

SAGINAW VALLEY STATE UNIVERSITY

SUPPORT STAFF ASSOCIATION CONTRACT

between

Saginaw Valley State University
and the
SVSU Support Staff Association
MEA/NEA



July 1, 2021 – June 30, 2024

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ARTICLE 1.000 AGREEMENT

This Agreement is made and entered into this 4th day of August 2021, effective on July 1, 2021, by and between Saginaw Valley State University, hereinafter referred to as Employer, and the Michigan Education Association, hereinafter called the Union through its local affiliate, the SVSU Support Staff Association, MEA/NEA.

ARTICLE 2.000 PURPOSE

The purpose of this Agreement is to set forth terms and conditions of employment such as wages, hours, and working conditions; to establish the machinery for collective bargaining; and to promote orderly and productive labor relations between the Employer and its employees. To the above end, it is the intent of the parties to abide by the terms of this Agreement at all times.

The provisions of this Agreement shall constitute a binding obligation of the parties for the duration hereof or until changed by written, mutual consent. Any previously adopted rule or regulation of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

ARTICLE 3.000 RECOGNITION

3.100 Pursuant to and in accordance with all applicable provisions of Acts 176 and 336 of the Public Acts of 1939 and 1947, as amended, the Employer recognizes the Union as the sole and exclusive representative for the purposes of collective bargaining and with respect to rates of pay, hours of employment, and other conditions of employment for employees within the bargaining unit.

The Bargaining Unit consists of all full-time and regular part-time Secretarial/Clerical Division employees and Plant/Business Services Division employees of Saginaw Valley State University but excluding: Human Resource Assistants, Office of Human Resources (2); Secretaries to the Vice Presidents (Business, Academic and Public Services), (3); Secretary to the Director of Institutional Research and Planning (1); Secretary to the Assistant to the President/Secretary to the Board of Control (1); Secretary to the Dean of Student Affairs (1); Supervisors and all others.

Unless otherwise indicated the term “employee” hereinafter will refer to all members of the above defined bargaining unit.

3.200 Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without involvement of the Union, if the adjustment is not inconsistent with the terms of this Agreement.

3.300 SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

3.400 PERSONAL RIGHTS PROTECTED

Nothing contained herein shall be construed to deny or restrict to any employees' rights he or she may have under laws of the State of Michigan or other applicable regulations, unless such rights are specifically waived herein. The rights granted herein shall be construed to be in addition to those provided elsewhere.

Individual lifestyles and other personal matters, except as they pertain to the functioning of one's job-related duties, are not to be of concern to the Employer. This provision does not prevent the Employer from exercising its prerogatives to discipline the employee for work related deficiency(ies) or to evaluate the employee's work performance.

Any action taken against such employee for any of the above shall be subject to the grievance procedure.

3.500 FAIR EMPLOYMENT PRACTICES

The Employer and the Union recognize their respective responsibilities and Federal, State, and Local laws relating to fair employment practices. The Employer asserts that there will be no discrimination against any employee or against any applicant for employment by reason of age, color, disability, gender identity, genetic information, height, marital status, national origin, race, religion, sex (including pregnancy), sexual orientation, veteran status, weight, or on any other basis protected by state, federal, or other applicable law.

3.600 AMENDMENT

Should a mutually acceptable amendment to this Agreement be negotiated by the parties it shall be reduced to writing, and submitted to appropriate ratification procedures of the Employer and the Union. At such time as it has been ratified by both the Employer and the Union, it shall become a part of the Agreement.

ARTICLE 4.000 FINANCIAL RESPONSIBILITY

4.100 The Employer shall deduct from the pay of each employee from whom it receives authorization to do so the required amount for voluntary dues or payments. Such voluntary dues, or payments, accompanied by a list of the Employees from whom they have been deducted and the amount deducted from each, shall be forwarded to the Union no later than 15 calendar days after the deductions were made. An employee may cancel any payroll deduction authorization, at any time, by notification to the Employer to cease these deductions. The employee will also provide notice to the Union president.

4.200 Any employee who at any time no longer desires to be a member of the Union, may withdraw from such membership with no effect on such employee's employment. The Union shall have sole responsibility for enforcement of this provision and agrees to hold the Employer harmless for any and all claims or expenses or liability relating to this provision. The Union shall provide its legal counsel for any such claims.

4.300 The Union stewards and new employees shall be granted one half hour release time without loss of pay to comply with the provisions of this Article.

- 4.400 The Union shall notify the Employer 30 calendar days prior to any change in its dues or fee schedule.
- 4.500 The Employer shall deduct from the pay of each employee from whom it receives authorization to do so and make appropriate remittance for annuities, credit union, savings bonds, charitable contributions, or any other plans or programs jointly approved by the Employer and the Union.
- 4.600 The authorized deduction of voluntary dues and payments shall be made each pay period for 20 consecutive pay periods from September through June or as specified by the Union, unless the Employer receives notification from the employee to cease these deductions.
- 4.700 The Employer will have no obligation to deduct or remit the amount payable as voluntary dues or payments for any member who does not have sufficient compensation due her/him to pay the voluntary dues or payments.

ARTICLE 5.000 UNION RIGHTS

5.100 USE OF FACILITIES AND EQUIPMENT

- 5.101 The Union shall be able to use campus classrooms, dining rooms, meeting rooms, etc., upon making the appropriate reservations for same. The Union shall be allowed to use such rooms without charge unless such charge is customary to other campus-affiliated groups.

The Union will be liable for any damage to facilities or equipment attributable to its use.

If special custodial service is required, the Union will pay the usual charge applied to other campus-affiliate groups for such service.

- 5.102 The Union shall have the right to use campus copying machines and the services of the Graphics Center. The Union shall pay for the cost of such services at the standard rate charged other departments for such use.

The Union shall have the right to use typewriters, computers, fax, calculators, and A-V equipment when such equipment is not otherwise in use, outside normal working hours. The Union shall pay for the cost of all materials and supplies incidental to such use.

- 5.103 The Union shall have the right to post notices of activities and matters of Union concern on no less than 10 designated lockable bulletin boards supplied by the Employer.

- 5.104 The Union may use the mail service and mail boxes of the Employer for distributing notices and newsletters. The Union will be assigned a mail box.

- 5.105 Duly authorized representatives of the Union shall be permitted to transact business related to the Union on Employer premises at all reasonable times, provided this shall not interfere with or interrupt normal operations, employee responsibilities, or incur an expense to the Employer.

- 5.106 The Employer will provide a lockable, four-drawer filing cabinet to the Union. The Employer shall provide the Union with an office for conducting Union business. The office shall be no smaller than a faculty office. Such office shall be for the exclusive use of the

Union and without cost to the Union. The Employer shall provide office furniture and equipment to the Union.

5.200 COMMUNICATIONS

- 5.201 The Union shall supply the employer with a list of local Union officers, negotiating team members, stewards, and representatives. The employer will be notified of any changes.
- 5.202 The Employer shall notify the Union of any newly hired or recalled employees, promotions, terminations or temporary employees performing bargaining unit work by providing a copy of the Human Resource Action Form with the appropriate signatures, as designated on the form, within five working days after said change in status. A list of approved leaves of absence will be provided as the information changes via a mutually agreed upon method.
- 5.203 The Employer shall furnish the Union in response to reasonable requests information that may be necessary to prepare bargaining proposals, to process any grievance or complaint, or to update Union records. The Employer agrees to furnish to each employee in the bargaining unit a copy of her/his current attendance record. At the employee's yearly performance evaluation, or upon request, the attendance record shall show sick, vacation, personal leave, and compensatory time used during that evaluation period.
- 5.204 The Employer shall prepare and maintain a seniority list for each division, the Secretarial/Clerical and the Campus Facilities/Business Services, which shall show the name, position, office/department, pay grade, rate of pay, and seniority date of all employees within the bargaining unit. The Master List will be updated and prepared quarterly. For the Campus Facilities/Business Services Division there shall also be a list of overtime hours, worked and refused, posted monthly in each department. A copy of each shall be provided to the Union via a mutually agreed upon method.
- 5.205 The Employer agrees to furnish the Union agenda and minutes of all Board of Control meetings at the same time said items are furnished to the Board.
- 5.206 The Campus Facilities Department will submit a weekly report to the Union as to the use of Pool Employees within the Department.

5.300 EMPLOYER COMMITTEES

If an employee is asked by the Employer and agrees to serve on a committee, that employee shall be granted release time to attend meetings and to complete any work required as a committee member. All approved expenses for such committee work shall be reimbursed to the employee by the Employer. The Union shall appoint its representatives to employer committees charged with matters which are contract related.

For joint Employer and Union committees, the Contract Administrator and Union shall meet, prior to the first committee meeting, to establish the selection of the chairperson.

5.400 SPECIAL CONFERENCES

Special conferences under this Agreement between the Union and the Employer are encouraged for working out mutual problems. Special conferences for various matters will be arranged

between the Union's President or designated representative and the Employer through the Contract Administrator upon request of either party. Such meetings shall be between the representatives of the Employer and up to three representatives of the Union. More members of the Union may attend by mutual agreement. The members of the Union shall not lose time or pay for time spent in special conferences when held during working hours. Arrangement for such special conferences shall be made in advance and a written agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. The matters taken up at the special conference shall include only those items on the agenda. Special conferences shall be held within 10 working days of the request for the conference. The 10 day time limit may be extended by mutual agreement. These meetings shall not be for the purpose of continued negotiations of this Agreement but may be convened for the purpose of clarification and implementation of this Agreement.

5.500 PROFESSIONAL IMPROVEMENT

The Employer and the Union shall establish a joint committee for planning professional, job-related improvement experiences for employees on the Employer's site. The Committee shall have equal representation from the Union and the Employer. At least one of these in-service experiences per year shall be designed to include joint participation by the employee, supervisor, and other members of the campus community. The committee shall be responsible for establishing at least two in-services per year. The Committee may make use of University personnel or outside personnel for instruction. Time spent in required Professional Improvement Sessions and/or required safety/health sessions shall be paid time. The Employer will work with the Committee for the scheduling of off-shift required training sessions and when at all possible, required training will be scheduled during an employee's regular shift or at a day and time that functions as a shift extension for the employee. Employees will be allowed release time to participate in all other sessions with supervisor approval.

5.600 RELEASE TIME FOR UNION BUSINESS

- 5.601 Employees will be represented by Union Stewards. There will be one Steward elected by the Union for each 15 members or major fraction thereof. The Union shall furnish, in writing, to the Employer, the names of Stewards upon their election or appointment.
- 5.602 The Stewards, during their working hours, without loss of time or pay, in accordance with the terms of this section, may investigate and present grievances to the Employer, upon having received permission from her/his supervisor to do so. The supervisor will normally grant permission and provide sufficient time to the Stewards to leave their work for these purposes subject to the necessary emergency exceptions. The privilege of Stewards leaving their work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused. Any alleged abuse by either party will be a proper subject for a Special Conference. If the Union feels that a special or volatile situation exists for which an extra or substitute person should be released to act as steward (either the Union President or the Grievance Chairperson), the Union shall notify the Contract Administrator.
- 5.603 The Union President shall be released from her/his duties without loss of time or pay when it is necessary to meet with Employer officials on matters concerning the Union and engage in any activity related to said matters. The President will schedule the time with the supervisor's approval. The supervisor will normally grant permission to the President to

leave her/his work for this purpose subject to necessary emergency exceptions. Any denial by the supervisor may be appealed to the Contract Administrator for approval.

- 5.604 Union officers or representatives shall be released from duty without loss of time or pay when their presence is required at any meeting or hearing that is scheduled during working hours by the Employer and the Union.
- 5.605 Up to 25 working days each contract year (July 1 – June 30) of this Agreement release time with pay shall be provided to the Union for the purposes of educational leave, such as conferences, seminars, and the annual Assembly. The Union shall notify the Employer at least five working days in advance of the date of the scheduled event and the names of the employees selected to attend. The advance notice stated above is subject to special emergency exceptions. Permission to attend will normally be approved by the supervisor subject to necessary emergency exceptions. Such release time shall be granted in increments of not less than four hours. Any hours beyond the 25 Union release days shall be at Union expense.

In the event that any employee is elected or appointed to a state or national office, an additional two days of release time per year shall be granted, following notification of appointment or election to the Contract Administrator.

- 5.606 The Employer shall provide, at no cost to the Union, 40 hours per contract year (July 1 through June 30) of release time for the handling of Union business as deemed appropriate by the Union President. Any hours beyond that time shall be at Union expense.
- 5.607 The Employer shall provide release time for all employees to attend up to two Union meeting(s) each year during working hours. The total release time for the meeting(s) shall not exceed two hours and will be at a time mutually approved by the Union and the Employer. Employees shall not be required to swipe in/out to attend the meeting(s). The Employee shall swipe out at their normal end of shift.
- 5.608 The President of the Union shall be granted release time from normal work duties up to 10 hours per week at full pay and benefits without cost to the Union. The Union President's other rights under this contract shall not be altered by this provision. Unused amounts cannot be carried forward. A general activity log, signed by the Union President's supervisor, shall be forwarded to the Contract Administrator on a monthly basis.

