

**CONTRACT BETWEEN
THE STATE OF RHODE ISLAND
DEPARTMENT OF CORRECTIONS
&
DEPARTMENT OF CHILDREN, YOUTH &
FAMILIES**

AND

**RHODE ISLAND PROBATION AND PAROLE
ASSOCIATION OF CLASSIFIED EMPLOYEES**

**SUPERVISORS/OFFICERS
(RIPPA)**

July 1, 2017 - June 30, 2020

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MEMORANDUM OF AGREEMENT

In this agreement entered into this ____ day of _____, 2019, by and between the State of Rhode Island, referred to hereinafter as the State, and the Rhode Island Probation and Parole Association, referred to hereinafter as the Association, the parties hereby agree as follows:

PURPOSE

It is the purpose of this agreement to carry out the policy of the State of Rhode Island by encouraging a more harmonious and cooperative relationship between the State and its employees by providing for procedures which will facilitate free and frequent communication between the State and its employees. By means of this agreement, therefore the signatories hereto bind themselves to maintain and improve the present high standards of service to the people of the State of Rhode Island and agree further that high morale and good personnel relations through a stabilized Association relationship are essential to carry out this end. No negotiated Settlement Agreements or Memorandums of Agreements entered into after the ratification of this Agreement will have precedential effect, amend this agreement, or provide for wage rate adjustments unless they are signed by the Director of Administration or his/her designee.

ARTICLE I

RECOGNITION

1.1 The State hereby recognizes the Association as the sole and exclusive bargaining agent and all employees within the bargaining unit, said bargaining unit to consist of those classes of positions declared appropriate by the State Labor Relations Board. As a result of the petition submitted by the Association in Case Number EE-3456 and EE-

3457, a listing of the above mentioned classes of positions appear in Article IV, entitled Hours of Work, Section 4.2(A).

1.2 In all instances referring to Department throughout this Agreement it is understood that Department refers to either the Department of Corrections or Department for Children, Youth and Families, and where applicable to both.

ARTICLE II

NON-DISCRIMINATION CLAUSE

2.1 The State and the Association agree not to discriminate in any way against employees covered by this agreement on account of race, religion, creed, color, sex, gender identity or expression, marital status, political affiliation, or age, physical handicap, or country of ancestral origin.

2.2 All references to employees in this agreement designate both sexes.

2.3 The Association shall not discriminate against any employee in the administration of this agreement because of non-membership in the Association.

2.4 The State agrees that no employee shall be discriminated against, intimidated, or coerced in the exercise of the right to bargain collectively through the Association, or on account of membership in, or activities on behalf of the Association.

2.3 The State and the Union agree to establish a committee consisting of representatives from both sides to continue and explore affirmative employment action and, if possible, to enter into a Letter of Understanding.

2.5 Nothing in the Agreement shall be construed so as to prevent compliance with any obligation imposed by the Americans with Disabilities Act of 1990.

2.6 The State of Rhode Island and its Department of Corrections and Department of

Children, Youth, and Families will not permit sexual harassment.

ARTICLE III

UNION SECURITY AND DUES DEDUCTIONS

3.1 The State Controller shall deduct Associations dues from the wages of all members within the respective bargaining units. Dues shall be deducted from all back pay awards.

3.2 In those bargaining units in which the association has been certified as the exclusive bargaining agent, only the dues for the sole and exclusive bargaining agent shall be deducted. Membership in the Association may be determined by each individual employee.

3.3 All non-members of the exclusive bargaining organization shall pay to the exclusive organization a service charge as a contribution toward the negotiation and administration of the collective bargaining agreement in an amount equal to the regular bi-weekly membership dues of said organization.

3.4 The appointing authority shall give written notice to the Treasurer of the Association of those employees within the respective units who become eligible for membership in the Association.

ARTICLE IV

HOURS OF WORK

4.1 It is hereby agreed that there shall be three (4) basic workweeks as follows:

- (a) Standard 35.0 Hours – A 35 hour workweek (5 consecutive days of 7 consecutive hours), exclusive of unpaid lunch periods.

- (b) Standard 40.0 Hours – A 40 hour workweek (5 consecutive days of 8 consecutive hours each), exclusive of unpaid lunch periods.
- (c) Non-Standard – 5 consecutive days of at least 7 consecutive hours each), exclusive of unpaid lunch periods.
- (d) Non-Standard, Non-Exempt – 5 consecutive days of at least 7 consecutive hours each, exclusive of unpaid lunch periods, and who receive overtime pay at time and one half for all hours worked in excess of forty (40.0) hours.

Nothing herein alters or addresses the parties' rights or obligations concerning the peculiar work hours or work weeks.

4.2 (A) It is hereby agreed that the following classes of positions are assigned to a basic workweek and class pay grade in accordance with the schedules in Appendix A:

EE-3457

<u>Class of Position</u>	<u>Workweek</u>	<u>Pay Grade</u>
Parole Coordinator	35	C 27
Probation & Parole Officer I	N/S	C 27
Probation & Parole Officer II	N/S	C 29
Probation & Parole Officer III	N/S	C 31
Case Aide Technician	35	C 18
Internship/Volunteer Coordinator	N/S	C 29
Juvenile Probation & Parole Services Technician	35	C 18

EE- 3456

<u>Class of Position</u>	<u>Workweek</u>	<u>Pay Grade</u>
Deputy Compact Administrator	N/S	C 31
Probation & Parole Supervisor	N/S	C 33
Executive Secretary of the Parole Board	N/S	C 34
Senior Research Technician	N/S	C 23

<u>Subject to Labor Relations Board Approval</u>	<u>Workweek</u>	<u>Pay Grade</u>
Administrative Officer	N/S	324A

(B) Vacant bargaining unit positions shall be filled from within the bargaining unit when there are six (6) applicants on the certified list from within the bargaining units defined as EE-3456 and EE-3457. When there are less than six (6) bargaining unit members on the certified list the State will make a reasonable effort to promote from within the bargaining unit, however nothing herein shall be construed to require selection from the bargaining unit in such a case. A reasonable effort shall be defined as:

- (a) Accepting applications and a conscientious review of the applicant's qualifications.
- (b) A quantitative evaluation of the applicant's total work experience, education, in-service training and any other documented preparation for positions of increased responsibility.
- (c) Relating such qualifications and experience to the official job specifications.
- (d) The character of the applicant.
- (e) The potential of the applicant to carry out the duties of the class of position.
- (f) The applicant's state seniority.

Vacant Probation and Parole I positions will be filled from within the top six (6) employees on the certified list from bargaining unit EE-3505 represented by RIPPA when there are six (6) bargaining unit employees on the list. If there are less than six (6) such employees on the certified list the State will make a reasonable effort to promote from within the bargaining unit. A reasonable effort shall be defined as above.

In the event that no list exists the State shall make a reasonable effort to promote a qualified candidate from within the bargaining unit. A reasonable effort shall be defined as:

- (a) Accepting applications and a conscientious review of the applicant's qualifications.
- (b) A quantitative evaluation of the applicant's total work experience, education, in-service training and any other documented preparation for positions of increased responsibility.
- (c) Relating such qualifications and experience to the official job specifications.
- (d) The character of the applicant.
- (e) The potential of the applicant to carry out the duties of the class of position.
- (f) The applicant's state seniority.

4.3 It is recognized that there are now other work schedules peculiar to certain classes of positions and such exceptions shall remain in full force and effect. In the event it becomes necessary to change the scheduled work hours in any area, the parties hereto shall make every effort to agree mutually on the hours subject to the arbitration provisions of this agreement.

4.4 Employees who work at least sixteen (16) hours a week shall be entitled to fringe benefits on a pro-rata basis.

4.5 Employees shall be granted a fifteen minute coffee break during the first half and the second half of their work day. All employees shall be granted a meal period of not less one-half (1/2) hour duration nor more than one (1) hour duration during each work day to be determined by the work day schedule that applies.

4.6 Shift hours (where applicable), upon being scheduled, will be posted.

4.7 No employee who has performed work before or after scheduled shift hours will have the right or will be required by the State, by reason thereof, to take time off to equalize working hours.

4.8 When an employee is required in writing or orally by the appointing authority or his/her designee to work in a higher class of position for a period of more than three (3) consecutive working days, such employee shall receive the lowest salary rate of that higher class which will provide a pay increase of at least one (1) step over his/her present rate retroactive to the first day of such assignment. Written authorization or direction to an employee to work in a higher class of position shall be given to the employee within twenty-four (24) hours of said direction, and an employee may refuse such assignment if he/she does not receive such written authorization or direction.

The Local Union President or appropriate Union official shall be notified either in writing or electronically, of every bargaining unit members assigned to work in a higher class of position pursuant to this article.

A three-day rule assignment for a bargaining unit position that is created by illness leave, injury leave, workers compensation leave, military leave or other leave where the employee has not vacated the position ("Encumbered Positions") will not exceed twelve (12) months. If at the end of the twelve (12) month period, the vacated position remains an Encumbered Position, the State may fill the position with additional three-day rule assignments of other employees. If at the end of the twelve (12) month period the position is not Encumbered, it will be posted as a vacant position in accordance with Article 12.6 of the collective bargaining agreement, provided the position is funded and

approved to be filled. The twelve (12) month period for any of the employees serving in the assignment may be extended by mutual agreement of the parties.

A three-day rule assignment for a bargaining unit position that is created by termination, resignation or retirement will not exceed nine (9) months. Thereafter it will be posted as a vacant position in accordance with Article 12.6 of the collective bargaining agreement provided the position is funded and approved to be filled. The nine (9) month period for any of the employees serving in the assignment may be extended by mutual agreement of the parties.

If at the end of the 3-day rule assignment period the position the employee is assigned to is not approved and funded, the assigned employee will be returned to their original pre-3-day rule assignment. Such positions will not be filled with another three-day rule assignment.

This provision will become effective upon ratification and the time frame set forth herein will begin to run at that point.

4.9 The parties will meet beginning on or before July 11, 2014 for the purpose of exploring the restructuring of job duties and scope of work performed by probation and parole officers. The goal of said meetings would be to make a corrective recommendation to the compensation and classification consultant engaged by the State on or before September 30, 2014. All other participants within the bargaining unit will be reviewed in accordance with the state-wide compensation and classification study.

ARTICLE V

SALARY SCHEDULE

5.1 Wages

- (a) There shall be an across-the-board base wage increase of 2.0% effective April 6, 2014.
- (b) There shall be an across-the-board wage increase of 2.0% effective October 5, 2014.
- (c) There shall be an across-the-board base wage increase of 2.0% effective October 4, 2015.
- (d) There will be a wage reopener for wages that will be effective on July 10, 2016. Unless agreed otherwise, the parties will engage in bargaining between April 30, 2016 and June 30, 2016 concerning said wage reopener.

5.2 An employee appointed from an employment or promotional list shall receive a one-step increase at the satisfactory completion of the probationary period and shall receive an additional one-step increase each year thereafter until reaching the maximum of the applicable grade.

5.3 An employee with temporary status shall receive a one-step increase after six (6) months of service in the classification and shall receive an additional one-step increase each year thereafter until reaching the maximum of the applicable grade.

5.4 Each employee shall be granted longevity increases according to the following formula:

<u>Years of Service</u>	<u>Percentage Increase on Gross Rate</u>
5	5.0%
11	10.0%
15	15.0%
20	17.5%
25	20.0%

Effective July 1, 2012, notwithstanding any provision of the collective bargaining agreement to the contrary, an employee's eligibility for longevity stipends, including the amount thereof, shall be governed by the applicable provisions of Article 8 of the FY 2012 Budget (P.L. 2011, ch. 151, art 8), as amended.

5.5 Each employee who has successfully completed a four-course curriculum approved in advance by the Personnel Administrator shall be entitled to a one-step increment next above the employee's current base step (or if the employee is at the maximum of the grade, an increment equal in amount to the difference between the last step in the pay range and that step immediately prior to it).

Persons employed prior to July 1, 2001 may retain said increment but shall be eligible for only one such increment, under the Incentive In-Service Training Program, during the course of his/her employment with the State.

A person employed prior to July 1, 2001 may become eligible for multiple increment payments under Paragraph 3 by submitting to DOA's Office of Training and Development a written form giving up career increment retention under Paragraph 1.

