

Article 5 - Information

1. The Hospital shall electronically provide the VFNHP at least quarterly a working Excel file with the following information on all bargaining unit employees and positions:
 - UVMCMC ID
 - Name (Last Name, First Name)
 - Company Dt
 - Birthdate
 - Address 1
 - Address 2
 - City
 - State
 - Postal
 - Max Phone
 - UVMCMC Email address
 - Sum StdHrs
 - Empl Record
 - Job Code
 - Job Title
 - Dept ID
 - Dept
 - Dept Date
 - Pay Status
 - Full/Part
 - Stnd Hrs/Wk
 - Shift
 - Hrly Rate
 - Step
 - Supervisor Code Number
 - Supervisor
 - Location Descr
 - Location Address, Municipality, State and Zip Code
 - Union Code
 - FLSA Stat

2. The Hospital shall electronically provide the VFNHP on the Wednesday before the following Monday's New Employee Orientation, a working Excel file with the following information on all New Hires and employees transferring into the Bargaining Unit.
 - UVMCMC ID
 - Name (Last Name, First Name)
 - Job Code
 - Job Title
 - Dept ID
 - Location Descr
 - Union Code
 - Work email
 - Home email

- Mobile phone (or home phone if no mobile phone)
 - Home address
3. The Hospital shall electronically provide the VFNHP on a monthly basis, working Excel files with:
- a. Dues report(s):
 - Separate Lists for RN and LPN Bargaining Units
 - UVMC ID #
 - Name (Last Name, First Name)
 - Total Hours worked
 - Pay Period End
 - Deduction Code
 - Sum Current Deductions
 - Year to Date Dues Paid
 - Year to Date Income (by individual)
 - b. Change Information:
- I. New Hires and employees transferring into the Bargaining Unit
- UVMC ID
 - Name (Last Name, First Name)
 - Company Dt
 - Birthdate
 - Address 1
 - Address 2
 - City
 - State
 - Postal
 - Max Phone
 - UVMC Email address
 - Sum StdHrs
 - Empl Record
 - Job Code
 - Job Title
 - Dept ID
 - Dept
 - Dept Date
 - Pay Status
 - Full/Part
 - Stnd Hrs/Wk
 - Shift
 - Hrly Rate
 - Step
 - Supervisor Code Number
 - Supervisor
 - Location Descr
 - Location Address, Municipality, State and Zip Code
 - Union Code
 - FLSA Stat

- II. Change to any of the above fields:
 - Separate Lists for RN and LPN Bargaining Units
 - Last Name changes (i.e., marriage and divorce)
 - Cost center changes
 - Effective date of all changes and sequence indicators for individuals with multiple same day/field changes
 - Pay Status Changes
 - Changes to Authorized Hours
 - Job Title Changes
 - Change of primary or secondary bargaining department
 - Hired into an additional job
 - Unit Hire Date (date change is effective)
 - Authorized Hours
 - Full/Part/Other Status
 - Shift
 - Job Code/Job Title
 - Department/Cost Center
 - Location/Location Address, Municipality, State and Zip
 - Hourly rate
 - Hourly or Salaried
 - Change of Address/Phone/UVMMC Email
 - Change of shift
 - Change in hourly rate
 - Change in Step
 - Change of job title and corresponding change in exempt vs. non- exempt status if necessary

- III. Leaving the bargaining unit (i.e., took non-bargaining unit job)
 - Old info
 - Effective Date

- IV. Terminations
 - Separate Lists for RN and LPN Bargaining Units
 - Effective Date
 - UVMMC ID #
 - Name (Last Name, First Name)
 - Job Title
 - Status in that job title
 - Department
 - Cost Center
 - Was this the primary job?

- V. Retired
 - Separate Lists for RN and LPN Bargaining Units
 - UVMMC ID #
 - Name (Last Name, First Name)
 - Effective Date
 - Department

- Cost Center
- Hourly Pay Rate

VI. Leaves of Absence

- Separate Lists for RN and LPN bargaining units
- UVMMC ID #
- Name (Last Name, First Name)
- Type of Leave
- Effective date of Leave

VII. Short and Long Term Disability

- Separate lists for RN and LPN bargaining units
- UVMMC ID #
- Name (Last Name, First Name)
- Type of Disability (short term- long term)
- Type of Disability (intermittent – fully out of work)

4. The Hospital will also provide the VFNHP with a hard copy of its annual audited financial statements.