When the Union President knows she/he shall be away from the campus, with advance notice to the Contract Administrator and the supervisor, the ten hours of release time may be transferred to the Union Vice President.

ARTICLE 6.000 PERSONNEL FILE

- 6.100 Employees shall have the right to review the contents of their personnel files, excluding initial references obtained by the Employer as a part of the pre-employment investigation. Such reviews shall take place at reasonable times and at the convenience of the staff in the Human Resources Office.

- 6.200 Any evaluative material originating after probation shall not be placed in an employee's personnel file or record unless she/he has been given a copy of said material. The employee may submit a written notation regarding such material.
- 6.300 No material originating after initial employment will be placed in an employee's personnel file unless the employee has had a copy of the material to review. If the employee believes the material inappropriate or inaccurate she/he may receive adjustment through the grievance procedure where upon the material may be expunged from the file.
- 6.400 If an employee is requested to sign or initial material to be placed in her/his file, such signature shall be understood to indicate her/his awareness of the material, but, in no instance, shall said signature be interpreted to mean agreement with the material's content.
- 6.500 Any insertions shall bear the date of receipt by the Human Resources Office.
- 6.600 All employment recommendations, whether written or oral, shall be based solely upon the contents of the employee's personnel file.
- 6.700 Any change in status, i.e., marital status, address change or change in dependents, shall be reported to the Human Resources Office within thirty 30 calendar days of said change. In the event an employee fails to report said change within the 30 day period, the Employer shall be indemnified and held harmless against any claims related to said status until the employee reports such status change.

ARTICLE 7.000 WORKING CONDITIONS

- 7.100 Employees shall not be required or expected to work under unsafe or hazardous conditions or to perform such tasks which endanger their health, safety, or well-being. Conditions which shall show cause for immediate attention and improvement shall include, but are not limited to the following:
- A. Toxic fumes.
 - B. Inadequate or excessive heat/cold.
 - C. Inadequate ventilation.
- 7.200 When any employee feels that hazardous conditions in her/his work area adversely affect her/his ability to perform her/his assigned duties, the following procedure shall be followed:
- 7.201 She/he shall notify her/his supervisor who will make a determination of what needs to be done or who else needs to be contacted. If the employee is not satisfied with the decision of the supervisor, or in the event that the supervisor is not readily available and the situation appears to require immediate attention, the employee shall contact University Police. If danger is eminent, the employee shall leave the area, before making the necessary contacts.
- 7.300 When any employee feels that environmental conditions in her/his work area adversely affect her/his health or ability to perform her/his assigned duties, the following procedure shall be followed:
- 7.301 She/he shall notify her/his supervisor who will make a determination of what needs to be done or who else needs to be contacted. In the event that the supervisor is not readily

available or if the employee is not satisfied with the decision of the supervisor the employee shall contact the Campus Facilities Office.

- 7.400 Under both hazardous and environmental conditions, the work area will be surveyed and a decision will be made within one hour which will determine what can be done to resolve the matter.
- 7.401 The Contract Administrator or her/his designee will be contacted by the Campus Facilities Office for environmental issues or University Police regarding hazardous issues to determine whether or not the conditions are such that the employee should be temporarily transferred to another work area, sent home (with pay which is not charged against the employee's paid leave accruals), or remain at her/his work station.
- 7.500 Each employee, if the job warrants (as determined by mutual agreement between the Employer and the Union), shall be provided the following as needed:
- A. Appropriate uniforms will be provided per contract year (minimum of 5 shirts and 5 pants). Quantities and styles will be approved by the supervisor.
 - B. Safety shoes (steel toes or slip resistant) as follows:
 - 1. A "shoe allowance" of \$420.00 for the contract duration of three (3) years.
 - 2. Any amount paid for safety shoes greater than \$420.00 must be paid by the employee through payroll deduction.
 - 3. No more than one (1) pair of shoes may be purchased per contract year, unless an assignment change requires the purchase of a different pair of safety shoes.
 - 4. New employees will be provided an annual, pro-rated shoe allowance based on the contract duration of three (3) years, so that:
 - a. Employees hired in the first contract year will receive the full shoe allowance.
 - b. Employees hired in the second contract year will receive 2/3 of the shoe allowance.
 - c. Employees hired in the third contract year will receive 1/3 of the shoe allowance.
 - C. One pair of prescription safety glasses (not to be charged to the employee's vision insurance and not to exceed more than one pair each two years).
 - D. Outdoor clothing (one set for each employee whose job responsibility requires daily outdoor work).
 - E. Appropriate safety equipment shall be provided by the Employer.
 - F. All necessary tools/equipment shall be provided by the Employer.
- 7.600 Safety/health training as determined by the Employer will be provided in consultation with the professional improvement joint committee.
- 7.700 The Employer shall provide a clean and safe lunch/break room facility.
- 7.800 All exams or certification renewal fees required by the Employer shall be paid for by the Employer.

ARTICLE 8.000 HOURS OF WORK AND OVERTIME PROVISIONS

- 8.100 The regular work day will normally be 8:00 a.m. to 4:30 p.m.

SHIFT HOURS:

First shift starts at or after 4:00 a.m., but before 12:00 noon; second shift starts at or after 12:00 noon, but before 8:00 p.m.; and third shift starts at or after 8:00 p.m., but before 4:00 a.m.

Sample schedules are:

- 8.101 FIRST SHIFT: 7:00 a.m. – 3:30 p.m.
8:00 a.m. – 4:30 p.m.
- 8.102 SECOND SHIFT: 1:00 p.m. – 9:00 p.m.
2:30 p.m. – 10:30 p.m.
3:00 p.m. – 11:00 p.m.
5:00 p.m. – 1:00 a.m.
- 8.103 THIRD SHIFT: 11:00 p.m. – 7:00 a.m.
- 8.104 The Employer agrees to notify the Employee and the Union at least two weeks in advance when it is necessary to change time of any work shift.
- 8.105 Any flex-time and other long-term schedule changes shall be agreed upon by the employee and the supervisor and shall be approved by the Contract Administrator. The Union will receive a written notification of these changes.
- 8.106 Any voluntary reduction of an individual employee's working hours must be agreed upon by the employee and the supervisor and must be approved by the Contract Administrator and the Union.
- 8.107 TIME REPORTING
 - 8.107.1 The parties shall meet to clarify the time clock rounding practices.
 - 8.107.2 Upon request to their supervisor, employees who arrive late for work may make up the time missed. Supervisors will be reasonable in granting such requests.
 - 8.107.3 The University will advise the Union when an employee (or employees) will be required to record the beginning and ending of lunch breaks.
 - 8.107.4 On the day payroll requires the submission of entered and confirmed hour information, the Supervisor shall provide upon request the same information to the individual Employee prior to submission. Employees who do not reflect a full accounting of normal hours worked shall be provided with their payroll information prior to submission of payroll.
- 8.200 LUNCH AND BREAKS:
 - 8.201 The time of the lunch period and the time of any break period shall be scheduled at the discretion of the employee and her/his immediate supervisor. First shift employees shall receive a duty free 30 minute lunch period without pay. Second and third shift employees shall receive one-half hour paid, duty free lunch.

- 8.202 When a half hour lunch is scheduled, employees shall be entitled to a 15 minute break in the first half and a 15 minute break in the second half of their regular shift. The time of any break shall be mutually agreed upon by the employee and her/his immediate supervisor. Breaks may be rescheduled to provide the employee with a one-hour duty free lunch, and this decision shall be determined by the immediate supervisor. Employees in the Campus Facilities/Business Services Division shall be entitled to five minutes wash-up prior to lunch and prior to the end of the day.
- 8.203 When an employee leaves work before the end of his/her shift, any break time(s) as defined in Article 8.202 not taken during time worked, will not be charged against paid leave time.
- 8.300 The following conditions shall apply to all overtime work:
- 8.301 Time and one-half will be paid for all hours worked over 40 hours in one week. All compensatory time off shall be at straight time during the week in which it is worked, provided that the workweek does not exceed 40 hours. The past practice of “banking” compensatory time shall continue and comply with federal and state caps (currently 240 hours). All hours worked beyond 40 hours during a given week which are to be banked as compensatory time will be banked at the rate of time and one-half. If the employee does not indicate that compensatory time is preferred, overtime will be paid. Agreement regarding scheduling of compensatory time usage shall be reached either at the time such overtime work is scheduled, or prior to the time it is utilized. The Employer agrees that an employee shall have the option of being paid any or all of the employee’s unused compensatory time hours. The employee shall provide written notice to the Employer and shall be paid the compensatory time hours requested on the second pay date after receipt of the written notice. Banked compensatory time will be paid in the final pay period of November each calendar year and after that payment all overtime worked will be paid instead of banking compensatory time to avoid the carryover of compensatory time into the next calendar year.
- 8.302 Employees required to work on an approved holiday, in addition to holiday pay, will be compensated at a rate of one and one-half times their regular hourly rate for all hours worked on the holiday.
- 8.303 Within departments, employees shall be given priority for overtime work over non-bargaining unit persons. Within departments, part-time employees shall be offered to work additional hours/overtime work over non-bargaining unit persons.

There shall be no requirement to equalize overtime hours in the Secretarial/Clerical Division. The parties may mutually agree upon departments that will be an exception to this provision.

EQUALIZATION OF OVERTIME HOURS FOR CAMPUS FACILITIES/BUSINESS SERVICES DIVISION ONLY:

Overtime hours shall be divided equally among employees in the same classification (classification is defined as specific job responsibilities employees may have that are the same or similar, regardless of the job title), provided that the employee with preference as to overtime assignments under this method has the ability to do the work involved on the

overtime assignment. An up-to-date listing showing overtime hours, worked and refused, will be posted monthly in each department and a copy provided to the Union.

For the purpose of this clause, time not worked because the employee was unavailable, or did not choose to work, will be charged the average number of overtime hours of the employees working during that callout period.

Overtime hours will be computed from July 1 through June 30 each year. Excess overtime hours will be carried over each year and are subject to review at the end of each quarter (April 1, July 1, October 1 and January 1).

Should the above method prove to be unsatisfactory, the parties will meet and discuss possible variations. If no written agreement is reached, the above method shall remain in effect.

- 8.304 An employee on call who reports or who is on rounds shall be guaranteed at least three hours of pay at the rate of time-and-one-half. In addition, each employee shall receive four hours of vacation leave for every week on call and shall be reimbursed for travel expenses.
- 8.400 Employees who volunteer to a reduced workweek on a temporary basis, such as during the summer, shall not have their sick leave, vacation, personal days, and other benefits (seniority, insurance, etc.) reduced. Their sick leave, vacation, personal days, and other benefits shall be based upon their regular work hours per week.
- 8.500 Paid leave shall count toward hours worked.

ARTICLE 9.000 BARGAINING UNIT WORK

- 9.100 Employees shall not be displaced by non-bargaining unit persons. Employees shall not be deprived of overtime or premium pay by non-bargaining unit persons. Except as provided in Article 10.104, a bargaining unit position shall not be filled by a non-bargaining unit person. The use of non-bargaining unit persons will not represent a noticeable difference from past practice.

If funding for a bargaining unit position covered under special grants or other special funding sources is eliminated, the position may be excluded from the bargaining unit if all work performed by the employee in that position is also eliminated.
- 9.200 The Employer will not sub-contract work unless (a) the skills and equipment needed to perform the work specified are unavailable at the University or (b) the schedule for such work cannot be met with the equipment or skills available for such work. However, the parties acknowledge that past practice will be the guide for the allowance of future subcontracting. The employment or utilization of workers from commercial temporary help agencies shall not be covered under the provisions of this paragraph, but shall be governed by the provisions of Article 10.000 (TEMPORARY EMPLOYEES).
- 9.300 Supervisory personnel may perform bargaining unit work on an incidental and temporary basis, in emergencies, or for the purpose of training, but not on any regular or scheduled basis.

Substitute temporary employees may perform bargaining unit work in accordance with Article 10.104, however, substitute temporary employees shall not work more hours per day than the bargaining unit employee would have worked.