Persons first employed on or after July 1, 2001 shall be eligible to earn an unlimited number of additional increments during their careers, subject to the following:

Each earned increment shall be retained for not more than four (4) years; and

Each employee shall be eligible to earn additional increments, under the Incentive In-Service Training Program, by commencing additional training three (3) years or more after final payment of the previously earned increment.

ARTICLE VI

MANAGEMENT RIGHTS

6.1 The Association recognizes that except as specifically limited, abridged, or relinquished by the terms and provisions of this agreement, all rights to manage, direct, or

supervise the operations of the State and the employees are vested solely in the State.

For example, but not limited thereto, the employer shall have the exclusive rights subject to the provisions of this agreement (including the grievance procedure) and consistent with the applicable laws and regulations:

- (a) To direct employees in the performance of official duties.
- (b) To hire, promote, transfer, assign, and retain employees in positions within the bargaining unit, and to suspend, demote, discharge, or take other disciplinary action against such employees.
- (c) To maintain the efficiency of the operations entrusted to it.
- (d) To determine the methods, means, and personnel by which such operations are to be conducted.
- (e) To relieve employees from duties because of lack of work or for other legitimate reasons.
- (f) To take whatever actions may be necessary to carry out its mission in emergency situations, i.e., any unforeseen circumstances or a combination of circumstances which calls for immediate action in a situation which is not expected to be of a recurring nature.

ARTICLE VII

HOLIDAYS

7.1 The following shall constitute the official holidays:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Victory Day
Labor Day

Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Any day on which a general election of State Officers is held as Election Days.

Any day which the Governor shall appoint as a holiday.

Any day which shall be hereafter appointed by the General Assembly to be a holiday.

7.2 All employees shall be entitled to time off at their regular rate of pay for the holidays specified above when such holidays fall on regularly scheduled work days, and shall be credited with the number of hours in their official work schedule for that day.

7.3 If a holiday falls on one of any employee's regularly scheduled days off, he or she shall be credited with the number of hours for one (1) day in the official workweek. The hours so credited for this day shall not be used in the computation of overtime.

7.4 If a holiday falls on a regularly scheduled work day within an employee's vacation period, the employee shall not be charged annual leave for absence on that date.

7.5 Whenever an employee (standard or non-standard) is required to work on a holiday which falls on a regularly scheduled work day, he or she will be credited with the number of hours actually worked. The hours actually worked shall be compensated at one and one-half (1½) times.

7.6 Effective July 1, 1985, the State agrees to guarantee employees the same number of holidays as are listed in Article VII Section 7.1. In the event any such holiday is removed, the time involved shall be treated as an additional personal leave day. If additional holidays are subsequently established, the additional personal leave day granted herein shall be withdrawn.

ARTICLE VIII

SPECIAL TIME OFF

8.1 In the event that the Governor or designee determines that an emergency situation exists and as a result makes a public declaration that an emergency exists or that State offices are closed, the following provisions shall apply:

The Department of Administration shall determine the designated starting time of the emergency.

Employees who are either allowed to leave their work place early or are excused from traveling to work shall be allowed to discharge vacation leave, personal leave or sick leave. An employee who elects to discharge sick leave may discharge up to a maximum of two (2) sick days per calendar year for such events.

Employees who are required to remain at their place of work or to travel to work shall be compensated at the rate of time and one-half for each hour worked commencing at the designated starting time of the emergency as determined by the Department of Administration.

Nothing in this agreement shall negate the practice of granting time off (two hours) for the annual employee outing.

ARTICLE IX

SHIFT DIFFERENTIAL

9.1 The "evening tour of duty" shall mean those hours worked between the hours of 3:00 PM and 12 midnight. The "night tour of duty" shall mean those hours worked between the hours of 11:00 PM and 8:00 AM.

9.2 All employees who are permanently assigned to work sixteen (16) or more hours of a forty (40) hour week or fourteen (14) or more hours of a thirty-five (35) hour workweek during the “evening tour of duty” or during the “night tour of duty” shall be compensated an additional sixty-five cents (65¢) an hour over the rate prescribed for the classification in which their work is performed for all hours of the workweek.

9.3 Employees hired into state service on or after June 29, 2014 shall not receive shift differentials for hours worked between 7 a.m. and 3 p.m. Shift differentials will only be paid in accordance with agreed upon contract language.

ARTICLE X

EDUCATIONAL LEAVE

Applicable to Probation and Parole Officer II's only:

10.1 Educational leaves shall be provided by the Department of Corrections and the Department of Children, Youth and Families to employees within the RIPPA bargaining units for the purposes of attending accredited schools on a full time basis to obtain a Master's Degree in one of the disciplines set forth below.

A. The number of such leaves shall be restricted to a maximum of two (2) per year; one from the Department of Corrections and one from the Department of Children, Youth and Families.

B. Within the Department of Corrections and Department of Children, Youth and Families, bargaining unit members will be permitted to attend graduate school in accordance with this provision to attain the following degrees:

1. Master's in Social Work

2. Master's in Education (in Guidance, Counseling, Administration, and Supervision)
3. Master's in Psychology
4. Master's in Criminology
5. Master's in Sociology
6. Master's in Public Administration
7. Master's in Criminal Justice
8. Master's in Counseling
9. Master's in Administration of Justice
10. Other Master's degrees as mutually agreed to by the parties.

C. Individuals selected for graduate study will be required to return to the Department that granted the leave for an amount of time equal to the time granted for educational leave.

D. In the selection of candidates for educational leave, preference will be given to the individuals on the basis of primary seniority. In the case of ties in primary seniority, the tie will be broken by utilizing state seniority.

It is further required that all applicants must have a minimum of eighteen (18) months state seniority by the time the application period for educational leave terminates.

1. The application period for educational leave will terminate on June 30th.

2. Within ten (10) working days of June 30th, the respective Departments shall notify the Association in writing of the candidates receiving Educational leave
 3. Any incomplete applications will be disqualified on June 30th.
- E. The individuals selected for graduate training will receive full salary including fringe benefits during the period of the leave, and one-half (½) of the actual tuition at the graduate school.
- F. It is agreed that the State shall pay only one educational leave for a particular individual. A person who has a Master's Degree when hired shall be entitled to one educational leave for an approved degree.
- G. In pursuing graduate study for a Master's Degree in Social Work, the employee shall be granted one educational leave with pay covering a period of two (2) successive academic years. The employee will not be required to return to his/her position during the summer months between the first and second academic years if he/she is pursuing full-time academic study or participating in academic placement during that period of time as defined by the school.
- H. It is agreed that all other degrees for which educational leave shall be granted shall be a maximum of one year (12 months) degree program. It is further agreed that while on educational leave, the employee must at all times be engaged in academic work on a full time basis.
- I. When an officer is granted educational leave, it is with the understanding that he/she be returned to the position, caseload and location which he/she left. The only exception to this will be if the position has been reassigned to another

location as a consequence of a case analysis and a subsequent recommendation by the caseload committee with the concurrence of the administration and consonant with existing provisions of contract number EE-3457. If modification of that caseload is made during an officer's education leave, his/her seniority rights shall be honored in any changes made. In the event that the position of the employee on educational leave with pay must be filled during said employee's absence, said position shall be bid subject to the right of the employee on educational leave to return immediately to his/her previous position, caseload and location upon the termination of the educational leave of said employee.

J. It shall be the responsibility of each employee who has been awarded educational leave to provide to the granting department the following documentation as it becomes available: Enrollment and class registration with the beginning date and end date of each semester; tuition bills; and evidence of successful completion of all classes and credits for which registered. An employee who is a candidate for a Master's degree shall be required to indicate to the granting department at least six (6) weeks prior to the end of the spring semester the intention either to return to assigned work during the summer months or to pursue full time academic study or academic placement during that period of time as defined by the school. At the start of the educational leave, the granting department shall establish with the individual a date of required return to the assigned position, subject to revision based upon academic schedule changes as provided by the employee. The respective department shall be responsible to pay tuition bills in a timely fashion, such that the employee's standing within the

academic program, receipt of semester grades, ability to register for the following semester, or graduation shall not be jeopardized.

K. If the performance is such that the employee has either not been a full time student or is not in good academic standing as defined by the school, and in the absence of reasons beyond the employee's control, the department shall terminate the educational leave and immediately post the availability of such educational leave to other qualified members of the bargaining unit within that department.

L. Employees who are granted educational leave by the State shall be responsible to complete the requirements for the approved degree and shall attain the degree unless prevented by circumstances beyond their control. In the event that employees require additional time beyond the completion of the educational leave in order to attain the degree, they shall be responsible to complete the requirements and attain the degree within the time frame permitted by their respective academic programs. The State shall not extend the educational leave for this purpose.

M. Employees hired after July 1, 2014 who are authorized to be on full time educational leave will not be paid salary but will continue to receive benefits subject to required employee contributions. They will also receive fifty (50%) tuition costs for in-state tuition. Employees hired after July 1, 2014 who obtain a Master's Degree after taking up to two years of unpaid education leave will receive a salary increment of \$3,000 pursuant to the requirements of Article 11.1.

ARTICLE XI

GRADUATE DEGREE STIPENDS

11.1 Prior agreements between the State and the Association have established that certain individuals would be (and shall remain) entitled to receive a salary increase of \$2300.00 per year in recognition of their graduate degrees. Those agreements have also been established that the granting of salary increases of \$2300.00 shall not extend to any employee who shall later acquire a Bachelor of Laws or a Juris Doctor Degree, or to any covered employee who otherwise earns or receives any Doctoral Degree, or to any covered employee who is the recipient of any Honorary Degree, even if said honorary degree is by title one of those degrees otherwise qualifying for a graduate degree stipend.

11.2 It is agreed that those professional employees within bargaining unit EE-3456 and EE-3457 who earn on their own time and at their own expense a Master's Degree from a fully accredited institution of higher learning in one of the disciplines set forth below shall be immediately entitled to and shall receive a salary increase of \$2300.00 per year. The salary increase will be effective at the start of the second pay period after submission of the degree or transcript to the respective department's Chief Personnel or Human Resources Officer, and shall be paid proportionately in each pay period. In no case shall any employee who is a beneficiary under the terms of this agreement be entitled to any more than one graduate degree stipend.

11.3 The following degrees, when earned on employee's time and at employee's expense, qualify for the graduate degree stipend:

- (a) Master's in Social Work

- (b) Master's in Education (in Guidance, Counseling, Administration, and Supervision)
- (c) Master's in Psychology
- (d) Master's in Criminology
- (e) Master's in Sociology
- (f) Master's in Public Administration
- (g) Master's in Criminal Justice
- (h) Master's in Counseling
- (i) Master's in Administration of Justice
- (j) Other Master's degrees as mutually agreed to by the parties.

11.4 The parties agree to reopen negotiations during the term of this Agreement on notice from either party on the subject of a graduate degree stipend for the Juris Doctor Degree.

ARTICLE XII

SENIORITY

12.1 It is hereby agreed that the parties hereto recognize and accept the principle of seniority within a class of position in all cases of transfers, days off, vacation time, layoffs, and recalls. Primary seniority shall be the determining factor except in the case of layoff affecting those employees hired into EE-3456 and/or EE-3457 before January 1, 1987, as described below in 12.7. For all classifications of Probation and Parole Officer, primary seniority within a class of position shall mean the earliest appointment date or the cumulative seniority date as a Probation and Parole Counselor or Officer I, II and/or III/Senior for the State of Rhode Island unless seniority is broken as defined in 12.14.

When primary seniority is identical for two or more individuals in the same class of position, State seniority (hire date) will govern; any time earned prior to a break in service will not be used in determining seniority.

12.2 When a vacancy exists and bids for transfer are made, it is understood that the bidder will accept the restrictions and assignment of the vacant position. It is understood that the successful bidder must be available for immediate employment. The transfer shall be implemented at the start of a pay period no later than 30 working days after the completion of the bidding period, which shall include the grace period. Employees shall be limited to accepting no more than three (3) bids in a twelve (12) month period.

12.3 When an employee in a bargaining unit is granted a leave to protect status, upon returning from such leave the employee shall be entitled to resume the duties of the position occupied at the time the leave was granted. A position that is encumbered by a leave to protect status shall not be subject to being rebid when the encumbrance is lifted.

