



COLLECTIVE BARGAINING AGREEMENT

Between

**AMERICAN RED CROSS BLOOD SERVICES,
PENN-JERSEY REGION**

And

TEAMSTERS LOCAL UNION 929

affiliated with

INTERNATIONAL BROTHERHOOD OF TEAMSTERS

October 1, 202~~4~~¹ to September 30, 202~~4~~⁷

COLLECTIVE BARGAINING AGREEMENT

This Agreement is made and entered into as of the 1st day of October 2024~~18~~ by and between the American Red Cross Blood Services, Penn-Jersey Region, a health care institution as defined in Section 2(14) of the National Labor Relations Act, 700 Spring Garden Street, Philadelphia, PA 19123 (hereinafter referred to as the “Region”) and Teamsters Local Union No. 929 (hereinafter referred to as the “Union”).

7. VACATIONS

All Employees will be covered by the "Paid Time Off" provisions outlined in Article 16 of the National Addendum.

(a) Blank vacation schedules covering February 1 through January 31 will be posted in each department during the first week in January.

(b) No later than February 1, all regular full-time employees are to make their requests for vacation time throughout the year according to seniority and by department. When an employee’s vacation request is rejected, he will be notified three weeks in advance, except in case of emergency.

(c) No employee may take more than two weeks of vacation during the summer months, which are defined as the period from the last week in June through the first two weeks of September. Due to the small size of the facilities maintenance department, the facilities maintenance staff are limited initially to the selection of vacation days within two weekly periods during summer months. After each member of the facilities maintenance staff has had an opportunity to select vacation days within up to two weekly time periods within the summer months, all other allowed vacation days may be selected individually by seniority.

(d) When a Collections (does not apply to Supply Chain) employee makes a request, after February 1, for vacation, he must make the request at least ~~two~~ **three (3) weeks in advance**. The employee’s request will be granted provided that the guidelines below, including the maximum number of active employees in the same department on vacation at one time, are not exceeded.

[No further changes to this Article]

1. WORKWEEK [Articles 7 and 14]

Notwithstanding the above, nothing in this Section shall be interpreted to preclude the Company from maintaining, instituting or changing shifts or workweeks to obtain the production it desires per Article 7 of the National Addendum, which includes the right to require employees to work Saturdays or Sundays.

(a) In the event that a MUA whose regular workweek is Tuesday through Saturday is called in on Monday, the MUA will be given a mandatory day off that same week on Saturday. In the event a MUA whose regular workweek is Wednesday through Sunday is called in on Monday or Tuesday, the MUA will be given a mandatory day off that same week on Saturday or Sunday.

(b) All scheduled Saturday, Sunday and holiday overtime shall be posted and assigned by seniority, by department, by job classification and by the facility selected to perform the service, after shift assignments have been made to part-time employees. Scheduled overtime for weekends will be posted no later than Monday at 10 a.m., the posting will be taken down on Wednesday at or about 11 p.m. and assignments will be posted no later than Thursday at 10 a.m. Scheduled overtime for holidays will be posted no later than 10 a.m. on Monday of the previous week, the posting will be taken down on Wednesday at or about 11 p.m., and assignments will be posted no later than Thursday at 10 a.m. No employee will be assigned more than one shift per day, or consecutive shifts, of such overtime, except in emergency. When an insufficient number of employees apply to perform such scheduled overtime, the junior full-time employees within the job classification within the department in the facility will be required to perform it. No one will be forced to work more than 2 consecutive shifts. If an employee volunteers or is forced to work a shift on his 6th or 7th day, he cannot be forced to work a 2nd shift that day or a consecutive shift the next day. Notwithstanding the above, nothing in this Section shall be interpreted to preclude the Company from maintaining, instituting or changing shifts or workweeks to obtain the production it desires per Article 7 of the National Addendum, which includes the right to require employees to work Saturdays or Sundays. All overtime, either voluntary or forced, will be assigned by seniority. [Articles 7 and 9]

(c) Standard Operating Procedure – Replacing Employees Calling Out Sick For Emergency Leave. Employees may call out sick or request emergency leave as the need arises. Employees are encouraged to inform their department supervisor as soon as the need is recognized. In the event that such leave is taken, it is the responsibility of the supervisor to determine if a schedule change is required.

