

COLLECTIVE BARGAINING AGREEMENT

between

**THE UNIVERSITY OF MASSACHUSETTS CHAN
MEDICAL SCHOOL**



**UMass Chan
MEDICAL SCHOOL**

and

**STATE HEALTHCARE AND RESEARCH
EMPLOYEES/AFSCME**



Local 4000

FOR THE PERIOD

July 1, 2022

through

June 30, 2025

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Article 1 – Preamble

The purpose of this Agreement is to set the course for the future relationship between the union, SHARE, and the employer, the University of Massachusetts Chan Medical School.

SHARE's goals center on the following themes: the Union cares about improving its members' standard of living, and creating a secure work environment. SHARE employees want participation in decision-making at UMass Chan and to make sure that learning is part of every adult's worklife. We believe that every person should be treated with kindness and respect. And SHARE has a vision of UMass Chan as a caring and cohesive community with strong connections to the broader community outside our walls.

UMass Chan's goals center on the following themes: the Medical School, as a prominent academic institution, seeks to increase research programs, to foster and support programs of national distinction while maintaining the financial stability of the School. The Administration seeks an ever-improving standard of excellence in medical education, and in the quality of the students, teachers and researchers that the School attracts and expects its employees, at all levels, to adhere to the highest level of professionalism.

Throughout these negotiations, we have come to believe that both sets of goals are important and achievable. For example, if we want researchers and students to choose us, we must create a community that people want to come to and where they want to stay once they get here.

In this Agreement, we have replaced adversarialism with a problem-solving approach. We expect of each other and of our whole community, both professionalism and civility. By this Agreement, we are assuming mutual responsibility for the well-being of our workplace community.

Article 2 - Civility

It is our agreed-on standard that our daily work environment be one in which every member of our community is treated with dignity, kindness and respect.

Article 3 - Medical School Joint Working Group

UMass Chan and SHARE will convene a joint working group (JWG) to guide and oversee the ongoing union-management relationship.

The JWG will be responsible for overseeing all joint programs and funds to facilitate learning, employee involvement and efforts to improve quality, service and productivity.

The JWG will be comprised of up to five representatives from senior management and five representatives from the leadership of the Union. The JWG will meet every eight weeks or more often by mutual consent.

A. Implementation Fund

The Medical School has committed \$70,000 toward a joint labor management implementation fund. The purpose of this fund shall encompass joint programs or initiatives to help with training needs for institutional objectives and areas of mutual interest to the Medical School and Union. This construction of the fund shall supersede all other verbal and written agreements relating to the fund.

Article 4 - Department Joint Working Groups

A. Psychiatry

As part of the negotiations for this Agreement, a small team of union representatives and management representatives met to discuss issues relating to UMass Chan's psychiatric units. Issues discussed included: scheduling, patient and staff safety, and learning and training for staff.

SHARE and UMass Chan agree to set up an ongoing joint Psychiatry Working Group to address these and other issues of mutual concern in the psychiatric units.

B. Animal Medicine

UMass Chan and SHARE commit to forming a small team of union representatives and management representatives from Animal Medicine to meet to discuss issues related to

animal care needs and employee satisfaction. Issues to be discussed include, but are not limited to, staffing, career pathing, technological innovations, and work processes.

C. ForHealth Consulting

UMass Chan and SHARE will create a Joint Working Group for the Department of Disability and Community-based Solutions and Department of Clinical Pharmacy Services. Issues to be discussed include but are not limited to: work processes, the impact of remote work, career paths, and employee satisfaction. The group shall meet quarterly (or more frequently if mutually agreed upon by the parties) to discuss such matters.

Article 5 - Wellness and Sick Time

SHARE and UMass Chan will create a joint Wellness and Sick Time Task Force to promote good health in the workforce, and to explore alternatives to the current system of accruing sick days.

The Task Force will look at issues of sick time use and accrual, maternity leave, paternity leave, adoptive leave, the workers' compensation program, and illness and injury prevention. It will study workplace health improvement, and look at other organizations' efforts at reducing health-related costs by improving worker health.

The goals of the Task Force are:

To develop a mutually agreed upon method for accruing sick time; and

To develop a wellness program to reduce illness and injuries that could generate savings through reduction in sick time use, in workers' compensation injuries, and in health insurance premiums.

The Task Force will consider the idea of creating an employer-paid short term disability plan for SHARE members in exchange for a reduction in the number of sick days and/or holidays that employees accrue.

The Task Force will consist of SHARE representatives and management representatives with appropriate expertise. The Task Force will set up programs and implement them.

Article 6 - Union-Management Problem Solving

A. Guiding Principles

This article outlines a process for responding to and fixing problems in the workplace. This process may be utilized to appeal disciplinary action, to grieve violations of the contract, to address concerns about university and departmental practices and policies, or to help fix issues which are seen as problems at work.

Open, kind, and respectful communication is essential to finding mutually acceptable solutions. Through this agreement, SHARE and UMass Chan seek to build a relationship that supports fairness and creativity in fixing problems using non-adversarial and informal steps when possible.

Workplace problems are best solved locally and as early on as possible. When they are not, union-management pairs trained in problem solving and conflict resolution can help. The process should be flexible and expeditious. The problem solving teams will set a time frame appropriate to the case and will involve both parties throughout its duration.

When the union and HR are engaged as problem-solving partners with an employee and supervisor, we will help find and implement resolutions together in the hope of creating a better workplace for everyone. An employee may choose to end this process at any time and advice from the union is always available to decide if next steps are necessary.

To respect the privacy of individuals, details of a case will only be shared with those who are needed to help resolve the problem.

B. Problem Solving Teams

The Problem Solving Team (PST) will consist of representatives from SHARE and representatives of Human Resources and/or management at UMass Chan and Commonwealth Medicine. There will be at least one union representative and one management representative familiar with the Psychiatry Units.

The Problem Solving Oversight Team (PSOT) will consist of an equal number of representatives from SHARE and Human Resources and/or management at UMass Chan and Commonwealth Medicine. In addition to serving as a step after the PST in problem solving, the PSOT is also responsible for overseeing, monitoring and analyzing the joint problem solving process over time. SHARE and UMass Chan will consult with each other about who to appoint to the PSOT.

PST and PSOT members will be jointly trained in the problem solving process and in problem solving skills including consensus building, joint fact finding, problem identification, and conflict resolution. We will also jointly provide training for employees and supervisors in how to solve problems informally, as well as how to use the problem solving process.

Because most of the problems will be solved locally in Steps 1 and 2, UMass Chan recognizes the importance of having skilled members of the bargaining unit participate as problem-solving partners. We will commit to train and support this group of employees who are making an extra effort to better the workplace community. Union representatives involved in problem solving will be granted a reasonable amount of release time. Requests for release time shall be made in advance and shall not be unreasonably denied.

C. The Problem Solving Process

Step 1: Informal Employee and Supervisor Discussion

When an employee has a problem at work, he/she should generally address it directly with the supervisor and they should attempt to resolve it as quickly as possible. Both parties are encouraged to consult with representatives from SHARE and HR when needed to help resolve an issue.

If this informal process does not lead to resolution of the problem within a reasonable amount of time, the problem may be referred to the union-management Problem Solving Team.

Step 2: The Problem Solving Team (Employee, Supervisor, and Union-Management pair)

When Human Resources and SHARE representatives are working jointly with the parties to help find a solution, a problem-solving case will be considered at Step 2. This step often takes more than one conversation and may involve other people (for instance, a higher level manager in the chain-of-command, DEO, EAP, etc), alternate resources or dispute resolution processes. If this process does not lead to resolution of the problem within 4 weeks, it can be referred to the union-management Problem Solving Oversight Team (PSOT).

Step 3: Problem-Solving Oversight Team (Employee, Supervisor, PST pair, and Union-Management pair from the PSOT)

An employee wishing to refer a problem to the Problem Solving Oversight Team shall notify the Union who will notify the office of Labor and Employee Relations in writing.

The Union and UMass Chan agree that in some cases it may be necessary to start at this step in order to expedite the process. The PSOT pair may decide that it is appropriate for a high level managerial employee to also be involved in hearing the case but they should jointly investigate as a pair and UMass Chan will then put their recommendations in writing. In the rare case that this process does not resolve the problem within 4 calendar weeks, the Union may decide to submit the problem to mediation or arbitration.

Step 4: Mediation/Arbitration

To be taken to step 4, a case must (a) be determined by the Union to be sufficiently serious, and (b) involve a violation of our labor-management Agreement. The parties will choose whether to use mediation or arbitration. We will jointly select a list of mediators and/or arbitrators and equally share costs.

D. Appeals of Corrective Action

In cases where an employee uses the problem-solving process to appeal corrective action, they may begin at either Step 1 or Step 2. Appeals of terminations may begin at Step 3.

Employees involved in corrective action or investigative meetings are encouraged to exercise their right to have union representation with them during these conversations.

	Step 1 (optional)	Step 2	Step 3
Employee send written appeal to:	Supervisor, with a copy to HR	HR	HR
Employee file appeal within...	10 working days from receipt of corrective action	10 working days from receipt of response at Step 1, or 10 working days from receipt of corrective action if starting at Step 2	10 working days from receipt of response at Step 2, or 10 working days from receipt of corrective action if starting at Step 3
Meeting scheduled within...	10 working days of employee appeal	10 working days of employee appeal	10 working days of employee appeal
Decision issued within...	15 working days of meeting	15 working days of meeting	15 working days of meeting

If the employee does not receive a response within the deadline, at any step, they may proceed to the next step. These timelines may be modified by agreement between SHARE and UMass Chan.

If the process does not lead to a resolution of the problem, it may be referred to Step 4 of the Problem – Solving process, within thirty (30) calendar days from the date of the Step 3 decision.

E. Problem Notification

Because problems are more easily solved earlier in the process, the problem-solving teams will share information and think together about an issue to generate creative solutions. UMass Chan will also notify SHARE of cases involving egregious infractions, when skipping steps in the disciplinary process, or when employees refuse union representation.

Article 7 - Corrective Action

A. Problem Identification and Constructive Feedback

Employees and supervisors are encouraged to avert potential problems through informal discussion. Supervisors should provide early and timely constructive feedback regarding performance, conduct or policy violations. In different areas, constructive feedback may also be called “coaching” or “supervision”. Such discussions should take place before initiating corrective action.

If the problem is not satisfactorily resolved by informal discussion, corrective action may be issued pursuant to the UMass Chan Corrective Action Policy (06.06.02) dated 9/26/17. It is recommended that the parties consult a representative of SHARE and/or of the Office of Labor and Employee Relations.

B. Principles Governing the Corrective Action Process

- A) No employee who has completed their six month introductory period shall receive corrective action without just cause.
- B) SHARE members have a right to union representation at any meeting about corrective action, or that the employee reasonably believes may result in corrective action. Choosing to involve a union representative cannot elevate the stage of corrective action.
- C) When corrective action is necessary, it should be progressive and initiated reasonably quickly. Progressive corrective action may include, but is not limited to: documented verbal counseling, written warning, final written warning, and termination. A Performance Improvement Plan (PIP) may be used at any stage in the corrective action process, or prior to the implementation of corrective action.
- D) An employee suspected of serious misconduct may be placed on paid “administrative leave”, pending a review or investigation of the situation. Union representation during investigational interviews is encouraged. Written expectations of conduct while on paid leave will be provided.
- E) Corrective action should not be used punitively but, at every stage, should be used to correct the performance or conduct issue. More serious corrective action should only happen after there has been reasonable time to resolve the issue.
- F) The amount of time between corrective actions will depend on the circumstances of each case. Such circumstances may include, but will not be limited to, the seriousness of the offense or substandard performance, any mitigating circumstances, the employee’s past service, and the length of time since the last incident. After a year has passed with no further related problems arising, most disciplinary actions will no

longer be active. An employee may request that inactive discipline be removed from their file.

- G) Termination should only be considered after other avenues have been thoroughly explored.
- H) In cases of extreme seriousness, progressive corrective action can be bypassed. In such a case, the union-management Problem Solving Team should be notified.
- I) Managers should give employees enough notice of investigational interviews or disciplinary meetings for them to arrange for union representation.
- J) Employees may appeal corrective action through the problem-solving process.

Article 8 - Affirmative Action and Non-Discrimination

Section 1. UMass Chan and the Union are committed to providing equal employment opportunity.

Section 2. UMass Chan is an equal opportunity, affirmative action employer. In order to comply with applicable federal and state laws, the parties agree that there must be no discrimination based on race, color, creed, religion, age, sex, genetic information, sexual orientation, gender identity and expression, pregnancy/childbirth/family care status, national origin, ancestry, disability or veteran status and that no employee shall be subjected to harassment, including sexual harassment.

Section 3. Any SHARE member with questions about any type of discrimination occurring at work is encouraged to bring the issue to the attention of the responsible manager and/or the Equal Opportunity Office. Employees can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination if they: (1) File a complaint with the organization or an outside agency (such as MCAD, the Massachusetts Commission Against Discrimination, or the EEOC, the U.S. Equal Employment Opportunity Commission); (2) assist or participate in an investigation by either the organization or an outside agency; or (3) exercise any rights protected by state/federal law or its implementing regulation.

Section 4. The parties agree that when the effects of employment practices, regardless of their intent, discriminate against any group of people based on any of the above factors, specific positive and aggressive measures must be taken to redress the effects of past discrimination and to eliminate present and future discrimination. Therefore, the parties recognize the need for positive and aggressive affirmative action.

