



**AGREEMENT**

**BETWEEN**

**VNACJ COMMUNITY HEALTH CENTER, INC.**

**AND**

**JNESO - DISTRICT COUNCIL 1, IUOE/AFL-CIO**

**THE VISITING NURSE ASSOCIATION  
OF CENTRAL JERSEY, INC.  
STAFF NURSES ASSOCIATION**

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**April 1, 2021 THROUGH July 31, 2024**

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**MY STEWARD IS: \_\_\_\_\_**

**EXTENSION: \_\_\_\_\_**

**YOUR RIGHTS AS AN EMPLOYEE**

**YOU HAVE THE RIGHT TO...**

**REPRESENTATION AT ANY MEETING CALLED FOR BY YOUR EMPLOYER THAT COULD RESULT IN DISCIPLINE;**

**ASK TO KNOW THE NATURE OF THE MEETING**

**YOU HAVE THE RIGHT TO...**

**STOP ANSWERING QUESTIONS AND REQUEST THAT A JNESO STEWARD BE PRESENT;**

**KNOW WHO TO CALL WHEN YOU NEED HELP IMMEDIATELY**

**REMEMBER, ALL QUESTIONS, PROBLEMS OR COMPLAINTS SHOULD BE BROUGHT TO THE ATTENTION OF YOUR STEWARD BEFORE THEY BECOME GRIEVANCES.**

**DO NOT DELAY IN CONTACTING SOMEONE FOR ASSISTANCE OR ADVICE.**

**DO NOT TAKE IT UPON YOURSELF OR RELY ON MANAGEMENT TO RESOLVE GRIEVANCES. YOUR ACTIONS OR LACK OF ACTION CAN AFFECT ALL YOUR COLLEAGUES.**

**IF YOU ARE UNABLE TO REACH YOUR STEWARD, PLEASE CONSULT THE BULLETIN BOARD FOR ALTERNATES OR EXECUTIVE OFFICERS.**

**REMEMBER, YOU HAVE THE RIGHT TO BE REPRESENTED  
PROTECT THAT RIGHT – ASK FOR HELP FIRST**

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## **JNESO AGREEMENT**

This Agreement made as of August 1, 2021 by and among the Visiting Nurse Association of Central Jersey Community Health Center, Inc. hereinafter referred to as the “the Employer”, and JNESO, District Council 1, IUOE, AFL-CIO, hereinafter referred to as the “Union” and the local component of JNESO, the VNACJ Staff Nurses’ Association, hereinafter referred to as the “Association.”

### **PREAMBLE**

Whereas, it is the desire, intent and purpose of all parties hereto that this Agreement shall provide for the maintenance of high standards of nursing, and

Whereas, it is also the desire, intent, and purpose of all parties that this Agreement shall make provision for the terms and conditions of employment to be observed among the parties hereto.

Now, therefore, in consideration of the promises, covenants, undertakings, terms and conditions herein contained, it is hereby agreed by and among the parties hereto as follows:

### **ARTICLE 1 – RECOGNITION**

#### **Section 1:**

The Employer recognizes JNESO as the exclusive representative of all LPN and Registered Nurses employed by the Employer at existing Monmouth County locations who hold the following job titles: Comprehensive Outpatient RN Care Manager, Staff Nurse and LPN CHC.

RN Care Managers will be considered exempt under the Fair Labor Standards Act (FLSA), and are not eligible for overtime.

**B.** Whenever the word "employee" is used in this Agreement, it shall be deemed to mean the employees in the bargaining unit covered by this Agreement. Whenever the pronoun "he" or "she" is used in this Agreement, it shall be deemed to be inclusive of all genders.

#### **Section 2:**

**A.** The Employer may employ per diem Registered Nurses (“RNs”) and LPN’s on a per diem basis. All per diem RNs/LPN’s will be included in the bargaining unit represented by JNESO.

**B.** The Employer agrees that the hiring of per diem RNs/LPN’s will not be used by the Employer to reduce the number of full-time Nurses presently in the employ of the employer. Nothing contained herein shall require the Employer to employ part-time or per diem RNs/LPN’s

for any purpose or at any time.

C. A per diem RN is one who works to supplement the regular staff and who is utilized after regular staff has been offered and declined available work.

D. Per diem RNs/ LPN's shall have a non-permanent work schedule. Work shall be offered among them by seniority.

E. The per diem RN/LPN's shall receive no benefits, except mileage.

**Section 3: Probationary Period:**

Nurses will be on a confirmation period for three (3) calendar months from date of hire. During the confirmation period, a minimum of one (1) interim progress report will be given. During the confirmation period, the Nurse will be subject to demotion, suspension, and other discipline or discharge at the sole discretion of the Employer, without recourse to the grievance and arbitration procedure. With the exception provided above, Nurses will be covered by this Agreement during the confirmation period.

At the Employer's sole discretion, the confirmation period for nurses may be extended for up to two (2) months past the end of the three (3) calendar month normal confirmation period and the Local President/Executive Committee will be notified of the extension.

**Section 4:**

Immediately after the Employer's first day of orientation for a new employee, the local representative will provide a copy of the Agreement to new employees and be provided a time and place to meet with the new employee. The Local shall also be provided an opportunity to meet with per diem employees once she/he has met the qualifications for membership. The local representative and the newly hired employees will be provided thirty (30) minutes scheduled time on the agenda or if orientation is in person a private predesignated area for this meeting, including travel time. The employer will notify the Local President or his/her designee of the employees name, phone number, email address, time and location of orientation meetings. The Local President/ Executive Committee Member will be notified at least one week (inclusive of weekends) before the orientation.

**Section 5:**

The Employer will provide to the Union on a monthly basis, a list of all new nurse hires including their names, addresses, phone numbers the Employer's voicemail, social security numbers, job titles, regional office location, salaries, dates of hire and employment status. The Employer will apprise the Union of all name changes, resignations, terminations and leaves of absence on a monthly basis.

## **Section 6:**

The Employer has the right to use Managers or any other qualified nurse within the agency only after the following criteria has been met:

1. A critical need has been established,
2. JNESO Labor Representative and its' Local President will be notified via email of the need for critically needed staffing,
3. An E-blast and robocall will be made to all JNESO members (including Level III's) of the Critical Need Incentive in accordance with Schedule C – Staff Levels and Recognition Pay, Section 6 (Critical Need Incentive Pay),
4. If no JNESO member responds within (2) two hours, the employer may move to utilizing non bargaining unit members, including management personnel, who are qualified to do said visits.
5. Effective April 1 2018, Management personnel may not be utilized for a total of more than 22.5 hours a month as per Schedule C Section I. Effective April 1, 2018, Non Bargaining unit members and Management cannot be utilized for more than three times a month for on call shift coverage.
6. JNESO Labor Representative and the Local President will be provided an email once filled with the name of the bargaining unit member or will be told if it was non-bargaining unit employees and hours worked utilized under this Section. Upon review, JNESO may request for postings of additional full or part time positions. If an average of 15 hours of critical need coverage has been utilized per week over the course of a 60 day period, a part time position must be created and posted for hire.
7. The Employer agrees that it will not use such management, outside Monmouth County nurses or agency nurses to deprive the bargaining unit of bargaining unit positions. Prior to utilizing said nurses, the Employer shall inform and offer JNESO bargaining unit members in accordance with the procedure above. Bargaining unit members shall be able to bump management or Non JNESO nurses utilized under this provision from such work with at least twenty-four (24) hours' notice to the appropriate manager. The employer agrees to utilize Agency Nurses only if still unable to meet staffing levels.

## **Section 7:**

**A.** All work shall be offered to bargaining unit members first. The order of scheduling shall be: 1. Full-Time and Part-Time; 2. Per Diem. Scheduling shall be based on seniority (most senior first).

B. Per Diem employees shall be offered sufficient work for the hours scheduled and mutually agreed to with their supervisor/manager.

C. The exceptions to the scheduling provision of this section are situations where a nurse does not possess the clinical competence to perform the available visit or documented emergency.

**ARTICLE 2 – HOURS OF WORK:**  
**OVERTIME, NIGHT CLINICS, WEEKEND AND HOLIDAY CALLS**

**Section 1:**

A. The normal work week for full-time employees, except as otherwise provided in this Agreement and as set forth in the Employer’s job descriptions, shall consist of forty (40) hours, Monday through Friday.

B. The normal shifts of work shall be within blocks of time as follows:

- (1) 8:00 a.m. – 4:30 p.m.
- (2) 8:30 a.m. - 5:00 p.m.

**Section 2:**

There will be a thirty (30) minute uninterrupted unpaid lunch period and one fifteen (15) minute paid rest period provided each work day.

**Section 3:**

Authorized work performed beyond the regular work schedule and in excess of thirty (30) minutes shall be compensated in the equivalent of straight time for the number of hours up to forty (40) hours in one workweek. This section covers all evening and weekend clinics or screening sessions as follows: Volunteers shall be sought from the appropriate health center personnel to provide human resources to carry on the session. Nurses shall be reimbursed at straight time up to forty (40) hours with a minimum of three (3) hours guaranteed per session or clinic. Overtime is voluntary.

**Section 4:**

To be compensated for overtime, the overtime must first be authorized by the immediate supervisor and appear on the weekly time sheet covering the workweek in which earned.

