



COLLECTIVE BARGAINING AGREEMENT

between
the MASSACHUSETTS DEPARTMENT of
TRANSPORTATION
and
the NATIONAL ASSOCIATION of GOVERNMENT
EMPLOYEES

UNIT A

Effective July 1, 2014 through June 30, 2017

ADVISORY: This document reflects an integration of the terms of the 2009 to 2012 collective bargaining agreement between the Commonwealth of Massachusetts and NAGE covering Bargaining Unit 3 as that agreement has been amended by the December 2010 master labor integration agreement (MLIA) and memoranda of understanding dated November 23, 2011 and June 30, 2014. In the event of any conflict between any provision of this document and any of the original documents referenced above, the terms of those documents shall prevail.

TABLE OF CONTENTS

<u>SUBJECT</u>		<u>PAGE</u>
PREAMBLE		1
ARTICLE 1	RECOGNITION	2
ARTICLE 2	MANAGERIAL RIGHTS/PRODUCTIVITY	3
ARTICLE 2A	RULES AND REGULATIONS	4
ARTICLE 3	UNION SECURITY	5
ARTICLE 4	AGENCY FEE	7
ARTICLE 5	UNION BUSINESS	9
ARTICLE 6	ANTI-DISCRIMINATION/AFFIRMATIVE ACTION	12
ARTICLE 6A	MUTUAL RESPECT	14
ARTICLE 7	WORKWEEK AND WORK SCHEDULES	15
ARTICLE 8	LEAVE	19
ARTICLE 9	VACATIONS	33
ARTICLE 10	HOLIDAYS	36
ARTICLE 11	EMPLOYEE EXPENSES	38
ARTICLE 12	SALARY RATES	40
ARTICLE 13	GROUP HEALTH INSURANCE CONTRIBUTION	43
ARTICLE 13A	HEALTH AND WELFARE	44
ARTICLE 13B	TUITION REMISSION	46
ARTICLE 13C	DEPENDENT CARE	47
ARTICLE 14	PROMOTIONS	48
ARTICLE 15	CONTRACTING OUT	51
ARTICLE 16	OUT OF TITLE WORK	52
ARTICLE 17	CLASSIFICATION AND RECLASSIFICATION	53
ARTICLE 17A	TECHNOLOGICAL CHANGE	55
ARTICLE 18	LAYOFF/RECALL PROCEDURE	58
ARTICLE 19	SAFETY AND HEALTH	62
ARTICLE 19A	MANAGEMENT DIRECTIVES	63
ARTICLE 19B	TRAINING AND CAREER LADDERS	64
ARTICLE 20	REASSIGNMENTS	65
ARTICLE 21	CREDIT UNION DEDUCTION	66
ARTICLE 22	ARBITRATION OF DISCIPLINARY ACTION	67
ARTICLE 23	GRIEVANCE PROCEDURE	68
ARTICLE 24	PERSONNEL RECORDS	71
ARTICLE 24A	PERFORMANCE EVALUATION	72
ARTICLE 25	LABOR/MANAGEMENT COMMITTEE	75
ARTICLE 26	NO STRIKES	76
ARTICLE 27	MASSDOT POLICY IMPLEMENTATION COMMITTEE	77
ARTICLE 28	SAVING CLAUSE	78

ARTICLE 29	APPROPRIATIONS BY THE GENERAL COURT	79
ARTICLE 30	DURATION	80
ADDENDUM A		81
APPENDIX A-1	SCHEDULES OF BIWEEKLY SALARY RATES	82
APPENDIX A-2	NAGE DUES CHART	83
APPENDIX A-3	SCHEDULES OF BIWEEKLY SALARY RATES	84
APPENDIX A-4	SCHEDULES OF BIWEEKLY SALARY RATES	85
APPENDIX A-5	SCHEDULES OF BIWEEKLY SALARY RATES	86
APPENDIX B	GRIEVANCE/WAIVER FORM	87
APPENDIX C	NON-SELECTION FORM	88
APPENDIX D-1	EMPLOYEE FMLA FORM	89
APPENDIX D-2	FAMILY MEMBER FMLA FORM	93
MOU	ADOPTION ASSISTANCE PROGRAM	98
MOU	DIRECT DEPOSIT OF SALARIES	99
MOU	SICK LEAVE USE	100
MOU	MBTA PASSES	101
MOU	PART-TIME EMPLOYEES/OVERTIME/SICK LEAVE	102
MOU	CUSTOMER SERVICE PARTNERSHIP AT DOT/RMV	103
MOU	OUT OF TITLE ASSIGNMENTS AT DOT	104
APPENDIX D	EXPEDITED ARBITRATION	105
MOU	RMV ACCEPTABLE WORKPLACE ATTIRE	106
ATTACHMENT A	RMV UNIT A DIVISION STANDARDS FOR WORK ATTIRE	107
MOU	RMV VOLUNTARY BREAK REDUCTION PLAN	108
LETTER	GPS DEVICES NOT FOR TIME AND ATTENDANCE	110

PREAMBLE

This Collective Bargaining Agreement entered into this 30 day of June 2014, by the Commonwealth of Massachusetts acting through the Massachusetts Department of Transportation (MassDOT), hereinafter referred to as the "Employer", or the "Commonwealth"; and by the National Association of Government Employees, Local R1-292, hereinafter referred to as the "Union"; and has as its purpose the promotion of harmonious relations between the Union and the Employer. To this end, the parties recognize the importance of dealing with one another with mutual respect and dignity.

ARTICLE 1 RECOGNITION

Section 1.1

The Employer recognizes the Union as the exclusive collective bargaining representative of employees of the MassDOT in the job titles as set forward in the attached Addendum A. The parties acknowledge that any job title that was in existence on the effective date of this Agreement not appearing on Addendum A has been intentionally excluded.

In order to establish and maintain clear and concise employee/labor relations policy, the parties agree that the Office of Labor Relations and Employment Law, on behalf of the Secretary of Transportation, is solely responsible for the development and implementation of all labor and employee relations policies. Only the office of Labor Relations and Employment Law has the authority to make commitments or agreements with respect to wages, hours, standards of productivity, performance and any other terms and conditions of employment, with NAGE as the exclusive union representative for Bargaining Unit A.

Section 1.2

- A. As used in this contract the term "employee" or "employees" shall include full-time and a regular part-time persons employed by MassDOT in job titles in the bargaining unit included in Section 1 above, and seasonal employees whose employment is for a period of ninety (90) consecutive days or more.
- B. exclusion:
1. all managerial and confidential employees;
 2. all employees employed in short term jobs established by special federal or state programs such as summer jobs for underprivileged youths and;
 3. all intermittent employees (except as defined by HRD Regulations); and
 4. all "03" or "07" consultants in accordance with past practice and the understanding of the parties.
- C. A full-time employee is defined as an employee who normally works a full work week and whose employment is expected to continue for twelve (12) months or more, or an employee who normally works a full workweek and has been employed for twelve (12) consecutive months or more.

A regular part-time employee is defined as an employee who is expected to work fifty percent (50%) or more of the hours in a workweek of a regular full-time employee in the same title.

An intermittent employee is defined as an employee who is neither a full-time nor a regular part-time employee whose position has been designated as an intermittent position by his/her Employer.

ARTICLE 2 MANAGERIAL RIGHTS/PRODUCTIVITY

Section 2.1

Except as otherwise limited by an express provision of this Agreement, the Employer shall have the right to exercise complete control and discretion over its organization and technology including but not limited to the determination of its employees; establish and/or revise personnel evaluation programs; the determination of the methods, means and personnel by which its operations are to be conducted; the determination of the content of job classifications; the appointment, promotion, assignment, direction and transfer of personnel; the suspension, demotion, discharge or any other appropriate action against its employees; the relief from duty of its employees because of lack of work or for other legitimate reasons; the establishment of reasonable work rules; and the taking of all necessary actions to carry out its mission in emergencies.

Section 2.2

Delivery of services to the public in the most efficient, effective, and productive manner is of paramount importance to the Employer and the Union. Such achievement is recognized to be a goal of both parties as they perform their respective roles and meet their responsibilities.

Section 2.3

It is acknowledged that during the negotiations, which resulted in this Agreement, the Union had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects of collective bargaining. Therefore, for the life of this Agreement this Agreement shall constitute the total agreement between the parties, and the Union agrees that the Employer shall not be obligated to any additional collective bargaining.

Section 2.4

Any prior agreement covering employees in this bargaining unit shall be terminated upon the effective date of this Agreement and shall be superseded by this Agreement except as provided below:

1. Upon the Employer's request, the Union and Employer shall meet to review and determine whether any Supplemental Agreement, Memoranda of Understanding, Side Letter or other agreements negotiated by the Commonwealth of Massachusetts and the Union in effect prior to November 1, 2009 applicable to statewide bargaining Unit 1 should be terminated or otherwise modified. No changes or modification of any kind shall be effective unless agreed in writing by the parties.

ARTICLE 2A
RULES AND REGULATIONS

The Rules and Regulations governing Vacation Leave, Sick Leave, Travel, Overtime, Military Leave, Court Leave, Other Leave, Charges and State Personnel, Accident Prevention, as authorized by Section 28 of Chapter 7 of the General Laws (Red Book) and those Rules and Regulations governing Classifications, Salaries, Allocations, Individual Reallocations, Salary Increments as authorized by Section 45(5) and Section 53 of Chapter 30 of the General Laws (Gray Book) shall not apply to employees covered by this Agreement.

ARTICLE 3 UNION SECURITY

Section 3.1

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

Section 3.2

An employee may consent in writing to the authorization of the deduction of Union dues from his/her wages and to the designation of the Union as the recipient thereof. Such consent shall be in a form acceptable to the Employer, and shall bear the signature of the employee. An Employee may withdraw his/her Union dues check-off authorization by giving at least sixty (60) days' notice in writing to his/her department head.

Section 3.3

An employee may consent in writing to the authorization of the deductions of an agency fee from his/her wages and to the designation of the Union as the recipient thereof. Such consent shall be in a form, acceptable to the Employer, and shall bear the signature of the employee. An employee may withdraw his/her agency fee authorization by giving at least sixty (60) days' notice in writing to his/her department head.

Section 3.4

The Employer shall deduct dues or an agency fee from the pay of employees who request such deduction in accordance with this Article and transmit such funds in accordance with departmental policy as of July 1, 1976 to the comptroller of the Union together with a list of employees whose dues or agency fees are transmitted provided that the State Treasurer is satisfied by such evidence that s/he may require that the comptroller of the Union has given to the Union a bond, in a form approved by the Commissioner of the Department of Revenue, for the faithful performance of his/her duties, in a sum and with such surety or securities as are satisfactory to the State Treasurer.

Section 3.5

When a Unit A employee is promoted or changes job titles within Unit A or is recalled from layoff, or returns from an authorized leave of absence without pay, the employee shall continue with his/her dues deduction and no new dues deduction authorization card will be requested, if at the time of his/her change of status there is in effect a current dues deduction card authorizing dues to be deducted and paid to the union. Notification of any cancellation of dues deduction will be sent to the Union in accordance with Article 5.7.E. In any event there shall be no liability on the part of the Employer under this section.

Section 3.6

The parties agree that it is the sole responsibility of an employee who promotes to a management position title, or out of the bargaining unit, to notify the Employer payroll office to cease any/all union dues deductions.

Section 3.7 Political Education Fund

Deductions for the purposes of a political education fund shall be made in accordance with Section 17J of Chapter 180 of the Massachusetts General Laws.

Any employee who objects to said political education fund fee may terminate his/her deduction by notifying his/her payroll clerk and the Union on a form provided by the Union.

ARTICLE 4 AGENCY FEE

Section 4.1

Each employee who elects not to join or maintain membership in the Union shall be required to pay as a condition of employment, beginning thirty (30) days following the commencement of his/her employment or the date of the signing of this Agreement, whichever is later, a service fee to the Union in any amount that is proportionally commensurate with the cost of collective bargaining and contract administration, but not to exceed the amount of periodic dues paid by employees who are members of the Union.

Any agency service fee shall be calculated in accordance with the provisions of Chapter 150 E and regulations adopted thereunder and shall not include costs for the following activities:

- 1) contributions to political candidates or political committees formed for a candidate or political party;
- 2) publicizing of an organizational preference for a candidate for political office;
- 3) efforts to enact, defeat, repeal or amend legislation unrelated to the wages, hours, standards of productivity and performance and other terms and conditions of employment, and the welfare or the working environment of employees represented by the exclusive bargaining agent or its affiliates;
- 4) contributions to charitable, religious or ideological causes not germane to its duties as the exclusive bargaining agent;
- 5) benefits which are not germane to the governance or duties as bargaining agent, of the exclusive bargaining agent or its affiliates and available only to the members of the employee organization.

Section 4.2

This Article shall not become operative as to employees in the bargaining Unit A certified to the Union until this Agreement has been formally executed, pursuant to a vote of a majority of all employees in bargaining Unit A present and voting.

Section 4.3

The Union shall reimburse the Employer for any expenses incurred as a result of being ordered to reinstate an employee terminated at the request of the Union for not paying the agency fee. The Union will intervene in and defend any administrative or court litigation concerning the propriety of such termination for failure to pay the agency fee. In such litigation the Employer shall have no obligation to defend the termination.

Section 4.4

Disputes between the parties concerning this Article shall be resolved in accordance with the grievance procedure contained in this Agreement.

In the event such a dispute is submitted to arbitration, the arbitrator shall have no power or authority to order the Employer to pay such service fee on behalf of any employee. If the arbitrator decides that an employee has failed to pay or authorize the payment of the service fee in accordance with this Article, the only remedy shall be the termination of the employment of such employee if the employee continues to refuse to pay or authorize payment of the required service fee after sufficient time to do so.

Section 4.5

All members of the bargaining unit shall be entitled to representation and to all the rights and benefits provided under this agreement without regard to their membership, non-membership, or agency fee status within the Union or its affiliates.

ARTICLE 5 UNION BUSINESS

Section 5.1 Union Representation

Union staff representatives shall be permitted to have access to the premises of the Employer for the performance of official Union business, provided that there is no disruption of operations. Requests for such access will be made in advance and will not be unreasonably denied. The Union will furnish the Employer with a list of staff representatives and their areas of jurisdiction.

Section 5.2 Grievance Processing

Union stewards or Union officials shall be permitted to have time off without loss of pay for the investigation and processing of grievances and arbitrations. Requests for such time off shall be made in advance and shall not be unreasonably denied. The Union will furnish the Employer with a list of Union stewards and their jurisdictions and provide prompt notice of any changes. The Union shall delineate the jurisdiction of Union stewards so that no steward needs travel between work locations or sub-divisions thereof while investigating grievances.

Grievants shall be permitted to have reasonable time off without loss of pay for processing their grievances through the contractual grievance procedure, except that for class action grievances no more than three (3) grievants shall be granted such leave.

Section 5.3 Paid Leave of Absence for Union Business

Leave of absence without loss of wages, benefits or other privileges may be granted to elected delegates of the Union to attend NAGE conventions and conventions of the State, AFL-CIO and parent organizations. Person designated as alternate delegates shall not be granted paid leaves of absence to attend such conventions. Such paid leave shall not exceed a total of one hundred (100) days per year.

Time off without loss of wages, benefits, or other privileges shall be granted to Union negotiating committee members for attendance at negotiating sessions.

Time off without loss of wages, benefits, or other privileges shall be granted to representatives and officers of the Union to attend joint labor/management meetings.

Time off without loss of wages, benefits, or other privileges shall be granted for not more than thirty-five (35) hours per week to a combined total of four (4) Union Official equivalents from bargaining units A, C and D to assist the Union President in conducting union business.

The Union will not request paid release time for Executive Board meetings more frequently than ten (10) work days per calendar year. The Union shall submit any request for paid union business leave for Executive Board meetings not later than seven (7) calendar days in advance of the meeting date(s) and the Employer will respond not less than two (2) business days preceding the date of the Executive Board meeting.

The Employer, upon being provided sufficient advance notice by the Union, shall grant Union Stewards paid release time for the purposes of receiving training. This paid release time for training shall not exceed one (1) day in duration. The Parties further agree that the Union will make this request of the Employer no more than once in any twelve (12) month period. No pyramiding of release time will be permitted.

All leave granted under this section shall require prior approval of the Office of Labor Relations and Employment Law. Requests for release time for the purpose of attending Union conventions must be made at least seven (7) calendar days in advance of such convention.

Section 5.4 Unpaid Union Leave of Absence

Upon request by the Union, an employee shall be granted a leave of absence without pay to perform full-time official duties on behalf of the Union. Such leave of absence shall be for a period of up to one year and may be extended for one or more additional periods of one year or less at the request of the Union. Approved requests will be granted by the Department/Agency head not to exceed one per each 1,000 employees in the bargaining unit provided no adverse effect on the operations of the Department/Agency results.

Representatives and officers of the Union shall be granted leaves of absence without loss of benefits or other privileges (not including wages) to attend hearings before the Legislature and State agencies concerning matters of importance to the Union.

All leaves granted under this Section shall require prior approval of the Office of Labor Relations and Employment Law. Requests for unpaid leaves of absence for the purpose of attending Union conventions must be made at least seven (7) calendar days in advance of such convention.

Section 5.5 Union Use of Premises

The Union shall be permitted to use facilities of the Employer for the transaction of Union business during working hours and to have reasonable use of the Employer's facilities during off duty hours for Union meetings subject to appropriate compensation if required by law. This section shall not be interpreted to grant an employee the right to carry on Union business during his/her own working hours, not granted elsewhere in the contract.

The Union shall be permitted one (1) hour per year to address its members regarding various union issues.

Section 5.6 Paid Bulletin Boards

The Union may post notices on bulletin boards or on an adequate part thereof in places and locations where notices usually are posted by the Employer for employees to read. All notices shall be on Union stationery, signed by an official of the Union, and shall only be used to notify employees of matters pertaining to Union affairs. The notices may remain posted for a reasonable period of time. No material shall be posted which is inflammatory, profane or obscene, or defamatory of the Commonwealth or its representatives, or which constitutes election campaign material for or against any person, organization or faction thereof.

Section 5.7 Employer Provision of Information

The Employer shall be required to provide the Union with the following information:

- A. The Union and/or the employee shall furnish to the Employer, a signed copy of the Union dues/agency fees deduction card that contains a waiver authorizing the use of his/her Social Security Number for the purposes of conducting business between the Union and the Commonwealth or the Employer. The Union and the Employer agree that employee Social Security Numbers will not be released to any third party outside of the business relationship existing between the Union and the Commonwealth or the Employer, unless directed in writing, by the employee.

The Union further agrees that should it improperly disclose, release or distribute the Social Security Numbers of employees in bargaining unit A, it will indemnify the Commonwealth and the Employer for any and all damages resulting from such improper disclosure by the Union.

- B. The Employer shall continue to provide the Union with the same or similar information concerning members of the bargaining unit as it currently provides. In the event the Commonwealth discontinues providing the Union any of the information it currently provides concerning the members of the bargaining unit, the Employer will meet with the Union to discuss the availability of alternative methods of providing the same or similar information.

Section 5.8 Orientation

The Department/Agency shall provide an orientation program for new employees, one-half (1/2) hour shall upon written request of the Union, be allotted to the Union and to the new employee(s) during which time a Union representative shall discuss the Union with the employee.

ARTICLE 6
ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION

Section 6.1

The Employer and the Union agree not to discriminate in any way against employees covered by this Agreement on account of race, religion, creed, color, national origin, sex, sexual orientation, age, mental or physical disability, union activity, gender identity, gender expression, military or veteran status.

Section 6.2

The Union and the Employer agree that when the effects of employment practices, regardless of their intent, discriminate against any group of people on the basis of race, religion, creed, color, age, sex, national origin, or mental or physical disability, or being a Vietnam Era Veteran, specific positive and aggressive measures must be taken to redress the effects of past discrimination, to eliminate present and future discrimination, and to ensure equal opportunity in the areas of hiring, upgrading, demotion or transfer, recruitment, layoff or termination, rate of compensation and in-service or apprenticeship training programs. Therefore, the parties acknowledge the need for positive and aggressive affirmative action.

Section 6.3

The Statewide Labor/Management Committee established pursuant to ARTICLE 26 shall give priority to the area of affirmative action. The Committee shall review affirmative action programs and shall devote its best efforts to alleviating any obstacles that are found to exist to the implementation of the policy and commitments contained in the Governor's Executive Order No. 116 dated May 1, 1975 or as subsequently amended or in Governor's Executive Order No. 253 (1988) or as subsequently amended.

Section 6.4

The provisions contained in Article 14 and Article 18 shall not be construed to impede the implementation of affirmative action programs developed by department/agencies in accordance with goals set forth in the Article.

Section 6.5

The Employer and the Union acknowledge that sexual harassment is a form of unlawful sex discrimination, and the parties mutually agree that no employee should be subjected to such harassment. The term sexual harassment as used herein is conduct such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which constitutes sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- B. Submission to a rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Section 6.6

A grievance alleging a violation of Section 5 of this Article shall be filed initially at Step II of the grievance procedure. Such action must be brought within twenty-one (21) days from the alleged act or occurrence. However, an employee who has filed a complaint alleging sexual harassment under the Commonwealth's Statewide Sexual Harassment Policy may not file a grievance regarding those same allegations under this Section.

