

**MASTER AGREEMENT**  
**BETWEEN**  
**STATE OF RHODE ISLAND**  
**AND**  
**COUNCIL OF BUDGET PERSONNEL**

**July 1, 2020 - June 30, 2021**

# TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
Article I .....	3
Recognition .....	3
Article II .....	4
Non-Discrimination Clause .....	4
Article III .....	4
Union Security and Dues Deduction.....	4
Article IV .....	5
Management Rights .....	5
Article V.....	6
Hours of Work .....	6
Article VI .....	8
Salary Schedule.....	8
Article VII.....	11
Holidays .....	11
Article VIII.....	12
Inclement Weather/Emergencies .....	12
Article IX .....	13
Seniority.....	13
Article X.....	14
Vacations.....	14
Article XI .....	15
Sick Leave.....	15
Article XII.....	23
Health and Welfare .....	23
Article XIII.....	23
Retirement.....	23
Article XIV .....	23
Group Life Insurance .....	23
Article XV.....	24
Leave Without Pay.....	24
Article XVI .....	25
Jury Leave .....	25
Article XVII.....	26
Military Leave.....	26
Article XVIII.....	27
Military Training Leave.....	27
Article XIX .....	28
Bulletin Board.....	28
Article XX.....	28
Union Committee.....	28
Article XXI .....	29
Discipline and Discharge .....	29

Article XXII .....	30
Grievance Procedure .....	30
Article XXIII .....	34
Arbitration .....	34
Article XXIV .....	35
Health & Safety .....	35
Article XXV .....	35
Alteration of Agreement .....	35
Article XXVI .....	36
No Strikes or Lockouts .....	36
Article XXVII .....	36
Severability .....	36
Article XXVIII .....	37
Legal Defense .....	37
Article XXIX .....	37
Mileage Provisions .....	37
Article XXX .....	37
Personal Business Leave .....	37
Article XXXI .....	38
Evaluation Procedures .....	38
Article XXXII .....	39
Tuition Reimbursement .....	39
Article XXXIII .....	40
Reorganization .....	40
ARTICLE XXXIV .....	42
Study Group .....	42
ARTICLE XXXV .....	42
Parity .....	42
Article XXXVI .....	42
Termination of Agreement .....	42
APPENDIX A .....	45
Health Insurance .....	45
MEMORANDUM OF UNDERSTANDING .....	56
PARKING .....	56
MEMORANDUM OF AGREEMENT .....	57
IMPLEMENTATION OF STUDY CONTEMPLATED BY SEGAL REPORT .....	57
MEMORANDUM OF AGREEMENT .....	59
Layoffs/Shutdowns or Pay Reductions .....	59
MEMORANDUM OF UNDERSTANDING .....	60
PERFORMANCE DEVELOPMENT .....	60

## **Memorandum of Agreement**

In this Agreement, entered into this this \_\_\_ day of \_\_\_\_, 2020\_\_ by and between the State of Rhode Island, hereinafter referred to as the State, and the Council of Budget Personnel, hereinafter referred to as the Union, 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 union 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 their designee.

### **Article I** **Recognition**

1.1 The State hereby recognizes the Union as the sole and exclusive bargaining agent for all employees within the bargaining unit, said bargaining unit to consist of the following classes of positions declared appropriate by the State Labor Relations Board as a result of a petition

submitted by the Union in Case Number EE-2011 and thereafter changed by the Classified Pay Plan Board in Classification Notice #205 dated January 15, 1992:

<u>Position Title</u>	<u>Class Code</u>
Budget Analyst I/Economist	02654100
Budget Analyst I	02654200
Budget Analyst II	02654300
Senior Budget Analyst	02654400
Principal Budget Analyst	02654500

**Article II**  
**Non-Discrimination Clause**

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

2.2 All references to employees in this Agreement designate both sexes, and wherever the male gender is used, it shall be construed to include both male and female employees.

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

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

**Article III**  
**Union Security and Dues Deduction**

3.1 The State Controller shall deduct Union dues, if and when established, from the wages of all members within the respective bargaining units.

3.2 In those bargaining units in which the Union has been certified as the exclusive bargaining agent, only the dues for the sole and exclusive bargaining agent shall be deducted. Membership in the Union 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 President of the Union of those employees within the respective bargaining units who become eligible for membership in the Union.

#### **Article IV** **Management Rights**

4.1 The Union 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 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., an unforeseen circumstance or combination of circumstances which calls for immediate action in a situation which is not expected to be of a recurring nature.