Section 5. All members of the UMass Chan community are expected to act in accordance with the spirit of this policy, as well as the requirements of the law.

Section 6. Any charges of discrimination in violation of this Article made by an employee shall be subject to UMass Chan's Equal Employment Opportunity grievance procedure. A SHARE member may request the help of a SHARE representative in this process (similar to any other situation in which a SHARE member requests the help of a union rep). The union-management Problem Solving Team may also provide assistance. Any disciplinary actions taken against employees shall be subject to either UMass Chan's Equal Employment Opportunity grievance procedure or union-management problem solving but an employee may not use both the Equal Employment Opportunity grievance procedure and the final step of the union-management problem solving process. Additionally, an employee who chooses to pursue a claim in court, at the Massachusetts Commission Against Discrimination, the Equal Employment Opportunity Commission or some other administrative forum, may not also take the union-management problem solving process to the final step.

Article 9 - Orientation

The Union will be allowed time at new Employee Orientation to meet new employees, make a presentation about the Union, and give out Union membership cards. New bargaining unit members will be released from work for a reasonable amount of time for Union training.

Article 10 - Introductory (Probationary) Period

The introductory period is a time for the manager and employee to figure out whether there is a good fit between the job needs and the employee. During this period, employees are represented by SHARE. The introductory period for new hires will last six months from the date of hire and three months for transfers. During that time, communication and feedback between the supervisor and the employee should be consistent and intended to help the employee succeed in the job. It is advisable to have a performance review half-way through and at the end of the introductory period.

If there are problems with a new employee during the introductory period that are not resolved by discussion, the employee and the supervisor are encouraged to seek help from the Union and Human Resources. Probationary Employees may have union representation at pre-disciplinary and/or disciplinary meetings.

Article 11 - Performance Evaluations & Employee Competencies

We agree that annual performance evaluations should be used to foster communication between a supervisor and an employee, for mentoring, growth and learning. To this end, UMass Chan and the Union agree to jointly explore and implement mutually agreeable ways to improve the performance evaluation process.

SHARE members shall utilize Employee Competency Model Job Descriptions and Competency based Performance Evaluations. A SHARE employee will receive paid release time to attend Competency trainings, subject to the operational needs of the Department.

Article 12 - Work/Learning

SHARE supports the mission of the University to “make UMass Chan known as the employer of choice, to nurture a culture of feedback, coaching and development and to attract and retain diverse talent.” In order to achieve these results, UMass Chan recognized that lifelong learning initiatives needed to be established internally and valued as an organization.

Workers here are highly committed to the mission of the medical school to serve the people of this state well and to achieve national distinction in the areas of health sciences education and research. SHARE and UMass Chan recognize that as the institution grows in its world-wide importance, it is critical that the workforce, at all levels, be highly trained and fully engaged in this mission. We must not only be actively bettering our work here, but we must place a value on bettering the community around us in order to sustain a dedicated, compassionate and skilled workforce into our future. To this end, SHARE and UMass Chan agree that participation, learning and career development will become a daily focus for employees.

A. Internal training

Opportunities for Workplace Learning are widely available to employees through University sponsored classes and workshops. Classes are available for employees and managers to learn both hard and soft skills. Managers are encouraged to provide release time for employees, for the purpose of furthering their workplace education through internal and external offerings. Learning that happens on release time does not have to be current-job related but should be related to the skills sets needed in the job family. The employee, his/her supervisor and coworkers should work together to make participation happen so that no one is unreasonably denied. SHARE will work with providers to help continually improve upon content and usage of University sponsored classes.

B. Tuition Assistance

SHARE members may receive tuition discounts pursuant to the University of Massachusetts Administrative Standards, Faculty & Staff Tuition Discounts (Trustee Document T96-129). Online courses are covered under the current tuition policy. Any future improvements made to the tuition assistance policies will also be applied to SHARE.

C. Release Time

The Medical School proposes that a working group be formed to consider release time for volunteerism in the community and how to form a mentorship network for job training as topics of concern. The working group may consider use of the implementation fund to help implement objectives identified by the working group.

D. Career Development

Career planning: At the request of an employee, UMass Chan HR will assist in career planning. This planning will include an assessment of interests and skills, an overview of the job family and available positions, help with interviewing skills, resume writing, educational and mentoring opportunities. Human Resources will attempt to provide timely and constructive feedback on internal interviews or decisions not to interview to any employee who requests it.

In order to make career pathways and future training needs more apparent, UMass Chan will publish a list of job titles and grades according to job family with minimum qualifications listed for each.

UMass Chan will provide two trainings exclusively for SHARE members. SHARE members will receive paid release time to attend the following trainings:

- a. A quarterly resume writing/interviewing course.
- b. A quarterly Career Management course.

Internal preference: UMass Chan strongly encourages hiring managers to select internal applicants, especially layoff candidates, when the decision is between equally qualified internal and external candidates, bearing in mind considerations of affirmative action. SHARE and the University agree that internal placement and promotional opportunities are important for employee development. To that end, SHARE and the University will track internal promotions against appropriate benchmarks.

Resume & Cover Letter Writing for SHARE Internal Applicants: When a SHARE member applies for a specific UMass Chan position, they may submit a resume and cover letter for UMass Chan HR to review and provide feedback.

E. Job Descriptions and Job Families

SHARE members may request a copy of a job description(s) from HR. SHARE members may access job families for some positions at <https://www.umassmed.edu/hr/compensation/job-families/> in order to help employees understand the potential career progression within their current job family, and review the skills and qualifications they must obtain in order to progress to the next level in their position's job family.

F. Joint Work/Learning Committee

SHARE and UMass Chan will appoint members to a joint Work/Learning Committee to:

1. Identify and facilitate career development, training and learning opportunities for SHARE members based on their interests and needs
2. Identify and promote areas for employee development that support the interests and needs of the University and of specific departments
3. Monitor and support the implementation of this Work/Learning article, including specifically:
 - Identifying training needs
 - Figuring out how to make the most of the resources we have for training
 - Jointly exploring options for additional funding
 - Removing barriers to employee participation in training and education
 - Strengthening career development support
 - Tracking promotions, transfers and new hires
 - Discussing the role of internal posting and internal preference, as well as seniority, preference and recall process for people who have been laid off
 - Exploring additional ways to support professional development for SHARE members, for example sponsoring membership in professional organizations, paying fees for appropriate conferences or seminars, reimbursing the cost of online job-related classes not available at UMass Chan, etc.
 - Making information about jobs, job descriptions, and job families available to employees

The committee will meet within 30 days of execution of the contract, and at least once every 2 months for a year. After that we will determine whether/how often we will continue to meet. A labor-management pair will act as co-chairs and jointly plan meeting agendas in advance.

The committee will begin by reviewing the current state of Work/Learning at UMass Chan, using data from the SHARE Contract survey, the Mentoring survey, and the Diversity Engagement survey, and will take advantage of the expertise of HR Training and HR Talent. The committee will be trained in the Lean processes, and will consider seeking the help of a Lean coach to facilitate our work together.

Article 13 - Work/Family

SHARE and UMass Chan care about the work community and recognize that balancing work and family life has become increasingly more difficult. Serious personal illnesses, spouse's job loss, childcare issues, maternity/paternity/adoptive leave, flexibility in scheduling, and eldercare are some examples of how family life sometimes competes with work life. SHARE and UMass Chan have been successful at working together as thinking partners when these situations have arisen so that employees can remain working as long as possible or gain the support to withdraw from the workforce with dignity when necessary. It is our intention in this contract to continue this working relationship by case managing these situations with employees, department managers, and Labor and Employee Relations and to expand upon our knowledge of local resources. Managers and employees are encouraged to seek advice from the Union or UMass Chan as early in the process as possible.

A. Childcare

The care of children and elders is increasingly recognized as an issue affecting the workplace.

Maternity, Paternity and Adoptive Leave: A 12 week FMLA leave period is provided for birth and adoptive parents with assurance of return to the same position. While on maternity leave, a birth mother may use up to 8 weeks of accrued sick time as well as any accrued vacation, personal, compensatory or holiday compensatory time. While on paternity or adoptive leave, an employee may use up to 15 accrued sick days and any accrued vacation, personal, compensatory or holiday compensatory time. An additional unpaid leave of absence may be granted.

Childcare & Adoption Subsidy:

For each year of this Agreement, UMass Chan will contribute \$70,000 in year one (1) of the agreement, \$77,500 in year two (2) of the agreement and \$85,000 in year three (3) of the agreement to be used consistent with the Childcare & Adoption Subsidy Plan Document (July 1, 1999).

Monies remaining as part of a balance in the fund will be carried over from one year to the next.

Childcare subsidies will be awarded to employees in amounts inversely related to household income and in accordance with financial need.

B. Eldercare

UMass Chan agrees to continue to provide information about elder care services through its Employee Assistance Program (EAP).

C. Sick Time Use

Use of sick days: An employee may use up to 15 sick days a year for the care of ill dependents, spouse or domestic partner, or parent of the employee, spouse or domestic partner.

In order to ensure the efficient functioning of all departments, the Union and UMass Chan agree that employees must use sick time only for health-related reasons: for example, when the employee is sick, or must care for a sick immediate family member or a member of the employee's household.

Should a supervisor believe that the use of sick time by an employee is problematic, either because of the quantity or pattern of use, the supervisor will first speak with the employee about the problem. If the situation cannot be resolved informally, the supervisor or employee may choose to seek assistance through the problem solving process.

Assault Pay: An employee who, while in the performance of their duty, receives bodily injuries resulting from acts of violence, and who, as a result of such injury, would be entitled to benefits under M.G.L. Chapter 152, shall, if entitled under M.G.L. Chapter 30, Section 58, be paid the difference between the weekly cash benefits to which they would be entitled under M.G.L. Chapter 152 and their regular salary without such absence being charged against available sick leave credits, even if such absence may be for less than six (6) days.

D. Sick Leave Bank

SHARE members will continue to be eligible for membership in the Sick Leave Bank.

E. Flexibility in Scheduling

Flexibility in scheduling is to the mutual benefit of UMass Chan and employees. The Union and UMass Chan will support employees and supervisors in working out flexible arrangements. Such arrangements must be practical, meet the operational and business needs of the departments, and work for the employee and co-workers. When departmental needs make a schedule change necessary, the supervisor should provide as much advance notice as possible.

Examples of flexible schedules include but are not limited to: shifting schedules to start and end earlier, or later; combining breaks; occasionally extending breaks or making up time; compressing the work week into fewer, longer days; and working from home or an alternate work site. See Flexible Work Options policy (06.04.05) dated 03/03/08 for more details, including how to apply for a flexible work option.

When an employee and supervisor cannot mutually agree on a schedule, they may request help through the problem solving process up to and including the third step.

F. Remote Work

SHARE and UMass Chan recognize that remote work can be beneficial to both the employee and the employer, and that remote work also brings with it new challenges requiring new solutions. It is in our joint interest that remote work arrangements meet the needs of the employees and the departments.

Therefore, we agree that:

1. UMass Chan and SHARE are committed to fostering a sense of community for remote workers, and to taking the time to communicate effectively, respectfully, and kindly to meet the challenges of a remote work environment. We will explore the idea of establishing Joint Working Groups in fully remote departments, to have regular dialogue about work related issues.
2. Employees should be able to work in an ergonomically safe working environment.
 - a. If a remote/hybrid employee does not have an appropriate office chair, they may request one from their department.
 - b. Other ergonomic equipment may be requested consistent with UMass Chan policy.
3. Departments will pay for necessary supplies and equipment, as determined by the department. Employees may request phones/communication equipment to be used for work purposes from their departments. Provision of a phone or communication equipment will be subject to departmental approval. Each department will arrange with their remote/hybrid employees the method for obtaining the materials they need. Some options include but are not limited to:
 - a. Employee picks up what they need at the office (especially if employee is sometimes on site anyway and supplies/equipment are not too cumbersome) or arranges to pick up supplies/equipment curbside. If a trip to the office is required by a manager or supervisor, it will be considered time worked.
 - b. The department ships from the department to the employee at their home.
 - c. Another method of the department's choosing.
4. Employees may discuss Work from Home Arrangements or modifications to those arrangements consistent with the UMass Chan Work From Home Policy. Representatives of Human Resources and SHARE are available for support in this conversation, at the request of either the employee or the department.
5. Except as specifically modified by this section, UMass Chan's Work From Home Policy shall apply.

G. Hours of Work

A SHARE member, who, at the time of ratification of this Agreement, is authorized by their manager to combine meal and work breaks, may continue to combine meal and work

breaks without the manager's written approval. If a manager determines that due to operational needs, the employee may no longer combine meal and work breaks, they will discuss the issue with the employee.

A SHARE member, who, at the time of ratification of this Agreement, does not combine their meal and work breaks, must seek written approval from their manager to combine meal/work breaks, pursuant to the UMass Chan Hours of Work Policy.

Article 14 - Inclement Weather

The Union and UMass Chan recognize that in the case of bad weather or other hazardous conditions, some functions of the Medical School must be maintained. Employees not involved in those functions should be allowed to stay away from work, for reasons of convenience and safety.

Departments that cannot simply close need a plan for staffing coverage. In order to determine who must come to work in these cases, employees shall be designated as "essential" or "non-essential" by their department head. Any disagreement about an employee's designation should be discussed by the employee and the department head, who may ask for help from the Union and/or the Office of Labor and Employee Relations if agreement cannot be reached.