**Section 5: Weekend Rotation**

A. In addition to their regular work, all regular full-time and part-time, full-time flex, full-time and part-time per visit and per diem nurses will work a rotating weekend commitment. Nurses will rotate within their specific programs, except that nurses who are regularly assigned



to work at least one (1) weekend day per week shall not be required to work weekend rotations. The maximum weekend rotation requirement for employees shall be three (3) weekends per quarter. Part-time Nurses will be required to work prorated weekend rotations based upon hours scheduled in accordance with Article 26, Section 5. Per Diem Nurses shall be required to work one (1) weekend and one (1) weekend day per quarter. Per diems shall be paid for actual hours worked on weekend rotation.

**B.** There will be a quarterly weekend rotation list. Each nurse shall submit a quarterly request in writing with weekend work availability to her/his immediate Supervisor on/or before the following dates: First quarter – Third Monday of the prior November; Second quarter – Third Monday of February; Third quarter – Third Monday of April; Fourth quarter – Third Monday of August. The employee shall have a response to weekend availability requests within five (5) working days of contract due date of the request. Weekend rotation shall be assigned by seniority.

**C.** The weekend rotation Nurse will be on duty from 8:30 am. to 4:30 p.m. except that in the event there are less than two (2) nurses otherwise scheduled in Home Care and one (1) in Hospice to work on a weekend day until 9:00 pm, the Employer will seek volunteers first to work weekend rotation hours of 1:00 pm to 9:00 pm. In the absence of two (2) homecare nurses and one (1) hospice nurse to work on a weekend day until 9:00 pm, may schedule one or two homecare nurses and one hospice nurse to work weekend rotation hours on 1:00 pm to 9:00 pm to be assigned with the quarterly schedule by inverse seniority. If there are two (2) or more cases requiring an 8:30 a.m. visit (i.e., diabetics), the Nurse may commence work at 8:00 a.m., with prior supervisory approval. If the first or last patient's home is beyond the normal travel time to the office, additional travel time will be part of the normal workday.

**D.** For a weekend rotation of two (2) days, all full-time and part-time nurses who are scheduled to work as a .6 FTE or more will be scheduled for one (1) day off between Monday and Friday of the workweek prior to the weekend and one (1) day off between Monday and Friday of the workweek immediately following the weekend. At the time of scheduling, the nurse on rotation may submit requests for particular days off. In the event of a conflict in nurses' selection of days off, seniority will prevail. Extra hours between Monday and Friday resulting from the weekend rotation schedule will be offered first to JNESO members, with non-overtime hours offered first, followed by overtime hours.

**E.** Employees (except per diems) who are on weekend rotation for two (2) days shall be scheduled to work their entire shift for Saturday and Sunday during the weekend rotation. Per diems shall be assigned time or visits on weekend rotation as needed by the Employer. If scheduled and cancelled on a weekend assignment the time scheduled shall be counted as their weekend commitment. Programs within the Employer that do not routinely schedule two (2) day weekend rotations (for example, Hospice, CPU) may continue with their scheduling practices. Except as provided herein and in Article 2, section 3, all weekend time will be scheduled on the Nurse's regular shift.

**F.** Part-time Nurses will receive compensation in money and not in time for overtime work.

**Section 6:**

The work week shall commence on Sunday and end on Saturday, and pay day shall be Friday with nurses being paid at the same frequency as of April 1, 2011.

**ARTICLE 3 – SALARIES AND CLASSIFICATIONS**

**Section 1:**

During the term of this Agreement, the rates of pay for each classification of Registered Nurse and Licensed Practical Nurse covered by this Agreement shall be in accordance with the Salary Guides set forth on Schedule A and Schedule B.

**Section 2:**

Registered Nurses having a current professional license shall be classified by the Employer as follows: Staff Nurse, Staff Nurse Level III, as defined in Article 1, Section 1.

**Section 3:**

In order to become eligible for promotion or hired as a Level III, Registered Nurses must have worked as a Registered Nurse in homecare for twelve (12) months.

**Section 4:**

If the wage rate of an individual nurse who transfers into the bargaining unit is less than the contract rate for that position, that person's rate will be increased to the contract rate immediately. If the rate is greater, the Employer will red circle that person's rate and continue to pay it until the rate for that position equals the individual's rate, at which point the contract rate controls.

**Section 6:**

Any changes in current job descriptions are subject to mutual agreement.

**ARTICLE 4 – VACATIONS**

**Section 1:**

A. For Nurses, following confirmation of employment, the following vacation schedule is in effect, accrued from the first day of employment. The schedule is based upon a 37.5 hours regular work week. Employees who work less than 37.5 hours per week shall receive vacation prorated on the following schedule, unless otherwise specified in this Agreement.

1. Employees continuously employed for at least six (6) months shall be entitled to seven and one-half (7- 1/2) days' vacation.
2. Employees continuously employed for at least six (6) months, but less than two (2) years shall be entitled to fifteen (15) days per year, accrued at the rate of 0.288 days per

week.

3. Employees continuously employed for at least two (2) years but less than five (5) years shall be entitled to twenty (20) days per year, accrued at a rate of 0.385 days per week.

4. Employees continuously employed for at least five (5) years but less than ten (10) years shall be entitled to twenty-two (22) days per year, accrued at the rate of 0.423 days per week.

5. Employees continuously employed for at least ten (10) years shall be entitled to twenty-five (25) days' vacation, accrued at a rate of 0.481 days per week.

**B.** The first pay period in December, the Nurse's unused accrued vacation leave in excess of the Nurse's annual accrual amount shall be converted to pay in lieu of vacation time off to be paid in a separate paycheck. Starting January 1, 2015, the nurses unused accrued vacation leave in excess of the nurses annual accrual amount is to be taken by March 31<sup>st</sup> of the year following the year earned. If it is not taken by that time the excess vacation time will be forfeited.

**C.** Starting in January 1, 2015, if an employee submits requests for vacation in accordance with his/her accrued time and is denied three times (3) annually, the employee may request pay in lieu of vacation at the regular rate if unable to be taken by the end of the calendar year. However, upon mutual agreement and written approval of management, the employee may be able to carry over the earned, but unable to be taken, vacation time to be used in the first quarter of the following year, in excess of your annual accrual.

## **Section 2:**

**A.** Each nurse is to submit a quarterly request for vacation to her/his immediate Supervisor on the following dates: First quarter – First Monday of the prior November; Second quarter – First Monday of February; Third quarter – First Monday of April; Fourth quarter – First Monday of August. Vacation time is determined by seniority, and, if in the opinion of the supervisor patient care demands can be fulfilled, then two or more requests for the same time period may be granted. The employee will have a response to vacation requests within five (5) working days of the applicable contract date for submission of vacation requests.

**B.** All vacation time may be taken only with the approval of the Supervisor, based on demand for patient care. The Supervisor will consider vacation requests for vacations up to two (2) vacation days to be taken during the period of seven (7) working days before Christmas up to and including three (3) working days after New Year's Day. Vacation time may be taken in segments of not less than two (2) hours. If two or more Nurses submit their request on the same day for the same vacation time, and both requests cannot be granted, seniority will prevail.

**C.** At the start of each quarter, based on seniority, management will review denied vacation requests to determine whether at that time the denied vacation request may be granted.

**Section 3:**

A. If a Nurse sustains a serious health condition as defined in the Family and Medical Leave Act (FMLA) during vacation, said time will be considered sick leave upon submission of proof from the Nurse's physician.

**Section 4:**

A. Vacation time may not exceed three (3) consecutive weeks except that, between June 15<sup>th</sup> to September 15<sup>th</sup>, vacation time may not exceed two (2) consecutive weeks. Requests for more than three (3) weeks of vacation in any calendar quarter and requests for more than two (2) weeks of vacation between June 15<sup>th</sup> and September 15<sup>th</sup> will be granted only after requests from all other employees in the appropriate program or health center have been granted, and then only if it does not interfere with the effective and efficient operation of the Employer.

B. Vacation time may be taken for periods exceeding three (3) consecutive weeks for the period of September 16<sup>th</sup> through June 14<sup>th</sup> or two (2) consecutive weeks between June 15<sup>th</sup> through September 15<sup>th</sup> provided there are extenuating circumstances. "Extenuating circumstances" shall include, but not be limited to the following:

1. Foreign travel; proof of travel required;
2. Educational requirements relating to job performance which may only be fulfilled by an extended vacation;
3. Extended hospitalization and recovery.

**Section 5:**

Any employee transferring from full time or part time to per diem will receive their payout of vacation and personal time contingent upon providing sufficient notice as detailed in Article 17 Section 1.

**ARTICLE 5 – HOLIDAYS AND PERSONAL DAYS**

**Section 1:**

Nurses shall be entitled to the following paid holidays each year: New Year's Day; Martin Luther King's Birthday or President's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; and Christmas Day. In addition, each nurse shall be entitled to one (1) additional holiday each year to be taken during the period of seven (7) working days before Christmas up to and including three (3) working days after New Year's Day. The float day range may be extended to December 1st through January 31st, if mutually agreeable between Supervisor and Nurse. The determination of which day is to be taken as the holiday shall be made by the Manager based on the expressed preference of each Nurse and seniority.

Nurses shall be entitled to one additional float holiday each year in which a US Presidential Election is held which shall be scheduled in accordance with the quarterly holiday request procedure in Article 2, Section 6B.

**Section 2:**

When a holiday falls on a Sunday, it is observed the following Monday. When a holiday falls on a Saturday, it is observed on the preceding Friday. When a holiday occurs during a vacation period, an additional day of vacation will be granted.

