

Summary of Key CBA Changes - Ratified October 7, 2022

1. Term: July 1, 2020 – June 30, 2024
2. Union Rights
 - a. 1 Chief Steward and 1 Steward for each 15 employees
 - b. Union officials can carry out union business without loss of time or pay
3. Employee Rights
 - a. Employer to provide Employee Handbook within 30 days of adoption of the CBA by the President/CEO
 - b. Employee inquiries answered within 2 days
 - c. Discipline older than 1 year expunged from personnel file, if no similar occurrence in the year. Otherwise, discipline older than 3 years expunged from the file
4. Seniority
 - a. First refusal basis
 - b. Prevails in all cases where appropriate
 - c. In conjunction with satisfactory work performance
5. Probationary Period
 - a. Promotional probation = 3 months
 - b. Promotional performance evaluation at end of 2nd month
 - c. Unsuccessful promotion
 - i. Employee reverts to former position, if vacant.
 - ii. If not vacant, still reverts to former job classification.
 - iii. Must be paid at higher grade for balance of probation
6. Performance Evaluation
 - a. Four factors
 - b. May be grieved
7. Compensation Plan: Four pay plans
8. Hours of Work
 - a. Call outs or lateness – call supervisor 30 minutes before scheduled start time
 - b. Infractions for not swiping in/out
 - c. 15 minute per pay period grace period for lateness or leaving early
9. Overtime
 - a. Compensatory time balance cannot exceed 120 hours
10. Vacancies, Appointments & Promotions
 - a. Layoff Lists – after 2 declinations by the candidate, candidate removed from list
 - b. Promotion Lists
 - i. Ranking factors
 1. 40% - Seniority
 2. 20% - Education, Training & Experience
 3. 20% - Knowledge Skills & Abilities
 4. Remaining 20% allocated among the other 3
 - ii. After 3 declinations by the candidate, candidate removed from list
 - iii. After 3 rejections of the candidate, candidate removed from list
 - iv. Effective for 2 years after closing date
 - c. Promotions – an employee who is rejected during promotional probation period, returns to former position w/o loss of seniority or work performance record

- d. Transfers – stewards not transferred w/o their approval or for legitimate business reasons

11. Layoff

- a. Placement committee will begin operating one week prior to distribution of notices
- b. Employer to provide Union President & Chief Steward w/ number of non-union employees to be laid off at least one week prior to distribution of notices

12. Discipline

- a. Progressive Discipline
 - i. Verbal Warning
 - ii. Written Warning
 - iii. One Day Suspension
 - iv. Three Day Suspension
 - v. Five Day Suspension w/ intent to dismiss
- b. When applying progressive discipline, employer may consider the nature of the violation, record of discipline, and record of conduct
- c. Counseling is not formal discipline

13. Leave With Pay

- a. Juneteenth added as a Holiday
- b. 5 Administrative Leave days per year
- c. Sick leave
 - i. Earned at 1 ¼ days per month (15 days per year)
 - ii. Continues to accrue during leaves of absence with pay, approved leaves of absence w/o pay of less than 30 days, holidays, authorized vacation leave, AL days, sick leave, comp leave, and workers' compensation.
 - iii. Medical certifications (Doctor's note)
 - 1. Must submit if out sick for more than 3 consecutive days
 - 2. Must be sent to HR before submitting timesheet or on the first day back to work
 - iv. Excessive sick leave
 - 1. 8 days or 60 hours in calendar year
 - 2. Warning sent after 4 days or 30 hours
 - 3. Once on the list
 - a. will earn sick leave at ½ the regular rate until removed from list
 - b. will not be paid for 1st day of sick leave for next 4 occasions or next 12 months, whichever is shorter
 - c. all absences due to sickness must be documented
- d. Workers' Compensation - New language in accordance with PA Workers' Compensation Act

14. Leave Without Pay

- a. Education/Training Leave
 - i. When required as a condition of employment, PHDC will pay for the training and provide paid leave
 - ii. Tuition reimbursement or advancement
 - 1. \$3,000 per year for career related education/training
 - 2. Additional \$3,000 per year for employees attending an accredited college/university
- b. FMLA – new policy distributed to all employees

15. Economics

- a. Wage increases not retroactive
 - i. 2% effective 7/1/2020
 - ii. 2.5% effective 7/1/2021
 - iii. 3.25% effective 7/1/2022
 - iv. 3.25% effective 7/1/2023
- b. Ratification bonus - \$1,200
- c. Health Insurance
 - i. Personal Choice – employees pay 5% of the total monthly premium
 - ii. Keystone - employees pay 3% of the total monthly premium
 - iii. Covered for 5 years from date of retirement
 - iv. \$900 payment for employees who waive coverage (\$450 twice per year)
- d. Life Insurance
 - i. Group Life & AD&D paid by employer
 - 1. Employees employed by PHDC prior to 1/1/2019 and new hires as of 1/1/2019
 - a. City of Philadelphia's plan
 - b. Active employees = \$20,000
 - c. Retired employees = \$6,000 for life
 - d. Optional employee/employer paid insurance available
 - 2. Employees employed by PRA prior to 1/1/2019
 - a. PRA's plan
 - b. Active employees = annual earnings rounded to the next \$1,000
 - c. Retired employees = annual earnings rounded to the next \$1,000 for 5 years from date of retirement
- e. Pension
 - 1. Employees employed by PHDC prior to 1/1/2019 and new hires as of 1/1/2019 – City of Philadelphia's pension plan
 - 2. Employees employed by PRA prior to 1/1/2019
 - a. Hired prior to 1/15/2015 – PRA's Defined Benefit Plan
 - b. Hired after 1/15/2015- PRA's Defined Contribution Plan
- f. Travel & Meal Allowance
 - i. Mileage – reimbursement using the IRS standard mileage rate
 - ii. Meal Expenses
 - 1. Travel outside of the City - reimbursement in accordance with the Federal Travel Regulations (General Services Administration) per diem rates
 - 2. Incurred within the City – up to \$3.50 if at least 3 hours of overtime performed w/ a 30 minute or more unpaid break
 - 3. Attendance at official functions – full reimbursement of expenses
 - iii. Lodging – payment will be made for approved work-related travel up to the maximum allowed by the Federal Travel Regulations (General Services Administration) rates plus taxes
 - iv. Conferences, Trainings, and Professional Events - payment will be made for conference rates and lodging for attendance at approved functions of a professional\trade association or education meeting