Employees designated as essential personnel are required to report to work during adverse weather or hazardous conditions. Essential employees will be awarded a commensurate amount of compensatory time (based on actual number of hours worked) in addition to regular pay for hours worked, for reporting to work during adverse weather conditions, when the Chancellor/designee excuses non-essential employees with pay at the same worksite. An employee who is out on previously authorized vacation, sick time, or personal time will not be granted excused time instead.

In the event the Chancellor/designee excuses non – essential employees at the same worksite with pay due to hazardous conditions unrelated to weather, the parties agree to meet within fifteen (15) calendar days from that date to discuss the impacts on members of the bargaining unit and discuss the possibility of providing essential employees additional benefits for reporting to work during such time.

A. Time Offset Option

Employees who are excused from job duties due to inclement weather may, at their discretion, workplace conditions permitting, choose to make up the lost time, instead of using their own earned time. The time missed due to the weather event can be made up in a single instance or in increments, and must be worked within the same pay period as the event.

Article 15 - Work Security

UMass Chan understands the impact that layoffs may have on SHARE members. UMass Chan and SHARE agree that in the event of a layoff, the employer and the union will adhere to the procedures outlined in this Article. UMass Chan and SHARE agree to commit to open labor-management communication and, if possible, assist employees in the transition to new employment. UMass Chan will work with the union to provide employees who face layoffs with information about other potential employment opportunities in the UMass Chan community. Also, the employer is committed to sharing information early in the process, so the union can prepare to address the layoff with its members.

A. Layoff as a Last Recourse

In order to ensure an open and transparent process, the employer will provide a minimum of thirty (30) days' notice to the employee. A layoff notice may be a working-notice, or non-working notice. UMass Chan will inform the member if the notice is working or non-working.

During the thirty (30) day notice period, the union may propose alternatives to layoffs. Considerations may include, but are not limited to, cost-saving proposals, seeking volunteers, and reducing non-benefited positions. UMass Chan will work with SHARE to create alternative proposals to layoff within the thirty-day notice period; however, implementation of any of these alternatives is subject to UMass Chan's discretion.

In addition, UMass Chan shall notify SHARE a minimum of forty-eight (48) hours prior to the employees' notification of layoff, in order for SHARE to help the employees transition during and after the layoff. The notice to the union shall be confidential, and the union agrees not to notify or otherwise discuss the layoff with the employee(s) until UMass Chan has had the opportunity to provide the employee(s) with formal notification.

If a SHARE employee is laid off and returns to a SHARE position at UMass Chan within one year, their most recent date of hire before the layoff, adjusted by the length of the layoff, will be restored for purposes of general salary increases, vacation accrual rate, and eligibility for the Tuition Assistance program.

B. Support for Employees

UMass Chan and SHARE recognize that employees subject to layoff may need assistance in order to transition to new employment. UMass Chan, through the Human Resources Department, will help an employee facing lay off with resume writing or re-writing, offer help for improving interviewing and job search skills, and give reasonable time away from work for interviews.

Employees subject to a layoff may upload an updated resume on the UMass Chan Talent website and apply for specific job openings. Employees are encouraged to join the UMass Chan Talent Community and create a profile and "job search agent" to be notified about

potential job matches. During the thirty (30) day notice period, HR Talent Specialists are available to provide consultation for jobs suitable for employees upon request.

C. Internal Preference

UMass Chan will strongly encourage hiring managers to grant interviews to employees who have received a layoff notice, so long as the employee(s) meets the minimum qualifications of a posted position(s). Laid-off employees are considered internal candidates for up to one (1) year from the date of termination. Receiving the same consideration as transfers, laid-off employees entering new positions at UMass Chan within this one-year window will receive a probationary period of ninety (90) days.

If an employee is laid off and the same position in the same department becomes available within one (1) year of termination, the laid-off employee will be reinstated. If more than one employee would be eligible for the open position, it will be offered to the laid-off employees in order of seniority.

D. Training and Temp Work

Employees who have received a layoff notice shall be provided with information on how to access trainings available on the UMass Chan Learning & Development Course Offering website.

Lastly, there may be a way to bridge the gap between the end of one job and the beginning of another. To this end, the employer and the union agree to explore the possibility of temporary work in the institution, or to look at other methods of bridging this gap if appropriate.

E. Severance

The parties will jointly work out details of layoffs as the occasion arises. Employees who are laid off will receive severance unless they are funded by a grant or a contract that does not provide for severance. If an employee is facing layoff due to the end of a grant or contract that does not provide severance, SHARE and UMass Chan will explore options for the member's financial security in partnership on a case-by-case basis. Severance will be paid in the amount of one week for every year of completed service with a minimum of two weeks and a maximum of eight weeks. Laid off employees shall remain on a recall list for a period of one year.

Article 16 - Vacation Time Accrual Caps

The UMass Chan Vacation Policy (Policy #06.01.14) applies to all SHARE members. As of the last full pay period of each fiscal year (the fiscal year ends on June 30), the maximum number of vacation hours that an employee will be allowed to accrue and carry over into the next fiscal year is two hundred forty (240) hours. During the course of the

fiscal year, an employee will be allowed to accrue additional vacation hours over the two hundred forty (240) hour maximum, but the employee must use any accrued hours over the maximum by the last full pay period of that fiscal year or they will be lost and will not be paid out.

A. Saving vacation time to use for Family Medical Leave

An employee who has accrued at least 5 weeks of vacation time and 5 weeks of sick time and has exhausted the 5 weeks of vacation time and 3 weeks of family sick time while on an approved Family Sick Leave, will be allowed to use an additional 2 weeks of sick time (if available) as family sick time.

Article 17 - Sick Time & Accrual Caps

Full time benefited employees hired after 11/1/96 are eligible to accrue a total of one hundred twenty hours per year. A part time benefited employee is eligible to accrue a pro-rated number of hours of sick time based on their percentage of scheduled hours. A benefited employee may accrue up to a maximum of nine hundred and sixty (960) hours of sick time. Please see the UMass Chan Sick Time Policy 06.01.10 for more information.

For all employees in SHARE hired on or before 11/1/96 sick time accruals will be capped at 960 hours effective January 1, 2007. The following guidelines will apply for any employee in SHARE who has accrued more than 960 hours of sick time:

- All accrued sick time will be placed into their personal Sick Retirement Bank;
- The employee will be awarded 120 hours of sick time, prorated for part time employees, for use during the calendar year;
- If an employee should have one or more illness that require more than 120 hours of sick time during a calendar year, the employee may access his/her Sick Retirement Bank;
- Every subsequent January if an employee's sick Retirement bank is more than 960 hours, the employee will be awarded 120 of sick time, prorated for part time employees, for the calendar year.
- Employees will begin to accrue time as normal under HR policy when their Sick Retirement Bank has fallen below 960 hours.

Article 18 - Personal Time

All current SHARE members shall remain at 3 personal days consistent with the Personal Time Policy (06.01.08) dated 9/22/10. All new employees hired as of 10/1/14 will receive 2 personal days, consistent with the Personal Time Policy (06.01.08) dated 7/14/11.

Article 19 - Bereavement Leave

A full-time SHARE member is entitled to:

- i. Four (4) consecutive work days, in the case of the death of an employee's spouse or child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, parent-in-law or a person living in the immediate household.
- ii. Two (2) consecutive work days, in the case of the death of an employee's great-grandparent, son-in-law or daughter-in-law, sibling-in-law, grandparent-in law or great-grandparent-in law.

If an employee is on an approved sick leave, vacation leave, holiday, holiday comp time, or personal time, and suffers a death of a family member covered under the UMass Chan Bereavement Leave Policy, they may request to be paid bereavement leave, up to the maximum amount of leave pursuant to the policy. In no event may a SHARE member receive bereavement leave in addition to any other paid time off.

For more information, see the UMass Chan Bereavement Leave Policy, 06.01.01.

Article 20 - Wages

For employees who have completed their probationary period:

July 3, 2022	<p><u>Grid Movement</u>: Grade minimums and maximums increase 1.5%</p> <p><u>Hourly raises</u>: 4.75%</p> <p><u>Structural Increase</u>: Adjust the pay of anyone falling below their structural level (see Note #8 below about structural increases)</p> <p>(See note #13 below, .5% of this overall 2022 increase is consideration for the MOA regarding Paid Family & Medical Leave (see appendix).</p>
July 2, 2023	<p><u>Grid Movement</u>: Grade minimums and maximums increase 1.5%</p> <p><u>Hourly raises</u>: Higher of \$0.75 or 2%</p> <p><u>Structural Increase</u>: Adjust the pay of anyone falling below their structural level (see Note #8 below about structural increases)</p>
July 14, 2024	<p><u>Grid Movement</u>: Grade minimums and maximums increase 1.5%</p> <p><u>Hourly raises</u>: Higher of \$0.75 or 2%</p> <p><u>Structural Increase</u>: Adjust the pay of anyone falling below their structural level (see Note #8 below about structural increases)</p>

In the event that UMass Chan negotiates a collective bargaining agreement after the effective date of this agreement that provides annual wage increases or bonuses that are greater than those provided to employees covered by this agreement for a comparable period (excluding the CIR-SEIU), negotiations over wages shall be reopened to the extent of addressing the disparity.

1. Those falling below the minimum will be brought up to the new minimum after the grids move but before the raises take effect.
2. “Performing” is the category for those receiving ratings equivalent to Meets, Exceeds or Outstanding on their yearly or introductory period performance reviews. “Non-Performing” is the category for those receiving ratings equivalent to Does not Meet or Needs Improvement on their yearly or introductory period performance reviews.
3. HR will conduct one-over-one reviews of all Non-Performing and Outstanding ratings.
4. For those receiving Non-Performing ratings, raises may be withheld subject to one-over-one review with HR and the union problem-solving process (see side letter).

5. A new employee who is on the payroll as of the effective date of the general wage increase will receive a 1.5% increase to base as of the first Sunday of the next full pay period following satisfactory completion of the 6 month introductory period.
6. Any increases that exceed the maximum of the grade will be awarded as a lump sum. (See Letter of Understanding re: Maximums.)
7. To be eligible for any salary increase, an employee must be on the payroll, including any authorized leaves of absence, on the effective date of the salary increase, and either a) on the payroll during the pay period that such salary increase is implemented, or b) retired, deceased, or laid off after the effective date of the salary increase. Employees who leave the University voluntarily or are discharged for cause after the effective date of the increase are not eligible. (See MOA on Missing a Raise Because of the Timing of a Transfer.)
8. Structural Increases: Immediately following the administration of the raises outlined above, members of the bargaining unit who have provided five years of service to the Medical School and continue to have satisfactory performance* and are not presently at the 25th percentile of their current grade will be adjusted to the 25th percentile of their grade. Members of the bargaining unit who have provided ten years of service to the Medical School and continue to have satisfactory performance and are not presently at the midpoint of their current grade will be adjusted to the midpoint of their grade. Members of the bargaining unit who have provided fifteen years of service to the Medical School and continue to have satisfactory performance and are not presently at the 75th percentile of their current grade will be adjusted to the 75th percentile of their grade. The maximum structural increase per year shall be 5%.

* Satisfactory performance will be indicated by two or more years of successive performing ratings on annual evaluations. Unsatisfactory reviews which have been revised by the union-management problem solving process will be considered on a case by case basis for any structural increases.
9. At the time of the 2022, 2023, and 2024 raises, employees with an Exceeds rating will receive an additional \$100 lump sum, and those with an Outstanding rating will receive a \$250 lump sum.
10. It is understood by UMass Chan and SHARE that a Department Head may request additional compensation for an employee, including using the Employee Recognition programs, with the approval of SHARE. (Awards up to \$100 are pre-approved by SHARE, and only require notification.) Receiving, or not receiving, an award is not subject to the problem solving process.

11. UMass Chan and SHARE will jointly review the merit ratings each year to evaluate the impact of the merit program, including the distribution of merit ratings by race, sex, age and grade, and whether the program is meeting its objectives.
12. **One-Time Additional Payment:** In consideration for the disruption brought about by COVID-19 and as a recognition for the contribution and cooperation demonstrated by members of the bargaining unit, non-probationary employees on the payroll on October 17, 2022 and during the pay period during which the payment described in this paragraph is implemented shall be paid a one-time lump sum of \$1,750, less the applicable deductions.
13. **Additional Salary Adjustment concerning Paid Family and Medical Leave Deductions:** Notwithstanding the provisions contained in this Article, in consideration for the mutual promises contained in the attached Memorandum of Agreement, employees who are otherwise eligible for the annual salary adjustment, shall receive an additional one-half of one percent (0.5%)-not compounded-for a total of four and three quarters percent (4.75%) inclusive of the wage adjustment.

Article 21 - Reclassification

The Medical School will create a joint working group to evaluate job classifications and work groups. The team will identify priorities for examination following the execution of this agreement. The Team will examine the Technician title and the classification scheme in place for that title and will create a set of recommendations concerning the classification and compensation for technicians. The working group may consider the development needs and achievement level for technicians in wet and dry lab environments in crafting their recommendations.

Upon the execution of this Agreement SHARE and UMass Chan agree to establish a process to jointly review the classification of the following titles: Peer Mentor, Research Lab Aide II and Custodian II/Driver. The parties agree that the establishment of a review process does not guarantee the aforementioned titles will be reclassified to a higher grade.

The Union reserves the right to submit reclassification requests for Animal Care Techs I through IV and Mental Health Counselors I-II as groups through its Reclassification Request process during the life of this agreement. Each title shall count as one (1) individual request as described below.