ARTICLE 10.000 EMPLOYEE STATUS DEFINED

10.100 The Employer and the Union recognize four categories of employees:

- 10.101 Full-time Employee – An employee who is employed at least 35 hours per week.
- 10.102 Part-time Employee – An employee who is employed less than 35 hours per week.
- 10.103 Probationary Employee – An employee who is employed to fill a full-time or part-time position for a trial period as defined in Article 11.000 PROBATION OF NEW EMPLOYEES.
- 10.104 Temporary Employee – An employee who is employed to fill a full-time or part-time position on a per diem basis as a:

Substitute – a temporary employee who is employed to fill the position of a regular employee who is on a paid leave of absence or on approved unpaid leave if reinstatement is guaranteed and no other regular employee has transferred to that assignment. In such case the Employer has pre-approval to place the substitute employee for more than 30 calendar days but less than 120 calendar days, as the particular leave would indicate.

Short Term – a temporary employee hired to fill a short term staffing need occasioned by temporary or abnormal increase in workload or other conditions. Consent of the Union is required to extend the placement beyond 30 calendar days.

Seasonal – a temporary transfer of a current employee or a temporary employee hired to fill a short-term staffing need occasioned by seasonal impact on workloads; such as, timely snow/ice removal (typically December through March), spring/summer special (typically May through August), abnormal or other increases in work load or conditions. In such case the Employer may place the seasonal employee for not more than 120 calendar days. Consent of the Union is required to extend placement beyond 120 calendar days. Any temporary seasonal employee assigned crew leader duties will be compensated at the rate of an additional \$1.00 per hour. Seasonal assignments will be posted according to Article 18.000.

Long-Term Temporary – a temporary employee hired to fill a temporary position in accordance with 10.200. Long-term temporaries are those which exceed 120 calendar days, and must be posted within the bargaining unit, except in the case where an employee who is absent or on leave extends such leave.

The Employer will consult with the Union prior to assignment of temporary placements.

- 10.105 The Employer shall provide employee status notification communications in accordance with Section 5.200, Communications.
- 10.106 Ten Month Employees: Secretarial and Clerical employees assigned to 10 month positions shall be scheduled as follows:

- 10.106.1 Five hours per day or 25 hours of work per week as scheduled for a period of 42 weeks which shall include paid holidays, personal and sick leave, and vacation occurring within the work period.
- 10.106.2 Six hours per day, or 30 hours of work per week as scheduled for a period of 43 weeks which shall include paid holidays, personal and sick leave, and vacation occurring within the work period.
- 10.106.3 Seven hours per day, or 35 hours of work per week as scheduled for a period of 43 weeks which shall include paid holidays, personal and sick leave, and vacation occurring within the work period.
- 10.106.4 Eight hours per day, or 40 hours of work per week as scheduled for a period of 43 weeks which shall include paid holidays, personal and sick leave, and vacation occurring within the work period.

Summer Recess: The summer recess shall be for nine continuous weeks between May 15 and August 31 of any given calendar year in conformance with Michigan Employment Security Commission regulations to qualify for exemption from eligibility for unemployment benefits. Any disputes regarding the scheduling of the nine-week period shall be referred to the Contract Administrator. In September of each academic year, 10-month employees shall be notified as to the beginning and ending date for their next summer recess.

The Union shall receive a copy of said notices. Work appointments during the summer recess may be made, provided that they are mutually agreeable.

10.107 TEN MONTH EMPLOYEES SHALL RECEIVE THE FOLLOWING BENEFITS:

- 10.107.1 Employees scheduled to work a regular schedule of 30 hours per week or more shall be eligible for life insurance, medical, dental, and vision insurance as provided in the contract. Insurances will be continued during the summer recess by the Employer. The employee will be responsible for any employee contributions.
- 10.107.2 Employees scheduled to work a regular schedule of 35 hours of work per week or more shall be eligible for retirement benefits as described in the contract.
- 10.107.3 Vacation and sick leave shall accrue as provided in Articles 24.000 and 22.100 of the contract only during the work period. If two or more employees in an office/department request the same vacation days, approval shall be granted on a seniority basis. Vacation is intended to be used during the work period. If it cannot be scheduled within that period, it may be carried over to the next year or, if the employee elects, accrued vacation leave time may be applied during the nine-week period, not to exceed 10 vacation days. In this case, vacation and sick leave shall accrue during pay periods covered by paid leave, but shall not accrue during the remainder of the summer recess.
- 10.107.4 Personal leave shall accrue on July 1 of each year, as provided in Article 22.300 of the contract, except that it shall not be available for use until the

employee returns from summer recess. Personal leave shall be pro rated on the hours worked per week for part-time employees.

- 10.107.5 An employee will not be allowed use of funeral or sick leave during the nine-week summer recess.
- 10.107.6 Probationary employees: The days of continuous employment as required for the probationary period shall be held in abeyance after her/his last day and shall continue upon her/his return.
- 10.107.7 During the summer recess seniority shall be accrued as defined in Article 15.000 of the contract unless the employee requests a leave without pay as defined in Article 19.000, UNPAID LEAVES, and 19.104, SENIORITY.
- 10.107.8 If an employee agrees to report to work at any time during the week of the 4th of July or the week following the 4th, she/he shall be paid for the 4th of July holiday.
- 10.107.9 Ten month employees retain all rights of employment during the nine-week summer recess.

Wages: If an employee agrees to report to work or receives vacation pay during her/his summer recess, the employee shall be compensated in accordance with the pay scale in effect.

10.200 LONG TERM TEMPORARY POSITIONS:

- 10.201 The Employer shall not establish a temporary position that would exceed 120 calendar days, except with mutual consent of the Union.
- 10.202 There shall be no seniority or rights of recall for temporary employees employed in a specific temporary position that is of 120 calendar days duration or less.
- 10.203 Any person employed to fill a posted long term temporary position shall become a member of the bargaining unit upon employment. Any person employed in a substitute temporary position beyond 120 calendar days shall become a member of the bargaining unit.
- 10.204 The temporary employee shall receive the starting rate for the new position or will remain at the hiring rate, whichever is higher. (This rate shall be reduced to Step One of the paygrade for the position if current rate is higher.) If the position is unclassified in a paygrade, it will be placed in the appropriate paygrade, jointly determined by the Employer and the Union.
- 10.205 The employee will be eligible for the following benefits under the same provisions as all other employees:
 - A. Pay for scheduled holidays
 - B. Appropriate sick and vacation leave
 - C. Funeral leave
 - D. Health insurance
 - E. Dental insurance

- F. Vision insurance
- G. Tuition benefits
- H. Pro-rated personal leave

- 10.206 The temporary employee will be understood to retain “probationary status” and the decision for termination shall remain at the sole discretion of the Employer.
- 10.207 The temporary employee may apply for a permanent position in the bargaining unit under the same conditions as other probationary employees.
- 10.208 If a temporary employee should successfully be hired in a permanent position covered by this Agreement, after successful completion of probationary period, she/he shall be given seniority retroactive to her/his original employment date.
- 10.209 If for some reason the employee on leave should not return or if the short-term position should be retained, the position shall be posted as specified in Article 18.000 of this Agreement.
- 10.300 Working foremen/assistant working foremen: An employee in the Campus Facilities/Business Services Division who has the responsibility of coordinating the work of other employees in the bargaining unit within the division. In addition to a regular work schedule, a working foreman or assistant foreman’s work may include keeping track of hours, ordering parts and materials, and coordinating daily work assignments of other employees. No other employees in this division shall be given these responsibilities.
- 10.301 Working foremen/assistant working foremen shall not discipline nor dismiss any other employee, but may report employee activities which could result in disciplinary action.
- 10.302 Working foremen/assistant working foremen may be involved in discussions, but the supervisor shall be responsible for conducting the interview, the content of the evaluation form, and signing the evaluation form.

The signature of the working foreman on the evaluation form indicates that he/she was present at the evaluation interview.
- 10.303 Working foremen/assistant working foremen may advise the supervisors who are responsible for approving paid and unpaid leave requests.
- 10.304 Working foremen/assistant working foremen assignments shall be posted in accordance with Article 18. The Employer may award working foremen/assistant working foremen assignments on a “best qualified” basis. Unsuccessful candidates may request a written response specifying the reason(s) she/he was unsuccessful. During the first 120 calendar days of employment the employee will hold the working foremen/assistant working foremen position at the will of the Employer, meaning that the Employer may remove the employee from the assignment at any time within its sole discretion and such removal shall not be subject to the grievance and arbitration procedure in this Agreement. Thereafter, removal from a working foreman/assistant working foreman assignment shall be for just cause in accordance with Article 12.
- 10.305 The number of working foremen assignments shall not exceed a ratio of one working foreman for every 15 employees or major fraction thereof. The number of assistant

working foremen shall not exceed the number of working foremen. If the Employer feels a need to increase the number of working foremen, a special conference shall be called. By mutual written agreement, these numbers may be altered.

ARTICLE 11.000 PROBATION OF NEW EMPLOYEES

- 11.100 New employees in the bargaining unit are considered to be in probationary status and shall have no seniority for the first 120 calendar days of their continuous employment.
- 11.200 The Union shall represent probationary employees for the purpose of collective bargaining in respect to wages, hours, discipline and other conditions of employment, but not for discharge. The Employer shall have no obligation to re-employ an employee who is discharged during the probationary period. The Union's representation of probationary employees for discipline shall be subject to Article 11.300.
- 11.300 A probationary employee may not resort to the Grievance Procedure for relief if the employee is discharged or disciplined except for union activity.
- 11.400 A new employee will be evaluated by the immediate supervisor using the "Evaluation Report Form" at the end of two months of employment and again two weeks prior to the completion of the probationary period. The supervisor and the probationary employee will discuss the evaluation and it will be signed by both before being submitted to the Human Resources Office. Signing of the evaluation report does not necessarily mean agreement with the report, but designates that the employee has seen the document.
- 11.500 A decision will be made prior to the completion of the probationary period to retain or release the new employee. The employee will be notified in writing prior to or on the last working day of the probationary period. If the employee is not notified by the last day of her/his probationary period regarding retention or release, she/he will be considered a permanent employee.
- 11.600 When an employee successfully completes the probationary period, she/he shall be entered on the seniority list and shall rank for seniority from the date of hire. There shall be no seniority among probationary employees.
- 11.700 No employee may bid on another job during the probationary period, unless no qualified seniored employee applies.
- 11.800 During the probationary period, a new employee is eligible to use sick leave units or personal leave units as they accrue, but will not be eligible to use vacation.
- 11.900 If the employee is to be released, the employee will be paid for accrued vacation units but will not be paid for unused sick leave units.

ARTICLE 12.000 DISCIPLINE

- 12.100 An employee shall be disciplined (including warnings, reprimands, suspensions, reductions in rank, discharge, or other actions of a disciplinary nature) only for just cause. Any such discipline shall be subject to the grievance procedure. The specific grounds forming the basis for disciplinary action will be made available to the employee and the Union in writing. An employee shall not discipline nor dismiss any other employee but working foremen/assistant

working foremen may report employee activities which could result in disciplinary action. Any disciplinary action must commence within 10 working days of the alleged incident following the day on which the Employer had knowledge, or reasonably should have had knowledge of the facts which resulted in the discipline. For a criminal investigation, the Union will be notified and the 10 working day period shall be extended to 30 calendar days.

12.200 Any employee shall be entitled to have present a representative of the Union during any meeting which leads to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the employee until such representation of the Union is present. Should disciplinary action likely occur at a given meeting, the employee shall be advised immediately of said possibility and be advised by the Employer of the right to representation under this provision of the Agreement.

12.300 NOTICE AND HEARING

The Employer shall give written notice to the employee and to the Steward, with a copy to the President of the Union by mail, of any written discipline, suspension, or discharge action, said notice to state the specific reasons for such action. Should the Union desire a fact-finding hearing on a written discipline, suspension, or discharge, it shall request said hearing with the Contract Administrator within 10 working days of the notice of disciplinary action and said hearing shall be scheduled at a time agreeable to the parties but within 10 working days after the request for the hearing. The 10 working day period may be extended by mutual written agreement between the parties.

12.400 The Employer and the Union recognize the objective of corrective discipline for employees. The corrective procedure may result in the suspension or discharge of an employee if the progressive severity of the disciplinary actions taken by supervision does not bring about the desired response from the employee.

12.401 Step One. A written warning shall be given to the employee detailing the reason for the action. A copy will be placed in the employee's personnel file and a copy shall be given to the Union.

12.402 Step Two. A written reprimand shall be given to the employee detailing the reason for the action and the employee's immediate supervisor shall place the original in the employee's personnel file that such a reprimand was given.

12.403 Step Three. A written suspension without pay or a working suspension with pay for not more than three days shall be given to the employee and the original of the disciplinary document shall be placed in the employee's personnel file.

12.404 Step Four. An employee shall be subject to an additional written suspension without pay for not more than five days or discharge, and the original of the disciplinary document shall be placed in the employee's personnel file.

12.500 The Employer may discipline an employee by suspension without pay or by discharge without any prior warning, and without utilization of the corrective discipline procedures established in this Article, if the Employer, or its representatives, determine, based upon the preponderance of reasonable evidence, to charge that the employee is guilty of gross misconduct, insubordination, sabotage, theft, assault upon another employee or a supervisor, or the commission of any act or acts which constitute a felony under State or Federal law.