**Section 3:**

Nurses shall be entitled to four (4) days for religious or personal reason days a calendar year. Nurses shall submit requests for religious holidays at the beginning of the year on the quarterly rotation schedule to their immediate Supervisor on the following dates: First quarter – first Monday of the prior November; Second quarter – first Monday of February; Third quarter – first Monday of April; Fourth quarter – first Monday of August. Such days are accrued at the rate of one (1) day for every three (3) calendar months at work and will be forfeited without compensation if not taken by March 31 of the year following the year earned. Not more than two (2) personal days shall be taken at any one time. Part-time Nurses will receive pro-rated personal days per calendar year based on hours paid. Requests for personal days must be made to the Supervisor with at least five (5) days' notice, except in the event of an emergency, in which event reasonable notice will be given. Personal time may be taken in hourly segments.

**ARTICLE 6 – SICK LEAVE**

**Section 1:**

- A. In the event of illness or injury, Nurses hired prior to April 1, 1990 shall be granted annually fifteen (15) days paid sick leave. Employees hired after April 1, 1990 shall be granted annually twelve (12) days paid sick leave. Effective January 1, 2015, all employees accrue 12 sick days per year. Sick leave will be accrued monthly. If the Nurse shows abuse of sick time, the Supervisor shall request a certificate of illness signed by a licensed physician.
- B. Indications of abuse are, but are not limited to, the following:
  - 1. Frequent absences on days immediately preceding or following weekends, scheduled days off or holidays and coincidence of absence with desirable days off.
  - 2. A tendency to use sick leave as rapidly as it is accrued, especially one (1) day at a time.

- C. Nurses may designate time to be utilized under VNAHG Human Resource Policy # NJ210 (Appendix A) which utilize the criteria set forth under the New Jersey Earned Sick Leave Law.

**Section 2:**

Should the above sick leave not meet the physical needs of a Nurse, an extended unpaid sick leave, not to exceed six (6) months, may be granted upon submission of valid medical documentation to the Employer. The first twelve weeks of this six (6) month maximum will include any leave time which qualifies under the Federal Family and Medical Leave Act (“FMLA”) for the employee’s own serious health condition or disability in accordance with applicable law and the Employer policy. The Employer reserves the right to require an examination by a physician or nurse practitioner of its choice, and at its expense to verify the medical documentation. The absence of such verification once that right is exercised may be cause for denial of such leave. Unless extenuating circumstances exist in the opinion of the Employer, absence beyond sick leave or absence beyond extended sick leave shall automatically be deemed as a resignation. Holiday time and personal days shall not be reimbursable when a Nurse is on extended sick leave.

**Section 3:**

Sick leave shall not be accrued or accumulated for more than seventy (70) days. Any employee who reaches accrual maximum, shall be paid for one-half (.5) additional accrued and unused days, in the first week of December and this will be in effect until January 1, 2015. Accrual maximum will be prorated for part-time employees. If an employee reduces her/his hours per week, that employee’s “active” sick leave bank will be prorated with the remaining hours placed in a “reserve” sick leave bank. An employee may donate a maximum of five (5) accrued sick or vacation days per year to any employee who is suffering from a catastrophic illness. For purposes of this section, “catastrophic illness” shall mean an illness or injury that causes an employee to be placed on disability leave, and as a result of which that employee has utilized all accrued sick, vacation, and personal days for paid time off during the period of disability. For any full-time or part-time employee accepting a vacancy to a per diem position, sick time shall be frozen in the reserve leave bank for up to one year from the date such status change is effectuated. If a per diem employee submits an application for a vacancy to a full-time or part-time position and begins working in such position within one (1) year from the date such status change is effectuated, the sick time in the reserve leave bank shall be reinstated but not accessible for six (6) months. All new sick time accruals earned as a full-time or part-time nurse may be used in accordance with Article 6, section 1.

**Section 4:**

In the event of the retirement a Nurse who was hired prior to April 1, 2000, the Employer shall pay to the said Nurse an amount equal to fifty (50%) percent of the unused sick leave accumulated by the Nurse as of the date of retirement. The sick leave payment shall be computed at the then

current hourly rate of the retiring Nurse at the time of retirement. Retirement shall be defined as leaving the employment of the Employer after having reached the age of 55 or being eligible to collect a pension. Retirees are eligible to return as Per Diem employees after a break in service of approximately two pay periods. If a retiree is subsequently employed as a per diem upon the expiration of the approximately two pay period break in service, the retiree shall retain his/her bargaining unit seniority.

#### **Section 5:**

A nurse on disability may use sick and/or accrued vacation time to supplement disability benefits until such accumulated time has been exhausted. No nurse may receive wages or benefits in excess of the employee's normal gross wages. Any wages or benefits received in excess of normal gross wages shall be reimbursed to the Agency and the accrued time used shall be replaced in an amount equal to the excess.

### **ARTICLE 7 – LEAVE OF ABSENCE**

#### **Section 1: Bereavement Leave**

A. Nurses will be granted leave with pay for deaths in the family which are defined as:

1. Parents (including step or foster), spouse, or non-marital partner residing in the same domicile, siblings, children (including step), grandchildren, guardian, parents-in-law, grandparents, sisters and brothers-in-laws - four (4) days.

Bereavement leave may be taken only at the time of the death, funeral, memorial or burial of a family member.

#### **Section 2: Jury Service**

Nurses will be excused for jury duty. They shall receive the difference between their regular salary and the amount paid for jury service.

#### **Section 3: Military Leave**

Leave of absence without pay shall be granted to fulfill obligations for military training with the National Guard, Armed Forces Reserve or USPHS. This leave will not affect vacation benefits.

Seniority shall accrue during military leave. All leaves for military service and/or military training obligations shall be administered in compliance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA").

#### **Section 4: Personal Leave**

A leave for personal reasons, without pay may be granted up to three (3) months. No benefits will

accrue during this period. Seniority will not accrue, but will be saved.

**Section 5: Family and Medical Leave**

Any leaves provided for in this Article shall be granted, as appropriate, in accordance with all terms, conditions, rights and obligations contained in applicable law, including the New Jersey Family Leave Act (NJFLA) and the Family and Medical Leave Act (FMLA), and in accordance with the Employer policy in effect at the time of the leave.

**Section 6: Parenting Leave**

**A.** An unpaid leave of absence for parenting (hereinafter “Parenting Leave”) shall be granted for up to one (1) year from the birth of a child or the placement of an adopted and/or foster child.

**B.** The first twelve (12) weeks of a Parenting Leave shall be granted in accordance with the Employer policy and applicable law, including the NJFLA, the FMLA and implementing regulations, provided the employee meets the threshold requirements of the applicable law. (Hereinafter leave granted pursuant to these laws and policy shall be referred to as the “Initial Leave Period”.) All employees who are eligible and approved for a Parenting Leave must first use all accrued personal time and vacation time which will also be counted, as appropriate, towards the NJFLA and FMLA period. The remainder of a Parenting Leave following the completion of the Initial Leave Period or any Parenting Leave when the employee is not legally entitled to an Initial Leave Period (hereinafter the “Extended Leave Period”) must be taken on a concurrent basis.

**C.** Neither benefits nor seniority shall accrue during a Parenting Leave, but past seniority shall be saved. Benefits shall be continued during the Initial Leave Period only to the extent required by law and the Employer policy. No benefits shall be continued during any Extended Leave Period.

**D.** Should the employee desire to return to work immediately following the Initial Leave Period, the employee’s right to reinstatement shall be governed by applicable law, and the Employer policy in effect at the time of the leave. Reinstatement following an Extended Leave Period shall be governed by the procedures described-in (e) below.

**E.** Upon conclusion of an Extended Leave Period, the employee shall be offered the first available and comparable position, in the judgment of the Supervisor, which the employee may reject. If the position rejected is at the same location from which the employee took the Parenting Leave, no subsequent positions will be offered and the employee will be considered to have resigned. If the position rejected is not at the same location from which the employee took the Parenting Leave, other comparable positions, in the judgment of the Supervisor, will be offered as they become available for a period of one (1) year from the completion of the Parenting Leave. If, after the one (1) year period, a position is not accepted, the employee will be considered to have resigned.



**F.** Positions will be offered in the following manner:

1. Job postings will be described on the Employer intranet and updated weekly.
2. The Nurse must respond to the job posting, in writing, to Personnel within five (5) days or no further positions will be offered and the Nurse will be considered to have resigned;
3. If the Nurse rejects a comparable position from his/her previous location, no further positions will be offered and the Nurse will be considered to have resigned. A comparable position is any job within the bargaining unit of the Employer for which the Nurse has the (1) educational and other qualifications as defined by the Employer for the job, and (2) the skill and ability to perform the job without additional training beyond a standard orientation period.

**ARTICLE 8 – HEALTH, DISABILITY INSURANCE/PHYSICAL EXAMINATION  
RETIREMENT PROGRAM**

**Section 1:**

Physical Examination - Employees shall be required to obtain a physical examination as directed by the Employer. The Employer shall pay the entire cost of such physical examination by a health care provider of the Employer's choice. The examination shall be performed during working hours. An employee directed to obtain a physical examination may provide the Employer with the results of a physical examination by a physician or nurse practitioner of the employee's choice on such forms as may be provided by the Employer, which forms shall be signed by the primary care provider, and at the employee's own cost. Employee physical examinations performed by a physician or nurse practitioner of the employee's own choice shall be obtained during non-working time.

**Section 2:**

**A.** Group Life and Long Term Disability Insurance Coverage as presently provided by the Employer shall be continued if such type of coverage is available. The Employer reserves the right to change its insurance carrier or carriers, provided coverage is equal to or better than previous coverage.