Individual Reclassification Requests:

SHARE may submit 10 individual employees for reclassification request hearings to be heard by the UMass Chan HR Compensation Department per calendar year. The individuals must file their requests with the Dept. of Human Resources by January 30th of each calendar year. UMass Chan shall schedule a hearing to be held within 90 days from January 30th. The Chief Human Resources Officer or their designee shall issue a decision within 30 days from the date of the hearing. The decision shall be final and shall not be subject to mediation/arbitration.

When a reclassification request is granted, the monies necessary to fund such reclassification shall be budgeted for the following fiscal year. If the funds are available, such reclassification may be effective at the beginning of the payroll period next following the date of the decision of the Chief Human Resources Officer or their designee.

SHARE will receive notification of any reclassifications prior to implementation in order to consider other equity issues pertaining to the adjustment. A SHARE member who believes his/her individual job classification should be reviewed at a higher level than their department may continue to utilize the problem-solving process.

Article 22 – Overtime & Holiday Comp Time

A. Overtime

Monday-Friday, day-shift-only departments:

Employees in these departments shall be compensated at the rate of time and one-half their regular rate of pay for authorized overtime work performed in excess of forty (40) hours per week. Effective 1/1/2015, if sick leave, vacation time, holiday compensatory time or personal time is used in the same work week, it shall not be considered as time worked for the purposes of calculating overtime compensation. Holidays shall be considered time worked for the purpose of calculating overtime compensation.

It is the intention of the parties that employees in these departments should not generally be forced to work overtime. If a particular department requires the use of forced overtime, the parties will meet to discuss the matter.

Departments with weekend shifts, evening shifts or night shifts:

Employees in these departments shall be compensated at the rate of time and one-half their regular rate of pay for authorized overtime work performed in excess of forty (40) hours per week. For employees in these departments, holidays, vacation time, holiday compensatory time and personal time shall continue to be considered time worked for the purpose of calculating overtime compensation. Sick time shall not be considered time worked for the purpose of calculating overtime compensation.

Employees in these departments shall continue to be compensated at the rate of time and one-half their regular rate of pay for authorized overtime work performed in excess of their regularly scheduled shift, as long as that shift is at least 8 hours.

These departments are: Animal Medicine, Psych Continuing Care Units, and Public Safety.

Review of effect of overtime rules:

UMass Chan and SHARE will convene a joint committee to study the effect of this Overtime article on departments and employees, in both kinds of departments. If there are concerns on either side, the parties will discuss them. (See also Side Letter on Overtime and UMass Chan Finances.)

B. CCU Mandatory Overtime

SHARE and UMass Chan Medical School agree that the goal is to work toward not having to use mandatory overtime. UMass Chan will strive to maintain full staffing. SHARE and UMass Chan agree that mandatory overtime is a last resort, and that emergency staffing problems should be resolved using on or off the unit volunteers, per

diems, floats, outside agencies (if applicable), and other qualified staff before mandating SHARE employees.

Definitions:

- Mandation: If an employee is involuntarily required to perform overtime work of forty-five minutes or more, that shall constitute a Mandation. Involuntary overtime work of less than forty-five minutes will not be considered a Mandation.
- Extended Mandation: If an employee is involuntarily required to perform overtime work of ninety minutes or more, that shall constitute an Extended Mandation.
- Mandation Rotation List: A mandatory overtime list for the ACCU consisting of staff members shall be maintained for the program. The single mandatory overtime list will be set in order of last Mandation, with the most recently mandated employee placed at the bottom. New employees who have not yet been mandated shall be placed at the top of the list, in order of reverse seniority followed by MHC staff who have least recently been Mandated to MHC staff who have been more recently mandated. Any Mandation or Extended Mandation shall move the person to the bottom of the list.

Implementation:

- The department should give consideration to staff illness, exhaustion and safety, as well as the care and safety of SHARE employees' dependents.
- The department may offer incentives of time or pay to cover hard-to-fill open shifts (for example: weekends, holidays, etc.)
- Employees may only be subject to Extended Mandation for a maximum of four (4) hours beyond their scheduled shift, and no more than eight (8) occurrences per calendar year.
- Any Extended Mandation exceeding these limits will earn the affected employee an additional \$100 for each 4-hour period or portion thereof.
 - Illustrative Examples:
 - An employee mandated for a full shift (8 hours), but who had not been subject to more than eight (8) Extended Mandations in the calendar year, shall receive \$100 because they were mandated for more than four (4) hours.
 - An employee mandated for a full shift (8 hours), who has also been subject to more than eight (8) Extended Mandations in the calendar year, shall receive \$100 because they were mandated for more than four (4) hours and \$100 because they had been subject to more than eight (8) Extended Mandations in that calendar year, for a total of \$200.
 - An employee who was mandated for two (2) hours beyond their normal shift, but had been subject to more than eight (8) Extended Mandations in the calendar year would receive \$100 for those two (2) hours)
 - An employee mandated for three (3) hours beyond their normal shift, who had been subject to fewer than eight (8) Extended

Mandations in the calendar year, would **not** receive the additional \$100.

When faced with a potential Mandation or Extended Mandation, the departmental supervisor shall follow the process described below:

1. Seek volunteers from staff already working on the unit.
2. Seek volunteers from staff not currently working.
3. Seek volunteers from other qualified groups of staff (when appropriate).
4. If no volunteers, review the need for staff and confirm that a mandation is necessary.
5. Consult the department's mandatory overtime list to determine who would be in line to be mandated.
6. Inform the employee who is subject to mandation that they will be mandated. Notice should be given to the employee in question two (2) hours prior to the end of their scheduled shift unless extenuating circumstances make this impossible.
7. If an employee volunteers to take the mandation after notice is given to the staff member subject to mandation, that volunteering employee shall move to the bottom of the mandation list. This will not be counted as a mandation for the volunteering employee.
8. The mandated employee shall complete a mandatory overtime form for purposes of record keeping. This form should be filled out at the end of the mandated shift.
9. This process will be subject to the Union-Management Problem Solving process. If it is determined that an employee is wrongly mandated, the Parties agree to the following stipulated remedies:
 - a. A wrongful Mandation shall count as one (1) Extended Mandation
 - b. A wrongful Extended Mandation, shall count as one (1) additional Extended Mandation (for a total of two (2)).
 - c. This determination shall not be subject to arbitration under Step 4 of the Union Management Problem Solving Process.
10. Considerations will be made when determining to which unit a staff member will be mandated. Experience working in the program, or on that particular unit will be reviewed, and those with less than 90 days working at the ACCU will not have to float to a different unit than their assigned unit.

SHARE and UMass Chan agree to evaluate aspects of the mandation process through our Joint Working Group, including but not limited to: the definition of a mandation/extended mandation, the operational implementation, record keeping, and potential changes to the existing process, taking into account the needs of the department and the needs of the staff.

C. Holidays Worked

Full-time and part-time SHARE members in the departments of Adolescent Continuing Care Units, Animal Medicine, and Public Safety who work on a holiday shall receive hour for hour holiday compensatory time. The remainder of the UMass Chan HR Holiday Policy shall remain in full force and effect.

Employees in Animal Medicine shall receive this compensatory time once (ex: a person working on the recognized holiday for New Year’s Day and New Year’s Day itself shall only receive compensatory time for one day). In such a situation, compensatory time shall be paid for whichever day worked comes first. If an employee works more hours on the second day, the department will credit for those hours, but the employee must let their supervisor know of the imbalance.

Other departments will continue to follow their existing practices.

Article 23 – Shift Differentials

Shift differentials for eligible employees are as follows:

Evening Shift (As currently outlined by UMass Chan policy): \$1.75/hour

Overnight Shift (As currently outlined by UMass Chan policy): \$2.50/hour

Weekend Shift (As currently outlined by UMass Chan policy): \$1.00/hour

Employees rendering service on a weekend shift which coincides with an evening or overnight shift will receive those differentials in addition to the weekend differential provided.

Shift Worked	Amount
Evening	\$1.75
Overnight	\$2.50
Weekend	\$1.00
Weekend+evening	\$2.75
Weekend+overnight	\$3.50

Article 24 – On Call Pay

On call pay will remain at its present rate as outlined in Human Resources Policy. An employee called back to work prior to the commencement of their next scheduled shift shall receive a minimum of four (4) hours pay at their regular overtime rate. The call back minimum shall not apply to any employee who called in to start his/her shift early and continues to work that shift.

Article 25 – Direct Deposit

UMass Chan requires that all employees receive their paychecks by direct deposit, e.g. their net salary checks will be sent electronically to an account or accounts selected by each employee.

A. Overpayment

A SHARE member who was inadvertently overpaid will be notified that they must repay the overpayment. The SHARE member may repay the amount in the following methods:

- a. A one-time payment through a payroll deduction.
- b. Installments through payroll deductions

Article 26 – Uniforms

The Medical School shall continue to issue uniforms and personal protective equipment at the department's expense as required by departmental practice and policy, consistent with the policy on personal appearance. Employees issued work uniforms or personal protective equipment will be responsible for the proper care and maintenance of those items. The Medical School will replace any article of issued clothing which is worn due to normal wear and tear. Departments issuing uniforms or personal protective equipment should develop guidelines for appropriate usage in consultation with SHARE and the staff assigned to such departments.

Article 27 – Parking

Proper parking facilities shall be available to employees with reasonable proximity to their regular work location. The employer shall endeavor to maintain adequate lighting in all parking areas.

The VCAF agrees to discuss with the Union any proposed changes in the Parking Program at which time the Union can make recommendations for changes and the VCAF will inform the Union and all employees prior to implementing any such changes.

Representatives from the Union and the Employer agree to meet and discuss any increase in parking fees which affect bargaining unit members, and shall forward their recommendations for review to the Chancellor and the University of Massachusetts Board of Trustees prior to implementing any such increase.

Article 28 – Health and Dental Insurance

UMass Chan and each covered employee shall be responsible for paying their respective percentage of monthly premiums for health insurance as established by the Group Insurance Commission (GIC) and/or enacted by the Legislature. UMass Chan will include SHARE bargaining unit members in UMass Chan's non-unit dental plan. SHARE will bring input from SHARE members to discussions with UMass Chan in searching for ways to improve the current dental plan.

Article 29 – Recognition of SHARE

The University of Massachusetts Chan Medical School (UMass Chan) recognizes SHARE as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, and other terms and conditions of employment for full or part-time UMass Chan employees working twenty hours per week or more, as listed in the petition filed at the Massachusetts Labor Relations Commission SCR 2228, at the following locations

- a) Main Campus at 55 Lake Avenue North, Worcester which includes the hospital, the school, the Benedict Building, Power Plant, Anderson House, the Farmhouse, Biotech I, II, and IV, the Lazare Research Building, the Shaw Building and any building considered to be Main Campus;
- b) Westboro State Hospital, Psych Rehab Unit;
- c) Worcester State Hospital, Bryan Building;
- d) Worcester City Campus;
- e) Fitchburg Family and Community Medicine;
- f) Glavin Center;
- g) South County Pediatrics;
- h) Leominster Hospital;
- i) Auburn Site, 11 Midstate Drive, Auburn
- j) Warehouse on Franklin St;
- k) Fallon Site;
- l) Flagship Bank;
- m) 275 Belmont St.;
- n) Higgins and Chang buildings and the Machine Shop on the Shrewsbury Campus
- o) 333 South Street, Shrewsbury

but excluding supervisors, and all managerial, confidential, and temporary/casual employees within the meaning of Chapter 150E of the Massachusetts General Laws, part-time employees who work less than twenty hours per week, students, and all other employees of UMass Chan.

Rolling Recognition for New Worksites: UMass Chan agrees to recognize SHARE as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, and other terms and conditions of employment for full or part-time UMass Chan employees working twenty hours per week or more, at any new worksite within the UMass Chan campus (see map of campus). UMass Chan will recognize SHARE at any new, off-campus worksite, by building, so long as SHARE can establish to the satisfaction of UMass Chan that a majority of the employees in the UMass Chan building who share a community of interest with other employees in the SHARE bargaining unit wish to be represented by SHARE. To this end, UMass Chan and SHARE agree to establish guidelines for a recognition procedure on a case by case basis.

UMass Chan and SHARE acknowledge that as the medical school grows and changes programs and employees may move. In order to manage this dynamic the parties agree that effective upon ratification if departments containing SHARE positions are moved to

sites that are not listed in the union locations listed above, the position will remain in the union even if the incumbent vacates the position. In addition, if a department containing SHARE positions is moved to a site not listed in the union locations listed above, then any new positions, listed in SCR 2228, which are created in the program will be SHARE positions.

Article 30 – Union Security/Dues Deduction

The Union shall have the exclusive right to the check off and transmittal of union dues on behalf of each employee.

Each employee in the SHARE bargaining unit may choose to become a member of the union and pay union dues.

The Union will inform UMass Chan of the amount of union dues to be deducted. Any such dues will be determined by the Union in accordance with applicable law. The Union will not change its dues requirements during the life of this Agreement except in accordance with the Union constitution.

UMass Chan will deduct dues from the pay of employees who request such deduction in a form acceptable to UMass Chan, signed by the employee. UMass Chan will transmit such funds to the Union, together with a list of employees whose dues are transmitted and the amounts paid in respect of each. An employee may withdraw his/her dues deduction authorization by giving at least sixty days' notice in writing to the Human Resources Department and the Union.

The parties agree that dues will be deducted from the pay of employees from each paycheck, and remitted to the Union on a monthly basis.

We agree that UMass Chan assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and that the Union will indemnify and hold UMass Chan harmless for any claims or proceedings by any employee(s) with respect to this Article.

