneously up to the first twelve (12) weeks of the FMLA year they are absent due to disability.

### **E. Family and Medical Leave Act (FMLA)**

The Employer and Employee will comply with the provisions of the Family and Medical Leave Act, as amended.

### **F. Workers Compensation**

The Employer and Employee will comply with the provisions of the New York State Workers' Compensation Law.

### **G. Leave Without Pay**

1. An Employee who completes fifty-two (52) weeks of continuous employment and has exhausted all paid leave may request a Leave Without Pay to a maximum of twenty-six (26) weeks for sickness or disability. The Employee will request such leave with as much advance notice as possible. The Employer shall respond in writing to the Employee, or verbally if there is not sufficient time from the date of the request, prior to the requested start date of the leave.
  - a. In order to be eligible for such leave, the Employee will present medical verification that he/she is unable to work.
  - b. An Employee who is on Leave Without Pay shall not receive compensation from the Employer, but may receive short-term disability or workers' compensation payments, where applicable, if such payments have not been exhausted during the Employee's paid leave.
  - c. During an approved Leave Without Pay, the Employer shall maintain an Employee's existing benefits, including life, health, and disability coverage for a maximum of twenty-six weeks. Employees who are unable to return to work after twenty-six (26) weeks will be notified in writing of the options and costs of continuing their existing benefits under COBRA.
  - d. The Employer reserves the right to request periodic medical verification of an Employee's disability.
2. An Employee on FMLA leave for reasons other than his/her own disability may also be granted Leave Without Pay for the remaining fourteen (14) of the twenty-six (26) weeks if his/her need for such leave is substantiated by credible documentation.
3. An Employee does not accrue vacation, personal, holiday or sick days while on Leave Without Pay.
4. An Employee may request Leave Without Pay for compelling reasons other than his/her own disability or the disability of a family member. The Employee will request such leave with as much advance notice as possible.
  - a. The Employer shall respond in writing to the Employee, or verbally if there is not sufficient time from the date of the request, prior to the requested start date of the leave. In evaluating whether to grant such a request, the Employer will consider the compelling nature of the request and agency needs. Such requests shall not be unreasonably denied.
  - b. If Leave Without Pay is granted for reason other than disability, it is understood that the same policies apply regarding the duration of the leave, documentation related to the reason for the leave, and Employee rights upon return from the leave.

5. Employees who are unable to work and denied leave without pay will be informed in writing by the Employer of their placement on non-active status for a period of ninety (90) days. Non-active Employees shall be entitled to continue medical coverage as allowed by COBRA, as well as Worker's Compensation and disability benefits in accordance with the determination of the carrier and the law. Employees who notify the Employer during this ninety (90) day period of their ability to return to work and perform the full duties of the job will be given reasonable consideration for reinstatement to their position (if still available) or to another position within the agency. Employees who do not contact the Employer within ninety (90) days of being placed on non-active status or are unable to return to full duties will be terminated.
6. An Employee planning to return from Leave Without Pay shall notify his/her supervisor at least two weeks before the scheduled date of return and submit medical clearance stating that he/she can return to work and perform the full, essential duties of his/her job. The Employer will make reasonable efforts to reinstate an Employee who returns from Leave Without Pay to a similar position within the Agency.

#### **Article 16** **Voluntary Benefits**

The Employer will continue its current policy on the following voluntary benefit programs—Transitcheck, NY College Savings Plan, 403(b), life insurance (term or universal), flexible spending accounts, Municipal Credit Union, and short term disability.

#### **Article 17** **Tuition Assistance**

1. UCP will continue its policy of tuition assistance to bargaining unit Employees on the same terms as other UCP employees.
2. Copies of the Employer's policy regarding participation in this program shall be provided to Employees upon request.

#### **Article 18** **Uniforms**

UCP will continue its policy of providing uniforms for custodians.

#### **Article 19** **Employee Referral Program**

1. Employees shall be eligible to participate in UCP's Employee Referral Program to the same extent as non-bargaining unit employees.