**Article V**  
**Hours of Work**

5.1 It is hereby agreed that there shall be a four (4) basic work weeks 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.

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

5.3 Employees shall be granted a fifteen (15) 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 than one-half hour duration, nor more than one hour duration during each work day to be determined by the work day schedule that applies.

5.4 When an employee is required in writing or orally by the appointing authority or their 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 their 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 they do 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 member 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 9.3 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 9.3 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.

## **Article VI** **Salary Schedule**

### 6.1 Wages:

- A. There shall be a wage increase of 2.5% The payroll date immediately prior to July 1, 2020

6.2 An employee shall receive a one-step increase after six (6) months of service and after each year of service thereafter in their classification, until they have reached the maximum of their grade.

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

<u>Years of Service</u>	<u>Percentage Increase On Base Rate</u>
5	5%
11	10%
15	15%
20	17.5%
25	20%

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.

6.4 Each employee who has successfully completed a four-course curriculum, approved in advance by the Personnel Administrator, shall be entitled to a one-step pay increase next above their 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).

6.5 The class of positions in the unit are assigned to the following salary schedule:

<u>Classification</u>	<u>Work Week</u>	<u>Salary Range</u>
Budget Analyst	NS	28
Principal Budget Analyst	N/S	37
Budget and Policy Analyst	NS	32
Senior Budget Analyst	N/S	34
Senior Budget and Policy Analyst	NS	36
Budget Analyst II	N/S	31
Principal Budget and Policy Analyst	NS	40
Budget Analyst I	N/S	28
Budget Analyst I/Economist	N/S	28

6.6 The attached schedule sets forth the pay plan, including step increases for each grade in the pay plan.

EDUCATIONAL INCENTIVE

- A. Persons employed prior to July 1, 2001 may retain the increment referred to in paragraph E above but shall be eligible for only one such increment, under the Incentive In-Service Training Program, during the course of their employment with the State.
- B. A persons employed prior to July 1, 2001 may become eligible for multiple increment payments under Paragraph 3 by submitting to the Department of Administration's Office of Training and Development a written form giving up career increment retention under Paragraph 1.
- C. Persons first employed on or after July 1, 2001 shall be eligible to earn an unlimited number of additional increments during their career, subject to the following:
  - 1. Each earned increment shall be retained for not more than four (4) years; and
  - 2. Each employee shall be eligible to earn additional increments, under the Incentive In-Service Training Program, by commencing additional training

three years or more after final payment of the previously earned increment.

6.7 Overpayments – When an employee has received additional compensation for which they are not entitled, the State shall recover such overpayment at the rate of ten (10) percent of the overpayment or \$100, whichever is the lesser per pay period, until the amount of the overpayment is fully recovered. The State shall notify the Union when an overpayment has occurred prior to recovering the overpayment.

## **Article VII** **Holidays**

7.1 The following shall constitute the official holidays:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Victory Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Any day on which a general election of State officers is held, as Election Day  
Christmas Day  
Any day which the Governor shall appoint as a holiday  
Any day which shall hereafter be appointed by the General Assembly to be a holiday.

7.2 If a holiday falls on a regularly scheduled work day, the employee shall be entitled to the day off and shall be credited with the number of hours in their official work schedule for that day.

7.3 When an employee is required to work on a holiday which falls on a regularly scheduled work day, he shall be credited with the number of hours in their official work schedule

for that day, plus the number of hours actually worked. Employees shall work the number of hours in their official work schedule unless they are told in advance that they shall only work a stated number of hours. The hours actually worked shall be compensated at the rate of one and one-half times the normal rate.

7.4 If a holiday falls on one of an employee's regularly scheduled days off, he shall be credited with the number of hours for one day in their official work scheduled. The hours so credited for this day shall not be used in the computation of overtime.

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

7.6 If the General Assembly eliminates a holiday the employees covered by this contract will be given an additional personal leave day. If the General Assembly subsequently adds a holiday, the additional personal leave day will be withdrawn.

### **Article VIII** **Inclement Weather/Emergencies**

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

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

- C. 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.

### **Article IX** **Seniority**

9.1 It is hereby agreed that the Parties hereto recognize and accept the principle of seniority in all cases of days off, vacation time, holiday time, layoffs and recalls.

9.2 Seniority is defined as the length of service within the bargaining unit.

9.3 The appointing authority shall prepare and forward to the President a seniority list of employees. Seniority lists shall be revised when necessary and shall be prepared and posted on approved bulletin boards showing the employee's name, class of position and seniority. 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. A real effort will be made to fill vacancies from within the bargaining unit.