If a schedule change is required, the supervisor must begin the process of calling or contacting suitable replacement employees as soon as practicable, but not later than 1 hour from the time the supervisor was notified.

If a schedule vacancy occurs for a PMA shift starting less than 24 hours from the time that the supervisor is aware of the vacancy, the supervisor will offer the vacant shift to all eligible staff working on that particular day. The vacant shift will be assigned to the most senior person willing to work the shift. If no one agrees to fill the vacant shift, the junior eligible staff person working at the time of notification will be assigned to work the shift until a more junior eligible staff person comes to work and is assigned.

The provisions governing on-call in Article 17 take precedence over this SOP for any call-outs received during a defined on-call period.

(d) The Region will provide, where feasible, a one-hour notice to all staff in an affected Department when the Region becomes aware that forced overtime may be necessary as a result of employees calling out.

(e) Filling Shifts. In order to fill a shift open due to junior weekend staff's scheduled vacation days, more senior employees may be required to work on weekends and holidays. ~~Filling of open shifts shall be within the classification, then open to qualified employees in other classifications.~~ In addition, MUA II employees will be required to work as Packers/Loaders to cover for Packers/Loaders taking scheduled vacation days. When this occurs, the MUA II employees will be held to the Region's stated standards of performance, so long as they are trained and signed off, and failure to meet those standards will result in discipline pursuant to the Work Rules.

(f) Call Outs for Voluntary Bid-Up Upon Shifts in Excess of Normal Work Week:

1. The assignment of a shift in excess of normal work week is made when the Region posts the assignment according to Article 16 paragraph 16.2(d).

2. An employee who signs up for voluntary overtime may remove his/her name from the voluntary overtime list at least ~~twenty-four~~forty-eight hours before the reporting time for the shift without being subject to discipline under this Section. Employees must follow the customary rules for who must be called in their department.

3. An employee who signs up for voluntary overtime and calls out with less than twenty-four forty-eight hours notice before the start of the assigned shift will be subject to progressive discipline under this Section. This section does not apply if the overtime is posted with less than 48 hours.

4. All discipline under this Section shall be measured on a rolling nine month period, except as set forth in paragraph 9 below.

5. The first time an employee calls out with less than ~~twenty~~Forty-eight~~four~~ hours notice after being assigned a shift in excess of normal work week, he/she will receive a verbal warning under this Section.

6. Should the employee call out a second time with less than ~~twenty-four~~forty-eight hours notice after being assigned a shift in excess of normal work week, he/she will receive a written warning under this Section.

7. Should the staff person call out a third time with less than ~~twenty-four~~forty-eight hours notice after being assigned a shift in excess of normal work week, he/she will receive a two day suspension under this Section.

8. Should the staff person call out with less than ~~twenty-four~~forty-eight hours notice after being assigned a shift in excess of normal work week a fourth time within the rolling nine month period, he/she will be discharged under this Section.

[No further changes to this Article]

17. ASSIGNMENTS

1. The Region will determine which facility will provide a particular service, regardless of where the service is to be provided.

2. If an employee in one facility is needed at another in a non-emergency situation, the assignment will be made by seniority, by department.

3. Whenever an employee in one facility is assigned to another on a temporary basis, the Region will pay all time and reasonable expenses incurred in connection with travel to the other facility.

(a) Appropriate members of management will continue to meet periodically with a committee of MUA II members to determine which sites are difficult sites. In the course of identifying new donor group accounts, donor recruitment representatives will make recommendations as to which sites are difficult sites.

(b) Where the MUA II makes a request to his supervisor for additional help because of an unusual supply of blood donors, and where additional help is currently available at the Region, the Region will assign an additional person to assist the MUA II while the need for additional help persists and while the additional help remains available.

7. If a driver is ordered to leave his vehicle or to report to a vehicle at a point other than the terminal city of the run, his transportation shall be supplied from or to such other point. He shall be paid for his time spent going to or returning from such point at regular rates for regular hours and at overtime for overtime hours.

8. Where a MUA II on a mini or self-contained unit completes his run in fewer than eight hours, the Region will pay him for eight hours' work, provided that the MUA II performs any available work which he is requested to perform for the balance of the eight hours. Where an employee reports to work as scheduled and his work is canceled on that day, he shall be guaranteed a minimum of eight hours' pay and shall be credited with eight hours worked for purposes of computing overtime, provided that he performs any work which he is requested to perform.