**B.** The Employer shall provide a health insurance plan option for eligible employees with terms and coverage substantially equivalent to the Horizon Blue Cross/Blue Shield Direct Access plan as currently provided. The Employer shall have the right to change its health insurance carrier or the aforementioned plan at any time provided the above requirements are met.

The cost-sharing premium for individual coverage shall be no more than 25% payable by the employee. The cost-sharing of the premium for dependent coverage, which is above the cost of the single coverage premium, will be no more than 35% payable by the employee.

In the event enrollment of any plan option falls below ten (10) FQCHC employees, The FQCHC shall have the right to terminate such plan option upon giving thirty (30) days written notice to JNESO. In such an event, any affected employees shall have the right to enroll in any existing plan or option under the terms and conditions of such plan.

**Section 3:**

All employees who are working 1,000 hours or more per calendar year will be included in the Employer non-contributory employee pension plan provided that the employee meets the eligibility requirements. The employee eligibility requirement is two (2) years of service for employees.

**Section 4:**

The Employer will contribute to the employee pension plan, in each year of the Agreement, the following percentages of the base salary of the employee, not including overtime or other fringe benefit payments: four percent (4%) for employees (except per diem employees) hired after December 31, 2000. The plan will be one hundred (100%) percent vested. The plan currently in effect is administered by Prudential and may be amended from time to time.

**Section 5:**

Employees may make optional contributions to the employer's 403(B) plan during their employment.

**Section 6:**

The Employer will offer dental coverage for its eligible employees and their dependents. The Employer shall pay seventy-five (75%) percent of the single coverage premium and fifty (50%) percent of the dependent coverage premiums and the employee shall contribute twenty-five (25%) percent of single coverage and fifty (50%) percent of dependent coverage.

**ARTICLE 9 – TRANSPORTATION, MILEAGE REIMBURSEMENT,  
AND INSURANCE COVERAGE**

**Section 1:**

Nurses must supply their own cars, which must be equipped for driving under snow conditions, and equipped with other accessories necessary to maintain it for use at all times.

**Section 2:**

Nurses will be reimbursed at the mileage rate established by the Internal Revenue Service, adjusted as of the date of the Internal Revenue Service announcement for work related mileage (excluding miles between home and work).

**Section 4:**

Each Nurse shall maintain automobile liability insurance for an amount of not less than that required by the laws of the State of New Jersey. Each Nurse shall furnish the Employer with an insurance certificate or certificates indicating such coverage requested by the Employer.

**Section 5:**

Nurses shall not be required to transport orientees, trainees or students.

**ARTICLE 10 – IN SERVICE PROGRAMS/THE EDUCATION PROCESS**

**Section 1:**

The Employer will provide annually a minimum of fifteen (15) hours of clinical in-house in-service programs between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. If the material covered is necessary to the Nurse's job performance, attendance will be mandatory. The Nurses shall plan for all in-service with approval from the appropriate Supervisors according to caseload constraints and the applicability of the in-service subject matter to the current job requirements of the Nurse. Management and staff will collaborate to provide continuity of care to enable staff to attend programs. Staff will prioritize patient care to minimize the number of patients who would need coverage while staff attends an in-service program.

A. If the Nurses are unable to schedule their in-house in-service the members will be compensated and provided time for out of house education opportunities related to their clinical practice with supervisor approval.

**Section 2:**

Reimbursement for outside continuing education programs will not be remitted without prior approval from the appropriate Supervisor. For continuing education programs outside the Agency, the Employer will pay registration up to two hundred and 00/100(\$200) dollars, plus travel to and from the program by the most economical means. (i.e. Nurses are expected to car pool whenever possible). Any additional time required for travel beyond the normal work hours will be the responsibility of the individual Nurse attending the program.

**Section 3:**

The requirement for in-service programs/continuing education reimbursement for part-time employees will be pro-rated according to hours worked. If the program occurs on a non-scheduled work day, the Employer will pay for hours of attendance.

## ARTICLE 11 – MANAGEMENT’S RIGHTS

### Section 1:

It is agreed by and among the parties that the Employer has and retains every right and prerogative of management which is not expressly surrendered or limited by this Agreement, and that the management of its main office and each of the health centers, and of the business and operations of the Employer, and the direction of its working forces are vested exclusively in the Employer.

### Section 2:

The listing of the following specific rights is not intended to be nor shall it be restrictive of, or a waiver of, any of the rights of the Employer management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Employer in the past. Thus, by way of illustration but not by way of limitation, the following rights shall be solely within the province of the Employer:

**A.** The right to determine what functions and patients will be served by the Employer; the right to determine the times during which the operations of the Employer shall be conducted and to determine the extent of such operations; the right to determine the size and composition of the working force or the cutback thereof; the right to determine the equipment to be utilized in the operations of the Employer, the methods and procedures to be followed in carrying out the Employer operations; and the practices and procedures for use, care, and maintenance of the Employer equipment; the right to implement improved operational methods and procedures; and the right to determine the kind and location of facilities.

**B.** The right to determine the quality of work to be performed by the Nurses shall be in accordance with American Nurses Association Standards; the right to determine the quantity of the work to be performed, provided the number of patients serviced shall not be the exclusive standard for determining quantity; the right to schedule the Employer business and operations; the right to direct the working force, including the right to hire, transfer, discharge, suspend, layoff, promote (including promotion out of the bargaining unit), demote, or discipline Nurses, subject to the provisions of this Agreement; the right to determine and change the content of the jobs of the Nurses; the right to determine the work schedule of each Nurse; and the right to promulgate rules, regulations and personnel policies not specifically covered under this Agreement.

**C.** The right to control or change the assignment of work of each Nurse including, but not limited to, the right to determine to whom a particular job shall be assigned and to which station each Nurse shall be assigned; the right to direct employees; the right to determine job assignment; and the right to determine the materials and equipment used.

**D.** The right to determine the number and location of health centers and other facilities; the right to maintain order and efficiency; and the right to close down or move part of any or all health centers of operations.

E. The right to make reasonable rules and regulations as the Employer may from time to time deem best for the purpose of maintaining order, health, safety, and/or effective and economic operation of its business, and after advance notice thereof to JNESO and the Association, to require compliance therewith by the Nurses, including the right to require each and every Nurse to observe applicable health and safety rules and instructions adopted or required by the Employer.

## **ARTICLE 12– NURSE’S RESPONSIBILITIES AND ACCOUNTABILITY**

Each Nurse shall comply with the terms of this Agreement and with the terms of written the Employer “personnel policies” and the written policies contained in the “VNAHG Program Manual” currently in effect and shall comply with changes, amendments, supplements or additions which may hereafter be adopted by the Employer in connection with said policies covering matters not specifically covered in this Agreement and consistent with law. In the event of an inconsistency or inconsistencies between the provisions of this Agreement and aforesaid policies, the provisions of this Agreement shall control.

## **ARTICLE 13 – PROFESSIONAL PRACTICE**

### **Section 1: Definitions:**

Professional Practice Council: The purpose of the Professional Practice Council (“PPC”) is to study trends in community health nursing practice, articulate problems associated with these trends and recommend solutions. PPC will usually involve itself with Nurses in working groups. PPC will recommend protocols for care, policies and procedures.

### **Section 2:**

The Professional Practice Council is a committee of the Union. It is the intent of the Committee to work cooperatively with the Employer and the Quality Assurance Committee. The Committee is a mechanism whereby input is received from and given to staff and management. The Committee will include one (1) member from the VNA of Central Jersey (VNACJ) Community Health Centers, with the other members from the VNA Health Group of New Jersey.

### **Section 3:**

A. Every two years (on the odd year), the Committee shall do a self-review of purpose, philosophy, structure, mode of operation guidelines, goals and objectives.

B. The Committee shall submit annually, January of each year, an agenda stating projected topics to be reviewed, priority time frame, method, and anticipated data source. Suggested review topics may come from management and staff.

C. The Committee shall submit a summary of accomplishments to the Employer and the Association annually. The Committee shall meet for an aggregate of no more than eighteen (18)

hours of employer's time within six (6) months. Nothing shall prohibit the parties from mutually agreeing to extend the paid time.

### **ARTICLE 14 – NO STRIKE**

#### **Section 1:**

Neither JNESO, the Association nor their officers, representatives or members will for any reason, directly or indirectly, call, sanction, or engage in any strike, sympathy strike, walkout, slow-down, sit-down, stay-away, boycott of a primary or secondary nature, picketing or any other form of interference with the operations of the Employer, including the refusal to cross a picket line in or at any of the Employer's places of business, during the life of this Agreement.

In the event of any strike, slow-down, work stoppage, or any other interruption with the operations of the Employer or a threat thereof, JNESO and the Association will exercise their best efforts as promptly as possible to prevent or terminate any such activity.

#### **Section 2:**

Neither JNESO, the Association, nor their officers, representatives, nor members will engage in or sanction any form of picketing, patrolling, or otherwise, directed against the services offered by the Employer in the regular course of its business.

#### **Section 3:**

The Employer shall have the right in addition and without limitation upon its rights to institute legal proceedings, to discipline any nurse who participates in any activity prohibited by this Article. In the event of any violation by a nurse of this Article at any time, the Employer shall have the complete right to immediately discipline, including discharge, any and all nurses participating in the violation.