ARTICLE 6A
MUTUAL RESPECT

MassDOT and the Union agree that mutual respect between and among managers, employees, co-workers and supervisors is integral to the efficient conduct of the MassDOT's business. Behaviors that contribute to a hostile, humiliating or intimidating work environment, including abusive language or behavior, are unacceptable and will not be tolerated. Employees who believe they are subject to such behavior should raise their concerns with an appropriate manager or supervisor as soon as possible, but no later than ninety (90) days from the occurrence of the incident(s). In the event the employee(s) concerns are not addressed at the Agency level, whether informally or through the grievance procedure, within a reasonable period of time, the employee or the Union may file a grievance at step III of the grievance procedure as set forth in Article 23. If an employee, or the Union, requests a hearing at step III, such hearing shall be granted. Grievances filed under this section shall not be subject to the arbitration provisions set forth in Article 23. No employee shall be subject to discrimination for filing a complaint, giving a statement, or otherwise participating in the administration of this process.

ARTICLE 7 WORKWEEK AND WORK SCHEDULES

Section 7.1 Scheduled Hours, Workweek, Workday

- A. Except as otherwise specified in this Agreement, the regular hours of work for full-time employees shall be thirty-seven and one-half (37.5) hours per week excluding duty free meal periods or forty (40) hours per week excluding duty free meal periods, as has been established for that job title at the particular job location. Any employee whose regular workweek has averaged more than forty (40) hours excluding meal periods in the past shall have a forty (40) hour workweek.
- B. The work schedule, both starting times and quitting times, of employees shall be posted on a bulletin board at each work location or otherwise made available to employees and Union stewards.
- C. When the Employer desires to change the shift or day off of an employee, the Employer shall, whenever practicable, give the affected employee ten (10) days written notice.
- D. To the extent practicable, the normal work week shall consist of five (5) consecutive days, Monday through Friday, with the regular hours of work each day to be consecutive except for duty free meal periods. Similarly, to the extent practicable, employees in continuous operations shall receive two (2) consecutive days off in each seven (7) day period. This subsection shall not apply to employees in authorized flexible hours programs.

Section 7.2 Overtime

- A. An employee shall be compensated at the rate of time and one-half his/her regular rate of pay for authorized overtime work performed in excess of forty (40) hours per week.
- B. An employee whose regularly scheduled workweek is less than forty (40) hours shall be compensated at his/her regular rate for authorized overtime work performed up to forty (40) hours per week that is in excess of his/her regular workweek.
- C. Compensatory time off in lieu of pay for overtime shall not be granted to employees except as provided in Section 7.2.G. The Employer shall not, for the purpose of avoiding the payment of overtime, curtail the scheduled hours of an employee during the remainder of a workweek in which the employee has previously worked hours beyond his/her normally scheduled workday. This Paragraph shall not apply to employees who, because of the nature of the duties of their positions, work an irregular workday, nor shall it apply to employees who have been permitted by the Employer to participate in an approved voluntary flexible hours program that has been duly authorized by the Appointing Authority and by the Chief Human Resources Office.
- D. With the exception of paid sick leave, all time for which an employee, is on full paid leave status shall be considered time worked for the purpose of calculating overtime compensation.

However, an employee who uses sick leave during the same work week in which s/he works mandatory overtime shall have the opportunity to replace up to three (3) shifts per fiscal year of

sick leave with his/her available personal leave, vacation leave, accrued compensatory time or holiday compensatory time.

E. There shall be no duplication or pyramiding of the premium pay for overtime work provided for in this Agreement.

F. Employees who are engaged in special kinds of activities where scheduling of such work during regularly scheduled hours is not feasible, shall not be paid overtime on a weekly basis but may be given compensatory time off for such overtime work.

G. Notwithstanding the provisions of Paragraph C of this Section 7.2, upon the request of an employee, an Appointing Authority shall grant compensatory time in lieu of payment of overtime compensation would be required under this Article. This shall be designated on the overtime form supplied by the Employer.

Such compensatory time shall not be accumulated in excess of one hundred twenty (120) hours and may be utilized in half hour increments.

The Employer shall permit the use of compensatory time at the employee's request, provided the use of compensatory time does not unduly disrupt the operation of a department or agency. Upon termination an employee shall be paid for all unused compensatory time at the final regular rate of pay.

H. The Employer shall make every effort to send out checks for overtime no later than the second payroll period following the payroll period of the overtime worked.

I. Overtime shall be distributed as equitably and impartially as practicable among persons in each work location who ordinarily perform such related work in the normal course of their workweek. Department heads and union representatives at each location shall work out procedures for implementing this policy of distributing overtime work.

J. The provisions of this Section shall not apply to employees on full travel status.

Section 7.3 Regular Meal Periods

A forty-five (45) minute meal period shall be scheduled as close to the middle of the shift as possible considering the needs of the Employer and the needs of the employee. Employees in the Registry of Motor Vehicles may elect to reduce their lunch break to thirty (30) minutes and shall receive compensatory time for the additional time worked.

Section 7.4 Rest Periods

Employees shall be allowed two (2) rest periods of up to fifteen (15) minutes per workday.

Section 7.5 Time Keeping

Employees may be required to record their daily arrival and departure times as well as the start and end time of all breaks and meal periods in a form and manner determined by the Employer which shall, to the extent reasonably practicably, be uniform.

Section 7.6 Call Back Pay

A. An employee who has left his/her work place after having completed his/her regular shift, and who is called back to his/her work place prior to the commencement of his/her next scheduled shift shall receive a minimum of four (4) hours pay at his/her regular hourly overtime rate. For the purpose of this Section, a "work place" is defined as any place other than the employee's home to which s/he is required to report to fulfill the assignment.

An employee who is called back must remain available for, and respond to any subsequent call during the four hour period. If the employee is called back during the same four hour period, s/he shall not receive additional compensation above the four (4) hours of pay, unless the subsequent call extends beyond the initial four hours, in which case s/he shall be paid for the additional time worked on an hour for hour basis at the overtime rate. An employee who refuses or fails to respond to a second or subsequent call during the four hour period, shall not be paid the four (4) hour minimum, unless it is unreasonable under the circumstances to require him/her to respond.

This Section shall not apply to an employee who is called in to start his/her shift early and who continues to work that shift.

B. An Employee who is called back to work as outlined above but is not called back to a work place shall receive a minimum of two (2) hours pay at his/her regular overtime rate. In situations where an employee fulfills his/her call back assignment through the use of an electronic communication device such as a telephone or "networked" computer, the employee shall receive a minimum of one (1) hour for assignments received before 11:00 p.m. and two (2) hours for assignments received on or after 11:00 p.m.

Section 7.7 Stand-by Duty

A. An employee who is required by the department head to be available on a stand-by basis to report to duty when necessary shall be reimbursed at a rate not to exceed seventeen dollars and fifty cents (\$17.50) for such stand-by period.

B. The stand-by period shall be fifteen (15) hours in duration for any night stand-by duty, and shall be nine (9) hours in duration for any day stand-by duty.

C. Stand-by duty shall mean that a department head has ordered any employee to be immediately available for duty upon receipt of a message to report to work. If any employee assigned to stand-by duty is not immediately available to report to duty when contacted, no stand-by pay shall be paid to the employee for the period. An employee is not considered immediately available if he or she reports for duty later than one (1) hour after being called.

D. An employee who is required by the Department head as condition of employment to be available by electronic device to report to duty immediately upon being paged shall be reimbursed at a rate not to exceed seventeen dollars and fifty cents (\$17.50) for such stand-by period.

Section 7.8 Shift Differentials

A. Full time Unit A employees whose regularly scheduled workday is on the second or third shift as hereinafter defined will receive a shift differential of one dollar twenty-five cents (\$1.25) per hour.

Effective July 9, 2006, in addition to any other compensation to which they may be entitled, a premium of one dollar and twenty-five cents (\$1.25) per hour shall be paid to all Unit A employees who are regularly scheduled to work on either a Saturday or a Sunday, provided that no employee shall receive said differential for more than one (1) day worked per weekend.

B. For the purpose of this Section only, a second shift shall be one that commences at 1:00 p.m. or after and ends not later than 2:00 a.m. and a third shift shall be one that commences at 9:00 p.m. or after and ends not later than 9:00 a.m.

C. The overtime rate for employees whose regularly scheduled workday is on the second or third shift shall be computed based on the following method: the regular hourly salary rate plus the hourly shift differential times one and one-half equals the overtime rate.

D. For the purposes of this Section, employees who are regularly scheduled to work second or third shift shall receive the shift differential for all shifts that are on paid leave status, including holidays. Employees otherwise entitled to a weekend differential under this Section shall receive the differential for days they are on paid leave status, including holidays, up to the maximum of one (1) full day per weekend.

ARTICLE 8
LEAVE

Effective on or about November 1, 2015, MassDOT will transition from monthly accruals for sick and vacation benefits to biweekly accruals.¹

Section 8.1 Sick Leave

A. A full-time employee shall accumulate sick leave with pay credits at the following rate for each biweekly pay period of employment:

<u>Scheduled Hours</u>	<u>Sick Leave Accrued</u>
<i>75 hours biweekly</i>	4.326975 hours
<i>80 hours biweekly</i>	4.61544 hours

An Employee on any leave with pay or industrial accident leave shall accumulate sick leave credits. There shall be no limit to the number of unused sick leave credits, which an employee may accumulate.

B. A regular part-time employee shall accumulate sick leave credits in the same proportion that his/her part-time service bears to full-time service.

C. Sick leave shall be granted, at the discretion of the Employer, to an employee only under the following conditions:

1. When an employee cannot perform his/her duties because s/he is incapacitated by personal illness or injury;
2. When through exposure to contagious disease, the presence of the employee at his/her work location would jeopardize the health of others.
3. When appointments with licensed medical or dental professionals cannot reasonably be scheduled outside of normal working hours for purposes of medical treatment or diagnosis of an existing medical or dental condition.
4. When an employee is absent due to the excessive use of alcohol or narcotics becomes and continues to be an active participant in an approved counseling service program.
5. An employee shall be entitled to use up to ten (10) days of accrued sick leave per calendar year for necessary preparations and/or legal proceedings related to foster care of DCF children, such as foster care reviews, court hearings and MAPS training for pre-adoptive parents. The Employer may approve a waiver of the ten (10) day limit if needed for difficult placements. In addition, an employee may use the one (1) day per month of paid leave available to employees for volunteer work under the

¹ All provisions of the collective bargaining agreement for the term July 1, 2011 to June 30, 2014 that relate to the monthly accrual of paid sick leave shall remain in effect until biweekly leave accrual is implemented as provided in this Agreement.

Commonwealth's School Volunteer or Mentoring programs for the above cited foster care activities.

6. An employee may use up to maximum of sixty (60) days per calendar year for the purpose of:
 - a. Caring for the spouse, child, foster child, step-child, parent, step-parent, brother, sister, grandparent, grandchild, parent or child of spouse, person for whom the employee is legal guardian, or a relative living in the household who is seriously ill; or
 - b. Parental leave due to the birth or adoption of a child, to be concluded within twelve (12) months of the date of the birth or adoption. Eligible employees utilizing sick leave under this section shall not be required to submit a medical certification, unless the Employer has reason to believe that the birth or adoption claim was not genuine. This leave benefit shall be in addition to the ten (10) days of paid leave set forth in Section 8.7.1 below.
 7. An employee may use up to a maximum of ten (10) days of accrued sick leave in a calendar year in order to attend to necessary preparations and legal requirements related to the employee's adoption of a child, except that in no event may an employee charge more than a total of sixty (60) days of accrued sick leave in a calendar year for adoption related purposes.
- D. A full-time employee shall not accrue full sick leave credit for any biweekly pay period in which s/he was on leave without pay or absent without pay. Instead the employee shall accrue sick leave credits based on the hours paid within the biweekly pay period.
- E. Upon return to work following a sick leave in excess of five (5) consecutive work days, or when the Employer has reason to suspect that an employee is unfit for duty, an employee may be required to undergo a medical examination by an Employer appointed physician to determine his/her fitness for work. If the examination by the Physician reveals that the employee is fit for duty, the employee will immediately return to duty without loss of wages or leave. If the examination by the Physician reveals that the employee is unfit for duty, the employee's own leave time will run from the time the employee left the work location. The employee, if found unfit for duty and if s/he desires, may then receive an examination by a physician of his/her own choice and at his/her expense. If the employee's physician finds that the employee is fit to return to work, the employee shall not be returned to work unless and until a third physician appointed from a panel agreed by the Union and the Employer examines the employee and determines that the employee is fit for duty. The Employer will bear the costs of the employee's initial examinations and the examination by the physician appointed from the panel under this Paragraph E.

F. Sick leave must be charged against unused sick leave credits in units fifteen (15) minutes, but in no event may the sick leave credits used be less than the actual time off.

G. An employee having no sick leave credits, who is absent due to illness or injury may, upon the Employer's approval which will not be unreasonably withheld, be placed on available vacation leave under Article 9. Additionally, the Employer may grant such employee a leave of absence without pay or an extension of a leave of absence without pay upon the written request of the employee.

Such written request shall include a detailed statement of the reason for the absence or requested leave and shall be accompanied by substantiating proof of such an illness or injury. No leave of absence granted pursuant to this paragraph shall be for a period longer than three (3) months.

H. An employee who is reinstated or reemployed after an absence of less than three (3) years shall be credited with his/her sick leave credits at the termination of his/her prior employment. An employee who is reinstated or reemployed after a period of three (3) years or more shall receive prior sick leave credits, if approved by the Director of Human Resources, where such absence was caused by:

1. Illness of said employee;
2. Dismissal through no fault or delinquency attributable solely to said employee; or
3. Injury while in the employment of MassDOT in the line of duty, and for which said employee would be entitled to receive Workers' Compensation benefits.

I. A regular part-time employee shall not accrue sick leave credit for any biweekly pay period in which s/he was on leave without pay or absent without pay in the same proportion that his/her service bears to one day of service of a full-time employee.

J. Employees requesting sick leave under this Article must notify the Employer's designated representative at least one (1) hour before the start of his/her work shift on each day of absence. In single-shift agencies, employees requesting sick leave under this Article must notify the designated representative not later than fifteen (15) minutes before the start of the workday on each day of absence. Failure to provide proper notification may result in the denial of sick leave. Such notice must include the general nature of the condition and the estimated period of time for which the employee will be absent. Where circumstances warrant, the Employer or designee shall reasonably excuse the employee from such daily notification.

K. 1. Where the Employer has reason to believe that sick leave is being abused, or when an employee uses three (3) or more sick days on non-consecutive calendar days during any 60 day period, or uses more than 7.5 days within three months, the Employer may require satisfactory medical evidence from the employee for such absence and for future sick leave usage for a period of three (3) months from the date of the most recent absence. This request shall be reduced to writing and shall cite specific reasons for the request. When medical evidence is requested,

such request shall be made as promptly as possible. To the extent practicable, the employee shall receive prior notice that the Employer believes s/he is abusing sick leave and that s/he may be required to produce medical evidence for future use of sick leave.

2. Satisfactory medical evidence (see Appendices D-1 and D-2) shall consist of a signed statement by a licensed Physician, Physician's Assistant, Nurse Practitioner, Chiropractor or Dentist that s/he has personally examined the employee and shall contain the nature of the illness or injury, unless identified as being of a confidential nature; a statement that the employee was unable to perform his or her duties due to the specific illness or injury on the days in question; and the prognosis for employee's return to work. In cases where the employee is absent due to a family or household illness or injury, as defined in Section 1(C)(2) of this Article, satisfactory medical evidence shall consist of a signed statement by medical personnel mentioned above indicating that the person in question has been determined to be seriously ill and needing care on the days in question.

A medical statement provided pursuant to this Article shall be on the letterhead of the attending physician or medical provider as mentioned above, and shall list an address and telephone number. Failure to produce such evidence within seven (7) days of its request may result, at the discretion of the appointing Authority, in denial of sick leave for the period of absence.

3. Any inappropriate use of sick leave shall be recorded as unauthorized leave without pay and (may) result in discipline.

L. Where the Employer, or the designated person in charge, has sufficient reason to believe that an employee has a mental or physical incapacity rendering him/her unfit to perform his/her job or which jeopardizes workplace safety or stability, the Employer or the designated person in charge may authorize the removal of such employee from the workplace. It is understood that the employee might not recognize or acknowledge such unfitness. Notification shall be made to the Union as soon as possible, by the Employer or his/her designee when an employee is removed from the workplace in accordance with this Paragraph.

Prior to returning to work, the employee shall be required to undergo a medical examination to determine his/her fitness for work. The employee, if s/he so desire, may be examined by a physician of his/her own choice, in which case such examination and cost shall be the responsibility of the employee. However, the Employer shall reserve the right to obtain a second opinion from a MassDOT designated physician to determine fitness for work in which case such examinations and related cost shall be borne by the Employer. If the employee's physician determines that the employee is not fit for work, s/he will be removed from paid administrative leave. If the employee's physician determines that the employee is fit to work and the Employer designated physician disagrees, the employee will not be returned to work until a physician appointed from a panel agreed by the Employer and MassDOT as provided in Article 8 E above,

examines the employee and determines that s/he is fit to work. The cost of the panel physician shall be borne by the Employer.

M. No employee shall be entitled to a leave under the provisions of this Article in excess of the accumulated sick leave credits due such employee.

N. Employees whose service with the MassDOT is terminated shall not be entitled to any compensation in lieu of accumulated sick leave credits. Employees who retire shall be paid twenty percent (20%) of the value of their unused accrued sick leave at the time of their retirement. Upon the death of an employee who dies while in the employ of the Commonwealth, twenty percent (20%) of the value of the unused sick leave which the employee had personally earned and accrued as of the time of death shall be paid in the following order of precedence, as authorized by the Chief Human Resources Officer upon request of the Employer of the deceased employee:

- First to the surviving beneficiary or beneficiaries, if any, lawfully designated by the employee under the state employees' retirement system; and
- Second if there be no such designated beneficiary, to the estate of the deceased.

It is understood that any such payment will not change the employee's pension benefit.

O. Sick leave credits earned by an employee following a return to duty after a leave without pay or absence without pay shall not be applied to such period of time.

Section 8.2 Paid Personal Leave

A. Full-time employees hired after November 23, 2011 will be credited annually during the first full pay period in January, with paid personal leave credits at the following rate:

<u>Scheduled Hours per Week</u>	<u>Personal Leave Credits</u>
37.5 hours per week	22.5 hours
40.0 hours per week	24.0 hours

B. Full time employees hired as of November 23, 2011 will be credited annually during the first full pay period in January, with paid personal leave credits at the following rate:

<u>Scheduled Hours per Week</u>	<u>Personal Leave Credits</u>
37.5 hours per week	37.5 hours
40.0 hours per week	40.0 hours

Such personal leave may be taken during the following twelve (12) months at a time or times requested by the employee and approved by his/her Employer. Full-time employees hired or promoted into the bargaining unit after January 1 of each year will be credited with personal leave days in accordance with the following schedule:

Date of Hire or Promotion	Scheduled Hours per Week	Personal Leave Credited
January 1 – March 31	37.5	22.5 hours
	40	24.0 hours
April 1 – June 30	37.5	15.0 hours
	40	16.0 hours
July 1 – September 30	37.5	7.5 hours
	40	8.0 hours
October 1 – December 31	37.5	0 hours
	40	0 hours

Except as provided for herein, any personal leave not taken by the last Saturday prior to the first full pay period in January of each year will be forfeited by the employee. Personal leave days for regular part-time employees will be granted on a pro-rata basis. Employees' personal leave balances shall be charged for time used on a one-half-hour-for one-half-hour basis, e.g. one-half hour charged for one-half hour used, and may be used in conjunction with vacation leave.

Charges to personal leave may be allowed in units of not less than one-half hour. An employee who cannot utilize his/her personal leave in the months of November and December, due to the operational needs of the Employer, shall be permitted to carry-over one day of personal leave credit not utilized, to the next calendar year.

C. Nothing in this Section shall be construed as giving more than three (3) personal days in a given year to employees hired after November 23, 2011 or more than five (5) personal days in a given year to employees hired as of November 23, 2011.

Section 8.3 Bereavement Leave

A. Upon evidence satisfactory to the Employer of the death of a spouse or child, an employee shall be entitled to a maximum of seven (7) days of leave without loss of pay to be used at the option of the employee within thirty (30) calendar days from the date of the death of a child and within ninety (90) calendar days of the death of the employee's spouse.

B. Upon evidence satisfactory to the Employer of the death of a foster child, step child, parent, step parent, brother, sister, grandparent, grandchild, person for whom the employee is legal guardian, spouse of a child, parent or child of spouse or person living in household, an employee shall be entitled to a maximum of four (4) days of leave without loss of pay to be used at the option of the employee within thirty (30) calendar days from the date of said death.

C. Upon evidence satisfactory to the Employer, an employee shall be granted one (1) day of leave without loss of pay to attend the funeral of the brother, brother-in-law, sister, sister-in-law, grandparent or grandchild of the employee's spouse.

Section 8.4 Voting Leave

An employee whose hours of work preclude him/her from voting in a town, city, state, or national election shall upon application be granted a voting leave with pay, not to exceed two (2) hours, for the sole purpose of voting in the election.