2. Copies of the Employer's policy regarding participation in this program shall be provided to Employees upon request.

## **Article 20**

### **Administration of Medication**

1. UCP and the Employees shall comply with all applicable laws and regulations regarding the administration of medication by Employees to consumers.
2. The Employer will make reasonable efforts to provide Employees with the opportunity to take and complete AMAP training prior to the end of the Employee's probationary period.
3. The grandparenting policy with regard to current Employees not required to administer medication to consumers will remain in effect.

## **Article 21**

### **Driving of Agency Vans**

1. UCP and the Employees shall comply with all applicable laws and regulations regarding the driving of agency vans.
2. Employees will not be required to drive an agency van until they have held a valid driver's license for six months and have completed the agency's training program.
3. Direct care staff required to drive agency vans will be given priority to take the agency's defensive driving course.
4. The current grandparenting policy with regard to Employees who are not required to drive agency vans will remain in effect.
5. Upon request to the Employer, Employees issued a summons for moving or non-moving violations while using an agency vehicle will be provided with the opportunity and documentation to dispute the summons at the Traffic or Parking Violations Bureau.

## **Article 22**

### **Fingerprinting and Employee ID Cards**

Management will continue its policy of covering the costs of fingerprinting and the initially issued UCP employee identification card.

### **Article 23** **Employee Expenses and Reimbursement**

Employees will be reimbursed within a reasonable time period following submission of receipts or other acceptable documentation for reimbursable expenses.

### **Article 24** **Training of Employees**

The Employer shall comply with OMRDD policies and regulations regarding training of employees.

### **Article 25** **Past Practices**

The Employer, in compliance with the law, will subject to negotiations, continue all past practices involving wages, hours and terms and conditions of employment.

### **Article 26** **Hours of Work**

#### **A. Regular Work Day and Work Week**

1. The regular workday of full-time Employees is seven (7) hours exclusive of lunch and the regular workweek of full-time Employees is thirty-five (35) hours exclusive of lunch.
2. Employees who regularly work at least three and one-half (3 ½) hours a day shall have a meal period of not less than thirty minutes per day. Employees who work a shift of more than six (6) hours starting before 11 AM and continuing after 2 PM will be allowed an uninterrupted meal period between 11 AM and 2 PM.
3. The hours per week regularly worked by a full-time or part-time Employee shall not be reduced during the term of the Agreement except for lack of work. If the hours of Employees in a particular title must be reduced because of lack of work, the least senior Employees in the title shall have their hours reduced or eliminated before more senior Employees, provided the remaining Employees are qualified to do the work required.
4. For all Employees entitled to a meal period longer than thirty (30) minutes on the date of ratification of this Agreement, the Employer shall continue its current policy regarding meal period entitlements.  
The Employer shall inform Employees in writing at the time they are hired of:
  - a. the daily starting and ending time of their shift
  - b. the length of their meal period
5. If it becomes necessary to change an Employee's work schedule/shift, the Employer shall seek qualified volunteer(s) in the affected title. If there are no, or an insufficient number of qualified volunteer(s), the Employer shall change the



work schedule/shift of the least senior qualified Employee(s) in the affected title. An Employee whose schedule/shift is involuntarily changed shall be given preference to revert to his/her previous work schedule/shift if an opportunity becomes available to do so within one year of the involuntary change of schedule.

**B. Timekeeping**

Management will continue its current policy regarding procedures for completion and review of time and attendance sheets.

**C. Overtime**

1. Employees shall be paid additionally at their regular hourly pay rate for authorized time worked in excess of their regularly assigned hours of work, up to forty (40) hours per week.
2. Employees shall be paid additionally at one and one-half (1 ½) times the Employee's regular hourly pay rate for authorized time worked in excess of forty (40) hours in a work week.
3. If overtime is necessary, the Employer shall first seek qualified volunteers in the job title(s) where the need arises. If an insufficient number of qualified Employees volunteer, overtime shall be assigned to qualified, on-duty Employees in the job title(s) where the need arises, in reverse order of seniority.
4. Notice of overtime shall be given to Employees as soon as is reasonable for the need to have become known to the Employer.