9. If a MUA II is scheduled to report to work for his run more than one hour after the end of a required In-Service Meeting, he will be paid for the time in excess of one hour, provided that he performs any available work which he is requested to perform.

10. An employee called in to perform work before or after, but not continuous with, his daily working schedule shall be guaranteed a minimum of four hours' pay at the employee's regular hourly rate, unless the employee works more than forty hours in that week, in which case the employee will be paid at time and one half for all hours worked in excess of forty.

11. Authorized trainers will be paid Consistent with the National Addendum, Article 14, Sections 4 and 5, this differential shall remain in effect until the new payroll and HRIS system goes live on July 1, 2016 or at a later time. At that time, employees shall be paid the premium rate outlined in Appendix B of the National Addendum.

For on-call, the Company will follow the National Addendum unless the Union and Company agree to an alternative approach for specific classifications. The on-call HSA will carry a communication device. If contacted via that communication device, it will be necessary for the HSA to call the specified number at the Blood Center within 15 minutes of being contacted to receive instructions. Most likely, the hospital services assistants will be requested to come to the blood center to fill a vacant shift. The reporting time may be immediately, or at some later time during the on-call period.

~~The Blood Service will compensate on-call employees Consistent with the National Addendum, Article 14, Sections 4 and 5, this differential shall remain in effect until the new payroll and HRIS system goes live on July 1, 2016 or at a later time. At that time, employees shall be paid the premium rate outlined in Appendix B of the National Addendum.~~

The Blood Service will offer to full time regular hospital services assistants, by seniority, the opportunity to become part of an on-call pool that will consist of at least five (5) hospital services assistants. The HSAs in the on-call pool will be scheduled on a rotating basis so that each HSA in the pool is scheduled to be on-call for the time specified above. If a sufficient number of HSAs do not volunteer to be part of the pool, no more than five (5) HSAs in reverse order of seniority (least senior first) will be assigned to the pool to be on-call no more than every fifth on-call period. [Articles 7 and 9]

After initial selection and assignments to the pool are made, a HSA that is eligible, by seniority, to enter the pool may elect to join the pool with two weeks' written notice. In that event, the HSA joining the pool will replace the senior member of the pool desiring to exit the pool. If no member of the pool desires to exit, the junior member of the pool will be bumped out of the pool. The HSA who is joining the pool must fill the slot on the rotation of the HSA who is exiting the pool.

A HSA voluntarily entering the pool may choose to exit the pool by giving four weeks' notice to the supervisor. However, the HSA must stay in rotation for a minimum of three months before exiting. When such notice is received, if there are fewer than five HSAs remaining in the pool, the supervisor will post the on-call pool vacancy for sign-up within the department. If a HSA does not volunteer to become part of the pool, the least senior person not in the pool will be assigned.

The on-call PMA will carry a communication device. If contacted via that communication device, it will be necessary for the PMA to call the specified number at the Blood Center within 15 minutes of being contacted to receive instructions. Most likely, the product management assistant will be requested to come to the Blood Center to fill a vacant shift. The reporting time may be immediately, or at some later time during the on-call period.

~~The Blood Service will compensate on call employees. Consistent with the National Addendum, Article 14, Sections 4 and 5, this differential shall remain in effect until the new payroll and HRIS system goes live on July 1, 2016 or at a later time. At that time, employees shall be paid the premium rate outlined in Appendix B of the National Addendum.~~

The Blood Service will offer to full time regular product management assistants, by seniority, the opportunity to become part of an on-call pool that will consist of at least five (5) product management assistants. The PMAs in the on-call pool will be scheduled on a rotating basis so that each PMA in the pool is scheduled to be on-call for the time specified above. If a sufficient number of PMAs do not volunteer to be part of the pool, no more than five (5) PMAs in reverse order of seniority (least senior first) will be assigned to the pool to be on-call no more than every fifth on-call period.

A PMA voluntarily entering the pool may choose to exit the pool by giving four weeks' notice to the supervisor. However, the PMA must stay in rotation for a minimum of three months before exiting. When such notice is received, if there are

fewer than five PMAs remaining in the pool, the supervisor will post the on-call pool vacancy for sign-up within the department. If a PMA does not volunteer to become part of the pool, the least senior person not in the pool will be assigned.

