



Welcome **PTAA member**

Welcome! In your new position here at The University of Rhode Island you are a member of a community of people that make URI one of the country's best values in higher education, welcome to the proud ranks of The University of Rhode Island Professional Technical Administrative Association (PTAA) Local 2877. Our Union is approximately 170 members strong and covers a vast range of job titles from Accountant to Writer.

The PTAA General Membership meetings are held at Noon on the second Thursday of every month at the Memorial Union, Room 360. We encourage you to participate; hear the latest Union news, meet co-workers in other departments and talk to your Local Steward or any other member of the PTAA Executive Board. We usually provide a tasty lunch.

Our PTAA newsletter, The Triangle, is another way to stay informed about issues related to your work place, your contract, and the Union. The Triangle is e-mailed to you on the Monday of the week preceding the week of the General Membership meeting. We add your URI e-mail address at mail.uri.edu to our membership database to guarantee prompt delivery of the newsletter. If you wish to receive the newsletter at a different or an additional e-mail address please contact us at ptaa@etal.uri.edu.

More in depth information is available on our website at www.uri.edu/ptaa where you can find in addition to regularly updated newsletters and employment information more in-depth talk about contractual, union and political issues.

About PTAA:

PTAA is the sole and exclusive bargaining agent for all its members. As a member of the Rhode Island Council 94 PTAA has the support of the largest RI government employee union. Rhode Island Council 94 itself is part of AFSC International with 1.4 million members in public and private service nationwide. The "American Federation of State, County and Municipal Employees" (AFSCME) organized for social and economic justice in the workplace, through political action and legislative advocacy. AFSCME is part of the "The American Federation of Labor and Congress of Industrial Organizations" (AFL-CIO). The mission of the AFL-CIO is to improve the lives of working families—to bring economic justice to the

workplace and social justice to our nation.

The objectives of PTAA are:

1. to promote the organization of University of Rhode Island employees for the purpose of collective bargaining;
2. to promote the welfare of the membership and to provide a voice in the determination of the terms and conditions of employment;
3. to foster cooperation among affiliates at the University and among affiliates under the jurisdiction of the Rhode Island Board of Governors for Higher Education; and
4. to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

PTAA Officers on the Executive Board:

President:	Hilde Gesch	Phone: 4-4478
Vice President:	Kathy Faella	Phone: 4-4469
Treasurer:	Karol Leuzarder	Phone: 4-4965
Recording Secretary:	Alfred Speredelozzi	Phone: 4-2452
Corresponding Secretary:	Jackie Hughes	Phone: 4-5542
Chief Steward:	Thomas Theisen	Phone: 4-7870
Members-at-Large:	Doug Johnson	Phone: 4-9222
	Jane Suvajian	Phone: 4-4783
	Marilyn Martin	Phone: 4-2388

Our Contract is something that you should take time to become familiar with. Please check out the bullet points below which are usually the main points of interest to new employees. Detailed answers can be found in the PTAA Contract, or by going to www.uri.edu/PTAA/ and clicking on the FAQs tab on the left side of the screen.

- **Work week** - There are six different basic work weeks detailed in our contract with either a 35 hour or 40 hour week. Yours will depend on your job title.
- **Dues** – Your dues are \$19.44 per paycheck. \$5.75 of that goes to International AFSCME, \$11.55 goes to Rhode Island Council 94 and \$2.14 goes to PTAA funding the union business.
- **Fringe benefits** - At the time of hiring you should have been fully informed by the Human Resources department of all benefits; you may also have received a URI welcome package with forms to be filled out by you and submitted to Human Resources in order to activate all of your benefits. **These forms must be turned into Human Resources within 30 days of your appointment!** A full listing is included on our website under FAQs.