9.4 In the event of layoff, employees shall be laid off according to seniority in the

affected class of position.

9.5 In the event of recall, the order of layoff described above shall be reversed.

9.6 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.

9.7 Recall notices shall be sent by certified mail, return receipt requested.

9.8 Unpaid sick leave and personal leave accruals as of the date of layoff will be frozen for three (3) years from date of layoff.

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

- (a) When an employee has been discharged for just cause,
- (b) When an employee voluntarily terminates their employment,
- (c) When an employee fails to respond to a recall notice,
- (d) When an employee fails to notify their departmental director of their absence from work within three (3) working days, unless extenuating circumstances prohibit such notice,
- (e) When an employee fails to renew a leave of absence,
- (f) When an employee engages in other work without authorization while on leave of absence,
- (g) When an employee is laid off in excess of three (3) consecutive years.

## **Article X** **Vacations**

10.1 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.

10.2 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 (6) months of service but not more than five (5) years	10 working days
At least five (5) years but not	

more than ten (10) years	15 working days
At least ten (10) years but not more than fifteen (15) years	18 working days
At least fifteen (15) years but not more than twenty (20) years	20 working days
At least twenty (20) years but not more than twenty-five (25) years	26 working days
Twenty-five years of more	28 working days

10.3 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 their vacation credits, such employee or their estate shall on such termination be entitled to receive full pay for each hour of vacation to their credit as of date of termination.

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

10.5 Each employee shall be allowed to take at least two consecutive weeks vacation at some time during the calendar year.

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

10.7 Employees may be allowed to carryover from one year to a second consecutive year vacation time accrued and credited in one 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 10.3 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.

**Article XI**  
**Sick Leave**



11.1 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 from duty due to illness, injury or exposure to contagious disease and may include absence due to necessary attendance upon a member of the immediate family who is ill. Family sick leave shall be limited to ten (10) days per calendar year.

11.2 Sick leave accrual shall be as provided in the State personnel rules.

11.3 When the total accumulation shall amount to 875 hours (125 days) for an employee assigned to a non-standard schedule, no further credit shall accrue until the total shall have been reduced to less than the maximum.

11.4 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 of accrued sick leave to their credit as of the date of termination according to the following formula:

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.

11.5 Family and Medical Leave

(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.

11.6 In the event of death in the employee's family, the employee shall be entitled to absence with full pay, not chargeable to the employee's sick leave accumulation as follows:

- a) four (4) days shall be granted in the case of death of a spouse (including domestic partner), child (including a foster child or step-child who resides with the employee), mother, father, brother or sister, step-parent, step-brother or step-sister
- b) three (3) days shall be granted in the case of death of a mother-in-law, father-in-law, grandfather, grandmother, grandchild or any other relative living in the employee's household.
- c) one (1) day shall be granted in the case of death of an aunt, uncle, sister-in-law and brother-in-law, niece, nephew or cousin

11.7 A pregnant employee so certified by the employee's 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 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 and her continuance at

work does not deprive her fellow employees of their contractual rights.

11.8 Whenever an employee shall be absent from their duties and receiving compensation as provided in the Workmen's Compensation Laws, he shall be granted sick leave in accordance with the rules applicable thereto, in an amount not to exceed their regular compensation. Deductions from accumulated credits shall be applied only to the part of their salary which is paid as an addition to Workmen's 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.

11.9 The Parties agree to establish a committee made up of two representatives from each party to explore the feasibility of providing protection against long term disability either through the purchase of Long Term Disability Insurance and/or through the establishment of a sick leave bank. The Committee shall meet monthly and shall make its recommendation to the Director of the Department of Administration no later than July 1997. Such recommendation shall be reviewed for possible inclusion as an addendum to the contract.

11.10 Sick Leave Bank:

- A. The State and the Union agree to establish a Sick Leave Bank Committee who shall be responsible to administer a Sick Leave Bank in each bargaining unit covered by the Master Agreement. A separate sick leave bank may be established in a particular department by mutual Agreement.
- B. Each Sick Leave Bank Committee shall be composed of four 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. Each Sick Leave Bank Committee may decide, by majority vote, to permit sick leave bank donations to be made on an as needed basis. 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.

- C. The following provisions must be included in the rules and procedures adopted by the Sick Leave Bank Committee:
1. 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 their or her personnel file or attendance record. Prior utilization of sick leave does not by itself indicate sick leave abuse.
  2. The Committee must require adequate evidence of catastrophic illness or injury, which is not job-related, of an employee only (not any family member).
  3. 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.
  4. 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.