12.4 Primary seniority is defined as the length of service within a class of position or, as described in 12.1 above, the cumulative length of service within any or all of the classifications of Probation and Parole Counselor/Officer. Secondary seniority is defined as the length of service that an employee served in the next lower classification in the hierarchy for more than ninety (90) days. State seniority is defined as the total state service of the employee. State seniority shall be utilized in any situation in which primary seniority is identical for two or more individuals in the same class of position. If in such instance the state seniority is identical for two or more individuals, the Labor and Employment Practice Group within the Department of Administration, State of Rhode

Island, and the Rhode Island Probation and Parole Association shall together formulate, in agreement with each other, a lottery resolution to break the state seniority tie.

12.5 On no less than an annual basis, the appointing authority or designee of each respective department shall prepare and forward to the President of the Association a seniority list of employees by class of position for distribution to members. It shall be the responsibility of each member to notify the appointing authority or designee of any questions regarding seniority dates.

12.6 All new and vacant positions to which recruitment is to be initiated shall only be posted on the State's internet opportunities website for a period of ten (10) calendar days and notice of such vacancies shall be sent to the Union's Executive Director and local Union Presidents or other designated officials at the time of posting via electronic means. Employees who apply for such vacancies shall do so via the State's internet employment opportunities website. Employees shall be provided reasonable access to State computers for the purposes of reviewing and applying for online postings. Every effort will be made to fill vacancies within the bargaining unit. For all classifications of Probation and Parole Officer, vacancies shall be posted without regard to classification as I, II, or III/Senior and all incumbents classified as Probation and Parole Officer I, II, and/or III/Senior shall be eligible to bid laterally into any such vacancy. The classification of the vacancy shall be adjusted to match that of the successful bidder, not that of the prior incumbent.

12.7 In the event of lay-off or job abolishment, employees shall be laid off in the following order and according to lowest seniority:

1. Those with temporary status.
2. Those with provisional status.
3. Those with probationary status.
4. Those with permanent status.

5. Those with statutory status.

In the event of a reduction of force, the appointing authority shall notify the affected employee at least two (2) weeks prior to a layoff. If the affected employee was hired into a position covered by EE-3456 and/or EE-3457 prior to January 1, 1987, the employee affected may exercise his/her state seniority to bump the least senior employee in the same class of position within the affected department. An employee who has been so displaced may exercise his/her state seniority in order to bump the least senior employee on a statewide basis within the same classification. If the employee thus affected cannot utilize his or her state seniority as aforesaid, he or she may bump the least senior employee in a lower-rated classification in the bargaining unit provided he or she has held permanent status in said position. An employee who has been bumped shall not be entitled to the two (2) week notice of layoff.

If the affected employee was hired into a position covered by EE-3456 and/or EE-3457 after January 1, 1987, the employee shall only be able to use his/her primary seniority to bump the least senior employee in the same class of position within the affected department. An employee who has been so displaced may exercise his or her primary seniority in order to bump the least senior employee on a statewide basis within the same classification. If the employee thus affected cannot utilize his or her primary seniority as set forth above, he or she may bump the least senior employee in a lower-rated classification covered under EE-3456 and/or EE-3457 provided he/she has held permanent status in said position. An employee who has been bumped shall not be entitled to the two (2) week notice of layoff. This provision shall only apply to EE-3456 and EE-3457.

State seniority may be utilized in the event of layoff only to break a tie in primary seniority between or among employees represented by the Rhode Island Probation and Parole Association who are employed by the Department of Corrections or the Department of Children, Youth, and Families on or after January 1, 1987.

12.8 In the event of recall, the order of lay-off described above shall be reversed. Recall notices shall be sent by certified mail, return receipt requested.

12.9 In the event of job abolishment due to lack of funds, affected employees shall be permitted to exercise seniority in accordance with the provisions outlined herein for lay-off.

12.10 A probationary period shall not be required in the event of demotion.

12.11 The name of any employee who holds full status and has been laid off shall be placed on an appropriate preferred re-employment list for three (3) years from the date of termination. Seniority shall accrue to such employee while on said re-employment list. Unpaid sick leave and personal leave accruals will be frozen for three (3) years from the date of layoff.

12.12 Employees appointed from employment or promotional lists shall serve a probationary period of six (6) months during which time the appointing authority shall report to the Personnel Administrator every sixty (60) days concerning work of the employee; and at the expiration of the probationary period, unless the appointing authority files with the Personnel Administrator a statement in writing that the services of the employee during the probationary period have not been satisfactory and that it is desired that he/she not be continued in the service, he/she shall receive permanent status

in his/her classification. Each new employee not appointed from a list shall be considered a temporary employee and shall also serve a probationary period of six (6) months.

Employees appointed to the position of Probation and Parole Officer I from employment or promotional lists shall, at the successful conclusion of the probationary period, serve a twelve (12) month performance review. During this period, the supervisor shall complete a written performance review each four (4) months or at the conclusion of 65 days worked, whichever is longer. After a minimum of eighteen (18) months on the job as a Probation and Parole Officer I and upon successful review of each performance objective as meeting or exceeding standards, the Probation and Parole Officer I shall be reallocated to the position of Probation and Parole Officer II. A Probation and Parole Officer I who at the conclusion of the twelve (12) month employee performance review period (eighteen (18) months as a Probation and Parole Officer I) fails to successfully meet or exceed all performance review standards, shall remain a Probation and Parole Officer I and shall be re-evaluated every thirty (30) days until qualifying to be reallocated to a Probation and Parole Officer II.

Copies of the performance evaluation review form shall be provided to the employee, supervisor and administrator. Only the final successful evaluation shall be forwarded to the Human Resources Office and placed in the employee's personnel file. A copy shall also be sent to the Personnel Administrator, Department of Administration along with the necessary paperwork for reallocation to a Probation and Parole Officer II.

Statutory employees appointed to the position of Probation and Parole Officer I and not subject to a probationary period shall be evaluated on their job performance as a Probation and Parole Officer I at three (3) month intervals during their first six (6)

months in the position based upon a modified employee performance review form. Copies of these evaluations shall be provided to the employee, supervisor and administrator and shall not be placed in the personnel file. After successful completion of the first six (6) month evaluation, by meeting the expectations of task performance, statutory employees will serve a twelve (12) month employee performance review, as described above.

12.13 Any employee may be dismissed without recourse during the probationary period for reasons relating to the employee's qualifications or for the good of the service. It is intended that "probationary period" in the above sentence shall mean the original probation and shall not apply to the probationary period served after a promotional appointment.

12.14 Seniority shall be considered broken for the following reasons only:

1. When an employee has been discharged for just cause.
2. When an employee voluntarily terminates employment.
3. When an employee fails to respond to a recall notice.
4. When an employee fails to notify the departmental director of his or her absence from work within three (3) working days, unless extenuating circumstances prohibit such notice.
5. When an employee fails to renew a leave of absence.
6. When an employee engages in other work without authorization while on leave of absence.
7. When an employee is laid off in excess of three (3) consecutive years.

12.15 In the event a department determines that redeployment of any of its employees is necessary, the department shall select the class of position and the supervisory unit to be affected. Any individual within that class of position and unit may volunteer to be re-

deployed; if there is more than one volunteer, the individual with the highest primary seniority shall be selected. In the absence of a volunteer, the least senior employee within the affected class of position within that unit shall be the individual who is subject to the redeployment. Such redeployment of any particular individual shall be limited to a maximum of six (6) months, following which the individual shall be returned to his or her bid position. If after six (6) months the department determines that redeployment is still necessary from the same unit, the individual within the class of position and within that same unit who is next lowest in seniority shall be subject to redeployment unless another employee volunteers for the redeployment. If in any instance the identified individual has been re-deployed within the previous eighteen (18) months, the individual who is next lowest in seniority within the class of position within the affected unit shall be re-deployed, or the department shall select a different supervisory unit to be affected. Based on staffing needs and availability, the department may determine at any time which supervisory unit or units shall be affected by redeployment within the parameters of this section.

For the purpose of redeployment, Probation and Parole Officer I, II and III/Senior shall be understood to mean one class of position. That is, redeployment of a Probation and Parole Officer within a supervisory unit could affect a Probation and Parole Officer I, II or III/Senior.

ARTICLE XIII

VACATIONS

13.1 No employee shall receive any vacation until such employee has completed thirteen (13) bi-weekly pay periods, but vacation credits shall accrue during such time.

13.2 It is agreed that all employees covered by this agreement shall receive a vacation with pay according to the following schedule:

<u>Years of Service</u>	<u>Schedule</u>
At least six months, but not more than five years	10 working days
At least five years, but not more than ten years	15 working days
At least ten years, but not more than fifteen years	18 working days
At least fifteen years, but not more than twenty years	20 working days
At least twenty years, but not more than twenty-five years	26 working days
Twenty five years or more	28 working days

See attached addendum concerning vacation accrual.

13.3 When the service of an employee shall be terminated by resignation, death, dismissal, or otherwise, if such employee shall not have used actual vacation time equal to his or her vacation credits, such employee or their estate shall on such termination, be entitled to receive full pay for each hour of vacation to his or her credit as of the date of termination.

13.4 Appointing authorities shall assign vacation leave with justice and equity and once assigned, such leave shall be posted by the State.

13.5 Each employee shall be allowed to take at least two (2) consecutive weeks of vacation at some time during the calendar year.

13.6 Should a question arise between employees as to when their vacation will be taken, the senior employee shall have preference.

13.7 Employees may be allowed to carryover from one year to a second consecutive year of vacation time accrued and credited in one (1) year, provided such carryover days to a second consecutive year shall be for use only and shall not be subject to cash out under Article 14.3 or other provision of contract or statute beyond the number of vacation days which were eligible for cash out in the first year of such carryover.

13.8 The State agrees to allow employees to freeze any vacation accrued during calendar year 1983 that would be in excess of one (1) year vacation carry over entitlement for which they would have been eligible to receive compensation under Section 14.8 of the 1980-1983 contract.

ARTICLE XIV

SICK LEAVE

14.1 Sick leave with pay shall be granted to employees covered by this agreement. Sick leave with pay is hereby defined to mean a necessary absence due to injury or exposure to a contagious disease and may include absence due to illness, or death in the immediate family of the employee or necessary attendance upon a member of the immediate family who is ill, subject to the provisions of Section 5.0623 of the Personnel Rules in effect at this time.

14.2 Employees whose basic work week is thirty-five (35) hours or in the non-standard category shall accrue four (4) hours for each bi-weekly period of service. Employees whose basic work week is forty (40) hours shall accrue five (5) hours for each bi-weekly period of service.

14.3 When the total accumulation shall amount to 875 hours (125 days) for an employee assigned to a thirty-five (35) hour schedule or a non-standard schedule and

1000 hours for an employee assigned to a forty (40) hour work schedule, no further credit shall accrue until the total shall have been reduced to less than the maximum.

14.4 When the service of an employee shall be terminated by retirement (mandatory, voluntary, or involuntary) or death, such employee or their estate shall be entitled to receive full pay for each hour accrued sick leave to his or her credit as of the date of termination according to the following formula:

A 35 hour a week employee or a non-standard employee shall be entitled to receive a full pay for 50% of all accrued sick leave over 390 hours up to and including 630 hours and 75% pay for all accrued sick leave over 630 hours up to and including 875 hours.

A 40 hour a week employee shall be entitled to receive full pay for 50% of all accrued sick leave over 468 hours up to and including 720 hours and 75% pay for all sick leave over 720 hours up to and including 1000 hours.

14.5

- (a) For each discharge of leave of three (3) to less than five (5) consecutive days, the employee's appointing authority shall require, and the worker shall provide, a properly completed Employee Certification of Necessary Absence Form (Affidavit) as provided in the Appendix of this Agreement.
- (b) For each discharge of leave of five (5) or more consecutive days, the employee's appointing authority shall require, and the employee shall provide properly completed employee and physician portions of the appropriate United States Department of Labor form (currently WH-380-E, WH-380-F, WH-384 or WH-385) as provided in the Appendix of this agreement.
- (c) In order for the appointing authority to designate an absence as FMLA qualifying leave, the employee must provide the appropriate federal form referenced in (b).
- (d) Nothing herein exempts the employee's obligation to comply with the employing agency's procedure for the need for such leave and obtaining prior authorization as required.
- (e) Notwithstanding the above, the appointing authority, upon reasonable suspicion of leave abuse, may request a properly completed form (as referenced in (b)) for any and all paid or unpaid absences for medical

reasons regardless of the duration and the employee will be required to provide such documentation.