Article 31 – Successor

This Agreement and recognition of SHARE shall be binding on any successor employer(s) of UMass Chan.

Article 32 – Contracting Out

If the Employer is considering contracting out any work normally performed by SHARE bargaining unit members, the Employer shall notify the Union. Union and management shall meet to discuss alternatives to contracting out.

When contracting out is contemplated which could result in a layoff, prior to its implementation, the parties will convene an ad hoc joint labor/management committee. The committee shall, within a reasonable amount of time, develop and recommend alternatives.

Article 33 – No Strike/No Lockout

The parties commit themselves to resolving problems and differences through cooperative means that are appropriate to the UMass Chan community rather than through strikes and lockouts. Accordingly, the parties agree that there shall be no strikes or lockouts or other concerted activities of a disruptive nature during the term of this Agreement. The Union and UMass Chan and their respective officers and representatives agree not to encourage any violation of this Article.

Article 34 – Management’s Rights

UMass Chan, except as otherwise limited by a specific provision of this Agreement, retains all its rights to administer the Medical School as it has in the past.

Article 35 – Scope of Agreement

UMass Chan and SHARE agree they shall be governed exclusively by and limited by the terms and provisions of this Agreement and that neither shall have any other obligation or be obliged to negotiate with respect to any matter pertaining to wages, hours, or other terms

and conditions of employment whether specifically included in this Agreement or discussed during the negotiations which resulted in this Agreement.

The parties may by mutual agreement engage each other in discussions on any issue of mutual concern and may agree to alter or add to this Agreement so long as any alteration or addition is in writing.

Unless specifically modified by this agreement, the policies and procedures of the University will be referenced as part of this collective bargaining agreement (see Appendix A). In order to maximize consistency of policies and minimize the process of updating policies during contract negotiations, UMass Chan will provide SHARE with information about changes UMass Chan wants to make to any policies referenced in the Agreement. If SHARE agrees to the changes, the revised version will replace the policy referenced in the Agreement.

Article 36 – Savings Clause

If any provision of this Agreement is found to be in violation of law, the parties will confer in an effort to agree upon suitable substitution. It is agreed that the invalidation of any provision of this Agreement shall not affect any of the other provisions.


Article 37 – Employer Provision of Information

UMass Chan will provide SHARE with a list quarterly of positions where there was a change in grade within the bargaining unit. UMass Chan will provide SHARE with a list monthly of SHARE employees who have transferred out of the bargaining unit, including the SHARE department and job title.

Article 38 – Duration

This contract will cover the period between July 1, 2022 and June 30, 2025. Negotiations for the successor agreement will begin no later than February 1, 2025, unless by mutual consent the parties agree to begin sooner.


For the University of Massachusetts:

DocuSigned by:

8A02A71FF7F0406...

Martin T. Meehan
President
University of Massachusetts

11/17/2023 | 4:35:56 AM EST

Date


DocuSigned by:

529C9F9F3299489...

John Dunlap
Chief Human Resources Officer
University of Massachusetts President's Office

11/16/2023 | 2:25:48 PM EST

Date

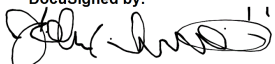
For the University of Massachusetts Chan Medical School:

DocuSigned by:

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Carolyn Brownawell
Chief Human Resources Officer
University of Massachusetts Chan Medical School

11/14/2023

Date

DocuSigned by:

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John Lindstedt
Executive Vice Chancellor
Administration & Finance
University of Massachusetts Chan Medical School

11/14/2023

Date

For the State Healthcare and Research Employees/AFSCME:

For SHARE, Local 4000

DocuSigned by:
Elisabeth Syanto
2200E07A27F40E
Date: 10/27/2022

DocuSigned by:
Andra Cuevas
F7DD099A027FA0E
Date: 10/27/2022

DocuSigned by:
Jameal Jackson
859030600C7120E
Date: 10/27/2022

DocuSigned by:
Angelo Iaconi
2420E117F10E
Date: 10/27/2022

DocuSigned by:
Jana Hollingsworth
AB78EE4CE51740E
Date: 10/27/2022

DocuSigned by:
Sn 79
E33F1195318972E
Date: 10/27/2022

DocuSigned by:
Theresa Kane
CA0E103A0E000E
Date: 10/27/2022

DocuSigned by:
George Boley
3F0C66F10B240E
Date: 10/28/2022

DocuSigned by:
Charles Gayflor
F15383A7E3100E
Date: 11/3/2022

Side Letter re: Bilingual Pay in DES

The Parties agree to quarterly payments of DES bilingual differential. Differentials will be paid in January, April, July and October. If an hourly payment system becomes available, the Parties will meet to discuss.

MEMORANDUM OF AGREEMENT

The University of Massachusetts Medical School (“UMMS”) and the State Health and Research Employees (“SHARE” or “Union”) hereinafter the “parties” enter into this Memorandum of Agreement (“Agreement”) as full and final settlement regarding the award of Bilingual Pay in DES as described in the collective bargaining agreement (“CBA”) side letter.

WHEREFORE the parties agree to settle this matter pursuant to the following terms:

1. The following job titles shall be eligible for a Bilingual Service Differential:

Administrative Assistant
Appeals Coordinator
Disability Assistant
Disability Assistant, Lead
Disability Coordinator
Disability Coordinator II
Provider Management Coordinator

2. Employees will be placed into one of two (2) groups (Group A or Group B). A two (2) step criteria will be used to evaluate whether an employee is placed in Group A or B. The two (2) criteria shall be:
 - (A) Whether the employee has bilingual/multi-lingual capabilities (verbal and/or written) and is willing to utilize those skills as needed?
 - (B) Whether the bilingual/multi-lingual capabilities are utilized on a daily, or near daily basis?
3. Whether an employee has a bilingual/multi-lingual capability (criteria A) shall be determined primarily by the current department proficiency exam.
4. Whether bilingual/multi-lingual capabilities are utilized on a daily, or near daily basis (criteria B) shall be determined on an annual basis (e.g. whether Spanish capability is utilized on a daily, or near daily basis). This determination shall be made by October 31 annually. If a change in position, or an evolution of duties, increases the frequency of use of multi-lingual skills, the status can be reevaluated between annual determinations.
5. If an employee has a bilingual/multi-lingual capability, and they are willing to utilize those skills as needed, they will be placed into Group “A”. A joint union-management team will review any appeals by an employee who disagrees with their placement.
6. If an employee has a bilingual/multi-lingual capability that they are willing to utilize as needed, **and** that skill is utilized on a daily, or near daily basis, they will be placed into Group “B.”
7. Hourly differentials for Group A and B are as follows:

Group	7/1/2020
A	\$0.48/hr
B	\$0.80/hr

8. Differentials referenced in paragraph 7 will be included on Personal, Sick, Vacation and Compensatory days.
9. If a Group "B" employee is, for a business purpose, transferred to an assignment¹ that does not require regular use of the bilingual/multi-lingual capability, they shall retain their Group "B" differential. If an employee voluntarily applies for a different position, their Group status will depend on the criteria in #2.
10. The parties each retain the right to propose changes to any portion of this agreement in the course of future contract negotiations.

Employees may opt out of their provision of bilingual services by giving notice to the department between thirty (30) and sixty (60) days following the ratification of a new collective bargaining agreement. Any employee opting out in this fashion will give the department a 90-day notice before ceasing to provide bilingual services.

Employees who are qualified but not participating in the bilingual program may opt in, provided they are qualified and there is a need for the service.

The same timelines (for opting into or out of the bilingual pay program) apply upon initial ratification of this agreement.

11. Initial group assignments are as listed below. Newly hired employees will be grouped in conjunction with the criteria set out in paragraph 2(A) and 2(B).
12. Bilingual Pay differentials shall be paid retroactively to 7/1/2020. If someone received a lump sum payment under the previous Bilingual Pay agreement for 7/1/2020-12/31/2021, they will receive the difference owed based on the terms of this agreement.

This agreement shall replace the 10/26/16 Bilingual Pay Memorandum of Agreement.
13. Interpretation of Agreement. This Agreement will be interpreted and construed for all purposes under the laws of the Commonwealth of Massachusetts.
14. Entire Agreement. This Agreement constitutes the full and complete settlement of this issue.
15. If any of the provisions of this Agreement shall in any manner conflict with, or contravene any federal or state law, or the rules and regulations promulgated thereunder, such provisions shall be considered null and void and shall not be binding on the parties hereto; in such event, the remaining provisions of this Agreement shall remain in full force and effect and, upon mutual agreement, the Parties will meet to negotiate a replacement for the lost provision.

In witness of these terms and conditions, the duly authorized representatives of the parties affix their signatures below:

Signed by:

DocuSigned by:
Matthew Lyford
26B40A51E7F442F
UMass Medical School
Date: 4/28/2021

DocuSigned by:
Elisabeth Szanto
226E0775AA1D468
SHARE Local 4000
Date: 5/2/2021

¹ E.G.: An employee is regularly working under a contract that requires daily use of their bilingual capability. Based on departmental need, that employee is reassigned to a contract that does not require daily use of their bilingual capability.

Side Letter re: Bilingual Pay in CPS

MEMORANDUM OF AGREEMENT

The University of Massachusetts Medical School ("UMMS") and the State Health and Research Employees ("SHARE" or "Union") hereinafter the "parties" enter into this Memorandum of Agreement ("Agreement") as full and final settlement regarding the award of Bilingual Pay in Clinical Pharmacy Services ("CPS") as described in the collective bargaining agreement ("cba") side letter.

WHEREFORE the parties agree to settle this matter pursuant to the following terms:

1. Eligibility:

An employee is eligible to participate in the CPS Bilingual Pay Program if:

- a. They are available to use one or more languages in addition to English and are required to use such language for work purposes; and
- b. The employee is qualified to use such language by certification using the department's criteria.
- c. The employee works in CPS.

2. Process:

Frequency. Employees will receive a payment for bilingual services twice annually, on the first full pay period following January 1st and the first full pay period following July 1st of each year. Eligible employees who terminate prior to January 1st or July 1st shall receive a pro-rated share of the Bilingual Pay Amount.

Review of the list & process. Twice a year (December and June) SHARE and UMMS will review the list of employees who are eligible to participate in the Bilingual Pay program. The parties will annually review the terms of the Bilingual Pay Program each June to ensure it is continuing to meet the needs of CPS and SHARE members.

Certification. If the employer requires certification for Bilingual Pay eligibility:

- a. UMMS will pay all expenses for obtaining and maintaining certification; and
- b. The new requirement will apply going forward from January 1, 2020, and not invalidate eligibility up to that time.

3. Bilingual Pay Amounts: UMMS will pay eligible employees \$400, twice annually (less the normal and regular deductions). These payments will be made to eligible employees in the first full pay period following January 1st, and the first full pay period following July 1st.

The January 1st payments shall be for services rendered between July 1st and December 31st of the previous year. The July 1st payment shall be for services rendered between January 1st and June 30th of the same year.

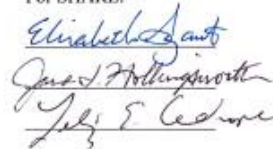
If the bilingual services provided are for less than six (6) months, the payment shall be prorated down to the last full month of service provided (E.G., a worker contributes three (3) months and one (1) week of bilingual services. Their service will be rounded down to three (3) months and be awarded 50% of the full pay amount).

4. UMMS and SHARE agree that the terms contained herein constitute the entire agreement concerning CPS Bilingual Pay. No addition, alteration, modification, or waiver of any term, provision, or condition of this agreement shall be valid, binding, or of any force or effect unless mutually agreed to, in writing, by UMMS and SHARE.

For the University of Massachusetts Medical School



For SHARE:

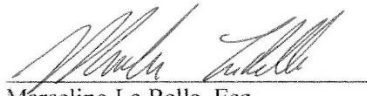


Side Letter re: Missing a Raise Because of the Timing of a Transfer

Side Letter on Missing a Raise because of the Timing of a Transfer

UMMS and SHARE will engage in problem-solving, up to step 3 of the process, for an employee who misses getting an annual raise by transferring in or out of SHARE at the wrong time. For example, if an employee transfers into a SHARE position from a non-union position after the SHARE raise but before the non-union raise, SHARE and UMMS will meet to discuss it.

For the University of Massachusetts Medical School:



Marcelino La Bella, Esq.
Director of Labor Relations and Compliance

10/6/14
Date

For the State Healthcare and Research Employees/AFSCME:



Elisabeth Szanto

10/6/14
Date

Side Letter re: Employee Transfer Process

Side Letter on the Employee Transfer Process

In regards to Human Resources policy #06.04.12 on the Employee Transfer Process, members of SHARE will be allowed to transfer to jobs outside their department after six months of employment in their current positions.