12. Standard Operating Procedure: Operations Department Maintenance Personnel - On Call. In order to provide an equitable system for calling in maintenance staff in the Operations Department on weekends and holidays, and to ensure the availability of such staff to respond to emergencies, the Blood Service will establish an on-call pool. Each of the maintenance employees (MEs) in the Operations Department will be members of the on-call pool, provided, however, a new maintenance employee will not be permitted to be a member of the pool until management deems him qualified. The members of the on-call pool will be scheduled on a rotating basis so that each member will be scheduled for the time specified below. The on-call member will carry a communication device. If contacted via that communication device, it will be necessary for the member to call the specified number at the Blood Service within 15 minutes of being contacted to receive instructions. After responding to the beeper, the ME must telephone the Facilities Manager to inform him of the situation and, if applicable, to receive further instructions. The reporting time may be immediately or at some later time during the on-call period.

The Blood Service will compensate on-call MEs consistent with the National Addendum, Article 14, Sections 4 and 5, this differential shall remain in effect until the new payroll and HRIS system goes live on July 1, 2016 or at a later time. At that time, employees shall be paid the premium rate outlined in Appendix B of the National Addendum.

13. MUA II Assignment/Bidding Procedures.

(a) An MUA II driver will continue to be assigned to the bloodmobile units to which he/she previously has been assigned unless the MUA II driver elects to be part of the unassigned pool. ~~MUA II drivers will be assigned by APS at least 3 weeks in advance. Any open assignments at, or after, the schedule is completed will be posted and filled on a seniority basis, provided the most senior employee is available for the assignment hours. Assignments that remain open may be assigned to trained HPAE drivers, per the National Addendum. If an MUA II becomes available, APS will schedule that MUA II instead of the HPAE driver, unless the assignment is less than 48 hours from departure.~~

(b) Effective October 1, 2024 CTI's (MUA's) may no longer bid for a specific truck, and any employees currently assigned a specific truck will go into the unassigned pool. In the event that a MUA II driver, who has been assigned to a bloodmobile unit, elects to be part of the unassigned pool, management will post the vacant unit position for bidding by the members of the Collections/BCSS

~~Department. The vacant unit position will be awarded to the senior qualified member of the Department applying for it. A MUA II driver who is awarded a vacant unit position under this paragraph must wait at least ninety (90) days before (a) bidding for another vacant unit position within the Department and/or (b) electing to become part of the unassigned pool. An MUA II may exchange their assignment with another qualified MUA II by notifying APS via the SharePoint system. Unit exchanges may be requested up until 3 days prior to the assignment.~~

(c) When there is a new position or job vacancy requiring an additional member of the Collections/BCSS Department, management will post the vacancy, describing the unit on which the new position or vacancy exists and the requirements of the position, in accordance with Article 22, Section 22.2 of the collective bargaining agreement. The vacant position will be awarded in accordance with Article 22, Section 22.2 of the collective bargaining agreement, which shall govern all aspects of the filling of the vacant position.

(d) In the event that the preliminary posted collection schedule shows that a bloodmobile unit, on which MUA II driver(s) normally are assigned, is not scheduled to collect blood during their normal work week, the qualified BCSS driver(s) normally assigned to that unit will have the right to select, for the period of time during their normal work week that their normally assigned unit is not scheduled to collect blood, any vacant slots on units which are scheduled to collect blood. To make a selection of a vacant slot, the MUA II driver must sign up for the vacant slot no later than five (5) calendar days after the preliminary collection schedule has been posted. Assignments to the vacant slots will be made in order of seniority, and will be posted no later than six (6) calendar days after the preliminary collection schedule has been posted.

