

National Addendum

AMERICAN RED CROSS AND INTERNATIONAL BROTHERHOOD OF TEAMSTERS

~~October 1, 2021 – September 30, 2024~~

October 1, 2024 – September 30, 2028

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PREAMBLE

The parties hereto enter into this collective bargaining agreement for the purpose of maintaining harmonious labor conditions and establishing methods for a fair and peaceful resolution of disputes that may arise between the parties. The parties recognize and agree that a harmonious relationship depends on mutual respect and a shared commitment to the public good by ensuring that blood products are collected and processed in a safe manner, through a healthy and safe work environment and by having qualified staff. All parties hereto pledge to cooperate with each other in good faith in the enforcement of the terms and conditions of this National Teamsters Addendum (hereafter “National Teamsters Addendum” (“NTA”) or “Teamsters Agreement”).

ARTICLE 1. PARTIES TO THE AGREEMENT

Section 1. Employer Covered

The Employer signatory to this National Teamsters Addendum and associated Local Agreements, addenda and/or riders is the American National Red Cross. The American National Red Cross is a single national non-profit corporation and a federally chartered instrumentality of the United States, able to conduct its business and affairs, and otherwise hold itself out, as the ‘American Red Cross’ in any jurisdiction. The chapters or other local or regional offices of the corporation are local units of the corporation, for which the corporation prescribes all policies and regulations, and which are not legal entities separate from the corporation. As such, the American National Red Cross has the authority to negotiate and execute contracts on behalf of any such chapters or regional offices.

Section 2. Unions, Operations and Employees Covered

- A. The "Union" consists of any “Local Union” which may become a party to this National Teamsters Addendum and any Supplemental Agreement as hereinafter set forth. Such Local Unions are hereinafter collectively referred to as “Local Unions.” In addition to such Local Unions, the International Brotherhood of Teamsters (IBT) is also a party to this Agreement and the agreements supplemental hereto.
- B. The Employer recognizes each Local Union as the sole and exclusive collective bargaining agent with respect to rates of pay, hours and other terms and conditions of employment for its own respective bargaining unit employees in certified or recognized units referenced in Appendix A hereto.
- C. A list of all the Local Unions covered by this National Teamsters Addendum is described in Appendix A to the National Teamsters Addendum, which will be updated by the parties by mutual written agreement as additional operations or employees become covered by this National Teamsters Addendum.

ARTICLE 2. SCOPE OF THE AGREEMENT

The National Teamsters Addendum covers specific terms and conditions of employment negotiated by the parties and is intended to supplement Local Agreements. The **terms of the** National Teamsters Addendum shall supersede and replace any conflicting or inconsistent terms and conditions **of its respective Local Agreements (and the Parties agree to use their best efforts to identify exactly where such superseding or replacement has effect and communicate this prior to ratification to avoid conflict and confusion).** **The failure of a Party to engage in such communication pre-ratification shall not constitute a waiver of the Party's ability to raise such issue as a later time.** ~~of Local Agreements identified prior to the ratification of both the National Teamsters Addendum and Local Agreement.~~ Any post-ratification disputes ~~regarding errors and/or omissions~~ will be handled through the National Grievance process.

ARTICLE 3. EQUAL OPPORTUNITY EMPLOYER

The Employer and the Union agree not to discriminate against any individual with respect to any term or condition of employment nor limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities because of such individual's race, color, religion, sex, national origin, disability, veterans status, sexual preference or orientation, gender identity, genetic information (consistent with the Genetic Information Nondiscrimination Act (GINA)), age, and any other legally protected group or class. Nothing in this National Teamsters Addendum shall be interpreted to deny any employee his/her ability to raise statutory discrimination claims through applicable court or administrative proceedings.

ARTICLE 4. EMPLOYMENT CATEGORIES

Section 1.

- A. The Red Cross shall standardize all bargaining unit job classifications (to include updating job descriptions).
- B. Prior to implementing or posting any new job classifications or positions, the Red Cross shall provide the Teamsters Partnership Committee (TPC) with notice in accordance with Article 21.
- C. The Parties agree to explore the creation of a Per Diem Program to augment the workforce and create better work/life balance for employees.

Section 2. Employees shall fall into the following four categories:

- A. Regular Full-Time: American Red Cross employees who are normally scheduled to work 40 or more hours in a work week (or 80 hours in a two-week period) and are not a temporary employee. This includes those employees who are regularly scheduled to work 35 or more hours per week and are members of bargaining units where this was considered to be full time employment at the time of the ratification of this National Teamsters Addendum.
- B. Regular Part-Time: American Red Cross employees who are normally scheduled to work less than 40 hours in a work week (or less than 80 hours in a two-week period) and are not a temporary

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employee. This includes those employees who work less than 35 hours where full-time is considered as 35 or more hours per week. This category also includes employees who work on an as-needed basis without a defined schedule. Hours worked by employees without defined work schedules will be reviewed every six months for prolonged periods of inactivity.

- C. Temporary Full-Time: American Red Cross employees who are hired and normally scheduled to work 40 or more hours in a work week (or 80 hours in a two-week period) to supplement the workforce on a temporary basis. Employment assignments are limited up to six months. Once a temporary American Red Cross employee exceeds 180 calendar days of employment, he/she will automatically become a member of the bargaining unit.
- D. Temporary Part-Time: American Red Cross employees who are hired and normally scheduled to work less than 40 hours in a work week (or less than 80 hours in a two-week period) to supplement the workforce on a temporary basis. This category also includes employees who are hired to temporarily supplement the workforce and work on an as-needed basis without a defined schedule. Employment assignments are limited up to six months. Once a temporary American Red Cross employee exceeds 180 days of employment, he/she will automatically become a member of the bargaining unit.

Section 3. Medical Benefit Eligibility by Employment Classification

- A. Regular Full-Time: eligible for full-time medical benefits when they work 30 or more hours per week
- B. Regular Part-Time: eligible for part-time medical benefits when they work from 20-29 hours per week. Any part-time employees who work fewer than 20 hours/week are not eligible for benefits (medical and otherwise)
- C. Temporary Full-Time: not eligible for medical benefits
- D. Temporary Part-Time: not eligible for medical benefits

ARTICLE 5. LABOR MANAGEMENT PARTNERSHIP

Section 1. The continuing viability and sustainability of the Red Cross is critical to donors, contributors, the public, employees and the entire Red Cross family. This sustainability is advanced through a true partnership between labor and management. Collaboration empowers all stakeholders. As such, the parties establish this Red Cross Labor Management Partnership (hereinafter “LMP”) to effectuate a lasting and effective labor management partnership.

Section 2. Key objectives of the LMP shall be to:

- A. Assist in achieving and maintaining industry leading performance and competitiveness;
- B. Make Red Cross an employer of choice in every location;
- C. Expand the number of Red Cross donors and sponsors;
- D. Provide Red Cross employees with employment and income security;

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- E. Obtain employee feedback; and,
- F. Maintain a collaborative labor management environment.

Section 3. Process and Structure of LMP

- A. The parties will maintain a Teamsters Partnership Committee (TPC) consisting of Red Cross executive level staff who have decision making capability and IBT leadership. The IBT will appoint up to five (5) Divisional Representatives and the parties shall designate their respective co-chairs. The TPC will meet as often as necessary, at least once per quarter, to discuss strategic issues of the Partnership and implement, review and oversee initiatives at all levels.

The powers of the TPC do not supersede the legally mandated obligations of the parties such as the duty to bargain over mandatory subjects, the duty of the unions of the IBT to represent the interests of their members as well as Red Cross' management rights. In that regard, the parties recognize that the TPC and the partnership process is not a forum to negotiate mandatory subjects of bargaining or make changes to the collective bargaining agreement.

- B. **LMP Access to Information**
The parties will cooperate and share information with each other. If appropriate, the Union may be required to execute a nondisclosure agreement. Any provided documentation will be at no cost to the unions of the IBT.
- C. **Consultants**
The parties may jointly request the assistance of the Federal Mediation and Conciliation Service (FMCS) to assist the Partnership formation and implementation process and to continue with such assistance until such time as the majority of TPC members agree that these services are no longer required.
- D. **Partnerships at Other Organizational Levels**
The TPC may create joint partnership subcommittees to engage in the implementation of joint partnership action plans and initiatives. All joint committees created by the TPC will consist of an equal number of members from the respective Union(s) and Red Cross.
- E. **Existing Labor-Management Cooperation Arrangements**
Existing arrangements shall be permitted to continue and where possible be enhanced by TPC partnering efforts.

Section 4. Support and Tools for Partnership

Red Cross agrees to provide the following to the unions in order to enable them to engage in the work of furthering the LMP:

- A. **Access to Premises** – The union's leaders and staff shall not be unreasonably denied access to Red Cross facilities.
- B. **Orientation** – When new employees are hired, they shall be given an orientation packet provided by the Union, and all new employees shall be introduced to Union leadership at the worksite during that orientation. Union leadership shall be given the opportunity to address new hires during this orientation for a reasonable amount of time to be determined by the parties at the local level; and the Employer shall provide a private office or conference room to hold the meeting, if available.

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- C. Unit Membership Lists – On the first workday of every month, the Employer shall transmit to the respective Local Union a current list of all bargaining unit employees, including their name, cell phone number, home address, email, shift information, payroll dues deduction status, date of hire, job title/classification, rate of pay, hours worked, date of entry into current job classification, worksite location and DOB to the union via electronic means, to the extent such information is available.
- D. Upon thirty (30) days written notice from the Union, the Employer will provide up to one (1) additional payroll deduction slot to be used by the unions of the IBT for partnership support from bargaining unit members or for other designated purposes. Red Cross shall remit said support to the IBT on a monthly basis with transmittal summaries.

Section 5. Employer Neutrality and Majority Verification Procedure

- A. Red Cross and the Union recognize that it is important: for employees to have a voice at work; to acknowledge and respect the fundamental rights of workers to decide whether to be represented by a Union and engage in collective bargaining in an environment free of intimidation, threats or coercion; and to acknowledge and respect the role of Unions in representing the interests of employees who have chosen to designate the Union as their exclusive representatives for purposes of collective negotiations. The parties believe that collective bargaining is a vehicle that provides respect to workers; and, understand that voice, collaboration, and partnership are consistent with the mission of the American Red Cross. Further, the Parties recognize that non-union employees within Red Cross have the right to express their desire to be represented by a Union and that the International Brotherhood of Teamsters (IBT) desire to represent these employees.
- B. The Employer shall remain neutral regarding the question of Union representation of any of its unorganized non-managerial, non-supervisory and non-confidential employees. The Parties agree that the question of whether employees should or should not be represented by the Union is an individual decision which employees should answer free of intimidation, threats or coercion from anyone. The Employer agrees that it shall direct its officers, managers, supervisors and agents that they shall not comment or communicate, directly or indirectly, to the contrary. Likewise, the Employer shall not provide assistance to any individual or group who may wish to pursue an anti-union campaign nor shall the Employer engage or otherwise employ a consultant or agent whose charge is to design and/or implement a campaign to dissuade employees from selecting the Union as their collective bargaining representative. For purposes of this Section, the Parties also understand that the employees in the subject bargaining unit shall not be considered “agents” of either party absent proof of agency in connection to the specific conduct at issue.
- C. The Parties shall not threaten, intimidate, discriminate against, retaliate against, or take any adverse action against any employee based on his or her decision to support or oppose Union representation.
- D. The Parties shall issue a mutually agreed-upon Employer statement to be provided to employees who have questions about this Section. This statement shall be distributed in every reasonable manner possible, including, but not limited to: posting on bulletin boards, distribution through the Employer’s internal mail system, and distribution through the Employer’s e-mail system.
- E. When a Local Union seeks to organize non-represented Red Cross employees under this Article, the IBT shall provide Red Cross with a written Notification of Interest, which shall state the job classifications and location of the employees that the Union seeks to represent and which Local Union seeks representation. Upon receipt of such notice, the Business Agent/Senior Official of the Union,

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the Red Cross manager in charge of the facility, and the Director of Labor Relations shall promptly meet to discuss protocols regarding introductory meetings, employee communications, and access restrictions (which shall limit organizing access under this Section to the sole purpose of communications with Red Cross employees), with the understanding and agreement that there will be no interference with the conduct of Red Cross' business, with donors and sponsors, or with the performance of work by the employees during working hours or in working areas.

- F. Within three (3) business days of written notice from the Local Union of the start of a unionization effort by a Local Union, the Employer shall organize a meeting of its managerial and supervisory personnel to which representatives of the designated Union shall be invited. Union representatives will be given sufficient time to explain the provisions and operation of the LMP Article to the assembled personnel. The Union shall conduct an organizing campaign that is focused on the benefits of unionization and collective voice for the workers and the Red Cross, and shall not engage in communications that are defamatory towards the Red Cross, its managers, supervisors, employees, donors, or sponsors.
- G. The Parties shall provide each other with at least twenty-four (24) hours advance notice of any press announcement concerning the LMP agreement and the Employer neutrality obligation and shall ensure that such press announcement is consistent with the terms of this Section.
- H. The Parties may, from time to time, issue joint communications or announcements. Nothing in this Article shall be construed to limit either party's ability to engage in their own communications so long as such communications are consistent with the terms set forth in this Section.
- I. Once the IBT has submitted a Notification of Interest under this Article, and the majority verification procedure described herein is utilized, the Employer will provide to the designated Union (upon its request) lists of employees eligible for representation and those excluded due to their status as managerial, supervisory, or confidential personnel. The lists of eligible employees shall contain the following information: the employee's name, job title/department, home address, home telephone number and mobile telephone number, to the extent available. Lists of excluded personnel shall state the reason why the employee has been excluded.
- J. The Employer agrees to grant Union representatives reasonable access to its Red Cross-owned or controlled workplace facilities (excluding mobile sites) during business hours. The Employer will inform its employees that discussion of the question of unionization is permitted at work, as long as it does not interfere with or disrupt normal work activities and does not occur in front of sponsors and donors. If the Employer is asked about the permissibility of having discussion about unionization in the workplace, the Employer shall respond consistent with parameters set forth herein. The Employer shall grant representatives of the Union reasonable access to employees at each of its locations.

Union representatives shall not be denied reasonable access to non-work break areas or similar spaces. Union representatives shall be given reasonable access to work space and sites during non-work time provided no donors are present. The Employer shall not conduct surveillance of Union representatives. Union representatives shall not unreasonably be denied access to exterior employee areas and parking lots. Union representatives shall be given reasonable access to all entrances to Employer facilities for the purpose of distributing literature to employees and communicating with them.

- K. The designated Union may request recognition as the exclusive bargaining representative for any appropriate unit of employees in which the Union claims majority status. The IBT shall retain the

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right to request recognition for its designated Union at any location and facility where Red Cross employees remain unrepresented, subject to the above restrictions. The Employer agrees to voluntarily recognize the designated Union upon a showing of majority status in any appropriate unit described by the IBT in its written notice. Proof of majority status shall be based on a private secret ballot election arranged and conducted by the Arbitrator. Any election will be held at the respective Red Cross facility following published notice to the employees of at least 14 days and shall be conducted on date(s) and time(s) that will maximize employee opportunity to vote. The Union and Red Cross may each designate a witness to be present during the entire voting period. The Arbitrator shall establish and oversee the rules of the election and shall certify to the parties the results of the election. The Arbitrator shall be jointly selected from among the arbitrators designated pursuant to Section P below and compensated by the parties. The decisions of the Arbitrator will be final and binding upon the parties.