### **ARTICLE 15– PERFORMANCE EVALUATION**

#### **Section 1:**

The performance evaluation process will be administered in accordance with the VNAHG Performance Evaluation Policy #616, dated January 2019, with the only exception being that common date for Performance Evaluation completion is April 30<sup>th</sup> of each year for the period January 1 to December 31<sup>st</sup> of the previous year.

#### **Section 2:**

The Nurse shall have access to his/her own personnel file upon request. A Nurse at the time of the evaluation conference shall receive a copy of his/her evaluation. Signing of performance

evaluation will indicate knowledge of said evaluation, but will not necessarily mean agreement with its contents. Nothing will be placed in the personnel file without the Nurse's knowledge which will be indicated by his/her signature.

**Section 3:**

The quality of work to be performed by the Nurse shall be in accordance with the ANA Standards of Nursing and Accreditation. Said standards shall be incorporated into and become an integral part of the annual performance evaluation and shall provide a basis for measurement of nurse performance. Nurses shall conform to the aforesaid standards and their activities shall be consistent with such standards.

**ARTICLE 16 – RESIGNATION/TERMINATION**

**Section 1:**

The Nurse shall provide at least four (4) weeks written notice of resignation, to his/her immediate supervisor. Time off requested after an employee gives notice of resignation will not be included in the required minimum notice period. Employees who fail and/or refuse to provide the requisite notice shall be considered to have resigned not in good standing. An employee who voluntarily resigns (with at least 4 weeks' notice) or who is terminated, for just cause, following successful completion of the introductory period, will only receive payment for any accrued but unused vacation, personal and compensatory time and shall exclude any accrued sick time.

Termination pay will include vacation, personal and compensatory time and shall exclude any accrued sick time. If a Nurse leaves the employ of the Employer prior to the expiration of said four (4) week period without the consent of the Employer, the difference in time to make up the said (4) week period shall be charged against accrued vacation and personal time; provided, however, that if circumstances beyond the control of the Nurse require her/him to leave the employ of the Employer prior to the four (4) week period, i.e., loss of driver's license, transfer of spouse with less than four (4) weeks' notice, then the accrued vacation and personal time will not be charged. The term "beyond the control of the Nurse" shall not include a demand from prospective employer that said Nurse commence work on any particular date.

**Section 2:**

Termination pay shall include any accrued vacation, personal days and compensatory time.

**Section 3:**

A. No employee who has completed her/his confirmation period shall be disciplined or suspended except for just cause.

The Agency will notify the Union in writing of any discharge within two (2) weekdays from the

time of discharge. If the Union desires to contest the discharge, it shall give written notice to the Agency within five (5) weekdays from receipt of notice of discharge. In such event, the dispute shall be submitted and determined under the grievance and arbitration procedure, however, commencing at Step 3 of the grievance procedure. The time will commence upon receipt of the notice.

## **ARTICLE 17 – SENIORITY**

### **Section 1:**

**A.** Commencing on January 1, 2012, all nurses will accrue seniority based on their date of bargaining unit seniority (inclusion into the bargaining unit). Seniority may be retained for up to 9 months in case of an approved leave of absence or promotion/transfer outside of the bargaining unit. Employees who leave the bargaining unit and return within 12 months will retain their seniority.

**B.** Commencing on January 1, 2012, Per diems will accrue seniority based on their date of bargaining unit seniority (inclusion into the bargaining unit).

**C.** Upon request by the Union, the Employer shall provide to the Union a seniority list by January 10<sup>th</sup> and July 10<sup>th</sup> of each year.

**D.** If there is more than one member with the same seniority date, JNESO and the Employer will amicably resolve the dispute by using the nurses RN or LPN Licensure dates.

### **Section 2:**

In the event that the Employer deems it necessary to reassign a Nurse or Nurses to another work site, the Employer will review the magnitude of the need to determine whether to transfer a part-time or full-time Nurse. The Employer will use its best efforts to assure that per diem will not be used to fill the vacancy created by the reassignment of the full or part-time Nurse. Reassignments will be made first on a voluntary basis and if no volunteer is found, then based on inverse seniority at the work site. The Employer will notify JNESO in writing at least forty-eight (48) hours (excluding weekends) prior to any reassignment if such reassignment is greater than ten (10) days.

### **Section 3:**

**A.** In the event of a layoff by the Employer, Nurses on probation in the affected department and shifts shall be laid off first. Should it become necessary to lay off additional Nurses, those Nurses having the least seniority in the affected department and shift shall be laid off first. The order of layoff shall be: 1<sup>st</sup> –all non-bargaining unit nurses; 2<sup>nd</sup> –bargaining unit per diems, 3<sup>rd</sup> – all other nurses based on inverse seniority. The Employer has the discretion, during any layoff, to retain nurses with specific qualifications, as mandated by a particular grant program, if said program is in danger of termination. A reduction in hours for Nurses newly hired for specific grant funded positions shall not be considered a layoff. The Employer shall provide the Union with at



least fifteen (15) days' notice prior to the date of the layoff.

**B.** Employees who are laid off may (i) accept any vacant positions or (ii) bump into another position held by a junior employee. The employee must notify the Employer of his/her decision to accept a vacant position or bump within forty-eight (48) hours of being informed of the layoff decision. No employee may bump into a position unless they have (1) the educational and other qualifications as defined by the Employer for the job, and (2) the skill and ability to perform the job (unless such skills and ability may be obtained through a standard orientation used for new employees for the position). The bumping process shall be repeated until all affected employees have had the opportunity to accept a vacant position or bump in accordance with this section.

**Section 4:**

In the event of a recall, laid off employees shall be rehired in the inverse order in which such employee was laid off provided they have the (1) educational and other qualifications as defined by the Employer for the job, and (2) the skill and ability to perform the job without additional training beyond a standard orientation period.

In the event any layoff continues beyond six (6) months, the Employer shall have no obligation to offer a position to former employees.

**ARTICLE 18 - NURSE ORIENTATION PROGRAM**

**Section 1:**

The Employer trains new nurses and staff via on-the-job education and job shadowing. The purpose of the Nurse Orientation program will be to have trainers provide individualized assistance and attention to newly hired nurses and staff in order to facilitate their transition into the organization.

**Section 2:**

Nurse trainers will be selected by the Director of Nursing using such factors as clinical competency, communication and interpersonal skills.

**Section 3:**

Nurse trainers shall be paid a differential of two dollars (\$2.00) per hour for all hours spent training or \$16 for the day if exempt.

## ARTICLE 19 – GRIEVANCE PROCEDURE

### **Section 1: Scope:**

A. Except as otherwise provided in this Agreement, every grievance arising from the application or interpretation of this Agreement will be adjusted as stated in this Section. A grievance shall be defined as a dispute concerning the interpretation of specific provision of this Agreement.

B. A grievance which affects a substantial number of Nurses or is filed on behalf of the Association, and for which the Employer representatives designated in Step 1 lack authority to settle, may initially be presented at Step 2 by the Union's representative, provided that such grievance is filed within the time period set forth herein.

C. The Nurse shall first attempt to resolve the alleged grievance with the immediate supervisor. If unsuccessful, the Nurse shall proceed to Step 1.

D. Any grievance brought more than fifteen (15) working days after the alleged situation occurs or knowledge thereof of grievant shall be deemed void.

### **Section 2: Step 1–Procedure and Time Limits**

At Step 1, all grievances must be reduced to writing and must be made known no later than fifteen (15) working days after the grievance occurs or from when the grievant should have had reasonable knowledge thereof. Grievances must be submitted to the Vice President of Labor Relations, Chief Human Resources Officer or designee. Management will invite the union and grievant to a grievance meeting within (10) working days of the submission of the grievance to attempt to resolve the problem. If no resolution is forthcoming or the Union is unsatisfied with the proposed resolution, the Vice President of Labor Relations, Chief Human Resources Officer or designee shall issue a written response within (10) working days of the grievance meeting. In the event JNESO has any additional information that it would like to present before the written decision is issued, they shall do so within five (5) working days after the grievance meeting. In the event the union does submit additional information within five (5) working days, the Vice President of Labor Relations, Chief Human Resources Officer or designee's written response shall be due within (10) working days of that submission.

### **Section 3: Step 2-Mediation**

If the grievance is not resolved at Step 1, provided the parties agree, the grievance may be presented to a mutually chosen Federal Mediation and Conciliation Service mediator at a mutually scheduled grievance mediation session. Any grievance settlement, shall be in writing and signed at the grievance mediation session. Any settlement discussions held in the course of the grievance mediation process shall be considered confidential.

#### **Section 4: Step 3–Arbitration**

- A. If the grievance is not resolved at Step 2, and a contract violation is alleged, such grievance may be submitted to arbitration by the Employer or JNESO in accordance with Article 21.
- B. The Arbitrator shall not have any power to add to or subtract from or otherwise amend this Agreement.
- C. All time limits herein specified shall be deemed to be exclusive of Saturdays, Sundays and holidays. The time limits specified in this section shall be deemed to be substantive provisions and failure to comply with such time limits or any of them shall be a complete bar to any action by reason of such grievance. Failure on the part of the Employer to answer a grievance at any step shall not be deemed acquiescence thereto and the Union may proceed to the next step.

### **ARTICLE 20 – ARBITRATION**

#### **Section 1:**

A. In the event that a satisfactory settlement of a grievance is not reached through the Grievance Procedure provided for in this Agreement, the Union shall have ten (10) days exclusive of the weekends and holidays to submit the matter to arbitration.