FOR THE UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL:

 _____ 11/12/10

Ethan Mutschler

Date

Director, Labor and Employee Relations

FOR THE STATE HEALTHCARE AND RESEARCH EMPLOYEES/AFSCME:

 _____ 11/12/10

Lorraine Magoun, President

Date

Side Letter re: Employees Who Transfer

Side Letter Regarding Employees That Transfer

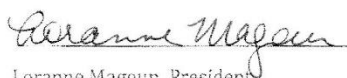
The University of Massachusetts Medical School (UMMS) and State Healthcare and Research Employees (SHARE), in an effort to provide additional options to problem solving teams addressing issues related to SHARE employees who have transferred to another UMMS SHARE position and who are unsatisfactory in the new position within the three month introductory period, agree as follows:

1. The three-month introductory period may be extended by UMMS up to an additional three months for a total introductory period of up to six months.
2. If so extended, the length of the extension will be determined by UMMS on a case-by-case basis with recommendation from the problem solving team. The terms and period of such an extension shall be expressly defined, documented in writing and agreed-to by the parties. Such extensions will not be subject to further steps in the problem solving process.
3. UMMS may waive, at its option, the six-month waiting period before an employee can apply for other UMMS positions.
4. The terms of this "Side Letter" regarding employees who transfer is not intended to be for universal application. Rather, it is to be used by UMMS and the problem-solving team on a case-by-case basis only.
5. It is expressly agreed by the parties that the terms of this Side Letter are only intended to offer a possible opportunity for an extension of up to three months to the transfer introductory period. If, at any time prior to the expiration of the extended introductory period, the employee fails to maintain a satisfactory level of performance, behavior and attendance as agreed to in the extension, the employee will be subject to immediate termination. All other provisions of UMMS Policy #4008 shall remain in effect.

FOR THE UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL:


 _____ 11/12/10
 Ethan Mutschler Date
 Director, Labor and Employee Relations

FOR STATE HEALTHCARE AND RESEARCH EMPLOYEES:


 _____ 11/12/10
 Lorraine Magoun, President Date

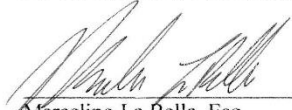
Side Letter re: Victims of Domestic Violence

Side Letter on Victims of Domestic Violence

To assist victims of domestic violence in successfully maintaining employment, the University of Massachusetts Medical School (UMMS) and the State Healthcare and Research Employees (SHARE), agree that SHARE employees who are victims of domestic violence may use family sick leave as provided in the collective bargaining agreement between the parties, for the following:

- Finding housing
- Legal meetings
- Court dates
- Arranging for the care of his/her children
- Time spent in a shelter when movement is restricted for safety reasons

For the University of Massachusetts Medical School:



Marcelino La Bella, Esq.
Director of Labor Relations and Compliance

10/6/14
Date

For the State Healthcare and Research Employees/AFSCME:



Elisabeth Szanto

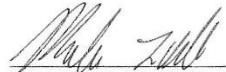
10/6/14
Date

Side Letter re: Performance Review Parameters

Side Letter on Performance Review Parameters

1. Performance reviews are not to be used for disciplinary purposes.
2. Performance reviews shall be based on either the annual or introductory period review.
3. Human Resources shall conduct a one-over-one review on all proposed "Non-Performing" and "Outstanding" reviews. Human Resources has the authority to reject any "Non-Performing" and "Outstanding" review it determines does not comply with the contract, UMMS policies and procedures, or performance review principals.
4. A "Non-Performing" review should not be a surprise to the employee. Evidence of adequate notice to an employee regarding unsatisfactory job performance may support a determination of needs improvement or below.
5. An employee who has received a 0% increase may use the contract's problem-solving process.
6. A joint management-union committee will review the performance review process and track trends. The committee shall meet at least twice annually on agreed upon dates or as deemed necessary.
7. Reviews rating employees as "Outstanding" or "Non-Performing" after established deadlines may result in a designated rating as "Performing". All performance reviews are due in HR according to established guidelines. Employees whose reviews are not signed and received in HR by this time will also default to the "Performing" rating and their names referred to the performance review committee.

For the University of Massachusetts Medical School:



Marcelino La Bella, Esq.
Director of Labor Relations and Compliance

10/6/14
Date

For the State Healthcare and Research Employees/AFSCME:



Elisabeth Szanto

10/6/14
Date

Memorandum of Agreement re: Release Time for Union Business

MEMORANDUM OF AGREEMENT CONCERNING RELEASE TIME FOR UNION BUSINESS

The University of Massachusetts Medical School (UMMS) and State Healthcare and Research Employees/AFSCME (SHARE) have agreed to grant release time to Executive Board and Joint Working Group Members as follows:

1. Attendance at Monthly Executive Board Meetings and Official Joint Working Group Meetings:
 - A. Each Executive Board member will be granted two hours of release time per month without loss of wages, benefits and other privileges for attendance at monthly Board meetings and for a reasonable amount of travel time.
 - B. Each full-time SHARE employee serving as a Joint Working Group member will be granted release time for attendance at official Joint Working Group meetings and for a reasonable amount of travel time.
 - C. Each Executive Board or Joint Working Group member will request such release time a minimum of two (2) weeks prior to the scheduled Board meeting, where practicable, and such release time will require approval of the member's manager/supervisor prior to the meeting.
 - D. Each Executive Board or Joint Working Group member is responsible to arrange coverage for his/her position if operationally necessary as determined by the member's manager/supervisor.
2. Additional Emergency Release Time:
 - A. SHARE may request additional release time for Executive Board members without loss of wages, benefits and other privileges on an as needed, emergency basis. Such release time will be subject to the approval of the Director, Labor and Employee Relations in consultation with the member's department manager/supervisor.

Side Letter re: Animal Medicine Weekends

The Parties agree to institute a pilot weekend staffing program as outlined below. This pilot shall be three (3) months in duration. Discussions on whether to continue in the manner described below shall be reviewed by the department's Joint Work Group (JWG).

If the University and union mutually agree to continue the program, they may do so. Nothing herein obligates the University to continue with the staffing model described below should it be found to be ineffective. The pilot shall consist of the following:

Animal Care Techs are expected to pick up weekend and holiday 4-hour shifts to maintain the care and welfare of animals.

- The number of weekend and holiday shifts that an ACT will be required to pick up will be based on the total number of FTEs in the department, when fully staffed, including open positions, people out on vacation or leave of absence, new hires, etc. (Required shifts = number of weekend/holiday shifts divided by the total # of budgeted ACT FTEs.)
- Employees may swap or give away shifts by mutual consent with notice to the appropriate supervisor.
- Any additional shifts will be offered to staff by seniority (exact details to be worked out at the JWG).
- If there are any open shifts remaining, the department may offer time or pay incentives to fill them.
- If a shift remains open after offering an incentive, the department will assign such a shift selected from those qualified for weekend work. Selection criteria will be determined by the Joint Work Group.

Animal Care Techs may request a flexible schedule where weekends are part of their budgeted hours every week. These requests will be evaluated on a case-by-case basis, taking into account the needs of the department and the needs of the staff. See Flexible Work Options policy (06.04.05) dated 03/03/08 for more details, including how to apply for a flexible work option.

Letter of Understanding re: Wage Structure

The Parties agree to convene a joint committee to meet within 120 days of ratification to discuss alternatives to the current wage structure. The Parties understand and agree that neither party shall be obligated to agree to either's recommendation.

Letter of Understanding re: Maximums

For the life of this agreement, the Parties agree to ignore the salary maxes established in this appendix and will not enforce Article 20, Section 6.

Memorandum of Understanding re: Paid Family Medical Leave

This Agreement is by and between the University of Massachusetts Chan Medical School (“UMass Chan” or “University”) and the State Healthcare and Research Employees (Union), collectively, the Parties.

WHEREAS, on or about September 15, 2019, pursuant the Paid Family and Medical Leave Law, M.G.L. c.175M, §§ 6(c)(1) and 6(c)(2), the University began to deduct a portion of the wages earned by members of the bargaining unit represented by the Union; and

WHEREAS, the Parties wish to resolve any and all matters, including, but not limited to all bargaining obligations pursuant to M.G.L. c. 150E, concerning such deductions;

NOW THEREFORE, for the mutual promises contained herein, the sufficiency of which is acknowledged, the Parties hereby agree as follows:

1. The University hereby proposes, subject to the conditions contained in the Agreement's wage proposal found within Article 20, Section 7, and Section 13, generally providing for an additional one half of one percent (.5%) to the salary adjustment for non-probationary employees.

2. The Parties understand and agree that nothing in this Agreement is an admission that neither the University nor any of its employees have violated any state or federal law or regulation, the common law of Massachusetts, any University policy, or any provision contained in a collective bargaining agreement.

3. The Parties understand and agree that the University has fulfilled any obligation to bargain pursuant to M.G.L. c.150E, §6 over the contribution rates contained in M.G.L. c.175M, §6(e) and further understands and agrees that the University may, at its discretion, implement the contribution rates fixed annually by the director of the Department of Family and Medical Leave pursuant to M.G.L. c.175M, §6(e). In no event shall the University be required to implement a contribution rate greater than the minimum rate allowed under Chapter 175M. Further, the parties acknowledge the University will implement any such rate adjustments in accord with the regulatory guidance established the Department of Family and Medical Leave and the State Comptroller mandates, inclusive of any scheduled effective dates for such rate adjustments.

4. The Parties understand and agree that although no grievance or charge has been filed, this Agreement settles all matters with regard to the initial implementation of Paid Family Medical Leave Law deductions effective on or about September 15, 2019.

Appendix A: Policies

SHARE and UMass Chan agree that these policies apply to SHARE members. For some policies, contract language may modify the policy.

Policy Name	policy #	policy date
Access and Solicitation	08.01.01	09/01/99
Adoption Policy	06.01.15	11/21/17
Animals in the Workplace	02.01.16	06/01/01
Attendance and Punctuality	06.06.01	07/19/18
Bereavement	06.01.01	06/28/17
Confidentiality	06.05.01	01/21/18
Conflict of Interest	06.05.02	01/24/18
Contact with News Media	06.05.17	01/01/04
Corrective Action	06.06.02	09/26/17
Deductions & Withholdings	06.07.01	05/04/10
Discrimination Complaint Policy & Procedures	02.01.10	01/01/06
Drug & Alcohol Abuse in the Work Place	06.06.04	09/01/99
Drug Free Work Place	06.05.04	06/23/17
Emergency Assistance Fund	06.05.21	07/14/11
Employee Assistance Program	06.05.05	09/01/99
Employee Classifications	06.04.01	06/28/17
Employee Competency	06.03.02	11/21/17
Employee Records	06.05.06	07/12/17
Employment of Relatives	06.04.03	06/23/17
Employment of Retirees	06.04.04	06/13/17
Equal Employment Opportunity	02.01.06	10/19/12
Family Medical Leave (FMLA)	06.01.02	07/12/17
Flexible Work Options	06.04.05	03/03/08
H-1B Visa Sponsorship	06.08.02	07/12/17
Harassment of Indivs in Protected Classes & Others	02.01.10	07/01/10
Holidays	06.01.03	9/15/21
Hours of Work	06.02.04	06/14/17
HR Transaction and Approval Process	06.05.19	07/12/17
Inclement Weather/Severe Conditions & guidelines	06.05.08	12/21/17
J-1 Visa Sponsorship	06.08.03	07/12/17
Job Evaluation	06.02.05	06/09/17
Jury Duty & Court Leaves	06.01.04	06/28/17
Leave of Absence (LOA)	06.01.13	08/20/14

Leaving the University	06.04.10	06/23/17
Licensure & Registration	06.04.07	06/23/17
Military Leave of Absence	06.01.05	06/28/17
Miscellaneous Time Off	06.01.06	12/28/03
On Call Coverage	06.02.06	12/21/17
Orientation	06.03.04	11/21/17
Parental Leave Act	06.01.20	06/26/17
Performance Appraisal	06.02.08	06/24/17
Permanent Residency Sponsorship	06.08.04	06/12/17
Personal Appearance	06.06.05	06/23/17
Political Activity	06.05.09	11/21/17
Probationary Period	06.04.08	06/28/17
Recruitment and Selection Policy	06.04.02	06/28/17
Salary Administration	06.02.09	06/16/17
Sexual Harassment Policy & Procedure	02.01.07	01/01/06
Shift Differential	06.02.10	06/14/17
Sick Leave Bank	06.01.09	06/14/17
Sick Time	06.01.10	2/12/10
Small Necessities Leave of Absence	06.01.11	06/26/17
Smoke Free Policy	06.05.18	05/27/08
Supporting Victims of Domestic Violence	06.06.08	01/28/09
Tax Treaty	06.07.06	11/21/2017
Time and Labor Reporting	05.0.11	11/02/09
Transfer of Service to/from UMass Chan	06.01.12	12/21/17
Vacation	06.01.04	03/21/18
Violence and Hostility in the Work Place	02.01.08	01/28/09
Volunteer and Learner Policy	06.04.14	07/13/17
Volunteer Time	06.05.24	2/9/2022
Work Related Illness or Injury	06.05.13	06/11/13
Workforce Clearance Policy	06.04.09	06/28/17
Workforce Redesign / Staff Reduction	6007	09/01/99
Workplace Learning	06.03.08	03/01/06
Work from Home	06.04.12	6/30/22