12.600 GRIEVANCE ON SUSPENSION OR DISCHARGE

A grievance on a suspension or discharge may be initiated at Step Two of the grievance procedure no later than 15 working days after the suspension or discharge occurs.

12.700 USE OF PAST RECORD

The Employer will not take into consideration, in applying the corrective discipline procedures set forth in this Article, any previous disciplinary action of record in an employee's personnel file which occurred more than 24 months prior to any disciplinary action that is taken on a current charge. Upon written request by the employee any record that cannot be considered in effectuating the provision of corrective discipline shall be removed from the file of the employee and destroyed.

- 12.701 Campus Facilities/Business Services employees that have a Discipline at Step Two or higher in their file shall be prohibited from applying for open positions for a period of no more than 12 months from the date the most recent disciplinary action took place.

In the event that the disciplinary action is proceeding through the grievance procedure, the Bargaining Unit member shall not be prevented from bidding on any open positions.

ARTICLE 13.000 COMPLAINT PROCEDURE

- 13.100 A complaint is an informal claim by an employee, employees or group of employees in the bargaining unit, or by the Union, of improper, unfair, arbitrary or discriminatory treatment. Any employee in the bargaining unit may present and discuss his complaint either with or without a representative or agent of the Union. Similarly, a representative or agent of the Union may present and discuss a complaint on behalf of any employee or group of employees with a representative of the Employer or the institutional officer to whom she/he is responsible and shall be entirely informal. Any settlement, withdrawal, or disposition of a complaint at this informal stage shall not constitute a binding precedent in the settlement of similar complaints or grievances. Any settlement shall not be inconsistent with the provisions of this Agreement.

ARTICLE 14.000 GRIEVANCE PROCEDURE

- 14.100 Definition of Grievance: A grievance is a claim or complaint by an employee or a group of employees, or the Union on its own behalf about the interpretation, application, or violation of the provisions of this Agreement, a condition of employment or mutually agreed upon practices by the parties; provided that it is initiated within the 15 working day period following the day on which the employee had knowledge, or reasonably should have had knowledge of the facts giving rise to the grievance.

14.200 GROUP GRIEVANCE

A group grievance is a grievance which concerns more than one employee and involves a common fact situation and the same provision(s) of the Agreement. In such a case it shall be sufficient for one employee to file the grievance on behalf of all named employees. In the event that the group grievance involves employees from more than one department or area, it may be filed by the Union at Step Two of the grievance procedure, by initiating it with the Contract Administrator.

- 14.300 Step One. Any employee with a grievance may discuss the matter with the employee's immediate supervisor. If the matter is not resolved through oral discussions, the grievance shall be reduced to writing by the employee and/or Union representative and filed with the supervisor. Such grievance shall set forth the facts, including dates and the provisions of the Agreement, condition of employment or mutually agreed upon practices reduced to writing by the parties; that are alleged to have been violated, and the remedy desired. The supervisor then has five days in which to answer the grievant in writing, with a copy to be sent to the Union. (If the grievance involves a disciplinary action or termination, the grievance will go directly to Step Two.) If a grievance does not involve an immediate supervisor or is outside the jurisdiction of the supervisor, it shall be initiated with the Contract Administrator at Step Two. Failure to provide a written answer within the specified time limits shall permit automatic advancement to the next step of the grievance procedure.
- 14.400 Step Two. (For grievances initiated at Step Two, the "Vice President" shall also mean "Contract Administrator.")
- 14.401 If the grievant is not satisfied with the disposition of the grievance at Step One, the grievant may appeal the grievance to the Office of the appropriate Vice President, or the next supervisory level, as the case may be, within five working days after the receipt of the response from Step One. Such appeal shall state the reason(s) why the Step One disposition is not satisfactory and shall include copies of the original written grievance and the response to the grievance.
- 14.402 The Vice President shall arrange a mutually agreeable time for meeting between the grievant and the grievant's representative, the Vice President and/or his designee, if requested, within 10 days after submission of the appeal. Following such meeting, the Vice President will render a written decision on the matter within five days, providing a copy to the Union. Failure to provide a written answer within the specified time limits shall permit automatic advancement to the next step of the grievance procedure.
- 14.500 Step Three. In the event that the response at Step Two is not satisfactory and the Union wishes to move the grievance to Step Three, it shall, notify the Employer within 15 working days from the date of the Employer's response to Step Two. The Union will request either a Step Three meeting or a mediation hearing. If mediation is requested, the Employer shall respond within 10 working days as to the decision to mediate.

If the parties mutually agree to go to mediation with a State of Michigan Mediator, it is clearly understood that the mediator's role is to assist the parties in resolving the dispute and nothing done by the mediator is binding on either the Employer or the Union. The discussions by the parties and/or the mediator at this step may not be mentioned and/or used in arbitration if the grievance goes to arbitration. If the parties are unable to reach an agreement in mediation, the parties shall document the outcome and shall reactivate the grievance at Step Four of the grievance process.

Within 30 calendar days of moving the grievance to either the Step Three meeting or a mediation hearing, the parties will meet for the purpose of attempting to resolve the dispute(s).

The Employer shall respond to the Union in writing within 10 working days after the Step Three meeting. Failure to provide a written answer within the specified time limits shall permit automatic advancement to the next step of the grievance procedure.

14.600 Step Four. If the Union is not satisfied with the disposition of the grievance at Step Three, the grievance may be submitted to the American Arbitration Association for a binding decision. The Union will submit a Demand for Arbitration to the American Arbitration Association, with a copy of the Demand sent to the Contract Administrator, within 45 calendar days after receiving the Step Three response.

14.601 Neither party shall be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall not have power to alter, add to or subtract from, the terms of the Agreement. Both parties agree to be bound by the award of the arbitrator, and agree that judgment thereon may be entered in any court of competent jurisdiction.

14.602 The decision of the award shall be binding upon the Union, the Employer, and the employees affected thereby. The cost of arbitration shall be borne equally by the parties. Expenses for witnesses, however, shall be borne by the party who calls them.

14.900 MISCELLANEOUS CONDITIONS

14.901 Grievances shall be presented and handled in such a manner as not to interfere with the day-to-day orderly conduct of the University. All hearings and meetings shall normally be scheduled so as to avoid any interference with working hours, but, when necessary, participants will be released from other obligations.

14.902 The term “days” when used in this Article shall mean working days (between 8:00 a.m. and 4:30 p.m.). Time limits provided in this Article shall be strictly observed but may be extended by mutual written agreement.

14.903 Any claim or grievance arising during the term of this Agreement may be processed through the grievance procedure until resolution.

14.904 Failure on the part of the employee to comply with the deadlines specified in the grievance procedure will result in forfeiture of her/his right to grieve this particular item and the grievance shall be withdrawn.

14.905 All grievances and responses will be personally delivered to the appropriate parties and recipient will sign and date the document. If the appropriate parties cannot be located within the allotted response or filing time, the Contract Administrator will receive the document. She/he must sign and date the document and will be held responsible for forwarding the document to the appropriate parties as soon as possible.

14.906 Nothing contained herein shall be construed as limiting the right of any employee to file a grievance and have a grievance adjusted without intervention of the Union, provided the adjustment is not inconsistent with the terms of this Agreement and provided that a member of the Union’s Grievance Committee has been given the opportunity to be present at such adjustment.

14.907 A Union supported grievance shall be signed by the Union President, Grievance Chairperson, or Uniserv Director.

- 14.908 There shall be no reprisals of any kind by the Employer taken against any employee(s) or her/his steward, any member of the Grievance Committee, or any other participant in the grievance.
- 14.909 All documents, communications, and records dealing with the process of a grievance shall be filed separately from the Personnel/Administrative files of the participants.

ARTICLE 15.000 SENIORITY

- 15.100 Seniority shall be defined as the length of continuous service with the Employer, as a member of the bargaining unit, since the most recent date of hire. Seniority will commence after successful completion of the probationary period as herein provided. In the event that more than one individual employee has the same starting date of work, position on the seniority list shall be determined by casting lots. Seniority shall be applied only as specifically set forth in this Agreement. No employee may be displaced, bumped, or laid off by a less senior employee.
- 15.200 Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first date of work.
- 15.300 Part-time employees shall accrue seniority on a pro-rata basis. For those employees scheduled to work 34 hours or less each week, a separate seniority list will be kept. Seniority will be determined by the "hours scheduled to work" not by hours actually worked. Part-time employees may exercise their layoff/recall rights in accordance with Article 16.000, but are restricted only to those positions held by part-time employees.

15.400 LOSS OF SENIORITY

An employee's seniority shall terminate for any one of the following reasons:

- 15.401 If an employee voluntarily terminates his/her employment.
- 15.402 If an employee retires in accordance with the provisions of this Agreement.
- 15.403 If an employee is discharged and not reinstated.
- 15.404 If an employee fails to report from layoff when recalled in accordance with this Agreement.
- 15.405 If an employee is absent for three consecutive working days without notifying his/her immediate supervisor, without a contractually approved excuse.
- 15.406 If an employee has been laid off for a period of time exceeding their accrued seniority at the time of lay off.
- 15.407 If an employee has been ill or disabled (Article 19.201) for two years or has exceeded their accrued seniority, whichever is more.
- 15.408 If an employee has been on worker's compensation on an unpaid leave status for five years or has exceeded their accrued seniority at the time the unpaid leave began, whichever is more.

15.500 RETENTION OF SENIORITY

Seniority is retained but does not accrue for periods of time set forth below:

- 15.501 Period of layoff, but not to exceed accrued seniority at the time of layoff.
 - 15.502 Unpaid leave of absence, unless accrual is specified in this Agreement for the specific leave.
 - 15.503 Transfer outside the bargaining unit to another position in the University, if the employee returns to the bargaining unit within twelve months.
 - 15.504 Long term disability leaves, but not to exceed accrued seniority at time of leave or two years, whichever is more.
- 15.600 Ten-month employees, full and part-time, shall be treated the same as 12-month employees, i.e., the two months an employee is off during the summer will accrue as time worked.
 - 15.700 No employee shall be required to bump anyone who is scheduled to work less hours per week than the employee was at the time of layoff.
 - 15.800 There shall be no super seniority for any employee in this unit. This provision includes Union officers and stewards as well as working foremen.
 - 15.900 If an employee is using paid leave accruals or compensatory time to make up the difference between the amount covered by worker's compensation and the employee's regular pay, seniority will continue to accrue and employee shall be considered to be on paid leave.

ARTICLE 16.000 LAYOFF AND RECALL

- 16.100 The Employer shall notify and meet with the Union prior to implementing any layoff. Employees to be laid off for an indefinite period of time will have at least 14 calendar days written notice of layoff. The Employer will send a list of the employees laid off to the Union on the same date notices are issued to the employees.
- 16.200 When there is a decrease in workforce, temporary employees will be displaced prior to any bargaining unit employee being laid off. When there is a decrease in the number of Bargaining Unit positions, Bargaining Unit employees are to be affected by order of seniority within their respective divisions (Secretarial/Clerical and Campus Facilities/Business Services) by office/department, paygrade and job title, and affected employees may exercise their seniority according to the following order, provided the employee meets the stated minimum qualifications of the position and would be able, with a minimal amount of training, to perform the work.
 - 16.201 Transfer to a vacant position, if any, within the same pay grade.
 - 16.202 Replace the non-senior or least senior employee, if any, in the same pay grade.
 - 16.203 Transfer to a vacant position, if any, within the next lower pay grade.
 - 16.204 Replace the non-senior or least senior employee, if any, in the next lower pay grade and succeeding lower paygrades.

16.205 Be laid off.

- 16.300 In applying the procedure as hereinabove provided, in no case shall a displaced employee replace an employee who has greater Bargaining Unit seniority. A displaced employee is one who was least senior and bumped to a position in a lower paygrade or an employee returning from an unpaid leave of absence where their former position was not guaranteed. Such employees shall be considered displaced and so retain recall rights to their original paygrade for no more than two years following the bump or return from an unpaid leave of absence.
- 16.400 Employees displaced or laid off shall be recalled to their regular paygrade, or a lower paygrade, in the order of their seniority, provided the employee meets the stated minimum qualifications of the position and would be able, with a minimal amount of training, to perform the work. In the event that a regular opening occurs in a paygrade and there are no employees on layoff or displaced from such paygrade who are eligible to return to the paygrade, such opening shall be filled in accordance with the regular job vacancy provisions of this Agreement.
- 16.500 Notice of recall shall be sent to the employee at the employee's last known address by registered or certified mail. The notice shall state the position title, rate of pay, paygrade, office/department, and date of which the recalled employee is expected to return. A copy of the recall letter shall be sent to the President of the Union. An employee so notified must indicate her/his acceptance of recall within five working days after receipt of notification from the Employer. The employee must report to work within 10 working days from the date of mailing notice of recall.
- Failure to accept recall from layoff or report to work, provided the position offered was at the paygrade or comparable compensation grade level which the employee held at the time of layoff, terminates seniority, recall rights, and employment with the Employer.
- 16.600 A laid off or 10-month employee shall, upon application at her/his option, be granted top priority status in their respective temporary pool according to her/his seniority. Said employee's seniority shall accrue while on active employment status.
- 16.700 Laid off employees may continue their health, dental and vision insurance benefits by paying the regular monthly per subscriber group rate premium for such benefits to the Employer, subject to the conditions of the carrier and up to a total of two years after layoff.
- 16.800 Employees shall retain recall rights for a period no longer than the number of continuous years of employment in the bargaining unit which the employee had acquired at the time of layoff.
- 16.900 Notices regarding all bargaining unit position postings shall be sent to all laid off employees by U.S. Mail on the same date of the initial posting.