5. 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 hours of sick leave if assigned to a thirty-five (35) hour work week.
  6. An employee who applies to the Sick Leave Bank must have used all available accrued and accumulated leave including vacation and personal leave.
  7. 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.
  8. Part-time employees may participate on a pro rated basis.
- D. Any unused sick leave remaining in the Sick Leave Bank on December 31 shall not be carried forward into the next year.
- E. If during the calendar year the Sick Leave Bank falls below three hundred fifty (350) hours, the Sick Leave Bank Committee may solicit additional contributions of one additional day (8 hours or 7 hours) from those employees who made a contribution on January 2 of that calendar year.

11.11 Transitional Employment. 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 local 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.*, who medical restrictions prevent or limit performance of full job duties and 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 their classification with the agreement of the local Union.

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

If the employee cannot return to their 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 transitional employment.

11.12 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 XII**  
**Health and Welfare**

12.1 See Appendix A.

**Article XIII**  
**Retirement**

13.1 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 the State 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.

13.2 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. No provision of the collective bargaining agreement shall provide benefits inconsistent with such law.

**Article XIV**  
**Group Life Insurance**

14.1 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.

14.2 The following provisions of the insurance program are set forth herein:



a) Each new employee will be automatically covered, unless such employee designates in writing that he desires not to be insured.

b) Each covered employee will be provided with an amount of group life insurance equal to the amount of their annual compensation take to the next higher multiple of one thousand (\$1,000.00) dollars plus an equal amount of group accidental death insurance with dismemberment coverage.

c) Each such amounts of insurance will be reduced by one percent (1%) thereof at the end of each calendar month following the date the employee attains the age of sixty-five (65) years until the amount of such insurance reached twenty-five (25%) percent of the coverage in force immediately prior to the employee's sixty-fifth birthday.

d) The cost to the employee of such insurance shall not exceed the rate of twenty-five cents (\$.25) bi-weekly for each one thousand dollars (\$1,000.00) of their group life insurance.

e) Upon an employee's termination from State service, the policy may be converted to an individual policy of life insurance at standard rates.

**Article XV**  
**Leave Without Pay**

15.1 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 reason of personal illness, disability, educational improvement, or other purpose deemed proper and approved by the appointing authority and the Personnel Administrator. Approval of such leaves shall not be unreasonably withheld.

15.2 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.

15.3 At the expiration of such leave, the employee shall be returned to the position from which he is on leave at the same step of the then current range for their class of position.

15.4 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, the employee (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.

15.5 Any employee with permanent status, who accepts another position of a different classification in the classified service, shall be granted automatically a leave of absence of six (6) months.

## **Article XVI** **Jury Leave**

16.1 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 their regular duties during the actual period of such jury duty and shall receive for such period of jury duty their regular pay or their jury duty pay, whichever is greater.

16.2 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 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 XVII**  
**Military Leave**

17.1 Every employee covered by this Agreement who has left or shall leave their position by reason of entering the armed forces of the United States (whether through membership in the Reserve of the United States Military or Naval Forces or in the Rhode Island National Guard or Naval Reserve, or by reason of enlistment, induction commission, or otherwise) and who has been employed for 180 or more calendar days within the twelve (12) months next preceding such entrance into the armed forces 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. Such leave of absence shall be deemed to have expire six (6) months after the date of discharge from or authorized separation from active duty as a member of the armed forces. Re-enlistment or other continued service in the armed forces resulting from a choice by the employee shall serve to cancel such leave.

17.2 For the first sixty (60) calendar days of such absence, every such employee shall be paid by the State the same amount as he would have received had he not been absent from their position.

17.3 During that part of the period of leave described above for which the employee shall receive their salary, he shall also accrue sick leave and annual leave credits as he would have

accrued while working in said position during such period of sixty (60) days.

17.4 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.

17.5 At the conclusion of such military leave of absence, the employee shall be returned to their position subject, however, to any law or rule which may hereafter be enacted affecting such right of return or defining 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.

17.6 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 XVIII** **Military Training Leave**

18.1 Employees covered by this Agreement who, by reason of membership in the United State 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 working days, he shall be granted leave without pay for these purposes.

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

18.3 Such training activities, as defined in this section, shall not include weekly drill nights or similar drill periods lasting less than one (1) day or training periods voluntarily engaged in by the employee beyond the training period required generally of the members of the respective armed services.

