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# ROCHESTER UNION OF Nurses & ALLIED PROFESSIONALS WELCOME PACKET



In 2022, nurses across RGH came together to form the Rochester Union of Nurses and Allied Professionals (RUNAP). The contract we settled in October 2023 established a foundation to address many long-standing issues. By continuing to work together and exercise our collective power, we know that we can make RGH a healthy place for patients and workers.

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# WE ARE OUR UNION

In September 2024, RUNAP members elected Executive Board members to serve two-year terms. The Executive Board works with members and unit representatives to set our union's priorities, represent RUNAP in meetings with management and the community, and ensure that our union's resources are managed effectively.

## RUNAP Executive Board



*"We are the Union and our Union is our voice. We are stronger together and united in our desire to make RGH a hospital you can feel comfortable bringing your family members to. Together we have power, the power to make the changes necessary for great patient care and a quality work environment."*

- Carmen Camelio, MICU, RUNAP President



*"I've worked at RGH for 21 years and I want the real value of a nurse to exist again. We are caring for real people in our community and their lives may depend on the care that is given. I want all of us to leave our shift knowing that we provided the best care possible. There is power in numbers and our voices together will make a difference"*

- Christa Kendall, MSDU, RUNAP Vice-President



Phoebe Sheehan, CTICU  
RUNAP Treasurer



Gillian Kingsley, Labor and Delivery  
RUNAP Secretary



Jeanne Moran, MOU  
RUNAP Delegate



## RUNAP Staff Director

*"I'm not an RN, I work for RUNAP full-time and I am here to support you in building your union and exercising your rights at work."*

Megan McRobert ([megan@runap.org](mailto:megan@runap.org))

RUNAP staff work with the Executive Board and unit representatives to ensure that our contract is enforced and that we have the logistical support needed to continue building collective power and a supportive community at RGH.

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## Contract Highlights

- Enforceable staffing language and a process for a financial penalty that starts in 2025
- Transparent and experience-based wage scales by job classification, with a clear progression for wage increases
- Annual cost-of-living raises of 4% in Year 2, 4% in Year 3, and 3% for the last six months
- Defined limits on floating by unit. If you are asked to float out of order or to wrong unit, file a grievance. If floating leaves your unit below the grid, fill out unsafe staffing forms ([www.runap.org/unsafe-staffing](http://www.runap.org/unsafe-staffing))
- Protected our pension, including for new hires
- Raised call pay from \$3 to \$5
- Employee contributions to healthcare capped at 6% increase or less per year

**PICK UP A CONTRACT BOOKLET AT THE OFFICE OR  
DOWNLOAD THE PDF AT: [WWW.RUNAP.ORG](http://WWW.RUNAP.ORG)**



## Attendance & Tardiness

During contract bargaining, RGH pushed a rigid and punitive attendance policy. After inconsistent enforcement and a clearly negative impact on morale and retention, RGH agreed to modify the policy. Scan QR code for modified language



## Calling in Sick (p 29, 33)

If you do not have sick time and call out (even with a doctors note), it will be an unexcused absence. Twice per year, you can convert this to an excused absence (which is unpaid but not subject to discipline) Vacation time is planned and approved in advance, only sick time can be used for calling out (exceptions can include bereavement leave). When calling in, your supervisor will ask something like “are you sick?” or “are you using sick time?”. Just say yes, you do not have to provide documentation from a provider unless it’s been three consecutive days.



## Dress Code (p 35-36)

RGH also insisted on a rigid dress code, this shouldn’t taken away from urgent patient care needs or be used to retaliate against. If you’re disciplined or singled out, reach out to a rep and discuss filing a grievance. We wear RUNAP t-shirts on Fridays (and encourage you to do so!). Pick a shirt up at the office (367 Titus Ave).

# Wage Scale & Understanding Your Compensation



*"In October of 2020, while working through a pandemic, I received a \$0.35 raise while the execs who never left their offices walked away with millions. Between 2012 and 2020 I received a total of less than \$2.00. It wasn't until we unionized that I finally pushed the \$30/hr mark after 10yrs as an RN."*

*- Lindsay Rockefeller, Vascular OR, RUNAP Treasurer 2022-2024*

## RUNAP fought to create a fair and transparent wage scale that compensates RN by years of licensure.

On October 20, 2024: Year 2 wage scales (an increase of 4%) go into effect. Your base rate will be determined by years of licensure on or before October 25, 2024. If you were originally licensed out of NYS, including internationally, make sure that your original licensure documentation is uploaded in Workday, that's what is used to calculate your base rate. Check your paystub! Make sure you're getting the correct base rate.