- L. The parties shall attempt to agree upon an appropriate bargaining unit with regard to each election held pursuant to this Article for purposes of collective bargaining. Any issue including disputes over an appropriate unit that cannot be resolved shall be decided by the arbitrator and such decision shall be final and binding.
- M. In the event the IBT designated Local Union is recognized as the bargaining representative of the Employer's employees, the Union and the Employer agree to immediately enter into good-faith negotiations for the purpose of reaching a mutually acceptable collective bargaining agreement which it is anticipated by the Parties to include the National Teamsters Addendum.
- N. The first collective bargaining agreement applicable to any new bargaining unit will be determined as follows:
 - 1. The Employer and the Union shall meet within fourteen (14) days following recognition to begin negotiations for a first collective bargaining agreement.
 - 2. If, after one hundred twenty (120) days following the commencement of negotiations, the Union and the Employer are unable to reach agreement for such collective bargaining agreement, they shall submit those matters that remain in dispute to the Rapid Response Team consisting of two appointees designated each by Red Cross and the IBT, which shall use their best efforts to assist the parties in reaching a collective bargaining agreement. If, after thirty (30) days following such submission to the Rapid Response Team of outstanding matters, the Union and the Employer remain unable to reach a collective bargaining agreement, ~~at the discretion of the Union,~~ the matter may be submitted by the Local Union **and/or Employer** to conventional binding interest arbitration in accordance with procedures set forth below. Either party may request a good faith extension of these periods **and will not be reasonably denied.** ~~If the Union chooses to invoke interest arbitration, t~~ **The** interest arbitrator shall consider existing terms and conditions of employment at the location at issue in reaching the decision and shall take into account the terms of the National Teamsters Addendum in any award on the issues.
 - 3. ~~If~~ **Once** interest arbitration is invoked, it shall be a conventional arbitration proceeding. The interest arbitrator shall be authorized to evaluate the proposals of the Employer and the Union on an issue-by-issue basis and fashion a remedy that attempts to accommodate and reconcile the interests of the Parties. The interest arbitrator shall be authorized to add to, detract from, or modify the final offers submitted by the Parties. The decision shall be in writing and shall be rendered within thirty (30) days after the close of the interest arbitration hearing record. Costs of interest arbitration shall be split by the Red Cross and the IBT designated Union.

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4. Throughout the proceedings described above concerning the negotiations of a first collective bargaining agreement and any interest arbitration that may be engaged in relative thereto, the Union agrees that there shall be no strikes, leafleting or organizational picketing at any Red Cross/sponsor/donor facility (including informational and area standards picketing) in support of any of its organizing activities or bargaining demands, but employees may distribute flyers in the non-work areas of Red Cross' facilities that are aimed at informing other employees about forming a union. The Employer likewise agrees not to resort to a lockout or partial lockout of employees to support its bargaining position. ~~In those circumstances where a Union has chosen not to invoke interest arbitration, the provisions of this paragraph, number 4, shall expire after one hundred twenty (120) days from inception of negotiations.~~
- O. The Employer and the Union shall each designate a top level representative to discuss complaints about alleged violations or any alleged violation of this Section 5. If, whenever the majority verification process is utilized or during the period leading up to such utilization, one party believes another party has violated these standards, the affected party should contact the other party's representative by phone or email. The Parties should have a direct conversation within twenty-four (24) hours to try to resolve the issue. Where the Parties agree that a violation has occurred, and it is possible to correct the problem, the party responsible for the violation will make a good faith effort to correct the problem immediately.
- P. There shall be a list of agreed-upon permanent arbitrators designated to resolve disputes that arise pursuant to this Section.
- Q. The above list of arbitrators and the manner set forth for their selection shall also be utilized for first contract interest arbitration.
- R. The Parties agree that any disputes regarding the interpretation or application of this National Teamsters Addendum shall be submitted to arbitration before the arbitrator selected herein on an expedited basis. Any hearing (which may be telephonic) before the arbitrator shall be scheduled within three (3) business days of the filing of the dispute with the arbitrator. The timelines set forth herein may be waived with the agreement of the Parties. An arbitrator's ability to comply with the timelines set forth herein shall be determinative of the choice of arbitrator from among those listed herein for any particular hearing. The parties further agree that the arbitrator shall have the right to determine the nature of the hearing to be held under the circumstances, including whether written evidentiary submissions are sufficient. The arbitrator shall have the authority to enter an award (including by bench decision) for full remedial relief, as well as the authority to order the non-complaining party to comply with this National Teamsters Addendum. The arbitrator shall also have the authority to issue any interim relief, such as temporary restraining orders or preliminary injunctions, prior to a hearing. The Parties agree that the decision of the arbitrator shall be final and binding. If a party fails to comply with a ruling, enforcement may be sought in United States District Court, and the Parties consent to the entry of any order of the arbitrator as the order or judgment of that court.
- S. The Employer shall instruct its management and supervisory personnel on the terms of this Section 5. The Local Union shall instruct their representative on the terms of this Section 5.
- T. **Neither the Union nor the** ~~The~~ Employer shall ~~neither~~ file, nor support a third party filing, a representation petition with the National Labor Relations Board or any other Labor Board. The Employer **and the Union** will not seek, or require **either party** ~~the Union~~ to seek, a National Labor Relations Board representation election. The Employer waives its right to insist on a National Labor Relations Board election and certification prior to recognizing the Union if the arbitrator certifies that

a majority of the employees in the designated unit desire the Union to be their exclusive bargaining representative.

ARTICLE 6. HOURS OF WORK

Section 1. The standard workweek will be a Saturday to Friday pay period, unless prohibited by state law. Staff will be paid bi-weekly on a Friday, with a seven (7) day pay lag.

Section 2. Nothing in this National Teamsters Addendum shall be construed as a guarantee of hours of work per day, per week, or per pay period. Nothing in this Agreement shall limit the Employer from requiring longer hours of work as long as the overtime requirements set forth in Article 13 are met. The Employer agrees to grandfather guaranteed minimum hours existing in current Local Agreements.

Section 3. The Employer commits to evaluating hours worked and identifying problem areas with systemic issues. The Employer will share the results with the TPC to validate and prioritize the areas with the most significant concerns. The Employer will perform in-depth reviews in the prioritized regions, including assessments of bookings, staffing, contractual language, seniority, scheduling, market conditions and any other factors influencing the shortfall. Based on the outcome of the reviews, recommendations will be developed to be presented to the Local Union.

Section 4. The Employer shall have the right to maintain, institute and change shifts, workweeks and pay periods, so as to obtain the production it desires. This includes the right to establish, maintain or discontinue shifts.

Section 5. Saturday or Sunday work may be required of all employees, and will be scheduled according to Local Agreements.

ARTICLE 7. REST BREAKS AND MEAL PERIODS

Section 1. Rest Breaks

A. Employees shall be provided a fifteen (15) minute rest break during the first four (4) hours of their shift. The employee's first break shall be given no sooner than one and one half (1 ½) hours after the start of the shift. For Collections staff, the employee's first break shall be given no sooner than one and one half (1 ½) hours after the start of the drive. For blood drives scheduled with 4.5 hours of donor processing time or less, the employee's first break shall be given no sooner than the completion of drive setup. A second fifteen (15) minute rest break shall be given during the second four (4) hours of the employee's shift.

- (1) With the supervisor's approval, Collections Staff may elect to take their first rest break within one and one half (1 ½) hours after the start of their shift; however, staff will not be required to do so.
- (2) Should business needs require an alternate approach, the Local Union and management may mutually agree to an alternate break policy.

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- B. Rest breaks may not be combined and must be taken separately unless mutually agreed to by the supervisor and employee unless prohibited by law.
- C. The supervisor shall schedule breaks recognizing both the importance of breaks and the necessity to service the needs of the public in an efficient and timely fashion.
- D. An additional fifteen (15) minute rest break shall be provided for each successive two (2) hours after eight (8) hours of work.
- E. Additional rest breaks may be provided to employees if required by state law.

Section 2. Meal Periods

- A. Each employee who is scheduled to work six (6) hours or more inclusive of (compensated) travel time shall be provided a thirty (30) minute unpaid meal period. The thirty (30) minute meal period shall be at or around the midpoint of the employees' work shift, if practicable.
- B. The meal period may be combined with one break with supervisor approval unless prohibited by law.
- C. Additional meal time may be provided to employees if required by state law.
- D. Within ninety (90) days following ratification, staff in the Charge role at blood drives and in fixed sites, that are the only Charge on site will not have the 30-minute meal period deducted from their timecard. They are expected to remain on site during the entire drive/shift time and handle operational issues that may arise while they are taking their meal break. For blood drives and fixed site operations where there is a Team Supervisor or another Charge available, it is expected that the Charge will take their unpaid thirty (30) minute meal break.
- E. **Extreme Extraordinary Circumstances**
Where Local management and the Local Union agree on a process for handling extreme extraordinary circumstances impacting the meal and break process, they should be aware of the following process as an example:
 - 1. At the beginning of the drive Supervisors/Team Leads will discuss if such Extreme Extraordinary Circumstances arise would anyone Volunteer not to take the 30-minute Meal Period. A list will be created to honor Meal Breaks that absolutely must be given in this situation, so staff decisions feel honored.
 - 2. If a 30-minute Meal Period is not given because of the Extreme Extraordinary Circumstances, it will be replaced with a paid 15 minute break in lieu of the Meal Period not given that day, unless prohibited by law.
 - 3. Each drive that warrants an Extreme Extraordinary Circumstances must be approved by Collection Management at which time they will email this information to Union and RDSE within 24 hours, so it can be reviewed by both parties monthly.

Section 3. Documentation

- A. For Collections, the Employer shall use and retain Drive Management Records to ensure that all rest breaks and meal periods are provided in accordance with this Article.

Section 4. TPC Oversight

- A. The parties agree to have the TPC review the meal break and rest periods processes on an annualized basis.

ARTICLE 8. STAFFING

Section 1. The Red Cross and the IBT mutually agree to maximize the efficient use of staff and to provide adequate staffing levels in order to:

- Provide quality and safe care to donors;
- Ensure the health and safety of employees;
- Promote the retention and recruitment of qualified employees; and
- Ensure the safety of the blood supply and full compliance with all regulatory guidelines.

Section 2. No bargaining unit employee shall perform any regulated function unless he or she has successfully completed associated training. Additionally, to ensure the safety of staff and donors, if collection technicians trained as Charges or Power Red operators, and for **CTIs/CTHs (and former MUAs)** cross-trained in phlebotomy or health history, have not performed associated tasks (health history, Whole Blood phlebotomy, Power Red Collections or drive supervisor) within the past six (6) months, then the Red Cross will conduct a periodic evaluation and shall provide refresher training as required. The Periodic Evaluation referenced above will be expanded to include all functions above and implemented within six (6) months of ratification. Red Cross will continue to perform Annual Competency Assessments (ACA) on all Collections staff annually. Periodic Evaluations conducted under this section shall only be used to ensure that the employee can successfully perform the associated task(s). An employee will not be disciplined for an unsuccessful Periodic Evaluation; however, Performance Management processes will be utilized if an employee cannot successfully complete retraining.

Section 3. Bargaining unit work, as defined in Local Agreements will normally be performed by members of the bargaining unit, except that such work may be performed by supervisors when:

- a. Required for the training, retraining or coaching of bargaining unit employees;
- b. To provide bargaining unit personnel their breaks and lunches;
- c. As necessary for supervisors to remain current with regulatory requirements;
- d. To ensure proper donor customer service and maintain an orderly flow of production; or
- e. Due to unforeseen circumstances, donor surges, or in cases of emergency.

Section 4. Kitting, Warehouse, Manufacturing, IRL, HLA and Hospital Services

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- A. Manufacturing, IRL and Hospital Services staffing levels will be determined as follows:
1. The Employer shall employ sufficient staff to efficiently and safely process, prepare and deliver collected blood products in a timely manner.
 2. The Employer shall be entitled to cross-train and utilize any employee within Manufacturing and Hospital Services to perform blood processing, preparation and distribution tasks for which they have successfully completed training.
 3. The Employer and the Local Union will negotiate any appropriate base wage increase related to the additional duties discussed in this Section.
 4. In operations with multiple unions, the local unions and local management team will meet to establish a local cross training process.
 5. Cross-training will be between the following work groups:
 - a. Warehouse and Kitting
 - b. ~~Hospital Services~~ **Distribution** and Manufacturing
 - c. Manufacturing and IRL and HLA

Section 5. Collections and Clinical Services

- A. Collections and Clinical Services staffing levels will be determined as follows:
1. All collection sites/blood drives or other collections of blood products or delivery of clinical services (therapeutic apheresis, Dendreon or similar clinical services) will be staffed based on the anticipated presenting donors, including prescheduled donors (online or other) and walk-ins, as well as the hours of operation for the site/drive/service. If, at any point before or during the drive, management determines that the drive is understaffed, then Red Cross will make every effort to send additional bargaining unit staff to assist with the drive and be paid in accordance with the Appendix B premiums. All staff will be scheduled pursuant to local agreements and practices.
 2. The current version of the Drive Management S.O.P., located in e-Binder, identifies that Collections is responsible for and has the authority to ensure a successful drive. Charges must follow the Drive Management process to assist with addressing issues such as donor flow, end of drive management and communication with other departments.
 3. During daily regional drive review, the local leadership team will endeavor to add extra employees to drives that have factors including but not limited to New Hires, OJI, no volunteers, etc.
 4. The Red Cross and Local Unions, in their regular scheduled Labor Management Meetings (LMM), shall jointly assess Production Planning decision-making (e.g., staffing, new hires, etc.). The LMM shall discuss, each meeting, issues regarding adequate staffing to efficiently and safely collect blood products based on the hours of operation and anticipated presenting donors, including prescheduled donors (online or other) and walk-ins, 3 staff mobiles, OJI schedules,

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new hires' schedules for the first 30-days, and how to provide clinical services. The staffing matrix shall define the minimum number of staff per job function needed at each drive.

5. Shift trading shall be defined as a voluntary exchange of shifts by equally qualified employees within the employee's classification. All shift trade requests must be approved by APS or their designee. Any local agreement or practice currently in effect shall continue to be honored. Upon the implementation of BSF, the Company and the Union agree to meet and discuss the effects of the implementations on the trade process.
6. The Red Cross will schedule staff in sufficient numbers to allow staff to take break and lunch period(s) pursuant to Article 7 Rest Breaks and Meal Period. It is understood that the Employer's schedule cannot take into account non-scheduled employee absences, unexpected donor turnout or other unforeseen circumstances.
7. Registered Nurses or LPNs will be scheduled for blood collection operations, regardless of anticipated collection size, as required by federal, state law or regulation, and consistent with Sections 5, A4 and A6 above.
8. Registration, donor qualification (health history assessments and vital signs), phlebotomies, disengagements and post collection donor care, or post collection blood processing may be performed by those employees who have successfully completed training to perform any one of these functions or combination of such functions.
9. Employees designated to perform the Charge function shall be counted as .5 FTE for purposes of the staffing matrix. Such employee is allowed to perform any blood collection tasks for which they are trained. Supervisors shall not be included in the staffing matrix and will not perform bargaining unit work except as noted in Section 5(A) 6 above.
10. Employees with work restrictions may be assigned, at the Red Cross' discretion, to a blood drive or other blood collection site. Employees with restrictions shall not be included in the staffing matrix if they are unable to perform health history, phlebotomy, disengagement, post collection donor care, or post collection blood processing. Should the employee with restrictions be able to perform three or more of these functions, they will be considered staff under the staffing matrix.
11. In an effort to reduce injuries and improve drive start and end times, the Employer acknowledges that the unloading, setting up and breaking down of drives may take more than forty-five (45) minutes to safely perform each task. Therefore, while every effort will be made to adhere to a 45/45/45 schedule, in circumstances where there are issues, including, but not limited to site suitability concerns; an insufficient number of staff to perform the unloading, setting up and breaking down of equipment; etc., then the appropriate amount of time (which may exceed forty-five (45) minutes) to execute those tasks shall be scheduled prior to the date of drive using the Role Time Detail Exception Process. Bargaining unit employees shall have access and the ability to complete this form. If these events occur during the drive, then ARC will make every effort to send additional staff to assist and be paid in accordance with Appendix B premiums. All staff will be scheduled pursuant to local agreements and practices. Red Cross will ensure appropriate staff are trained on the process to request exceptions to the standard load/unload, setup and breakdown time.
 - a. Collections staff may be required to assist with set up and tear down of the blood drive. Although it is the primary duty of the driver to load and unload the vehicle, current Collections staff may need to assist in the loading and unloading of equipment where there

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is an insufficient number of drivers available and to the extent necessary. To ensure staff safety, all employees, including management, will abide by the proper load and unload protocols established by the American Red Cross titled: Safe Lifting: The Fundamentals of Ergonomics; and 45/45/45 Blood Drive Setup Process.