**Article XIX**  
**Bulletin Board**

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

**Article XX**  
**Union Committee**

20.1 Designated Union 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 department director involved, and such approval shall not be unreasonably withheld.

20.2 No Union steward or committee member or representative shall be discriminated against as a result of performance of legitimate Union business.

20.3 The Union 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.

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

**Article XXI**  
**Discipline and Discharge**

21.1 Disciplinary action may be imposed upon an employee only for just cause. Any disciplinary action imposed upon an employee may be processed as a grievance through the regular grievance procedure as outlined in Article XXII. If the appointing authority has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public. Initial minor infractions, irregularities, or deficiencies shall be privately brought to the attention of the employee. After a period of two years, if the employee has not committed any further infractions of appropriate rules and regulations, written reprimands shall be expunged from the employee's personnel record, oral reprimands shall be removed from the personnel file after one year.

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

Each employee shall be furnished with a copy of all performance evaluations or disciplinary entries in their personnel record and shall be permitted to respond thereto. The contents of an employee's personnel record shall be disclosed to the employee upon their request.

Where appropriate, disciplinary action or measures shall include only the following:

1. Oral reprimand
2. Written reprimand
3. Suspension
4. Discharge

When any disciplinary action is to be implemented, the appointing authority, before or at

the time such action is taken, notify the employee and the Union in writing of the specific reasons for such action.

21.2 The appointing authority shall not discharge or suspend an employee without just cause. Within two (2) weeks of such suspension or discharge, the Union may file a grievance with the State Labor Relations Administrator as set forth in Article XXII, and such hearing shall be held no later than three (3) days after the Union's request.

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

21.4 An employee may be granted demotion upon request, when recommended by the appointing authority and approved by the Personnel Administrator. In this instance, their current status shall be transferred to the lower class.

### **Article XXII** **Grievance Procedure**

22.1 The purpose of this procedure is to provide a mutually acceptable method for the prompt and equitable settlement of grievances over the interpretation, application, or violation of this Agreement.

22.2 For the purpose of this agreement, a grievance is defined as any difference or dispute between the State and the Union or between the State and any employee with respect to the interpretation, application, or violation of any of the provisions of this agreement.

22.3 There shall be a grievance procedure as follows:

Step 1.

A grievance shall be presented in writing 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.

The aggrieved employee shall discuss their problem with their Union representative and 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.

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 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.

Step 3.

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 of the transmittal of the hearing officer's written decision in Step 2.



Miscellaneous.

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

All grievance hearings held under the 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.

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, otherwise by consent of the parties.

Either party to this Agreement shall be permitted to call witnesses as part of the grievance procedure.

Grievance hearings are intended to be an informal expedited process to resolve disputes. The State, on 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, stewards, 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 grievances.

The Union representatives will have the right to assist the aggrieved at any step of the grievance procedure.

Nothing contained herein deprives an individual employee of the right to act on their own counsel. If such grievance is processed without a Union representative, the Union retains the right to attend all meetings and hearing as an observer. If such grievance is processed without a Union

representative, the facts and the resolution of said grievance will be furnished by the State to the Union at the time the grievance is being processed. The final resolution must be consistent with the terms of this Agreement. However, any grievance which is sustained by the State and which is contrary to the Agreement will be subject to appeal by the Union.

In all cases of suspension, demotion or dismissal of an employee, the aggrieved employee, the Union, and/or the State may request to immediately proceed to Step 2 of the grievance procedure.

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.

A Civil Service employee may process their grievance through either the grievance procedure or before the Personnel Appeal Board. Initiation of a matter before the Personnel Appeal Board shall be deemed a waiver of the employee's right to utilize the grievance procedure provided herein with respect to that matter. Nothing herein is in any way intended to extend the statutory jurisdiction of the Personnel Appeal Board.

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 Union. 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.

22.4 The State shall allow each employee in the bargaining unit the right, upon request, to review the contents of their personnel file. No material derogatory to an employee's conduct, service, character or personality will be placed in said employee's personnel file, unless they have had an opportunity to review the material. Material including references obtained relative to an employee's initial appointment shall be considered confidential and not subject to review by the employee.

**Article XXIII**  
**Arbitration**

23.1 If a grievance is not settled under Article XXII, such grievance shall, at the request of the Union or the State, be referred to the Labor Relations Connection (or any other entity that the parties agree to). The Parties may mutually agree to an alternative method of arbitration.