B. Whenever under this Agreement either party shall have the right to arbitration, they shall indicate such desire to arbitrate by notice in writing to the other requesting arbitration. The arbitrator shall be selected in accordance with the rules of the Federal Mediation and Conciliation Service, the cost thereof to be borne equally between the Employer and JNESO, but each party shall bear its own cost of preparation, presentation, legal and other costs of the arbitration.

#### **Section 2:**

To be an issue which is arbitrable hereunder, the grievance must be a dispute, claim or complaint arising under and during the term of this Agreement and it must be a matter of the interpretation or application of some provision of this Agreement.

#### **Section 3:**

The decision of the arbitrator shall be limited only to questions presented under this Agreement, and the arbitrator shall have no authority to add to, subtract from, or modify this Agreement; nor shall the arbitrator substitute his/her discretion for the Employer discretion in cases where the Employer is given discretion under this Agreement; or to recommend an award in violation of any other provisions of this Agreement.

**Section 4:**

The said arbitrator's decision shall be final and binding.

**ARTICLE 21 – UNIFORMS**

Employees are required by the Employer to wear uniforms provided, at the employee's option including any shirts, sweater and jacket provided by the Employer, except that employees may wear scrubs to the worksite as appropriate. All clothing shall be worn during work hours in according to the Employer guidelines.

A. FOCHC employees will be provided three (3) lab coats within 3 to 6 months of contract ratification. This is a one time distribution for employees.

It is expected that employees treat uniforms with reasonable care. This includes laundering the uniform on a regular basis. The Employer will replace the uniform due to normal "wear and tear".

B. Upon hire all new employees will receive the same uniform allotment.

**ARTICLE 22 – DEDUCTION OF UNION DUES**

**Section 1:**

The Employer agrees to deduct from the salaries of Nurses their dues, when authorized in writing to do so by each Nurse who is a member thereof, so long as employed by the Employer.

**Section 2:**

The Employer shall not be required to make any deductions from payroll for dues under Section 1 until JNESO shall have submitted a copy of the dues authorization card (see Appendix A). JNESO will notify the Employer of the date to commence dues deductions.

**Section 3:**

The Employer will only deduct monthly the amount of dues shown on the written authorization signed by the Nurse during the time that such written authorization remains in effect. Such written authorization shall no longer be in effect when: a) The Employer shall have received a written revocation by the Nurse; or b) employment by the Nurse shall have been terminated by discharge, layoff, resignation or otherwise; or c) when the Nurse commences a leave of absence without pay; or d) the Nurse shall have resigned or is no longer a member of the Association. No Nurse shall make any claim against the Employer for any unpaid dues, deductions, nor for the deduction for dues erroneously made before or after the revocation of the authorization.

**Section 4:**

The Employer will make the payroll deduction following receipt of written authorization on the first payroll date of the month following receipt of such authorization, if received at least ten (10) days prior thereto, and if not so received, then the deduction will be made on the first payroll date of the following month. The monthly dues deducted will be forwarded by the Employer on or about the tenth (10th) workday following each payroll dues deduction date to the address indicated in writing by JNESO.

**Section 5:**

A. By the tenth (10<sup>th</sup>) of each month, the Employer shall provide to the Union a list of containing the following information relating to the immediately preceding month: a payroll run for bargaining unit members which shall contain the employee's names, status, gross earnings, hours/visits paid and the amount of Union dues deducted from payroll.

**Section 6:**

The Employer shall not be liable to any Nurse nor to JNESO for any loss of dues sustained by JNESO as a result of clerical mistakes or otherwise. JNESO does hereby indemnify and hold the Employer harmless against any claims, actions or liability arising out of the implementation of the check-off provisions contained in this Article. It is hereby agreed that JNESO waives any claims for unpaid dues if JNESO fails to notify the Employer of any discrepancies prior to three (3) succeeding month's deductions.

**Section 7:**

In the event of any violation of the No-Strike Clause of this Agreement by JNESO, the Employer shall have the right to suspend or terminate the check-off provisions contained in this Article, in addition to any other remedies of the Employer.

**ARTICLE 23 – UNION MAINTENANCE**

**Section 1:**

All Nurses who are members of JNESO on the signing of this Agreement shall continue to remain members in good standing as a condition of employment during the term of the Agreement.

**Section 2:**

All Nurses shall become members of the Union no later than the 31st day following their employment and shall thereafter maintain their membership in the Union in good standing as a condition of continued employment.

**Section 3:**

For the purpose of this Article, a Nurse shall be considered a member of the Union in good standing if he/she tenders his/her periodic dues and initiation fee uniformly required as a condition of membership.

**ARTICLE 24 – VACANT OR NEWLY CREATED POSITIONS**

**Section 1:**

All shift and status changes, transfers, vacancies, and newly created positions in the bargaining unit shall be posted seven (7) consecutive days, excluding weekends and holidays. Notice shall be posted in a conspicuous place on the Employer intranet site and in each health center and a copy of the notice shall be delivered by U.S. mail, e-mail or fax to the President of the Association and all local Union officers. The notice shall state the location, description and qualifications of the position.

**Section 2:**

In the event any Nurse wishes to submit an application for said position, said Nurse shall give the application to his/her Manager. The Manager shall acknowledge receipt of the application in writing and forward same to the Human Resources Department of the Employer.

**Section 3:**

If there are two (2) or more equally qualified applicants for a position, as determined by the Employer, preference shall be given (1) to an employee over a non-employee and (2) the most senior employee.

**Section 4:**

All applicants for a position shall be notified within five (5) working days after it has been filled.

**Section 5:**

In the event a registered nurse requests an increase or decrease in regularly scheduled hours, the following procedure will apply. If the supervisor feels that the request cannot be accommodated by that department at that specific location, no change will be made. If the supervisor feels that the request can be accommodated by that department at that specific location, the change will be posted for five (5) days prior to accommodating the registered nurse. The posting will include the specific details of the change and all registered nurses with the appropriate status in that department at that specific location may submit an application to the supervisor. The selection process will follow the same procedure as that of the vacant or newly created position.

## ARTICLE 25 – PART-TIME NURSES

### Section 1:

The parties to this Agreement recognize that the caseload at the various health centers fluctuates from time to time. In order to generally permit the assignment of full-time Nurses at particular health centers to regular shifts and at regular hours, the parties have agreed to the employment of part-time Nurses at any time and from time to time. One of the functions of these part-time Nurses will be to allow the Employer to have the flexibility to provide additional nursing services at various health centers. The Employer shall have the right to assign part-time nurses from one health center to another health center on an as needed basis. All part-time Nurses will be assigned to a particular work site.

### Section 2:

The part-time Nurse assigned to the day shift shall work a minimum of two (2) full days up to a maximum of four (4) full days per week. These days shall be permanently assigned work days. It is understood that extended hours Nurses will work 10-30 hours per week.

### Section 3:

Nurses who change their employment status from full-time to part-time will retain their present employment anniversary date for the purposes of the annual evaluation, incremental increase, and vacation benefits. (See Article 18, for seniority accrued).

### Section 4:

Part-time Nurses working at least one thousand (1,000) hours per year with two years of service and those whose employment status changes from full-time to part-time or vice versa and who work one thousand (1,000) hours that year shall be enrolled in the retirement program.

### Section 5:

Part-time Nurses will receive proration of all benefits, except health insurance, as set forth in this Contract unless otherwise provided in a specific Article.

### Section 6:

If Part-time Nurses who are assigned to work a particular weekend or weekends will be expected to report to the health center to which they are assigned on the Friday afternoon prior to the weekend to receive their weekend assignments and on the Monday morning following the weekend to file their reports.

**Section 7:**

Part-time Nurses will be reimbursed at the mileage rate established by the Internal Revenue Service adjusted at the time of IRS notice.

**Section 8:**

In the event a full-time Nurse applies for and is appointed to an open part-time Nurse position, the vacant position of the full-time Nurse will be evaluated and may be filled before said Nurse will be assigned to the part-time position, unless management makes an exception.

**Section 9:**

All part-time benefits as outlined are prorated based on actual hours worked.

**Section 10:**

In the event a full-time Nurse accepts a part-time position, she/he will be paid for any accumulated accrued vacation time greater than the annual accrual for the part-time position. Or the Nurse may retain the above time for a period not greater than three (3) months before being reimbursed.

**ARTICLE 26 – NON-DISCRIMINATION**

The Employer, JNESO and the Association agree to comply with applicable federal and state laws regarding discrimination on the basis of age, race, ethnic origin, religion, sex, sexual orientation, creed, color, or national origin, ancestry, marital status, handicap, or disability. In the event of any inconsistency between the seniority provision of this Agreement and state or federal laws pertaining to discrimination, compliance with such laws shall control.

**ARTICLE 27– WAIVER OF BARGAINING AND COMPLETE AGREEMENT**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.



## **ARTICLE 28 – SEVERABILITY**

Should any provision or provisions of this Agreement or any application thereof be or become unlawful by virtue of any federal

or state law, or for any other reason, such provision or application thereof shall be revised or considered null and void, as appropriate, so as to render it no longer unlawful, and this Agreement shall in all other aspects continue in full force and effect for the remainder of the term thereof.

## **ARTICLE 29 – ASSIGNABILITY**

During the period of this Agreement, it shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

## **ARTICLE 30 - LABOR-MANAGEMENT COMMITTEE**

### **Section 1:**

The Union and Employer agree to the creation of a Labor-Management Committee. There shall be three (3) representatives selected by the Union and three (3) representatives selected by the Employer. The JNESO Union Representative and Human Resources Representative shall act as co-chairs of the committee.