Section 8.5 Civic Duty Leave

- A. Employees summoned for jury duty will be granted leave of absence with pay for time lost from their regular work schedule while on said jury duty upon presentation of the appropriate summons to the department head by the employee.
- B. An employee who receives jury fees for jury service upon presentation of the appropriate court certificate of service, shall either:
1. Retain such jury fees in lieu of pay for the period of jury service if the jury fees exceed his/her regular rate of compensation for the period involved; or
 2. Remit to the Employer the jury fees if less than his/her regular rate of compensation for the period involved.
- C. Jury fees for the purpose of this Article shall be the per diem rate paid for jury duty by the court not including the expenses reimbursed for travel, meals, rooms or incidentals.
- D. An employee summoned as a witness in court on behalf of the Commonwealth or any town, city or county of the Commonwealth or on behalf of the Federal Government shall be granted court leave with pay upon filing of the appropriate notice of service with his/her department head except that this Section shall not apply to an employee who is also in the employ of any town, city or county of the Commonwealth or in the employ of the Federal Government or any private employer and who is summoned on a matter arising from that employment.
- E. All fees for court service except jury fees paid for service rendered during office hours must be paid to the Commonwealth. Any fees paid to an employee for court service performed during a vacation period may be retained by the employee. The employee shall retain expenses for travel, meals, rooms, etc.
- F. An employee on court leave who has been excused by the proper court authority shall report to his/her official duty station if such interruption in court service will permit four or more consecutive hours of employment. Court leave shall not affect any employment rights of the individual.
- G. No court leave shall be granted when the employee is the defendant or is engaged in personal litigation.

Section 8.6 Military Leave

- A. An employee shall be entitled during the time of his/her service in the armed forces of the Commonwealth, under Sections 38, 40, 41, 42, or 60 of Chapter 33 of the General Laws, to receive pay therefore, without loss of his/her ordinary remuneration as an employee.
- B. An employee shall be entitled, during his/her annual tour of duty of not exceeding seventeen (17) days as a member of a reserve component of the armed forces of the United States, to receive pay therefore, without loss of his/her ordinary remuneration as an employee under Section 59 of Chapter 33 of the General Laws as amended.
- C. An employee who is a member of a reserve component of the armed forces of the United States and who is called for duty other than the annual tour of duty of not exceeding seventeen (17) days shall be subject to the provisions of Chapter 708 of the Acts of 1941 as amended, or of Chapter 805 of the Acts of 1950 as amended, or Chapter 671 of the Acts of 1966, and amendments thereto.
- D. In accordance with Chapter 708 of the Acts of 1941, as amended, an employee who, on or after January 1, 1940, shall have tendered his/her resignation or otherwise terminated his/her service for the purpose of serving in the military or naval forces of the United States who does serve or was or shall be rejected for such service shall, except as otherwise provided by Chapter 708 of the Acts of 1941, as amended, be deemed to be or to have been on military leave, and no such person shall be deemed to have resigned from the service of the Commonwealth or to have terminated such service until the expiration of two years from the termination of said military or naval service by him/her.

Section 8.7.1 Family Leave

During family leave taken in conjunction with the birth, adoption or placement of a child, an employee shall receive his/her salary for ten (10) days of said leave, at a time requested by the employee. In the case of multiple births, such as twins or triplets, paid leave will not exceed (10) ten days. For cases of foster placement, if the placement is for less than ten (10) days, the number of paid days shall equal the number of work days that fall within the placement time period. The ten (10) days of paid family leave granted under this Section may be used on an intermittent basis over the twelve (12) months following the birth or adoption, except that this leave may not be charged in increments of less than one (1) day. In addition, if the employee has accrued sick leave, vacation leave or personal leave credits available, the employee may use such credits for which s/he may otherwise be eligible under the sick leave, personal leave, or vacation leave provisions of this Agreement. The ten (10) days of paid leave granted under this Section shall be prorated for regular part-time employees.

Section 8.7.2 Family and Medical Leave

A. Family Leave

1. The Employer shall grant to a full time or part time employee who has completed his/her probationary period, or if there is no such probationary period, has been employed for at least three consecutive months, an unpaid leave of absence for up to twenty-six (26) weeks in conjunction with the birth, adoption or placement

of a child as long as the leave concludes within twelve (12) months following the birth or placement. The ability to take leave ceases when a foster placement ceases unless the need for the additional leave is directly connected to the previous placement.

2. At least thirty (30) days in advance, the employee shall submit to the Appointing Authority a written notice of his/her intent to take such leave and the dates and expected duration of such leave. If thirty (30) days' notice is not possible, the employee shall give notice as soon as practicable. The employee shall provide upon request by the Employer proof of the birth or placement or adoption of a child.
3. If an employee has accrued sick leave, personal leave, compensatory leave, or vacation credits at the commencement of his/her family leave, the employee may use such leave credits for which s/he may be eligible under the sick leave, personal leave or vacation provisions of this Agreement. The Employer may, in his/her discretion, assign an employee to temporarily backfill for an employee who is on family leave. Such assignment may not be subject to the grievance procedure.
4. At the expiration of the family leave, the employee shall be returned to the same or equivalent position with the same status, pay and length of service credit as of the date of his/her leave. If during the period of the leave, employees in an equivalent position have been laid off through no fault of their own, the employee will be extended the same rights or benefits, if any, extended to employees of equal length of service in the equivalent position in the department.
5. Employees taking an unpaid leave of absence under this provision will accrue sick and vacation leave benefits only for the first eight (8) weeks of such unpaid leave. Notwithstanding any other provision of the Agreement to the contrary, the family leave granted under this Article shall not affect the employee's right to receive any contractual benefits for which s/he was eligible at the time of his/her leave.
6. During the time an employee is on family leave, the employee shall be entitled to group health insurance coverage benefits on the same terms and conditions in effect at the time the leave began, provided the employee continues to pay the required employee share of premium while on leave. If the employee fails to return from leave, the Commonwealth may recover, as provided under FMLA, the cost it incurred in maintaining insurance coverage under its group health plan for the duration of the employee's leave.

B. Medical Leave

1. The Employer shall grant to any employee who has completed his/her probationary period or, if there is no probationary period, who has been employed at least three (3) consecutive months, an unpaid leave of absence for up to twenty-six (26) weeks to care for a spouse, child or parent who has a serious health condition or for a serious health condition which prevents the employee

from being able to perform the functions of his/her position. For this leave, under the Family and Medical Leave Act, 29 U.S.C. 26111 et seq., and accompanying regulations, 29 C.F.R. Part 825, the Employer will request medical certification at the time the employee gives notice of the need for the leave or within five (5) business days after the leave commences. In the event of an unanticipated illness, an employee who returns to work within eight (8) working days of the beginning of the absence will not be required to return Form D1 to his/her employer.

2. Upon the submission of satisfactory medical evidence that demonstrates an existing catastrophic illness, the Appointing Authority shall grant the employee on a one-time basis, up to an additional twenty-six (26) weeks of non-intermittent FMLA leave.
3. At least thirty (30) days in advance, the employee shall submit a written notice of his/her intent to take such leave and the dates and expected duration of such leave. If thirty (30) day notice is not possible, the employee shall give notice as soon as practicable. The employee shall provide, upon request by the Employer, satisfactory medical evidence. Satisfactory medical evidence is defined under Section 1.K.2 of this Article. Under FMLA Law, the Employer may obtain a second opinion at its own expense.

In the event there is a conflict between the second opinion and the original medical opinion, the Employer and the employee may resolve the conflict by obtaining the opinion of a third medical provider, who is approved jointly by the Employer and the employee, at the Employer's expense.

4. Intermittent leave usage and modified work schedules may be granted where a spouse, child or parent has a serious health condition and is dependent upon the employee for care or for the serious health condition which prevents the employee from being able to perform the functions of his/her position. Effective October 1, 2014 for new requests of intermittent FMLA and effective January 1, 2015 for employees currently on FMLA, employees who provide satisfactory medical documentation to support an intermittent FMLA may utilize up to 60 days of their FMLA allotment provided for in Section 8 (B) (1) for intermittent absences.

Where an intermittent or a modified work schedule is medically necessary, the employee and Employer shall attempt to work out a schedule which meets the employee's needs without unduly disrupting the operations of the workplace. Such modified work schedules may include full time continuous leave, a change in job responsibilities, an alternative work option or a continuation of the intermittent leave beyond the sixty (60) days if operations allow provided the employee has not exhausted the 26 weeks of FMLA leave allowed within the previous 52 week period.

At the expiration of the intermittent medical leave, modified work schedule, or job assignment that was agreed upon, the employee shall be returned to the same

or equivalent position with the same status, pay and length of service credit as of the date of his/her leave.

In the event that no alternative work option is agreed upon and if the employer believes that operations are being unduly disrupted, the employer will give written notice to the Union and employee of the intent to terminate the intermittent leave.

In such an event, no employee who then requests full time continuous leave and who is otherwise eligible shall be denied such leave as long as they provide medical documentation supporting an FMLA qualifying illness. Such leaves will be limited to the remainder of the 26 weeks of available FMLA leave and based upon their intermittent determination shall not be eligible for the catastrophic leave extension.

The Employer shall maintain the ability to transfer an employee to an alternative position with no reduction of pay or benefits in order to avoid disruption of operations so as long as the transfer is reasonable and not meant to discourage the use of intermittent leave. Wherever practicable an employee who transfers pursuant to this paragraph shall be given ten (10) days' notice of such transfer

In the event that the Employer gives notice of its intent to terminate the intermittent leave, and the affected employee does not wish to access any remaining full-time leave benefits as described above, the Union may request expedited impartial review by an arbitrator to determine whether the Employer has made a reasonable attempt to accommodate the need of the employee's intermittent leave beyond the sixty (60) days and whether or not the leave unduly disrupts operations. Said review must be requested within ten (10) calendar days of the notification that the leave will be terminated. The status quo ante shall be preserved pending the decision of the arbitrator, unless the proceedings are unreasonably delayed due to the part of the Union or the Employee.

The parties shall meet upon execution of the agreement to establish the review/arbitration process noted above. Such proceedings shall be informal in accordance with the rules to be agreed upon by the parties. The parties shall develop a form to be used as notice to the Union and employee of the intent to terminate intermittent leave.

5. If the employee has accrued sick leave, personal leave, compensatory leave, or vacation leave credits at the commencement of his/her medical leave, that employee may use such leave credits for which s/he may be eligible under the sick leave, personal leave or vacation leave provisions of this Agreement.
6. At the expiration of the medical leave, the employee shall be returned to the same or equivalent position with the same status, pay and length of service credit as of the date of his/her leave. If during the period of the leave, employees in an equivalent position have been laid off through no fault of their own, the

Employer will extend the same rights or benefits, if any, extended to employees of equal length of service in the equivalent position in the department.

7. Between periods of unpaid medical leave, where an employee returns to the payroll for a period of less than two (2) weeks, when a holiday falls during that time, no holiday pay or compensatory time shall be granted for such holiday.
8. During the time an employee is on medical leave, the employee shall be entitled to group health insurance coverage benefits on the same terms and conditions in effect at the time the leave began, provided the employee continues to pay the required employee share of premium while on leave. If the employee fails to return from leave, MassDOT may recover the cost it incurred in maintaining insurance coverage under its group health plan for the duration of the employee's leave, in compliance with the requirements set forth under the FMLA and regulations there under.

Section 8.8 Non-FMLA Family Leave

A. Upon written application to the Employer, including a statement of any reasons, any employee who has completed his/her probationary period, or if there is no probationary period who has been employed at least three (3) consecutive months who has given at least two (2) weeks prior notice of his/her anticipated date of departure and who has given notice of his/her intention to return, may be granted non-FMLA family leave for a period not exceeding ten (10) weeks. Such leave shall be without pay or benefits for such period. The Employer may, in his/her discretion, assign an employee to back fill for an employee who is on non-FMLA family leave. Such assignment may not be subject to the grievance procedure.

The purpose for which an employee may submit his/her application for such unpaid leave shall be limited to the need to care for, or to make arrangements for care of grandparent, grandchild, sister or brother living in the same household, or child - whether or not the child (or children) is the natural, adoptive, foster, stepchild or child under legal guardianship of the employee.

B. Ten (10) days of non-FMLA family leave may be taken in not less than one-day increments. However, such leave requires the prior approval of the Employer or his/her designee.

C. If an employee has accrued sick leave, personal leave, compensatory leave, or vacation leave credits at the commencement of his/her non-FMLA family leave, that employee may use such leave credits for which s/he may be eligible under the sick leave, personal leave, or vacation leave provisions of this Agreement.

D. Between periods of non-FMLA family leave, where an employee returns to the payroll for a period of less than two weeks, when a holiday falls during that time, no holiday pay or compensatory time shall be granted for such holiday.

Section 8.9

For the purposes of ARTICLE 8-LEAVE, ARTICLE 9-VACATIONS, and ARTICLE 10-HOLIDAYS, the term "day" with respect to employees who work an irregular workday or whose regular workday is longer than the normal seven and one-half (7.5) or eight (8) hour workday shall mean seven and one-half (7.5) or eight (8) hours, whichever is appropriate, and for the purpose of ARTICLE 9-

VACATIONS, the term "week" with respect to such employees shall mean thirty-seven and one-half (37.5) or forty (40) hours, whichever is appropriate. For the purposes of ARTICLE 8-LEAVE, ARTICLE 9-VACATIONS, and ARTICLE 10-HOLIDAYS, all paid leave time shall be prorated for regular part-time employees.

Section 8.10 Educational Leave

Employees may be granted a paid leave of absence in accordance with the policies of the Employer for educational purposes to attend conferences, seminars, briefing sessions or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability. The employee shall not suffer any loss of seniority or benefits as a result of such leave.

Section 8.11 Authorized Leave of Absence Without Pay

The Department/agency head, or his designee, may grant an employee a leave of absence or an extension of a leave of absence upon written request filed by the employee. The written request shall include a detailed statement of the reason for the requested leave and if the absence is caused by illness, shall be accompanied by substantiating proof of such illness. A copy of the approved written request shall be placed into the employee's personnel file.

No leave of absence for a period longer than three (3) months, except one granted because of illness as evidenced by the certificate of a physician and approved by the Employer, shall be granted pursuant to this section without the prior approval of the Employer.

If an employee shall fail to return to his/her position upon completion of the period for which a leave of absence has been granted, the Employer shall, within fourteen (14) days after the completion of such period, give notice that his/her employment is considered to be terminated.

Section 8.12

A. Where an eligible full-time or part-time employee and his/her eligible spouse are both employees of the Commonwealth they may jointly be granted a total of not more than twenty-six (26) weeks of unpaid leave under this Section: to care for the employee's parent with a serious medical condition; or in conjunction with the birth, adoption or placement of a child as long as the leave(s) conclude(s) within twelve (12) months following the birth or placement. If the leave is requested because of the illness of a child or of the other spouse, each spouse is entitled to twenty-six (26) weeks of unpaid leave. The female employee is entitled to up to eight (8) of those combined twenty-six (26) weeks under M.G.L. c. 149, Section 105D for maternity or adoption purposes.

B. Where an eligible full-time or part-time employee and his/her eligible spouse both use a portion of the total twenty-six (26) weeks FMLA to care for an employee's parent with a serious medical condition or in conjunction with the birth, adoption or placement of a child as indicated in Paragraph A, the spouses would each be entitled to the difference between the amount he/she has taken individually and twenty-six (26) weeks for FMLA leave in order to care for the spouse or child of the employee if such spouse or child has a serious health condition or because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

Section 8.13 Domestic Violence

An employee may use up to a maximum of fifteen (15) paid days per calendar year for the purpose of arranging for the care of him/herself, his/her spouse or his/her child(ren) or for attending to necessary legal proceedings or activities in instances where the employee, his/her spouse or his/her child(ren) is a victim of domestic abuse, domestic violence, sexual assault or stalking and where the employee is not the perpetrator. Said fifteen (15) paid days are in addition to any other paid leave, which the employee may accrue under the provisions of this Agreement.

If the employee has accrued sick leave, personal leave, compensatory leave or vacation leave credits at the completion of his/her domestic violence leave, that employee may use such leave credits for which he/she may be eligible under the sick leave, personal leave or vacation leave provisions of this Agreement.

ARTICLE 9
VACATIONS²

Section 9.1

The vacation year shall be the first full pay period in January through the last full pay period inclusive of December 31st of the same calendar year.

Section 9.2

A. Vacation leave with pay shall be credited to full-time employees employed by MassDOT at the end of each pay period as follows:

Total Years of Service	Scheduled Hours	Accrued Credit
	Biweekly	Biweekly
Less than 4.5 years	75	2.8865 hours
	80	3.07696 hours
4.5 years, but less than 9.5 years	75	4.326975 hours
	80	4.61544 hours
9.5 years, but less than 19.5 years	75	5.7693 hours
	80	6.15392 hours
19.5 years or more	75	7.21155 hours
	80	7.692232 hours

B. For determining vacation status under this Article, total years of service shall be used.

All service beginning on the first working day in MassDOT, and all service thereafter shall be included in "total years of service" provided there has not been any break of three years or more in such service as referred to in Section 12 of this Article. Employees who were transferred to MassDOT effective November 1, 2009 shall have all continuous service in the transferor agency or authority included in total years of service. Employees whose service commences during the middle of the mid biweekly pay period shall have vacation credits prorated accordingly.

Section 9.3

A full-time employee on leave without pay and/or absent without pay during the pay period shall earn vacation leave credits based on the hours paid within the biweekly pay period.

Section 9.4

Employees will be credited with the next higher level accrual status during the pay period that includes July 1 of the fiscal year in which the employee reaches the higher accrual status.

² All provisions of the collective bargaining agreement for the term July 1, 2011 to June 30, 2014 that relate to the monthly accrual of vacation leave shall remain in effect until biweekly leave accrual is implemented as provided in this Agreement.

Section 9.5

A regular part-time employee shall accumulate vacation leave in the same proportion that his/her part-time service bears to full-time service.

Section 9.6

A regular part-time employee on leave without pay for that and/or absent without pay during the pay period shall earn vacation leave credits based on the hours paid within the biweekly pay period.

Section 9.7

An employee who is reinstated or reemployed after less than three (3) years shall have his/her prior service included in determining his/her continuous service for vacation purposes.

Section 9.8

The Employer shall grant vacation leave in the vacation year in which it becomes available, unless in his/her opinion it is impossible or impracticable to do so because of work schedules or emergencies. In cases where the vacation requests by employees in the same title conflict, preference, subject to the operational needs of the Employer, shall be given to employees on the basis of years of service with MassDOT.

Unused vacation leave earned during the previous two (2) vacation years can be carried over to the new calendar year beginning with the first full pay period in January for use during the following vacation year. Annual earned vacation leave credit not used by the last full pay period inclusive of December 31 of the second year it was earned will be forfeited.

The department head is charged with the responsibility of seeing that vacation is taken in order that the employee does not lose vacation credits. Each employee shall receive annually, on or before October 1, as of September 1, a preliminary statement of the available vacation credits from the local office. A central office statement shall be forthcoming to each work location by October 31 for dissemination to each employee.

The parties recognize the need to ensure the granting of personal leave, vacation, holiday and compensatory time when it is requested and as it becomes available. Towards this end the department heads and union representatives at each work location shall work out procedures for implementing this policy of granting time off.

Section 9.9

Employee's vacation leave balances shall be charged on an hour-for-hour basis; e.g., one hour charged for one hour used. Charges to vacation leave may be allowed in units of not less than fifteen (15) minute increments.

Section 9.10

Employees who are eligible for vacation under this Article whose services are terminated shall be paid an amount equal to the vacation leave which has been credited but not used by the employee up to the time of separation, provided that no monetary or other allowance has already been made therefore.

Upon the death of an employee who is eligible for vacation credit under this Agreement, the

Director of Human Resources may authorize the payment of such compensation in the following order of precedence:

- First to the surviving beneficiary or beneficiaries, if any, lawfully designated by the employee under the state employees' retirement system; and
- Second if there be no such designated beneficiary, to the estate of the deceased.

Section 9.11

Employees who are reinstated or who are reemployed shall be entitled to their vacation status at the termination of their previous service and allowed such proportion of their vacation under Section 2 of this Article. No credit for previous service may be allowed where reinstatement occurs after an absence of three (3) years unless approval of the Chief Human Resources Officer is secured for any of the following reasons:

- A. Illness of the employee;
- B. Dismissal through no fault or delinquency attributable solely to the employee; or
- C. Injury while in the service of the Commonwealth in line of his/her duties and for which the employee would be entitled to receive Workers' Compensation benefits.

Section 9.12

Vacation credits shall accrue to an employee while on a leave with pay status or on industrial accident leave.

Section 9.13

Vacation leave earned following a return to duty after leave without pay or absence without pay shall not be applied against such leave or absence.

Section 9.14

If an employee is on industrial accident leave and has available vacation credits which have not been used, and who, because of the provision of Section 8 of this Article would lose such vacation credits, the Employer shall convert such vacation credits to sick leave credits in the new calendar year beginning with the first full pay period in January.

Vacation credits shall accrue to an employee while on a leave with pay status or on industrial accident leave.