23.2 The decision of the arbitrator shall be final and binding upon the Parties. The expense of such arbitrations shall be borne equally by the Parties.

23.3 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. It is understood that this Section shall not be applied to any obligation arising under this Agreement.

23.4 All submissions to arbitration must be made within thirty (30) days after the grievance procedure decision.

23.5 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 Relations Connection provide

an electronic copy of all arbitration decisions to the parties and to the Labor Institute.

23.6 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 Relations Connection provide an electronic copy of all arbitration decisions to the parties and to the Labor Institute.

**Article XXIV**  
**Health & Safety**

24.1 The State shall make every reasonable effort to provide and maintain safe working conditions or actions which are reported to or observed by him.

24.2 Each supervisor shall take prompt and appropriate action to correct any unsafe conditions or actions which are reported to or observed by him.

24.3 A safety committee shall be appointed composed of two (2) representatives appointed by the Union and two (2) representatives selected by the State. Said committee shall appoint its own chairman and shall meet when it is determined by two or more members that such a meeting is warranted. It may draw up a health and safety code to recommend to the State.

**Article XXV**  
**Alteration of Agreement**

25.1 The State and the Union acknowledge that this Agreement represents the results of collective bargaining negotiations between the said Parties conducted under and in accordance with the provisions of the Labor Relations Act and constitutes the entire agreement between the Parties for the duration of the life of said Agreement, each party waiving the right to bargain collectively with each other with reference to any subject matter, issue, or thing, whether

specifically covered herein or wholly omitted here from and irrespective of whether said subject was mentioned or discussed during the negotiations preceding the execution of this Agreement.

25.2 It is hereby agreed that any alteration or modification of this Agreement shall be binding upon the Parties hereto only if executed in writing.

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

**Article XXVI**  
**No Strikes or Lockouts**

26.1 The Union 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.

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

**Article XXVII**  
**Severability**

27.1 In the event that any article, section, or portion of this Agreement or any arbitrator's decision rendered under the terms of this Agreement is found to be invalid by a decision of a tribunal of competent jurisdiction or is unreasonably inconsistent with a national policy of wage and price controls, or shall have the effect of loss to the State of funds made available through federal law, then such specific arbitrator's decision, article, section or portion specified in such tribunal decision, or so in conflict, or having such effect shall be of no force and effect. In such an event, either party shall have the right immediately to reopen negotiations with respect to a substitute article, section or portion. The Parties agree to use their best effort to contest any such loss of federal funds which may be threatened.

27.2 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 terms of this Agreement.

**Article XXVIII**  
**Legal Defense**

28.1 The State agrees to provide legal defense for and to hold harmless the employees who are defendants in civil litigation arising from their conduct on behalf of the State. Provided, however, that their provision shall apply only in cases in which the employee is being sued for errors or mistakes in intellectual judgement or analysis and shall not apply to physical acts of employees, except in reasonable self-defense.

**Article XXIX**  
**Mileage Provisions**

29.1 The Internal Revenue Service mileage rate shall be used to set mileage compensation.

**Article XXX**  
**Personal Business Leave**

30.1 The State shall allow each employee a maximum of twenty-eight hours or the equivalent of four working days leave with pay per calendar year, to be used for personal business and/or religious observance.

30.2 Employees shall not be required to state the reason for personal leave.

30.3 Prior approval for personal leave must be obtained and may only be denied if the resulting absence interferes with the proper conduct of division functions.

30.4 Personal leave shall not be carried over from year to year.

30.5 Grievances arising out of this provision shall be filed with the Office of Labor Relations. A hearing and decision shall be rendered within twenty-four (24) hours of the receipt of such grievance.

30.6 Employees originally appointed prior to March 30 shall be entitled to twenty-eight hours of personal leave as provided in this Article.

Employees originally appointed between April 1 and prior to June 30 shall be entitled to twenty-one hours of personal leave as provided in this Article.

Employees originally appointed between July 1 and prior to September 30 shall be entitled to fourteen hours of personal leave as provided in this Article.

Employees originally appointed between October 1 and prior to December 31 shall be entitled to seven hours of personal leave as provided in this Article.

### **Article XXXI** **Evaluation Procedures**

31.1 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.

31.2 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.

31.3 The parties agree that the Budget Officer shall be able to utilize the Employee Evaluation for the purpose of selection for promotions, demotions, and other personnel actions as appropriate.

31.4 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.

**Article XXXII**  
**Tuition Reimbursement**

32.1 Employees with the bargaining unit under this program may apply to the cost of tuition and required books reimbursed for approved courses taken at approved or accredited colleges or universities, which are job related or will enhance the capabilities of the Budget Office.