**Article 27  
Overnight Trips**

Upon being asked to accompany consumers on overnight trips, the Employer shall provide Employees with a fact sheet on such trips as agreed between the parties.

**Article 28  
Vacancies, Transfers, Promotions, Layoffs and Recalls**

**A. Posting Vacancies**

The Employer shall post vacancies in bargaining unit positions for at least five days and applicants shall be transferred or promoted to such bargaining unit vacancies as set forth below. The posting shall be dated.

**B. Voluntary Transfers and Promotions**

When two or more applicants apply in writing for a lateral transfer or promotion to a vacancy in any of the bargaining units, an applicant shall be selected by UCP taking competency, agency needs, consumer needs and job performance into consideration. As used herein, a "lateral transfer" is a transfer to a comparable position at a comparable pay level. A promotion is a transfer to a higher paid position.

### **C. Layoffs and Recalls**

1. The Employer shall notify the Union of an impending layoff of bargaining unit members, and it shall meet promptly, if requested by the Union, to try to resolve any issues, including possible alternatives to layoffs, before layoffs are implemented.
2. In the event of a reduction in force in the bargaining unit, the least senior Employee in the relevant bargaining unit job title shall be laid off provided the remaining Employees are qualified to do the work required. The Employer shall give affected Employees at least thirty days' written notice of layoff. Part-time Employees are laid off and recalled separately from full-time Employees.
3. Laid off Employees shall be placed on a list for recall to the same or a comparable position with the Agency when one becomes available. Probationary Employees who have been laid off have no recall privileges.
4. The Employer shall offer vacant bargaining unit positions that subsequently become available to qualified Employees on recall lists in seniority order before posting them and filling them.
5. Employees recalled to work are expected to return within fourteen (14) calendar days after recall sent certified mail by Employer to the Employee at his/her address of record on file with the Employer except where verifiable serious illness or other provable reason acceptable to the Employer makes it impossible for the Employee to return on time. The Employee shall notify the Employer of his/her acceptance or rejection of the recall and the reason for any inability to return on time within three (3) days after recall.
6. An Employee who is recalled from layoff to a non-bargaining unit position but who requests to be returned to the bargaining unit shall be transferred back into a bargaining unit vacancy in accordance with his/her seniority if an appropriate bargaining unit vacancy occurs for which the Employee is competent and qualified.
7. The recall rights of Employees are effective until one year following their date of layoff.

### **D. Transfers Out of the Unit**

1. The Employer may transfer Employees out of the bargaining unit for reasons of agency or consumer needs. Said transfers shall be neither arbitrary nor capricious.
2. Before involuntarily transferring any Employee out of the bargaining unit, the Employer shall seek qualified volunteer(s) in the title. If there are no, or an insufficient number of, qualified volunteer(s), the Employer shall transfer the least senior qualified Employee(s) in the title.
3. Upon their request, Employees shall be transferred back into the bargaining unit as soon as practical. Employees transferred out of the bargaining unit shall suffer no reduction in fringe benefits.
4. The parties have agreed to this provision with the expectation that it will be used infrequently.

### **E. Disputes**

Disputes arising under this Article are subject to grievance and arbitration, but an arbitrator may not substitute his/her judgment of competency, consumer needs, qualified agency needs and job performance for that of UCP's determination unless UCP's determination is arbitrary or capricious.

## **Article 29 Due Process**

### **A. Disciplinary Interviews**

The Employer, the Union and Employees shall abide by the *Weingarten decision*, as amended by law, when an Employee requests Union representation at a disciplinary interview with Management.

### **B. Discipline and Discharge**

1. The Employer shall have the right to discharge, suspend, or discipline any Employee for just cause.
2. Employees who are found, pursuant to an arbitration proceeding, to have engaged in a heinous or detestable act of abuse against a consumer, will be terminated. Employees who have been the subject of false or inconclusive accusations of such an act will be made whole.