**Wage Scales start on p.16 of the RUNAP contract**

Grade Assignment	Cost Center
-C	Intensive Care Units, Emergency Department, Operating Room & Cath Lab, MSDU, SSDU
-I	All Other departments

### Hourly Grade Scales

I Grades – refer to home unit positions that are in the inpatient cost centers as defined in section 2.

C Grades – refer to home unit positions that are in the ED/OR/ICU/Cath Lab/MSDU/SSDU cost centers as defined in section 2.

### Hourly Scale Year 2 – 4%

Years of RN Licensure	A - I	A - C	B - I	B - C	C - I	C - C	D
0	\$37.18	\$38.22	\$39.26	\$40.30	\$40.56	\$41.60	\$48.88
1	\$37.96	\$39.00	\$40.04	\$41.08	\$41.34	\$42.38	\$49.66
2	\$38.48	\$39.52	\$40.56	\$41.60	\$41.86	\$42.90	\$50.44
3	\$39.00	\$40.04	\$41.08	\$42.12	\$42.38	\$43.42	\$51.22
4	\$39.52	\$40.56	\$41.60	\$42.64	\$42.90	\$43.94	\$52.26
8	\$41.08	\$42.12	\$43.16	\$44.20	\$44.46	\$45.50	\$54.08
12	\$43.42	\$44.46	\$45.50	\$46.54	\$46.80	\$47.84	\$55.64
16	\$45.50	\$46.54	\$47.58	\$48.62	\$48.88	\$49.92	\$56.68
20	\$47.58	\$48.62	\$49.66	\$50.70	\$50.96	\$52.00	\$58.24
25 +	\$49.92	\$50.96	\$52.00	\$53.04	\$53.30	\$54.34	\$61.10

### Salaried Scale Year 2 – 4%

Years of RN Licensure	E	F	G
0	\$79,560	\$83,200	\$88,400
1	\$80,340	\$85,540	\$91,000
2	\$82,160	\$87,360	\$92,560
3	\$83,460	\$88,660	\$94,640
4	\$88,660	\$93,860	\$99,840
8	\$93,600	\$98,800	\$101,920
12	\$97,760	\$102,960	\$107,120
16	\$101,920	\$107,120	\$112,320
20	\$104,000	\$109,200	\$114,400
25+	\$109,200	\$114,400	\$119,600

# Filing a Contract Grievance

**What is a grievance?** A grievance is the formal way to contest a violation or interpretation of the contract.

**What should be in my grievance?** (1) Summarize what happened, (2) Quote the section(s) of the contract violated and (3) Request a remedy.

**How do I file a grievance?** Hand-deliver to your direct supervisor and email a copy to [RGHLaborRelations@rochesterregional.org](mailto:RGHLaborRelations@rochesterregional.org) within 7 days of the incident. Include [megan@runap.org](mailto:megan@runap.org) on the email or forward the email that you send to RGH.

## What happens after filing a grievance?

- Management will respond in writing. If they do not respond within 7 days, the grievance is considered denied.
- If your grievance is denied - in writing or due to lack of response - you can appeal the denial by requesting a Step Two meeting.
- You must request a Step Two meeting within 5 days of the grievance being denied. (Saturdays and Sundays do not count for the purposes of counting days).
- A union representative will attend a Step Two meeting with you, which is our opportunity to make the case of why management should settle the grievance.

## Unclear or unsure what to do? Don't delay in reaching out for support:

Contact [megan@runap.org](mailto:megan@runap.org) or a unit rep with questions or assistance in this process.

### EXAMPLE: Step One Grievance

Date: August 19, 2024  
To: [Direct Supervisor]  
CC: [RGHLaborRelations@rochesterregional.org](mailto:RGHLaborRelations@rochesterregional.org)  
From: [RUNAP Member]  
RE: Step One Grievance

On Friday, August 16, I was required to float to the NICU from my home unit, Oncology Sands 600.

Per the RUNAP collective bargaining agreement, Article 9 Section 6d, "An in-patient oncology nurse shall only be reassigned to med/surg".

I request an all-unit communication signed by management explaining the floating policy and the posting of a notice in the break room for at least 6 months that states that the contract was violated.

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## Step One Grievance Form

Date: \_\_\_\_\_  
To: \_\_\_\_\_ [direct supervisor]  
CC: RGHLaborRelations@rochesterregional.org  
From: \_\_\_\_\_ [your name]  
RE: Step One Grievance

### SUMMARY

DATE(S) OCCURRED: \_\_\_\_\_

DESCRIBE WHAT HAPPENED. ATTACH ANOTHER SHEET, IF NECESSARY.