Appendix B: Wage Scales

University of Massachusetts Chan Medical School - SHARE Salary Chart - W28

Effective July 3, 2022

Grade	Pay Frequency	Minimum	25th Percentile	Midpoint	75th Percential	Maximum
9	Hourly	\$ 13.79	\$ 15.21	\$ 16.62	\$ 18.04	\$ 19.45
	Bi-Weekly	\$ 1,103.20	\$ 1,216.40	\$ 1,329.60	\$ 1,442.80	\$ 1,556.00
	Annual	\$28,683.20	\$31,626.40	\$ 34,569.60	\$ 37,512.80	\$ 40,456.00
10	Hourly	\$ 14.35	\$ 15.82	\$ 17.29	\$ 18.76	\$ 20.23
	Bi-Weekly	\$ 1,148.00	\$ 1,265.60	\$ 1,383.20	\$ 1,500.80	\$ 1,618.40
	Annual	\$29,848.00	\$32,905.60	\$ 35,963.20	\$ 39,020.80	\$ 42,078.40
11	Hourly	\$ 14.88	\$ 16.48	\$ 18.08	\$ 19.68	\$ 21.28
	Bi-Weekly	\$ 1,190.40	\$ 1,318.40	\$ 1,446.40	\$ 1,574.40	\$ 1,702.40
	Annual	\$30,950.40	\$34,278.40	\$ 37,606.40	\$ 40,934.40	\$ 44,262.40
12	Hourly	\$ 15.57	\$ 17.25	\$ 18.93	\$ 20.61	\$ 22.29
	Bi-Weekly	\$ 1,245.60	\$ 1,380.00	\$ 1,514.40	\$ 1,648.80	\$ 1,783.20
	Annual	\$32,385.60	\$35,880.00	\$ 39,374.40	\$ 42,868.80	\$ 46,363.20
13	Hourly	\$ 16.43	\$ 18.24	\$ 20.05	\$ 21.86	\$ 23.67
	Bi-Weekly	\$ 1,314.40	\$ 1,459.20	\$ 1,604.00	\$ 1,748.80	\$ 1,893.60
	Annual	\$34,174.40	\$37,939.20	\$ 41,704.00	\$ 45,468.80	\$ 49,233.60
14	Hourly	\$ 17.14	\$ 19.09	\$ 21.03	\$ 22.98	\$ 24.92
	Bi-Weekly	\$ 1,371.20	\$ 1,526.80	\$ 1,682.40	\$ 1,838.00	\$ 1,993.60
	Annual	\$35,651.20	\$39,696.80	\$ 43,742.40	\$ 47,788.00	\$ 51,833.60
15	Hourly	\$ 18.00	\$ 20.09	\$ 22.17	\$ 24.26	\$ 26.34
	Bi-Weekly	\$ 1,440.00	\$ 1,606.80	\$ 1,773.60	\$ 1,940.40	\$ 2,107.20
	Annual	\$37,440.00	\$41,776.80	\$ 46,113.60	\$ 50,450.40	\$ 54,787.20
16	Hourly	\$ 18.98	\$ 21.23	\$ 23.48	\$ 25.73	\$ 27.98
	Bi-Weekly	\$ 1,518.40	\$ 1,698.40	\$ 1,878.40	\$ 2,058.40	\$ 2,238.40
	Annual	\$39,478.40	\$44,158.40	\$ 48,838.40	\$ 53,518.40	\$ 58,198.40
17	Hourly	\$ 20.16	\$ 22.51	\$ 24.85	\$ 27.20	\$ 29.54
	Bi-Weekly	\$ 1,612.80	\$ 1,800.40	\$ 1,988.00	\$ 2,175.60	\$ 2,363.20
	Annual	\$41,932.80	\$46,810.40	\$ 51,688.00	\$ 56,565.60	\$ 61,443.20

18	Hourly	\$ 21.09	\$ 23.66	\$ 26.23	\$ 28.80	\$ 31.37
	Bi-Weekly	\$ 1,687.20	\$ 1,892.80	\$ 2,098.40	\$ 2,304.00	\$ 2,509.60
	Annual	\$43,867.20	\$49,212.80	\$ 54,558.40	\$ 59,904.00	\$ 65,249.60
19	Hourly	\$ 22.16	\$ 24.87	\$ 27.57	\$ 30.28	\$ 32.98
	Bi-Weekly	\$ 1,772.80	\$ 1,989.20	\$ 2,205.60	\$ 2,422.00	\$ 2,638.40
	Annual	\$46,092.80	\$51,719.20	\$ 57,345.60	\$ 62,972.00	\$ 68,598.40
20	Hourly	\$ 23.34	\$ 26.19	\$ 29.04	\$ 31.89	\$ 34.74
	Bi-Weekly	\$ 1,867.20	\$ 2,095.20	\$ 2,323.20	\$ 2,551.20	\$ 2,779.20
	Annual	\$48,547.20	\$54,475.20	\$ 60,403.20	\$ 66,331.20	\$ 72,259.20
21	Hourly	\$ 24.43	\$ 27.60	\$ 30.76	\$ 33.93	\$ 37.09
	Bi-Weekly	\$ 1,954.40	\$ 2,207.60	\$ 2,460.80	\$ 2,714.00	\$ 2,967.20
	Annual	\$50,814.40	\$57,397.60	\$ 63,980.80	\$ 70,564.00	\$ 77,147.20
22	Hourly	\$ 25.61	\$ 28.91	\$ 32.21	\$ 35.51	\$ 38.81
	Bi-Weekly	\$ 2,048.80	\$ 2,312.80	\$ 2,576.80	\$ 2,840.80	\$ 3,104.80
	Annual	\$53,268.80	\$60,132.80	\$ 66,996.80	\$ 73,860.80	\$ 80,724.80
23	Hourly	\$ 26.94	\$ 30.42	\$ 33.89	\$ 37.37	\$ 40.84
	Bi-Weekly	\$ 2,155.20	\$ 2,433.20	\$ 2,711.20	\$ 2,989.20	\$ 3,267.20
	Annual	\$56,035.20	\$63,263.20	\$ 70,491.20	\$ 77,719.20	\$ 84,947.20
24	Hourly	\$ 28.11	\$ 31.94	\$ 35.77	\$ 39.60	\$ 43.43
	Bi-Weekly	\$ 2,248.80	\$ 2,555.20	\$ 2,861.60	\$ 3,168.00	\$ 3,474.40
	Annual	\$58,468.80	\$66,435.20	\$ 74,401.60	\$ 82,368.00	\$ 90,334.40
25	Hourly	\$ 29.35	\$ 33.33	\$ 37.31	\$ 41.29	\$ 45.27
	Bi-Weekly	\$ 2,348.00	\$ 2,666.40	\$ 2,984.80	\$ 3,303.20	\$ 3,621.60
	Annual	\$61,048.00	\$69,326.40	\$ 77,604.80	\$ 85,883.20	\$ 94,161.60
26	Hourly	\$ 30.43	\$ 34.56	\$ 38.69	\$ 42.82	\$ 46.95
	Bi-Weekly	\$ 2,434.40	\$ 2,764.80	\$ 3,095.20	\$ 3,425.60	\$ 3,756.00
	Annual	\$63,294.40	\$71,884.80	\$ 80,475.20	\$ 89,065.60	\$ 97,656.00
27	Hourly	\$ 31.72	\$ 36.25	\$ 40.77	\$ 45.30	\$ 49.82
	Bi-Weekly	\$ 2,537.60	\$ 2,899.60	\$ 3,261.60	\$ 3,623.60	\$ 3,985.60
	Annual	\$65,977.60	\$75,389.60	\$ 84,801.60	\$ 94,213.60	\$103,625.60

28	Hourly	\$ 32.96	\$ 37.66	\$ 42.35	\$ 47.05	\$ 51.74
	Bi-Weekly	\$ 2,636.80	\$ 3,012.40	\$ 3,388.00	\$ 3,763.60	\$ 4,139.20
	Annual	\$68,556.80	\$78,322.40	\$ 88,088.00	\$ 97,853.60	\$107,619.20
29	Hourly	\$ 34.30	\$ 39.19	\$ 44.07	\$ 48.96	\$ 53.84
	Bi-Weekly	\$ 2,744.00	\$ 3,134.80	\$ 3,525.60	\$ 3,916.40	\$ 4,307.20
	Annual	\$71,344.00	\$81,504.80	\$ 91,665.60	\$101,826.40	\$111,987.20
30	Hourly	\$ 35.76	\$ 41.09	\$ 46.42	\$ 51.75	\$ 57.08
	Bi-Weekly	\$ 2,860.80	\$ 3,287.20	\$ 3,713.60	\$ 4,140.00	\$ 4,566.40
	Annual	\$74,380.80	\$85,467.20	\$ 96,553.60	\$107,640.00	\$118,726.40
31	Hourly	\$ 37.11	\$ 42.66	\$ 48.21	\$ 53.76	\$ 59.31
	Bi-Weekly	\$ 2,968.80	\$ 3,412.80	\$ 3,856.80	\$ 4,300.80	\$ 4,744.80
	Annual	\$77,188.80	\$88,732.80	\$100,276.80	\$111,820.80	\$123,364.80

University of Massachusetts Chan Medical School - SHARE Salary Chart - W28
Effective July 2, 2023

Grade	Pay Frequency	Minimum	25th Percentile	Midpoint	75th Percentil	Maximum
9	Hourly	\$ 14.00	\$ 15.44	\$ 16.87	\$ 18.31	\$ 19.74
	Bi-Weekly	\$ 1,120.00	\$ 1,234.80	\$ 1,349.60	\$ 1,464.40	\$ 1,579.20
	Annual	\$29,120.00	\$32,104.80	\$ 35,089.60	\$ 38,074.40	\$ 41,059.20
10	Hourly	\$ 14.57	\$ 16.06	\$ 17.55	\$ 19.04	\$ 20.53
	Bi-Weekly	\$ 1,165.60	\$ 1,284.80	\$ 1,404.00	\$ 1,523.20	\$ 1,642.40
	Annual	\$30,305.60	\$33,404.80	\$ 36,504.00	\$ 39,603.20	\$ 42,702.40
11	Hourly	\$ 15.11	\$ 16.74	\$ 18.36	\$ 19.99	\$ 21.61
	Bi-Weekly	\$ 1,208.80	\$ 1,338.80	\$ 1,468.80	\$ 1,598.80	\$ 1,728.80
	Annual	\$31,428.80	\$34,808.80	\$ 38,188.80	\$ 41,568.80	\$ 44,948.80
12	Hourly	\$ 15.81	\$ 17.52	\$ 19.22	\$ 20.93	\$ 22.63
	Bi-Weekly	\$ 1,264.80	\$ 1,401.20	\$ 1,537.60	\$ 1,674.00	\$ 1,810.40
	Annual	\$32,884.80	\$36,431.20	\$ 39,977.60	\$ 43,524.00	\$ 47,070.40
13	Hourly	\$ 16.69	\$ 18.53	\$ 20.36	\$ 22.20	\$ 24.03
	Bi-Weekly	\$ 1,335.20	\$ 1,482.00	\$ 1,628.80	\$ 1,775.60	\$ 1,922.40
	Annual	\$34,715.20	\$38,532.00	\$ 42,348.80	\$ 46,165.60	\$ 49,982.40
14	Hourly	\$ 17.41	\$ 19.38	\$ 21.35	\$ 23.32	\$ 25.29
	Bi-Weekly	\$ 1,392.80	\$ 1,550.40	\$ 1,708.00	\$ 1,865.60	\$ 2,023.20
	Annual	\$36,212.80	\$40,310.40	\$ 44,408.00	\$ 48,505.60	\$ 52,603.20
15	Hourly	\$ 18.28	\$ 20.40	\$ 22.51	\$ 24.63	\$ 26.74
	Bi-Weekly	\$ 1,462.40	\$ 1,631.60	\$ 1,800.80	\$ 1,970.00	\$ 2,139.20
	Annual	\$38,022.40	\$42,421.60	\$ 46,820.80	\$ 51,220.00	\$ 55,619.20
16	Hourly	\$ 19.28	\$ 21.56	\$ 23.84	\$ 26.12	\$ 28.40
	Bi-Weekly	\$ 1,542.40	\$ 1,724.80	\$ 1,907.20	\$ 2,089.60	\$ 2,272.00
	Annual	\$40,102.40	\$44,844.80	\$ 49,587.20	\$ 54,329.60	\$ 59,072.00
17	Hourly	\$ 20.47	\$ 22.85	\$ 25.23	\$ 27.61	\$ 29.99
	Bi-Weekly	\$ 1,637.60	\$ 1,828.00	\$ 2,018.40	\$ 2,208.80	\$ 2,399.20
	Annual	\$42,577.60	\$47,528.00	\$ 52,478.40	\$ 57,428.80	\$ 62,379.20