- b. Collections staff may not be able to assist in situations where there are physical, worksite, and equipment limitations. At sites where the Employer has identified additional obstacles, the Red Cross may assign additional staff to assist in, or may extend the time for the standard load/unload, set up and break down procedures.
- c. Current Collections staff may be required to drive non-DOT Employer vehicles. Staff who drive non-DOT vehicles must successfully complete all associated driver and safety training programs within six (6) months of ratification.
- d. Collections staff hired prior to January 1, 2016, may volunteer to train for DOT training and drive DOT Employer vehicles once licensure is received.
- e. Consistent with the timeframes in Section H below, Red Cross may require new Collections hires to be trained on DOT and drive both non-DOT and DOT Red Cross vehicles. The Red Cross shall have it clearly state such duties as a job requirement in the vacancy announcement and position description advertised on RedCross.org.
- f. Each location will have a designated amount of Collection Tech II CDL positions. Collections staff who volunteer to attain a commercial driver's license (CDL) at the employee's expense, will be placed into one of those positions if open, and be scheduled to drive Employer vehicles that require a CDL. At multi-union locations, this could result in the bargaining unit employee being reassigned to a different exclusive representative.
- g. Collections Staff who are designated as Drivers for the Region shall receive a driver premium. A driver premium ~~of \$0.75/hr.~~ shall be provided to Collections Staff who drive to or from a blood drive, and the premium shall apply to all hours an employee works on that day. **See Appendix B.** This premium shall be paid in addition to any other differentials and skill based premiums outlined in Art. 13, Appendix B. ~~MUAs or~~ MUAs who have completed cross training into a CTII position are not eligible for the driver premium and shall receive the appropriate base wage increase negotiated between the Employer and Local Union. CDL drivers are not eligible for the driver premium.
- h. ARC shall designate the number of Collections Staff Drivers based on need. Once determined, the positions shall be filled first by volunteers using seniority order. If, however, there is an insufficient number of volunteers to fill the designated slots, ARC shall attempt to fill the slots with new hires. If there is an insufficient number of new hires, then bargaining unit employees shall be selected in reverse order of seniority. As new hires complete cross-training for driving, then they will replace current employees with a date of hire prior to January 1, 2016, who were previously required to drive. Individuals who volunteered to drive, may continue to drive under this process.
- i. In multi-union locations, Collections Technicians trained to drive will not be scheduled as Drivers unless there is a shortage.

Section 6. **Collection Technicians I and II formerly titled** Mobile Unit Assistants (MUA), Collection Material Coordinator, Supply Clerk and Loader/Packers (or equivalent job titles)

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- A. **CTI's (former MUA)** Mobile Unit Assistants (~~MUA~~), Collection Material Coordinator, Supply Clerk and Loader/Packers (or equivalent job titles) staffing levels will be determined as follows:
1. **MUA-CTI**s will be scheduled for blood drives according to the staffing matrix based on the anticipated presenting donors for the blood drive.
 2. **MUA-CTI**s, Collection Material Coordinators, Supply Clerks and Packer/Loaders (or their equivalent titles) may be assisted by other Collections staff in the staging of equipment, setting up and tearing down of the blood drive and in processing blood units collected. Although it is the primary duty of the driver to load and unload the vehicle, current Collections staff may need to assist in the loading and unloading of equipment where there is an insufficient number of drivers available and to the extent necessary. Current Collections staff may not be able to assist in situations where there are physical, worksite, and equipment limitations.
 3. An ~~MUA~~ **CTI** (or equivalent job titles) may be cross-trained, to perform blood collection functions such as, but not limited to, health history, phlebotomy, disengagement, donor care, blood processing.
 4. Should an ~~MUA~~ **CTI**, Collection Material Coordinator, Supply Clerk, Loader/Packer have work restrictions that preclude them from being able to load or unload a truck, such employee will not be assigned as part of blood Collections staff.
 5. In cases where sites have additional obstacles, the Red Cross may assign additional staff to assist in, or may extend the time for, the set up and break down. The following are examples of obstacles included, but are not limited to:
 - a. where there are greater than five (5) steps to entry;
 - b. walking distances of ¼ mile or greater to set up;
 - c. relocation of a site during the drive (this would only extend time and not require additional staff).
 6. The Employer and Local Union will negotiate any appropriate base wage increase related to the additional duties discussed in this Section.

Section 7. MUA Cross-training (**historical information MUAs are not CTI and CTII**)

- A. As MUA cross-training is initiated at each location, the training program will be offered first to those MUAs who volunteer for such training with the most senior being trained first and proceeding down the volunteer list by seniority. Once all MUAs who volunteered for training have completed training, the next phase of cross-training will be mandatory and will be done in inverse seniority order. Once an MUA has successfully completed training, the MUA will be converted to the Collection Tech II job classification and will receive a one-time lump sum bonus of one hundred dollars (\$100). The Employer and Local Union will negotiate any appropriate base wage increase as follows:
- (1) Upon completion of the MUA cross-training, the MUAs shall receive the greater of the following two alternatives: a) MUAs move to the CTII rate; or, b) MUAs receive a 3% base wage rate increase, as calculated in the Red Cross' initial proposal to the locals for the new wage rate. For option (b), the 3% would be paid as follows:

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Option (b) further clarified -- For MUAs without CDLs who successfully cross-train into CTII roles, the Red Cross would provide a wage increase which is equal to 3% of the average base wage rate for all MUAs under that contract (without CDLs); and, for MUAs with CDLs, the Red Cross would provide a wage increase which is equal to 6% of the average base wage rate for all MUAs under that contract (with CDLs). So for example, if the average base wage rate for all MUAs without CDLs in a given contract is \$15/hour, the increase for all MUAs without CDLs under that contract -- upon successfully completing the cross-training -- would be \$0.45/hour.

- B. Should an MUA elect not to participate in cross-training or should an MUA not be able to successfully complete the cross-training program, those individuals will be retained in the MUA classification until the completion of the cross-training at their location. During this period of time, the MUA will be given priority consideration for other vacant positions within Red Cross (including Humanitarian) that they may be qualified to perform with appropriate training. MUAs who have not secured another position within Red Cross may have their MUA position eliminated. If an MUA has their position eliminated, they shall receive severance pay under terms of the severance policy then in effect.
- C. Effective January 2016, MUA cross training launched, and the Red Cross began hiring Collection Tech IIs who can drive.
- D. The Red Cross retains its right to launch MUA cross-training in multi-union locations.
- E. Multi-Union Cross Training
 - (1) Due to the unique circumstances presented at multi-union locations, current MUAs (Drivers) will cross train and will convert to the job title of Collection Technician I (CTI) (local agreements will be changed to reflect the change in job title). Collection Technician I will be required to train in either Phlebotomy or Health History, but not both. CTI will still be required to train in the other tasks associated with venipuncture (VP) training (including, but not limited to disengagement, post-collection donor care and post-collection blood processing). A current MUA may volunteer to fully cross train in all tasks if they choose to, but will not be required to do so. If full cross training is completed, the MUA will move to the Collections Technician job description. Pursuant to Section 5 above, current collections staff who volunteer to drive will all convert to the job title of Collection Technician II (CTII) (local agreements will be changed to reflect the change in job title).
 - (2) If the number of collections staff in the CTII position that are newly hired or have volunteered to drive does not meet the business needs in any particular area, employees will be selected based on reverse order of seniority.
 - (3) New hires will be solicited and hired based on their primary job function and placed in the appropriate existing bargaining unit and classification. For example, if the primary need is for a Driver, then a CTI will be hired; if the primary need is for collection of blood, then a CTII will be hired. There is no intent by ARC to lessen the size of either bargaining unit, and every effort will be made to maintain the integrity of each affected union's bargaining unit in relation to this cross-training agreement. Total CTI and CTII staff numbers are based on collection goals for that specific geography.
 - (4) ARC will provide the Local Unions with copies of MUA and Collections Technicians job vacancy announcements and position descriptions in the region within ninety (90) days from the

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execution date of this Agreement. The Local Union will have an opportunity to provide comments and/or discuss the descriptions to the extent required by law.

- (5) CTI's, upon the completion of cross training, will receive negotiated increases consistent with the Global Settlement Agreement.
- (6) The Parties agree that should significant problems occur during implementation of this initiative, ARC and the Local Unions affected will meet for an immediate resolution.

Section 8. Volunteers

- A. The Red Cross may utilize trained volunteers to perform non-regulated tasks and the regulated tasks of donor qualification, as set forth below:
 1. Volunteers will be permitted to perform certain defined responsibilities where the volunteer has received all of the necessary and verifiable training, so as not to negatively impact the SQuIPP of blood products, which shall be identical to the training provided to bargaining unit employees.
 2. Volunteers will not be used to replace laid off bargaining unit employees or to displace or reduce employees scheduled to work. There shall be no layoffs of bargaining unit employees or diminution of wages and working conditions as a result of utilizing volunteers.
 3. Volunteers will identify themselves as volunteers.
 4. In the event the donor qualification process becomes automated and the Red Cross creates a role for volunteers, the Red Cross must provide sufficient advance notice and on-going briefings of all aspects of the plan to the IBT, the affected bargaining unit(s) and the LMM. Nothing in this Article shall constitute a waiver of the union's right to bargain over the effects of using volunteers.

Section 9. The Employer will comply with all applicable local, state, and federal staffing laws and regulations.

ARTICLE 9. STAFF SCHEDULING

Section 1. The Red Cross will regularly publish Collections staff schedules for at least three (3) future work weeks unless a Local Agreement provides for more advance notice. Prior to releasing the 3rd week's schedule, Collections management and Union Representative(s) or his/her designee(s) will be provided a one-day review period, offering suggested changes to APS before the final schedule is published.

Section 2. The parties agree to continue their collaboration on scheduling, and to negotiate on a national basis the above issues needing to be negotiated prior to any implementation. This negotiation will not constitute a reopener of this National Teamsters Addendum, but the resulting agreement would be added as a supplement to the National Teamsters Addendum when and if it is completed. Until such time, all current scheduling practices, except for those negotiated in this Agreement, shall continue as allowed under the existing Local Agreements, past practices, etc.

Section 3. Notwithstanding the above, the Red Cross agrees to the following:

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- A. Provisions for guaranteed hours of work or pay per week in Local Agreements shall continue to be in effect.
- B. The Red Cross will make its best efforts to ensure that a minimum of ten (10) hours has elapsed since the employee's last compensable work for the Red Cross, and the start of the employee's next shift. In the event the employee is required to work within this ten (10) hour turnaround time, the employee will receive \$50. However, in lieu of the penalty pay, the employee may request to arrive late to their next assignment in order to have a full ten (10) hours between shifts. This request shall not be unreasonably denied. If the time between shifts is nine (9) hours or less, the request to arrive late shall not be denied. The employee shall provide appropriate notification per the regional policy no later than the clock out time of the previous shift. Once Red Cross systems are established to track the number of turnaround time violations, the number of requests of employees to arrive late to shifts and the number of times the mandatory late arrivals occurred, such information shall be reported on a quarterly basis to the TPC. **This paragraph does not apply to multiple assignments within a single shift.**
- C. ~~The Employer will make its best effort to avoid extending both fixed sites and mobile drives beyond the staff's scheduled end time.~~ Where an employee's schedule is changed the day of, management will endeavor to work with the employee to address any personal schedule conflicts (such as childcare, doctor appointments, etc.). If the same day schedule change is in excess of 1.5 hours, earlier or later than the original schedule, then the employee may refuse hours outside of this 1.5-hour window without discipline or attendance infraction. However, any hours refused by the employee shall count against any guaranteed hours calculation in the contract.
- (1) **The Employer will make its best effort to avoid extending both fixed sites and mobile drives beyond the staff's scheduled end time.** For mobiles and whole blood only collections permanent sites (exclusive of integrated and Apheresis fixed sites), if any donors are still in the belt line more than forty-five (45) minutes beyond the scheduled end time, then the employees on that drive shall receive \$25 in extra pay. The Late End pay is triggered when the Phlebotomy End Time exceeds forty-five (45) minutes after the scheduled end time. For mobile drives, the "belt line" shall be defined as follows, for the purpose of triggering the payment of the Late-End Drive penalty. The end of the belt line shall be the time at which the last donor's Phlebotomy End Time is recorded (as reflected by the actual timestamp), plus 15 minutes. For example, if a drive is scheduled for 10:00am to 4:00pm, and the Phlebotomy End Time is 4:46pm, then the penalty will be paid to those staff still on the drive after 5:00pm. If, on the same drive, the last donor's Phlebotomy End Time VPN is 4:40pm, then no penalty will be paid. Any employee who is required to remain on the drive regardless of whether he or she is directly assisting a donor or working on another assignment which causes the employee to remain on the drive (include handling a donor reaction) more than one hour beyond the scheduled end of the drive, as defined herein, shall receive the late drive penalty pay.
- (2) For Fixed Sites, a late end will occur if the Phlebotomy End Time (as reflected by the actual time stamp) exceeds the Last Appt End Target. Below is the logic supporting the late end definition:-
- a. Identify the last appointment slot at each drive by procedure type
 1. Apheresis
 2. Double Red
 3. Whole Blood
 4. AB Plasma

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- b. Add the appropriate duration minutes per procedure to arrive at expected Appt end time-
 1. Apheresis = 180
 2. Double Red = 75
 3. Whole Blood = 45
 4. AB Plasma = 80
 - c. Select the latest end time from step 2 as Last Appt End Target Time
 - d. Identify the last phlebotomy/bag & tube scan (donor disconnect) at the drive
 - e. Compare the time stamps between step 3 and 4
 - f. If the phlebotomy end/disconnect time is greater than Last Appt End Target, the drive ended late
- (3) As it relates to fixed sites, if either party identifies late end drives as a recurring issue at a fixed site, the Red Cross agrees to meet with the local union within ten (10) business days to discuss the issue and potential solutions, including extending the late end drive penalty to fixed site locations in accordance with this Article.
- D. During normal business operations the following procedures shall apply. For mobile drives, if, within the last fifteen (15) minutes, all appointment slots are filled, no walk-in donors will be accepted. If, within the last fifteen (15) minutes, there are open appointment slots, walk-in donors will be accepted.
- For fixed sites, the same principle would apply as long as an appointment slot for the same procedure is available. Only a five (5) minute grace period shall be provided to donors who arrive late to an appointment scheduled within the last fifteen (15) minutes of the drive.
- E. The Red Cross shall notify the IBT and all Local unions of the start and projected end dates of any "appeal" for blood or any "urgent need" that it announces to the public.
- F. All mobile drives scheduled as two (2) staff drives, wherein staff work six (6) hours or more inclusive of compensated travel will have a 60 minute scheduled shut down with no appointments or walk-ins. Employees shall take their 30 minute uninterrupted lunch period during the one (1) hour shut down.
- G. With the implementation of BSF, for mobile drives, the last scheduled time for a whole blood donor will be 15 minutes prior to the end of the drive hours. For example, if a mobile drive is from 12:00 noon to 6:00 pm, the last whole blood donor appointment slot will be 5:45pm.

ARTICLE 10. UNIFORMS

Section 1. Collections employees will be provided scrub uniforms according to the Collections Staff Scrub program. The program allows employees to purchase uniforms through an ARC designated vendor, with an annual uniform allowance. The Red Cross vendor shall be required to offer all sizes. If the selected vendor does not provide the size an employee needs, Staff may request to utilize a different vendor that can

provide the size needed, in the required color. Such requests shall not be unreasonably denied by management and will be eligible for use of the allowance.

Section 2. Full-time staff and part-time Collections staff who work more than 20 hours a week will receive \$110.00 per year credit (approx. 4 sets of scrubs) and employees who work less than 20 hours per week will receive \$58.00 per year credit (approx. 2 sets of scrubs) annual uniform allowance. **Effective January 1, 2025, full-time staff and part-time Collections staff who work more than 20 hours a week will receive \$141.00 per year credit (approx. 5 sets of scrubs) and employees who work less than 20 hours per week will receive \$87.00 per year credit (approx. 3 sets of scrubs) annual uniform allowance.** Credit amounts can be applied to any applicable shipping fees and taxes.