### **C. Employee Investigations**

The Employer shall provide Employees with a fact sheet on the investigative process as agreed upon by the parties.

## **Article 30 Grievance and Arbitration Procedure**

### **A. Definition**

A grievance is a claim that a provision of this Agreement has been violated. The Union or the Employer may initiate a grievance.

### **B. Informal Resolution**

It is the intent of the parties to resolve individual grievances promptly, without recourse to the formal grievance procedure. Therefore, an individual grievant and the Chapter Leader (or his/her designated representative) shall meet with the immediate supervisor and attempt to resolve the grievance informally. If there is no resolution, the formal grievance procedure shall apply.

It is mutually agreed that nothing herein will prevent the Employee from voluntarily discussing problems with his/her supervisor or other representatives of Management with or without his/her union representative prior to initiating a formal grievance or prior to exercising his/her Weingarten Rights under Article 29 (Due Process) of this Agreement.

### **C. Formal Grievance Procedures**

#### **1. Grievances Initiated by the Union**

Upon request of either party, the Union and the Employer will exchange lists of individuals who may act in the capacity of “designated representative” (for the Union) and “designee” (for the Employer) at Step One and Step Two, and update as appropriate.

##### **Step One**

A formal grievance shall be submitted by the Union to the Employer’s Designee (“Designee”) within ten days of the date the facts giving rise to the grievance were known to the grievant or reasonably should have been known. The grievance shall be in writing and shall set forth the claim and identify the contractual provision(s) alleged to have been violated and the bargaining unit member(s) affected. It shall also set forth the remedy sought.

The Designee or designated alternate shall meet with the grievant and the Chapter Leader (or his/her designated representative) within ten days of the submission of a formal grievance. The written decision of the Designee, will be given to the Chapter Leader (or his/her designated representative) and the grievant within ten days of the meeting at this Step.

##### **Step Two**

If the grievance is not resolved at Step One, the Union may appeal in writing to the Executive Director of UCP (or designee) within ten days after receiving the Step One answer. The Executive Director or designee shall meet with the grievant and the Chapter Leader (or his/her designated representative) within ten days after receipt of the appeal and attempt to resolve the grievance. The answer of the Executive Director or designee shall be given in writing to the Union within ten days after the meeting and shall set forth the reason if the grievance is denied.

#### **2. Group Grievances**

Upon written agreement of the Union and the Employer, the Union shall have the right to initiate a Step Two grievance which affects a substantial number or class of Employees and which the Employer’s representative designated in Step One lacks authority to settle. Such grievance shall be filed within ten days after the facts giving rise to the grievance were known or reasonably should have been known.

#### **3. Grievances Initiated by the Employer**

UCP may file a grievance against the Union by submitting to the Union President (or designee) a written statement of the grievance within ten days of the date the facts giving rise to the grievance were known to UCP or reasonably should have been known. A meeting between UCP and UFT to discuss the grievance will be convened within ten days thereafter. In the event that UCP and UFT are unable to resolve the grievance, the grievance may be submitted to arbitration by the

Employer in the same way the Union submits its grievances to arbitration hereunder.

#### **D. Arbitration**

If the grievance is not resolved at Step Two, the Union, within fifteen days after receiving the Step Two answer or after the failure to answer within the time limit, may submit a notice of arbitration to the Employer, with a copy to the American Arbitration Association (AAA). The notice shall include a brief statement setting forth the issue to be decided by the arbitrator, the specific provision(s) of the Agreement involved and the remedy sought.

The Union shall request the AAA to submit simultaneously to each party an identical list of names chosen from the Panel of Labor Arbitrators for selection of an arbitrator, in accordance with the Labor Arbitration Rules of the AAA, to hear and decide the case.

The arbitration shall be handled in accordance with the then existing Labor Arbitration Rules of the AAA related to the hearings and fees and expenses. The arbitrator shall have no authority to add to, subtract from, alter, amend or in any way modify the terms and provisions of the Agreement. The fees and expenses of the arbitration shall be borne equally by the Employer and the Union. Each party shall bear the expenses of preparing and presenting its case at arbitration. The arbitrator's written decision and opinion shall be issued not later than thirty days from the close of the hearings. The decision shall be final and binding on the Union, the Employer and the Employees.