ARTICLE 17.000 PAYGRADES, POSITIONS AND RECLASSIFICATIONS

- 17.100 The Union and the Employer shall negotiate rates for any current or modified paygrades and/or positions.
- 17.200 The rates for new positions shall be in conformity with the rates for positions of similar kind or class. When a new position is established, the Union and the Employer shall meet to negotiate

the paygrade placement of the position and the rate of pay. The Union shall respond to any revisions or modifications to job descriptions within 10 working days.

- 17.300 The Employer and the Union agree that positions should be appropriately classified for the purpose of compensation. Both parties further recognize that duties and responsibilities within an assignment may change over a period of time. Such changes may require an update of the job description (Article 27.000) or warrant a complete review of the position.
- 17.400 Within 15 working days of the reassignment and/or change in duties, the employee will meet with her/his supervisor. Together they will develop a revised job description identifying the new tasks along with any other changes from the current job description. At this time the Reclassification Study Form will also be completed.
- 17.500 The newly revised job description will be completed within 15 working days. The new job description and supporting documents will be submitted to the appropriate Vice President or Dean who will review the data.
- 17.600 The Vice President/Dean will review said job description and forward it to the Contract Administrator or designee within 15 working days of receipt of the new job description or recommend further revision. If revisions are recommended by the Vice President/Dean, the job description will be returned to the employee and supervisor and shall be resubmitted within 10 working days.
- 17.700 Within 20 working days of receipt of the revised, dated, and signed job description and all supporting documents, the Contract Administrator will make a recommendation of appropriate paygrade. The Contract Administrator will return the recommendation to the Vice President/Dean for a final decision and implementation.

The Contract Administrator will send the Union a copy of the new job description and any supporting documents upon receipt. The Union will respond to any revisions or modifications within 10 working days.

- 17.800 Should the employee disagree with the recommendation, the appeal will be governed by Article 14 (Grievance Procedure).
- 17.900 Any employee whose position is upgraded will receive the pay rate retroactive to the date the additional duties and/or responsibilities were assumed.

Should a position be reduced to a lower paygrade, any employee holding such a position shall be allowed to maintain that job. The employee shall be paid the higher rate of pay for a period of one year unless said employee successfully bids out of that position.

- 17.1000 With mutual agreement these time limits can be waived.

ARTICLE 18.000 VACANCIES, JOB POSTINGS, TRANSFERS AND PROMOTIONS

- 18.100 A vacancy is an additional position, a newly created position, or a position from which an employee has retired, died, bid out, quit, permanently dismissed, or taken a leave of absence which does not or no longer guarantees a reinstatement to a position. When a vacancy occurs upgrading or other movement to such vacancy shall be accomplished in the following manner. Nothing contained in this Section is intended to prevent the Employer from making necessary

changes in positions, eliminating, or adding positions or creating new positions. If any changes have been made to the job description, the Association shall be given a copy of the new description and will respond to any revisions or modifications within 10 working days.

- 18.200 Job vacancies shall be announced by the Human Resources Office by posting said vacancies via e-mail and Employer bulletin boards for five full working days following the announcement. Sufficient copies of the posting shall be supplied to the Union prior to start date of posting, to permit posting on the Union's Bulletin Boards. The notice of vacancy shall contain the following information.
- A. Date of posting.
 - B. Date the posting period expires.
 - C. Office/Department where vacancy exists.
 - D. Paygrade.
 - E. Rate of compensation.
 - F. Basic function and responsibility.
 - G. Minimum qualifications.
 - H. Number of hours in the workweek and assigned hours to be worked.
 - I. Starting date.
 - J. Title of immediate supervisor.
 - K. Grant funding status.

Any tests that are to be administered will be done by the Human Resources Office or the hiring authority and shall be listed on the official posting.

- 18.300 Any employee, providing she/he meets the stated minimum qualifications of the position and would be able, with minimal amount of training, to perform the work, may bid/apply for the vacancy by filing a written application with the Human Resources Office during the five working day posting period. Applications will be treated as confidential information. Probationary employees or employees not in the same division as the posting may be considered only if no employee with seniority within that division applies.
- 18.400 The Employer will not review files, interview or fill a vacant position from outside the bargaining unit until all internal bidders/applicants who bid/applied during the posting period have been interviewed.
- 18.500 For employees of the Secretarial/Clerical Division, the supervisor will interview at least the top three (3) internal applicants if more than three (3) internal applicants apply for the position, and select the applicant which she/he believes to be the best qualified. The selection of the best qualified applicant shall be based upon consideration of such factors as an applicant's length of employment at the University, previous work history (including records of attendance, discipline, and work performance), interpersonal skills and other skills measuring these factors against the particular requirements set by the hiring department and the University for the job involved.
- 18.600 For employees of the Campus Facilities/Business Services Division, the most senior internal bidder who meets the minimum requirements shall be selected, subject to Article 18.601.
- 18.601 The opportunity to fill a posted job vacancy shall first be given to the most senior, qualified bidder, in the same classification as the vacancy that is working a different shift (including weekends). The classifications are custodial, custodial specialist, custodial event specialist,

grounds, maintenance, HVAC, plumbers, electricians and locksmith. This procedure shall repeat until there are no more shift changes. The position shall then be posted per Article 18.200 and all bid sheets will be turned into the Human Resources Department.

This provision does not prevent custodians, custodial specialists, or custodial event specialists from bidding on same shift positions because work areas are bid whenever a permanent vacancy occurs.

- 18.601.1 The selected custodial, custodial specialist, or custodial event specialist bidder who is making a lateral move (within the same classification and shift) will be given a trial period not to exceed five working days to determine whether they are still desirous of the position. It is agreed that no such employee will be given a trial period of less than five working days, unless the selected bidder opts to waive this trial period in writing. The selected bidder shall have the right to return to his/her prior position within the five working day trial period.
- 18.700 A selection from internal bidders/applicants shall be made within 10 working days after the posting period (this may be extended by mutual agreement). The Employer shall promote from among those employees, except when there are no qualified bidders/applicants who meet the minimum qualifications. If the job is not filled in the manner prescribed in 18.400, the Employer may hire outside applicants. The Employer will notify the Union President when outside applications will be accepted.
- 18.800 The Employer will provide to the Union (for each vacancy filled) the name, hire date, step, and paygrade of the employee filling each vacancy. The position may be filled temporarily pending a permanent assignment in accordance with Article 10.
- 18.900 The successful bidder/applicant will be notified by the Human Resources Office or the hiring department of the position offer. All bidders/applicants not selected for the vacancy will be notified directly by the Human Resources Office or the hiring department within five working days following the date of selection. Upon request to the Human Resources Office, unsuccessful bidders/applicants will be informed of the reason(s) why she/he was not selected.
- 18.1000 Subject to a mutually agreeable extension, normally the successful bidder/applicant will assume new duties within two weeks.
- 18.1100 Employees who are accepted under 18.500 or 18.600, but not 18.601.1, will be given a trial period not to exceed 10 working days to determine whether they are still desirous of the position. It is agreed that no such employee will be given a trial period of less than 10 working days under this provision. The selected bidder/applicant appointed to a new position shall have the right to return to the former position.
- 18.1200 If an employee accepts a position in a lower paygrade, the employee's pay will be reduced to the equivalent step in the lower pay grade.
- 18.1300 All of the provisions contained in this Section shall be subject to the guidelines and goals of the Employer's Affirmative Action Plan and Article 3.000 of this Agreement.
- 18.1400 Temporary Replacement for Leave of Absence

- 18.1401 Only one employee presently working may transfer to a position which is temporarily vacant because of an approved leave of absence. The time of the transfer will be limited to the allowed time of the leave of absence.
- 18.1402 Application procedures will be the same as for all other vacancies.
- 18.1403 The employee selected for the vacancy may revert back to their old position only with the approval of the immediate supervisor. If approval cannot be obtained, the employee may still take the temporary position only with the understanding that after completion of the temporary assignment (if no vacancy exists) he/she will be placed on layoff with no bumping rights but will retain recall rights and seniority as specified in the contract.
- 18.1404 For purposes of layoff/recall, the employee will retain her/his former classification level.
- 18.1405 The pay will be determined in the same manner as any other promotion or transfer.
- 18.1406 All other conditions of employment and rights as specified in the contract (including seniority accrual) will remain in effect for any employee who accepts a temporary assignment.
- 18.1407 If for some reason the employee on approved leave does not return, the position will be posted.
- 18.1408 If the employee who held the temporary position does not assume the position on a permanent basis, she/he shall be placed on layoff status with rights of recall but not bumping rights.

ARTICLE 19.000 UNPAID LEAVES

19.100 GENERAL CONDITIONS

- 19.101 If at all possible a request for a leave of absence will be made with at least 30 calendar days advance notice to the Employer (Human Resources). Requests for leaves of absence shall include the reason for the leave along with notification of the beginning and ending dates of said leave. Maternity leave requests shall also include a statement from the attending physician indicating the anticipated date of birth of the child. The Employer will respond to the employee's leave request within 10 working days.

The granting of any extension to a leave duration specified in this article shall be at the option of the Employer. The granting of a public service, union office, education or personal leave shall be at the option of the Employer, shall not be unreasonably withheld, and shall be subject to the grievance procedure.

- 19.102 When the unpaid leave is for four months or less, an employee returning from the unpaid leave of absence shall be reinstated to the position and paygrade he/she held when the leave began.

When the unpaid leave is for more than four months, the employee may submit a written request for reinstatement to the same position to the Employer. The Union will be notified of the request and the Employer's written response to the request. The Union shall respond in writing within seven working days whether it agrees or disagrees with the Employer's

response. If no agreement exists for the employee to be reinstated to the same position, the employee is considered displaced and shall be returned to a same or similar position in accordance with Article 16.

19.103 At least 10 working days prior to the date a leave is scheduled to expire, an employee shall notify the Employer of his/her intent to return to work.

19.104 SENIORITY

Upon the granting of an unpaid leave, in accordance with the above paragraphs, an employee's seniority will cease to accumulate as of the date of the leave unless stated otherwise in 19.201. Upon return from an approved leave of absence, the employee's seniority will be reinstated and commence accruing as of the date of return.

19.105 The employee who is on a leave of absence without pay will not receive pay for the holidays falling within the leave of absence, nor will the employee accrue any vacation or sick leave time. Vacation, sick leave or other paid leave accrued at the time the unpaid leave begins shall be retained until return.

19.106 The Employer will continue to pay insurance premiums for employees on child care leave, for unpaid personal leave for the purpose of illness or injury in the immediate family, or for education leave as well as to comply with requirements of the Federal Family and Medical Leave Act for a period of up to three months.

If the leave extends beyond three months, continued payment shall be at the discretion of the University. Employees shall be given the option to continue the insurance coverages by paying the premiums directly, subject to any limitations imposed by the carriers.

19.200 LEAVES SHALL BE GRANTED FOR THE FOLLOWING:

19.201 Illness or Disability – An employee whose illness or disability extends beyond his/her available paid sick leave and has exhausted other available leaves under Article 22.500, will be placed on an unpaid leave based on the options outlined below until such a time as he/she recovers. The employee shall provide evidence of the illness or disability and submit a physician's recommendation prior to return to work.

A. If the employee's illness or disability is expected to extend beyond 90 calendar days, the employee may apply for disability benefits. Once the individual receives disability benefits or has exhausted approved paid leave, the individual will be placed on an unpaid leave. When unpaid leave commences, seniority shall accrue and step increases shall be granted for 180 calendar days.

B. If disability benefits are not received, the employee must exhaust paid sick time. The employee will be placed on an unpaid leave when paid leave is no longer utilized. Seniority shall accrue for 180 calendar days beyond the exhaustion of paid leave time. Step increases shall occur according to Article 31.200.