~~Prior to the implementation of any RFP process for uniforms, the Red Cross shall review the process with the TPC. The TPC may provide feedback and/or input on uniform options that the Red Cross shall consider.~~

~~Effective July 1, 2022, full-time staff and part-time Collections staff who work more than 20 hours a week will be provided with an annual Uniform Allowance that will provide the purchase of five (5) sets of scrubs, plus shipping, of the quality that Red Cross deems represents the image that Red Cross wishes its employees to present to the general public (e.g., \$25 per uniform x 5 = \$125). Employees who work less than 20 hours per week will receive an allowance that will provide for the purchase of three (3) sets of scrubs, plus shipping. From the above-mentioned Uniform Allowance, employees will have the opportunity to purchase other qualifying scrubs from the selected vendor.~~

Section 3. Collections employees must comply with the previously authorized colors of red (Sangria) tops and black pants. Uniforms will not be branded, and employees are to wear name tags with logos during work hours.

Section 4. Collections employees may purchase additional garments from an ARC designated vendor at their own expense.

Section 5. Collections employees may purchase at their own expense and wear a lab coat from an ARC designated vendor. Lab coats will not be considered personal protective equipment (PPE).

Section 6. All other Red Cross bargaining unit employees will continue to follow the uniform guidelines in their Local Agreements.

ARTICLE 11. DONOR RECRUITMENT ACCOUNT MANAGERS

Section 1. Account Manager Incentive. ~~Account Manager provisions shall be bargained locally.~~ **All Donor Recruitment Account Managers will participate in the Red Cross National Donor Recruitment Incentive Program.** Prior to making changes to the design of an Incentive Program that are not de minimis, the Employer shall notify the TPC and local union, and the local union may request effects bargaining over the impact of such changes. ~~provide the local union with an opportunity to bargain such design changes prior to implementation.~~

Section 2. It is not the intent of the Employer to set unattainable goals or to penalize the Employee for circumstances or events outside of their control. The Employer commits to reviewing such situations and determining appropriate course of action.

Section 3. Bargaining unit work, as defined in Local Agreements, shall be performed by members of the bargaining unit.

Section 4. Each employee is responsible for documenting and submitting travel expense reimbursement requests using the Concur system consistent with Red Cross policy. The Red Cross will use reasonable efforts to reimburse employees as soon as practicable following submission of an expense reimbursement request through Concur but in no event later than thirty (30) days after the expense reimbursement request is submitted.

ARTICLE 12. COMPENSATION

Section 1. Wage Increases.

Bargaining unit employees covered by this National Teamsters Addendum shall receive a ~~three percent (3.00%)~~ four percent (4%) across the board (ATB) raise, to be implemented the first full pay period after September 30, 2024. In the event the agreement is ratified on a date that administratively prohibits the ATB increase to be implemented in the first fully pay period after September 30, 2024, the Red Cross shall have three pay periods post ratification to implement the ATB increase. ~~to be effective the third full pay period following the ratification of this National Teamsters Addendum. The Red Cross shall pay a retroactive pay bonus at a rate of 3% of gross hourly wages earned (excluding premiums, shift differentials, incentives, bonuses or other earnings not hours based) from September 30, 2021, through the third full pay period following ratification of this agreement. Retroactive payments will not be made to terminated employees.~~

Section 2. Bargaining unit employees covered by this National Teamsters Addendum with seven (7) or more years of continuous service as of September 30, 2024 shall receive a two percent (2%) increase across the board (ATB) in addition to the four percent (4%) increase referenced in Section 1 above. These ATB increases shall be implemented with the ATB increases in Section 1 above.

Section 2-3. Bargaining unit employees covered by this National Teamsters Addendum shall receive a ~~three percent (3%)~~ four percent (4%) across the board (ATB) raise effective the first full pay period after September 30, ~~2022~~ 2025; and, ~~another~~ three percent (3.0%) across the board (ATB) raise effective the first full pay period after September 30, ~~2023~~ 2026; and, three percent (3%) across the board (ATB) raise effective the first full pay period after September 30, 2027.

Section 3 4. All start rates shall increase two percent (2%) effective the first full pay period after September 30, 2024, and each year thereafter. All other base wage rate increases not addressed herein (~~including but not limited to new classification salary, salary ranges, market driven increases~~) shall be addressed at the local level by and between the respective Local Union and the Employer.

Section 4-5. The Red Cross regularly conducts ~~will conduct~~ compensation studies to assess market rates in its regions. The Red Cross shall have the right to implement increases in the minimum rates of job classifications to address market conditions, provided existing employees in that job classification who are below the new minimum rate will be raised to the new minimum rate. The Red Cross will create a compression pool to be distributed to active employees in the same job classification and such distribution will be negotiated with the local union. This does not waive the local union's right to request a wage study be completed in a certain area. ~~Local unions may also meet and confer with~~

~~local management to discuss the need for a specific local compensation study. Unresolved issues may be escalated to the TPC for discussion and review. The study will follow existing Red Cross practices to market price the jobs leveraging Red Cross existing salary surveys. The results of the compensation study will be reviewed with the local union(s) and shall also be provided to the local union(s)'s representative on the TPC, who may make recommendations to the local union(s). This does not waive the Local Union's right to bargain any recommended changes.~~

Section 5.6. Notwithstanding salary caps or maximums contained in the Local Agreements, each member of the bargaining unit shall receive all raises as described above.

ARTICLE 13. OVERTIME AND PREMIUM PAY

Section 1. Overtime at the rate of one and one-half (1 1/2) times an employee's regular straight time hourly rate of pay shall be paid for all work over forty (40) hours in one (1) week.

Section 2. The Employer shall have the right to determine when overtime shall be worked. The Employer shall also have the right to require the performance of such work. In the event overtime is needed, the scheduling of said overtime will be according to Local Agreements.

Section 3. In no event shall overtime or premium pay be pyramided or duplicated.

Section 4. Premiums and On-Call pay for term of the National Teamsters Addendum are specified in Appendix B, Premium Pay Rates.

~~Section 5. Other Pay Premiums~~

~~A. The Employer agrees to calculate the cost of said premiums over the 6-month period of January 1, 2015, through June 30, 2015, and determine the financial impact of absorbing into the employees' hourly base rate the 6-month cost of the premiums and will choose one of the following options:~~

~~1. All premiums not outlined above that are paid to current employees on full-time and occasional basis shall be absorbed into their hourly rate based on the previous six (6) month average pay for each hour worked or not worked but paid. This shall be applied to employees including, but not limited to bus drivers, CDLs, those receiving a Donor Center differential, drivers and those who are regularly scheduled to work weekends; or~~

~~2. Negotiate a different yet mutually acceptable reinvestment proposal with the IBT.~~

~~If the parties cannot reach a different mutually acceptable reinvestment proposal, the premium related pay provisions in Local Agreements will be identified in Appendix B and will continue for Employees hired before ratification. Employees hired after ratification will not be eligible for any Local pay premiums.~~

~~B. The status quo shall be maintained until one of the options in Section 6A above has been selected.~~

~~C. The Employer will also evaluate the cost of absorbing into hourly base rates any Saturday and Sunday 1.5x and 2x premiums earned by Employees with a regular schedule that includes Saturday and/or Sunday. If the Employer and IBT cannot reach a mutually acceptable reinvestment proposal, the Employer will grandfather these current employees with these premiums and the weekend shift differentials in Appendix B will not apply.~~

ARTICLE 14. HOLIDAYS

Section 1. Core Holidays

- A. Eligible employees receive six (6) Core Holidays each year observed on the following dates:
- New Year's Day (January 1)
 - Memorial Day (Last Monday in May)
 - Independence Day (July 4)
 - Labor Day (First Monday in September)
 - Thanksgiving Day (4th Thursday in November)
 - Christmas Day (December 25)
- B. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on Monday.

Section 2. Holiday Pay

- A. Employees who work a regularly scheduled forty (40) hour standard work week receive eight (8) hours of holiday pay. Employees whose regularly scheduled standard work week is less than forty (40) hours receive pro-rated holiday pay based on their standard work hours. For example, an employee, who is regularly scheduled to work a twenty (20) hour workweek, receives four (4) hours of holiday pay and an employee, who is regularly scheduled to work a thirty (30) hour work week, receives six (6) hours of holiday pay. In consideration of Collections' scheduling practices, full time Collections employees will receive eight (8) hours of holiday pay regardless of their location's standard work week. Bargaining Unit employees who are permanently assigned 4 ten-hour day schedules (e.g., Apheresis sites) shall receive ten (10) hours of holiday pay. **for Core Holidays identified in Section 1 above. This also applies when their schedule may be temporarily modified to accommodate training schedules.**

Bargaining Unit employees who are permanently assigned 3 twelve-hour day schedules (e.g., Baylor schedule) shall receive twelve (12) hours of holiday pay for Core Holidays identified in Section 1 above. This also applies when their schedule may be temporarily modified to accommodate training schedules.

- B. Temporary employees and employees regularly scheduled to work less than twenty (20) hours per week are not eligible for holiday pay. Employees on unpaid leave are not eligible for holiday pay.
- C. Holiday pay is not counted as hours worked for purposes of calculating overtime and is not paid out at termination of employment, unless required by state law.
- D. If an employee is not scheduled to work on a holiday, the employee will receive pay for the holiday at the regular straight-time rate of pay.

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- E. If an employee is scheduled to work on a holiday, the employee will receive holiday pay at the regular straight-time rate of pay plus additional pay for all hours worked at one and one-half times (1 ½) the regular rate of pay for hours worked on ~~either~~ **both** the actual calendar holiday ~~or~~ **and** on the observed holiday.
- F. ~~If an employee works both the observed and actual calendar holiday, the employee receives one and one-half times (1 ½) the regular rate of pay for hours worked on the observed holiday and will receive only the straight time rate of pay for any hours worked on the actual calendar holiday.~~
- GF.** When a holiday falls during an employee’s scheduled paid time off (PTO), in order to receive holiday pay, the employee is required to work the last scheduled day before and the first scheduled day after the holiday.
- HG.** If a core holiday falls during an employee’s scheduled PTO and the employee receives holiday pay, the employee’s PTO balance will not be charged for the holiday.

Section 3. Floating Holidays

- A. Employees will receive five (5) floating holidays each year. The proration of hours for holiday pay for Core Holidays will apply to floating holidays.
- B. **Through June 30, 2025,** PTO eligible employees will receive three (3) floating holidays on January 1 for use by June 30, and two (2) floating holidays on July 1 for use by December 31 (starting in 2022). **Effective July 1, 2025, PTO eligible employees will receive two (2) floating holidays on July 1st, and three (3) floating holidays on January 1st, for use by June 30th.**
- C. Employees, who are on an unpaid leave of absence on the grant date, will receive a holiday grant depending upon when the employee returns. If the employee returns during the months of January – March or July – September, he will receive a full bi-annual grant. If an employee returns during the months of April – June or October – December, the employee will receive half of the bi-annual grant.
- D. Floating holidays must be used within the period granted and will expire after June 30th and December 31st, respectively. **Effective July 1, 2025, floating holidays will expire after June 30th each year.** Unused days do not carry over to the next grant period. The Red Cross will endeavor through the time off request process as managed by AP&S and Management, to apply available floating holiday time prior applying accrued and unused PTO time, upon employee request. **The five (5) floating holidays are recognized as being in acknowledgment of Martin Luther King Jr. Day, President’s Day, Juneteenth, Indigenous People’s Day and Veteran’s Day. The Red Cross will make its best effort to approve floating holiday time-off requests in respect to these five (5) days each year and in compliance with any state laws.**
- E. Floating holidays are paid at the employee’s regular rate of pay, may be used in one-hour increments and are required to be scheduled and approved in advance. For Collections Employees, floating holidays may be used to supplement regularly scheduled weekly hours not to exceed forty-hours in one week.
- F. Employees cannot receive both floating holiday pay and regular pay for the same day.
- G. Floating holidays are not paid out at termination of employment, unless required by state law.

Section 4. Staffing

Staffing for core holidays shall be based on Local Agreements.

ARTICLE 15. PAID TIME OFF

Section 1. Purpose

The Paid Time Off (PTO) benefit program gives eligible employees time off from work for rest, recreation, illness, to care for a sick family member or other circumstances based on individual need.

Section 2. Eligibility

Employees who are regularly scheduled to work at least twenty (20) hours per week are eligible for PTO. Temporary employees and employees who work less than twenty (20) hours each week are not eligible.

Section 3. PTO Accrual Schedule

A. Eligible employees accrue PTO in fixed amounts on the first day of the pay period according to the schedule in the Accrual Table below, depending on their length of service.

B. Accrual Table

Length of Service	Annual PTO Days	PTO Accrual Limit (hr)	Pay Period Accrual
Less than 3 months	0	0	0.00
3 months to 1 year	12	96	3.70
1 year	15	120	4.62
2 to 5 years	17	136	5.23
6 to 9 years	20	160	6.17
10 to 14 years	23	184	7.08
15 to 19 years	25	200	7.70
20+ years	30	240	9.23

C. The amount of PTO earned each pay period is based on the employee’s weekly standard hours. Weekly standard hours for full-time staff are forty (40) hours based on the standard work week. Employees who are regularly scheduled fewer than forty (40) hours a week earn a prorated amount of PTO.

1. For example, a full-time employee regularly scheduled with forty (40) weekly standard hours will accrue the full amount of PTO. A part-time employee regularly scheduled with twenty (20) weekly standard hours will earn fifty percent (50%) of the full amount because their standard hours are fifty percent (50%) of the full time forty (40) weekly standard hours. A full-time employee in a location with a standard 37.5 hour work week will earn a pro-rated amount of PTO

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days. For example, an employee with eight (8) years of seniority will accrue PTO at 5.77 hours for the pay period (20 days x 7.5 hours/26 pay periods).

2. In consideration of Collections' scheduling practices, full-time Collections employees (including mobile and fixed sites) will accrue PTO on a 40-hour basis regardless of their location's standard work week.
- D. The Accrual Limit is the maximum PTO balance allowed at all times throughout the year. Once the Accrual Limit is reached, no additional hours will accrue until after PTO is taken and the PTO balance is less than the Accrual Limit. The Accrual Limit for part-time employees is prorated based on their regularly scheduled weekly standard hours. *For California employees, the Accrual Limit is 1.5 times the amount shown in the Accrual Table.*
- E. Employees must be in active pay status to receive PTO accrual for the pay period. Employees in unpaid status cease to accrue PTO.
- F. If at any time during the life of this agreement, the Red Cross increases its PTO programs per the Employee Handbook for similarly classified non-exempt employees not covered by this agreement, then those changes will apply to those employees covered by this agreement.**

Section 4. PTO Usage

- A. PTO eligible employees may use a maximum of forty (40) hours of PTO when taking a full week of PTO provided they have such PTO available.
- B. An employee may not take more than twelve (12) hours of PTO per day.
- C. PTO may be taken as it is earned.
- D. PTO is available for use in hourly increments.
- E. Employees may not take more PTO than they have accrued and will not be allowed to have a negative PTO Balance.
- F. PTO is paid at an employee's regular pay rate and does not include overtime or special forms of compensation such as premiums, shift differentials, weekend differentials, skill based differentials, etc. PTO is not counted as hours worked for purposes of calculating overtime.
- G. PTO may be used for both planned and unplanned absences, and will be charged when an employee is absent during his or her scheduled hours.
- H. In an effort to provide a better work-life balance and approve more time off for employees and ensure that operations are appropriately staffed, the American Red Cross will offer the following Prearranged and Ad Hoc PTO and Floating Holiday (FH) request program.

Prearranged PTO – Staff will submit requests for prearranged PTO/FH during two (2) bid windows, on the first business days of September and March. Full week(s) of PTO/FH shall take precedent over individual PTO/FH days. The September bid window will be for time off for January 1 to June 30; the March bid window will be for time off for July 1 to December 31. The employee will have three weeks to submit their requests. The employer will disposition requests no later than October 15 for

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the January – June period, and April 15 for the July – December period. A minimum of 10% of employees in each classification (vacation groups) shall be allowed off on any given day. Local language or established practice regarding awarding PTO by classification will be followed.

Ad Hoc PTO/FH covers requests for personal business or other events that cannot be foreseen or planned during the prearranged PTO bid windows.

1. The employee can only request Ad Hoc PTO after the bid window has closed. Ad Hoc PTO requests are first come, first served.
2. Ad Hoc requests can only be requested before the final staff schedule has been created. Once approved, the Employer shall not rescind the scheduled PTO.
3. If Ad Hoc PTO is requested after the staff schedule is posted, the employer will review and disposition the request. The employer has the right to deny the request if the request would create a negative scheduling or operational impact on the business.
4. Ad Hoc requests will not be unreasonably denied.