#### **E. Time Limits**

1. The time limits specified in this Article shall be deemed to be exclusive of Saturdays, Sundays and holidays.
2. Failure on the part of the Union to appeal a grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step. Failure on the part of the Employer to answer a grievance at any step within the specified time limit shall not be deemed acquiescence thereto and shall entitle the Union to proceed to the next step or to arbitration, as applicable.
3. A grievance concerning discharge or suspension may be initiated by the Union at Step Two of the formal grievance procedure provided that it is initiated within the time period set forth in Step One.
4. In any specific grievance the time limit at any step may be extended by written agreement between the Employer representative at that step and the Chapter Leader (or his/her designated representative).
5. Failure on the part of the Union or the Employer to submit a grievance within the time limits shall result in the forfeiture of the right to file the grievance with prejudice.

### **Article 31**

#### **Personnel Files**

1. There shall be only one official personnel file for each Employee located within the UCP Human Resources Department. Each Employee shall have free access (which shall not be abused) to his/her file for the purpose of examination and making copies of materials within the file.
2. Materials placed in the personnel file should only be job-related and not related to personal matters—such as family situations, etc.
3. No materials except those to which the Employee has had a chance to read, sign and/or respond to in writing shall be placed in the file.
4. Material in the personnel file that is shown to be false or inaccurate as a result of a grievance arising under Article 29B (Discipline and Discharge) shall be corrected or expunged as appropriate, in accordance with the express terms of the decision in the grievance or arbitration.

### **Article 32**

#### **Health and Safety**

1. The Employer, the Union and the Employees shall comply with applicable Federal, State, and City health and safety statutes, rules, and regulations.
2. The Employer will respond in a timely fashion to health and safety issues.

### **Article 33**

#### **Separation From Employment**

1. Any Employee who terminates his/her employment by resignation shall give the Employer two (2) weeks advance written notice.
2. Exceptions to the two weeks written notice requirement for reasons of hardship shall not be unreasonably denied.
3. The effective date of notice is the date the resignation letter is received in the Director's Office. Upon receipt of such notice, the Director or his/her designee will provide the Employee with a written acknowledgment of the effective date of resignation.
4. Upon separation from employment, the Employer shall pay the following to Employees who provide the required notice and according to applicable law—accrued but unused vacation time to a maximum of one and one-half (1 ½) times the annual accrual for full time Employees; or for part-time Employees, the pro-

rated equivalent based upon their part-time schedule and the pro-rated vacation limits for full-time Employees.

5. If the above notice and dates are not complied with, except in cases of hardship as above, an Employee shall forfeit accrued but unused vacation time. Accrued unused sick, personal days, and holidays are not payable at termination or resignation.
6. During the resignation notice period Employees will not be entitled to use sick, vacation, floating holidays, or personal time.

#### **Article 34 Severability**

Should any part of this Agreement or any provision contained herein be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provision of this Agreement shall not invalidate the remaining portions of this Agreement and they shall remain in full force and effect. Neither shall any provision of this agreement negate any applicable statute or regulation.

This Agreement shall constitute the sole and entire agreement between the parties with respect to rates of pay, wages, hours and all other conditions of employment. It may not be amended, modified, waived, extended or otherwise revised except by agreement in writing duly executed by the parties.