(e) When the preliminary posted collection schedule shows that a MUA II driver is scheduled to work a double shift, that staff member has until the end of his/her shift on the third calendar day after the preliminary posted collection schedule has been posted to advise management in writing that he/she elects not to work the double. If the MUA II driver so elects not to work the double, he/she will be placed temporarily in the unassigned pool on the day on which the double occurs. The following employees have the right to sign up to work the double: (a) non-DOT members of the unassigned pool ("floaters"); and (b) MUA II drivers other than DOT drivers who are normally assigned to a unit but whose unit is not scheduled to collect blood on the day on which the double shift occurs, and whose normal work week includes the day on which the double shift occurs. To be eligible to work the double shift, the MUA II driver must sign up for the double shift no later than five (5) calendar days after the preliminary collection schedule has been posted. Assignments to the double shift will be made in order of seniority, and will be posted no later than six (6) calendar days after the preliminary collection schedule has been posted.

Employees who volunteer for an extra shift is entitled to a minimum of ten (10) hours between shifts. The employee and supervisor/manager may agree on modifying shifts to accommodate the 10-hour rest period. If unable to agree, the hours necessary to allow ten hours between shifts will be taken from the next scheduled shift. Employees may voluntarily work within this 10-hour period.

18. LEAVE OF ABSENCE

Any employee desiring a leave of absence from his employment without pay and benefits must secure written permission from the Region. Such a leave of absence will be allowed only in special cases and will depend upon the needs of the Region. Any regular full-time employee who is on leave of absence shall have the option of continuing his health care coverage, provided that he makes timely payment(s) to the Region for the full cost of the coverage.

Time Off for Union Activities - The Employer agrees to grant the necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to serve in any capacity on official Union business, provided forty-eight (48) hours written notice is given to the Employer by the Union, specifying length of time off. The Union agrees that, in making its request for time off for Union activities, due consideration shall be given to the number of employees affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

A Union member elected or appointed to serve as a Union official shall be granted a leave of absence during the period of such assignment, without discrimination or loss of seniority rights and without pay.

28. UNIFORMS

The Region agrees to provide, at its expense and in accordance with Region procedure, the uniforms set forth below and the listed uniform allowance to be used to purchase approved items from the approved uniform catalogue; Wearing approved uniforms while at work is mandatory:

Job Classification	# Uniforms	Uniform Allowance
BCSS and BCSS Center Custodian	7 Shirts 7 Pants	\$ 125 200.00
BCSS Loader/Packers	7 Shirts 7 Pants	\$ 125 200.00
BCSS Part Time Delivery Drivers	3 Shirts 3 Pants	\$0.00
Full Time Hospital Services HAS	6 Shirts 6 Pants	\$ 125 200.00
Part Time Hospital Services HAS	3 Shirts 3 Pants	\$ 125 200.00
Full Time Hospital Services PMA Facilities Assistant Equipment Coordinator , I, II, III Equipment Systems Spe- cialist, I, II, III Procurement/Inventory Specialist	N/A	\$ 125 200.00
Part Time Hospital Services PMA	N/A	\$ 125 200.00
Facilities Maintenance Staff	6 Shirts 6 Pants	\$ 200 275.00
Facilities Blood Supply Assistants	3 Long Sleeve Shirts 5 T-Shirts 9 Pants	\$ 125 200.00

30. WAGES

1. **Shift premium.** Any full-time or part-time employee shall be paid a shift differential. Consistent with the National Addendum, Article 14, Sections 4 and 5, this differential shall remain in effect until the new payroll and HRIS system goes live on July 1, 2016 or at

a later time. At that time, employees shall be paid the premium rate outlined in Appendix B of the National Addendum.

- The Parties agree to migrate existing position titles to ARC standard job titles (classifications not included in the table remain unchanged), and increase base wage rates per the table below*.

Current Classification	New Classification	New Hire Rate	Rates as of 10/1/24
Collections Material Coordinator	Collections Material Coordinator	\$ <u>19.85</u>	
Hospital Services Assistant	Courier	\$ 19.50	
Blood Supply Assistant	Supply Assistant	\$ 19.50	
Specialist I, Equipment Systems	Specialist I, Equipment Systems	\$ 20.25	
Product Management Assistant	Manufacturing technician (Distribution)	\$ 20.40	
BCSS	Collection Tech I	\$ <u>21.60</u>	
Coordinator II, Equipment	Coordinator II, Equipment	\$ 26.25	
BCSS with CDL	Collection Tech I / CDL	\$ 24.00	
Technologist QC		\$ 30.00	
Lead Technologist QC		\$ 35.00	
Lead Tech Service Delivery		\$ 25.00	
Technician I, General Maintenance		\$26.25	
Technician III, General Maintenance		\$28.25	