C. For leaves in A and B above:

1. All insurance premiums shall be paid by the Employer for a maximum of 2.5 years or until paid leave time is exhausted, whichever is longer.

2. Maximum length of the leave time off shall be equal to the employee's accrued seniority at the time the unpaid leave begins or two years, whichever is more.

- 19.202 Parental/Child Care – A leave of absence shall be granted to any employee for the purpose of child care for up to six months. Said leave shall commence upon request of the employee. A pregnant employee may commence said child care leave at her option. Likewise, she may terminate the leave anytime after the birth of the child and provided that she is physically able to perform her work responsibilities. In the event of death of the child, the leave of absence shall be terminated upon request of the employee. The leave may be extended for an additional six months for a maximum leave of absence of one year.
- 19.203 Public Service – An employee with at least two years of seniority may request a leave of absence of up to two years for the purpose of campaigning for, or serving in, a public office.
- 19.204 Union Office – An employee with at least two years of seniority may request a leave of absence of up to three years for the purpose of serving as an officer of the Union, or as an officer in its state or national affiliate.
- 19.205 Education – An employee with at least two years of seniority may request a leave of up to 12 months in order to pursue a full-time educational program.
- 19.206 Personal Leave – An employee who has completed her/his probationary period may request a personal leave for up to six months. Such leave may be requested for any reason important to the employee. The leave may be extended for an additional six months for a maximum leave of absence of one year.
- 19.207 Worker's Compensation – If an employee is on Worker's Compensation, all insurance premiums shall be paid by the Employer for a maximum of 2.5 years. Seniority shall accrue according to Article 15.900. Step increases shall occur according to Article 31.200. The maximum length of the leave time off shall be equal to the employee's accrued seniority at the time the unpaid leave begins or five years, whichever is more.

19.300 LIMITATIONS

An employee who:

- 19.301 Obtains a leave under the above paragraph by deceit or false pretenses; or
- 19.302 During such leave or any extension of it engages in any other employment or any contract work (other than military service) without Employer approval; or
- 19.303 Without a reasonable and valid excuse and proven diligent effort to notify the Employer in advance fails to report for work on expiration of such leave or any extension of it, will be deemed to have resigned.

ARTICLE 20.000 JURY DUTY

An employee who serves on jury duty or who is subpoenaed as a witness and who is not a party to the action will be paid the difference between regular pay and the amount received for serving as a juror or

serving as a witness. An employee is expected to report for regular University duty when his attendance at court is not required either for the aforementioned jury duty or as a subpoenaed witness. Employees should notify their supervisor of the notice to serve or appear as soon as possible. Supervisors of second and third shift employees will work with the bargaining unit member to meet the needs of the employee, employer, and court. If there is a failure to reach an agreement in a timely fashion, the Contract Administrator and Union will be consulted. Employees will receive their regular University compensation during the period they serve as long as they endorse the compensation check received for jury or witness fees to the Employer. An employee should check with Human Resources before serving as a juror or a subpoenaed witness for instructions on the procedure for receiving the difference in pay. Jury or witness fees do not include reimbursed expenses or travel allowances.

ARTICLE 21.000 MILITARY LEAVE OF ABSENCE

21.100 SHORT TERM

All employees who belong to the National Guard, Officers Reserve Corps or similar military organization will be allowed an approved leave of absence without pay when ordered for military training duty.

21.200 LONG TERM

An employee entering the military service as (1) an inductee through the selective service system, or (2) a voluntary enlistee while having a 1A selective service classification, or (3) a member of the armed forces reserve or national guard either pursuant to an order or call to active duty or active duty for training, or by volunteering during a period of national emergency, shall be granted a leave of absence without pay for the period of active duty or active duty for training, not to exceed four years, plus additional time imposed by law and the period in which reinstatement must be requested as set forth below.

In addition, and in order to be eligible to return to active employment, an employee returning from a military leave of absence must have an honorable discharge or certificate of honorable service and apply for reinstatement within 90 days after release from duty.

ARTICLE 22.000 LEAVES OF ABSENCE WITH PAY

22.100 SICK LEAVE

22.101 Each employee shall be able to accumulate sick leave with the commencement of her/his employment.

22.102 Sick leave will accumulate at the rate of four hours per pay period for full-time employees or on a prorated basis according to the number of hours an employee works each week for part-time employees. An employee who voluntarily asks for a reduction in hours on a permanent basis shall accumulate sick leave on a prorated basis in the same manner as part-time employees.

22.103 Sick leave shall be available for use by employees for the following purposes:

22.103.1 Personal illness or incapacity over which the employee has no reasonable control

- 22.103.2 Disability due to pregnancy, childbirth, or recovery from same
- 22.103.3 Medical or dental appointments
- 22.103.4 Illness in the immediate family or other approved reason (up to three working days per occurrence). The Employee may ask for an extension of up to an additional 10 working days.

- 22.104 All payments for sick leave shall be made at the employee's current rate of pay.
- 22.105 Upon return from sick leave of more than three working days duration, the employee may be required to present to the supervisor a Certification of Medical Condition form (Appendix X).

In instances where the Employer has reasonable cause to believe an abuse of sick leave is occurring, such Certification of Medical Condition (Appendix X) may be required for any medical absence. The University shall review such requirements every six months.

In the case of extended medical absence the Employer may periodically require a Certification of Medical Condition (Appendix X). The Employer shall notify the Union of any such requests and the Employee shall be given a reasonable time to comply with the request. Any such request shall not be arbitrary or capricious.

- 22.106 Employees on unpaid leaves of absence or layoff shall not accrue sick leave during said periods unless specified in Article 19.000, Unpaid Leaves.
- 22.107 If an employee has completed 10 years of employment with the Employer, she/he will be paid for up to 65 accumulated, unused sick leave days at her/his current rate if she/he terminates her/his employment under the following conditions:
 - 22.107.1 Voluntary retirement under the provisions of the Employer Retirement Program
 - 22.107.2 Forced retirement prior to regular retirement age for health reasons
 - 22.107.3 Death while still in the employ of the Employer

If an employee does not meet the above conditions, but the employee has completed 15 or more years of service and resigns in good standing, she/he will be paid for up to 65 accumulated sick leave days at her/his current rate.

- 22.108 Sick leave will be deducted in six minute increments.
- 22.109 Absence due to injury or illness incurred in the course of the employee's employment shall not be charged against the employee's sick leave days. The Employer shall pay the employee's full pay for the first seven days. If the employee is eligible for FMLA, Article 22.500 shall apply. After FMLA is exhausted or if the employee is not eligible for FMLA, the employee may elect to use sick leave, compensatory time, vacation, or personal leave accruals to make up the difference between the amount covered by Worker's Compensation pay and the employee's regular pay for a maximum of 2.5 years.

- 22.110 If an employee uses three or less sick leave days for personal illness/disability and/or for care of family members from July 1 to June 30 of a contract year, the employee shall receive an additional personal day.
- 22.111 After accumulating 65 sick leave days (520 hours), if an employee wants the additional personal day as described in 22.110, the employee must notify the Human Resources office no later than June 1, otherwise the employee will receive payment for the unused sick leave days during a contract year (July 1 through June 30) on the following basis: one-third payment, one-third accrue, one-third lose.

22.300 PERSONAL LEAVE

- 22.301 On July 1 of each year, each employee shall be credited with three days to be used for the employees' personal business. An employee planning to use a personal business day or days shall notify her/his supervisor at least one day in advance, except in cases of emergency. The employee shall not be required to state the nature of the personal business.

Unused personal business days shall accumulate as vacation leave.

- 22.302 Personal leave may be taken in six-minute increments.
- 22.303 Extensions of personal leave may be granted at the Employer's discretion.

22.400 BEREAVEMENT LEAVE

Employees will receive bereavement leave with pay to make necessary arrangements when a death occurs to a member of the immediate family or another relative.

Time allowed:

- 22.401 Up to five working days bereavement leave with pay for a death in the immediate family. The immediate family is interpreted to include spouse, child, step-child, parent or step-parent of the employee or spouse, or with written justification, a person whose relationship to the employee warrants such bereavement. Up to three working days bereavement leave with pay for the death of a sibling, grandparent or grand-children of the employee or spouse.
- 22.402 One working day may be allowed as a paid excused absence in the case of the death of an aunt, uncle, niece or nephew of the employee or spouse.
- 22.403 Additional time, if required, may be granted through the use of other leave policies (sick, vacation, compensatory, or personal).
- 22.500 Any employee granted an approved qualified leave under the Family Medical Leave Act (FMLA) must apply all available paid leave toward the 12-week period prior to using unpaid leave. The employee must exhaust all paid leave time in the following order: sick, compensatory, vacation and personal time.

An employee must furnish, upon request by the University, medical certification of his/her or the family member(s) serious health condition covered by FMLA.

ARTICLE 23.000 HOLIDAYS

23.100 All employees covered by this Agreement shall receive holiday pay at the regular rate of pay for each of the following designated holidays not worked, irrespective of the days of the week in which the holiday falls:

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day-July 4	Christmas Day
Labor Day	New Year's Eve Day

Although Easter Sunday is not a designated holiday, those employees scheduled to work that day shall be credited with an additional personal day.

23.200 If any of the above holidays fall on a Saturday, it will be celebrated on the Friday before. If any of the above holidays fall on a Sunday, it will be celebrated on the Monday after. In the event that Christmas Eve Day and Christmas Day should fall on a Friday and Saturday (hence, New Year's Eve Day and New Year's Day would also fall on a Friday and Saturday), the Thursday before will be designated as a holiday. In the event that Christmas Eve Day and Christmas Day should fall on a Sunday and Monday (hence New Year's Eve Day and New Year's Day would also fall on a Sunday and Monday), the Tuesday after will be designated as a holiday.

23.300 In observance of religious holidays, four hours will be allowed during any contract year. These hours will be scheduled in advance with the immediate supervisor. It is recognized that offices/departments must remain staffed, and in the event of conflict regarding requests for time off in observance of religious holidays, the most senior employee(s) in the department will be granted priority. In those situations where an office/department has only one bargaining unit employee and said employee wishes to observe the religious holiday, the supervisor will make arrangements to have the office/department staffed.

23.400 Regular part-time employees shall receive holiday pay based on the number of hours they would be regularly scheduled to work on the day on which the holiday is observed. Those employees not regularly scheduled to work on a recognized holiday will receive an additional vacation day to be taken at a later date.

23.500 Employees receiving additional compensation above their regular wage for special work load assignments or for special transfer assignments will receive the additional compensation whether they are required to work or not on a day celebrated as a holiday.

23.600 CHRISTMAS/NEW YEAR CLOSURE

If the Employer is closed during the period between Christmas and New Year's each employee shall be granted three paid days by the Employer to cover the time when the Employer is closed. If additional days are needed to provide full pay during the time when the Employer is closed, those days may be taken from the employee's compensatory time, vacation or personal leave bank. In the event that an employee has no balances, the employee shall have the option of borrowing vacation days in advance or to take time off without pay.

23.700 If an employee terminates her/his employment, she/he will not receive pay for holidays occurring after the last day worked even though the holidays may fall within the period of her/his projected terminal vacation.

ARTICLE 24.000 VACATION

24.100 The vacation year for vacation purposes is the employee's seniority date.

24.200 Regular full-time employees accrue vacation time at the rate of four hours per pay period. Bonus days will be accrued according to the following schedule:

<u>LENGTH OF SERVICE</u>	<u>BONUS DAYS EARNED</u>
Hired through end of two years	No bonus days
Beginning of year 3	1 bonus day (8 hours) = (0.31 hrs. per pay period)
Beginning of year 4	2 bonus days (16 hours) = (0.62 hrs. per pay period)
Beginning of year 5	3 bonus days (24 hours) = (0.93 hrs. per pay period)
Beginning of year 6	4 bonus days (32 hours) = (1.23 hrs. per pay period)
Beginning of year 7	5 bonus days (40 hours) = (1.54 hrs. per pay period)
Beginning of year 8	6 bonus days (48 hours) = (1.85 hrs. per pay period)
Beginning of year 9	7 bonus days (56 hours) = (2.16 hrs. per pay period)
Beginning of year 10	8 bonus days (64 hours) = (2.47 hrs. per pay period)

24.300 Permanent part-time employees will be entitled to paid vacation days proportionate to the time actually worked. No employee may accumulate vacation days in excess of those earned during the two most recent years of employment, but not to exceed 336 hours, without Vice President's approval.

24.400 Vacation days earned during the first four months of employment will be accredited to the employee after the successful completion of the probationary period.

24.500 An employee's vacation pay will be at their current rate of pay and may be used in six-minute increments.

24.600 An employee who has completed the probationary period and gives a two-week notice of intent to leave or is discharged by the Employer, will be paid for vacation time which has accumulated under the above plan.