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THIS VIOLATES THE FOLLOWING ARTICLE(S) AND SECTION(S) OF THE RUNAP CONTRACT:

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I AM REQUESTING THE FOLLOWING REMEDY:

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**Instructions:** To file this grievance, take a photo and email to RGHLaborRelations@rochesterregional.org AND hand-deliver a copy to your supervisor within 7 business days.

Scan to download form -->



## Just Cause: Policies for Discipline & Termination



The disciplinary process starts on page 43 of the contract. “Just cause” is a cornerstone of many union contracts and it is the opposite of being an at-will employee. RGH has to have cause for discipline and it must be applied consistently and fairly. You have a right to due process, including the opportunity to participate in any investigation and to review any information (documents or policies) used to inform the discipline.

If you have been disciplined, contact a unit rep or staff representative Megan McRobert (megan@runap.org) to review the documents. If you were disciplined unfairly, we are here to support you in pushing back!

## Weingarten Rights: Union Right to Representation

- The U.S. Supreme Court ruled that the National Labor Relations Act gives workers the right to request **union representation** during an interview that the employee reasonably believes could lead to discipline (*NLRB v. J. Weingarten, Inc*)
- Weingarten rights apply at an **investigatory interview** with management (like your supervisor or HR). An investigatory interview occurs if: (1) management questions you to obtain information and (2) you have a reasonable belief that your answers could be used as the basis for discipline against you.
- Weingarten rights do **not** apply at routine meetings (like regular evaluations, daily huddles, etc) or meetings with management where no questions are being asked. If they are informing you of a decision, even if it is disciplinary, Weingarten rights do not apply.
- **Know your unit reps!** Take a minute to make sure you have the contact information for a unit rep or RUNAP officer so that you can reach out, if needed. Contact board@runap.org or megan@runap.org if you don't know how to reach your unit rep.
- Reach out to your unit rep to see if they are available or if they can help you find a rep. The contract allows for 24 hours to find a rep, so don't delay! If your unit rep is not available we will connect you with a trained rep who can attend.

**"IF MY ANSWERS TO THESE QUESTIONS COULD LEAD TO ME BEING DISCIPLINED, TERMINATED, OR OTHERWISE ADVERSELY AFFECT MY WORKING CONDITIONS, I RESPECTFULLY REQUEST A UNION REPRESENTATIVE."**



### IF YOU'RE BEING QUESTIONED

Management may schedule a meeting with you, or you may be in the middle of a conversation or meeting. At any time, you can read the above quote. If management says that it is **not** investigatory, document that. Otherwise, they have to stop the meeting and allow you time to find a union rep.



### ASSERT YOUR RIGHTS

Management does **not** have to tell you that you have the right to representation. You must invoke your rights yourself. If you're not sure if a scheduled meeting is investigatory, ask the person who scheduled the meeting and let them know you're planning to bring a union rep. If it's not investigatory, they are not required to allow a rep to be present. You can also ask if a meeting is investigatory while it is already in process.

# Report: Unsafe Staffing & Objection of Assignment

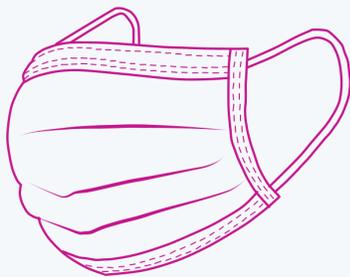


## Out of Ratio

- Assigned more patients than allowed by unit staffing grid/ratio
- Inadequate staffing: RNs, LPNs, PCTs, Unit Secretary
- Unit staff floated, leaving originating unit out of ratio
- Charge nurse has patient assignment
- PCT pulled as 1:1 sitter, no PCT for other unit needs
- Unable to take required meal/rest breaks

## Patient Acuity & Training

- Patient acuity exceeds unit criteria, unable to transfer to higher level of care
- Patient acuity warrants lower nurse:patient ratio
- Floated to unit without necessary environmental/skills orientation
- Not signed off on nursing skill/task for specific patient needs



## Infection Control

- Necessary PPE or supplies unavailable
- Sharps containers full or unavailable
- Red Biohazard bag/bin full or unavailable
- Limited or no access to hand washing facilities or hand sanitizer
- Hallway patient does not leave adequate space for infection prevention or proper isolation precautions

## Equipment & Environment

- Necessary equipment unavailable or broken
- Security issues (broken lock, malfunctioning alarms/panic buttons, etc)
- Environmental Hazards (odors from chemical cleaners/disinfectants causing patients and/or staff to feel ill)
- Inadequate or broken fire safety equipment
- Telemetry or Call Bell System Failure



Scan the code or visit [www.runap.org/unsafe-staffing](http://www.runap.org/unsafe-staffing) to submit a form.