- (f) To protect employee privacy rights, all documents containing confidential medical information are maintained as confidential medical records and are kept in separate, secure medical files in the Human Resources Service Center office. Access to these records is restricted as provided by law.
- (g) Nothing herein shall adversely affect an employee's right to leave under either State or Federal leave laws. All absences due to qualifying medical reasons shall count towards an eligible employee's leave under such laws.
- (h) Nothing herein shall be construed to conflict with G.L. 1956 § 36-4-63.

14.6 In the event of death in the employee's family, the employee shall be entitled to absence with full pay "per death" not chargeable to the employee's sick leave accumulation for:

(a) four (4) days in the case of the death of a spouse (including domestic partner), child (including foster child or stepchild who resides with the employee), mother, father, brother, or sister;

(b) three (3) days in the case of the death of a mother-in-law, father-in-law, grandmother, grandfather, grandchild or any other relative living in the employee's household.

(c) one (1) day in the case of the death of an aunt, uncle, sister-in-law or brother-in-law.

If more than the above days of bereavement leave are needed, such additional time must be charged to annual or personal leave. Sick leave requests must be in accordance with the provisions of Article 14, Sick Leave.

14.7 A pregnant employee so certified by her physician shall be entitled to use accrued sick leave for any time she is unable to work for medical reasons:

- (a) At the expiration of maternity leave, the employee shall be returned to the position from which she is on leave at the same step of the then current range for her class of position.
- (b) It is agreed that pregnant employees who have exhausted their sick leave accruals or who decline to utilize their sick leave, shall be granted a maternity leave without pay. A pregnant employee shall submit written notification to the appointing authority of the anticipated duration of the maternity leave at least two (2) weeks in advance, if possible, of the commencement of the leave period. Leave shall be granted for a period of not less than three (3) months nor more than twelve (12) months and may be extended by mutual consent, and an early return by the employee may be made upon completion of a minimum of three (3) months and written notice of thirty (30) days to the appointing authority.
- (c) A pregnant employee shall not be required to commence her maternity leave prior to childbirth unless she can no longer satisfactorily perform her job duties or her continuance at work deprives her fellow employees of their contractual rights.

14.8 Whenever an employee shall be absent from work and receiving compensation as provided in the Workers' Compensation Laws, he/she shall be granted sick leave in accordance with the rules and applicable thereto, in an amount not to exceed regular compensation. Deductions from accumulated credits shall be applied only to part of the employee's salary which is paid as an addition to Workers' Compensation payments, and the total of the two shall not exceed the regular salary for a given pay period. Annual leave credits may be applied in the same manner. When such absence shall not be covered by sick leave or annual leave, it shall be deemed to be leave without pay.

Provided however that if it shall be determined during the Workers' Compensation proceedings that the injury resulted from a physical assault arising out of the regular course of employment, the employee's leave shall not be reduced for the first twenty-six (26) weeks of the disability arising from such an assault. During the twenty-

seventh (27th) week and thereafter for the duration of the employee's disability, deductions from accumulated credit shall be applied as indicated above.

Transitional Employment

14.9 Consistent with the provisions of the Collective Bargaining Agreement, the parties recognize the desirability of temporary light duty assignments as a means of returning injured workers to productive employment and to facilitate the employee's return to full duty in their assignment.

The State in agreement with the Union may identify transitional employment for injured employees, including those with work or non-work related injuries, and those with occupational disease as set forth in R.I. Gen. Laws 28-34-1 et seq., prevent or limit responsibilities within the following parameters:

Based upon definitive medical verification of the employee's restrictions, the State may modify the employee's assignment, including job functions, tasks, hours, shift and/or work location, to provide transitional employment which will not exceed the employee's restrictions.

If no transitional employment is available in the employee's classification, the employee may be offered temporary work outside his/her classification with the agreement of the local union.

Transitional assignments shall be reviewed on a regular basis. The review shall be agreed upon by the State, the local union involved, and the employee. The transitional employment period shall not exceed six (6) months unless extended by mutual agreement of the State, local union involved, and the employee and contingent upon supporting medical documentation.

If the employee cannot return to his/her classification and/or assignment based upon medical verification , the State may offer them education, training or other programs to assist the employee to obtain other employment opportunities in accordance with the Collective Bargaining Agreement and the Merit System Law.

No employee working in a transitional assignment will displace any bargaining unit member while participating in transition employment .

14.10 The State and the Union agree to establish a Sick Leave Bank Committee who shall be responsible to administer a Sick Leave Bank in the bargaining unit covered by this agreement.

The Sick Leave Bank Committee shall be composed of four (4) members, two (2) of whom shall be appointed by the President of the Union and two (2) by the State. The Sick Leave Bank Committee shall establish the rules and procedures to be used by employees who have contributed to the Sick Leave Bank. Decisions of the Sick Leave Bank Committee to grant sick leave bank days shall be by majority vote, shall be final and shall not be subject to the grievance and arbitration provisions of the contract.

The following provisions must be included in the rules and procedures adopted by the Sick Leave Bank Committee:

- (a) The Committee must review the sick leave utilization of any member of the Sick Leave Bank who applies for sick leave from the bank. Sick leave will not be granted to an applicant with evidence of prior sick leave abuse in his or her personnel file or attendance record. Prior utilization of sick leave does not by itself indicate sick leave abuse.

- (b) The Committee must require adequate evidence of catastrophic illness or injury, which is not job-related, of an employee only (not any family member).
- (c) The maximum amount of sick leave that the Committee may grant shall be 480 hours per employee assigned to a forty (40) hour work week and 420 hours per employee assigned to a thirty-five (35) hour work week. Hours granted shall not exceed the total hours available in the Bank.
- (d) Employees must make contributions to the Sick Leave Bank on January 2 of each calendar year. Any employee who does not make a contribution to the Bank shall not be eligible to apply to the Bank for any sick leave.
- (e) Members of the bargaining unit who wish to be eligible to apply to the Bank for sick leave shall contribute eight (8) hours of sick leave if assigned to a forty (40) hour work week and seven (7) hours of sick leave if assigned to a thirty-five (35) hour work week.
- (f) An employee who applies to the Sick Leave Bank must have used all available accrued and accumulated leave including vacation and personal leave.
- (g) All sick leave hours accrued while discharging sick leave hours granted by the sick leave bank committee must be discharged prior to discharging available sick leave bank hours.
- (h) Part-time employees may participate on a pro-rated basis.

Annual unused sick leave remaining in the Sick Leave Bank on December 31 shall not be carried forward into the next year.

If during the calendar year the Sick Leave Bank falls below three fifty (350) hours, the Sick Leave Bank Committee may solicit additional contributions of one (1) additional day (8 hours or 7 hours) from those employees who made a contribution on January 2 of that calendar year.

Nothing herein shall prevent the Committee from establishing rules and regulations for the sick leave bank that provides for pledge donations to be used only when the Committee approves an application for hours from the bank.

SICK LEAVE COMMITTEE: The State and the Union agree to establish a committee to study the feasibility of alternatives and options to the existing sick leave benefit structure. The committee shall consist of up to three members appointed by the State and three members appointed by the Coalition. The committee will meet on a bi-monthly basis. The committee will discuss alternatives to the existing sick leave policies and structure and alternatives such as group short term disability insurance.

ARTICLE XV

HEALTH AND WELFARE

See Appendix A.

15.13 The State shall, after meeting and conferring with the Union, have the right to offer any other health care plans to State employees during the terms of this agreement provided participation is voluntary and such plans do not result in a higher employee co-share percentage. If the State offers such voluntary plans, those that elect to participate will be included in the pool of insured for the purpose of determining the working rate for the primary plan outlined in the Collective Bargaining Agreement. The provision will expire at 11:59 P.M., June 30, 2020.

ARTICLE XVI

RETIREMENT

16.1 It is agreed by the parties hereto that all employees covered by this agreement shall be the recipients and beneficiaries of all retirement benefits contained in the General Laws of Rhode Island as amended from time to time, as well as of any rules and regulations or determinations made by the State Retirement Board as set forth in Title 36, Chapter 8 of the General Laws of the State of Rhode Island as it pertains to said Board's establishment of rules and regulations for the administration and transaction of the business of the retirement system. The parties agree that retiree health insurance benefits as set forth in Article 4 of 08-H 7204 SUB A, as amended, approved May 1, 2008, shall remain in effect for the term of this agreement. Should a court of competent jurisdiction declare this legislation to be unconstitutional in whole or in part, the parties agree that retiree health insurance benefits as provided by law shall remain in effect for the term of this agreement. No provision of the collective bargaining agreement shall provide benefits inconsistent with such law.

ARTICLE XVII

GROUP LIFE INSURANCE

17.1 It is agreed that all employees shall be eligible to participate in the State Employees' Group Life Insurance Program as established by 36-12-6 of the General Laws of 1956, as amended.

ARTICLE XVIII

LEAVE WITHOUT PAY

18.1 It is agreed that, upon written application, an employee with permanent status may be granted a leave without pay, not to exceed six (6) months, subject to renewal, for reasons relating to personal illness, pregnancy, disability, or other purposes deemed proper and approved by the appointing authority and the Personnel Administrator.

18.2 When an employee is granted a leave as provided in Article 19.1, which with renewals, is for eighteen (18) months or less, he/she shall, upon returning from such leave, be entitled to return to the position he/she occupied when he/she went on leave at the office and location he/she occupied at the time the leave was granted and at the same step of the then current range for this class of position. Any employee returning from a leave which exceeds eighteen (18) months shall be entitled to return to the class of position within the department which he/she occupied when he/she went on leave.

The reference to leaves of eighteen (18) months duration in this Article shall not be construed to adversely affect the discretion of the appointing authority or Personnel Administrator in the granting of said leave.

18.3 Seniority shall be retained and shall accumulate during all leave without pay.

18.4 If an employee submits a request for leave without pay for parental leave, including adoption, and that leave is approved by the employing agency, the State will provide the health care coverage at no cost to the employee for one (1) year.

18.5 Employees returning from an authorized leave for educational improvement must return to their current position for a period of one (1) year and remain in State service for two (2) years. In the event said employee fails to comply with these obligations, he/she

(not the Union) will be required to reimburse the State for the full amount expended by the State, including the cost of health insurance. In the event that an employee leaves State employment within two (2) years, such amounts will be pro-rated based on the months of service. The State shall deduct any paid leave accruals otherwise due upon separation from the employee's debt to the State.

18.6 An employee shall discharge all applicable accrued leave before being granted leave without pay, however, at the employee's discretion they may choose not to discharge up to one (1) week sick leave, one (1) week vacation leave, R0, and R1 days and four (4) personal days.

ARTICLE XIX

JURY LEAVE

19.1 Every employee covered by this Agreement who is ordered by appropriate authority to report for jury duty shall be granted a leave of absence from regular duties during the actual period of such jury duty and shall receive for such period of jury duty either regular pay or jury duty pay, whichever is the greater.

19.2 Every employee covered by this Agreement, who is subpoenaed to appear in Court on State business on a day off or during vacation, shall be compensated for the time expended.

Any employee who expends time in accordance with this section shall be paid at the rate of time and one half. A minimum of four (4) hours shall be allocated to each employee, regardless of the time expended less than four (4) hours.

ARTICLE XX

MILITARY LEAVE

20.1 Every employee covered by this agreement who has left or shall leave his or her position, by reason of involuntarily entering the Armed Forces of the United States, of the State, is entitled to and is hereby granted military leave of absence from the said position commencing with the time of leaving said position for said purpose and continuing throughout the duration of said absence required by the continuance of service in the Armed Forces. Military leave absence shall be deemed to have expired six (6) months after the dates of discharge from or authorized separation from active duty as a member of the armed forces.

20.2 Every such employee shall be paid by the State the same amount as he or she would have received if not absent from the position, minus military base pay, for the duration of his/her service.

20.3 During the part of the period of leave described above for which the employee shall receive salary, he or she shall also accrue such sick leave and annual leave credits as would have accrued while working in said position during such period of sixty (60) days.

20.4 Employees on military leave shall be granted yearly salary increases and longevity increases when due in accordance with the conditions of eligibility outlined in these regulations.

20.5 At the conclusion of such military leave of absence, the employee shall be returned to his or her position subject however to any law or rule which may hereafter be enacted affecting such right of return or defining the conditions under which such returns

may be made. At the conclusion of each calendar year during such absence, annual leave and sick leave accumulations shall be carried over to the credit of the employee.