24.700 Vacation hours may be taken at any time during the year and in any quantity the employee desires with the approval of the employee's immediate supervisor. When two or more employees request the same vacation period, the more senior employee within that office/department will be granted the request, as long as the request is submitted in compliance with established procedures of the office/department in which the employee works. The supervisor shall respond within five working days after the employee's request.

24.800 Vacation time accrues during time worked and during paid absences covered by this Agreement. Vacation time does not, however, accrue during unpaid leaves of absence or layoff.

24.900 No cash payment or other benefits shall be made to employees in lieu of vacation leave except in cases of proper termination.

ARTICLE 25.000 ABSENCES

- 25.100 If an employee becomes ill or is injured while at work, she/he must report the illness or injury to her/his supervisor prior to leaving work. When an employee will be absent from work or tardy, the employee must make a reasonable effort to notify her/his supervisor and/or the applicable working foreman or assistant working foreman of the reason at or before the beginning of her/his shift. If the absence is to continue beyond the first day, the employee must notify the supervisor on a daily basis unless otherwise arranged and specifically approved by the supervisor. Failure to comply with this provision for three consecutive working days is a voluntary termination.

- 25.200 Absences with pay must be charged to personal leave, accrued vacation, compensatory time, or sick leave, whichever is appropriate.

- 25.300 For absences due to inclement weather where a determination has been made to continue University operations, employees will choose whatever leave is available to them (vacation, personal, compensatory, or sick) to avoid loss of compensation. In the event that the Employer determines that a shut-down of operations is necessary and employees are not required to work, it will make every effort to notify the employees by radio or television of such a shut-down, and use of an employee's leave allowances will not be required. Those employees required to work when the University is closed will be paid at the rate of time and one-half, or will be provided with an additional day to be added to their regular vacation bank, at the employee's option.

ARTICLE 26.000 SALARY ADJUSTMENTS

26.100 SALARY ADJUSTMENTS FOR SPECIAL TEMPORARY WORKLOAD ASSIGNMENTS

If an employee is assigned by the Employer work normally performed by another bargaining unit employee, the assignment shall be reduced to writing; and after 10 consecutive working days, retroactive to the first day of the assignment, the employee shall be compensated as follows:

- 26.101 If in a higher paygrade, an additional \$1.50 per hour

- 26.102 If in the same paygrade OR LOWER PAYGRADE, an additional \$1.25 per hour

- 26.103 This provision shall not apply when an employee replaces another employee on vacation or sick leave of 15 working days or less.

- 26.104 If an employee substitutes for a working foreman/assistant working foreman, she/he shall be compensated respectively at the rate of \$2.50 or \$1.75 per hour without delay.

26.200 SALARY ADJUSTMENTS FOR TRANSFERS

- 26.201 If an employee is temporarily transferred to another position in the same or lower paygrade, her/his salary shall remain the same.

- 26.202 If an employee is temporarily transferred and assigned for a period of five consecutive work days or more, by the Employer, to perform the duties of a position in a higher paygrade than the position she/he is regularly assigned, she/he shall, retroactive to the first

day of the transfer and for the duration of such temporary transfer and assignment, receive an increase to the rate specified for such higher position at their current step level or an additional \$1.25 per hour, whichever is greater.

26.203 Temporary transfers shall not exceed 30 calendar days, unless mutually agreed upon by the Union and the Employer in writing.

26.300 SALARY ADJUSTMENTS FOR TEMPORARY WORKLOAD ASSIGNMENTS OUTSIDE OF THE BARGAINING UNIT

26.301 When a regular supervisor is absent, the Employer may temporarily assign an employee as a supervisor to direct other employees in the performance of their duties and to assume additional responsibilities. The Union shall be notified in writing of such an assignment. The rate of compensation shall be \$2.00 per hour.

26.302 The temporary supervisor shall not assume the responsibility for hiring, discharging, evaluating, or disciplining other employees.

ARTICLE 27.000 JOB DESCRIPTIONS

27.100 A copy of the approved Job Descriptions will be available to each current employee and provided to all new employees when hired by the Employer.

27.200 The Union will receive one complete set of all job descriptions and will receive updated descriptions as they occur.

27.300 The Job Description shall include at a minimum:

- A. Title of position and summary description
- B. Minimum requirements and qualifications
- C. A specific statement of the required tasks, responsibilities, and essential functions
- D. Title of immediate supervisor

27.400 A review or updating of a Job Description may be initiated by an employee or her/his supervisor.

27.500 When major changes are made in the nature or duties of any job, the parties will review the position for possible reclassification, according to Article 17.000, PAYGRADES, POSITIONS AND RECLASSIFICATIONS.

ARTICLE 28.000 EVALUATION

28.100 An evaluation is a periodic objective appraisal of an employee's performance of assigned duties and responsibilities, as outlined by the employee's job description.

28.200 Probationary employees shall be evaluated at the end of two months of employment and again two weeks prior to the end of the probationary period.

28.300 Seniority employees shall be evaluated at least annually.

- 28.400 Special evaluations may be made at other times at the request of the supervisor either to recognize special achievement through the evaluation process, or to identify unsatisfactory performance as provided in Article 12.000, DISCIPLINE.
- 28.500 Each employee, upon her/his employment or upon a change in the job description, shall be apprised of the specific criteria upon which she/he will be evaluated.
- 28.600 Following each evaluation, a conference will be held for the supervisor to review the evaluation with the employee. The employee will be asked to sign the evaluation, but such signature shall only indicate that it has been reviewed with the employee. The employee may submit a response to the evaluation if she/he disagrees with its content or may submit contents in support of an evaluation with which she/he is in agreement. All written evaluations are to be placed in the employee's personnel file. The employee shall be given a copy of any evaluative tool used to evaluate the employee's work performance.
- 28.700 Each employee's evaluation shall include at the conclusion of the report an overall rating which will indicate whether the employee's performance is satisfactory or unsatisfactory. An employee whose work is rated as unsatisfactory shall be given a plan of correction to improve such performance deficiencies.
- 28.800 The immediate supervisor shall be responsible for the evaluation, however, it is understood that other administrators may be involved in the evaluation process. Working foremen may be involved in discussions, but the supervisor shall be responsible for conducting the interview, the content of the evaluation form and signing the evaluation form.

The signature of the working foreman on the evaluation form indicates that he/she was present at the evaluation interview.

ARTICLE 29.000 MANAGEMENT RIGHTS

Nothing in this Agreement shall be determined to limit or curtail the Employer in any way in the exercise of its rights, powers and authority which the Employer had prior to July 23, 1980, unless and only to the extent that specific provisions of the Agreement curtail or limit such rights, powers and authority. The Union recognizes that the Employer's rights, powers and authority include, but are not limited to, the right to manage the University, to determine the amount of supervision required, to direct, select, promote, decrease and increase the work force, including the assignment and placement of student employees, the right to make all plans and decisions on all matters involving the administration of the Employer, and the right to introduce new and improved methods and facilities, to maintain discipline and efficiency of employees, determine the qualification of employees, and regulate quality and quantity of work. The Union reserves the right to grieve when action taken by the Employer under this paragraph is contrary to this Agreement or to a limitation of such Employer's rights contained in this Agreement.

ARTICLE 30.000 FRINGE BENEFITS

For the purpose of determining eligibility for insurance benefits described in Article 30.000, and for leave benefits described in Articles 19.000, 22.000, and 24.000, an employee's hire date at the University and not the employee's bargaining unit seniority date shall determine eligibility for benefits and leave accrual.

30.100 HEALTH INSURANCE:

The Employer will pay up to the following amounts per month for all employees working 30 hours per week or more:

<u>EFFECTIVE DATES</u>	<u>MONTHLY PREMIUMS</u>
July 1, 2021 – December 31, 2022	
Single	\$779
2-Person	\$1,461
Full Family	\$1,655
January 1, 2023	
Single	\$795
2-Person	\$1,490
Full Family	\$1,689
January 1, 2024	
Single	\$810
2-Person	\$1,520
Full Family	\$1,722

30.101 The University shall have the option to provide equivalent or better coverage and agrees to pay the amounts in 30.100 towards the monthly premium for this insurance.

The University and the Association may meet during the term of this contract to discuss alternatives to existing programs.

In the SVSU benefit program, each employee will have the opportunity upon hire to select from the current insurance options listed in this Article. An annual open enrollment period will be held to enable employees to change benefit selections. Employees may make changes at any time during the year if they have a family status change (birth, death, marriage, adoption, or other qualifying event). These status changes must be made in the Human Resources Office within 30 calendar days of the event.

Insurances become effective the first day of the month following the month in which the employee is hired and terminate on the last day of the month in which the employee terminates employment.

Employees who elect no medical insurance through the University will receive a payback of \$126.00 per month (paid on a bi-weekly basis as part of their regular paycheck).

30.102 MEDICAL INSURANCES

July 1, 2021 – December 31, 2021 Plan Options

- A. BCBS Community Blue 1, Plan 2 PPO
\$0 deductible In-Network
\$20 Office Visit and Urgent Care Copay
\$100 Emergency Room Copay
\$15/\$50/\$70-\$100 Rx
Out of Pocket Limit \$600/\$1,200 In Network
- B. BCBS Community Blue 3 PPO
\$250/\$500 deductible In-Network
\$25 Office Visit and Urgent Care Copay
\$150 Emergency Room Copay
\$15/\$50/\$70-\$100 Rx
Out of Pocket Limit \$1,250/\$2,500 In Network
- C. BCBS Simply Blue (HDHP) Health Savings Account
\$1,400/\$2,800 deductible*(per IRS regulations) In-Network
Out of Pocket Max \$2,250/\$4,500 In-Network

Beginning January 1, 2022 Plan Options

- A. MESSA Choices II
\$0 In-Network Deductible
\$20/\$20/\$20 On-Line/Office Visit/Specialist Visit Copay
\$25/\$50 Urgent Care/Emergency Room Copay
Saver Rx
Out of Pocket Max \$2,500/\$5,000 (includes deductible)
+ \$5,000 additional MESSA Life/AD&D
- B. MESSA Choices II
\$500/\$1,000 In-Network Deductible
\$20/\$20/\$20 On-Line/Office Visit/Specialist Visit Copay
\$25/\$50 Urgent Care/Emergency Room Copay
Saver Rx
Out of Pocket Max \$2,500/\$5,000 (includes deductible)
+ \$5,000 additional MESSA Life/AD&D
- C. MESSA ABC Plan 1
\$1,400/\$2,800 In-Network Deductible*
\$0/\$0/\$0 On-Line/Office Visit/Specialist Visit Copay
\$0/\$0 Urgent Care/Emergency Room Copay
ABC Rx
Health Equity H.S.A.
Out of Pocket Max \$2,400/\$4,800 (includes deductible)
+ \$5,000 additional MESSA Life/AD&D

Note: *In the event there are changes in the minimum HDHP deductible, then the deductible shall be increased consistent with state and federal law.

30.200 DENTAL INSURANCE

The Employer shall pay the full cost of a single subscriber premium for dental insurance.

Employees who elect no dental insurance through the University will receive a payback of \$5.00 per month (paid on a bi-weekly basis as part of their regular paycheck) until December 31, 2021.

The Dental plan provides reasonable and customary charges for the following services:

- Diagnostic & Preventive Services – 100%
- Basic Services – 75%; Effective January 1, 2022 — 80%
- Orthodontics – 50%

There is no deductible with this plan. The maximum benefit per calendar year is \$1,000 (the maximum lifetime benefit for orthodontics is \$1,000, available to eligible dependents under age 19). Effective January 1, 2022, the maximum benefit per calendar year is \$1,500 (the maximum lifetime benefit for orthodontics is \$1,500, available to eligible dependents under age 19).

30.300 VISION INSURANCE

The Employer shall pay up to the single subscriber rate per month toward the cost of a Vision Insurance Plan. The parties shall agree to the Vision Insurance Plan. Effective January 1, 2022, the vision plan shall be VSP-3 Plus P-250CL.

30.400 DISABILITY INSURANCE

All full-time employees will be covered by a disability insurance program at no cost to the employee. The monthly income benefit will be equal to 70% of the monthly salary base of the employee at the commencement of the period of continuous total disability. Retirement contributions will continue in this current plan. In no event will the sum of the monthly income benefit exceed \$9,000. This plan is for disability related to illness or injury which exceeds 90 calendar days. The monthly disability benefits begin the day after the elimination period of 90 calendar days.

There is a one-year waiting period before an employee is eligible for this coverage, but the waiting period can be waived if the employee has been covered by a group long-term disability plan within the three month period prior to employment at SVSU.

30.500 GROUP LIFE INSURANCE

Life insurance benefits will be provided at no cost to the employees. For basic life insurance, SVSU will pay for a level of coverage equal to four times base annual salary for each eligible employee. If the amount of your life insurance benefit is not a multiple of \$1,000, your benefit is raised to the next higher multiple of \$1,000.