Increases for CMC and CTI will be \$.60 for all incumbents in the position and in addition to any increases flowing from the National Addendum

AMERICAN RED CROSS BLOOD SERVICES, PENN-JERSEY REGION WORK RULES

MUA II

BLOOD SUPPLY ASSISTANT

HOSPITAL SERVICE ASSISTANTS

MAINTENCE PERSON

PRODUCT MANAGEMENT ASSISTANTS

BCSS LOADER/PACKER

BCSS DELIVERY DRIVER

BCSS GENERAL MAINTENANCE

First Offense

Second Offense

Third Offense

- | | | | | |
|----|--|---|--|--|
| 1. | Stealing private property. | D | | |
| 2. | Possession of a weapon. | D | | |
| 3. | Falsification of records or misrepresentation of material information. | D | | |

		First Offense	Second Offense	Third Offense
4.	Willfully misusing your own or another employee's Security/Access card or falsifying your own or another employee's Security/Access card.	D		
5.	Use of credit card for other than official business.	D		
6.	Unauthorized gambling at work site or on company property.	Up to D		
7.	Restricting production.	Up to D		
8.	Fighting or threats of physical violence to others while at work except when employee is not at fault.	Up to D		

		First Offense	Second Offense	Third Offense
9.	Refusal to obey orders of the department supervisor or senior management during work time or while on call.	Up to D		
10.	Gross insubordination.	Up to D		
11.	Destruction or abuse of company property.	Up to D		
12.	Violation of Alcohol and Drug Policy.	Up to D		
13.	Failure to report loss of credit cards, keys, Security/Access Card, communication device or any other Region property within 48 hours of discovery of loss.	Up to D		

		First Offense	Second Offense	Third Offense
14.	Failure to follow written procedures for specified work category, which negatively impacts the safety, quality, identity, purity or potency (SQuIPP) of a donor, product or patient.	Up to D		
15.	Failure to follow written procedures for specified work category, which does not negatively impact the safety, quality, identity, purity or potency (SQuIPP) of a donor, product or patient.	Up to WR	Up to 2 days S (within any 12 month period)	Up to D (within any 12 month period)
16.	Proven abuse of sick leave.	WR	Up to D	
17.	Leaving premises or if assigned off premises, leaving assigned work location during working hours without permission.	2 days S (within any 6 month period)	D (within any 6 month period)	

		First Offense	Second Offense	Third Offense
18.	Unauthorized exchange of assigned credit cards.	D		
19.	Violation of personal hygiene, health and sanitation standards.	WR (within any 6 month period)	2 days S (within any 6 month period)	D (within any 6 month period)
20.	Failure to follow procedures regarding the wearing of uniforms.	WR (within any 12 mo. per.)	2 days S (within any 12 month period)	D (within any 12 mo. per.)
21.	Personal work on Region time without authorization.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
22.	Solicitation for any cause during work time or in work area without permission.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)

		First Offense	Second Offense	Third Offense
23.	Unexcused failure to report to work without proper notification.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
24.	Posting, removing or tampering with bulletin board notices without Region approval.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
25.	Faulty work after attention has been called to same.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
26.	Sleeping during work hours.	2 days S (within any 6 month period)	Up to D (within any 6 month period)	
27.	Smoking in restricted areas.	WR (3 times within any 12 month period)	2 days S (4 times within any 12 month period)	D (5 times within any 12 month period)

		First Offense	Second Offense	Third Offense
28.	Failure to clock in and out at beginning and end of shift. (If supervisor excuses, no violation.)	WR (3 times within any 12 month period)	2 days S (4 times within any 12 month period)	D (5 times within any 12 month period)
29.	Repeated (over 3 times in any 9 month period) unexcused tardiness greater than 7 minutes in reporting to work.	WR (4 times within any 9 month period)	2 days S (5 times within any 9 month period)	D (6 times within any 9 month period)
30.	Unauthorized use of vehicle.	D		
31.	Transportation of unauthorized passenger.	D		
32.	Failure to maintain valid driver's license.	Up to D		
33.	Unauthorized stops or deviations en-route to site or during return to center.	Up to D		