20.6 The State will follow the terms of the State statute applicable to municipal employees entering military service, R.I. Gen. Laws 30-6-6. The employee/military member's family (but not the employee/military member) will be allowed to stay in the State's plan for the duration of the employee/military member's service subject to the family paying the applicable premium co-share.

ARTICLE XXI

MILITARY TRAINING LEAVE

21.1 Employees covered by this agreement who, by reason of membership in the United States Military, Naval, or Air Reserve of the Rhode Island National Guard or Naval Reserve, are required by the appropriate authorities to participate in training activities or in active duty as a part of the State military force or special duty as a part of the Federal military force, shall be granted military training leave with pay not to exceed fifteen (15) working days in any one calendar year. Should the employee be required to participate in such training activities for a period greater than fifteen (15) working days, he or she shall be granted leave without pay for this purpose.

21.2 During the period of military training leave with pay, the employee shall accrue sick and vacation leave credits.

21.3 Such training activities as defined in this section shall not include weekly drill nights or similar drill periods lasting less than one day or training periods voluntarily engaged in by the employee beyond the training periods required generally of the members of the respective armed services.

ARTICLE XXII

BULLETIN BOARDS

22.1 The State agrees to provide reasonable bulletin board space for exclusive use by the Association where notices may be posted.

ARTICLE XXIII

ASSOCIATION COMMITTEE

23.1 Designated Association members or officers shall be granted time with pay during working hours to investigate and seek to settle grievances and to attend hearings and meetings and conferences on contract negotiations with State officials. Such time shall be with the approval of the Departmental director involved or designee, and such approval shall not be unreasonably withheld. Grievance hearings shall be limited to the aggrieved party and two (2) designated Association members.

23.2 No Association committee member or representative shall be discriminated against as a result of the performance of legitimate Association business.

23.3 The Association shall furnish the State and Department with a written list of its officers immediately after their designation and shall promptly notify the state of any change in such officers.

23.4 Association representatives will be permitted to visit Association officers and committee members on State premises for the purpose of discussing Association business.

23.5 The State agrees to pay the cost of printing the agreement and will provide sufficient copies to the Union.

23.6 Designated Association members or officers shall be granted time with pay during

working hours, not to exceed six (6) hours per month for both bargaining units, for the purpose of off-site meetings with Union counsel.

23.7 The Department of Corrections agrees to provide the Association with storage for Union files and records.

ARTICLE XXIV

DISCHARGES

24.1 It is agreed that an appointing authority may dismiss, demote, or suspend an employee for just cause.

24.2 In the case of demotion, the appointing authority shall give the Personnel Administrator, the employee, and the Association written notice of intent to effect the demotion not less than fifteen (15) days before the date it is intended to become effective.

24.3 In all other cases, the employee and the Association shall be notified on or before the effective date of such action.

24.4 If within two (2) weeks of such dismissal, demotion, or suspension, the employee so affected or the Association notifies the appointing authority in writing that the employee has been unfairly treated and gives reasons therefor, the case may be reviewed in accordance with the grievance and arbitration procedure set forth in this agreement.

24.5 In the event that an employee is dismissed, demoted, or suspended under this section and such employee appeals such action and the appeal is sustained, the employee shall be restored to the former position and compensated at the regular rate for any time lost during the period of such dismissal, demotion or suspension.

24.6 Any employee may be granted a demotion upon request when recommended by the appointing authority and approved by the Personnel Administrator. In this instance, the employee's current status shall be transferred to the lower class.

24.7 With the exception of an initial investigation, in the event an employee is to be interviewed with regard to any action, situation or event which may reasonably be expected to lead to discipline as an outcome of that interview, he/she will be notified prior to the interview. Any employee declining union representation must do so in writing. A copy of such declination will be provided to the Association only with the consent of the Association member.

ARTICLE XXV

GRIEVANCE PROCEDURE

25.1 For the purpose of this agreement, the term "grievance" means any difference or dispute between the State and the Association or between the State and any employee with respect to the interpretation, application, or violation of any of the provisions of this agreement.

25.2 There shall be a grievance procedure as follows:

Step 1.

a) A grievance shall be presented by the aggrieved employee and/or by the Union to either the immediate supervisor or other designee of the department within twenty one (21) days of the employee's and/or Union's knowledge of the occurrence of such grievance.

b) The aggrieved employee shall meet and discuss the problem with a Union representative and the immediate supervisor and/or other designee of the department

within seven (7) days of the submission of the grievance in an attempt to settle the issue. The supervisor and/or other designee of the department shall allow or deny the grievance or otherwise respond to the Union and the employee within seven (7) days of the meeting.

Step 2.

a) If the grievance is not resolved after seven (7) days of the Step 1 meeting or if the Department has failed to otherwise respond according to Step 1 above, and in the event the Union and/or the employee wishes to pursue the matter further, the Union and/or employee shall submit the grievance in writing to the designee of the Director of the Department of Administration within thirty (30) days thereafter. The written grievance shall set forth the factual and contractual allegations of the grievance, as well as the relief requested. The designee of the Director of the Department of Administration shall schedule a hearing within thirty (30) days and shall render a decision in writing within thirty (30) days of the hearing. Two (2) Union officers and the aggrieved may present the grievance at the hearing. The decision shall respond to the factual and contractual allegations of the grievance.

Step 3.

a) In the event the grievance is not resolved at the Step 2 level in a manner satisfactory to the aggrieved member and/or the Union, and the Union and/or employee wishes to pursue the matter further, then such grievance may be submitted to arbitration by the Union within thirty (30) days from the transmittal of the Step 2 decision. Either party to this agreement shall be permitted to call witnesses as part of the grievance procedure. The State, upon request, will produce payroll and other records, as necessary.

Requests shall be made at least seven (7) days in advance of the grievance hearing. The State shall comply with the request within 48 hours. Members of the Union committee, grievance representative(s), the aggrieved employee, and employee witnesses who are State employees will be paid at their regular rate up to their normal quitting time for time spent in processing grievance. The Union representative will have the right to assist the aggrieved at any step of the grievance procedure.

Miscellaneous

a) Nothing contained herein deprives an individual employee of the right to process a grievance without Union representation. If such grievance is processed without Union representation, the facts and disposition of said grievance will be furnished to the Union.

b) The grievant may be represented by a third party at Step 2 or Step 3 of this procedure, upon the mutual consent of the State and the Union in writing.

c) It is also agreed that in all cases of suspension, dismissal or class actions, the aggrieved and/or the Union committee may go immediately to Step 2 of the grievance procedure.

d) Sustained grievances will be implemented or the necessary paperwork to implement the remedy will be initiated within twenty one (21) days after the receipt of the decision from the Department of Administration.

e) All grievance hearings held under this procedure shall be conducted at a time and place, which will afford a fair, and reasonable opportunity for all persons entitled to be present to attend.

f) The time for scheduling a hearing may be extended in the event of the parties agreeing to hold the matter in abeyance for a period of time or otherwise by consent of the parties.

g) The State shall provide the Coalition Bargaining Team with electronic copies (i.e., PDF files) of arbitration decisions that the State receives from Labor Relations Connection received after March 2015.

25.3 A Civil Service employee may process a grievance through either the grievance procedure or before the Personnel Appeal Board, provided the claim is within the jurisdiction of the Personnel Appeal Board. However, the initiation of a matter before the Personnel Appeal Board shall be deemed a waiver of the employee's rights to utilize or continue to utilize the grievance procedure provided herein with respect to that matter.

25.4 The State is in the process of developing an electronic on-line system to file, process, schedule and track grievances. At such time as the State is prepared to test the new system, the State will notify the Union for the Union's review, comments and testing prior to implementation. The State will use reasonable efforts to accommodate suggestions/requests from the Unions. When the system becomes operational, the Union will fully cooperate with the use thereof to include the use of standardized grievance forms and the filing and processing of grievances through the on-line system.

ARTICLE XXVI

ARBITRATION

26.1 If a grievance is not settled under Article XXVI, such grievance shall, at the request of the Association or the State, be referred to the Labor Relations Connection (or any other entity that the parties agree to).

26.2 The decision of the arbitrator shall be final and binding upon the parties. The expense of such arbitration shall be borne equally by the parties.

26.3 Only grievances arising out of the provisions of this contract, relating to the application or interpretation thereof, may be submitted to arbitration.

26.4 All matters concerning changes in wage schedules, monetary fringe benefits, or any other matters requiring the appropriation of money shall not become a subject for arbitration.

26.5 All submissions to arbitration must be made within two (2) weeks after the grievance procedure decision.

26.6 The State shall, within 60 days of ratification, provide to the Coalition Bargaining Team and University of Rhode Island Schmidt Labor Research Center (the "Labor Institute"), a disk containing the electronic copies (i.e. PDF files) of the arbitration decisions that the State has compiled to date. The parties will also jointly request that the Labor Connection provide an electronic copy of all arbitration decisions to the parties and to the Labor Institute.

ARTICLE XXVII

SAFETY COMMITTEE

27.1 The State shall make every reasonable effort to provide and maintain safe working conditions relating to the safety and health of the employees.

27.2 The administration shall take prompt and appropriate action to correct any unsafe conditions or actions which are reported or directly observed.

ARTICLE XXVIII

ALTERATION OF AGREEMENT

28.1 It is hereby agreed that any alteration or modification of this agreement shall be binding upon the parties hereto only if executed in writing.

28.2 The waiver of any breach or condition of this agreement by either party shall not constitute a precedent in the future enforcement of all the terms and conditions herein.

ARTICLE XXIX

NO STRIKES OR LOCKOUTS

29.1 The Association and its members will not cause, call or sanction any strike, work stoppage or slowdown, nor will the State lockout its employees during the term of this agreement.

29.2 It is agreed that all provisions of this agreement are binding on each of the individuals covered by this contract.

ARTICLE XXX

SAVINGS CLAUSE

30.1 Should any provision of this agreement, or any application thereof, be unlawful by virtue of any Federal or State law, such provision of this agreement shall be null and void, but in all other respects, the provisions of this agreement shall continue in full force and effect for the life thereof.

30.2 Except as otherwise expressly provided herein, all privileges and benefits which employees have hitherto enjoyed shall be maintained and continued by the State during the term of this agreement.

30.3 Letter of Understanding, Memoranda of Agreement, and Letter of Agreement contained in collective bargaining agreements prior to the 1996-1999 agreement and referenced in pages 54 through 61 and 63 through 66 of the 1992-1995 contract between the State and the Association have been removed from this contract for purposes of convenience and will be separately maintained without affecting their validity or applicability.

ARTICLE XXXI

EMPLOYEE EVALUATION

31.1 All monitoring or observation of the work performance of individual employees will be conducted openly and with their full knowledge. Employees will be given a copy of any evaluation report prepared by their superiors and will have the right to discuss such report with their superiors. When evaluating the work performance of Probation and Parole Officer II's and Senior Probation and Parole Officers, Supervisors, and Administrators shall take into consideration the nature and composition of the caseload responsibilities assigned to the employee.

31.2 Employees will have the right, upon request, to review the contents of the personnel file.

31.3 No material derogatory to employee's conduct, service, character, or personality will be placed in their personnel file unless they have had an opportunity to review the material.

31.4 Oral reprimands shall be removed after one (1) year provided there are no further infractions of the appropriate rules and regulations. Written reprimands shall be removed after two (2) years provided there are no further infractions of the appropriate rules and

regulations. After a period of four (4) years, if the employee has not committed any further infractions of appropriate rules and regulations, suspension of five (5) days or less will automatically be removed from the employee's personnel records. The preceding sentence shall apply to suspensions of five (5) days or less issued prior to and after the ratification of this Agreement.

31.5 A joint committee composed of four (4) members, two (2) appointed by the State, and two (2) appointed by the President of the Union, will establish, implement and monitor a process by which employees and their supervisors discuss performance goals and evaluation with respect thereto.

31.6 The intent of the parties is to adopt existing models of employee evaluation forms to the department and to implement such process on or about July 2001.

31.7 No written forms or other aspects of the evaluation process shall be used to impose discipline, select for promotion, or assignment, or for any type of adverse personnel action.

31.8 Forms or documents applicable to individual employees shall not be public records but shall be protected by the principle of confidentiality applicable to employee personnel records.