#### **Article 35 No Strike- No Lockout**

1. During the term of this Agreement, the Union, on behalf of its officers, agents and members, agrees that there shall be no strikes (economic, unfair labor practice, sympathy or otherwise), slowdowns, walkouts, sit-downs, picketing or boycotts which interfere in any manner with the Employer's operations. Such prohibition does not prevent off duty Employees or Union staff from engaging in lawful organizing activities at non-organized employer facilities.
2. During the term of this Agreement the Employer, on behalf of its officers, administrators, supervisors and agents, agrees that there shall be no lockouts of Employees covered by this Agreement.
3. The term "strike" shall include a refusal to report for work because of a primary or secondary picket line at the Employer's premises so long as the Employer provides safe access to its premises.
4. If during the term of this Agreement a strike or a lock-out occurs, the Union (if there is a strike) or Employer (if there is a lock-out) within twenty-four hours of a request by the other party shall:
  - a. Publicly disavow such action

- b. Advise the other party in writing that such action has not been called or sanctioned by it.
- c. Notify the participants of its disapproval of such action, instruct them to cease the action and return to work immediately.

### **Article 36**

#### **Management's Rights**

1. Except as otherwise specifically provided, limited or modified by this Agreement the Employer retains the exclusive right to manage the business, to direct, control and schedule its operation and workforce, and to make any and all decisions affecting the business whether or not specifically mentioned herein and whether or not heretofore exercised. Examples of such prerogatives shall include, but not be limited to, the sole and exclusive rights to: hire, promote, layoff, assign, transfer, suspend, discharge and discipline Employees; select and determine the number of Employees, including the number assigned to any particular work; increase or decrease that number; direct and schedule the workforce; determine the location and type of operation; determine and schedule when overtime shall be worked; install or remove equipment and determine the methods, procedures, materials and operations to be utilized provided that Employees shall be trained by the Employer in the safe and effective use of any such equipment, methods, procedures, materials and operations; transfer or relocate any or all of the operations by sale or otherwise, in whole or in part; determine the work duties of Employees; promulgate, post and enforce rules and regulations governing the conduct and acts of Employees during working hours; discontinue or reorganize or combine any operation with any consequent reduction or other change in the workforce; establish, change, combine or abolish job classifications; determine work performance levels and standards of performance of the Employees and in all respects carry out the ordinary and customary functions of management.
2. The Employer's failure to exercise any of the functions stated herein shall not constitute a waiver thereof.
3. The Employer has the right to schedule its management and supervisory personnel. Supervisors will not regularly perform bargaining unit work, but may do so as necessary. The selection of supervisory personnel shall be the sole responsibility of the Employer, and such selection shall not be subject to the grievance and arbitration provisions of this Agreement.
4. The foregoing statement of the rights of Management and of Company functions are not all-inclusive, but indicate the type of matters or rights which belong to and are inherent in management and shall not be construed in any way to exclude other ordinary and customary Employer functions not specifically enumerated above.
5. It is understood that upon demand by the Union, the Employer shall negotiate regarding its decisions and/or the impact of the decisions as mandated by applicable law.



**Article 37**  
**Cooperation Between the Parties**

UCP and the UFT will cooperatively attempt to maximize UCP revenues and funding and enhance employee salaries and benefits by approaching City, State, and Federal governments. Utilization of said enhanced revenues and funding will be discussed by the parties in advance.

**Exhibit A**  
**Payroll Deduction Authorization**

Pursuant to applicable law, I assign to the United Federation of Teachers (UFT) from my compensation as any employee of United Cerebral Palsy of NYC (hereinafter called "my employer") one percent (.01) of my gross pay or such different amount as UFT fixes as its regular dues, and direct my employer to withhold this sum from the compensation due me each pay period and remit it to the UFT.

I submit this assignment and authorization with the understanding that it will be effective and irrevocable for a period of one year from this date or up to the termination date of the current Collective Bargaining Agreement between my employer and the UFT, whichever occurs sooner.

The authorization and assignment shall continue in full force and effect for yearly periods beyond the irrevocable period set forth above and each subsequent yearly period shall be similarly irrevocable unless revoked by me within the 30 day period preceding expiration of such irrevocable period. Such revocation shall be effected by simultaneous written notice by registered or certified mail to my employer and the UFT which must be delivered within such 30 day period.

The assignment and authorization are effective at once.

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

For the Union:

\_\_\_\_\_

Date \_\_\_\_\_

For the Employer:

\_\_\_\_\_

Date \_\_\_\_\_