Waitlist: If an employee request prearranged time off that the employer cannot fulfill, the employee will be put on a waitlist. If that date opens up throughout the year, the employee will be moved off of the waitlist and given the opportunity to take the day he/she requested PTO. During schedule build, the employer reserves the right to review and approve and open more PTO slots.

- I. When an employee uses PTO to cover an unplanned absence, the time will be accurately recorded by management as it is used. If an employee is on FMLA or extended medical leave and has exhausted his/her paid leave, the employee will be required to use all PTO with the exception of five (5) days, which shall be reserved. The Union does not waive its rights under any applicable law or regulation.
- J. An employee whose last day of work occurs prior to the end of the pay period will receive a prorated amount of PTO. Similarly, an employee who transfers into an employment status that is ineligible for PTO will receive a lump-sum payment for accrued but unused PTO.
- K. Accrued, unused PTO will be paid to employees at termination of employment, up to the Accrual Limit for full-time employees or up to the prorated Accrual Limit for part time employees.
- L. Sick Bank For Limited Use: An employee can use hours from the sick bank in the event he/she has a continuous leave of absence due to his/her own personal serious illness or disability, unless otherwise required by applicable law. The first five work days of the continuous leave of absence must be covered by PTO or leave without pay. After the five work day waiting period, the sick bank balance will be available for use. For those contracts transitioning on or before January 1, 2016, the sick bank and its balance will be eliminated on December 31, 2018, unless otherwise required by applicable law. For those contracts transitioning on January 1, 2017, the sick bank and its balance will be eliminated on December 31, 2019, unless otherwise required by applicable law.

Section 5. Paid Family Leave

Bargaining Unit employees shall be eligible for Paid Family Leave (Appendix D) under the same terms and conditions as non-represented Red Cross employees.

ARTICLE 16. PAYROLL ERRORS AND OVERPAYMENTS

Section 1. Once validated and submitted to Employer’s Third-Party Payroll Provider for payment, Employees whose paychecks are incorrect by the lesser of 10% of gross wages earned in the applicable pay period or one hundred ~~twenty~~ dollars (\$~~100~~~~20~~) will have their payroll correction processed. Requests received by the Third Party Payroll Provider by 1:00pm Eastern Time will be processed, whereby electronic transfers will be initiated or a check will be mailed the same day. Requests received after 1:00pm Eastern Time will be processed the following day. Lesser amounts shall be made on the next paycheck.

Section 2. To support accurate payroll processing, Human Resources will conduct monthly reviews with management and local union leadership to ensure that payroll errors are being addressed timely. In the event the conditions in Section 1 are not followed, local union leadership should contact the Labor Director for their area for escalation.

Section 3. This Article shall not apply to Local Agreements that already have a process for addressing payroll errors.

Section 4. In the event of any overpayment, the repayment schedule shall adhere to the terms of the overpayment process as applied by the Third-Party Payroll Provider. If there is an overpayment to an employee, a fair payback arrangement will be established that takes the circumstances of the employee into consideration. Local union leadership can be included in such discussions, at the employee’s request.

ARTICLE 17. SAFETY & HEALTH

The Employer and the IBT agree that the safety of employees and the general public is of utmost importance. Therefore, the Employer shall provide a safe work environment that is free of recognized hazards that could cause death, injury or illness.

Section 1. The Employer shall comply with applicable federal, state and local safety laws, rules and regulations. Nothing in this Agreement shall imply that the IBT has assumed legal responsibility for the health and safety of employees.

Section 2. The Employer shall not discipline or discriminate against any employee for the reporting of any injury, illness or other incidents involving safety or health issues or hazardous conditions. The Employer shall annually train all employees of the proper procedures for reporting information, and their right to report such information free from discipline or discrimination.

Section 3. An employee acting in good faith has the right to refuse to work under conditions that the employee reasonably believes present an imminent danger or serious harm as defined by OSHA. The Employer shall not discipline or discriminate against an employee for a good faith refusal to perform assigned tasks if the employee has requested that the Employer correct the hazardous conditions, but the conditions are not corrected, and the danger was one that a reasonable person under the circumstances would conclude is an imminent danger or serious harm as defined by OSHA. An employee who has refused in good faith to perform assigned tasks shall retain the right to continued employment and receive full compensation for the tasks that would have been performed.

Section 4. The Employer shall provide information and training to employees on infectious diseases (this includes droplet, airborne, contact and vector spread diseases) to which he/she may have routine workplace exposure, including but not limited to blood-borne pathogen transmitted diseases. Information and training shall include the symptoms of diseases, modes of transmission, methods of self-protection, workplace

infection control procedures, special precautions and recommendations for immunizations where applicable. The Employer shall continue to provide and make the hepatitis B vaccinations available to employees who are at risk of occupational exposure.

Section 5. Workplace Safety in Emergency Situations

- A. The Employer is focused on the well-being and safety of its employees and volunteers and will continue to work in collaboration with the IBT to identify and implement strategies on maintaining safety in the workplace. A comprehensive workplace violence prevention program may include, but not be limited to the following topics:
- (1) methods for identifying work practices and environmental factors that may lead to violence; this shall include a review of all workplace violence incidents that occurred in the facility, service, or operation within the previous year, whether or not resulting in an injury;
 - (2) measures that will reduce the risks for violence, including training for employees;
 - (3) procedures for responding to violence if it occurs; including coordination with facilities workplace violence procedures;
 - (4) the provision of support to staff who have experienced workplace violence; and
 - (5) training in techniques for recognizing potentially violent situations/behavior; defusing violent situations; and protecting themselves.

Section 6. Personal protective clothing and equipment required as defined by OSHA shall be furnished and maintained by the Employer without costs to employees whenever such additional equipment is required as a condition of employment or is required by OSHA, as determined through job hazard analysis performed by Environmental, Health and Safety, or other applicable laws and regulations. The personal protective equipment will be provided during the evaluation process if working conditions present an imminent danger or serious harm as defined by OSHA. Examples of equipment include but not limited to masks of any type, gloves, gowns, shoe covering, face shields, or other. Personal protective clothing and equipment shall be provided in sufficient quantities and in various sizes to fit employees and shall be readily accessible. Employees shall be trained as required by OSHA in regard to personal protective clothing and equipment. Employees are required to wear personal protective equipment as designed when required by the task defined by the Exposure Control Plan. Upon request, the Red Cross and Union agree to meet and discuss relevant and/or material health and safety issues through the TPC.

Section 7. Evacuation Plans and Safety Zones. All staff will be informed of all of the evacuation plans and designated safe zones will be discussed with the sponsor and staff prior to the start of the blood drive including, but not limited to an active shooter on the premises, tornado and fire exits, etc. When evacuation plans and safety zone plans are unavailable the American Red Cross Emergency Action Plan will be the default guidance.

Section 8. Training Programs. All employees shall successfully complete all necessary training prior to being assigned work (e.g., all employees will complete health and safety training prior to being assigned to task). Nothing in this Article or provision shall constitute a waiver of either party's bargaining obligations or defenses. The Employer still has an obligation to notify and bargain changes in terms and conditions of employment with the exclusive representative.

Section 9. Information. The Red Cross shall provide all health and safety information, at least quarterly, to the Union members of the joint national and regional health and safety committee. This information shall include but not be limited to the OSHA 300 injury and illness logs, the Sharps Safety log, and other health and safety reports generated internally and externally.

Section 10. Prior to proposing or implementing any safety and health initiatives or modifications to existing plans, the Employer shall receive pre-decisional input from the TPC on the proposed changes. Except in cases where regulatory changes require immediate action, every effort will be made for pre-decisional input, however, where not possible, a discussion regarding the change will still occur with the TPC. Nothing in this section shall constitute a waiver of the Employer’s obligation to notify and bargain changes to the extent required by law or the Union’s right to assert any claims or defenses.

Section 11. Inclement Weather

The Parties agree that this should be an issue that is dealt with at the local level. Within 60 days of the ratification of the contract where there are no local agreements on inclement weather local management shall meet with the Local Union, if requested, to come to an agreement on a process for inclement weather at their location.

Section 12. Site Suitability.

- A. Prompt access to nearby handwashing and restroom facilities should be no more than 500 feet from the mobile blood drive.
- B. Proper room clearing of tables/chairs/furniture should be done prior to the arrival of mobile staff. Staff shall not be required to remove, move or re-set furniture outside of the furniture (i.e., tables and chairs, etc.) required for the blood drive, or a de minimis amount of sponsor furniture. If Staff encounter a situation where the removal of additional sponsor furniture is needed, the staff should immediately contact local management who will attempt to resolve.
- C. There should be at least two (2) or more fans, as determined by local agreement, (based on space constraints and fan size) on a truck/Promaster for blood mobile operations during warmer months based on geography. Donor Recruitment and Mobile Collections should work with labor management partnership to identify and evaluate drives where ambient room temperature creates a potential hazard (i.e., due to lack of air conditioning) in efforts to work with the sponsor to address the situation.
- D. Mobile Collections should work with labor management partnership towards eliminating steps at any drives by evaluating stairs and reported hazards due to stairs. The TPC will meet with management within three (3) months of ratification.
- E. The Donor Recruitment/Account Manager, or District Manager, should be contacted to address any issues in conflict with Section 14, Site Suitability.

ARTICLE 18. HEALTHCARE

Section 1. **Effective January 1, 2025, B** bargaining unit employees will be provided coverage through the “Full Coverage” Team Care Plan (“Team Care ~~MM200~~ **TA**”), which includes dental, vision, life, short term disability, medical and prescription drug benefits. **The current Team Care plan (“Team Care AN”) shall remain in effect through December 31, 2024.**

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The plan description for ~~2022~~ **2025** shall be the plan referenced in Appendix C to this National Teamsters Agreement **Addendum**.

The Short-Term Disability benefit for full-time **and part-time** employees shall be ~~\$450 per week. Part-time employees shall continue to receive the current benefit:~~ \$300 per week for the first ten weeks, and \$350 per week for **weeks eleven through twenty-six** ~~the following sixteen weeks.~~

The Basic Life Insurance benefit and Accidental Death and Dismemberment benefit for bargaining unit employees shall ~~be increased to~~ **remain** \$40,000.

- A. Red Cross shall provide bargaining unit employees with the option to supplement their life insurance by electing up to five (5) times their annual base pay **and/or purchase dependent life insurance,** subject to carrier underwriting rules.
- B. Red Cross shall provide bargaining unit employees with the option to purchase a Long-Term Disability benefit, subject to carrier underwriting rules.
- C. **Red Cross shall provide bargaining unit employees with the option to purchase Group Accident Insurance (currently Aflac), Critical Illness Insurance (currently Aflac), and any other insurance policies offered through the Red Cross Voluntary Benefits program. Employees pay the full cost for any optional insurance they select.**
- D. **Red Cross will provide an Employee Assistance Plan (EAP) at no cost to all employees.**

~~Section 2. For the 2022 calendar year rates for Team Care, the Red Cross will pay 100% of any annual premium increase from the 2021 rates, through the earliest of June 30, 2022, or ratification. This shall not exceed six percent (6%), including the additional costs associated with the life and short-term disability benefits.~~

~~Following the time period outlined above, the Red Cross will contribute 88% and the employee 12% of the premium for single coverage and Red Cross will contribute 75% and the employee 25% of the premiums for coverages with dependents. The Employer and Employee premium cost share shall remain unchanged at these percentages for each tier of coverage for the remaining duration of this contract, except as provided for herein. Any subsequent annual premium increases will be assigned per these percentages. Precise rates will be reflected in Appendix C.~~

~~There are no changes to the current part-time cost sharing.~~

~~The Parties agree that the annual premium increases shall not exceed 6% in 2022 (including the additional costs associated with the life and short-term disability benefits); 6% in 2023, and 6% in 2024.~~

The 2025 employee premiums are set forth in Appendix C. The Parties agree that the annual premium increase shall be 0% in 2026, not to exceed 4% in 2027 and not to exceed 5% in 2028.

If in 2028 Team Care establishes a rate increase above 5%, either party may reopen Article 18 (Healthcare) of the National Teamsters Addendum for the sole purpose of renegotiating Article 18 (Healthcare). A party so desiring to reopen the National Teamsters Addendum for this limited purpose must do so by serving written notice on the other party within fifteen (15) days of receiving notice that healthcare costs will increase by more than 5% in 2028. The parties agree that negotiations over any other provision of the National Teamsters Addendum, any provision in a local CBA, or any other subject, during reopener negotiations are precluded, and that all No Strike-No Lockout clauses in the local CBAs will remain in full force and effect. If neither party seeks to reopen the National Teamsters Agreement for this limited purpose within the allotted time period, Article 18 (Healthcare) will remain in effect for the remainder of the contract term.

Part-Time Employee Premium Cost Share

There are no changes to the current part-time cost sharing percentages.

~~Section 3. Both full-time and part-time employees may opt out of health care coverage (at time of hire, annual enrollment or due to a qualifying event), providing they show proof of alternate coverage and are in compliance with current or future requirements under the ACA or comparable laws. Additionally, the following provision will apply:~~ During the 2024 open enrollment period, all existing full-time or part-time employees will have the opportunity to opt out of health care coverage. This opt-out will be done on a one-time basis, once an employee selects coverage they may not opt-out in the future. All new hires will be required to enroll in Team Care. Any employee of a newly organized bargaining unit shall have the option, at the time of organizing, to opt-out of coverage. This opt-out is on a one-time basis, once an employee selects coverage they may not opt-out in the future. Any employee who has exercised their right to opt-out may opt-in to coverage during the yearly open enrollment period or due to a qualifying event.

- A. Red Cross shall not be required to make a contribution on behalf of any employees who do not enroll in coverage.

Section 4. Employees currently with a Healthcare Spending Account (HSA) or a Health Reimbursement Account (HRA) may maintain their current funds and such funds will remain available for their use until they are exhausted. Employees will be able to contribute to a Healthcare Flexible Spending Account (HCFSA) and/or a Dependent Care Flexible Spending Account. The Red Cross does not administer or have any responsibility for these accounts.

~~Section 5. New Hires are eligible to enroll in the program eight (8) weeks after their date of hire. No Employer or Employee premium payments shall be required during the eight (8) week eligibility period.~~ Effective January 1, 2025, new hires shall be enrolled in Team Care following the eighth (8th) week of their first date of employment. The Employer shall pay the full premium for single coverage during the eight (8) week eligibility period, and such premium payments will be submitted for employees upon the ninth (9th) week of employment. No premium shall be required for any employee that does not meet the eligibility requirement. Employee premium payments will not be required during the eight (8) week eligibility period.

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Section 6. Consistent with Article 4, Section 3, all current and new regular part-time employees will have the option of enrolling in health coverage with Team Care for the life of this Agreement. The Red Cross will only be required to make its contributions for those employees who actually enroll.

Section 7. Any employee healthcare deductions in arrears are recouped via one (1) current plus one (1) missed deduction per paycheck, until caught up.

Section 8. For the duration of this Agreement, no non-Teamster groups (i.e., non-Teamster locals or International Unions) will be eligible for healthcare benefits under this Agreement without the written approval from the Board of Trustees of the administrators of the Team Care benefits and the Red Cross.

~~**Section 9. The Red Cross and the TPC shall immediately establish a healthcare committee. The purpose of the committee is to review current benefits enjoyed by the employees and discuss options and make recommendations of options that may be available to the employees.**~~

ARTICLE 19. FLEXIBLE SPENDING ACCOUNTS

Section 1. Employees may enroll in Flexible Spending Accounts (FSA) for qualified medical expenses for the duration of this National Teamsters Addendum. This shall include the use of a debit card for expenses.

Section 2. For the duration of this National Teamsters Addendum, employees may continue to enroll in Dependent Care FSA for reimbursement of qualified Dependent Care expenses, and in the standard Personal Plans and Discounts voluntary benefit programs (including critical illness, accident, homeowners insurance, etc.) under the current terms and provisions in effect. At its discretion, the Red Cross may change these programs, vendors, and rates at any time.

ARTICLE 20. RETIREMENT PLAN

Section 1. All eligible employees can participate in the American Red Cross Savings Plan 401(k).

Section 2.