### **Section 2:**

The Committee shall meet bi-monthly. Upon request of either party, meetings on the alternating months will be scheduled. Employees, if working, shall be released with pay in order to attend meeting.

### **Section 3:**

This Committee shall function completely separate from and independent of all grievance procedures under this Agreement and these meetings shall not be considered negotiating sessions.

### **Section 4:**

The Union and Employer agree that Health and Safety, including PPE and Security, will be standing agenda items for the meetings.

**ARTICLE 31 – DURATION**

**Section 1:**

This Agreement shall become effective as of April 1, 2021 (except as set forth herein), and shall remain in effect until July 31, 2024. If no Agreement has been agreed upon by July 31, 2024, the parties mutually agree that the contract will be extended for forty-five (45) days until September 15, 2024.

**Section 2:**

Negotiations may be reopened if written notice of the intention to reopen such matter or matters is given not less than sixty (60) nor more than ninety (90) days prior to July 31, 2024 by either of the parties hereto.

IN WITNESS WHEREOF, the parties, by their duly authorized officers and representatives, have hereunto and to a duplicate original hereof, set their hands and seals as of this first day of August, 2021.

**Visiting Nurse Association of Central Jersey  
Community Health Center, Inc.**

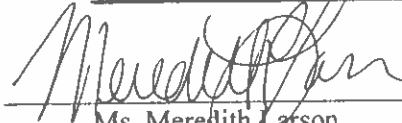


Ms. Bettyanne Rosa  
Chief Human Resource Officer

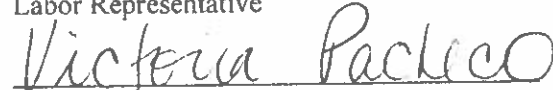


Mr. Gene Karlen  
Vice President of Labor & Employee Relations

**JNESO, District Council 1 IUOE**

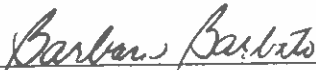


Ms. Meredith Larson  
Labor Representative



Ms. Victoria Pacheco  
Labor Representative

**Visiting Nurse Association of Central Jersey Staff Nurse Association**



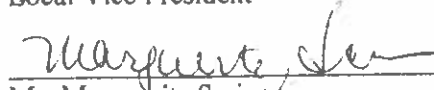
Ms. Barbara Barbato  
Local President



Ms. Dorothy Winsten



Ms. Josephine Sandberg  
Local Vice President



Ms. Marguerite Scriven



Ms. Rebecca Sorrentino

**SCHEDULE A  
RN WAGE SCALES**

VNAHG of NJ LLC. & VNACJ RN Rates					
STEP	Experience	1-Apr-2020	1-Apr-2021	1-Aug-2022	1-Aug-2023
1	0-5 years	\$33.96	\$34.98	\$36.03	\$37.11
2	6-10 years	\$35.55	\$36.62	\$37.71	\$38.85
3	11-15 years	\$37.15	\$38.26	\$39.41	\$40.59
4	16-20 years	\$38.74	\$39.90	\$41.10	\$42.33
5	21+ years	\$40.32	\$41.53	\$42.78	\$44.06
		1-Apr- 2020	1-Apr- 2021	1-Aug-2022	1-Aug-2023
	OFF SCALE	CIHR	CIHR *3%	CIHR *3%	CIHR *3%

\*Current Individual Hourly Rate (CIHR)

	4/1/2020	4/1/2021	8/1/2022	8/1/2023
<i>Per Diem</i>	<b>Current</b>			
<i>Weekday</i>	\$43.71	\$45.02	\$46.37	\$47.76

Increases were determined by the following:

**Section 1:**

Nurses will advance to the next step on the guide on 4/1/2021, 8/1/2022 and 8/1/2023.

**Section 2:**

The Employer will determine hiring in rates. In determining the hiring in rate for new employees hired, the Employer has the discretion to credit up to one hundred percent (100%) of the experience of the nurse up to a maximum of twenty (20) years' experience. In the event the position is a grant position, the CHC will identify the pay rate when applying for the grant in advance and will follow the guideline of minimum pay rate is step 1 of the RN and LPN scale.

**Section 3:**

Salaried Exempt Calculation = Annual Pay is determined by the Hourly Wage Scale multiplied by 2080

**Section 4:**

A one-time COVID-19 Care Bonus of \$5,000 will be paid to all full-time Nurses (RN and LPN) that actively saw COVID patients in person during 2020 and are active on the payroll as of 8/1/2021

**Section 5:**

A one-time COVID 19 Care bonus of \$300 will be paid to the Per Diem Nurse that actively saw COVID patients in person during 2020 and is active on payroll as of 8/1/2021

**SCHEDULE B  
LPN WAGE SCALES**

<b><u>Experience</u></b>	<b><u>4/1/2020</u></b>	<b><u>4/1/2021</u></b>	<b><u>8/1/2022</u></b>	<b><u>8/1/2023</u></b>
<b><u>0-10</u></b>	<b>\$25.47</b>	<b>\$26.23</b>	<b>\$27.02</b>	<b>\$27.83</b>
<b><u>11-20</u></b>	<b>\$28.12</b>	<b>\$28.96</b>	<b>\$29.83</b>	<b>\$30.73</b>
<b><u>21+</u></b>	<b>\$30.25</b>	<b>\$31.16</b>	<b>\$32.09</b>	<b>\$33.05</b>
<b><u>OFF SCALE</u></b>	<b>CIHR</b>	<b>CIHR *3%</b>	<b>CIHR *3%</b>	<b>CIHR *3%</b>

\*Current Individual Hourly Rate (CIHR)

<b><u>Per Diem</u></b>	<b><u>4/1/2020</u></b>	<b><u>4/1/2021</u></b>	<b><u>4/1/2022</u></b>	<b><u>4/1/2023</u></b>
<b><i>Per Hour</i></b>	<b>\$32.01</b>	<b>\$32.97</b>	<b>\$33.96</b>	<b>\$34.98</b>

**SCHEDULE C**

**STAFF LEVELS AND RECOGNITION PAY**

**Section 1:**

The salary rates listed in Schedules A and B are base hourly rates and do not include recognition pay or differentials.

**Staff Nurse:**

Staff Nurses are paid based on Schedule A from the date of hire.

**Nurse Clinician:**

Nurse Clinician. An additional \$1.25/hour

**Nurse practitioner/Clinical Specialist:**

Nurse practitioner/Clinical Specialist--nurse who meets the qualifications as defined by ANA or NAPNAP. An additional \$2.00/hour above his/her step on the guide.

**Section 2: Certifications**

Additional hourly recognition pay is given as follows:

- A.** National Certification from National Boards \$2.00  
ANCC  
Gerontological Nurse  
Pediatric  
Med-Surg  
Cardiac/Vascular  
Pain Management  
Certified Home Health Case Manager (FAZZI)  
Certified Breast Feeding Counselor (CBC)  
Certified Lactation Counselor (CLC)
- B.** RNCB (Rehabilitation Nursing Certification Board) **\$2.00**  
CRRN
- C.** Wound, Ostomy, Continance Nursing Certification Board (WOCNCB) **\$2.00**  
CWOCN  
CWON
- D.** National Alliance of Wound Care & Ostomy  
(WACN) **\$1.00**

WCC  
OMS

- E. Hospice Certifications **\$2.00**
  - Certified Hospice & Palliative Care Nurse (LPN **\$1.00**)
  - Certified Hospice & Palliative Care Administrator (CHPCA)
  - Certified in Perinatal Loss (CHPPN)
  - Certified Hospice & Palliative Pediatric Nurse
  - Certified Hospice Case Manager (FAZZI)

F. The Employer will pay Registered Nurses, so certified the hourly amount provided the area of certification relates directly to their current position. The Registered Nurse will be responsible for keeping her/his certification current in order to receive the recognition pay. Recognition Pay will begin on the date the certification is presented to Human Resources for processing; it will not be back dated to the date certification completed. It is the responsibility of the nurse to ensure certification is presented to Human Resources.

**Section 3: Degrees**

- A. Bachelor's degree related to Nurse's job, as determined by Agency **\$2.00**
- B. Master's degree related to Nurse's job, as determined by Agency **\$2.50**
- C. The Employer only pays additional hourly recognition pay for highest degree, BS or MS; pay is not cumulative.
- D. Shift Differential -
  - 1. Extended case hours: 3:30 p.m. to 11:00 p.m. – fifteen percent (15%) of same hourly rate;
  - 2. 11:00 p.m. to 7:00 a.m. - twenty percent (20%) of the employee's regular hourly rate for the time spent in the actual delivery of patient care.
- E. Regular weekend work (as defined in Article 2.5(a): In the event the Employer posts positions involving regularly scheduled weekend work (as referred to in Article 2.5(a), the Employer may, in its discretion, pay up to a fifteen percent (15%) differential for non-overtime hours worked on Saturday and Sunday.

**Appendix A**

**JNESO – DISTRICT COUNCIL 1, IUOE – AFL – CIO  
THE PROFESSIONAL HEALTH CARE UNION  
MEMBERSHIP/DUES DEDUCTION**

1225 LIVINGSTON AVE., NORTH BRUNSWICK, NJ 08902 1-800-292-0542  
E-MAIL: jnesonj@aol.com

PLEASE PRINT NAME	EMPLOYER'S NAME	
HOME ADDRESS	JOB TITLE	DATE OF BIRTH
CITY STATE ZIP	SOCIAL SECURITY NUMBER	
HOME PHONE NUMBER	DATE EMPLOYED	DATE APP. MADE

I authorize Payroll Deduction of dues as set by the union when payroll deductions available.