Section 9.15

For the purposes of ARTICLE 8-LEAVE, ARTICLE 9-VACATIONS, and ARTICLE 10-HOLIDAYS, the term "day" with respect to employees who work an irregular workday or whose regular workday is longer than the normal seven and one-half (7.5) or eight (8) hour workday shall mean seven and one-half (7.5) or eight (8) hours, whichever is appropriate, and for the purpose of ARTICLE 9-VACATIONS, the term "week" with respect to such employees shall mean thirty-seven and one-half (37.5) or forty (40) hours, whichever is appropriate. For the purposes of ARTICLE 8-LEAVE, ARTICLE 9-VACATIONS, and ARTICLE 10-HOLIDAYS, all paid leave time shall be prorated for regular part-time employees.

ARTICLE 10 HOLIDAYS

Section 10.1

The following days shall be holidays for employees:

- New Year's Day
- Martin Luther King Day
- Washington's Birthday
- Patriot's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Section 10.2

All holidays shall be observed on the Commonwealth's legal holiday unless an alternative day is designated by the Employer.

Section 10.3

When a holiday occurs on the regular scheduled workday of a full-time employee, s/he, if not required to work that day, shall be entitled to receive his/her regular day's pay for such holiday.

Section 10.4

When a holiday occurs on a day that is not an employee's regular workday, s/he, at the option of the Employer shall receive pay for one day at his/her regular rate or one compensatory day off with pay within sixty (60) days following the holiday to be taken at a time approved by the agency head.

Section 10.5

Effective January 1, 2008, notwithstanding any other contract provisions, an employee who is required to work his/her regular shift on a holiday (and the employee was otherwise not scheduled to work said holiday), shall be entitled to elect, for the first five (5) times per calendar year that such occurs, to receive either: (a) one (1) day's pay in addition to regular pay for compensation for working on the holiday; or (b) a compensatory day off with pay within sixty (60) days following the holiday to be taken at a time requested by the employee and approved by the agency head or if a compensatory day cannot be granted by the agency/department because of a shortage of personnel or other reasons then s/he shall be entitled to pay for one (1) day at his/her regular rate of pay in addition to pay for the holiday worked. Once five (5) such occasions per calendar year have passed the employee shall then receive a compensatory day off with pay within sixty (60) days following the holiday to be taken at a time requested by the employee and approved by the agency head or if a compensatory day cannot be granted by the agency/ department because of a shortage of

personnel or other reasons then s/he shall be entitled to pay for one (1) day at his/her regular rate of pay in addition to pay for the holiday worked.

Section 10.6

A. A part-time employee shall earn pay for a holiday or compensatory time in the same proportion that his/her part-time service bears to full-time service.

B. A part-time employee who is scheduled but not required to work on a holiday, who receives less holiday credit than the number of hours s/he is regularly scheduled to work, may use other available leave time, or upon the request of the employee and approval by the Employer, subject to operational needs, may make up the difference in hours that same workweek. The scheduling of these hours will be at a time requested by the employee and approved by the Employer, subject to operational needs.

Section 10.7

A. An employee who is on leave without pay or absent without pay for that part of his/her scheduled workday immediately preceding or immediately following a holiday that occurs on a regularly scheduled workday for which the employee is not required to work shall not receive holiday pay for that holiday.

B. The above procedure may be waived by the Employer if an employee is tardy due to severe weather conditions or if an employee is tardy for not more than two (2) hours due to events beyond the control of the employee. Denial of said waiver by the employee may be appealed up to Step III of the grievance procedure if the Union feels that said denial was arbitrary or capricious.

Section 10.8

An employee who is granted sick leave for a holiday or part of a holiday on which s/he is scheduled to work shall not receive holiday pay or a compensatory day off for that portion of the holiday not worked.

Section 10.9

For the purposes of ARTICLE 8-LEAVE, ARTICLE 9-VACATIONS, and ARTICLE 10- HOLIDAYS, the term "day" with respect to employees who work an irregular workday or whose regular workday is longer than the normal seven and one-half (7.5) or eight (8) hour workday shall mean seven and one-half (7.5) or eight (8) hours, whichever is appropriate, and for the purpose of ARTICLE 9-VACATIONS, the term "week" with respect to such employees shall mean thirty-seven and one-half (37.5) or forty (40) hours, whichever is appropriate. For the purposes of ARTICLE 8-LEAVE, ARTICLE 9-VACATIONS, and ARTICLE 10-HOLIDAYS, all paid leave time shall be prorated for regular part-time employees.

ARTICLE 11
EMPLOYEE EXPENSES

Section 11.1

A. When an employee is authorized to use his/her personal automobile for travel related to his/her employment s/he shall be reimbursed at the rate of forty (\$0.40) cents per mile. Mileage shall be determined by the odometer reading of the motor vehicle, but may be subject to review for reasonableness by the Employer who shall use a Web-based service as a guide.

Effective July 10, 2005, employees shall be reimbursed for reasonable associated costs for parking and tolls for authorized travel.

B. An employee who travels from his/her home to a temporary assignment rather than to his/her regularly assigned office, shall be allowed transportation expenses for the distance between his/her home and his/her temporary assignment or between his/her regularly assigned office and his/her temporary assignment, whichever is less.

C. Employees shall not be reimbursed for commuting between their home and office or other regular work location. With the approval of the Director of Human Resources, an employee's home may be designated as his/her regular office by his/her Division Head, for the purposes of allowed transportation expenses in cases where the employee has no regular office or other regular work location.

Section 11.2

A. An employee who is assigned to duty that requires him/her to be absent from his/her home for more than twenty-four (24) hours shall be reimbursed for reasonable charges for lodging including reasonable tips and for meal expenses, including tips, not to exceed the following amounts:

<u>Meals</u>	<u>Maximum Allowance</u>	<u>Applicable Period</u>
Breakfast	\$3.75	3:01 to 9:00 A.M
Lunch	\$6.50	9:01 to 3:00 P.M
Supper	\$9.50	3:01 to 9:00 P.M

B. On the first day of assignment to duty in excess of twenty-four (24) hours, employees shall not be reimbursed for breakfast if such assignment commences after six (6:00) a.m., for lunch if such assignment ends before noon or for supper if such assignment ends before ten (10:00) p.m.

C. On the last day of assignment to duty in excess of twenty-four (24) hours, employees shall not be reimbursed for breakfast if such assignment ends before six (6:00) a.m., for lunch if such an assignment ends before noon or for supper if such assignment ends before six (6:00) p.m.

D. For travel of less than twenty-four (24) hours commencing two (2) hours or more before compensated time, employees shall be entitled to the above breakfast allowance. For travel of less than twenty-four (24) hours ending two (2) hours or more after compensated time,

employees shall be entitled to the above supper allowance. Employees are not entitled to the above lunch allowance for travel of less than twenty-four (24) hours.

E. Employees who are required to travel out of state for assignments of more than twenty-four (24) hours in duration shall, in lieu of the meals reimbursement provided in paragraphs A through D of this Section, receive a payment of twenty-four dollars and fifty cents (\$24.50) for each whole day during which they are on such assignment. Said payment shall be prorated for each partial day during which said employees are on such assignment. For the purposes of this paragraph:

1. A whole day shall be a twenty-four (24) hour period commencing at midnight;

and
2. The duration of an out of state travel assignment shall begin upon the employee's departure from his/her home or work location directly to the destination of the travel assignment, and shall conclude with the employee's arrival at his/her home or work location directly from said travel assignment.

Section 11.3

Employees who work three (3) or more consecutive hours of authorized overtime, exclusive of meal times, in addition to their regular hours of employment, or employees who work three (3) or more consecutive hours, exclusive of meal times, on a day other than their regular work day, shall be reimbursed for expenses incurred for authorized meals, including tips, not to exceed the following amounts and in accordance with the following time periods:

Breakfast	\$2.75	3:01 A.M. to 9:00 A.M.
Lunch	\$3.75	9:01 A.M. to 3:00 P.M.
Dinner	\$5.75	3:01 P.M. to 9:00 P.M.
Midnight Snack	\$2.75	9:01 P.M. to 3:00 A.M.

ARTICLE 12 SALARY RATES

Section 12.1

The following shall apply to full-time employees:

- A. Effective January 11, 2015, employees who meet the eligibility criteria provided in Section 2 of this Article shall receive a three percent (3%) increase in salary rate or the annualized amount of one thousand seven hundred dollars to the base wage whichever is greater.
- B. Effective October 4, 2015, employees who meet the eligibility criteria provided in Section 2 of this Article shall receive a three percent (3%) increase in salary rate or the annualized amount of one thousand seven hundred dollars to the base wage whichever is greater.
- C. Effective July 10, 2016, employees who meet the eligibility criteria provided in Section 2 of this article shall receive a three percent (3%) increase in salary rate or the annualized amount of one thousand seven hundred dollars to the base wage whichever is greater.
- D. The Salary Charts will be adjusted to reflect the above adjustments.

Section 12.2

In addition to the wage increases provided above, the Employer shall make available the following:

- A. In FY 2015 an amount equal to .025% of the total base wage payroll for the bargaining unit as of June 30, 2014 to fund benefits, other than across the board base wage increases, as agreed by the Employer and the Union.
- B. In FY 2016 an amount equal to .025% of the total base wage payroll for the bargaining unit as of June 30, 2014 to fund benefits, other than across the board base wage increases, as agreed by the Employer and the Union.
- C. In FY 2017 an amount equal to .025% of the total base wage payroll for the bargaining unit as of June 30, 2014 to fund benefits, other than across the board base wage increases, as agreed by the Employer and the Union.

The Employer and Union shall meet as soon as practicable after ratification of the Agreement to negotiate the application and use of the funds made available under this Section.

Section 12.3

Employees who receive a "Below" rating on their annual EPRS evaluation shall not be eligible to receive the salary increases provided in Section 12.1 of this Article, nor any step increases. Employees who receive a "Below" rating will have their performance reviewed on a monthly basis in accordance with Article 24A of this Agreement and will become eligible for the salary and step rate increase previously denied effective upon the date of receiving a "Meets" or "Exceeds" rating.

Section 12.4

The salary rate for new employees shall be Step 1 for the job group of his/her position except that in cases where a new employee is hired at a salary rate, approved by the Director of Human Resources above Step 1. However, new employees shall not be recruited into Unit A positions without the prior written agreement of the Union.

Section 12.5

A. Under the terms of this Agreement, an employee shall advance to the next higher salary step in his/her job group until the maximum salary rate is reached, unless he/she is denied such step rate by his/her Appointing Authority. An employee shall progress from one step to the next higher step after each fifty-two (52) weeks of creditable service in a step commencing from the first day of the payroll period immediately following his/her anniversary date.

B. In the event an employee is denied a step rate increase by his/her Appointing Authority, s/he shall be given a written statement of reasons therefore not later than five (5) days preceding the date when the increase would otherwise have taken effect. Time off the payroll is not creditable service for the purpose of step rate increases.

Section 12.6

A. Whenever an employee paid in accordance with the salary schedules provided in Appendix A of this Agreement receives a promotion to a higher job group, the employee's new salary rate shall be calculated as follows:

1. For employees who are below the maximum step within their current job:
 - a. Determine the employee's current salary rate and step within his/her current job group; then
 - b. Find the salary rate of the next higher step within the employee's current job group; and
 - c. Multiply the employee's current salary rate by one and three one-hundredths (1.03); then
 - d. Compare the higher of the resultant amounts from b) or c) above to the salary rates for the higher job group into which the employee is being promoted.
 - e. The employee's salary rate shall be the first rate in the higher job group that at least equals the higher of the resultant amounts from d) above.
2. For employees who are at the maximum step within their current job:
 - a. Determine the employee's current salary rate and step within his/her current job group; then,
 - b. Multiply the employee's current salary rate by one and three one-hundredths (1.03); then,

- c. Compare the resultant amount from b) above to the salary rates for the higher job group into which the employee is being promoted.
- d. The employee's salary rate shall be the first rate in the higher job group that at least equals the resultant amount from c) above.

Section 12.7

A. Salary rates of full time employees are set forth in Appendix A of this Agreement, which is attached hereto and is hereby made a part of this Agreement.

B. The salary rates set forth in Appendix A shall remain in effect during the term of this Agreement. Salary rates shall not be increased or decreased except in accordance with the provisions of this Agreement.

C. Employees shall be compensated on the basis of the salary rate for their official job classification.

Section 12.8

A regular part-time employee shall be entitled to the provisions of this Article in the proportion that his/her service bears to full-time service.

Section 12.9

A. An employee entering a position within a bargaining unit covered by this Agreement from a position in an equivalent salary grade in a bargaining unit not covered by this Agreement shall be placed at the first step-in-grade up to the maximum of the grade, which at least equals the rate of compensation received immediately prior to his/her entry into the bargaining unit.

B. Employees entering a position covered by this agreement from a position in a higher salary grade shall be placed at a step in grade within his/her new job grade based upon the employee's creditable years of service in the new job grade or higher job grade, provided that in no event shall the employee receive a salary higher than that received in the position held prior to being lowered in job group.

C. An employee who, as a result of a reduction in force, is demoted in grade shall have his/her salary calculated as step to step, unless the employee's years of creditable service in the job grade to which he or she is demoted or higher job grade equates to a higher step. For employees that were recruited into the higher job grade, professional recruitment/comparable service credit shall be counted as creditable service. No employee subject to this provision shall receive a salary in his/her lower grade or title that exceeds his/her salary prior to the demotion.

Section 12.10

Effective July 1, 1999, or on such a later date as may be determined by the Employer, all employees covered by the terms and conditions of this Collective Bargaining Agreement shall be paid on a biweekly basis.

Effective July 1, 1999, salary payments shall be electronically forwarded by the Employer directly to a bank account or accounts selected by the employee for receipt.

ARTICLE 13
GROUP HEALTH INSURANCE CONTRIBUTIONS

The Commonwealth and each covered employee shall pay the monthly premium rate for the Group Health Insurance Plan in a percentage amount determined by the General Court for the type of coverage that is provided for him/her and his/her dependents under the Plan.

ARTICLE 13A
HEALTH AND WELFARE

Section 13A.1 The Health and Welfare Trust Fund

The Commonwealth of Massachusetts and the National Association of Government Employees have established a Health and Welfare Fund under an Agreement and Declaration of Trust dated January 3, 1984 (the "Trust") which provides certain health and welfare benefits to employees of the Commonwealth and their dependents.

MassDOT and the Union agree that to the extent permitted by the Trust, bargaining unit employees shall be provided benefits under the Trust. The parties agree that the Board of Trustees of the Health and Welfare Fund shall determine in their discretion and within the terms of the Trust such health and welfare benefits to be extended by the Health and Welfare Fund to employees and/or their dependents.

Section 13A.2 Funding

A. Effective the first pay period in January 2008, the Employer agrees to contribute on behalf of each full-time employee equivalent the sum of \$14.00 per calendar week.

B. Effective the first pay period in January 2011, the Employer agrees to contribute on behalf of each full-time employee equivalent the sum of \$14.50 per calendar week. The Board of Trustees shall continue to maintain the Day Care Assistance Program for the duration of this Agreement.

C. Effective the first pay period in January 2012, the Employer agrees to contribute on behalf of each full-time employee equivalent the sum of \$15.00 per calendar week. The Board of Trustees shall continue to maintain the Day Care Assistance Program for the duration of this Agreement.

D. Effective the first pay period in January 2014, the Employer agrees to contribute on behalf of each full-time employee equivalent the sum of \$15.50 per calendar week. Effective the first pay period in June 2014, the Employer agrees to contribute on behalf of each full-time employee equivalent the sum of \$16.00 per calendar week. The Board of Trustees shall continue to maintain the Day Care Assistance Program for the duration of this Agreement.

E. The contributions made by the Employer to the Health and Welfare Fund shall not be used for any purpose other than to (1) provide health and welfare benefits; (2) maintain a Dependent Care Assistance Pilot Program; and (3) to pay the operating and administrative expenses of the Fund. The contributions shall be made by the Employer in an aggregate sum within forty-five (45) days following the end of the calendar month during which contributions were collected.

Section 13A.3 Non-Grievable

No dispute over a claim for any benefits extended by this Health and Welfare Fund shall be subject to the grievance procedure established in any collective bargaining Agreement between the Employer and the Union.

Section 13A.4 Employer's Liability

It is expressly agreed and understood that the Employer does not accept, nor is the Employer to be charged hereby with, any responsibility in any manner connected with the determination of liability to any employee claiming under any of the benefits extended by the Health and Welfare Fund. The Employer's liability shall be limited to the contributions indicated under Section 2 above.

ARTICLE 13B
TUITION REMISSION

Full-time employees shall be eligible for tuition remission as follows:

- A. For enrollment in any state-supported course or program at the undergraduate or graduate level at any Community College, State College or State University excluding the M. D. Program at the University of Massachusetts Medical School and the J.D. Program at the University of Massachusetts Law School, full tuition remission shall apply;
- B. For enrollment in any non-state supported course or program offered through continuing education at any Community College, State College or State University, excluding the M. D. Program at the University of Massachusetts Medical School and the J.D. Program at the University of Massachusetts Law School, fifty percent (50%) tuition remission shall apply;
- C. Remission benefit is subject to space available and usual and ordinary admission policies. It is also subject to the approval of the Board of Higher Education and the policies and procedures of same.
- D. A committee shall be established to evaluate the experience of this program and to consider possible extension of the program and to make recommendations concerning both.
- E. Spouses of full time employees shall be eligible for the remission benefits contained in this Article and subject to the other provisions of this Article. It is understood that any program of spousal eligibility developed by the Board of Higher Education in conjunction with the Commonwealth Human Resources Division will require the subordination of spousal eligibility rights to those remission benefit rights extended to full time state employees in different bargaining units as well as full time employees covered by the provisions of this Agreement.

ARTICLE 13C
DEPENDANT CARE

The Employer shall continue the voluntary Dependent Care Assistance Plan (DCAP), which complies with the requirement for federal tax deductibility.

ARTICLE 14 PROMOTIONS

Section 14.1

A promotion shall mean an advancement to a higher salary grade within the jurisdiction of the employee's Department/Agency except where there is more than one appointing authority in the Department/Agency a promotion shall mean an advancement to a higher salary grade within the jurisdiction of the employee's appointing authority. This Article is applicable to all promotions except those reasonably anticipated to be for less than one year and its application in all cases is restricted to employees who possess the educational, training, and/or experience requirements established by the Chief Human Resources Officer for appointment to the relevant position.

This Article shall apply when promoting full-time employees to positions other than positions to be filled by appointment from a civil service eligible list.

In the event that a Civil Service examination for a position has been administered but scores have not been announced, the Appointing Authority shall initially restrict eligibility for application for promotion to such position to those employees who have taken the examination. In the event that Civil Service has published an eligible list of those who passed a Civil Service examination for a position but has not certified said list, the Appointing Authority shall initially restrict eligibility for application for promotion to such position to those who passed said examination.

All vacancies, excluding those reasonably anticipated to be for less than one (1) year, shall be posted but will not limit the Employer from hiring from outside the Department/Agency after all applicants within the Appointing Authority have been considered. The Department/Agency may receive applications from persons outside the Department/Agency or bargaining unit. In the event a person is hired from outside the Department/Agency, or bargaining unit such action shall be subject to the grievance procedure through Step III as provided by Article 23 of the Agreement if the Union alleges such employee does not meet the minimum requirements for the vacancy as determined by the Chief Human Resources Officer.

Where the Union files a grievance over the non-selection of an employee(s), the Union shall be limited to advancing to arbitration the grievance of one (1) non-selected employee per vacancy or file as a class action. The Union shall identify such grievant in writing at the time of filing its demand for arbitration. The Arbitrator shall not have the authority to select the successful candidate for the position but shall be limited to an order re-posting the position and reconsidering candidates from the original pool of applicants, except if the Employer re-selects the original successful candidate following an order to repost the position and the arbitrator finds a new violation of Article 14. If a redetermination of the selection process is ordered, it shall be limited to the original pool of applicants.

A. The following factors in priority order shall be used by the appointing authority or his designee in selecting the employee for a promotion:

1. Ability to do the job as determined by, but not limited to:
 - a. Experience and competence (job performance) in the same or related work
 - b. Education and training related to the vacant position
2. Seniority, as measured by length of service within the appointing authority.
3. Work history.

B. For promotions made pursuant to this article, the Employer shall consider applicants and post promotional opportunities, within the Employer's jurisdiction. The employer shall notify all applicants in writing on the non-selection form provided herein and shall post the name of the person selected to fill the position.

C. The provisions of Section B and Section 2 of this Article shall apply to all Bargaining Unit A positions except approved managerial and confidential exclusions, disputed managerial and confidential exclusions and positions covered by the provisions of Chapter 14, Section 4 of the General Laws.

Section 14.2

A. Positions to be filled under the provisions of this Article shall be posted throughout the appropriate work unit(s) for ten (10) calendar days. In like manner the employer shall post the name of the person selected to fill the position. The Union shall be furnished copies of all such positions. The Employer may reasonably determine the positions in which employees must be employed and/or the requisite experience the employees must possess in order to be eligible to apply for a given promotion. Employees on sick leave, vacation leave or authorized leave of absence for periods in excess of ten (10) calendar days, shall be mailed copies of those postings for which they are determined eligible to apply, provided the employee has requested in writing, for each period of absence in excess of ten (10) calendar days, that the appointing authority so furnish these postings.