- A. The Red Cross has determined that the Annual Red Cross Contribution ("ARCC") and the Points-Based Employee Contribution ("PBEC") shall be eliminated effective July 1, 2015. Eligible employees who retire or whose employment terminates on or after July 1, 2015 shall have only those benefits derived from the ARCC and the PBEC that have accrued as of June 30, 2015 based on the terms of the American Red Cross Savings Plan. Those amounts that are earned prior to July 1, 2015, will be maintained.
- B. The Red Cross will continue to administer the other terms of the Savings Plan in accordance with the terms of that Plan for eligible employees, including a matching contribution up to ~~4.6~~**6**% of the employee's salary, **effective January 1, 2025.**

Section 3. The IBT and the Red Cross have established a joint committee to identify and discuss future retirement plan options, including but not limited to 401(k) auto enroll options, that the parties may consider in the future. The joint committee shall also consider healthcare and other related benefits.

Section 4. Effective January 1, 202~~5~~³, new hire employees shall be auto-enrolled into the Red Cross Savings Plan at a ~~4.6~~% employee contribution. Employees may decide to adjust their voluntary contribution as they see fit; such contribution shall be matched by the Employer in accordance with Section 2.B above.

ARTICLE 21. ADVANCE NOTICE

Section 1. The Employer shall provide the five (5) divisional TPC representatives with reasonable advance notice of not less than (30) calendar days prior to effecting changes in personnel policies, practices or conditions of employment which impact more than one Local Union, or are national in scope. The employer's notice shall be provided by the Vice President of Labor Relations, or their designee, and shall be sent in writing and electronically. The Employer's notice shall be in writing and identify the following: specific changes in policies, directives, procedures, or practices and proposed effective date of the change.

Section 2. Within thirty (30) calendar days of receipt of the notice, the TPC may request a briefing on behalf of all of the affected Local Unions on the proposed change(s) from the Employer. During the briefing, the Employer shall provide additional information regarding the proposed change(s) and the Unions will be permitted to ask questions and comment regarding the same. If a briefing occurs, then a Union may invoke its right to negotiate the effects of the proposed change within seven (7) calendar days after the briefing. The Union may also take legal or other action challenging the legal validity of such changes.

Section 3. Nothing herein is intended to act as a waiver on behalf of the Union of its rights or defenses to legally challenge any such employer proposed and/or implemented changes. Further, this is not a waiver, of any kind, of the Unions' right and the employer's obligation to bargain mandatory subjects.

Section 4. The Red Cross may introduce new or modified technology; and/or technology-related processes, methods and/or equipment. For example, BSF automates travel time calculations based on GPS/geocode and scheduling. The Union may request effects bargaining over the impact of such changes. The Red Cross shall provide advance notice to the Union of such changes as otherwise provided in this Agreement.

ARTICLE 22. NATIONAL GRIEVANCE AND ARBITRATION PROCEDURE

Section 1. Definition

A "national grievance" is defined as any complaint or dispute arising under and during the term of this National Teamsters Addendum raised by the employee or Union against the Employer, or by the Employer against the Union, involving an alleged violation, misinterpretation or misapplication of a provision of this National Teamsters Addendum. All such disputes shall be adjusted and settled solely and exclusively in accordance with the procedures set forth in this Article (unless a specific Article in the National Teamsters Addendum contains its own dispute resolution mechanism).

Section 2. Procedure

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Step 1 - A national grievance must be filed within thirty (30) calendar days of when the Union or affected employee(s) should have become aware of the events giving rise to the dispute. The national grievance shall be reduced to writing and presented to the appropriate Director of Labor Relations, or his/her designee with a copy submitted to the TPC. The Union Representative, employee(s) involved and the appropriate Director of Labor Relations or his/her designee(s) shall meet within ten (10) calendar days after the national grievance is presented to attempt to resolve the grievance. The appropriate Director of Labor Relations or his/her designee shall provide a written answer to the Union Representative and a copy to the TPC within ten (10) calendar days of such meeting.

Step 2 – Any national grievance unresolved at Step 1 may be advanced by the Local Union to the National Grievance Committee. The National Grievance Committee shall consist of an equal number, but no more than four (4) representatives from each party (IBT, Red Cross) and shall meet quarterly. Any national grievance referred to the National Grievance Committee at least twenty-one (21) calendar days before the next quarterly meeting will be considered at such meeting. The deadline for the National Grievance Committee to issue a written decision shall be ten (10) calendar days after it meets on a case. National grievances can be resolved at Step 2 only by majority decision of the National Grievance Committee in a written decision signed by members of the National Grievance Committee. A decision of the National Grievance Committee shall be final and binding on the Company and the Union.

Section 3. Arbitration

- A. If the National Grievance Committee cannot reach a majority decision and is deadlocked, the Local Union or Employer may refer the matter to the neutral arbitrator who shall make the decision. The arbitrator shall issue a concise decision on the underlying grievance by bench decision unless otherwise agreed to by the parties.
- B. The fees and expenses of the arbitrator, as well as hearing room and transcript costs, shall be borne equally by the parties. Each party shall be responsible for any costs associated with their representatives.
- C. The parties shall utilize a Standing Panel of seven (7) National Academy of Arbitrators (NAA) certified permanent arbitrators, among whom cases will rotate randomly. The Standing Panel of arbitrators shall be established in the following manner:
 - (1) The parties will make a written request to the National Office of the American Arbitration Association to provide the parties a list of fifteen (15) NAA-certified arbitrators, national in scope;
 - (2) within 10 days of receiving the AAA list, the head of the TPC and the Vice President of Labor Relations of the American Red Cross, or their designated representatives, will rank each arbitrator on the AAA list from 1 to 15 and return this list, by email, to the AAA;
 - (3) the AAA will identify and appoint to the Standing Panel the seven (7) highest mutually acceptable arbitrators;
 - (4) if any of the seven (7) arbitrators decline the appointment, the next highest mutually acceptable arbitrator will be designated by the AAA; and
 - (5) if, during the life of this agreement, should two or more arbitrators decline to remain on the Standing Panel, become disabled or deceased, the parties will promptly update their rankings of

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the remaining arbitrators from the original list provided by the AAA, and the highest mutually acceptable arbitrators will fill the spots to return the Standing Panel number to seven (7).

- D. An arbitrator will be randomly assigned to each deadlocked grievance at the NGC meeting by the NGC.
- E. If a national grievance has been deadlocked by the NGC, and the Union or Employer wishes to advance the matter to arbitration, the Union or Employer has sixty (60) calendar days to notify the assigned arbitrator of his/her appointment to preside over the arbitration, or the grievance will be deemed denied.

Section 4. Venue of Arbitration Hearings

- A. Before ruling on the merits of a grievance, the NGC will determine whether the grievance has been appropriately brought before the NGC, which only has the authority to rule on national grievances (as defined by Article 22, Section 1).
- B. Once the NGC rules on the status of a grievance, the grievance will be moved, if necessary, back to the local union. If the determination is made to move the grievance back to the local level, the local union grievance and arbitration rules and procedures, as outlined in the local's contract, shall govern and control. All durational requirements and rules for processing grievances at the local level shall begin upon notice to the local union by the NGC of the decision to move the grievance back to the local level.
- C. If a national grievance that proceeds to arbitration was brought by one local union and/or only affects employee(s) who are members of one local union, the arbitration shall be conducted at the nearest AAA office, not further than 50 miles from the local union of which the grievant(s) are members. If there are no AAA offices within 50 miles of the local union, the parties agree to mutually select a location within 50 miles from the local union. This provision does not preclude the parties from mutually agreeing upon an alternative location within 50 miles of the local union to hold the hearing.
- D. If a national grievance that proceeds to arbitration was brought by two or more local unions and/or affects employees who are members of two or more local unions, the arbitration will be held in one of the following locations: for grievances arising out of the Eastern region, Washington, D.C.; for grievances arising out of the Central region, Chicago, Illinois; and for grievances arising out of the Western region, Los Angeles, California. Unless the parties agree upon a location in each city in which the arbitration will be conducted, the offices of the AAA will be reserved for the hearing.

Section 5. Time Limit for Filing

The parties may mutually agree in writing to extend any of the time limits set forth in this Agreement.

Section 6. Authority of the Arbitrator

The decision of the arbitrator on any matter which shall have been submitted in accordance with the provisions of this National Teamsters Addendum shall be final and binding on the Employer, Union and the employees. The arbitrator shall have no authority to add to, subtract from or otherwise alter the provisions of this Agreement, or impose on either the Employer or the Union any limitation or obligation not specifically provided for under the terms of this Agreement.

ARTICLE 23. SEPARABILITY AND SAVINGS CLAUSE

Section 1. Separability: The Employer and IBT agree that if a court of competent jurisdiction or applicable Local, State, or Federal laws compel the invalidation or modification of any provision of this National Teamsters Addendum, such provision shall be deemed inoperative, if found invalid, or modified to the extent required by law or a court of competent jurisdiction. With respect to a part of this National Teamsters Addendum being declared invalid, it is the express intent of the parties that all of the provisions of the Agreement that are not declared invalid shall remain in full force and effect.

Section 2. In the event that any Article or Section is held invalid or enforcement or compliance with which has been restrained as above set forth, the parties affected thereby shall meet and confer regarding the affected provisions. If the parties are unable to arrive at mutually agreeable substitute language, then the matter shall be referred to a neutral arbitrator pursuant to Article 22 who shall resolve the dispute via interest arbitration.

ARTICLE 24. OTHER LEAVES

Section 1. Disaster Assignments Leave/ Leave After a Disaster Assignment

Effective the first of the month following ninety (90) days after ratification, the Disaster Assignments Leave language in all local contracts shall be removed, and the following shall be added to the Addendum:

- A. As part of the critical mission of the Red Cross, employees may actively participate in local, regional and national disaster relief efforts. The Red Cross will make reasonable efforts to provide employees with opportunities to participate in Red Cross disaster training and to accept assignments on Red Cross disaster relief operations.
- B. Employees will be compensated at their regular rate of pay while attending disaster training during scheduled working hours or while on disaster assignments. Employees who have completed service on a disaster operation will be given additional time off before resuming their work duties. An employee will be given one (1) day of additional time off for every seven (7) days he or she was assigned to the disaster operation, not to exceed ten (10) days. This time off is not charged against the employee's paid time off and is not considered work time for purposes of calculating overtime. This time off must be taken within four (4) weeks following the disaster assignment and time off may not be exchanged for payment of the dollar equivalent of the time off.

Section 2. Public Health Leave

In the event of a public health crisis which requires employees to quarantine due to illness or exposure, an employee shall not be required to use PTO or Floating Holidays. In addition, the Red Cross and the TPC agree to immediately engage in Effects Bargaining.

ARTICLE 25. DURATION, TERMINATION AND RATIFICATION

Section 1. Duration and Termination

This Addendum and Local Agreements shall take effect upon ratification of the National Tentative Agreement/Addendum (NTA) and Local Tentative Agreement (LTA). The National Teamsters Addendum and Local Agreements shall remain in full force and effect until September 30, 2028~~4~~, which shall be the contracts' expiration date. These agreements shall then renew themselves from year to year unless either

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party to the Agreement provides written notice to the other party at least sixty (60) days prior to the expiration of this Agreement of a desire to change, amend, or terminate these Agreements.

Section 2. Practices

All past practices not superseded by the National Teamsters Addendum or in conflict with the National Teamsters Addendum or law, shall continue during the duration of this National Addendum.

Section 3. Ratification

- A. The NTA and LTA shall not be binding on a Local Union or the American Red Cross until ratified (where applicable) by the Local (or all affiliated Locals as provided for in their constitution and/or bylaws). Both the NTA and LTA must be ratified together, and there will be no further negotiations of or modifications to the NTA or an LTA after ratification unless mutually agreed to by the parties in writing.
- B. First Contracts.
- (1) Local Unions that have yet to negotiate first contracts will vote to ratify the National Teamsters Addendum. If ratified, the National Teamsters Addendum shall apply to those bargaining unit employees immediately. Thereafter, the Local Parties will meet to negotiate their First Local Collective Bargaining Agreements **within 60 days following implementation of the National Teamsters Addendum by May 28, 2022**. The local parties shall negotiate terms and conditions of employment consistent with the National Teamsters Addendum and ratify their Local Agreements in accordance with their bylaws and constitution.
 - (2) The Employer agrees that it will use its best efforts to implement the National Teamsters Addendum as soon as practicable after the date the election results are certified, but in no event shall that be later than the first of the month following sixty (60) days after election results are certified. These new bargaining unit employees still will be eligible to receive Team Care on the first of the month after eight (8) weeks from the date of certification

MEMORANDUM OF UNDERSTANDING NO. 1 – SEVERANCE

This MOU is entered into between the Employer (American Red Cross) and the IBT (any “Local Union” which may become a party to the National Teamsters Addendum), as part of the National Teamsters Addendum. This letter is intended to memorialize the intent of the parties.

There is no national severance benefit agreement between the IBT and ARC. Severance benefits shall be negotiated on a local basis. Where union employees who are involuntarily terminated due to a reduction in force and the local contract does not have a severance provision, the parties shall meet and negotiate in good faith regarding severance eligibility and benefits.

MEMORANDUM OF UNDERSTANDING NO. 2 – SCHEDULING ADVISORY GROUP (SAG)

~~The TPC shall be responsible for all things the SAG has been traditionally handling. As such, the TPC shall jointly review the SAG MOU #2, following ratification, and update the MOU as appropriate.~~

Section 1. The purpose of the SAG MOU is to document the intentions of the Teamsters and Red Cross management, recognizing that both parties desire an outcome demonstrating improved processes and resulting in an improved work/life balance for the employees. As referenced in Article 10, Section 2, the priorities are:

- Getting the time off requested (PTO)
- Number of hours worked per week, including mandatory overtime, and Saturday and Sunday assignments
- Getting off at the scheduled end time of a drive or shift
- Travel distance to the blood drive
- Reduce schedule changes after posting
- Mutually agreed upon topics by TPC and ARC

Section 2. Schedule generation and distribution beyond the current 3-week Collections schedule will be prioritized accordingly by the SAG, identifying additional opportunities (beyond Article 10, Section 3) to improve lead time while also reducing changes. It is understood that different functions may have different scheduling requirements and processes based on the nature of the work being performed.

In reference to Article 10 Section 4, through efforts of the SAG, we shall endeavor to implement a two (2) day Collections schedule review period.

Section 3. The Red Cross commits to continuing the two (2) consecutive days off initiative for Collections staff. ARC, the TPC and regional SAGs will work collaboratively related to two (2) consecutive days off for other bargaining unit employees, including but not limited to employees in Fixed sites, Hospital Services, etc.

The approach to the scheduling solution related to two (2) consecutive days off will adhere to provisions in the Local Agreements, including where the Local Union would like to opt out of this initiative.

Section 4. The Employer will make its best effort to avoid fixed site late ends. The Red Cross will work through the Fixed Site Taskforce including fixed site bargaining unit employees, union

representation and ARC Management. The Taskforce will compare fixed site late end definitions against staff schedules and identify solutions to be implemented. The Taskforce will report out to TPC, as requested.

Section 5: The Teamsters and Red Cross will invest in a continuous evaluation of the following, with a commitment to establish appropriate structure, timelines and accountability to the Teamsters Partnership Committee (TPC).

- A. A continuous evaluation of the Collections training program, including the experience of both the OJI and the learner, as well as the impact on the mobile or fixed site operations.
- B. Identify opportunities to improve mobile and fixed site operations relative to staff capacity. This may include, but is not limited to, small drives, donor appointment schedules, and employee call-outs.

MEMORANDUM OF UNDERSTANDING NO. 3

Section 1. Restriction on Layoffs or Workforce Reduction Due to Artificial Intelligence

This MOU is designed to establish limitations and safeguards with regard to the utilization of Artificial Intelligence (AI) technologies by the Company, in order to prevent indiscriminate or unjustified workforce reductions or layoffs resulting from AI implementation. The Red Cross recognizes the importance of responsible and ethical AI deployment while ensuring job security for its employees.

Section 2. Definitions

1. Artificial Intelligence (AI): Refers to computer systems and software that are capable of performing tasks that typically require human intelligence, including but not limited to machine learning, natural language processing, and data analysis.

