

**ARTICLE 31**  
**NURSE LISTS AND DISTRIBUTION OF CONTRACTS**

**A. NURSE LISTS**

1. On a monthly basis, the University shall provide CNA with a list by campus/medical center of all Nurses in the NX bargaining unit at each campus/medical center. This list will be accessed by CNA via FTP (File Transfer Protocol). This list will contain the employee name, work phone, title code, title name, department, work location, employee ID, hire date, hourly rate (as provided in the dues report), annualized pay rate, and dues indicator. Available home address, home phone, personal email, and personal cell will be provided if the Nurse has not objected to disclosure of the information.
2. The University will provide to CNA a monthly list of changes (e.g., salary adjustment, new hire, transfer in or out, LOA start and end date, separation, home address, etc.) via FTP that have occurred within the bargaining unit.

**B. DISTRIBUTION OF MATERIALS**

**1. Posting of the Agreement**

- a. Within ten (10) calendar days following ratification, the University shall provide CNA with an electronic copy of the draft official version of the contract for CNA 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 posted within one hundred twenty (120) calendar days following ratification.
  - 1) Both parties must approve the camera ready copy of the Agreement prior to posting.
  - 2) The University shall make appropriate arrangements for CNA's access to the work sites to facilitate CNA's distribution of the contract to each Nurse.

**2. New Employee Orientation**

- a. The University shall provide CNA not less than ten (10) days notice in advance of a new employee orientation. The University shall advise CNA of the estimated number of NX bargaining unit members scheduled to attend the new employee orientation.
- b. The Association shall be permitted to address Nurses at a reasonable time in conjunction with new employee orientation sessions, involving one or more newly hired bargaining unit Nurses for thirty (30) minutes for the purpose of CNA new Nurse orientation. 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.

- c. The University shall provide CNA with a copy of the attendance list of all NX bargaining unit members attending the new employee orientation within ten (10) days following the new employee orientation.
- d. To the extent that a Nurse's orientation process is individualized and/or to the extent that a Nurse for any reason does not within sixty (60) days of beginning work attend a group orientation meeting as described above, the following alternate provisions shall apply:
  - 1) CNA shall notify the Nurse, the Nurse's manager and the local Labor Relations office of a proposed thirty (30) minute time slot, during normal working hours, for a designated CNA representative to meet privately with (and provide materials and information to) the Nurse, without management personnel or any other persons present.
  - 2) For reasons of operational necessity only, the University may notify CNA that the proposed time is unworkable and that CNA must propose an alternate time.
- e. Where the University conducts RN-only orientations, the University shall allow CNA to address Nurses there in accordance with §B.2.b. above.