Employees normally assigned to the field for periods in excess of ten (10) calendar days, who would therefore not have an opportunity to otherwise view a posting, shall also be mailed copies of those postings for which they are determined eligible to apply for provided the employee has requested in writing that the appointing authority so furnish those postings. The job postings shall include the job title, salary grade, eligibility requirements and other pertinent information.

B. An employee promoted in accordance with this Article whose performance is unsatisfactory may be returned to his/her previous job title under the jurisdiction of the Employer. If an employee's performance is determined to be unsatisfactory at any time during a probationary period of six (6) months such determination shall not be subject to the grievance procedure.

C. If the employee so requests within two (2) weeks prior to the mid-point of the above designated probationary periods, his/her supervisor shall meet with the employee and a union representative to discuss the employee's performance in the position.

D. At any time prior to the mid-point of the above designated probationary periods, an employee may request to return to his/her former job title under the jurisdiction of the Employer and such request will be granted.

E. In the event an employee is returned to his/her former job title, the employee displaced by such return shall be returned to his/her former job title. Where more than one position in the back filled job title was filled pursuant to this Article, the employee last selected shall be the one displaced.

F. If an employee is returned to his/her former job title pursuant to the provision of Paragraph B of this Section, said employee will not be eligible for promotion pursuant to this Article for a period of one (1) year.

G. Notwithstanding the above paragraphs, employees may return to their former job titles under these provisions provided there is a position available under the jurisdiction of the Employer. In the event a position is not available under the jurisdiction of the Employer said employee shall be covered by the layoff and recall Articles of the Agreement.

H. All promotions made pursuant to this Article shall be temporary or provisional appointments at least until the completion of the probationary period. All vacancies resulting from an employee's promotion pursuant to this Article shall be filled temporarily or provisionally at least until the promoted employee has completed his/her probationary period.

I. It is not the intent of the Employer that the new salary plans specified in Article 12 discourage promotions from within the bargaining unit.

Section 14.3

An employee seeking a transfer to another work location shall submit a request for transfer to his/her Appointing Authority or his/her designee. Requests for a transfer shall be kept on file for a period of twelve (12) consecutive months from the date of submission by the employee seeking the transfer. Transfer requests not approved within this period must be resubmitted by the employee in order to remain active for consideration. Transfers shall be considered through an interview process, and where appropriate, implemented at the discretion of the Appointing Authority from those applicants who can adequately perform the duties of the position.

ARTICLE 15 CONTRACTING OUT

Section 15.1

There shall be a Special Labor Management Committee to advise the Secretary of A & F on contracting out of personnel services. The Committee shall consist of two persons designated by the National President of the NAGE and two persons designated by the Chief Human Resources Officer. Said Committee shall develop and recommend to the Secretary of A & F procedures and criteria governing the purchase of contracted services by the Commonwealth where such services are of a type traditionally performed by bargaining unit employees.

Section 15.2

In the event that the NAGE desires to discuss the purchase of services which are the type currently being provided by employees within a department/agency covered by this agreement, the National President of the NAGE shall request in writing a meeting of the Special Labor Management Committee established in Section 1.

The Committee shall examine both the cost effectiveness of such contracts and their impact on the career development of NAGE members. In the event that the parties fail to reach an agreement in the Committee, the parties agree to submit the matter to an expedited fact-finding process.

Section 15.3

When a Department/Agency contracts out work which will result in the layoff of an employee who performs the function that is contracted out, the Union shall be notified and the Employer and the Union shall discuss the availability of similar positions within the Department/Agency for which the laid-off employee is determined to be qualified and the availability of any training programs which may be applicable to the employee. In reviewing these placement possibilities, every effort will be made to seek matches of worker skills and qualifications with available, comparable positions.

Section 15.4

In the case of 03 contracts with individuals, the Committee shall review them to determine whether the work to be performed is long term in nature, and whether it should more appropriately be performed by regular employees provided nothing in this Article shall limit the authority of the Secretary of A & F to promulgate rules and regulations covering contracting out of services pursuant to Chapter 29, Section 29A.

Section 15.5

The Employer shall notify employees in writing at their time of hire, on a form agreed-to by the parties, that they may request credit for prior service as a personal service contractor ("03") or vendor employee ("07"). Employees shall have one (1) year from the date of notification to file a request for such credit. If the employee fails to file a request within the allotted one (1) year, s/he shall only be eligible to receive creditable service on a prospective basis.

ARTICLE 16
OUT OF TITLE WORK

Section 16.1 Work in a Lower Classification

While an employee is performing the duties of a position classified in a grade lower than that in which the employee performs his/her regular duties, s/he will be compensated at his/her regular rate of pay as if performing his/her regular duties. Such employee will be returned to his/her regular duties at the earliest possible date.

Section 16.2 Work in a Higher Classification

Any employee who is assigned by his/her supervisor to a vacant position in a higher grade for a period of more than thirty (30) days shall receive the salary rate for the higher position from the first day of the appointment, provided such assignment has the prior approval in writing of the appointing authority or his/her designee. The approval of the appointing authority or his/her designee shall take effect as of the first day of the assignment. Any assignment to a vacant position in a higher grade must be in writing to be valid.

Section 16.3 Overtime Compensation

A. An employee who performs work in a higher classification shall have overtime compensation computed at the first step rate of the higher classification, unless the employee's regular rate of compensation is higher, in which case the overtime compensation shall be computed at the employee's regular rate of compensation.

B. An employee who performs overtime work in a lower classification shall have overtime compensation computed at the employee's regular rate of compensation unless it is higher than the maximum of the grade in which overtime is rendered, in which case he/she shall be paid at the maximum rate for the grade in which service is rendered.

ARTICLE 17
CLASSIFICATION AND RE-CLASSIFICATION

Section 17.1 Class Specifications

The Human Resources Division shall determine:

- A. job titles;
- B. relationship of one classification to the others; and
- C. job specifications.

The Employer shall provide the Union with a copy of the class specification of each title covered by the Agreement for which such a specification exists.

Section 17.2 Employee Access

Each employee in the bargaining unit shall be provided with a copy of his/her class specification.

Section 17.3 Individual Appeal of Classification

Individual employees shall continue to have the same right to appeal the propriety of the classification of his/her position through the Chief Human Resources Officer or the Civil Service System which the individual employee enjoyed on June 30, 1976, and such appeal may not be the subject of a grievance or arbitration under Article 23 herein.

Section 17.4 Class Reallocations

Class reallocations may be requested by the Union and whenever they believe a reallocation is justified by the existence of an inequitable relationship between the positions covered by the reallocation request and other positions covered by this agreement. If the Employer agrees that such an inequity exists, the Employer and the Union agree to jointly petition the General Court to provide the necessary funding for such class reallocation. If, however, the parties are unable to reach agreement the matter shall not be subject to the grievance procedure.

Section 17.5

The Employer and the Union agree that the procedure provided in Section 17.4 shall be the sole procedure for class reallocations for all classes covered by this Agreement. No other class reallocations shall be granted under any other provisions of this Agreement.

Section 17.6 Classification Pool

There shall be a classification pool established to be used exclusively for the following purposes:

- A. Address pay equity issues
- B. Fund Worker Retraining Initiatives as required by Chapter 25 of the Acts of 2009
- C. Fund Worker Retraining Initiatives for positions eliminated due to obsolescence.

The parties shall establish a labor – management advisory committee to develop procedures for, among other things, the identification of net savings derived from operating efficiencies due to workforce integration and the administration of the pool funds. Upon identification of any such savings, the committee will issue a joint recommendation which shall include the committee's recommendation as to the allocation and timing of expenditures from the classification pool. The committee shall be comprised of ten members: five management representatives; and five union

representatives of which one shall be designated by AFSCME, Council 93, one designated by MOSES, by representatives of former Massachusetts Turnpike Authority and the former collectively, by representatives of former Massachusetts Turnpike Authority and the former Massachusetts Port Authority unions. Contributions equaling 10% of the annual net savings derived from operating efficiencies due to workforce integration will be used to fund the pool. This amount will not include savings from debt restructuring, salary or benefit reductions or other savings not derived directly from operating efficiencies realized through integration of the work force. The committee shall meet once a month, commencing within thirty (30) days of execution of this Agreement, through June 30, 2012, unless otherwise agree. Union representatives will be given time off for attending the meetings without loss of pay or benefits.

ARTICLE 17A TECHNOLOGICAL CHANGE

Section 17A.1 Introduction

A. MassDOT and the Union recognize that automation and technological change are fast becoming an integral part of work in many of the departments/agencies in the state. Both parties are aware of the enormous impact these changes will have and are having on employees and the way in which they perform work. The Employer and the Union are committed to making this transition to automation in as responsive a way as possible to both the human issues and the provision of services to the public.

MassDOT and the Union are committed to the concepts that technology was not intended to replace state employees: that the transition be orderly and comfortable to agencies and employees; that the Union provide input in developing implementation, health and safety guidelines; and that adequate and appropriate training be available to employees to provide for job protection and advancement or retraining.

B. The Employer will notify the Union at least ten (10) working days in advance of any proposed technological change, including the introduction of VDT's in the work place.

C. MassDOT and the Union further recognize that automation and technological change are integral components of the way all departments and agencies better meet the challenges of effectuating business practices which ensure that they more effectively and efficiently attain their missions.

The Union recognizes that MassDOT's payroll and human resources information systems are provided by the Commonwealth through its Human Resources/Compensation Management System (HR/CMS). To ensure that any of the changes required by HR/CMS are introduced and implemented in the most effective manner, the Union agrees to support the Commonwealth's implementation and accepts such changes to business practices, procedures, and functions as are necessary to achieve such implementation (e.g. the change from a weekly to biweekly payroll system). Upon request, MassDOT and the Union will meet to discuss any issues of impact to the bargaining unit arising from the implementation of changes to HR/CMS.

Section 17A.2 Joint Committee on Technological Change and Automation

To ensure that the introduction and implementation of technological changes in the workplace occur in the most effective manner, a Joint Committee with equal representation from HRD and the Union be established. The purpose of the Joint Committee will include:

1. To review the impact of technological changes as soon as possible after the development of the implementation plan,
2. To meet and discuss the impact of the implementation plan on such issues as wage and classification changes; career ladder realignment; methods of introduction of new equipment and operating procedures; ergonomic specification; health and safety issues; training and job redesign.

3. To develop and recommend specific training programs and/or procedures regarding use and operation of computer equipment.
4. To review specific problems as they arise.

Section 17A.3 Ergonomic Guidelines

A. The State guidelines on visual display terminals, CRT's and printers, originally issued in 1984 and periodically amended, shall be used as a reference for this Agreement, to be applied where practicable.

B. The Union will be notified in advance of any proposed changes in these guidelines.

Grievances alleging a violation of this section may be grieved through Step III of the grievance procedures of Article 23, Section 2.

Section 17A.4 Classification

The parties agree that where jobs are significantly impacted by the introduction of technology/automation, these jobs will be subject to the appropriate review through the class reallocation appeals process designated in Article 17.4 of this Agreement. Where possible, new job classifications will be included in the bargaining unit.

Section 17A.5 Health and Safety

A subcommittee of the Joint Committee will be established to review and discuss health and safety guidelines.

A. Pregnant employees who work on VDT systems may request temporary reassignment within their job description or a comparable position, and be reassigned within two (2) weeks of notification, for the duration of the pregnancy. Such work assignment shall be determined by the Appointing Authority or his/her designee. This request must be made in writing to the Appointing Authority with verification from the employee's physician. While in such alternative assignments, the employee shall be paid at her regular rate of pay.

B. VDT operators shall not be required to perform continuous duties at the work screen for periods in excess of two (2) hours at a time. For each consecutive two (2) hour period worked at his/her station, the employee shall be entitled to be away from the screen for a continuous period of fifteen (15) minutes. Such period may consist of an alternative job assignment or any break or lunch period otherwise authorized by this Agreement.

C. Agencies will provide safety training on all equipment for all operators. Wherever possible, VDT's will be fitted with proper equipment to prevent possible radiation hazards.

D. Agencies will make every effort to ensure safe equipment through regular monitoring and maintenance of equipment and will provide necessary materials for routine maintenance by operators.

Section 17A.6 Training

MassDOT and the Union recognize that the introduction of technological changes will require the need for employees to develop many different or new skills. To ensure that employees are adequately prepared to retain their current positions or to move into newly automated positions, the state is committed to providing training programs in the use of computer equipment as well as generic training for specific programs.

The Statewide Training and Career Ladder Committee will review agency training plans in relation to the introduction of Technological Change, in order to ensure the equitable allocation of training opportunities.

Section 17A.7

The parties specifically agree that all hardware, software, databases, communication networks, peripherals, and all other electric technology, whether networked or free-standing, is the property of MassDOT and is expected to be used only as it has in the past for official Commonwealth business. Use by employees of the MassDOT's technological resources constitutes express consent for MassDOT and its Department/Agencies to monitor and/or inspect any data, any electronic mail messages, and any web sites that they may access. MassDOT retains, and through its Departments/Agencies, may exercise the right to inspect any user's computer, any data contained in it, and any data sent or received by that computer.

Notwithstanding the above, under no circumstances will the following be considered valid business uses of MassDOT's technology:

- In furtherance of any illegal act, including violation of any criminal or civil laws or regulations, whether state or federal;
- For any political purpose;
- For any commercial purpose;
- To send threatening or harassing messages, whether sexual or otherwise;
- To access or share sexually explicit, obscene, or otherwise inappropriate materials;
- To infringe any intellectual property rights;
- To gain, or attempt to gain unauthorized access to any computer or network;
- For any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs;
- To intercept communications intended for other persons;
- To distribute chain letters; or
- To access online gambling sites.

The parties agree that the foregoing list and policy is not all-inclusive and will meet as needed to make appropriate modifications thereto.

The Department/Agency will disseminate this Section to its employees on an annual basis as part of the employee's performance evaluation and afford said employees the opportunity to request clarification should it be necessary. The employee shall then sign an acknowledgment that s/he has received, read and understands this Section within ten (10) working days of receipt.

ARTICLE 18 LAYOFF – RECALL PROCEDURES

Section 18.1 Applicability

The provisions of this Article shall apply only to non-civil service employees and shall not apply to the separation from a position by reason of the certification of a civil service list by the Chief Human Resources Officer provided, however, that the employee displaced by the use of the civil service list shall be the least senior person in the title in the work unit to which the civil service appointment or promotion is being made; and further provided that the person displaced shall have bumping rights if any as set forth in this Article.

Section 18.2 Definitions

As used in this Article seniority shall mean service rendered in the Division.

There shall be a single integrated seniority roster for each bargaining unit.

Division seniority shall be the length of an employee's total service within the Division. Division seniority for employees transferred to MassDOT pursuant to Chapter 25 of the Acts of 2009 shall include total service with the Department/Agency/Authority where they were employed as of October 31, 2009.

For purposes of layoff and recall seniority shall mean service rendered within a Division. The Highway Division, Registry Division, Aeronautics Division and Office of Planning and Other Shared Services ("Shared Services"), shall be the "Divisions" for purposes of this Article.

MassDOT seniority shall be determined by the length of an employee's total service with MassDOT as determined by date of hire. Seniority for employees transferred to MassDOT pursuant to Chapter 25 of the Acts of 2009 shall include total service with the Department/Agency/Authority where the employee was employed on October 31, 2009.

Bargaining Unit seniority shall be the length of an employee's total service in a position within the bargaining unit. Bargaining Unit seniority for employees transferred to MassDOT pursuant to Chapter 25 of the Acts of 2009 shall include total service in a position within the bargaining unit with the Department/Agency/Authority where they were employed as of October 31, 2009.

An employee whose position was transferred from the former Massachusetts Turnpike Authority, the Massachusetts Port Authority or the former MassHighway to MassDOT's Shared Services Division shall have seniority within the Shared Services Division and the Highway Division for purposes of layoff.

An employee whose position was transferred from the former Registry of Motor Vehicles to MassDOT's Shared Services Division shall have seniority within the Shared Services Division and Registry Division for purposes of layoff.

Employees transferred from the former Registry of Motor Vehicles or former MassHighway to the Administrative Services Division of the former Executive Office of Transportation shall have seniority within the Division to which their original agency transferred and/or the Shared Services Division.

Where employees have equal seniority within a Division, MassDOT seniority and then Bargaining Unit seniority shall be used in order of priority.

Section 18.3 Layoff/Notice to Union/Notice to Employee

In the event that Management becomes aware of an impending reduction in workforce it will make every effort to notify the Union at least ten (10) calendar days prior to the layoff. Management will notify the affected employees in writing not less than five (5) working days in advance of the layoff date. Whenever practicable affected employees will have four (4) working days to exercise their bumping rights.

Section 18.4 Displacement-Bumping Procedure

- A. In the event there is a reduction in work force within a department/agency which will result in bumping and layoff, the Human Resources Division will encourage the department/agency to develop a Voluntary Layoff Incentive program for affected employees.
- B. An employee whose position is being eliminated shall have the right to exercise his/her seniority by accepting a reassignment within the Department/Agency, to the position of the least senior employee in his/her job title for which the employee is qualified, provided that the affected employee is less senior than the employee whose position is eliminated.
- C. Alternatively, an employee whose position is being eliminated may elect to bump to a lower title in his/her job series, or to a title outside of the employee's job series in the next lower salary grade to the employee's current salary grade, for which the employee is qualified, within his/her region, provided that there are persons with less seniority in the lower title(s). This option is limited to the least senior employee in the affected title.
- D. An employee electing to reassign/bump as set forth above, must, upon request, provide to the Appointing Authority an updated resume at the time of his/her notification of his/her intention to reassign/bump.
- E. For the purpose of this Article the geographic regions shall be defined and agreed to by HRD, the Union President of the Local affected and the appropriate representative of the Department/Agency.
- F. Employees who physically work in a particular region will be included in that region for bumping, layoff and recall regardless of the office to which their position is posted.
- G. If the position of the least senior employee is a part-time position, the full time employee whose position has to be eliminated may elect to:
1. accept the part time hours;
 2. accept reassignment to the position of the least senior full time employee; or
 3. be laid off
- H. The least senior full time employee who is displaced as a result of the operation of Section G.2 above may:
- a) accept reassignment to the position of the least senior part-time employee in the same title provided the part-time employee is less senior,
 - b) be laid off, or

c) exercise bumping rights.

I. A part-time employee whose position is eliminated may accept reassignment to the position of the least senior employee in the appropriate departmental unit, region, appointing authority or statewide. The part time employee unwilling or unable to accept the hours of the position of the least senior employee shall be laid off.

J. In all of the aforementioned personnel transactions in this Article, any employee who has been notified that s/he will actually be laid off shall file with his/her appointing authority, within four (4) working days of receipt of such notice, a written request to reassign in title, or bump down to displace other positions occupied by employees based upon their seniority and qualifications. As used in this Article, qualifications shall mean objectively demonstrable knowledge, skills, and/or abilities. Appeals of employees denied the opportunity to reassign/bump due to qualifications as defined herein shall be processed in accordance with provisions outlined in the parties' memorandum of understanding regarding Alternative Dispute Resolution dated March 14, 2005.

K. It is agreed that the provisions of this Article do not preclude an employee from requesting and the appointing authority from granting, a voluntary layoff regardless of the employee's seniority in the Department. It is understood that this option of voluntary layoff shall include, but is not limited to recall rights, and payment for all accrued vacation time.

Section 18.5 Transfers

A. Within the Department/Agency- the employee who is to be laid off shall have the opportunity to transfer laterally to a fillable, vacant bargaining unit title, within the jurisdiction of his/her present appointing authority, for which s/he is qualified.

B. Between Agencies - the employee who is to be laid off may file a request for transfer to any agency in state service. Upon approval of that agency, such employee may be appointed to any vacancy in the bargaining unit in the same grade and title or any similar title for which s/he might meet the necessary qualifications in the same or lower salary range as the position from which s/he was laid-off. Seniority shall be the determining factor in the event one or more such employees are seeking the same position in another state agency.

Section 18.6

A. The Department/Agency shall maintain a regional recall roster from which laid-off employees will be recalled, to positions to be filled, in accordance with their seniority and in accordance with their qualifications to perform the work. As soon as it is administratively feasible, the Commonwealth shall establish and maintain a statewide recall roster.

B. If the title of the employee is abolished as a result of the transfer of the functions to another department/agency, such employee may elect to have his/her name placed on the recall roster or to be transferred, subject to the approval of the appointing authority, to a similar position in such department/agency without loss of seniority, retirement, or other rights and in accordance with paragraph "A" above.

C. The Department/Agency shall appoint employees on the recall roster, prior to the appointment of any other applicant, to fillable vacant bargaining unit 1 positions for which the laid off employee is determined qualified by the Employer.

D. A laid off employee will remain on the recall roster for three (3) years except an employee who is offered recall to a position in the same job grade as the position from which s/he was laid off, and refuses such offer shall be removed from the recall list and his/her rights shall be terminated at that time.

E. Notwithstanding the above, a laid off employee who fails to respond in writing to a notice of recall within seven (7) calendar days of the receipt of such offer or who upon acceptance of the recall offer fails to report to work on the appointed date, shall forfeit any further recall rights.

F. Notices of the recall sent by the Appointing Authority to a laid off employee and the employee's notice of acceptance, or rejection of said recall shall be sent by certified mail, return receipt requested.