2. Workforce Reduction: The act of reducing the number of employees or eliminating positions within the Company.

Section 3. Restrictions on Workforce Reduction

1. The Company shall not undertake a workforce reduction or layoff directly as a result of the implementation or utilization of AI to bargaining unit positions without communicating the impact on the workforce with the Union and if requested, initiate effects bargaining prior to implementation.

2. When implementing AI technologies, the Company shall adhere to ethical guidelines and principles that prioritize the welfare of its employees, including but not limited to:

- a) Ensuring that AI systems are used to augment human capabilities.**
- b) Assessing the potential impact of AI on jobs and providing opportunities for retraining and upskilling employees whose roles may be affected by AI.**
- c) Promoting transparency in AI decision-making processes, especially those related to employment decisions.**

~~MEMORANDUM OF UNDERSTANDING NO.3 – DONOR RECRUITMENT ACCOUNT MANAGERS~~

~~In an effort to resolve the DRD issue (Article 11), the Union proposes that ARC continues to honor the December 2019 side letter with Teamsters Local 507 until the two sides come to a mutually acceptable local agreement. If no agreement can be reached then the FY19 plan will continue in regards to this bargaining unit. ARC and Local 728 will bargain locally in regard to the DRDs and include any and all language in the local agreement.~~

APPENDIX A. LIST OF IBT UNIONS

Teamsters Local 104

Teamsters Local 170
Teamsters Local 215

Teamsters Local 222

Teamsters Local 223
Teamsters Local 243
Teamsters Local 25
Teamsters Local 337
Teamsters Local 340

Teamsters Local 386

~~Teamsters District Council 2, Local 388M~~

Teamsters Local 391
Teamsters Local 414

Teamsters Local 439

Teamsters Local 480

Teamsters Local 483

Teamsters Local 507

Teamsters Local 509

Teamsters Local 542
Teamsters Local 554
Teamsters Local 570
Teamsters Local 63
Teamsters Local 682
Teamsters Local 71
Teamsters Local 728

Teamsters Local 745

Teamsters Local 760
Teamsters Local 783
Teamsters Local 795
Teamsters Local 839

Teamsters Local 856

Teamsters Local 886
Teamsters Local 929

APPENDIX B. PREMIUM RATES

(All Changes shall be made within 90 days following ratification)

Premiums associated with how an employee is scheduled

1. Standard Shift Differentials

- a. Employees whose work hours (some or all) occur during hours that fall outside of what is considered to be 1st shift, will be compensated with a shift differential for the hours worked that fall into a 2nd or 3rd shift category. Any hours worked during 1st shift will be compensated at their normal rate of pay.
- b. **Standard Shift Differentials are applied to the following job families: Acquisitions Planning & Scheduling, Compliance, Equipment Management, General Facilities, Inventory Planning, Stock Inventory**
- c. **Paid but not worked** ~~Unpaid~~-time (such as PTO, **Floating Holiday, Guaranteed Hours**) does not receive shift differential.
- d. Part-time and full-time staff are eligible for shift differentials. No variation in premiums due to geographic location.
- e. Employees require supervisor approval to work beyond their scheduled shift.
- f. To the extent that an employee does not fall under one of the functions in Section 2 below, his/her shift differential will be as follows:

Table 14.1

Standard Shift Differential	
Shift	Monday-Friday
1st Shift: 6a-6p	Base pay
2nd Shift: 6p-midnight	\$1.75 <u>2.00</u> /hour
3rd Shift: midnight-6a	\$2.25 <u>2.50</u> /hour

2. Shift Differential & Weekend Premiums by Function

- a. Employees will be compensated with the below premiums for hours worked on the weekend, based on their function, as follows:
 - (i) Manufacturing and ~~Testing~~ **Service Delivery, IRL/Therapeutic Apheresis**—
Weekend premiums begin Friday at 11pm

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Table 14.2

Shift	Manufacturing Testing & Service Delivery				IRL/Therapeutic Apheresis			
	M-F	Weekend	M-F	Wknd	M-F	Weekend	M-F	Weekend
7a-3p	Base pay	\$1.25 2.00	Base pay	\$1.50	Base pay	\$2.00 4.00	Base pay	\$1.50
3p-11p	\$1.75 2.25	\$2.75 3.50	\$2.00	\$2.25	\$2.00 3.50	\$3.00 5.00	\$2.00	\$2.50
11p-7a	\$2.25 3.00	\$3.25 5.00	\$2.50	\$2.75	\$3.00 4.50	\$4.00 6.00	\$3.00	\$3.50

- (ii) ~~IRL, Therapeutic Apheresis~~, Telerecruitment, Collections – *Weekend premiums begin Friday at 6pm*

Table 14.3

Shift	Tele recruitment		Collections		
	M-F	Wknd	Shift	M-F	Wknd
6a-6p	Base pay	\$2.00	6a-6p	Base pay	\$1.25 1.50
6p-12a	\$2.00	\$2.00	6p-6a	\$1.75 2.00	\$2.50 2.75
12a-6a	None*	None*			

*Currently, Tele-recruitment does not have a third shift, however they may choose to hire for third shift in the future and would like the option to offer differentials at that time.

- b. To the extent an employee does not fall under one of the above functions, his/her weekend premium will be as follows:
- (i) *Standard Weekend premiums begin Friday at 6pm and ends Monday at 6am*

Table 14.4

Standard Weekend Premiums	
Shift	Weekend
1 st Shift: 6a-6p	\$1.25 <u>1.50</u> /hour
2 nd Shift: 6p–midnight	\$2.00 <u>2.25</u> /hour
3 rd Shift: midnight-6a	\$2.50 <u>2.75</u> /hour

c. Baylor Plan

~~Anyone hired for or working three 12-hour shifts over the weekend (Saturday, Sunday and any other day during the week) gets paid for 40 hours at the weekend premium rate.~~

Baylor employees are defined as working (3) 12-hour shifts: Saturday, Sunday and one (1) day during the week. Baylor employees who work 36 hours will be paid for 40 hours (a guaranteed four (4) hours paid).

Employees must physically work 36 hours to receive the four (4) guaranteed hours. The guaranteed hours do not count towards hours worked in calculating overtime.

The four (4) guaranteed hours will not be reduced should the employee work more than 36 hours.

All hours worked and the four (4) guaranteed hours will be paid at the applicable weekend premium rate.

3. On-call pay (stand-by to be called in to work)

- a. On-call is the time in which an employee is expressly assigned to be available to take a call from work which could include notice to come into work. It does not mean an employee will be called.
- b. Employees who are required to perform on-call duties will be compensated at the following rates:

Table 14.5

	Monday-Thursday	Friday, Saturday, Sunday and Holiday
Standard	\$10 <u>20</u> /day	\$15 <u>25</u> /day
IRL/Therapeutic Apheresis	\$2.25 <u>3.25</u> /hour	\$2.75 <u>3.75</u> /hour
IRL Reviewers	\$1.50/hour	\$2.00/hour
Therapeutic Apheresis	\$15/day	\$25/day

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* When the daily rate applies, on-call days are defined as a 24-hour period from 7am-7am.

4. Call-in pay (a minimum # of hours to be compensated if you are called in to work)

Employees who are called in to work, outside of their normal work schedule for that day/week, will be compensated with a minimum of three (3) hours of regular time or their actual hours worked, whichever is greater. Any hours that are paid, that are not the result of actually working, will not count towards an employee’s 40 hours for that week for overtime purposes.

Table 14.6

	Minimum	Parameters
Standard	3 hours	• The 3 hour guarantee only applies when the employee must come in to the office to work
IRL	3 hours	• Work performed at call in is 1.5x 2.0x. No shift premiums are applied to Call In.
Therapeutic Apheresis	3 hours	<ul style="list-style-type: none"> • Minimum 3 hours if called in. Compensate for all hours worked—including those in preparation for the treatment and taking calls to/from medical director and treating physician. • Prep work and consults are at straight time rate up to 40 hours worked in a pay week. Standard overtime rules apply. • Work performed at call in is paid the straight time rate up to 40 hours of work. All work beyond 40 is at 1.5x (not pyramided) • Require staff to IVR or online punch weekly work to track time taking calls, time traveling and time working

5. Skill-Based Premiums (~~All Changes shall be made within 90 days following ratification~~)

Premiums will be paid to certain employees who are performing additional skill-based duties, on an occasional basis, in the following manner:

- a. Double Red Cell (DRC): Collections staff, other than Collections Technician IIIs,* collecting DRC shall be compensated at the rate of \$1.50 per hour. The premium will apply to all hours an employee works on that day, and will be paid in addition to any shift or weekend differentials.

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- b. Charge (Collections Specialist II): Charge staff shall be compensated at the rate of ~~\$2.50~~ **3.00** per hour. The premium will apply to all hours an employee works on that day, and will be paid in addition to any shift or weekend differentials. **Any existing Charge who has this premium baked into the base rate will receive a \$0.50/hour base wage rate increase prior to the application of the 2024 base ATB wage increase.**
- c. Trainer: Provides both classroom and/On-the-job instruction to develop new skills in a staff member and can also perform competency assessments for other staff members. This designation requires successful completion of trainer/instructor certification (by Red Cross regulated standards).
- (i) Employees performing the trainer function as described above will be compensated at the rate of an additional ~~\$2.00~~ **3.00**/hr., and will apply to all hours an employee works on that day. Trainer differential will be paid in addition to any shift or weekend differentials.
- d. Instructor (OJI): An OJI performs training that occurs in the live environment prior to authorization to perform independently and can also perform competency assessments. OJI designation requires the successful completion of a trainer/instructor certification (by Red Cross regulated standards).
- (i) Employees performing the OJI function as described above will be compensated with an additional ~~\$2.00~~ **3.00**/hr., and will apply to all hours an employee works on that day. OJI differential will be paid in addition to any shift or weekend differentials.
- e. Translator: This designation requires successful completion of an assessment (by Red Cross regulated standards).
- (i) Employees performing in the Translator function will be compensated at the rate of an additional \$1.25/hr., and will be compensated at a half day minimum, for example, 1 - 4 hours will receive 4 hours; and, greater than 4 hours (for an 8-hour work day), the premium will apply to all hours an employee works on that day. Translator differential will be paid in addition to any shift or weekend differentials.
- f. **Driver: A driver premium of \$1.50/hr. shall be provided to Collections Staff and applied according to Article 8, Section 5(A)11g.**
- g. **Preceptor: This terminology should no longer be used.**
- h. ~~The Employer shall establish a new position classification,~~ Collection Specialist III (CSIII) **shall receive an increase of with an additional \$2.50 \$5.00** per hour (in total) added to an employee's wage rate:

The CSIII position qualifications shall include demonstrated leadership skills as well as previous qualification and experience in:

- **Double Red Cell (DRC) Power Reds** (CTIII)
- Charge (CSII)
- OJI position

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The Employer shall determine the number of CSIII's required and the selection of CSIII's shall be by skill and ability (i.e., employer discretion) with seniority as a tie breaker. As with all premium positions, an employee requesting to step down from the role or classification will lose the premium or wage increase associated with the role when the Employer releases the employee from the role/classification. The Employer maintains the right to delay the release while it is replacing the employee seeking to step down.

- Employees selected for CSIII classification who do not have a charge and/or power red premium included (“baked in”) to their existing hourly rate will have their base wage increased by ~~\$2.50~~ \$5.00 per hour.
- Employees selected for CSIII classification who have a charge and/or power red premium included (“baked in”) to their existing hourly rate shall receive an increase equal to the difference between what was baked in and \$5.00 per hour. ~~above their “baked in” wage rate, not to exceed \$2.50 per hour.~~
 - Employees currently titled as CSIII shall receive an increase of \$2.50 per hour.
- Employees selected for CSIII classification shall not be entitled to receive any further premiums for Double Red Cell (DRC), ~~Power Reds~~, Charge, Trainer or OJI.

(There is no premium associated with Project Impact, and the parties agree to finalize the Effects Bargaining Agreement following ratification.)

~~The Parties agree that all outstanding Local contract negotiations and any wage compression/hire rate negotiations shall be completed no later than May 28, 2022.~~

APPENDIX C. TEAM CARE RATES AND DESCRIPTION

2025

Full-Time Employees

January 1 through June 30, 2022	Monthly Premium	Monthly Contribution	Red Cross Employee Contribution	Per Pay Period Contribution (24 Annual)
Employee Only	\$ 835.60 881.83	\$ 741.24	793.65	\$ 47.18 44.09
Employee + Spouse/Partner Child(ren)	\$ 1,613.30 1,374.10	\$ 1,228.02	1,099.28	\$ 192.64 137.41
Employee + Child(ren) Spouse	\$ 1,747.07 1,794.00	\$ 1,329.79	1,435.20	\$ 208.64 179.40
Employee + Family	\$ 2,282.45 2,494.27	\$ 1,737.07	1,995.42	\$ 272.69 249.43

July 1 through December 31, 2022	Monthly Premium	Monthly Contribution	Red Cross Employee Contribution	Per Pay Period Contribution (24 Annual)
Employee Only	\$ 835.60	\$ 735.58	\$ 50.01	
Employee + Spouse/Partner	\$ 1,613.30	\$ 1,204.96	\$ 204.17	
Employee + Child(ren)	\$ 1,747.07	\$ 1,304.71	\$ 221.18	
Employee + Family	\$ 2,282.45	\$ 1,704.31	\$ 289.07	

Part-Time Employees -

January 1 through June 30, 2022	Monthly Premium	Monthly Contribution	Red Cross Employee Contribution	Per Pay Period Contribution (24 Annual)
Employee Only	\$ 835.60 881.83	\$ 741.24	646.67	\$ 47.18 117.58
Employee + Spouse/Partner Child(ren)	\$ 1,613.30 1,374.10	\$ 1,228.02	560.62	\$ 192.64 406.74
Employee + Child(ren) Spouse	\$ 1,747.07 1,794.00	\$ 1,329.79	776.44	\$ 208.64 508.78
Employee + Family	\$ 2,282.45 2,494.27	\$ 1,737.07	843.31	\$ 272.69 825.48

July 1 through December 31, 2022	Monthly Premium	Monthly Contribution	Red Cross Employee Contribution	Per Pay Period Contribution (24 Annual)
Employee Only	\$ 834.04	\$ 611.68	\$ 111.18	
Employee + Spouse/Partner	\$ 1,611.70	\$ 697.54	\$ 457.08	
Employee + Child(ren)	\$ 1,745.51	\$ 712.17	\$ 516.67	
Employee + Family	\$ 2,280.89	\$ 771.17	\$ 754.86	111.07

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2026

Full-Time Employees

	<u>Monthly Premium</u>	<u>Monthly Red Cross -Contribution</u> -	<u>Employee Per Pay Period Contribution (24 Annual)</u>
<u>Employee Only</u>	<u>\$ 881.83</u>	<u>\$ 793.65</u> -	<u>\$ 44.09</u>
<u>Employee + Child(ren)</u>	<u>\$ 1,374.10</u>	<u>\$ 1,099.28</u> -	<u>\$ 137.41</u>
<u>Employee + Spouse</u>	<u>\$ 1,794.00</u>	<u>\$ 1,435.20</u> -	<u>\$ 179.40</u>
<u>Employee + Family</u>	<u>\$ 2,494.27</u>	<u>\$ 1,995.42</u> -	<u>\$ 249.43</u>

Part-Time Employees

	<u>Monthly Premium</u>	<u>Monthly Red Cross -Contribution</u> -	<u>Employee Per Pay Period Contribution (24 Annual)</u>
<u>Employee Only</u>	<u>\$ 881.83</u>	<u>\$ 646.67</u> -	<u>\$ 117.58</u>
<u>Employee + Child(ren)</u>	<u>\$ 1,374.10</u>	<u>\$ 560.62</u> -	<u>\$ 406.74</u>
<u>Employee + Spouse</u>	<u>\$ 1,794.00</u>	<u>\$ 776.44</u> -	<u>\$ 508.78</u>
<u>Employee + Family</u>	<u>\$ 2,494.27</u>	<u>\$ 843.31</u> -	<u>\$ 825.48</u>

2027 (not to exceed 4%; the numbers below reflect a 4% increase)