31.9 Special problems in the administration of this article shall be discussed with the Union President and the Director of the Department involved.

31.10 The employee evaluation form shall be retained in the employee's personnel file for a period of one (1) year. Only the most recent feedback material shall be included in the individual employee's personnel file.

ARTICLE XXXII

SUB-CONTRACTING

32.1 The State shall continue to provide work for employees in the bargaining unit and shall avoid insofar as is practicable, the sub-contracting of work performed by employees in the bargaining unit on the date of this agreement, provided however:

The State agrees that upon considering sub-contracting of any work presently performed by any employee which would have an adverse effect upon job security, wage rate, or classification status of any employee in the bargaining unit, it shall:

- A. Notify the Union's Executive Directors, in writing, of its intention six (6) months in advance of sub-contracting; and
- B. Meet with the Union prior to receiving bids or letting contracts for the purpose of discussing the problem during which discussions the Union will be granted reasonable request opportunities to meet with the Director of Administration or other appropriate State officials to discuss a desirability of sub-contracting and to develop and establish an acceptable plan for protecting adversely affected employees.

The State's assurances in the development of such plan would be to:

- (1) Place employees affected by the sub-contracting into available jobs which they can perform.
- (2) Place employees laid off on a preferred hiring list for recall.
- (3) Prohibit the hiring of any new employees to positions which the affected employees could perform.

- (4) Attempt to waive or modify a law or regulation which would in any way deny preferred treatment of affected employees.

ARTICLE XXXIII

CASELOADS

33.1 The Department of Corrections, Adult Probation and Parole Unit agrees to establish, in addition to its existing active Probation Unit, a Minimum Probation Supervision Unit. The Minimum Probation Supervision Unit will be responsible for all banked cases as well as other cases which are deemed by the Probation and Parole Officer and appropriate supervisor to be appropriate for this level of supervision in accordance with the criteria developed by the Advisory Committee. The Adult Probation Unit shall be responsible for the remaining active cases. Supervisors and Administrators in the Adult Probation Unit shall make reasonable efforts to fairly and equitably distribute the remaining active Adult Probation cases within the Judicial Districts among Probation and Parole Officer II's and Senior Probation and Parole Officers in the Adult Probation Unit. This language shall not be construed to constitute a numerical list on the caseload that may be assigned to a Probation and Parole Officer in the implementation and operation of the Minimum Probation Supervision Unit and the remaining cases in the Active Probation Unit.

33.2 Not later than March 1, 1997 the Association President shall designate a committee's designation, the Department of Corrections will designate an equal number of appointees. The committee shall select its Chair by majority vote. The committee's report and recommendation shall be completed not later than September 1, 1997 or such other date as may be mutually agreed.

Upon submission of the committee's report, the parties shall meet and confer.

Neither party will seek to utilize either grievance, arbitration or the impasse procedures of RIGL 36-11-1 et seq. on the subject of caseloads during the term of the agreement.

33.3 The State and the Union shall study the issue of maximum target caseloads, based upon FY 06 as the study period, for Probation Officers and establish maximum target caseloads for FY 07. In the event that reallocation of existing FTE's is not sufficient to permit the maintenance of such target caseloads, the State and the Union shall jointly approach the legislature to request authorization for the appropriate number of FTE's to allow for implementation of the aforesaid target caseloads.

33.4 The Association and Management will meet and confer regarding the number of probationers and parolees assigned to caseloads in the interest of public safety.

ARTICLE XXXIV

INDEMNITY PROVISION

34.1 The State agrees to provide legal defense for and to hold harmless, employees who are defendants in civil litigation arising from their conduct on behalf of the State, provided however that this provision shall apply only in cases in which the employees are being sued for errors, omissions, or mistakes in judgment or analysis, or for physical acts of the employees, when such employees are acting within the scope of their authority.

ARTICLE XXXV

MILEAGE ALLOWANCE

35.1 Any employee required to use his/her personal car in carrying out his/her official duties shall be compensated at the rate set by the Internal Revenue Service.

35.2 When an employee is required to be re-deployed from his/her bid assignment under the provisions of Article 13 to an office that is more distant from his/her residence than the office from which he/she has been re-deployed he/she shall be entitled to a mileage allowance for the excess mileage.

ARTICLE XXXVI

PERSONAL BUSINESS LEAVE

36.1 The State agrees to personal leave days as follows: The State shall allow each employee a maximum of thirty-two/twenty-eight hours leave with pay per fiscal year for the purpose of personal business and/or religious observance. The State shall not require a member to give a reason as a condition of approving the use of personal business leave, provided however that prior approval for the requested leave must be obtained, that the resulting absence will not interfere with the proper conduct of division functions, and that a member who has exhausted personal leave credits shall charge approved absences from work necessitated by personal business or religious observances to accumulated vacation or other credits, excluding sick leave. Personal leave shall not be carried over from year to year.

36.2 Until the first July 1 following their initial appointment to State service, employees shall be entitled to personal business leave hours pro-rated as follows:

- A. Employees originally appointed between July 1 and September 30 shall be entitled to thirty-two/twenty-eight personal leave hours as provided in this article.

- B. Employees originally appointed between October 1 and prior to December 31 shall be entitled to twenty-four/twenty-one personal leave hours as provided in this article
- C. Employees originally appointed between January 1 and prior to March 31 shall be entitled to sixteen/fourteen personal leave hours as provided in this article.
- D. Employees originally appointed between April 1 and June 30 shall be entitled to eight/seven personal leave hours as provided in this article.

36.3 Starting on July 1st following their initial appointment to State service, and on each subsequent July 1st of employment in a position covered by this agreement, employees shall be awarded thirty-two/twenty-eight personal leave hours for use during that fiscal year.

ARTICLE XXXVII

NON-PERFORMANCE OF UNION WORK

37.1 Employees not included in the recognized bargaining units shall not perform work normally assigned to employees in the bargaining unit or to displace said employees.

ARTICLE XXXVIII

TESTING

38.1 Employees who have the education and/or experience or have been previously admitted to the subject examination; or if the examination is for a position in the same pay grade or lower shall be given administrative leave to take such civil service examination upon timely application.

ARTICLE XXXIX

RECOVERY OF OVERPAYMENTS

39.1 When an employee has received additional compensation for which he/she is not entitled, the State shall recover such overpayment at the rate of 10% or \$100.00, whichever is lesser, per pay period until the amount of the overpayment is fully recovered.

ARTICLE XL

INTERPRETER ASSIGNMENT PAY

40.1

1. Any RIPPA member who is required by the Director of Corrections or the Director of Department of Children, Youth and Families or designee to perform the duties of an interpreter or translator for any language other than English and who in fact does perform such services, shall be compensated with a stipend of \$30.00 for the particular pay period in which such services are performed, without regard to the number of hours of such performance in any pay period. Performance in this program by bargaining unit members shall be on a voluntary basis.
2. For each language the Director shall maintain a roster of identified interpreters, including primary seniority dates, which shall be made available to Supervisors. Requests for interpreter or translation services by bargaining unit members shall be made on a rotating basis by seniority insofar as practical, given operational requirements and needs, and given the availability of qualified staff.
3. When the Director or designee determines that there is a need for a case to be assigned to a bilingual Probation and Parole Officer, the Unit Supervisor shall make such assignments on a rotating basis by seniority among qualified staff within the unit, insofar as practical.
4. When the Director or designee determines that there is a need for interpreter services for the purposes of immediate communication (i.e., interpreting or translating oral or written communications to and from an offender who may or may not be assigned to a particular Probation and Parole Officer), preference shall be given to bargaining unit employees within the affected office insofar as practical. Bargaining unit members from another unit who are in the affected office location may be selected when appropriate staff within the affected unit are not available.
5. Offenders shall not be scheduled to serve as interpreters; however, there may be spontaneous situations, in which an offender may function as an interpreter.

6. Payment for interpreter service shall be accomplished when the participating bargaining unit member completes and signs the required Interpreter Pay Sheet and forwards it to the Payroll office with the respective Probation Administrator or Supervisor's certification that the interpreter service was performed.
7. The parties agree to implement the assignment provisions of this Article on a trial basis between the date of signing and December 31, 2006. Modifications to the assignment provisions, if any, shall be negotiated between the parties.

ARTICLE XLI

PAGER/BEEPER/CELL PHONE

41.1 Whenever an employee is required in writing by the Appointing Authority or designee to carry and respond to a radio pager/cell phone as part of his/her official duties during non-scheduled work hours, he/she shall receive an annual stipend of \$520.00 payable in two equal payments. The first one during the first pay period in January of the previous six months and the second during the first pay period in July for the previous six months. Said amount shall be pro-rated if the beeper/cell phone is assigned to an employee on a date other than the beginning of either six month period. No employee shall be required to carry a beeper/cell phone unless authorized in writing.

ARTICLE XLII

STUDY GROUP

42.1 The parties agree to the formation of a statewide joint labor and management Study Group to work cooperatively to identify and recommend areas of potential savings in State Government, including but not limited to the use of contracted services. Three members shall be appointed by the State and three members shall be appointed by and on behalf of all the Unions representing state employees. The Director of Administration (or

his designee) shall preside over the meetings. This committee shall be formed within thirty days after the signing of this agreement.

ARTICLE XLIII

PARITY

43.1 Notwithstanding any provision in the Collective Bargaining Agreement regarding parity, the Union shall have no claim to parity as to health insurance plan design, dental insurance plan design, prescription drug plan design, co-share charges for health insurance, dental insurance, or vision care insurance, employee waiver payment, or wages, based on the terms of the collective bargaining agreements between the State and either the Howard Union of Teachers or the Rhode Island Troopers Association.

ARTICLE XLIV

TERMINATION OR REOPENING OF CONTRACT

44.1 This agreement shall be in force from July 1, 2017 through June 30, 2020. This agreement shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, in ninety (90) days prior to the anniversary date that it desires to modify this agreement. This agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this agreement to the other party.

In the event that either party desire to terminate this agreement, written notice must be given to the other party not less than ten (10) days prior to the designated termination date.

IN WITNESS WHEREOF, the parties have set their hands this _____ day of

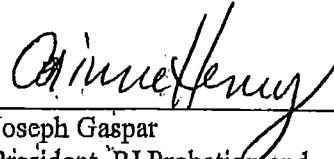
_____, 2019.

FOR THE STATE:

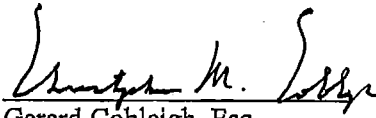
Gina Raimondo
Governor

Michael DiBiase
Director of Administration

FOR THE UNION:

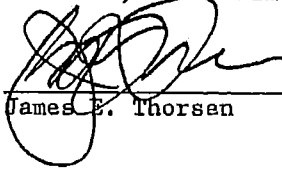


Joseph Gaspar
President, RI Probation and
Parole Association



Gerard Cobleigh, Esq.
RIPPA Legal Counsel

James E. Thorsen, Director, Department of Administration on behalf of
Governor, Gina Raimondo and Michael DiBiase.



James E. Thorsen

ADDENDUM TO ARTICLE XIII

VACATION ACCRUAL

Article XIII of this agreement set forth the present vacation schedule for all employees covered by said agreement. However, Article XIII does not specify how vacation credits are accrued by employees. A dispute has arisen between the parties regarding the present system of vacation accrual. Therefore, the parties have entered into this agreement to resolve the difference:

- (a) On January 1st of each year, employees shall be credited with certain vacation days in accordance with Schedule A and B below. Said days shall not be subject to accrual and shall be designated as “up Front Days”. The balance of an employee’s vacation entitlement shall be subject to accrual in accordance with the following schedule. All vacation days subject to accrual shall be accrued according to the following formula:

<u>YEARS OF SERVICE</u>	<u>SCHEDULE A</u> <u>UP FRONT DAYS</u>	<u>DAYS SUBJECT</u> <u>TO ACCRUAL</u>	<u>TOTAL</u>
At least 6 months, but not more than 5 years	2	13	15
At least 5 years, but not more than 10 years	2	13	15
At least 10 years, but not more than 15 years	4	13	17
At least 15 years, but not more than 20 years	4	13	17
At least 20 years, but not more than 25 years	9	13	22
25 years or more	9	13	22

SCHEDULE B

<u>YEARS OF SERVICE</u>	<u>UP FRONT DAYS</u>	<u>DAYS SUBJECT TO ACCRUAL</u>	<u>TOTAL</u>
At least 6 months, but not more than 5 years	2	8	10
At least 5 years, but not more than 10 years	2	13	15
At least 10 years, but not more than 15 years	4	14	18
At least 15 years, but not more than 20 years	4	16	20
At least 20 years, but not more than 25 years	9	17	26
25 years or more	9	19	28

SCHEDULE OF ACCRUAL

<u>DAYS SUBJECT TO ACCRUAL</u>	<u>RATE</u>
8	.0308
13	.0500
14	.0538
16	.0615
17	.0654
19	.0731

New employees hired after December 28, 1980 shall be entitled to receive vacation in accordance with the above noted Schedule B.