G. Whereas the parties wish to ensure that the least senior employee is terminated first under the procedure for lay off and recall of non-civil service employees specified in Article 18, it is agreed as follows: the Employer shall appoint to permanent non-civil service vacancy the temporary employee with the most seniority within the job title within the work unit.

Section 18.7

Employees who are separated from employment as the result of the implementation of the layoff/bumping procedures and who are subsequently recalled to employment shall for purposes of determining their salary upon recall under Article 12, be credited with their prior service and shall not upon recall be considered to be "hired, reinstated or reemployed" notwithstanding the provisions of Article 12 to the contrary.

Section 18.8

In computing seniority as defined in this Article any break in service or any time off in excess of thirty (30) days shall be excluded from the total seniority except approved military, maternity, educational and industrial accident leave.

Section 18.9

The parties may, by agreement in writing, alter the implementation of this Article to meet the varying needs of the particular department/agencies.

ARTICLE 19
SAFETY AND HEALTH

Section 19.1

- A. The Employer agrees to provide a safe, clean wholesome surrounding in all places of employment.
- B. Each Department head shall issue instructions to all supervisory personnel to carry out the provisions of this Article.
- C. When an employee reports any condition which he/she believes to be injurious to his/her health to the administrative head of a work location, the administrative head shall correct the situation if within his/her authority, or shall report said complaint to his/her supervisor.
- D. A copy of the provisions of this Article shall be conspicuously posted in each work location.
- E. In all new places of employment, where the Union alleges that the air quality is inferior, the person in charge of the location will make reasonable efforts to have air quality checked. If the air quality is found to be sub-standard, the person in charge of the location shall make reasonable efforts to improve it.
- F. Whenever temperature inside any work location is unusually hot or cold, the person in charge of such work location shall immediately contact the person responsible for the building to determine the cause and probable length of time necessary to correct the problem.
- G. The Employer will make every reasonable effort to abate asbestos containing materials as recommended by the Division of Occupational Hygiene. Where such cleanup is not possible, the Employer will make every effort to avoid making work assignments, which will unduly expose employees to known hazardous materials.
- H. Pregnant employees who work in conditions/situations deemed hazardous or dangerous to the pregnancy by the attending physician may request a temporary reassignment within their job description or a comparable position, and may be reassigned within two (2) weeks of notification for the duration of the pregnancy. Upon request by management, the employee will provide medical evidence. Such work assignments shall be determined by the appointing authority or his/her designee. This request must be made in writing to the appointing authority.
- I. Grievances involving the interpretation or application of the provisions of this Article may be processed through Step III of the grievance procedure as set forth in Article 23, but may not be the subject of arbitration.
- J. The parties agree to establish a program to monitor air quality at new and existing worksites. The parties agree to negotiate over the specific provisions of such a protocol within sixty (60) days.

ARTICLE 19A
MANAGEMENT DIRECTIVES

It is understood and agreed that Directives affecting working conditions of employees in the bargaining unit, will be forwarded to the Union in order for the Union to have the opportunity to meet and confer with management upon the impact of the directive.

ARTICLE 19B
TRAINING AND CAREER LADDERS

Section 19B.1 General

The Employer and the Union recognize the importance of training programs, the development of career ladders and of equitable employment opportunity structures and seek here to establish a process for generating such program recommendations and their implementation.

Section 19B.2 Committee

Toward these ends, the Employer and the Union agree to establish a Statewide Training and Career Ladders Committee consisting of four (4) persons appointed by the Union and four (4) persons appointed by the Director of Human Resources. Such committee shall function continuously throughout the life of this Agreement.

ARTICLE 20 REASSIGNMENTS

Section 20.1

Management may implement geographical reassignments in accordance with departmental needs and shall request volunteers for said reassignments prior to making mandatory reassignments. An employee who is adversely affected by the reassignment may request a discussion of said reassignment with the Employer or his/her designee. In the discussion the employer shall take into consideration the family lifestyle of the employee, the distance of the reassignment, the availability of car pools and/or public transportation and/or any other employee hardship.

Section 20.2

MassDOT and the Union recognize the efficiency of promoting energy saving endeavors by offering an alternative to employees who may commute lengthy distances to and from their homes to work. The parties therefore agree to initiate a pilot program to implement job swapping opportunities between employees that work in the same job title and functions and within the same agency, but at geographically disparate work locations. Employees requesting a swap may file their request with the Agency's human resource office. When two or more employees submit matching swap requests the Agency shall favorably consider the swap unless one or more of the following conditions apply:

1. The swap would unduly interrupt client services or operational efficiency at either or both of the swap locations;
2. One or more of the applicants has had an unsatisfactory performance review in the preceding year or one or more of the applicants currently has a corrective action plan in place;
3. One or more of the applicants would be unable to perform the duties of the position to which they wish to swap without substantial training.

An employee who enters into a swap will not be able to do so again for two (2) years. Employees shall not be able to enter into a swap during their new employee or promotional probation period, nor within twelve (12) months of entering a job title.

Swap requests by two or more employees to the same position shall be determined by seniority as measured by length of service within the Agency. If seniority is equal, then length of state service will be used to determine the more senior employee.

The Office of Employee Relations, the designated Pilot Agencies, and the Union shall establish a committee to review and monitor implementation of this program and recommend changes as necessary. This pilot program shall be in effect for two (2) years from date of signing and shall be implemented in the Department of Environmental Protection, the Department of Revenue, and the Department of State Police.

The parties agree that there shall be a special Labor Management Committee established to discuss telecommuting, 4-day work weeks and additional energy saving endeavors.

ARTICLE 21
CREDIT UNION DEDUCTION

The Commonwealth agrees to deduct from the regular salary payments (not a draw) of employees an amount of money, upon receipt of the employee's written authorization for the deduction for the purchase of shares in, making deposits to, or repaying a loan to a credit union organized under appropriate provisions of the Massachusetts General Laws. Any written authorization may be withdrawn by the employee by submitting a written notice of withdrawal to the Commonwealth and the treasurer of the credit union thirty (30) days in advance of the desired cessation of payroll deduction.

ARTICLE 22
ARBITRATION OF DISCIPLINARY ACTION

Section 22.1

No employee who has been employed in the bargaining unit described in Article 1 of this Agreement for six (6) consecutive months or more shall be discharged, suspended, or demoted for disciplinary reasons without just cause. An employee who severs his/her employment with MassDOT must serve an additional probationary period upon re-employment whether in the same or a different job title.

Section 22.2

A grievance alleging a violation of Section 1 of this Article shall be submitted in writing by the aggrieved employee/Union to the Director of the Office of Labor Relations and Employment Law within ten (10) working days of the date such action was taken. The grievance shall be treated as a Step II grievance and ARTICLE 23 GRIEVANCE PROCEDURE, shall apply.

Section 22.3

As a condition precedent to submitting a grievance alleging a violation of Section 1, pursuant to "Article 23 - Grievance Procedure", the Union and the employee involved shall sign and give to the Employer, on a form prepared by the Employer (Appendix B), a waiver of any and all rights to appeal the disciplinary action to the Civil Service Commission. The waiver shall include a declaration that no other disciplinary review has been commenced.

If an employee files a charge of discrimination covered by Article 6 with a state or federal agency or state or federal court arising from termination of employment, the Employer and the Union agree that the union waives its right to arbitrate any grievance based on a claim of a violation of Article 6 relating to the same claim of discrimination. If the employee withdraws his or her charge with prejudice, other than in the case of a mutually agreeable settlement, the grievance shall be arbitrable if otherwise timely and appropriate. This waiver provision shall not apply to claims filed pursuant to MGL c. 150E or claims relating to the FMLA.

Section 22.4

A. Should the Union submit a grievance alleging a violation of Section 1 to arbitration pursuant to Article 23 the arbitration shall be conducted on an expedited basis.

B. An employee and/or the Union shall not have the right to grieve, pursuant to Articles 22 or 23, disciplinary action taken as a result of the employee engaging in a strike, work stoppage, slowdown or withholding of services unless the Union alleges that the employee did not engage in such conduct.

ARTICLE 23 GRIEVANCE PROCEDURE

Section 23.1

The term "grievance" shall mean any dispute concerning the application or interpretation of the terms of this Collective Bargaining Agreement.

Section 23.2

The grievance procedure shall be as follows:

Step I An employee and/or the Union shall submit a grievance in writing, on the grievance form prepared by the Employer (Appendix C) to the person designated by the Employer for such purpose not later than twenty-one (21) calendar days after the date on which the alleged act or omission giving rise to the grievance occurred or after the date on which there was a reasonable basis for knowledge of the occurrence. Such grievance shall identify the Article(s) believed to have been violated, state how and when the Article(s) was violated and state the remedy sought. The person so designated by the agency head shall reply in writing by the end of seven (7) calendar days following the date of submission, or if a meeting is held to review the grievance by the end of twenty-one (21) calendar days following the date of the submission.

Step II In the event the employee or the Union wishes to appeal an unsatisfactory decision at Step I, the appeal shall be presented in writing, on the grievance form prepared by the Employer to the Director of the Office of Labor Relations and Employment Law for such purpose within ten (10) calendar days following the receipt of the Step I decision. Such grievance shall identify the Article(s) believed to have been violated, state how and when the Article(s) was violated and state the remedy sought. The agency head or his/her designee shall meet with the employee and/or the Union for review of the grievance and shall issue a written decision to the employee and/or the Union within fourteen (14) calendar days following the day the grievance is filed.

Disciplinary grievances filed at Step II, must also contain the "Waiver of Right to Appeal Disciplinary Action" form (as outlined in Article 22). Grievances not containing the signed waiver by the date of the scheduled conference or the rendering of a decision shall be considered denied.

Step III Grievances unresolved at Step II may be brought to arbitration solely by the Union by filing a completed Request for Arbitration form with the Director of Labor Relations and Employment Law. Such form must be filed within thirty (30) calendar days of the receipt of an unsatisfactory Step II response. Grievances that are not filed for arbitration within the thirty (30) days as provided above shall be considered waived.

Section 23.3

The parties agree to explore Alternative Dispute Resolution options throughout the grievance procedure to the extent outlined in Section 15 of this article.

Section 23.4

Once arbitration has been requested by the Union a hearing shall be held no later than twelve (12) months from such request. If a hearing is not held within the twelve (12) month period due to inaction of the Union, the grievance is thereby withdrawn with prejudice but without precedence.

Section 23.5

The parties will attempt to agree on an Arbitrator on a case-by-case basis. Failing such agreement within thirty (30) days of the Office of Labor Relations and Employment Law's receipt of the Request for Arbitration, if the Employer has not proposed to the Union a list of arbitrators acceptable to the Employer or if there has been no agreement on an arbitrator the Employer or the Union may file said Request for Arbitration with the American Arbitration Association under its Voluntary Labor Arbitration Rules.

Section 23.6

The arbitrator shall have no power to add to, subtract from or modify any provision of this Agreement or to issue any decision or award inconsistent with applicable law. The decision or award of the arbitrator shall be final and binding in accordance with Massachusetts General Laws, Chapter 150C.

Section 23.7

All fees and expenses of the arbitrator, if any, which may be involved in the arbitration proceeding shall be divided equally between the Union and Employer. Each party shall bear the cost of preparing and presenting its own case except in the case of an untimely cancellation by either of the parties, then such expense shall be borne solely by the party at fault.

Section 23.8

If a decision satisfactory to the Union at any level of the grievance procedure other than Step III is not implemented within a reasonable time, the Union may re-institute the original grievance at the next step of the grievance procedure. A resolution of a grievance at either Step I or II shall not constitute a precedent.

Section 23.9

If the Employer exceeds any time limit prescribed at any step in the grievance procedure, the grievant and/or the Union may assume that the grievance is denied and invoke the next step of the procedure, except, however, that only the Union may request impartial arbitration under Step III. However, no deadline shall be binding on the grievant and/or the Union until a required response is given.

Section 23.10

In any disciplinary matter, once a conference has been held at Step II, or in any non-disciplinary matter, once a conference has been held at Steps I, or II, neither party shall substantively change, modify or expand the charges, arguments, witness list or written documentation presented at that previous conference at the next step of the grievance procedure without endeavoring to give notification to the other party prior to the next scheduled conference or arbitration.

Section 23.11

Any step or steps in the grievance procedure, as well as time limits prescribed at each step of this grievance procedure, may be waived by mutual agreement of the parties in writing.

Section 23.12

The Employer shall designate a person(s) to whom grievances may be submitted at Step I and/or Step II.

Section 23.13

The union steward at step I and the Union Representative at step II, whichever is appropriate, shall be notified of grievances filed by an employee on his/her own behalf and shall have the opportunity to be present at grievance meetings between the employee and the Employer held in accordance with the grievance procedure.

Section 23.14

It is agreed that grievances may be filed by the Union electronically, either by facsimile or by email as a scanned attachment.

Section 23.15

Upon the agreement of the parties any grievance may be submitted to Alternate Dispute Resolution (ADR).

ARTICLE 24 PERSONNEL RECORDS

Section 24.1

Each employee shall have the right, upon request, to examine and copy any and all material, including any and all evaluations, contained in any personnel records concerning such employee. The Union shall have access to an employee's records upon written authorization by the employee involved.

Section 24.2

Whenever any material, including evaluations, is to be inserted into the official personnel file or record of an employee, the employee shall be given a copy of such material upon its insertion. Whenever any material, including evaluations, is inserted into the personnel file or record of an employee such material shall be date stamped before its insertion.

Section 24.3

A. The Union or any employee may challenge the accuracy or propriety of any material and/or evaluations in his/her personnel file or record by filing a written statement of the challenge in the official personnel file or record.

B. The Union or any employee may file a grievance based on a performance evaluation or on any material either of which results in a negative action. Upon a determination at any step of the grievance procedure that such performance evaluation, any other material or portion thereof, is either inaccurate or improperly placed in such employee's personnel record such inaccurate evaluation, material, or portion thereof, shall be removed from the file together with any of the employee's statement or statements thereto.

C. Notwithstanding the provisions of Paragraph B above, an employee may file a grievance challenging any written memorandum which reprimands the employee for prior conduct or omissions and which warns the employee that further transgressions may result in suspension, demotion or discharge. Said memorandum will be found to violate this Agreement only if it is arbitrary, discriminatory or if it contains allegations which are erroneous. Said grievances shall be grievable to Step II.

D. The parties agree that reprimands that have been placed into the personnel record of an employee which are more than two and one-half (2 ½) years old from the date of the issuance of the reprimand, provided there has been no subsequent discipline imposed, shall be removed from the personnel record.

E. There shall be only one (1) official personnel file or record maintained by the Employer. Information not included in the official personnel file or record shall not be considered valid information and shall be purged.

ARTICLE 24A
PERFORMANCE EVALUATION

Section 24A.1

The Employee Performance Review System (EPRS) shall permit variations in format between various departments and agencies. There shall be no variation in format within the same Department/Agency for the same job titles. Any format must meet the following criteria (subject to formal promulgation under M.G.L. c. 31, Sections 4 and 6A):

- D. All employee evaluations shall be in writing and shall be included in the employee's official personnel file. The Union shall be notified should the employee lack English proficiency to understand the evaluation and its process. All EPRS evaluations shall be based on a "Meets" expectations, "Exceeds" expectations, or "Below" expectations standard.
- E. Evaluations shall be completed by the employee's immediate state supervisor and be approved by a state supervisor of a higher grade designated by the Appointing Authority (except in cases of potential conflict of interest or other legitimate reasons).
- F. A Final Formal EPRS evaluation shall be completed once per year for each member of the Bargaining Unit. Probationary employees shall be evaluated by the mid-point of their probationary period. However, the standard EPRS program shall commence no later than the first July 1st of their employment.
- G. Prior to each evaluation period the supervisor shall meet with the employee and shall inform the employee of the general performance dimensions and procedures to be utilized in evaluating the employee's performance.
- H. The performance dimensions shall be objective and job-related.
- I. At least once during the evaluation period, at or near its mid-point, the supervisor shall meet with the employee to review the employee's progress. The employee shall have two (2) work days to review the evaluation prior to signing it. A remedial development plan shall be formulated jointly if the mid-term review results in a rating of "Below".
- J. At or near the end of the evaluation period, the supervisor shall meet with the employee and inform the employee of the results of the evaluation. Following the employee's review, the form shall be submitted to the higher level supervisor for final determination of ratings. The employee shall have two (2) work days to review the evaluation prior to signing and shall be given a copy of the completed form. The employee shall sign the evaluation and indicate whether s/he agrees or disagrees with the content thereof.

Section 24A.2

There shall be established within each agency a Labor/Management Committee, consisting of not more than four (4) representatives of each party, which shall meet at reasonable times to discuss any problems or issues surrounding the Performance Evaluation System.

Section 24A.3

A. Any employee who has received a rating of "Below" will have his/her evaluation reviewed monthly by the appointing authority or his/her designee, who shall review all the circumstances of the rating. The appointing authority or his/her designee may redetermine the rating after reviewing the circumstances of the initial evaluation. If the appointing authority or his/her designee redetermines the rating the employee will receive the increase retroactive to the date of original step increase due, or Article 12 increase, whichever is appropriate. If the appointing authority or his/her designee does not redetermine the rating the employee may file, through the NAGE within fourteen (14) days with the Office of Labor Relations and Employment Law, a request for a review of the appointing authority's or his/her designee's determination by a tripartite panel consisting of one person designated by the NAGE, one person designated by the Director of Human Resources and one person designated by the Chairperson of the Board of Conciliation and Arbitration who shall be assigned on a rotating basis. The standard of review to be applied by the panel shall be solely limited to whether or not the final performance rating of "Below" was justified. The decision of the tripartite shall be final and binding and any employee having a "Below" rating overturned shall be made whole in as prompt a manner as possible. Any costs associated with this process will be borne equally by the parties.

B. The Department/Agency shall develop a remedial plan for an employee receiving any "Below" rating. Employees that may be nearing a "Below" rating shall be counseled by his/her supervisor as soon as possible, in advance of their final stage of the evaluation as to the specific areas that must be improved and what they must do to attain a "Meets" rating.

C. All performance merit ratings shall be based upon the EPRS system as found in this Article of the NAGE Agreement and all payment of salary and/or step increases shall be based upon current language found in Article 12 related to pay for performance.

D. All financial considerations (i.e. merit increases, step rate increases) shall be based on the employee's most recent, final annual evaluation.

Section 24A.4

Nothing in this Agreement shall be construed as limiting in any way any other appeal rights provided by law, except that the appeal procedures provided in this Agreement shall not be available to any employee who elects to appeal his/her evaluation rating under the provisions of M.G.L. c. 31, Section 6C.

Section 24A.5

The parties agree to establish a Labor/Management Committee consisting of four (4) representatives selected by the NAGE and four (4) representatives selected by Office of Labor Relations and Employment Law. The Committee shall meet bimonthly and shall review and make recommendations concerning the Commonwealth's policies and practices regarding the review and maintenance of Personnel Records. The Committee shall also discuss problems involving the Performance Evaluation System which are unrelated to the Department/Agency Labor Management Committees established above.

Section 24A.6

The parties agree to establish a Labor/Management Committee to review and make recommendations to revise the Performance Evaluation Guidelines/Form. Said Committee shall consist of three (3) representatives selected by the Union and three (3) representatives selected by HRD. The Committee shall convene and shall continue to meet upon request by either party.

ARTICLE 25
LABOR/MANAGEMENT COMMITTEE

Section 25.1

In order to provide a means for continuing communications between the parties and for promoting a climate of constructive employee relations, a Labor/Management Committee shall be established which shall consist of up to four (4) representatives designated by the Employer and up to four (4) representatives designated by the Union.

Section 25.2

The Committee shall meet at least twice each year. Such meeting shall not be for the purpose of discussing pending grievances or for the purpose of conducting negotiations on any subject. The topics discussed shall relate to the general application of the Agreement and to other matters of mutual concern including improvement of the Employer/ employee relations and improvement of productivity.

Section 25.3

There shall be a Labor/Management Sub-Committee established within each Department/Agency consisting of six (6) members, three (3) representing the Union and three (3) representing Management. It shall be the responsibility of these Sub-Committees to promote ways and means of improving the "Quality of Work Life" within the work place. Any procedures or changes in conditions promulgated by the Sub-Committee shall be approved by the State-wide Labor/Management Committee before they become operative.

It is agreed that a priority of the State-wide Labor/Management Committee shall be to discuss the means of implementing a statewide recall under Article 18, for the bargaining unit.

Section 25.4

The parties agree that an incentive for sick leave utilization reduction shall be studied by the State-wide Labor/Management Committee.

Section 25.5

It is agreed that a priority of the Statewide Labor/Management Committee shall be to discuss opportunities the parties may have to work cooperatively in efforts to minimize the impact of proposed or actual reductions in force. The Committee shall jointly develop procedures for an employment referral mechanism and further, shall develop job re-training initiatives to meet the purposes of this Article.

ARTICLE 26
NO STRIKES

Section 26.1

Neither the Union nor any employee shall engage in, induce, support, encourage or condone a strike, work stoppage, slowdown or withholding of services by employees.

Section 26.2

The Union shall exert its best efforts to prevent any violation of Section 1 of this Article, and if such action does occur, to exert its best efforts to terminate it.