### Who sees the forms?

- Submissions are shared with the CNO and RGH Staffing Committee, as well as RUNAP

### What happens after I submit?

- Subcommittee reviews and management responds. The response is recorded as resolved if they were able to meet the grid.

## Working Together to Build Our Union

Many of us are experiencing union membership for the first time. Our union contract is the foundation for setting fair working standards. Violations of the union contract should be addressed through the grievance and arbitration process. That's not the only way that we make change. We know that there are ongoing issues with hostile managers, safe staffing standards, and patient care concerns. If there are issues that aren't contract violations, we take organized action in other ways. That includes attending regular meetings with management, as well as escalating actions like petitions, events, and press conferences.

Most union contracts include a Labor Management Committee to ensure that there is an ongoing seat at the table with management and to raise general workplace concerns or issues with contract enforcement. Labor Management meets monthly on the third Wednesday and up to six (6) unit reps attend the meetings to advocate for a specific unit issue. Mass member emails are sent out prior to the meeting to call for agenda items, and notes will also be sent out after each meeting. Recent agenda items have included staffing concerns on specific units, questions about patient care issues, and gaining a better understanding of how management approves SIP (staffing incentive pay) for understaffed units.

Changing the culture is also how we treat each other. We work in a stressful environment everyday and conflict inevitably arises. If you have an issue with a fellow union member, we encourage you to try to address it with them directly before involving HR or management. Unit reps and staff are here to support those difficult conversations. Ultimately, as RNs, we have more in common with each other than with the RGH CEO.

## Union Membership and Dues

Everyone hired into a union position at RGH is covered by the contract, as soon as you are working in a union position you are entitled to the benefits in the contract and the right to representation. Our contract includes "union security" which means that everyone working in a RUNAP position is **required** to become a RUNAP dues-paying member, or a fee payer.

Employees who choose not to become members of RUNAP must become fair share payers as a condition of their employment. Fair share payers (also known as "objectors") do not have the right to attend and participate in union meetings or events; to run for office, nominate, or vote for candidates for union office; to participate in contract ratification and strike votes; or to participate in the formulation of RUNAP policies and actions. Membership dues are 1.25% of base wages, fee payers pay 98% of that, or, 1.225% of base wages.

Dues and fees are our union's only revenue and ensure that we have the resources needed to enforce the contract and build community in the workplace. As an independent union, dues and fees pay for every RUNAP expense, including staff, legal counsel, office rent, events, and building a robust strike fund for our next round of negotiations.

Fill out one of the forms and  
return to your unit rep or  
[megan@runap.org](mailto:megan@runap.org)

Membership  
form --->



Fee payer  
form --->



## Important Links & QR Codes

View the **full RUNAP contract** at [www.runap.org](http://www.runap.org) scan for link:



Review RUNAP's Bylaws and Constitution, our union's governing documents. Also available at



[www.runap.org/bylaws](http://www.runap.org/bylaws) or scan:

Download an electronic copy of the **grievance form** to contest discipline or an interpretation of the union contract:



Submit an **unsafe staffing form** anytime you are working without the appropriate staff or equipment:



([www.runap.org/unsafe-staffing](http://www.runap.org/unsafe-staffing)):

We have a **WhatsApp group for RUNAP members** who want to participate in ongoing conversations with coworkers. Scan for a form to request the link:



Staff RNs across the hospital work as unit reps and meet regularly to address workplace issues and support members filing grievances. View an **updated list of reps here:**



## Social Media

 [Fb.me/runapunion](https://fb.me/runapunion)

 [@runapunion](https://www.instagram.com/runapunion)

## Contact Information



### RUNAP Office Address

367 Titus Ave Irondequoit, NY 14617



### RUNAP Email Addresses

Executive Board: [board@runap.org](mailto:board@runap.org)

President: [president@runap.org](mailto:president@runap.org)

Secretary: [secretary@runap.org](mailto:secretary@runap.org)

Treasurer: [treasurer@runap.org](mailto:treasurer@runap.org)

RUNAP Staff, Megan McRobert: [megan@runap.org](mailto:megan@runap.org)