Effective December 28, 1980, employees hired prior to December 28, 1980 shall be entitled to receive vacation in accordance with whichever of the above noted schedules that provide the greatest number of days of vacation.

“Up Front Days” shall be indicated on the employees time card as well as on the Accrued Hours Quarterly Statement. The employee’s balance of vacation entitlement shall be indicated by a separate entry on the Accrued Hours Quarterly Statement.

In the event that an employee’s work week schedule is changed from within a standard forty (40) hour work week to a standard thirty-five (35) hour work week or a not-standard work week or in the event that an employee’s work week is changed from either a standard thirty-five (35) hour work week or a not-standard work week to a standard forty (40) hour work week, his/her accrued hours shall not be adjusted to reflect an equivalent number of vacation days in the new work week schedule.

For example: if an employee is entitled to a total of fifteen (15) days vacation and is assigned to work in a standard forty (40) hour work week, is changed to a standard thirty-five (35) hour work week, the hours accrued pursuant to the formula for a standard forty (40) hour work week shall not be reduced to reflect an equivalent number of eight (8) hours vacation that would have been accrued in a standard forty (40) hour work week schedule.

When an employee reaches the required number of years of service which would increase his/her vacation entitlement, the state agrees to add, without regard to accrual, the additional up front days on account of the increase in vacation entitlement. For example: an employee who reaches 20 years of service on September 1st would have five additional vacation days added to his/her total of earned vacation credits. The balance of

any increase shall be sought to accrual. In no case shall any employee carry over from one year to the next more than the amount of vacation time accrued and credited in one year.

APPENDIX A

(Health Insurance)

The State will maintain the current health benefits through December 31, 2018 through a product provided by United HealthCare, or a substantially equivalent package of benefits delivered through a PPO.

1. Effective January 1, 2019, the State shall offer three plan designs called Anchor Plus Plan, Anchor Plan and Anchor Choice with HSA Plan. These plan designs shall include the following components:

A Medical Necessity program
A PCP Coordination of Care program
A Place of Service Tiering for Imaging Services program
A Cancer Support program
Bariatric Resource Services

Anchor Plus Plan:

In Network Deductible*	\$500 (\$1,000 family)
In Network Out of Pocket Max**	\$1,000 (\$2,000 family)
Out of Network Deductible	\$1,000 (\$2,000 family)
Out of Network Out of Pocket Max	\$5,000(\$10,000 family)
In-Network Coinsurance	10%
Out of Network Coinsurance	30%

*The family deductible is cumulative, meaning any combination of items covered by the deductible paid by family members counts toward the deductible until the full amount of the deductible has been met.

**The in-network out-of-pocket maximum is a combined out-of-pocket maximum with the pharmacy out-of-pocket maximum.

The following in-network copays shall be in effect for the Anchor Plus Plan:

- (1) Preventive care office visits are covered in full;
- (2) Office visit (non-preventative) PCP - \$15 copay;

- (3) Specialist office visit - \$25/\$50 copay (higher specialist copay applies without referral under PCP Coordination of Care);
- (4) Chiropractic care – \$15 copay;
- (5) Diagnostic tests (X-rays, blood work) – no charge;
- (6) Imaging (CT/PET Scans, MRIs) – coinsurance applies after deductible (covered in full after deductible if an imaging center is used);
- (7) Inpatient hospital – coinsurance after deductible;
- (8) Outpatient surgery – coinsurance after deductible;
- (9) Mental Health/Substance Use Disorder – in-patient: coinsurance after deductible, outpatient: \$15 copay;
- (10) Emergency room - \$125 copay;
- (11) Ambulance – covered in full;
- (12) Urgent care - \$50 copay;
- (13) Physical therapy, occupational therapy and speech therapy - \$15 copay.

Anchor Plan:

In Network Deductible*	\$1,000 (\$2,000 family)
In Network Out of Pocket Max**	\$2,000 (\$4,000 family)
Out of Network Deductible	\$2,000 (\$4,000 family)
Out of Network Out of Pocket Max	\$6,000 (\$12,000family)
In-Network Coinsurance	10%
Out of Network Coinsurance	30%

*The family deductible is cumulative, meaning any combination of items covered by the deductible paid by family members counts toward the deductible until the full amount of the deductible has been met.

**The in-network out-of-pocket maximum is a combined out-of-pocket maximum with the pharmacy out-of-pocket maximum.

The following in-network copays shall be in effect for the Anchor Plan:

- (1) Preventive care office visits are covered in full;
- (2) Office visit (non-preventative) PCP - \$15 copay;
- (3) Specialist office visit - \$25/\$50 copay (higher specialist copay applies without referral under PCP Coordination of Care);
- (4) Chiropractic care - \$15 copay;
- (5) Diagnostic tests (X-rays, blood work) – no charge;
- (6) Imaging (CT/PET Scans, MRIs) – coinsurance applies after deductible.
(Covered in full after deductible if an imaging center is used);
- (7) Inpatient hospital – coinsurance after deductible;
- (8) Outpatient surgery – coinsurance after deductible;
- (9) Mental Health/Substance Use Disorder – in-patient: coinsurance after deductible, outpatient: \$15 copay;
- (10) Emergency room - \$150 copay;
- (11) Ambulance – covered in full;
- (12) Urgent care - \$50 copay;
- (13) Physical therapy, occupational therapy and speech therapy - \$15 copay.

Anchor Choice with HSA Plan:

Each member that enrolls in the Anchor Choice Plan with HSA shall receive an HSA contribution from the State in the amount of \$1,500 for individuals or \$3,000 for families. Fifty percent (50%) of each State HSA contribution shall be deposited on January 1st and 50% shall be deposited on July 1st during each year of the collective

bargaining agreement. The State will not pro-rate its HSA contributions for members enrolling after January 1st or July 1st.

In Network Deductible*	\$1,500 (\$3,000 family)
In Network Out of Pocket Max**	\$3,000 (\$6,000 family)
Out of Network Deductible*, **	\$2,250 (\$4,500 family)
Out of Network Out of Pocket Max**	\$4,500 (\$9,000 family)
In-Network Coinsurance	10%
Out of Network Coinsurance	30%

*The family deductible is cumulative, meaning any combination of items covered by the deductible paid by family members counts toward the deductible until the full amount of the deductible has been met.

**The in-network and out of network deductibles and out-of-pocket maximums are combined deductibles and out-of-pocket maximums with the pharmacy deductibles and out-of-pocket maximum.

The following in-network copays shall be in effect for the Anchor Choice HSA Plan:

- (1) Preventive care office visits are covered in full;
- (2) Office visit (non-preventative) PCP – coinsurance after deductible;
- (3) Specialist office visit copay – 10%/30% after deductible. (Higher specialist coinsurance applies without referral under PCP Coordination of Care);
- (4) Chiropractic care – coinsurance after deductible;
- (5) Diagnostic tests (X-rays, blood work) – coinsurance after deductible;
- (6) Imaging (CT/PET Scans, MRIs) – coinsurance after deductible. (Covered in full after deductible if an imaging center is used);
- (7) Inpatient hospital – coinsurance after deductible;
- (8) Outpatient surgery – coinsurance after deductible;

(9) Mental Health/Substance Use Disorder – in-patient: coinsurance after deductible, outpatient: coinsurance after deductible;

(10) Emergency room copay – coinsurance after deductible;

(11) Ambulance – coinsurance after deductible;

(12) Urgent care copay – coinsurance after deductible;

(13) Physical therapy, occupational therapy and speech therapy copay – coinsurance after deductible.

1. If two State employed spouses hired on into state service on or after June 29, 2014 are covered under one State family insurance plan, the co-share set forth in this Collective Bargaining Agreement shall be determined based on the income of the higher earner of the two spouses as determined by the annualized total rate of pay. Further, the spouse that does not receive insurance through the State but is covered by their State employed spouse will not receive the waiver payment.

2. For clarification purposes only, employees on paid or unpaid leave are responsible for their regular co-share payment for health insurance (i.e. medical, dental and vision). Failure to make such payments may result in termination of such benefits upon thirty (30) days' notice.

3. Insurance. Eligible employees shall contribute toward the cost of health care coverage based on a percentage of premiums for either the individual or family plan as set forth below for medical insurance, dental benefits and/or vision/optical benefits. Said co-share percentages shall apply based on the employee's annualized total rate and shall be via payroll deductions.

For full time employees:

Effective October 5, 2014:			
Individual Plan		Family Plan	
Less than \$95,481	20%	Less than \$49,670	15%
		\$49,670 to less than \$95,481	20%
\$95,481 and above	25%	\$95,481 and above	25%

The co-share contribution salary level for full-time and part-time employees shall be increased based on the employee's annualized total rate of pay. The Co-Share percentage levels for eligible employees shall be increased by 2% effective January 1, 2018; 2.5% effective January 1, 2019; 2% effective July 1, 2019; and 1% effective January 1, 2020.

Eligible part time employees (scheduled hours <35.0 for a 35.0 hour position or <40.0 for a 40.0 hour position) shall contribute toward the cost of health care coverage based on a percentage of premiums for either the individual or family plan as set forth below for medical insurance, dental benefits and/or vision/optical benefits. Said co-share percentages shall apply based on the employee's annualized total rate and shall be via payroll deductions.

Said co-share contribution salary levels for full and part-time employees shall be as follows:

Effective January 1, 2018:

For full-time employees:

Individual Plan		Family Plan	
Less than \$97,391	20%	Less than \$50,663	15%
		\$50,663 to less than \$97,391	20%
\$97,391 and above	25%	\$97,391 and above	25%

For part-time employees:

Individual or Family Plan	
Less than \$91,800	20%
\$91,800 and above	35%

Effective January 1, 2019:

For full-time employees:

Individual Plan		Family Plan	
Less than \$99,825	20%	Less than \$51,930	15%
		\$51,930 to less than \$99,825	20%
\$99,825 and above	25%	\$99,825 and above	25%

For part-time employees:

Individual or Family Plan	
Less than \$94,095	20%
\$94,095 and above	35%

Effective July 1, 2019:

For full-time employees:

Individual Plan		Family Plan	
Less than \$101,822	20%	Less than \$52,969	15%
		\$52,969 to less than \$101,822	20%
\$101,822 and above	25%	\$101,822 and above	25%

For part-time employees:

Individual or Family Plan	
Less than \$95,977	20%
\$95,977 and above	35%

Effective January 1, 2020:

For full-time employees:

Individual Plan		Family Plan	
Less than \$102,840	20%	Less than \$53,498	15%
		\$53,498 to less than \$102,840	20%
\$102,840 and above	25%	\$102,840 and above	25%

For part-time employees:

Individual or Family Plan	
Less than \$96,937	20%
\$96,937 and above	35%

- The employee waiver shall be a maximum of \$1,001 (prorated at \$38.50 per pay period).
- Employee Drug Co-Pay: Effective January 1, 2019, the following in-network co-pays shall be in effect:

Anchor Plus Plan and Anchor Plan:

The drug copay for a 31-day supply shall be as follows:

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>	<u>Tier 4</u>
\$10.00	\$35.00	\$60.00	\$100.00

The drug copay by mail order shall be as follows:

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
\$20.00	\$70.00	\$120.00

Mail order network pharmacies: 3 month supply of a prescription drug for two (2) copayments. Maximum fill is a 3 month supply.

Anchor Choice with HSA Plan:

On the Anchor Choice with HSA Plan, members shall pay the full retail rate for most prescriptions prior to meeting the deductible. However, if the medication is listed on the pharmacy benefit manager's preventive therapy drug list, the applicable copay amount shall apply instead of the full retail rate. For all covered drugs, after the deductible is met, the applicable copay amount shall apply until the applicable OOPM is met.