18	Hourly	\$ 21.42	\$ 24.03	\$ 26.63	\$ 29.24	\$ 31.84
	Bi-Weekly	\$ 1,713.60	\$ 1,922.00	\$ 2,130.40	\$ 2,338.80	\$ 2,547.20
	Annual	\$44,553.60	\$49,972.00	\$ 55,390.40	\$ 60,808.80	\$ 66,227.20
19	Hourly	\$ 22.50	\$ 25.25	\$ 27.99	\$ 30.74	\$ 33.48
	Bi-Weekly	\$ 1,800.00	\$ 2,019.60	\$ 2,239.20	\$ 2,458.80	\$ 2,678.40
	Annual	\$46,800.00	\$52,509.60	\$ 58,219.20	\$ 63,928.80	\$ 69,638.40
20	Hourly	\$ 23.70	\$ 26.59	\$ 29.48	\$ 32.37	\$ 35.26
	Bi-Weekly	\$ 1,896.00	\$ 2,127.20	\$ 2,358.40	\$ 2,589.60	\$ 2,820.80
	Annual	\$49,296.00	\$55,307.20	\$ 61,318.40	\$ 67,329.60	\$ 73,340.80
21	Hourly	\$ 24.81	\$ 28.02	\$ 31.23	\$ 34.44	\$ 37.65
	Bi-Weekly	\$ 1,984.80	\$ 2,241.60	\$ 2,498.40	\$ 2,755.20	\$ 3,012.00
	Annual	\$51,604.80	\$58,281.60	\$ 64,958.40	\$ 71,635.20	\$ 78,312.00
22	Hourly	\$ 26.00	\$ 29.35	\$ 32.70	\$ 36.05	\$ 39.40
	Bi-Weekly	\$ 2,080.00	\$ 2,348.00	\$ 2,616.00	\$ 2,884.00	\$ 3,152.00
	Annual	\$54,080.00	\$61,048.00	\$ 68,016.00	\$ 74,984.00	\$ 81,952.00
23	Hourly	\$ 27.35	\$ 30.88	\$ 34.40	\$ 37.93	\$ 41.45
	Bi-Weekly	\$ 2,188.00	\$ 2,470.00	\$ 2,752.00	\$ 3,034.00	\$ 3,316.00
	Annual	\$56,888.00	\$64,220.00	\$ 71,552.00	\$ 78,884.00	\$ 86,216.00
24	Hourly	\$ 28.54	\$ 32.43	\$ 36.31	\$ 40.20	\$ 44.08
	Bi-Weekly	\$ 2,283.20	\$ 2,594.00	\$ 2,904.80	\$ 3,215.60	\$ 3,526.40
	Annual	\$59,363.20	\$67,444.00	\$ 75,524.80	\$ 83,605.60	\$ 91,686.40
25	Hourly	\$ 29.80	\$ 33.84	\$ 37.87	\$ 41.91	\$ 45.94
	Bi-Weekly	\$ 2,384.00	\$ 2,706.80	\$ 3,029.60	\$ 3,352.40	\$ 3,675.20
	Annual	\$61,984.00	\$70,376.80	\$ 78,769.60	\$ 87,162.40	\$ 95,555.20
26	Hourly	\$ 30.90	\$ 35.09	\$ 39.28	\$ 43.47	\$ 47.66
	Bi-Weekly	\$ 2,472.00	\$ 2,807.20	\$ 3,142.40	\$ 3,477.60	\$ 3,812.80
	Annual	\$64,272.00	\$72,987.20	\$ 81,702.40	\$ 90,417.60	\$ 99,132.80
27	Hourly	\$ 32.21	\$ 36.80	\$ 41.39	\$ 45.98	\$ 50.57
	Bi-Weekly	\$ 2,576.80	\$ 2,944.00	\$ 3,311.20	\$ 3,678.40	\$ 4,045.60
	Annual	\$66,996.80	\$76,544.00	\$ 86,091.20	\$ 95,638.40	\$105,185.60

28	Hourly	\$ 33.46	\$ 38.23	\$ 42.99	\$ 47.76	\$ 52.52
	Bi-Weekly	\$ 2,676.80	\$ 3,058.00	\$ 3,439.20	\$ 3,820.40	\$ 4,201.60
	Annual	\$69,596.80	\$79,508.00	\$ 89,419.20	\$ 99,330.40	\$109,241.60
29	Hourly	\$ 34.83	\$ 39.79	\$ 44.74	\$ 49.70	\$ 54.65
	Bi-Weekly	\$ 2,786.40	\$ 3,182.80	\$ 3,579.20	\$ 3,975.60	\$ 4,372.00
	Annual	\$72,446.40	\$82,752.80	\$ 93,059.20	\$103,365.60	\$113,672.00
30	Hourly	\$ 36.30	\$ 41.71	\$ 47.12	\$ 52.53	\$ 57.94
	Bi-Weekly	\$ 2,904.00	\$ 3,336.80	\$ 3,769.60	\$ 4,202.40	\$ 4,635.20
	Annual	\$75,504.00	\$86,756.80	\$ 98,009.60	\$109,262.40	\$120,515.20
31	Hourly	\$ 37.68	\$ 43.31	\$ 48.94	\$ 54.57	\$ 60.20
	Bi-Weekly	\$ 3,014.40	\$ 3,464.80	\$ 3,915.20	\$ 4,365.60	\$ 4,816.00
	Annual	\$78,374.40	\$90,084.80	\$101,795.20	\$113,505.60	\$125,216.00

University of Massachusetts Chan Medical School - SHARE Salary Chart - W28
Effective July 14, 2024

Grade	Pay Frequency	Minimum	25th Percentile	Midpoint	75th Percentile	Maximum
9	Hourly	\$14.22	\$15.68	\$17.13	\$18.59	\$20.04
	Bi-Weekly	\$1,137.60	\$1,254.00	\$1,370.40	\$1,486.80	\$1,603.20
	Annual	\$29,577.60	\$32,604.00	\$35,630.40	\$38,656.80	\$41,683.20
10	Hourly	\$14.79	\$16.31	\$17.82	\$19.34	\$20.85
	Bi-Weekly	\$1,183.20	\$1,304.40	\$1,425.60	\$1,546.80	\$1,668.00
	Annual	\$30,763.20	\$33,914.40	\$37,065.60	\$40,216.80	\$43,368.00
11	Hourly	\$15.35	\$17.00	\$18.64	\$20.29	\$21.93
	Bi-Weekly	\$1,228.00	\$1,359.60	\$1,491.20	\$1,622.80	\$1,754.40
	Annual	\$31,928.00	\$35,349.60	\$38,771.20	\$42,192.80	\$45,614.40
12	Hourly	\$16.05	\$17.78	\$19.51	\$21.24	\$22.97
	Bi-Weekly	\$1,284.00	\$1,422.40	\$1,560.80	\$1,699.20	\$1,837.60
	Annual	\$33,384.00	\$36,982.40	\$40,580.80	\$44,179.20	\$47,777.60
13	Hourly	\$16.94	\$18.81	\$20.67	\$22.54	\$24.40
	Bi-Weekly	\$1,355.20	\$1,504.40	\$1,653.60	\$1,802.80	\$1,952.00
	Annual	\$35,235.20	\$39,114.40	\$42,993.60	\$46,872.80	\$50,752.00
14	Hourly	\$17.67	\$19.68	\$21.68	\$23.69	\$25.69
	Bi-Weekly	\$1,413.60	\$1,574.00	\$1,734.40	\$1,894.80	\$2,055.20
	Annual	\$36,753.60	\$40,924.00	\$45,094.40	\$49,264.80	\$53,435.20
15	Hourly	\$18.56	\$20.71	\$22.85	\$25.00	\$27.14
	Bi-Weekly	\$1,484.80	\$1,656.40	\$1,828.00	\$1,999.60	\$2,171.20
	Annual	\$38,604.80	\$43,066.40	\$47,528.00	\$51,989.60	\$56,451.20
16	Hourly	\$19.57	\$21.89	\$24.20	\$26.52	\$28.83
	Bi-Weekly	\$1,565.60	\$1,750.80	\$1,936.00	\$2,121.20	\$2,306.40
	Annual	\$40,705.60	\$45,520.80	\$50,336.00	\$55,151.20	\$59,966.40
17	Hourly	\$20.78	\$23.20	\$25.61	\$28.03	\$30.44
	Bi-Weekly	\$1,662.40	\$1,855.60	\$2,048.80	\$2,242.00	\$2,435.20
	Annual	\$43,222.40	\$48,245.60	\$53,268.80	\$58,292.00	\$63,315.20

18	Hourly	\$21.74	\$24.39	\$27.03	\$29.68	\$32.32
	Bi-Weekly	\$1,739.20	\$1,950.80	\$2,162.40	\$2,374.00	\$2,585.60
	Annual	\$45,219.20	\$50,720.80	\$56,222.40	\$61,724.00	\$67,225.60
19	Hourly	\$22.84	\$25.63	\$28.41	\$31.20	\$33.98
	Bi-Weekly	\$1,827.20	\$2,050.00	\$2,272.80	\$2,495.60	\$2,718.40
	Annual	\$47,507.20	\$53,300.00	\$59,092.80	\$64,885.60	\$70,678.40
20	Hourly	\$24.06	\$27.00	\$29.93	\$32.87	\$35.80
	Bi-Weekly	\$1,924.80	\$2,159.60	\$2,394.40	\$2,629.20	\$2,864.00
	Annual	\$50,044.80	\$56,149.60	\$62,254.40	\$68,359.20	\$74,464.00
21	Hourly	\$25.18	\$28.44	\$31.70	\$34.96	\$38.22
	Bi-Weekly	\$2,014.40	\$2,275.20	\$2,536.00	\$2,796.80	\$3,057.60
	Annual	\$52,374.40	\$59,155.20	\$65,936.00	\$72,716.80	\$79,497.60
22	Hourly	\$26.40	\$29.80	\$33.20	\$36.60	\$40.00
	Bi-Weekly	\$2,112.00	\$2,384.00	\$2,656.00	\$2,928.00	\$3,200.00
	Annual	\$54,912.00	\$61,984.00	\$69,056.00	\$76,128.00	\$83,200.00
23	Hourly	\$27.76	\$31.34	\$34.92	\$38.50	\$42.08
	Bi-Weekly	\$2,220.80	\$2,507.20	\$2,793.60	\$3,080.00	\$3,366.40
	Annual	\$57,740.80	\$65,187.20	\$72,633.60	\$80,080.00	\$87,526.40
24	Hourly	\$28.97	\$32.92	\$36.86	\$40.81	\$44.75
	Bi-Weekly	\$2,317.60	\$2,633.20	\$2,948.80	\$3,264.40	\$3,580.00
	Annual	\$60,257.60	\$68,463.20	\$76,668.80	\$84,874.40	\$93,080.00
25	Hourly	\$30.24	\$34.34	\$38.44	\$42.54	\$46.64
	Bi-Weekly	\$2,419.20	\$2,747.20	\$3,075.20	\$3,403.20	\$3,731.20
	Annual	\$62,899.20	\$71,427.20	\$79,955.20	\$88,483.20	\$97,011.20
26	Hourly	\$31.36	\$35.62	\$39.87	\$44.13	\$48.38
	Bi-Weekly	\$2,508.80	\$2,849.20	\$3,189.60	\$3,530.00	\$3,870.40
	Annual	\$65,228.80	\$74,079.20	\$82,929.60	\$91,780.00	\$100,630.40

27	Hourly	\$32.70	\$37.36	\$42.02	\$46.68	\$51.34
	Bi-Weekly	\$2,616.00	\$2,988.80	\$3,361.60	\$3,734.40	\$4,107.20
	Annual	\$68,016.00	\$77,708.80	\$87,401.60	\$97,094.40	\$106,787.20
28	Hourly	\$33.97	\$38.81	\$43.64	\$48.48	\$53.31
	Bi-Weekly	\$2,717.60	\$3,104.40	\$3,491.20	\$3,878.00	\$4,264.80
	Annual	\$70,657.60	\$80,714.40	\$90,771.20	\$100,828.00	\$110,884.80
29	Hourly	\$35.36	\$40.39	\$45.42	\$50.45	\$55.48
	Bi-Weekly	\$2,828.80	\$3,231.20	\$3,633.60	\$4,036.00	\$4,438.40
	Annual	\$73,548.80	\$84,011.20	\$94,473.60	\$104,936.00	\$115,398.40
30	Hourly	\$36.85	\$42.34	\$47.83	\$53.32	\$58.81
	Bi-Weekly	\$2,948.00	\$3,387.20	\$3,826.40	\$4,265.60	\$4,704.80
	Annual	\$76,648.00	\$88,067.20	\$99,486.40	\$110,905.60	\$122,324.80
31	Hourly	\$38.25	\$43.97	\$49.68	\$55.40	\$61.11
	Bi-Weekly	\$3,060.00	\$3,517.20	\$3,974.40	\$4,431.60	\$4,888.80
	Annual	\$79,560.00	\$91,447.20	\$103,334.40	\$115,221.60	\$127,108.80

Appendix C: SHARE Job Titles

Below are job titles in SHARE, with their associated grade. This list is for general reference. It reflects the present state and does not preclude other titles and/or future reclassifications.

Job Title	Grade
Activity Coordinator	15
Admin Coordinator - DCBS	17
Administrative Assistant	13
Administrative Assistant I	15
Administrative Assistant II	17
Administrative Assistant III	19
Advancement Services Associate	16
Appeals Coordinator	17
Clerk, Data Entry Ii	11
Clerk, Mailroom I	09
Clinical Research Assistant	15
Coord, Information	16
Coord,Evidence Officer	16
Coord,Residency Prog II	17
Counselor, Mental Health I	13
Counselor, Mental Health II	15
Custodian / Driver - CCU	11
Disability Assistant	15
Disability Coordinator	14
Disability Coordinator II	16
Educational Asst.	17
Financial Assistant - PMM	16
Financial Assistant III	15
Financial Assistant IV	16
Financial Asst IV - Bursar Ofc	16
Group Leader, Mailroom	14
Intake Assistant	15

Job Title	Grade
Lead Disability Assistant	17
Lead Public Safety Administrat	21
Lead Research Lab Aide	13
Library Systems Assistant	15
Operations Coordinator CRU	17
Peer Mentor	09
Pharmacy Associate I	14
Pharmacy Associate II	15
Pharmacy Associate III	16
Pharmacy Billing Specialist	17
Project Assistant II	17
Provider Mgmt Coordinator	14
Provider Relations Coord	17
Public Safety Administrator	19
Receptionist/ Data Entry Clerk	11
Research Lab Aide Ii	09
Research Lab Aide Iii	11
Research Lab Tech I	14
Research Lab Tech II	16
Service Center Mail Clerk	14
Specialist, Access Control	15
Sr Mailroom Clerk	13
Survey Rsrch Interviewer II	12
Tech, Equipment Inven Sr.	15
Technician, Animal Care	12
Technician, Animal Care II	13
Technician, Animal Care III	14
Technician, Animal Care IV	15