- **Breaks/lunch** - All employees are entitled by law to two 15 minute breaks, one in the first half of the day and the next in the second half of the day. The coffee breaks are included in your daily work schedule. In addition employees must take a lunch break of at least 30 minutes and not to exceed 60 minutes as deemed necessary by the department. Lunch breaks are in addition to your daily work schedule.
- **Travel reimbursement** - Travel expenses shall be made in accordance with regulations of the State of Rhode Island after approval has been granted by the appropriate Vice President or designee. Required use of a person's vehicle in accordance with existing travel regulations shall be reimbursed at the prevailing state rate. An employee is under no obligation to provide a private vehicle in his/her employment.
- **Tuition Waiver** - You, your spouse and your children are eligible for tuition waiver at all three state schools (URI, RIC and CCRI). The waiver covers tuition but not general and lab fees assessed each semester.
- **Seniority and layoffs explained** - The University is a Seniority based system. In the event of layoffs the least senior member of a group considered for a layoff will be laid off first.
- **Overtime** - There may be situations ~~were~~ when you will be asked to work additional time beyond your regular work week. If your position falls under the Fair Labor Standard Act (FLSA) regulations you will be paid for time and one half ~~will be paid~~ for work performed in excess of 40 hours in a single work week and compensatory time at the rate of one hour for each hour worked between 35 and 40 hours . If your position does not fall under the FLSA you will be compensated 1 hour for each hour worked.
- **Sick Leave** - Employees shall accrue four hours of sick leave for each bi-weekly period of service. There is a ceiling of 875 sick hours for those working 35 hour weeks and 1000 sick hours for those working 40 hour weeks. Up to three consecutive days of sick time can be taken before a physician's certificate or other satisfactory evidence has to be supplied to your supervisor.
- **Bereavement** - Each employee is granted leave with full pay for four days for a death in the immediate family.
- **Parental Leave** - Members with one year or more of service shall be granted six weeks of paid parental leave at the birth of a child or placement of an adopted child under the age of 12. Additional time beyond this if needed due to medical reasons is time that may be charged to your accrued sick time.
- **Borrowed Sick Leave** - Members may be permitted to borrow two weeks of sick leave against future accumulation in the next fiscal year, provided they have used all accrued vacation and sick leave and other leaves. Borrowed sick leave must be paid back against future accruals upon a member's return to work, or as an amount if a member leaves employment before repaying borrowed sick leave.
- **Shared Sick Leave** - PTAA maintains a yearly renewable shared sick leave bank with voluntary member contributions of 1 sick day per member and year. Members with a catastrophic illness or disease may apply to receive this great benefit if all accrued sick and vacation time, all personal time and 2 weeks of borrowed sick leave have been exhausted.
- **Vacation** - Annual vacation for a full time employee shall be fifteen working days during the first three years of employment, twenty-two working days for 3-20 years of employment and 27 working days thereafter. Use of vacation time use is subject to the

approval of your supervisor, cannot be reasonably withheld and must be allotted with at least 10 consecutive days.

- **Personal Time** - Each full time member is entitled to up to four days, known as Personal Days or a partial thereof for academic year and part-time personnel. These days do not carry over into the next calendar year – use them or lose them!
- **In-Grade Increase** - If you have taken on additional job responsibilities you may request yourself or through your manager a review by the Office of Human Resources Administration to award a 3-5% salary increase. You may ask your Union for support with your request for an in-grade increase.
- **Request for Salary Review** - If a new staff member is hired into your department at a higher salary than your base salary, you may request without consent of management a salary review to establish if you are entitled to the same base salary as the new hire. You may ask your Union for support with your request for salary review. We provide extensive help via our website, through publications and personal help.
- More detailed information can be found in the Contract or on our website at www.uri.edu/ptaa

In these times of volatile economic changes members have many questions about their benefits, job security and workplace and contract issues. Your first point of contact with PTAA is your [local Steward](#). You may also contact the Union by e-mail at PTAA@etal.uri.edu

Useful Links:

[\[PTAA website\]](#)

[\[PTAA Contract\]](#)

[\[PTAA Constitution\]](#)

[\[RI Council 94 website\]](#)

[\[AFSCME website\]](#)