SIGNATURE	EMAIL
-----------	-------

**DUES ARE:** \$100.00 Initiation Fee for all new members – unless specifically waived by the Union  
1.50% of Gross pay  
5% of all dues collected are rebated by JNESO to the local

White – Employer Copy



Card – Union Copy

**Notice to all employees represented by JNESO District Council 1 IUOE / AFL-CIO subject to union security clauses**

As employees represented by JNESO District Council 1 IUOE / AFL-CIO and covered under a contract with a union security clause, you are required to pay dues and fees to the union. Individuals who are members, pay initiation fees and dues while non-members pay equivalent fees. This fee, which is authorized by law, is your fair share of sustaining your union's broad range of programs in support of you and your co-workers, but non-members may file objections to funding expenditures that are not germane to the collective bargaining process. Non-member who object to funding expenditures that are not germane to the collective bargaining process pay a proportional fee representing only the expenditures that are germane to the collective bargaining process.

The costs to the union of collective bargaining, contract administration, grievance adjustment, litigation related to these, and other activities reasonably related to the effectuation of the union's representation duties are known as "chargeable" expenditures which all employees must pay as a condition of employment. Funds expended on activities such as political activities, community service, lobbying, affiliation with non-related organizations and member only benefits are not germane to collective bargaining and are not "chargeable" to non-members who object to such expenditures. In recent years the percentage of JNESO District Council 1 IUOE / AFL-CIO expenditures that were not related to collective bargaining and representation was between four and five percent.

Employees who choose not to become members of the union divest themselves of the valuable rights of union membership. Non-members do not have the right to vote, nominate for office, hold office, or be a candidate for office in the union, nor may he/she participate in or even attend union meetings additionally, a non-member has no right to vote on dues increases or on contracts submitted to the membership for ratification. Finally, non-members are not eligible for certain union benefits, such as life insurance policies and legal services that are available only to union members.

Non-members who object to non-representational expenditures must notify the union in writing of their objection during the month of November or within thirty days of the date they resign their membership or become employed or for current employees or members within ten days of receipt of this notice. The written objection must specify the employee's name, address, social security number, current wage rate, and employer. Non-members who submit timely valid objections shall have their fees reduced commencing the first of the month following their objection to the representational percentage based on the previous years percentage of representational expenditures.

A non-member objector who disagrees with the union's calculation of the union's chargeable and nonchargeable expenditures will, if a timely written request is made, be provided detailed information concerning the breakdown between chargeable and nonchargeable expenditures.

DATE CARD RECEIVED \_\_\_\_\_ DATE CARD ENTERED \_\_\_\_\_  
ENTERED BY \_\_\_\_\_ NOTE \_\_\_\_\_



## Appendix B

Visiting Nurse Association Health Group

### HUMAN RESOURCES POLICY

POLICY NAME: New Jersey Paid Sick Leave	
RESPONSIBLE DEPARTMENT: Human Resources	REVIEW SCHEDULE: Annual
EFFECTIVE DATE: 1/1/19	REVISION DATE: 1/1/19
POLICY APPLICABLE TO: All Full-Time, Part-Time and Per Diem Certified Home Health Aides working in New Jersey are eligible. All other Per Diems are not eligible. For employees covered by a collective bargaining agreement in effect on October 29, 2018, this policy shall not apply until the expiration of your collective bargaining agreement.	
Human Resources Policy # NJ 210	

**PURPOSE:** The purpose of this policy is compliance with the New Jersey Earned Sick Leave Law.

**POLICY:** VNAHG offers employees paid time off through a combination of sick leave, vacation, and personal time, which are referred to collectively as VNAHG's PTO programs. Through the combination of VNAHG's PTO programs, employees will have available accrued sick leave that is equal to or greater than the rate of 1 paid sick leave hour for every 30 hours worked as stated in the New Jersey Paid Sick Leave Law. Maximum accrual of PTO is described in VNAHG's sick leave, vacation, and personal time policies.

Eligible Employees may use any PTO program, or any combination of these PTO programs, in the event of a need to take sick leave under the NJ Earned Sick Leave Law.

Sick leave may be taken for the following purposes:

- Time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee.
- Caring for a family member who needs time for diagnosis, care, or treatment of, or recovery from, a mental or physical illness, injury or other adverse health condition, or for preventive medical care.
- Time needed as a result of an employee or a family member being a victim of domestic or sexual violence.
- Time needed because there is a closure of the workplace, or of a school or childcare facility by order of a public official because of a public health concern.
- Time needed because of a determination that the presence in the community of the employee or family member in need of care by the employee, would jeopardize the health of others.
- Time needed to attend a school-related conference, meeting, function, or other event requested or required by a school responsible for the education of the employee's child.
- Time needed to attend a meeting regarding care provided to the child of an employee in connection with the child's health conditions or disability.

Family members under this policy are a: child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner); grandchild; sibling; spouse; domestic partner, civil union partner; parent; grandparent; spouse, domestic partner or civil union partner of an employee's parent or grandparent; sibling of an employee's spouse, domestic partner, or civil union partner; any other individual related by blood to the employee; any individual whose close association with the employee is the equivalent of a family relationship.

Employees may take a maximum of 40 hours of paid sick leave per benefit year. The benefit year is the period starting January 1 and ending on December 31.

Unless otherwise required by any of VNAHG's other PTO programs, paid sick leave will not be paid at the time of separation (whether voluntary or involuntary separation), and any accrued and unused paid sick leave will be forfeited.

**PROCEDURE:**

All employees are required to inform their immediate Supervisor/Manager when using paid sick leave and report it on the timecard as appropriate and timely. When providing notice that he or she is using paid sick leave, the employee shall not disclose the underlying medical condition necessitating paid sick leave.

Paid sick leave may only be taken in increments of hours.

Foreseeable absences: VNAHG require advance notice, not to exceed seven calendar days, of the intention to use paid sick leave and the expected duration. Employees are requested to make a reasonable effort to schedule the use of foreseeable paid sick leave in a manner that does not unduly disrupt VNAHG's operations.

Unforeseeable absences: VNAHG requires employees to give notice of the intention to use the leave as soon as practicable.

Absences of three days or more: If an employee is absent for at least three consecutive days designated as sick leave, VNAHG may require documentation that confirms that the employee used sick leave for a covered purpose. Documentation will be provided to Human Resources when requested.

Special Rules For: New Year's Day (January 1), President's Day, Good Friday, Easter, Easter Monday, Memorial Day, Independence Day (July 4), Labor Day, Columbus Day, Thanksgiving, the Day After Thanksgiving, Christmas Eve (December 24) and Christmas Day (December 25), and New Year's Eve (December 31).

It is critical that VNA provide continuity of medical services to our patients during holidays, and not unduly disrupt business operations during this time. Consequently, when the need for taking earned sick leave is foreseeable, the employee may not use earned sick leave on the following dates: New Year's Day (January 1), President's Day, Good Friday, Easter, Easter Monday, Memorial Day, Independence Day (July 4), Labor Day, Columbus Day, Thanksgiving, the Day After Thanksgiving, Christmas Eve (December 24) and Christmas Day (December 25), and New Year's Eve (December 31).

When an employee uses earned sick leave that is not foreseeable during New Year's Day (January 1), President's Day, Good Friday, Easter, Easter Monday, Memorial Day, Independence Day (July 4), Labor Day, Columbus Day, Thanksgiving, the Day After Thanksgiving, Christmas Eve (December 24) and Christmas Day (December 25), and New Year's Eve (December 31) the employee must provide documentation signed by a healthcare professional and/or appropriate professional that the leave was taken for a purpose permitted by the New Jersey Earned Sick Leave Law, which are described above and must be submitted to Human Resources to be eligible to use Sick Leave.

**Questions**

Employees are encouraged to ask questions regarding this policy to their Manager and/or Human Resources without fear of reprisal.

**Employees Covered Under a Collective Bargaining Agreement**

For employees covered by a collective bargaining agreement in effect on October 29, 2018, this policy shall not apply until the expiration of your collective bargaining agreement.

**POLICY DEFINITIONS:**

**Benefit Year-** The period beginning on January 1 and ending on December 31.

**Eligible Employee –** All Full-Time, Part-Time and Per Diem Certified Home Health Aides working in New Jersey are eligible

**REFERENCES:**

New Jersey Paid Sick Leave Law.

## NOTES

**MEMBERS RIGHTS  
FROM  
JNESO BY-LAWS**

**SECTION 2. MEMBERS IN GOOD STANDING OF THE LOCAL UNION SHALL HAVE THE FOLLOWING RIGHTS:**

- A. TO NOMINATE CANDIDATES;**
- B. TO VOTE IN ELECTIONS;**
- C. TO MAKE AND VOTE ON RESOLUTIONS;**
- D. TO MEET AND ASSEMBLE FREELY WITH OTHER MEMBERS;**
- E. TO EXPRESS THEIR VIEWS, ARGUMENTS AND/OR OPINIONS PROPERLY AT AN APPROPRIATE BUSINESS MEETING SUBJECT TO THESE BYLAWS AND ESTABLISHED REASONABLE RULES;**
- F. TO INFORMATION CONCERNING THE CONDUCT OF LOCAL BUSINESS**

**PROTECT YOUR RIGHTS – EXERCISE THEM**

**MEMBERSHIP: 1-800-292-0542**

**JNESO WEBSITE**

**[www.JNESO.org](http://www.JNESO.org)**