ARTICLE 27
MASSDOT POLICY IMPLEMENTATION COMMITTEE

There shall be a Policy Implementation Committee comprised of an equal number of Employer and collective bargaining representatives from each of the MassDOT bargaining units. Upon request by the Employer, the Committee shall meet to discuss implementation of MassDOT Policies and Procedures. This Article is not intended to alter the existing rights or obligations of either the Employer or Union and is solely intended to promote the uniform and consistent implementation of MassDOT Policies and Procedures.

ARTICLE 28
SAVING CLAUSE

In the event that any Article, Section or portion of this Agreement is found to be invalid or shall have the effect of loss to the MassDOT or the Commonwealth of funds made available through federal law, rule or regulation, then such specific Article, Section or portion shall be amended to the extent necessary to conform with such law, rule or regulation, but the remainder of this Agreement shall continue in full force and effect. Disputes arising under this Article shall be discussed with the Employer and may be submitted by the Union to expedited arbitration.

ARTICLE 29
APPROPRIATION BY THE GENERAL COURT

The cost items contained in this Agreement shall not become effective unless appropriations necessary to fully fund such cost items have been enacted by the General Court in accordance with M.G.L. c.150E, section 7, in which case, the cost items shall be effective on the date provided in the Agreement. The Employer shall make such request of the General Court. If the General Court rejects the request to fund the Agreement, the cost items shall be returned to the parties for further bargaining.

ARTICLE 30
DURATION

This Agreement shall be for the three-year period from July 1, 2014 to June 30, 2017 and terms contained herein shall become effective upon execution unless otherwise specified. It is expressly understood and agreed that subject to ratification by the Union Membership, the predecessor collective bargaining agreement shall be voided and superseded by all aspects of this collective bargaining agreement. Should a successor Agreement not be executed by June 30, 2017, this Agreement shall remain in full force and effect until a successor Agreement is executed or an impasse in negotiations is reached. At the written request of either party, negotiations for a subsequent Agreement will be commenced on or after January 1, 2017.

This Agreement is executed this _____ day of July, 2014.

Massachusetts Department of Transportation National Association of Government Employees

By: _____
Julian Tynes, Director
Office of Labor Relations and
Employment Law

By: _____
David J. Holway, President

By: _____
Maria C. Rota, Deputy Director Office of
Labor Relations and Employment Law

By: _____
John Mann, President
NAGE Local R1-292

ADDENDUM A
MassDOT Bargaining Unit A Position Titles

Administrative Secretary I
Administrative Secretary II
Bookkeeper I
Bookkeeper II
Clerk I
Clerk II
Clerk III
Clerk IV
Clerk V
Clerk VI
Computer Operator I
Computer Operator II
Customer Service Rep I, RMV
Customer Service Rep II, RMV
Customer Service Rep III, RMV
Customer Service Rep IV, RMV
EDP Entry Operator I
EDP Entry Operator II
EDP Entry Operator III
EDP Entry Operator IV
EDP Scheduler
Field Investigator I
Field Investigator II
Field Investigator III
Field Investigator IV
Inventory Control Coordinator I
Inventory Control Coordinator II
Mail Clerk II
Mail Clerk II
Office Support Specialist I
Office Support Specialist II
Receiving Teller I
Receiving Teller II
Records Analyst
Reproduction Services Supervisor
Title Review Officer
Typist I
Typist II
Warehouse Supervisor I
Warehouse Supervisor I
Word Processing Operator I
Word Processing Operator II

APPENDIX A-4

NAGE UNITS 1 AND A BIWEEKLY SALARY RATES NAGE 3% effective 1/10/2016 (Minimum of \$1,700)

Salary adjustment limited to those who received a salary increase in October 2015 that was less than \$1,700.

BU 01 and A Salary Plans (01A/B)

Plan	1	2	3	4	5	6	7	8	9	10	11	12	13	14
01A/B 01	\$1,060.64	\$1,077.37	\$1,094.43	\$1,111.75	\$1,129.47	\$1,147.42	\$1,165.85	\$1,184.52	\$1,203.56	\$1,222.93	\$1,243.92	\$1,265.31	\$1,287.11	\$1,309.37
01A/B 02	\$1,078.81	\$1,095.58	\$1,112.64	\$1,130.00	\$1,147.72	\$1,165.72	\$1,184.08	\$1,202.77	\$1,221.78	\$1,241.19	\$1,262.51	\$1,284.24	\$1,306.44	\$1,329.08
01A/B 03	\$1,094.22	\$1,113.02	\$1,132.25	\$1,151.88	\$1,171.85	\$1,192.28	\$1,213.17	\$1,234.41	\$1,256.17	\$1,278.28	\$1,300.35	\$1,322.85	\$1,345.81	\$1,369.24
01A/B 04	\$1,121.02	\$1,139.90	\$1,159.08	\$1,178.72	\$1,198.81	\$1,219.23	\$1,240.05	\$1,261.26	\$1,282.95	\$1,305.06	\$1,327.67	\$1,350.78	\$1,374.31	\$1,398.30
01A/B 05	\$1,137.92	\$1,158.31	\$1,179.20	\$1,200.44	\$1,222.22	\$1,244.41	\$1,267.12	\$1,290.25	\$1,313.88	\$1,338.04	\$1,361.30	\$1,385.04	\$1,409.24	\$1,433.95
01A/B 06	\$1,174.04	\$1,194.52	\$1,215.42	\$1,236.72	\$1,258.50	\$1,280.69	\$1,303.37	\$1,326.43	\$1,350.06	\$1,374.17	\$1,398.14	\$1,422.63	\$1,447.59	\$1,473.06
01A/B 07	\$1,200.72	\$1,223.01	\$1,245.87	\$1,269.15	\$1,292.89	\$1,317.27	\$1,342.12	\$1,367.56	\$1,393.47	\$1,420.00	\$1,444.89	\$1,470.33	\$1,496.24	\$1,522.67
01A/B 08	\$1,225.69	\$1,249.82	\$1,274.48	\$1,299.67	\$1,325.50	\$1,351.84	\$1,378.81	\$1,406.48	\$1,434.73	\$1,463.61	\$1,489.40	\$1,515.67	\$1,542.50	\$1,569.86
01A/B 09	\$1,267.27	\$1,293.55	\$1,320.48	\$1,348.12	\$1,376.33	\$1,405.32	\$1,434.92	\$1,465.28	\$1,496.36	\$1,528.21	\$1,555.29	\$1,582.88	\$1,611.05	\$1,639.99
01A/B 10	\$1,311.21	\$1,339.08	\$1,367.65	\$1,396.92	\$1,426.87	\$1,457.58	\$1,488.98	\$1,521.23	\$1,554.22	\$1,588.04	\$1,616.35	\$1,645.53	\$1,675.82	\$1,706.73
01A/B 11	\$1,352.34	\$1,382.51	\$1,413.54	\$1,445.28	\$1,477.91	\$1,511.39	\$1,545.62	\$1,580.81	\$1,616.91	\$1,654.51	\$1,685.02	\$1,716.09	\$1,747.81	\$1,780.14
01A/B 12	\$1,406.04	\$1,437.65	\$1,470.14	\$1,503.45	\$1,537.61	\$1,572.65	\$1,608.55	\$1,645.83	\$1,684.79	\$1,724.72	\$1,756.64	\$1,789.17	\$1,822.33	\$1,856.16
01A/B 13	\$1,477.29	\$1,510.63	\$1,544.76	\$1,579.92	\$1,615.88	\$1,653.43	\$1,692.37	\$1,732.31	\$1,773.36	\$1,815.35	\$1,849.06	\$1,883.43	\$1,918.50	\$1,954.24
01A/B 14	\$1,532.92	\$1,571.74	\$1,611.51	\$1,653.03	\$1,696.44	\$1,741.06	\$1,786.94	\$1,834.18	\$1,882.71	\$1,932.60	\$1,968.66	\$2,005.43	\$2,042.93	\$2,081.16
01A/B 15	\$1,601.61	\$1,643.93	\$1,688.48	\$1,734.32	\$1,781.53	\$1,830.08	\$1,880.07	\$1,931.59	\$1,984.57	\$2,039.15	\$2,077.33	\$2,116.23	\$2,155.94	\$2,196.42
01A/B 15A	\$1,613.48	\$1,659.85	\$1,708.23	\$1,758.18	\$1,809.74	\$1,862.93	\$1,917.78	\$1,974.36	\$2,032.75	\$2,092.99	\$2,132.21	\$2,172.26	\$2,213.08	\$2,255.04
01A/B 16	\$1,680.14	\$1,727.31	\$1,775.87	\$1,825.90	\$1,877.52	\$1,930.71	\$1,985.48	\$2,041.89	\$2,100.10	\$2,160.02	\$2,200.61	\$2,241.97	\$2,285.38	\$2,330.26
01A/B 17	\$1,773.51	\$1,822.56	\$1,873.16	\$1,925.22	\$1,978.80	\$2,034.03	\$2,090.93	\$2,149.51	\$2,209.85	\$2,272.83	\$2,317.03	\$2,363.43	\$2,410.71	\$2,458.91
01A/B 17A	\$1,787.14	\$1,840.36	\$1,895.31	\$1,952.01	\$2,010.56	\$2,070.94	\$2,133.30	\$2,197.62	\$2,264.62	\$2,335.89	\$2,382.70	\$2,430.29	\$2,478.88	\$2,528.46
01A/B 18	\$1,852.13	\$1,904.37	\$1,958.25	\$2,013.74	\$2,070.91	\$2,129.82	\$2,190.52	\$2,253.26	\$2,319.88	\$2,390.38	\$2,438.19	\$2,486.93	\$2,536.68	\$2,587.41
01A/B 19	\$1,941.21	\$1,996.78	\$2,054.11	\$2,113.14	\$2,174.01	\$2,236.69	\$2,303.05	\$2,373.54	\$2,446.32	\$2,521.44	\$2,571.87	\$2,623.34	\$2,675.82	\$2,729.35
01A/B 20	\$2,038.49	\$2,095.90	\$2,155.01	\$2,215.98	\$2,279.69	\$2,347.32	\$2,417.98	\$2,490.79	\$2,565.70	\$2,642.97	\$2,695.82	\$2,749.75	\$2,804.73	\$2,860.82
01A/B 21	\$2,127.15	\$2,188.19	\$2,251.27	\$2,318.18	\$2,389.05	\$2,462.08	\$2,537.39	\$2,614.92	\$2,694.86	\$2,777.21	\$2,832.72	\$2,889.41	\$2,947.20	\$3,006.15
01A/B 22	\$2,226.24	\$2,292.14	\$2,362.06	\$2,434.77	\$2,509.70	\$2,586.96	\$2,666.51	\$2,748.60	\$2,833.21	\$2,920.35	\$2,978.78	\$3,038.39	\$3,099.15	\$3,161.12
01A/B 23	\$2,336.99	\$2,407.38	\$2,479.89	\$2,554.64	\$2,631.63	\$2,710.94	\$2,792.70	\$2,876.87	\$2,963.47	\$3,052.79	\$3,113.88	\$3,176.16	\$3,239.70	\$3,304.49
01A/B 24	\$2,442.65	\$2,516.43	\$2,592.44	\$2,670.70	\$2,751.43	\$2,834.42	\$2,920.12	\$3,008.34	\$3,099.16	\$3,192.77	\$3,256.60	\$3,321.77	\$3,388.21	\$3,455.98
01A/B 25	\$2,548.24	\$2,625.72	\$2,705.51	\$2,787.78	\$2,872.49	\$2,959.84	\$3,049.84	\$3,142.59	\$3,238.06	\$3,336.54	\$3,403.27	\$3,471.38	\$3,540.81	\$3,611.62
01A/B 26	\$2,642.34	\$2,723.13	\$2,806.36	\$2,892.14	\$2,980.50	\$3,071.60	\$3,165.53	\$3,262.31	\$3,361.99	\$3,464.76	\$3,534.05	\$3,604.75	\$3,676.85	\$3,750.38

APPENDIX A-5

3% effective 7/10/2016

NAGE UNITS 1 AND A BIWEEKLY SALARY RATES NAGE
BU 01 and A Salary Plans (01A/B)

plan	gr	1	2	3	4	5	6	7	8	9	10	11	12	13	14
01A/B	01	\$1,092.46	\$1,109.69	\$127.26	\$1,145.10	\$1,163.35	\$1,181.84	\$1,200.82	\$1,220.05	\$1,239.67	\$1,259.62	\$1,281.24	\$1,303.27	\$1,325.72	\$1,348.65
01A/B	02	\$1,111.17	\$1,128.45	\$1,146.02	\$1,163.90	\$1,182.15	\$1,200.69	\$1,219.60	\$1,238.85	\$1,258.43	\$1,278.42	\$1,300.38	\$1,322.77	\$1,345.63	\$1,368.95
01A/B	03	\$1,127.05	\$1,146.41	\$1,166.22	\$1,186.44	\$1,207.00	\$1,228.05	\$1,249.56	\$1,271.44	\$1,293.85	\$1,316.63	\$1,339.36	\$1,362.53	\$1,386.18	\$1,410.32
01A/B	04	\$1,154.65	\$1,174.10	\$1,193.85	\$1,214.08	\$1,234.77	\$1,255.81	\$1,277.25	\$1,299.10	\$1,321.44	\$1,344.21	\$1,367.50	\$1,391.30	\$1,415.54	\$1,440.25
01A/B	05	\$1,172.06	\$1,193.06	\$1,214.58	\$1,236.45	\$1,258.89	\$1,281.74	\$1,305.13	\$1,328.96	\$1,353.30	\$1,378.18	\$1,402.14	\$1,426.59	\$1,451.52	\$1,476.97
01A/B	06	\$1,209.26	\$1,230.35	\$1,251.88	\$1,273.82	\$1,296.25	\$1,319.11	\$1,342.47	\$1,366.22	\$1,390.56	\$1,415.39	\$1,440.08	\$1,465.31	\$1,491.02	\$1,517.25
01A/B	07	\$1,236.74	\$1,259.70	\$1,283.25	\$1,307.22	\$1,331.68	\$1,356.79	\$1,382.38	\$1,408.59	\$1,435.27	\$1,462.60	\$1,488.24	\$1,514.44	\$1,541.13	\$1,568.35
01A/B	08	\$1,262.46	\$1,287.31	\$1,312.71	\$1,338.66	\$1,365.26	\$1,392.39	\$1,420.17	\$1,448.67	\$1,477.77	\$1,507.52	\$1,534.08	\$1,561.14	\$1,588.77	\$1,616.95
01A/B	09	\$1,305.29	\$1,332.36	\$1,360.09	\$1,388.56	\$1,417.62	\$1,447.48	\$1,477.97	\$1,509.24	\$1,541.25	\$1,574.06	\$1,601.95	\$1,630.37	\$1,659.38	\$1,689.19
01A/B	10	\$1,350.55	\$1,379.25	\$1,408.68	\$1,438.83	\$1,469.68	\$1,501.31	\$1,533.65	\$1,566.87	\$1,600.85	\$1,635.68	\$1,664.84	\$1,694.90	\$1,726.09	\$1,757.93
01A/B	11	\$1,392.91	\$1,423.98	\$1,455.95	\$1,488.64	\$1,522.25	\$1,556.73	\$1,591.99	\$1,628.23	\$1,665.42	\$1,704.14	\$1,735.57	\$1,767.57	\$1,800.24	\$1,833.54
01A/B	12	\$1,448.22	\$1,480.78	\$1,514.24	\$1,548.55	\$1,583.74	\$1,619.83	\$1,656.81	\$1,695.20	\$1,735.33	\$1,776.46	\$1,809.34	\$1,842.84	\$1,877.00	\$1,911.84
01A/B	13	\$1,521.61	\$1,555.95	\$1,591.10	\$1,627.32	\$1,664.36	\$1,703.03	\$1,743.14	\$1,784.28	\$1,826.56	\$1,869.81	\$1,904.53	\$1,939.93	\$1,976.05	\$2,012.87
01A/B	14	\$1,578.91	\$1,618.89	\$1,659.85	\$1,702.62	\$1,747.33	\$1,793.29	\$1,840.55	\$1,889.20	\$1,939.19	\$1,990.58	\$2,027.72	\$2,065.59	\$2,104.22	\$2,143.59
01A/B	15	\$1,649.66	\$1,693.25	\$1,739.13	\$1,786.35	\$1,834.98	\$1,884.98	\$1,936.47	\$1,989.54	\$2,044.11	\$2,100.32	\$2,139.65	\$2,179.72	\$2,220.62	\$2,262.31
01A/B	15A	\$1,661.88	\$1,709.64	\$1,759.48	\$1,810.92	\$1,864.03	\$1,918.82	\$1,975.31	\$2,033.59	\$2,093.73	\$2,155.78	\$2,196.18	\$2,237.43	\$2,279.47	\$2,322.69
01A/B	16	\$1,730.54	\$1,779.13	\$1,829.15	\$1,880.68	\$1,933.84	\$1,988.63	\$2,045.04	\$2,103.15	\$2,163.10	\$2,224.82	\$2,266.63	\$2,309.23	\$2,353.94	\$2,400.16
01A/B	17	\$1,826.71	\$1,877.24	\$1,929.35	\$1,982.98	\$2,038.16	\$2,095.05	\$2,153.66	\$2,213.99	\$2,276.14	\$2,341.02	\$2,386.54	\$2,434.33	\$2,483.04	\$2,532.68
01A/B	17A	\$1,840.75	\$1,895.57	\$1,952.17	\$2,010.57	\$2,070.88	\$2,133.07	\$2,197.30	\$2,263.55	\$2,332.56	\$2,405.97	\$2,454.18	\$2,503.20	\$2,553.24	\$2,604.32
01A/B	18	\$1,907.69	\$1,128.45	\$2,017.00	\$2,074.15	\$2,133.04	\$2,193.71	\$2,256.23	\$2,320.86	\$2,389.48	\$2,462.09	\$2,511.34	\$2,561.54	\$2,612.78	\$2,665.03
01A/B	19	\$1,999.45	\$1,961.50	\$2,115.73	\$2,176.53	\$2,239.23	\$2,303.79	\$2,372.15	\$2,444.75	\$2,519.71	\$2,597.08	\$2,649.02	\$2,702.04	\$2,756.10	\$2,811.23
01A/B	20	\$2,099.64	\$2,056.68	\$2,219.66	\$2,282.46	\$2,348.08	\$2,417.73	\$2,490.52	\$2,565.52	\$2,642.67	\$2,722.26	\$2,776.70	\$2,832.24	\$2,888.88	\$2,946.65
01A/B	21	\$2,190.96	\$2,158.78	\$2,318.80	\$2,387.73	\$2,460.72	\$2,535.95	\$2,613.51	\$2,693.36	\$2,775.70	\$2,860.53	\$2,917.70	\$2,976.10	\$3,035.62	\$3,096.33
01A/B	22	\$2,293.03	\$2,253.83	\$2,432.92	\$2,507.81	\$2,584.99	\$2,664.57	\$2,746.50	\$2,831.06	\$2,918.20	\$3,007.96	\$3,068.15	\$3,129.54	\$3,192.13	\$3,255.95
01A/B	23	\$2,407.10	\$2,360.90	\$2,554.28	\$2,631.28	\$2,710.57	\$2,792.27	\$2,876.48	\$2,963.18	\$3,052.37	\$3,144.38	\$3,207.30	\$3,271.45	\$3,336.89	\$3,403.63
01A/B	24	\$2,515.93	\$2,479.61	\$2,670.21	\$2,750.82	\$2,833.98	\$2,919.45	\$3,007.72	\$3,098.59	\$3,192.14	\$3,288.55	\$3,354.30	\$3,421.43	\$3,489.85	\$3,559.66
01A/B	25	\$2,624.69	\$2,591.93	\$2,786.67	\$2,871.41	\$2,958.67	\$3,048.63	\$3,141.34	\$3,236.86	\$3,335.20	\$3,436.64	\$3,505.37	\$3,575.52	\$3,647.03	\$3,719.97
01A/B	26	\$2,721.61	\$2,704.49	\$2,890.55	\$2,978.90	\$3,069.92	\$3,163.75	\$3,260.50	\$3,360.18	\$3,462.85	\$3,568.70	\$3,640.07	\$3,712.89	\$3,787.15	\$3,862.89

APPENDIX B

Step # _____ Union & Local # _____ Bargaining Unit # _____

GRIEVANCE REPORT

Grievant(s): _____ Soc. Sec. #: _____ Job
Title: _____ Agency: _____
Facility/Region: _____ Work Location: _____ Agency
Start Date (if known): _____ Manager: _____
Telephone Number _____
Employer is in violation of Article(s) _____ and
other relevant provisions of the Agreement.

STATEMENT BY GRIEVANT OR UNION

The "statement" should include: (1) nature of the contract violation; i.e., what action did the employer take, or fail to take, which violated the Contract; (2) the date(s) of the violation and, where appropriate as in promotions, demotions, transfers, reassignments, etc., the relevant title(s) and work location(s). (Use additional sheets of paper, if necessary.)

RELIEF OR REMEDY SOUGHT

Grievant's Signature _____ Date _____ Steward/Union Representative Signature _____ Date _____

In accordance with Articles 22 and 23, all disciplinary grievances must also include the following completed form.