32.2 Effective July 1, 2017 tuition reimbursement shall be funded in an amount not to exceed \$10,000 per fiscal year. Unused funds shall not be carried from one year to another.

32.3 The Council member shall submit to Budget Officer or their designee an application for a course at least thirty (30) days prior to the commencement of the course. Notification of approval or disapproval shall be made to the individual within seven (7) days of the request. Explanation of any disapproval shall be provided to the individual and to the President of the Council.

32.4 Reimbursement for tuition and required books shall be provided to the individual upon submission of a paid bill (i.e., up front payment); provided, however, that the individual agrees, as part of their request, that if for any reason they do not complete the course or obtain a grade of at least a "B" or equivalent passing grade, they will forthwith reimburse the State for the payment it has made.

32.5 Course reimbursement shall be made in a fair and equitable manner and shall benefit the greatest number of employees as is practicable. Course reimbursement shall be made on the basis of State seniority.



**Article XXXIII**  
**Reorganization**

The Union recognizes the State's right to reorganize. The following parameters shall be followed by the Parties when a reorganization is necessitated by an Executive Order or legislation.

33.1 The State shall notify the President at least fifteen (15) calendar days in advance of notification to bargaining unit member of its intention to reorganize.

33.2 The Union and the State shall meet immediately to review and discuss the State's plan for such reorganization and proposed alternatives or changes. The Parties will attempt to develop a mutually acceptable procedure for dealing with bargaining unit members affected by the State's reorganization plan within thirty (30) days of the initial contact with the President of Council of Budget Personnel. If no agreement is reached, the reorganization plan will proceed pursuant to this Article 33. The Union cannot grieve the inability of the Parties to agree to a reorganization plan.

33.3 That plan shall include a thirty (30) day notification to the affected employees.

33.4 Affected employees shall be given the right to bid on new assignments by primary seniority.

33.5 Affected employees who have no available assignments within their classification will be offered vacant positions which the State intends to fill and which have been posted by state seniority in other classifications which they are qualified and able to fill, including positions of equal pay and positions in lower classes without loss of pay.

33.6 Any employees affected by reorganization who do not exercise seniority to fill any

such available comparable assignment or vacancy without loss of pay will be allowed to bump the least senior employee not directly involved in the reorganization in classification within the bargaining unit. If the employee cannot bump the least senior employee in class, the employee will bump the least senior employee in any class, in the bargaining unit, which such employee is qualified and able to fill. The employee bumped shall take whatever comparable assignment or vacancy is available without loss of pay, by state seniority. The rights of the bumping employee and of the bumpee shall be to a position in an equal or lower class, but not in a higher class.

33.7 In cases where an entire operation is moved from one location to another, all affected employees will be redeployed.

33.8 In the event that the number of employees affected by reorganization exceeds the number of available assignments or vacancies, any layoffs will be governed by Article 9.

33.9 Assignment of bargaining unit work: No grievance shall be filed or supported by the Union alleging that bargaining unit work previously performed within a Council of Budget Personnel bargaining unit has been assigned outside of such bargaining unit pursuant to the implementation of a reorganization, unless it is in conjunction with a request for a union representation issue as a result of such reorganization. Such grievance would be held in abeyance by the Parties until an official decision is issued by the Labor Board or the inter union dispute is resolved through an alternative dispute resolution procedure. In no event shall the Union seek nullification of the reorganization as a remedy for such grievance. This section shall be operative only with regard to labor organizations whose collective bargaining agreements contain similar language.

33.10 Reclassification of existing bargaining unit classifications must be done through negotiations between the parties.

**ARTICLE XXXIV**  
**Study Group**

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

**ARTICLE XXXV**  
**Parity**

35.1 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 XXXVI**  
**Termination of Agreement**

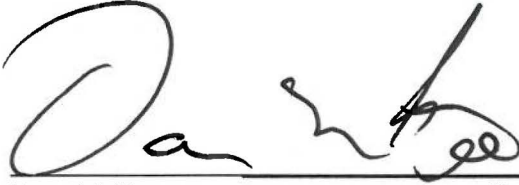
36.1 This Agreement is to be effective from July 1, 2020 and it shall remain in effect until June 30, 2021.

This Agreement shall be automatically renewed from year to year after the 30th day of June, 2022, unless either party shall notify the other in *writing* ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than sixty (60) days prior to the termination date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination to the other party.