Optional life insurance is available at group rates through payroll deduction at the employee's expense for coverage equal to five times base annual salary.

Under this plan, the maximum life insurance benefit, combining basic and optional coverage, is \$500,000.

Accidental Death & Dismemberment Insurance. This Group Life Insurance plan also provides for a Principal Amount of Accidental Death and Dismemberment (AD&D) benefit equal to the amount of life insurance, except that in no event will the amount of AD&D benefits exceed \$500,000.

Accelerated Death Benefit. An insured person who is diagnosed with a medical condition that results in a life expectancy of 12 months or less to take up to 100% of the policy's available proceeds to deal with the sudden, unexpected financial burden that a terminal illness can create.

Optional Dependent Life Insurance. Dependent life insurance is available through payroll deduction at the employee's expense. There are four Spousal Options available:

- a. \$10,000 (guaranteed issue)
- b. \$25,000 (guaranteed issue)
- c. \$50,000 (guaranteed issue)
- d. \$100,000 (requires evidence of insurability)

Employees who select Spousal Dependent Life Insurance upon initial hire shall have the guaranteed issue for the amounts listed above. Employees who get married after initial hire shall have the guaranteed issue for 31 days after the date of marriage for the amounts listed above.

Employees who select Spousal Dependent Life Insurance after initial hire may require evidence of insurability for any of the amounts listed above.

Coverage options for children (6 months to age 26) are:

- a. \$5,000
 - b. \$10,000
- Live birth to 14 days: \$1,000
14 days to 6 months: \$1,000

Future increases to dependent life insurance coverage may require evidence of insurability.

RETIREE MEDICAL & DENTAL INSURANCE

Bargaining unit members who retire from the University are eligible to purchase retiree medical and dental insurance coverage at their own expense, provided they participated in a medical insurance program at the time of their retirement and they do not have a lapse in medical coverage from the date of their retirement from the University. Once a retiree elects not to participate in a medical insurance program through the University, they may not opt back into the retiree medical and dental insurance program at a later date.

30.600 RETIREMENT BENEFITS (TIAA-CREF)

The Retirement Plan will cover all permanent, full-time employees. The Retirement Plan is voluntary on employment but required after completion of one year of service and attainment of age 30.

Participants in this retirement plan may retire at the end of the academic year in which they attain age 55.

The Employer shall contribute 12% of the participant's salary to the TIAA-CREF Retirement Plan. An employee may contribute additional amounts to either the regular or supplementary Retirement Plan.

All allocations to annuities shall be made in accordance with TIAA-CREF policy.

CONTRACTS – Each TIAA retirement annuity contract and CREF certificate issued in accordance with this plan is for the sole purpose of providing retirement and/or death benefit and is the property of the individual participant.

REPURCHASE – In the event a participant in TIAA or TIAA-CREF leaves the employment of the Employer for reasons other than retirement or disability and requests repurchase of his/her annuity, the Employer will approve such repurchase provided it meets the conditions under which TIAA-CREF will repurchase annuities.

TAX DEFERRED ANNUITY – It is possible to have the portion the employee contributes to retirement set up as a tax-sheltered annuity, where instead of paying income tax on it now, the tax will be paid on receipt of the funds after retirement. Whether or not the employee's share is set under the tax deferred annuity, under current laws the portion the Employer contributes and all earnings will be taxable when received.

30.700 SOCIAL SECURITY

Employees shall pay social security in accordance with the levels as determined by the Social Security Administration.

30.800 TUITION ASSISTANCE

Employees and retirees shall be granted 75% of the University tuition, listener's permits and facilities fees. Employees' spouses, children, and step-children (children and stepchildren only so long as they are under the age of 30 during the entire academic term involved), will be granted one-half of the tuition, permits and/or fees provided they meet admissions requirements.

Employees shall be reimbursed 50% of the cost of tuition for Community College courses after completion of the course and submission of a grade report indicating a grade of "C" or better. Such courses must not be available at SVSU during the semester taken or must be courses which are taken to upgrade the employee's work skills or knowledge. Community College courses required for a Secretarial Science Associate degree or any courses offered through a certification program shall qualify for the tuition grant.

Work schedules may be adjusted to allow employees to take classes during the normal working hours only if written permission is received from the appropriate Vice President, which shall include an agreement to make up hours or utilize paid or unpaid leave time. (Permission forms available in the Human Resources Office.)

ARTICLE 31.000 WAGES

31.100 Employees will advance one step per year and may not be advanced additional steps as part of any promotional package. A promotion shall be defined as movement to a position in a higher paygrade, e.g., from paygrade four to paygrade five.

31.200 Employees will advance from one step to another on July 1 of each year, provided that said employees have been on active employment status for a minimum of eight months (active employment status includes all paid leaves and unpaid days not governed by unpaid leave policies).

31.201 The University shall determine initial placement on the step schedule for new skilled trades employees based upon prior experience.

31.300 Employees promoted from one paygrade to another shall be placed on the same step of the higher paygrade as the previous paygrade.

31.400 Employees who voluntarily transfer to a lower paygrade shall receive the pay rate at the same step in the lower paygrade except as governed by the guidelines as specified in Article 18.000 of this Agreement.

31.500 Each working foreman shall be compensated at the rate of \$2.50 per hour above her/his step rate in accordance with the wage scale. Each assistant working foreman shall be compensated at the rate of \$1.75 per hour above her/his step rate in accordance with the wage scale. The working foreman/assistant working foreman compensation shall be paid only for the duration of the assignment. Any employee who substitutes for a working foreman/assistant working foreman shall also receive the additional compensation.

31.600 WAGE SCALES

2021-2022

Employees, who are on payroll the first full pay period following ratification by both parties, will receive the following lump sum payment:

Full-time = \$800.00

Part-time = \$400.00

The lump sum payment shall occur on the first full pay period after both parties ratify.

0% on scale (\$15.00 minimum)

The \$15.00 per hour minimum wage will be applied to any pay rates on the FY 2020-2021 Salary Schedule under \$15.00, effective the first full pay period following ratification by both parties (Paygrade 1-Start & 120-Days; Paygrade 2-Start; Paygrade 3-Start).

2022-2023

2.0% on scale across the board, except Paygrade 1-Start; Paygrade 2-Start.

2023-2024

2.0% on scale across the board, except Paygrade 1-Start.

Salary Schedule July 1, 2021 – June 30, 2022

Percent Increase = 0.00%

PAY GRADE		START	120 - DAYS	1 - YEAR	2 - YEARS	3 - YEARS	4 - YEARS
Plant/Business Services	S/C						
(1) CUSTODIAN	(1)	\$15.00	\$ 15.00	\$15.22	\$ 15.82	\$ 16.43	\$ 17.03
(2) CUSTODIAL SPECIALIST, CUSTODIAL EVENT SPECIALIST	(2)	\$15.00	\$ 15.12	\$15.70	\$ 16.30	\$ 16.91	\$ 17.54
(3) DUPLICATOR OPERATOR, MAILROOM DELIVERY CLERK		\$15.00	\$ 15.55	\$16.15	\$ 16.78	\$ 17.41	\$ 18.04
(4) GROUNDS	(3)	\$15.03	\$ 16.05	\$16.66	\$ 17.31	\$ 17.99	\$ 18.67
(5) PAINT CREW	(4)	\$15.91	\$ 16.93	\$17.57	\$ 18.25	\$ 18.93	\$ 19.68
(6) MAINTENANCE, INVENTORY MGMT SPECIALIST, SENIOR LOGISTICS SPECIALIST	(5)	\$17.61	\$ 18.67	\$19.36	\$ 20.10	\$ 20.90	\$ 21.69
(6.5) LOCKSMITH	(6)	\$18.04	\$ 19.09	\$19.81	\$ 20.58	\$ 21.37	\$ 22.23
(7) SKILLED TRADES		\$22.00	\$ 23.38	\$24.31	\$ 25.31	\$ 26.33	\$ 27.42

Salary Schedule July 1, 2022 – June 30, 2023
 Percent Increase = 2.00%

PAY GRADE		START	120 - DAYS	1 - YEAR	2 - YEARS	3 - YEARS	4 - YEARS
Plant/Business Services	S/C						
(1) CUSTODIAN	(1)	\$ 15.00	\$ 15.30	\$ 15.52	\$ 16.14	\$ 16.76	\$ 17.37
(2) CUSTODIAL SPECIALIST, CUSTODIAL EVENT SPECIALIST	(2)	\$ 15.00	\$ 15.42	\$ 16.01	\$ 16.63	\$ 17.25	\$ 17.89
(3) DUPLICATOR OPERATOR, MAILROOM DELIVERY CLERK		\$ 15.30	\$ 15.86	\$ 16.47	\$ 17.12	\$ 17.76	\$ 18.40
(4) GROUNDS	(3)	\$ 15.33	\$ 16.37	\$ 16.99	\$ 17.66	\$ 18.35	\$ 19.04
(5) PAINT CREW	(4)	\$ 16.23	\$ 17.27	\$ 17.92	\$ 18.62	\$ 19.31	\$ 20.07
(6) MAINTENANCE, INVENTORY MGMT SPECIALIST, SENIOR LOGISTICS SPECIALIST	(5)	\$ 17.96	\$ 19.04	\$ 19.75	\$ 20.50	\$ 21.32	\$ 22.12
(6.5) LOCKSMITH	(6)	\$ 18.40	\$ 19.47	\$ 20.21	\$ 20.99	\$ 21.80	\$ 22.67
(7) SKILLED TRADES		\$ 22.44	\$ 23.85	\$ 24.80	\$ 25.82	\$ 26.86	\$ 27.97

Salary Schedule July 1, 2023 – June 30, 2024
 Percent Increase = 2.00%

PAY GRADE		START	120 - DAYS	1 - YEAR	2 - YEARS	3 - YEARS	4 - YEARS
Plant/Business Services	S/C						
(1) CUSTODIAN	(1)	\$ 15.00	\$ 15.61	\$ 15.83	\$ 16.46	\$ 17.10	\$ 17.72
(2) CUSTODIAL SPECIALIST, CUSTODIAL EVENT SPECIALIST	(2)	\$ 15.30	\$ 15.73	\$ 16.33	\$ 16.96	\$ 17.60	\$ 18.25
(3) DUPLICATOR OPERATOR, MAILROOM DELIVERY CLERK		\$ 15.61	\$ 16.18	\$ 16.80	\$ 17.46	\$ 18.12	\$ 18.77
(4) GROUNDS	(3)	\$ 15.64	\$ 16.70	\$ 17.33	\$ 18.01	\$ 18.72	\$ 19.42
(5) PAINT CREW	(4)	\$ 16.55	\$ 17.62	\$ 18.28	\$ 18.99	\$ 19.70	\$ 20.47
(6) MAINTENANCE, INVENTORY MGMT SPECIALIST, SENIOR LOGISTICS SPECIALIST	(5)	\$ 18.32	\$ 19.42	\$ 20.15	\$ 20.91	\$ 21.75	\$ 22.56
(6.5) LOCKSMITH	(6)	\$ 18.77	\$ 19.86	\$ 20.61	\$ 21.41	\$ 22.24	\$ 23.12
(7) SKILLED TRADES		\$ 22.89	\$ 24.33	\$ 25.30	\$ 26.34	\$ 27.40	\$ 28.53

31.700 VACANT

31.800 LONGEVITY PAY

In December of each contract year, a lump sum longevity payment of two percent of annual base wage as of December of that contract year shall be paid to all employees who have 10 to 14 years of service as of December 31 of that contract year.

In December of each contract year, a lump sum longevity payment of three percent of annual base wage as of December of that contract year shall be paid to all employees who have 15 or more years of service as of December 31 of that contract year.

Years of service shall be determined by the employee's seniority date.

Should an employee retire or otherwise leave employment of the Employer, in good standing, after December 31 of a contract year, said employee will be paid longevity in full, prorated from her/his last seniority date in their last paycheck.

APPENDIX X

**Saginaw Valley State University
Certification of Medical Condition**

Employee's Name: _____ Department: _____

Home Address/Street: _____ City: _____ State: _____ Zip: _____

**TO BE COMPLETED BY THE EMPLOYEE'S PHYSICIAN/PRACTITIONER:
(Please Print)**

Nature of Illness or Injury:

To the best of my knowledge the Employee/Patient is adhering to a prescribed treatment plan: Yes No

The Employee/Patient is able to work commencing: _____

The Employee/Patient is able to work with the following restrictions: _____

Physician's Signature: _____

Physician's Name: (Please Print) _____

Phone Number: () _____ Date of Latest Evaluation: _____

Please return to: Human Resources
Saginaw Valley State University
7400 Bay Road
University Center, MI 48710
Fax: 989-964-7066

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