

**CDI Side Letter**

This Side Letter outlines how CDI nurses will be added to the existing RN-LPN collective bargaining agreement. In this side letter, “employee” refers to RN’s employed in the departments of clinical documentation integrity (CDI) in-patient and out-patient.

1. **FLSA status.** All CDI employees will retain their FLSA designation of “Exempt” and will be paid in accordance with the provisions in Article 22. I. of the collective bargaining agreement.
2. **Pay Bands.** CDI employees will be added to the following pay bands:
  - a) 434R - Clinical Doc Integrity Spec: U06
  - b) D995 - Clinical Doc Integrity Spec–Outpatient: U06
  - c) D382 - CDI Educator / Analyst: U19

**3. Step Placement.** All CDI employees will be placed on a step in the above pay bands according to the current agreement between VFNHP & UVMMC, except no employee’s rate of pay shall decrease.

Any employee who is currently earning a higher wage than the above step placement will be placed on the next highest step.

In order to determine appropriate step placement, all CDI employees will provide a resume to the UVMMC Manager of Labor Relations via email ([vicki.stetzel@uvmhealth.org](mailto:vicki.stetzel@uvmhealth.org)) within 14 calendar days following ratification of this side letter. UVMMC shall have 14 calendar days to respond to the employee and the union. Step placement shall take effect in the next full pay period.

4. **CDI Clinical Ladder.** Within 3 months following execution of this agreement, UVMMC and VFNHP will hold an initial meeting to discuss a clinical ladder with the goal of reaching an agreement within 6 months, including appropriate pay bands.

The CDI educator role will be included in the Nurse Educator ladder unless the parties agree that it is more appropriately placed in the CDI Clinical Ladder.

5. **Dues.** Dues deductions will begin in the pay period that aligns with the step placement outlined in #3 above.

6. **Shift designations.** Employees designated as 12 hour shift

employees may remain 12 hour employees.

**7. Time off requests.** A cost center CTO electronic book/calendar (one for Inpatient and one for Outpatient) will be made available for employees to sign up for time off up to one (1) year in advance on a first come-first serve basis (as per past practice). Once a time off request has been approved, it will not be overridden by a more senior person requesting that same time off at a later date, as per past practice, this is not a seniority based process.

Holidays off will also follow past practice and will be approved as equally as possible to afford each bargaining unit employee a fair share of the holidays off.

**8. Remote work & scheduling.** All employees will retain their current remote and hybrid work designation. All remote and hybrid work is applied in accordance with UVM Medical Center's remote and hybrid work policy (HR-A-04):

*On-site Flex (0-30%), Hybrid Flex (31-70%), Remote Flex (71-100%). The amount of time spent remote is indicated by the numerical values. These should not be viewed as specific weeks, days or any other measure as it does not imply a rigid schedule – it is largely position-dependent when people will be on-site or remote.*

It is understood that CDI employees may be asked to work more than one day a week on site depending upon the business needs and in accordance with the Remote Work Policy. If business needs require that an employee's work schedule be permanently changed, they will be provided a minimum of four weeks' notice.

CDI leadership will continue to assess out-of-state remote work requests on a case by case basis to determine if the request can be accommodated.

**9. Additions to Floating Article.** The following will be added to Article 21-Floating of the current collective bargaining agreement:

- Inpatient CDI
- Outpatient CDI

UVMMMC: \_\_\_\_\_ Date: \_\_\_\_\_

VFNHP: 4/6/23 Deb Snull, RN cda Date: \_\_\_\_\_