36.2 In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the expiration date.

36.3 (See next page.)

**FOR THE STATE OF RHODE ISLAND:**



21-24

Dan McKee  
Governor

Date



5/18/23

Brian Daniels  
Director of Administration

Date

**COUNCIL OF BUDGET PERSONNEL**



5/11/23

Storm Lawrence  
President, Council of Budget Personnel

Date



5/11/23

Connor Delaney  
Vice President, Council of Budget Personnel

Date

**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. 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 - \$125 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 1<sup>st</sup> and 50% shall be deposited on July 1<sup>st</sup> 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)
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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:

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 percentages levels for eligible employees shall be increased by 2.5% effective July 1, 2020; 2.5% effective July 1, 2021.

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 July1, 2020:

For full-time employees:

Individual Plan	Family Plan
Less than \$105,411 20%	Less than \$54,835 15%
	\$54,835 to less than \$105,411 20%
\$105,411 and above 25%	\$105,411 and above 25%

For part-time employees:

Individual or Family Plan	
Less than \$99,360	20%
\$99,360 and above	35%

- 4 The employee waiver shall be \$1,001 (prorated at \$38.50 per pay period).
- 5 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: 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 \$1500 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.

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 1<sup>st</sup> and December 31<sup>st</sup> 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

11 the primary plan outlined in the Collective Bargaining Agreement.

12 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.

- 13 The State will not cancel the health insurance of a covered dependent 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 dependent pays the premium co-share applicable to the continuing coverage.
- 14 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.



**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 Council of Budget Personnel (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](http://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

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**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).

**MEMORANDUM 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 operations 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 shall determine the start date for the PDP with 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. Dispute 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.

**SCHEDULE 800**  
**CLASSIFIED ANNUAL SALARIES**  
 Effective June 21, 2020

802	52,836	54,760	56,498	58,224	61,001	828	60,765	62,909	65,176	68,604
803	33,262	33,671	34,076	34,688		829	63,125	65,382	67,753	71,393
804	33,262	33,737	34,149	34,553	35,169	830	65,600	67,963	70,428	74,188
805	33,737	34,149	34,553	34,964	35,433	831	68,174	70,646	73,226	77,191
806	34,149	34,553	34,964	35,439	36,118	832	70,851	73,443	76,126	80,205
807	34,553	35,026	35,507	35,987	36,726	833	73,652	76,335	79,133	83,427
808	35,026	35,536	36,049	36,527	37,271	834	76,445	79,245	82,142	86,657
809	35,536	36,082	36,593	37,136	37,958	835	79,350	82,253	85,253	89,869
810	36,082	36,659	37,206	37,749	38,629	836	82,253	85,253	88,371	93,215
811	36,659	37,336	37,958	38,567	39,515	837	85,154	88,263	91,485	96,543
812	37,336	38,086	38,699	39,377	40,401	838	88,049	91,267	94,604	99,864
813	38,086	38,834	39,515	40,195	41,283	839	91,160	94,491	98,033	103,308
814	38,834	39,720	40,401	41,145	42,234	840	94,491	98,033	103,308	108,568
815	39,720	40,603	41,350	42,097	43,262	841	98,033	103,308	108,568	113,832
816	40,603	41,530	42,234	43,310	44,338	842	103,308	108,568	113,832	119,095
817	41,488	42,440	43,262	44,125	45,622	843	108,568	113,832	119,095	124,357
818	42,440	43,551	44,444	45,533	47,183	844	113,832	119,095	124,357	129,623
819	43,551	44,661	45,691	46,840	48,660	845	119,095	124,357	129,623	134,894
820	44,661	45,938	47,096	48,299	50,289	846	124,357	129,623	134,894	140,154
821	45,938	47,350	48,569	49,922	52,004	847	129,623	134,894	140,154	145,414
822	47,350	48,930	50,289	51,730	54,134	848	134,894	140,154	145,414	150,684
823	48,930	50,556	52,004	53,731	56,375	849	140,154	145,414	150,684	155,950
824	50,556	52,300	54,035	55,765	58,515	850	145,414	150,684	155,950	161,213
825	52,300	54,337	56,071	57,911	60,765	851	150,684	155,950	161,213	166,479
826	54,337	56,375	58,212	60,142	63,239	852	155,950	161,213	166,479	171,743
827	58,515	60,451	62,591	65,920		853	161,213	166,479	171,743	177,003

Council of Budget Personnel (Division of Budget)  
 DOA Association of Administration Supervisors