

ARTICLE 31
NURSE LISTS and DISTRIBUTION OF CONTRACTS

A. NURSE LISTS

1. On a yearly basis, the University shall provide the Association with an alphabetized list by campus/Laboratory of all nurses at each campus/Laboratory. This list will be via FTP (File Transfer Protocol) and will contain the name, title code, employee identification number, numerical identifiers of employees in the NX unit by utilizing the last five digits of the employee's Social Security number, last date of hire with continuous employment, pay rate and unit to which the nurse is assigned and an indicator as to whether the employee is paying dues or fair share / agency fee through the University payroll system. Home address will be provided if the nurse has agreed to release of the home address.
2. The University will provide to the Association a monthly list of changes (e.g., salary adjustment, new hire, transfer, promotion, discharge, home address, etc.) via FTP that have occurred within the bargaining unit.

B. DISTRIBUTION OF MATERIALS

1. **Posting/Printing of the Agreement**
 - a. Within ten (10) calendar days following ratification, the University shall provide the Association with an electronic copy of the draft official version of the contract for Association review and concurrence.
 - b. The University will not post the UC version of the agreement to its website until CNA has had at least ten (10) calendar days to review the draft referenced in §B.1.a., above.
 - c. The University and CNA will use their best efforts to ensure that this agreement is printed within one hundred twenty (120) calendar days following ratification.
 - 1) Both parties must approve the camera ready copy of the Agreement prior to printing.
 - 2) UC and CNA shall share equally in the cost of printing the agreement for distribution to nurses. The number of copies to be printed at each location shall be equal to the number of nurses employed at each location on the date of ratification plus ten percent (10%) for each contract year. CNA will receive ninety-five percent (95%) of the printed agreements for distribution to nurses, and the University will receive five percent (5%) for distribution to management.
 - 3) The University is responsible for distribution of the agreement to UC management, and CNA is responsible for distribution of the agreement to UC nurses. The University

shall make appropriate arrangements for CNA's access to the work sites to facilitate the Association's distribution of the contract to each nurse.

2. Distribution of Information During Orientation

- a. The University will provide to each new nurse a packet of information as supplied by CNA, and a copy of the Agreement. The University shall distribute the Agreement and packet in the normal manner.
- b. The University shall notify CNA in advance of scheduled nursing orientations upon request of the local CNA Representative.
- c. The Association shall be permitted to address nurses immediately after new orientation sessions for a reasonable period of time not to exceed thirty (30) minutes for the purpose of CNA new nurse orientation. When the orientation schedule at Medical Centers includes a meal period, CNA representatives will be permitted to make their 30-minute presentation during the meal period. The CNA presentation will be included in the written agenda for the meeting. The University and the Association agree to meet and confer over arrangements to accomplish this goal. The Chief Nurse Representative or designee shall be authorized to receive reasonable paid release time to attend such CNA new nurse orientation.
- d. Where the University conducts RN-only orientations, the University shall allow the Association to address nurses there in accordance with §B.2.c. above.