The drug copay after deductible for a 31-day supply shall be as follows:

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>	<u>Tier 4</u>
\$10.00	\$35.00	\$60.00	\$100.00

The drug copay after deductible by mail order shall be as follows:

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
\$20.00	\$70.00	\$120.00

Mail order network pharmacies: 3 month supply of a prescription drug for two (2) copayments. Maximum fill is a 3 month supply.

6. The State will provide a vision/optical care program for the employee.

7. Dental and Vision Programs:

A. Dental: The State will provide a dental plan for the employees and their family. The coverage shall be \$1,200 through December 31, 2018.

Effective January 1, 2019, the State will provide a dental plan for employees and their family. The coverage shall be \$1,500 per calendar year, in addition to the enhancements below.

The State will offer benefit enhancements, including two buy-up options. Said modified plan enhancements shall include:

- Add sealants as a preventive benefit for children under age 14, covered at 100%
- Remove the \$400 inside maximum for periodontal services
- Increase the lifetime maximum for orthodontic services from \$850 to \$1,500
- Extend coverage to dependent children to age 26

For the buy-up plans, the additional cost above the modified plan shall be paid for by the employees choosing the buy-up at 100% paid through increased premium co-shares.

B. Vision: The State will provide a vision plan for employees and their family. Effective January 1, 2019, the State will offer benefit enhancements, including buy-up option(s). Said modified plan enhancements shall include:

- Increase retail frame allowance from \$65 to \$100
- Increase elective contact lens allowance from \$18 to \$30
- Add a contact lens exam copay of up to \$30
- Extend coverage to dependent children to age 26

For the buy-up plans, the additional cost above the modified plan shall be paid for by the employees choosing the buy-up at 100% paid through increased premium co-shares.

8. Flex Plan. The State will offer a medical flexible spending account plan in addition to the dependent care flexible spending account plan. Flexible spending accounts permit employees to payroll deduct a portion of their pay on a pre-tax basis for the payment of qualified medical and dependent care expenses.

9. Wellness Incentives

In addition to the Diabetes Prevention Program, the following wellness incentives shall be available to employees up to a maximum of \$1000 per

year.

A. Rewards for Wellness. Employees participating in the State's medical plan and who meet the wellness criteria established by the State, in consultation with the Union, shall receive a reduction in medical insurance co-share payments up to a maximum of \$500 per year. Activities shall be available for completion between January 1st and December 31st of each calendar years (an "activity year"). The earned reductions in medical insurance co-share payments shall be awarded to active employees participating in the State's medical plan in the first half of the calendar year following each activity year.

The Rewards for Wellness program will integrate preventative and wellness behaviors into the medical plan. Examples of possible activities include completion of the Health Assessment, wellness coaching programs, preventive screenings, non-smoker or completion of smoking cessation program, and/or participation in a program that measures key points in assessing an individual's overall health.

B. Annual Preventative Exam Incentive

Employees participating in the State's medical plan and who obtain a qualifying annual preventive exam will receive an annual one-time \$250 reduction in medical insurance co-share payments. Qualifying preventive exams are limited to the following: annual physical exam, annual gynecological exam, prenatal obstetrical exam. The earned reductions in medical insurance co-share payments for qualifying preventive exams obtained during a calendar year (an "exam year") shall be awarded to active employees participating in the State's medical plan in the second half of the calendar year following the exam year.

Employee spouses that are covered in the State's medical plan shall be eligible to participate in the Annual Preventive Exam Incentive. Employee policy holders participating the State's medical plan whose spouse obtains a qualifying preventive exam during an exam year will receive an annual one-time \$250 reduction in medical insurance co-share payments. Qualifying preventive exams are limited to the following: annual physical exam, annual gynecological exam, prenatal obstetrical exam. The earned reductions in medical insurance co-share payments for qualifying preventive exams obtained during an exam year shall be awarded to active employees whose spouses participate in the State's medical plan in the second half of the calendar year following the exam year.

C. Diabetes Prevention Program (DPP) Completion Incentive

Employees that attend a minimum of 20 out of the 25 sessions in the Diabetes Prevention Program (DPP), as certified by the program administrator (YMCA of Greater Providence), shall receive a one-time taxable \$500 cash incentive reward.

10. The State shall, after meeting and conferring with the Union, have the right to offer any other health care plans to State employees during the terms of this agreement provided participation is voluntary and such plans do not result in a higher employee co-share percentage. If the State offers such voluntary plans, those that elect to participate will be included in the pool of insured for the purpose of determining the working rate for the primary plan outlined in the Collective Bargaining Agreement.

11. The State and the Union will meet not less than annually during the term of the collective bargaining agreement to review utilization, coverage, supplier,

and other relevant issues related to healthcare coverage.

12. The State will not cancel the health insurance of a covered spouse/dependent(s) for two (2) pay periods beyond the pay period in which the death occurs if a covered bargaining unit member dies while carrying State employee health insurance, provided the spouse/dependent(s) pays the premium co-share applicable to the continuing coverage.
13. The State will allow a bargaining unit member to opt out of employer provided health insurance consistent with the opt-out provisions of the State's Section 125 Cafeteria Plan and applicable IRS regulations.

LETTER OF AGREEMENT
STATE OF RHODE ISLAND/DEPARTMENT OF CORRECTIONS
AND RHODE ISLAND PROBATION AND PAROLE
ASSOCIATION

This letter of agreement modifies the agreement between the State of Rhode Island/Department of Corrections and the Rhode Island Probation and Parole Association (RIPPA) dated September 22, 1988. The agreement is modified as follows:

1. RIPPA agrees to delete the following sentence from paragraph 4 of the 9/22/98 agreement: "The risk/needs assessment shall be modeled on the so-called Connecticut Plan."

The DOC agrees to establish a task force to develop a risk/needs assessment which will better meet the needs of Adult Probation and Parole. The task force will be composed of Adult Probation and Parole counseling and supervisory staff, RIPPA's President and the Assistant Administrator of Adult Probation and Parole. Initiation of a new risk/needs assessment will be by mutual agreement of DOC/Adult Probation and Parole Administration and RIPPA.

2. RIPPA agrees to delete paragraph 5 from the 9/22/98 agreement; "The Department of Corrections, Adult Probation and Parole Unit agrees to fill the six new positions that have been created as follows:

- (1) Senior Clerk Stenographer
- (4) Probation and Parole II
- (1) Senior Probation and Parole

Said positions shall be filled in an expeditious manner as cases are ready for

transfer into the Minimum Supervision Unit in accord with the process set forth in Paragraphs 3 and 4.

The Department of Corrections agrees that the Minimum Supervision Unit shall remain as a separate entity as delineated in the 9/22/88 agreement; and that all work of the Minimum Supervision Unit shall be that of the RIPPBA Bargaining Unit.

As counseling staff are re-assigned from the MSU, they will be assigned to the traditional Probation caseloads.

August 13, 1998

MEMORANDUM OF UNDERSTANDING

PARKING

For clarification purposes only, the State has a unilateral right to create incentive programs to encourage employees to not drive to work and park.

MEMORANDUM OF AGREEMENT

IMPLEMENTATION OF STUDY CONTEMPLATED BY SEGAL REPORT

This Memorandum of Agreement is entered into by and between the State of Rhode Island (the "State") and Rhode Island Council 94, AFSCME, AFL-CIO (the "Union") (collectively the "Parties").

WHEREAS, the parties recognize that the State personnel system is out-of-date and in need of reform; and

WHEREAS, in June of 2012, the State of Rhode Island's Department of Administration engaged The Segal Group to perform a study and issue a report towards implementing personnel reforms; and

WHEREAS, The Segal Group, in January of 2013, after consultation with an Advisory Committee, and after months of stakeholder interviews and independent research, issued the State of Rhode Island Comprehensive Personnel Study - Final Report of Detailed Findings, available at: www.governor.ri.gov/personnel/012613study.pdf; and

WHEREAS, a subsequent report is being prepared to address classification architecture and the compensation structure (collectively with the Segal report, the "Report").

WHEREAS, the Parties entered into a collective bargaining agreement effective _____ through _____ (the "CBA").

NOW THEREFORE, in the best interests of the parties, it is hereby agreed by and between the Parties that:

1. Mid-Term Discussions/Bargaining

Provided the report is completed by June 30, 2015, the Parties agree that they will meet and confer over the recommendations in the Report. Statutory impasse procedures of RIGL 36-11 shall not apply to the Parties' agreement to meet and confer. By entering into this MOA, neither party waives any rights it has. In no event will the implementation of recommended changes result in the decrease in an employee's base wages.

2. Mutual Cooperation

The Parties agree to approach such discussions with a sincere resolve to reach agreement concerning the Report's recommendations.

FOR THE STATE OF RHODE ISLAND

FOR THE UNION

LETTER OF AGREEMENT

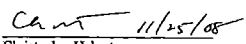
DOC CASE MANAGEMENT GUIDELINES


November 25, 2008

LETTER OF AGREEMENT

The following represents an agreement between the Rhode Island Probation and Parole Association (herein after referred to as "RIPPA") and the Rhode Island Department of Corrections (herein after referred to as "the Department").

1. This letter is intended to formalize the parties' understanding with regard to the Department's implementation of case management guidelines in Probation and Parole. The necessity for such guidelines for the purpose of assisting Probation and Parole Officers in effective case management techniques is mutually recognized. However, given the fact that Rhode Island Probation and Parole members have one of the highest caseloads in the country, have many additional duties, including court coverage, and work a 35-hour, non-standard workweek, it is also mutually acknowledged that these guidelines do not constitute contract standards and will be applied with due consideration of the above limiting factors. The Department will provide training for all staff to whom the guidelines are applicable and will work collaboratively with the Association in their implementation.
2. RIPPA has agreed to withdraw Grievances # 195 (G-8287) and 196 (G-8288) and considers this agreement full and final settlement of said grievances.
3. This letter of agreement shall not be precedent setting for any pending and/or future cases.


Christopher Hebert
President, RIPPA


Paul S. Mancini
Human Resources Administrator

MEMORANDUM OF AGREEMENT

LAYOFFS/SHUTDOWNS or PAY REDUCTIONS

Employees may request discharge of Pay Reduction Leave "PR," coded as "RO leave," or "RO1 Leave" earned in accordance with the Memorandum of Agreement dated September 22, 2009 (the "PR Agreement"), and these requests shall not be unreasonably denied. Employees may carry no more than four (4) PR days accrued from FY10 and no more than four (4) PR days accrued from FY11 solely for cash payment only upon termination from State service due to retirement, voluntary termination or death. Said cash payment for those days accrued from FY10 shall be paid at the employee's total pre-reduction hourly rate in effect for the pay period of 9/27/09-10/10/09 (paycheck of 10/16/09), regardless of when the cash payment is made. Said cash payment for those days accrued from FY11 shall be paid at the employee's total pre-reduction hourly rate in effect for the pay period 1/2/11-1/15/11 (paycheck of 1/21/11), regardless of when the cash payment is made. All other pay reduction leave accruals provided for in the PR Agreement shall have no cash value whatsoever. This agreement does not change an employee's earned entitlement to other frozen or deferred days (i.e. Sundlun days).

MEMORANDA OF UNDERSTANDING

PERFORMANCE DEVELOPMENT

The State's Performance Development Program (hereinafter, "PDP") is designed to encourage employees and their supervisors to meet, discuss and set goals that are consistent with the operation and missions of the employer and to encourage increased communication between the employee and their supervisor.

The State and the Union agree to establish a committee to discuss the implementation of the PDP. The Committee will consist of up to three members appointed by the State and three members appointed by the Union. The Committee will begin to meet upon ratification of this Master Agreement and will meet at least once a month until implementation of the Program. The Committee will discuss issues of concern to the State and the Union and the process and procedures for implementation of the PDP. The State will determine the start date for the PDP within the timeframe of this Master Agreement. Upon the implementation of the PDP, the Committee will meet quarterly to review the process.

All employees are required to participate in the PDP. Employees shall be permitted to respond to the PDP. The results of the PDP shall not be used by the State to initiate or support a disciplinary action, nor by an employee in defense of a disciplinary action. Disputes of overall annual PDP evaluations, that are less than satisfactory (Improvement Needed or Not Meeting Objectives) shall be subject to the grievance and arbitration procedure.