

Article 5 – Information

1. UVMMC shall electronically provide the VFNHP at least quarterly a working Excel file with the following information on all bargaining unit employees and positions:

- UVMMC ID
- Name (Last Name, First Name)
- Company Dt
- Birthdate
- Address 1
- Address 2
- City
- State
- Postal
- Max Phone
- UVMMC 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. UVMMC shall electronically provide the VFNHP on the Wednesday before the following Monday's New Employee Orientation, an initial Excel file with the following information on all New Hires and employees transferring into the Bargaining Unit. In addition, on the day of New Employee Orientation, UVMMC will provide an updated file intended to capture all Employee Work Email Addresses and other last minute additions.

- UVMMC 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. UVMHC 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
- UVMHC 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

- UVMHC ID
- Name (Last Name, First Name)
- Company Dt
- Birthdate
- Address 1
- Address 2
- City
- State
- Postal
- Max Phone
- UVMHC 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 (staff nurse I to staff nurse II)
- 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)

Article 6 – Management Rights

The VFNHP agrees that, except as these rights may be otherwise specifically limited in this Agreement, the Employer has both legal responsibility and sole right to take any and all action as it may deem proper with respect to the management of its business, including, but not limited to, the right to determine mission and budget; to plan, direct and control its operation; to hire and to maintain efficiency of bargaining unit employees; and to discipline and discharge bargaining unit employees for just cause.