		First Offense	Second Offense	Third Offense
34.	Violation of applicable state motor vehicle regulations while working.	WR (within any 6 month period)	2 days S (within any 6 month period)	D (within any 6 month period)
35.	Failure to load , deliver or return non-critical supplies to site/center,	WR (within any 6 month period)	2 days S (within any 6 month period)	D (within any 6 month period)
36.	Failure to load , deliver or return blood, donor cards, tubes, specimens, or other critical supplies to site/center.	2 days S (within any 12 month period)	D (within any 12 month period)	
37.	Failure to promptly report vehicle accident to supervisor and properly complete forms upon return to Center.	2 days S (within any 12 month period)	D (within any 12 month period)	
38.	Failure to report defective vehicle in writing.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)

		First Offense	Second Offense	Third Offense
39.	Failure to return keys or properly lock vehicle.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
40.	Unexcused late arrival to work location.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
41.	Unexcused return to Center beyond scheduled time.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
42.	Failure to follow vehicle refueling procedure.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)

		First Offense	Second Offense	Third Offense
43.	Any vehicle accident for which employee is responsible while on duty during any 12 month period with total damages of more than \$1,000 and up to \$9,999.	WR	2 days S *	Up to D *
44.	Any vehicle accident for which employee is responsible while on duty with total damages of \$10.000 or more.	Up to D*		
45.	Failure to comply with applicable DOT regulation.	WR	2 days S (within any 6 month period)	D (within any 6 month period)
46.	Failure to comply with security, site and parking regulation.	WR	2 days S (within any 6 month period)	D (within any 6 month period)
47.	Failure to carry communication device while on-duty or on-call.	WR (twice within any 12 month period)	2 days S (3 times within any 12 month period)	D (4 times within any 12 month period)

		First Offense	Second Offense	Third Offense
48.	Unexcused failure to respond to communication device within fifteen (15) minutes.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
49.	Failure to follow safety standards, of which employee has prior notice.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
50.	Failure to notify supervisor of emergency repair service requirement.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
51.	Disclosure of sensitive information without prior supervisory approval.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)

		First Offense	Second Offense	Third Offense
52.	Failure to complete and submit to supervisor documentation of maintenance requirements form no later than the workday immediately following the date of completion of assignment.	WR (2 times within any 12 month period)	2 days S (3 times within any 12 month period)	D (4 times within any 12 months period)
53.	Failure to perform tasks in order of assignment by department supervisor.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)
54.	Failure to respond to emergency request for maintenance while performing an assigned work task.	WR (2 times within any 12 month period)	2 days S (3 times within any 12 month period)	D (4 times within any 12 months period)
55.	Failure to alert supervisor of observed custodial or security contractor deficiencies.	WR (within any 12 month period)	2 days S (within any 12 month period)	D (within any 12 month period)

		First Offense	Second Offense	Third Offense
56.	Failure to secure equipment/materials adequately to prevent theft.	WR (within any 12 month period)	2 days <i>S</i> (within any 12 month period)	D (within any 12 month period)
57.	Unexcused failure to attend pre-scheduled classes, training sessions/mtgs.	WR (2 times within any 12 month period)	2 days <i>S</i> (3 times within any 12 month period)	D (4 times within any 12 months period)
58.	Extending lunch period longer than allotted 30 minute period.	WR (2 times within any 12 month period)	2 days <i>S</i> (3 times within any 12 month period)	D (4 times within any 12 months period)
59.	Unexcused late arrival for work assignment.	WR (2 times within any 12 month period)	2 days <i>S</i> (3 times within any 12 month period)	D (4 times within any 12 months period)
60.	Failure to complete assigned <u>web-based training by the deadline.</u>	<u>Up to WR (2 times in a six month period)</u> WR	<u>2 day Suspension (4 times in any six month period)</u>	<u>Dismissal (5 times in any 6 month period)</u>

Eight written warnings within any 12 month period is cause for dismissal.

Two suspensions (S) within any 12-month period is cause for dismissal. No written warning may be used to cause more than one suspension.

An employee has the right to have a steward of, if the steward is not available, the alternate, present at any investigation in which the employee reasonably believes he may be subjected to discipline.

* Before discipline in excess of a WR is imposed, Human Resources Department will review and approve the discipline.

Where feasible, management will provide the steward or alternate with available relevant documentation before a grievance meeting.