WAIVER OF RIGHT TO APPEAL DISCIPLINARY ACTION		
I wish to submit the attached grievance under Article 23, Grievance Procedure and Article 22, Arbitration of Disciplinary Action, appealing my demotion, suspension or discharge effective on _____ and pursuant to Article 22, Section 4 of the Agreement between the NAGE and the MassDOT dated _____. I hereby waive any and all rights to appeal this disciplinary action to any other forum including the Civil Service Commission. I have not initiated any other appeal of this disciplinary action.		
_____ DATE	_____ EMPLOYEE SIGNATURE	_____ UNION REPRESENTATIVE SIGNATURE

APPENDIX D-1
COMMONWEALTH OF MASSACHUSETTS
CERTIFICATION OF HEALTH CARE PROVIDER FOR EMPLOYEE'S SERIOUS
HEALTH CONDITION (FMLA)

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact:

Employee's job title: _____

Regular work schedule: _____

Employee's essential job functions:

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name:

First

Middle

Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address:

Type of practice / Medical specialty:

Telephone: (_____) _____ Fax: (_____) _____

Part A: MEDICAL FACTS

1. Approximate date condition commenced:

Probable duration of condition:

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

_____ No _____ Yes. If so, dates of admission:

Date(s) you treated the patient for condition:

Will the patient need to have treatment visits at least twice per year due to the condition? _____

No _____ Yes

Was medication, other than over-the-counter medication, prescribed? _____ No _____ Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g. physical therapist)? _____ No _____ Yes If so, state the nature of such treatments and expected duration of treatment:

1. Is the medical condition pregnancy? _____ No _____ Yes

If so, expected delivery date: _____

2. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition?:

No Yes.

If so, identify the job functions the employee is unable to perform:

3. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? No Yes

If so, estimate the beginning and ending dates for the period of incapacity:

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? No Yes

If so, are the treatments or the reduced number of hours of work medically necessary?

No Yes

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? No Yes

**APPENDIX D-2
COMMONWEALTH OF MASSACHUSETTS
CERTIFICATION OF HEALTH CARE PROVIDER FOR FAMILY MEMBER'S
SERIOUS HEALTH CONDITION (FMLA)**

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact:

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R. § 825.305.

Your name:

Name of family member for whom you will provide care:

First Middle Last

Relationship of family member to you:

If family member is your son or daughter, date of birth:

Describe care you will provide to your family member and estimate leave needed to provide care:

Employee Signature

Date

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider's name and business
address: _____

Type of practice / Medical specialty: _____

Telephone:

() _____

Fax:() _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility? ___ No ___ Yes . If so, dates of admission: _____

Date(s) you treated the patient for condition: _____

Was medication, other than over-the-counter medication, prescribed? ___ No ___ Yes.

Will the patient need to have treatment visits at least twice per year due to the condition?

___ No ___ Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)? No Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? No Yes. If so, expected delivery date:

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care.

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? No Yes

Estimate the beginning and ending dates for the period of incapacity:

During this time, will the patient need care? No Yes

Explain the care needed by the patient and why such care is medically necessary:

5. Will the patient require follow-up treatments, including any time for recovery?
 No Yes

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Explain the care needed by the patient, and why such care is medically necessary: _____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? ___ No ___ Yes

Estimate the hours the patient needs care on an intermittent basis, if any:

_____ hour(s) per day; _____ day(s) per week from _____ through _____

Explain the care needed by the patient, and why such care is medically necessary:

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ___ No ___ Yes

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

Does the patient need care during these flare-ups? ___ No ___ Yes

Explain the care needed by the patient, and why such care is medically necessary:

**ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR
ADDITIONAL ANSWER:**

Signature of Health Care Provider

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES**

The parties agree that the employees covered by this Collective Bargaining Agreement will be permitted to participate in the Employer's Adoption Assistance Program.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COMMONWEALTH OF MASSACHUSETTS
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES

The Commonwealth of Massachusetts through the Human Resources Division (HRD) and the Union are parties to a Collective Bargaining Agreement, which provides for employees covered by the terms and conditions of the Agreement to have their salaries directly transferred electronically. Whereas the Union has expressed concern that not all members would be able to avail themselves of the electronic transfer because of severe hardship, the parties agree as follows:

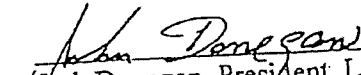
1. The Commonwealth and the Union agree that all employees will have their net salary checks electronically forwarded to an account or accounts selected by the employee.
2. In the extraordinary event that the Union alleges that an employee cannot comply with the collective bargaining agreement relative to the electronic transfer due to severe hardship such as inability to access a bank or financial institution during off hours or, there is no ATM available within a reasonable geographic distance from an employees worksite or home, the Union shall petition the Human Resources Division for a Direct Deposit Special Exemption.
3. The Human Resources Division, in concert with the Office of the State Comptroller shall review the request for the Direct Deposit Special Exemption filed by the Union and will notify the Union of its finding.
4. The parties agree that no other appeal may be commenced by the employee or the Union relative to the Direct Deposit Special Exemption and further, that this Memorandum is not grievable and is inarbitrable.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES**

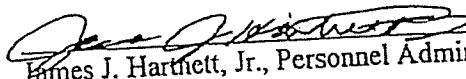
Regarding Article 8, Section 1.C.4

This Memorandum of Understanding is entered into between the Commonwealth of Massachusetts, acting through the Human Resources Division and the National Association of Government Employees (NAGE). This Memorandum reflects a clarification of Article 8, Section 1.C.4 of the NAGE Agreement concerning sick leave use in conjunction with licensed medical or dental appointments.

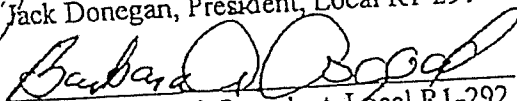
Permissible sick leave use for these purposes shall include reasonable travel time to and from said licensed medical or dental appointments.



Jack Donegan, President, Local R1-291



James J. Harnett, Jr., Personnel Administrator



Barbara Osgood, President, Local R1-292


2/3/00

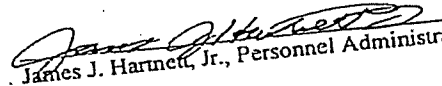
Date

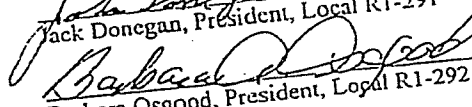
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES

Regarding MBTA Passes

This Memorandum of Understanding is entered into between the Commonwealth of Massachusetts, acting through the Human Resources Division and the National Association of Government Employees (NAGE). Contingent on compliance with all federal and state regulations, and as soon as is administratively feasible for the Employer, the Commonwealth agrees to deduct the permissible cost of MBTA passes from an employee's salary on a pre-tax basis for all employees who wish to participate in such a program.


Jack Donegan, President, Local R1-291


James J. Harnett, Jr., Personnel Administrator


Barbara Osgood, President, Local R1-292

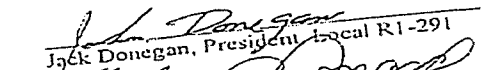
2/3/00
Date

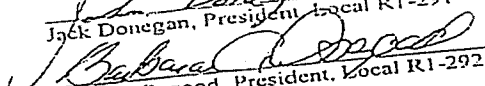
**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES**

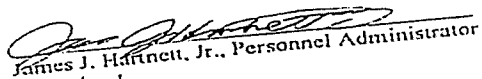
Regarding Article 7, Section 2

This Memorandum of understanding is entered into between the Commonwealth of Massachusetts, acting through the Human Resources Division and the National Association of Government Employees (NAGE). This Memorandum reflects a clarification of Article 7, Section 2 of the NAGE Agreement concerning a payment of overtime for part-time employees who are regularly scheduled to work fewer than thirty-seven and one-half (37.5) hours per week.

- A. An employee whose regular workweek is less than thirty-seven and one-half (37.5) hours shall be:
1. Compensated at his/her regular rate for authorized overtime work performed up to forty (40) hours per week that is in excess of his/her regular workweek; and,
 2. compensated at the rate of time and one-half his/her regular hourly rate of pay for authorized overtime work performed in excess of forty (40) hours in a workweek.
- B. Except as outlined in Article 7.2 paragraph D of the Agreement, paid sick leave shall not be considered time worked for the purpose of calculating any overtime compensation.
- C. An employee whose regular workweek is less than thirty-seven and one-half (37.5) hours shall be compensated at the rate of time and one half his/her regular hourly rate of pay for authorized overtime work performed in excess of eight (8) hours in his/her regular workday except that:
1. an employee whose regular workday is more than eight (8) hours shall be compensated at the rate of time and one half his/her regular hourly rate of pay for overtime work performed in excess of his/her regular workday; and,
 2. as outlined in Article 7.2 paragraph D of the Agreement any paid sick leave used during that payroll period shall be excluded from any such overtime calculations.


Jack Donegan, President, Local R1-291


Barbara Osgood, President, Local R1-292


James J. Haftneit, Jr., Personnel Administrator

2/3/00
Date

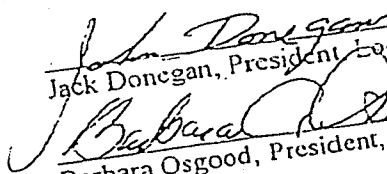
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES

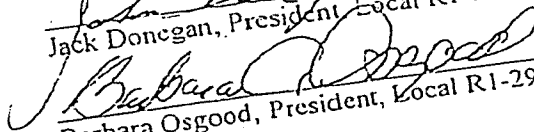
Regarding a Customer Service Partnership at the
Massachusetts Department of Transportation/Registry of Motor Vehicles

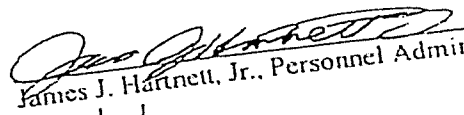
This Memorandum of Understanding is entered into between the Commonwealth of Massachusetts, acting through the Human Resources Division (HRD), and the National Association of Government Employees (NAGE), representing units 1 and 6.

Whereas, the parties agree that a joint Labor-Management "partnership" is a beneficial approach to resolving issues concerning service to customers of the Registry of Motor Vehicles;

Now, therefore, the parties agree to establish a Labor-Management Committee consisting of four (4) representatives designated by the Employer and four (4) representatives designated by NAGE, which shall review and make recommendations concerning customer service issues at the MassDOT/Registry of Motor Vehicles.


Jack Donegan, President, Local R1-291


Barbara Osgood, President, Local R1-292


James J. Hartnett, Jr., Personnel Administrator

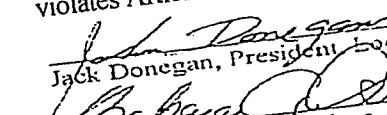
2/3/00
Date

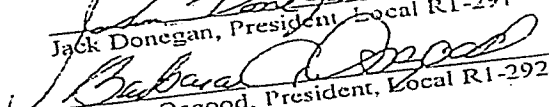
**MEMORANDUM OF AGREEMENT
BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES**

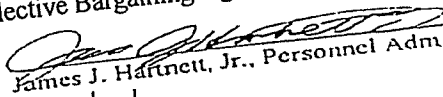
**Regarding Out-of-Title Assignments at the
Massachusetts Department of Transportation**

This Memorandum of Understanding is entered into between the Commonwealth of Massachusetts, acting through the Human Resources Division and the National Association of Government Employees (NAGE).

1. When it has been determined by the Massachusetts Office of Transportation (MassDOT) or through the grievance process that an employee is working in a higher classification, that employee shall be compensated for said out-of-title assignment via the normal bi-weekly payroll cycle if the out-of-title assignment is reasonably expected to last longer than six (6) months. The determination as to whether the assignment will last longer than six (6) months shall not be subject to the grievance process. However, when a determination has been made by MassDOT that an out-of-title assignment will not last longer than six (6) months, and in fact said out of title assignment is subsequently paid via a six (6) month period, the parties agree to hold a Step III hearing to ensure compliance with the terms of this Memorandum. The results of this hearing shall not be subject to arbitration.
2. Employees working out-of-title who do not fall under the provisions of this Memorandum shall continue to be paid according to past practice.
3. Nothing in this Agreement shall preclude MassDOT or its designee from making the determination that an employee has been assigned responsibilities out of his/her classification.
4. Prior to the commencement of compensation for an out-of-title assignment as provided in paragraph #1 above, MassDOT shall, in writing, notify NAGE of said assignment.
5. Neither NAGE nor the employee waives any right to file a grievance regarding disputed dates or grade for the out-of-title assignment.
6. NAGE does not waive any right to file a grievance alleging that the work in a higher classification violates Article 14 or other provisions of the Collective Bargaining Agreement.


Jack Donegan, President, Local R1-291


Barbara Osgood, President, Local R1-292


James J. Hartnett, Jr., Personnel Administrator

2/3/00
Date

APPENDIX D

MEMORANDUM of UNDERSTANDING
between the
COMMONWEALTH OF MASSACHUSETTS
and the
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES (NAGE)
UNITS 1, 3 AND 6

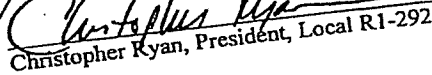
Concerning Expedited Arbitration

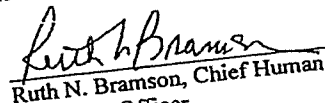
In the event of a dispute between the parties involving a decision by the employer that an employee does not meet the qualifications for a position to which he/she wishes to be reassigned, bump or be recalled, the union may submit such dispute directly to expedited arbitration in accordance with the following:

- 1) The request by the Union shall be submitted in writing directly to the Director of OER within 21 days of receipt the notification to the employee/union.
- 2) The case shall be assigned to a rotating list of arbitrators agreed to by the parties who have agreed to comply with this procedure.
- 3) All cases shall be heard and decided within 90 days of filing and both parties shall cooperate in the scheduling of dates in order to achieve this result.
- 4) Continuances shall only be granted by agreement of the parties or for good cause shown.
- 5) Post hearing briefs if any, must be submitted within two weeks of the close of the hearing.
- 6) Decisions of the arbitrator shall be no more than two pages in length and shall not serve as precedent in any other matter. Such decisions shall be final and binding.
- 7) Nothing in this procedure shall preclude the OER from convening a step III conference at its discretion however no such conference shall extend any deadlines in this procedure.
- 8) The parties shall share the costs of the arbitrator.
- 9) The arbitrator shall have no authority to decide any question other than whether the employee was qualified for the position(s) in question and the appropriate remedy if any.

The parties agree that this program shall be established as a pilot program, and shall expire on June 30, 2005.


Jack Donegan, President, Local R1-291


Christopher Ryan, President, Local R1-292


Ruth N. Bramson, Chief Human
Resources Officer
7/14/05
Date

**MEMORANDUM OF AGREEMENT
BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES
Local R1-292, UNIT A**

**Regarding Acceptable Workplace Attire Standards for Unit A Employees of the
Registry of Motor Vehicles Division of the Massachusetts Department of
Transportation**

This Memorandum of Agreement is entered into between the Massachusetts Department of Transportation ("MassDOT") and the National Association of Government Employees, Local R1-292, Unit A ("NAGE").

1. The "Acceptable Work Attire Standards" attached as Attachment A (the "Standards") shall be in effect for all bargaining unit A personnel employed in the Registry of Motor Vehicles Division effective the date this MOU is executed by all parties.
2. For a first violation of the Standards an employee will be verbally counseled, or if the supervisor determines that it is necessary, the employee may be sent home without pay, but shall be given the opportunity to return to work in suitable attire. An employee who elects to return to work will be allowed up to two hours of paid time off to change their attire.
3. This is the entire agreement between the parties and supersedes all prior agreements or understandings whether oral or written. This agreement cannot be altered or amended in any way except by a writing signed by both parties.
4. The persons who sign below represent that they are fully authorized to enter this agreement on and that all necessary votes or approvals have been obtained prior to signing this agreement.

National Association of Government
Employees

By: John K. Mann
John Mann
President

Date: 11/23/11

Massachusetts Department of Transportation

By: Michael J. Lee
Michael J. Lee
Acting Chief Administrative Officer

Date: 11/23/11

ATTACHMENT A

REGISTRY OF MOTOR VEHICLES DIVISION STANDARDS FOR APPROPRIATE WORK ATTIRE UNIT A

I. OVERVIEW

The purpose of MassDOT's dress code is to define acceptable attire standards appropriate for our work environment. MassDOT is a public organization providing customer service so it is important that we present a positive and professional image to the public. It is also important to ensure employees are dressed appropriately for health and safety considerations. This policy is not meant to restrict attire worn because of an employee's sincerely held religious beliefs.

II. GUIDELINES AND EXPECTATIONS

Those employees who are not required to wear uniforms are expected to dress appropriately for their daily responsibilities and work location. Employees should maintain a reasonable, professional personal appearance appropriate for their work location. Examples of inappropriate clothing include but are not limited to the following: Torn jeans, athletic wear, pajamas and excessively revealing or excessively distracting attire, as well as any item of clothing that includes, racist, vulgar or profane language or that creates a sexually offensive or racially hostile or discriminatory work environment.

Bandanas or other types of head coverings, including hats, are prohibited unless worn pursuant to safety or uniform requirements; head coverings may only be worn for religious purposes.

Managers must ensure that this policy, as well as any department-specific requirements or standards, are communicated to their employees and uniformly applied in order to assure that the employees understand the expectations and receive the same message. Managers must also provide direction, when asked or otherwise necessary, regarding any interpretation of the policy. In addition, managers must take necessary action if an employee is inappropriately dressed for the workplace. If a supervisor determines, after consulting with Human Resources, that an employee is inappropriately dressed, the employee may be sent home to change.

*JSM
M.H.*

**MEMORANDUM OF AGREEMENT
BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES
Local R1-292, UNIT A**

Whereas the Registry of Motor Vehicles ("RMV") has a business need to reduce wait times to the public; and

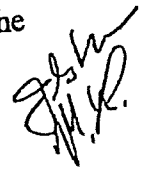
Whereas the RMV believes that adjustments to lunch and break schedules would result in reduced wait times to the public; and

Whereas this adjustment would require a change to the lunch and break schedules of employees represented by the National Association of Government Employees Local R1-292, Unit A ("NAGE"); and

Whereas, in an effort to maintain harmonious labor-management relations, the RMV and NAGE hereby execute the following Memorandum of Agreement:

1. The RMV shall create and implement a voluntary program for all bargaining unit A personnel employed in the Registry of Motor Vehicles Division whereby the following changes shall be made to the lunch and break schedules of program participants:
 - a. the unpaid lunch break shall be reduced from one hour to 45 minutes and the participating employees shall have their work-day reduced by 15 minutes, or
 - b. the unpaid lunch break shall be reduced from one hour to 30 minutes and the participating employees shall have their work-day reduce by 30 minutes.

2. The program shall consist of the following parameters:
 - a. participation in the program shall be voluntary;
 - b. employees must participate for a minimum of 30 days, after which they may opt out of the program with one week advance notice to their supervisor and the Branch Manager or Director;
 - c. employees may opt into the program by requesting to volunteer, but the scheduled start for an employee opting in will be subject to scheduling and may be delayed for up to one week;
 - d. if an employee is required to stay beyond the end of their scheduled shift, the employee shall be compensated at his/her overtime rate of pay for the duration of the required stay;



- e. if two (2) employees who are required to work a late shift volunteer to participate in the program, the senior employee shall be selected for participation, unless both employees agree to alternate the schedule so that both employees may participate. For purposes of this section, seniority shall mean length of continuous service with the Registry of Motor Vehicles Division;
- f. in the event schedule changes are necessary, the impacted employees agree to waive any contractual notice required for such changes;
- g. Branch Managers may allow employees not participating in the voluntary program to curtail their lunch period to 30 minutes and receive compensatory time for the additional time worked provided that:

- i) The employee is informed in advance that compensatory time at time and one half will be provided in lieu of cash overtime;
- ii) The employee volunteers to work the additional 30 minutes;
- iii) All employees must be given a minimum thirty minute meal break; and
- iv) Employees may not be required to reduce their lunch break to 30 minutes.

3. The parties shall meet 90 days after the effective date of the program to review its success.

The terms of this agreement may be modified at any time by mutual consent of both parties.

National Association of Government
Employees

By:

John K. Mann
John Mann
President

Date:

11/23/11

Massachusetts Department of
Transportation

By:

Michael J. Lee
Michael J. Lee
Acting Chief Administrative Officer

Date:

11/23/11



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

LESLIE A. KIRWAN
Secretary

PAUL DIETL
Chief Human Resources Officer

DEVAL L. PATRICK
Governor

JOSEPH P. MURRAY
Lieutenant Governor

January 30, 2009


Kevin Preston
National Association of
Government Employees
159 Burgin Parkway
Quincy, MA 02169

Dear Mr. Preston:

During the course of negotiations for a successor collective bargaining agreement, the Union has expressed concern about the prospect of the Commonwealth utilizing global positioning systems (GPS) for the purpose of tracking employee time and attendance. The Commonwealth agrees that it will not require employees to use GPS devices for the primary purpose or use of tracking employee attendance.

I trust that this letter adequately addresses the concerns raised at the bargaining table. If you have any questions, please contact me at (617) 878-9791.

Sincerely,


Mark E. D'Angelo
Director of Employee Relations