Full-Time Employees

	<u>Monthly Premium</u>	<u>Monthly Red Cross -Contribution</u> -	<u>Employee Per Pay Period Contribution (24 Annual)</u>
<u>Employee Only</u>	<u>\$ 917.10</u>	<u>\$ 825.39</u> -	<u>\$ 45.86</u>
<u>Employee + Child(ren)</u>	<u>\$ 1,429.06</u>	<u>\$ 1,143.24</u> -	<u>\$ 142.91</u>
<u>Employee + Spouse</u>	<u>\$ 1,865.76</u>	<u>\$ 1,492.61</u> -	<u>\$ 186.58</u>
<u>Employee + Family</u>	<u>\$ 2,594.04</u>	<u>\$ 2,075.23</u> -	<u>\$ 259.41</u>

Part-Time Employees

	<u>Monthly Premium</u>	<u>Monthly Red Cross -Contribution</u> -	<u>Employee Per Pay Period Contribution (24 Annual)</u>
<u>Employee Only</u>	<u>\$ 917.10</u>	<u>\$ 672.54</u> -	<u>\$ 122.28</u>
<u>Employee + Child(ren)</u>	<u>\$ 1,429.06</u>	<u>\$ 583.06</u> -	<u>\$ 423.00</u>
<u>Employee + Spouse</u>	<u>\$ 1,865.76</u>	<u>\$ 807.50</u> -	<u>\$ 529.13</u>
<u>Employee + Family</u>	<u>\$ 2,594.04</u>	<u>\$ 877.04</u> -	<u>\$ 858.50</u>

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2028 (not to exceed 5%; the rates below reflect a 5% increase. If Team Care establishes a rate increase of above 5% the parties will reopen the agreement for the purposes of discussing HealthCare only)

Full-Time Employees

	<u>Monthly Premium</u>	<u>Monthly Red Cross</u> <u>-Contribution</u>	<u>Employee Per Pay Period</u> <u>Contribution (24 Annual)</u>
<u>Employee Only</u>	<u>\$ 962.96</u>	<u>\$ 866.66</u>	<u>\$ 48.15</u>
<u>Employee + Child(ren)</u>	<u>\$ 1,500.51</u>	<u>\$ 1,200.41</u>	<u>\$ 150.05</u>
<u>Employee + Spouse</u>	<u>\$ 1,959.05</u>	<u>\$ 1,567.24</u>	<u>\$ 195.90</u>
<u>Employee + Family</u>	<u>\$ 2,723.74</u>	<u>\$ 2,178.99</u>	<u>\$ 272.38</u>

Part-Time Employees

	<u>Monthly Premium</u>	<u>Monthly Red Cross</u> <u>-Contribution</u>	<u>Employee Per Pay Period</u> <u>Contribution (24 Annual)</u>
<u>Employee Only</u>	<u>\$ 962.96</u>	<u>\$ 706.18</u>	<u>\$ 128.39</u>
<u>Employee + Child(ren)</u>	<u>\$ 1,500.51</u>	<u>\$ 612.21</u>	<u>\$ 444.15</u>
<u>Employee + Spouse</u>	<u>\$ 1,959.05</u>	<u>\$ 848.27</u>	<u>\$ 555.39</u>
<u>Employee + Family</u>	<u>\$ 2,723.74</u>	<u>\$ 920.90</u>	<u>\$ 901.42</u>

APPENDIX D: PAID FAMILY LEAVE POLICY

American Red Cross Paid Family Leave Policy

The American Red Cross recognizes that employees must balance work obligations with providing care for their families. The intent of the Paid Family Leave Policy (PFL) is to provide eligible employees with a dedicated paid leave to support them while meeting family obligations.

The policy provides employees with up to twelve (12) weeks of paid leave at 80% of regular base salary or wage based on their weekly standard hours up to a maximum base equal to the IRS definition of a Highly Compensated Employee at the time of the leave (\$130,000 in 2021) to care for a close family member with a serious health condition (“Caregiver Leave”) and/or care for or bond with children within the 12 months following the birth or placement (via adoption, surrogacy, or foster care) of a child in the employee’s household (“Parental Leave”). Employees’ own medical conditions are not eligible for this policy and are provided for by other applicable leave and disability benefit plans provided by the Red Cross.

The terms of this policy will be administered by the American Red Cross Absence Management Service Center (the “Leaves Administrator”). The Service Center can be reached at 1-877-860-7526. Employees will need to comply with any documentation and/or certification as requested by the Leaves Administrator.

Eligibility

To qualify for Paid Family Leave, you must be: (1) a regular full-time, or part-time employee who is normally scheduled to work at least 20 hours per week and eligible to earn PTO at the time of the qualifying event; (2) have worked for the Red Cross for at least one (1) year; and (3) have worked 1,040 hours or more (inclusive of paid time off and holiday pay) within the 12-month period immediately preceding the date the leave would begin. This policy does not apply to employees who are temporary, part-time scheduled fewer than 20 hours per week, AmeriCorps, or other non-benefits-eligible employees. This policy also does not apply to employees covered by a collective bargaining agreement (“CBA”) unless the CBA specifically provides for their eligibility for this benefit.

Spouses and/or domestic partners who are both eligible employees may each take leave under this policy for the same qualifying event; however, managerial approval may be required for employees working in the same unit to be on leave at the same time.

Description of Benefit

Paid Family Leave may be taken for one or more of the following events consistent with how those events are defined under the federal Family and Medical Leave Act (“FMLA”):

- Caregiver Leave – for the care, treatment, or diagnosis of a physical or mental illness or condition of an employee's family member for whom the employee has caregiver responsibility. A family member under this policy includes the employee’s spouse or qualified domestic partner, child, parent, grandparent, grandchild, or sibling with a serious health condition as defined by FMLA.

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- Parental Leave – for an employee to bond with a child or children after the birth, adoption, or foster care placement, within 12 months following that event. The adopted or foster child or children must be under age 18. The adoption of a new spouse’s or domestic partner’s child or children is excluded from this policy. Parental leave cannot be taken during short-term disability following childbirth but can commence after approval by the disability insurer for return to work.

An event occurring prior to the effective date of this policy (either October 1, 2021, or, if an employee is covered by a Collective Bargaining Agreement, the effective date per the CBA) is not eligible for Paid Family Leave.

Up to thirteen (13) weeks of leave including a one (1) week unpaid waiting period under this policy may be taken within a rolling 12-month period. Employees can elect to use available PTO or Floating Holidays to supplement pay during the waiting period and while receiving pay under this policy. The combination of PTO, Floating Holiday, and Paid Family Leave hours cannot exceed an employee’s normally scheduled weekly work hours. Unused leave under this policy does not carry-over to the following period. The usage period and amount of leave provisions also apply when the leave is used for a combination of qualifying events and when more than a single qualifying event occurs within the 12-month period. Additional leave may be available through other benefit policies, such as Paid Time Off (“PTO”) if more time than provided under this policy is needed.

Caregiver Leave for the same family member can only be used once every 24 months following the first day of the previous Paid Family Leave for that family member. This does not apply if the previous Paid Family Leave taken for that family member was for Parental Leave.

Intermittent leave is not available under this policy and leave taken must be greater than a full week including the waiting period, based on the employee’s regularly scheduled work week. A leave does not have to start on the first day of a pay cycle of the employee’s standard work schedule. If less than one week of leave in total is needed, PTO or other available leave must be used instead of Paid Family Leave.

Where leave under this policy also qualifies for job-protected leave under other federal or state leave laws, such as FMLA, Paid Family Leave will run concurrently, and will be applied to any qualifying FMLA or state leave to the extent consistent with applicable law. An employee must also file a request for FMLA when applying for leave under this policy.

Leave taken under this policy that does not otherwise qualify for FMLA job protection will be treated as if FMLA applies for job protection purposes. For example, under the Caregiver Leave component, this policy covers care for family members that do not qualify under FMLA. Leave taken under this policy for a non-qualified family member would be treated the same as FMLA for job protection purposes.

Requesting Leave

Eligible employees must (1) notify their supervisor following their department's call-in policy or guidelines and (2) contact the American Red Cross Absence Management Service Center (the "Leaves Administrator") at 1-877-860-7526 at least 30 days in advance of the start of the leave. If leave is not foreseeable, employees must provide as much notice as reasonably practicable under the circumstances. Requests for leave under this policy must be made to the Leaves Administrator within 15 days of the qualifying event, except for Parental Leave. Employees applying for leave under this policy are required to submit the documentation requested by the Leaves Administrator to support the request. Where leave under this policy also qualifies for FMLA leave or similar state paid leave programs, employees must submit the required FMLA or state leave documentation, which may also suffice to support this policy's documentation requirement as determined by the Leaves Administrator. If the requested Paid Family Leave is not approved by the Leaves Administrator prior to requested start date of the leave, an employee can elect to use PTO while waiting for approval of the leave request beyond the one week waiting period. If the Paid Family Leave is approved, the Leaves Administrator will reinstate 80% of PTO hours taken beyond the waiting period with Paid Family Leave. If this results in an overpayment, the Red Cross will recover the overpayment following its standard recovery procedures through Payroll. Failure to provide documentation requested by the Leaves Administrator in support of the leave by the due date set by the Administrator will result in the request being denied.

Benefits While on Leave

Eligibility for benefits continues during Paid Family Leave. Employees already enrolled may continue health and other insurance coverages during Paid Family Leave subject to the terms, conditions, and limitations of the applicable plans in which the employee may participate. Applicable employee and employer contributions towards the cost of benefits will continue while on leave and will be deducted from pay. If pay is not sufficient to cover the cost of benefits, the employee will be responsible for missed deductions through catch up deductions in future payrolls.

Beginning Paid Family Leave is not a qualifying event to allow changes to an employee's current benefit enrollment or the opportunity to elect new benefits. However, an event coincident with paid family leave such as but not limited to the birth of a child would be a qualifying life event allowing changes to be made to benefit elections. The Benefit Plan policy would be the primary determiner of changes allowed.

PTO will continue to accrue at the employee's standard rate.

Standard holidays occurring during Paid Family Leave will be recorded as such and do not extend the leave period or augment pay. Unused Floating Holidays that expire during the leave period (June 30 and December 31) are forfeited per the Holidays policy in the Employee Handbook. Floating Holidays will be granted biannually as scheduled in the Holidays policy.

Coordination with State Paid Family Leave Programs

Where an employee is also eligible for a state paid family leave benefit, benefits under this policy will coordinate and run concurrently with the state plan to the extent consistent with applicable law.

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The combined benefit received under the state and Red Cross programs will not exceed 100% of an employee's regular base salary or pay to the extent consistent with applicable law.

Return from Leave

Confirm your return-to-work date or any changes to the date with your Manager/Supervisor and the American Red Cross Absence Management Service Center at 877-860-7526 prior to coming back to work.

If the circumstances of your leave change and you are able to return to work earlier than the date indicated on your leave approval, you are required to notify the Absence Management Service Center in advance. Notification should be provided within two workdays after the change if the circumstance is known, and no later than two workdays prior to the date you intend to report to work.

If you don't return to work and need to extend your leave, notify the Absence Management Service Center and your department. If you do not notify your Manager /Supervisor of changes in your leave needs and do not return to work as scheduled, additional absences may be applicable to the attendance policy, which could result in discipline or termination. Additionally, failure to notify your Manager/Supervisor of changes in your return may result in the termination of your employment.

Your Manager/Supervisor must confirm your return to work with the American Red Cross Absence Management Service Center upon return in order to reinstate access to American Red Cross systems.

Other

Eligibility for leave ceases at the end of employment. Where an employee is on Paid Family Leave when employment is terminated, leave under this policy does not continue beyond the end of employment. Unused Paid Family Leave days are not subject to payout.

The Red Cross reserves the right to discipline employees who abuse this policy. Examples of abuse include but are not limited to, falsifying documents submitted to support leave or being untruthful about the reasons for requested leave.

The Red Cross reserves the right to modify this policy in whole or in part including cancellation at any time.

APPENDIX E: ~~ARTICLE 7 SIDE LETTER~~

The Red Cross and the Coalition acknowledge that the National Addendum prohibits the California local unions from bargaining daily overtime. The parties enter into this side letter so that the Red Cross and the California local unions may negotiate over the California daily overtime legislation. The Red Cross and the Coalition agree that if the outcome of the daily overtime negotiations in California conflicts with the National Addendum, the California local agreement shall control regarding daily overtime.

Personal Leave of Absence (Non-Statutory) Replaces Local Contract Leaves of Absence

In addition to leaves of absence under the American Red Cross' Family and Medical Leave Act policy and the Paid Family Leave program, the American Red Cross offers Personal Leave to eligible employees who are ineligible for any other leave of absence. A non-statutory leave of absence is a leave not otherwise required by law or regulation and subject to management discretion.

Personal Leave

Personal Leave is designed to assist employees in resolving important, pressing personal matters unrelated to their own personal illness or injury, or unrelated to a qualifying event under the Red Cross Paid Family Leave Program. Decisions whether to grant or deny a personal leave of absence will be based on current business needs and the circumstances of the request.

Provisions:

- **Regular full-time employees and regular part-time employees who work a minimum of twenty (20) hours per week and have successfully completed six (6) months of employment, are eligible to apply for Personal Leave.**
- **Unpaid personal leave may only be requested after all other appropriate leave balances have been exhausted.**
- **The length of the Personal Leave generally will be granted based on years of service and cannot be taken intermittently:**

LENGTH OF SERVICE
6 months to 1 year
1 or more years

LENGTH OF PERSONAL LEAVE
Up to 4 weeks
Up to 12 weeks

***Management determines the actual length of personal leave.**

- **The authorization of Personal Leave is at the sole discretion of the Red Cross and requires management (Director and above) approval.**
 - **Management will consider whether to grant or deny a general (non-statutory) leave of absence based on current business needs and the circumstances of the request as well as performance and attendance records.**
 - **The length of time granted for a personal leave is subject to current business needs and circumstances of the request.**
 - **Employee must provide written documentation on the reason for personal leave.**

- Under unusual circumstances, a personal unpaid leave may be extended if the employee submits a written request for an extension to the Absence Management Service Center prior to the expiration of the leave and the request is granted at the director level.
 - Director may consult with their VP for additional guidance to determine whether or not extension is appropriate.
- The Red Cross will make reasonable efforts to reinstate an employee returning from an unpaid leave of absence to the employee's original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed, unless required by law or local contract.

Applying for a Personal Leave of Absence:

To request a personal leave, follow instructions on the Personal Leave of Absence Checklist.

Employees seeking leave should contact the Absence Management Service Center at least 30 days before the requested start of the leave, except in cases of emergency.

Employees on personal leave will be required to use all accrued paid time off benefits, for example PTO and Floating Holidays. The use of paid time off benefits does not extend the length of the leave. Once accrued paid leave is exhausted, the leave of absence status will transition from paid to unpaid. Employees on a general (non-statutory) leave will not accrue paid time off benefits or holiday pay while on leave in an unpaid status.

While receiving any pay or accrued time off while on leave, deductions for benefits will continue. If your paycheck is not sufficient to cover the benefit deduction in any pay period, the cost of the benefit payment will be re-captured when you start receiving pay again. This process is known as arrears, and benefit deductions will be 1 current + 1 owed deduction, until the balance is satisfied. Once you have exhausted all pay and go into unpaid non-FMLA or non-Military leave status (receiving no Red Cross pay), the Red Cross will continue the employee's health insurance coverage during the leave if the employee submits payment for the entire monthly premium (Red Cross and employee contribution) to the Red Cross (via the Benefits Service Center) in a timely manner, to the extent permitted and in accordance with the applicable plans. See Unpaid Leave of Absence - Benefits Information for important details for ensuring you understand how to keep your benefit coverage while on an unpaid leave.

Return from Personal Leave

Employees are expected to notify management and the Absence Management Service Center of their return-to-work date as soon as possible but at least one week before the expiration of the leave.

An employee's failure to advise management of availability to return to work, failure to return to work when notified, or continued absence from work beyond the time approved will be considered a voluntary resignation of employment.

Additional information about the requirements for leave under this policy can be obtained by contacting the Absence Management Service Center or HR Now.

The Red Cross reserves the right to modify this policy in whole or in part including cancellation at any time. The Red Cross will communicate with the union significant changes to this policy and will engage in effects bargaining, if requested.

The following local unions have been identified as having an existing local contract policy greater than the one above and shall have their local contract language grandfathered:

Local 243/580

Local 414

Local 25

Local 507

Local 63

Local 728 DRD

Local 783