

6/30/99



AGREEMENT
 BETWEEN
 OAKLAND UNIVERSITY
 AND THE
 UAW/TOP LOCAL 1925

JULY 1, 1996 - JUNE 30, 1999

Don't make any changes

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ARTICLE I
AGREEMENT

This Agreement is made and entered into the 22nd day of October, 1996, effective on July 1, 1996, by and between Oakland University, hereinafter referred to as the University, and the International Union, United Automobile, Aerospace, and Agricultural Implement Workers and its Technical, Office and Professional (TOP) Local 1925, hereinafter referred to as the Union.

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 peaceful labor relations between the University and the employees. To the above end, it is the intent of the parties to abide by the terms of this Agreement at all times.

APPENDICES

All appendices designated by this Agreement shall be deemed a part of the Agreement and shall be fully enforceable under the enforcement procedures thereof.

ARTICLE II

RECOGNITION AND SCOPE OF AGREEMENT

1. Recognition. Pursuant to and in accordance with all the applicable provisions of Acts 176 and 336 of the Public Acts of 1939 and 1947, as amended, the University does hereby recognize the Union as the exclusive bargaining agent with respect to wages, hours, and working conditions of the Bargaining Unit described below.

2. Bargaining Unit Work. The Bargaining Unit shall have sole collective bargaining jurisdiction over all work within each of the positions covered by this Agreement and members of the Bargaining Unit shall have the right to perform the duties and responsibilities for each position covered by this Agreement as set forth in paragraph 3. Administrative or supervisory personnel may perform work in any of these positions temporarily, in emergencies or for the purpose of training, but not on any regular or scheduled basis and such work should not eliminate a position covered by this Agreement. No administrative or supervisory personnel shall perform Bargaining Unit work on a temporary basis for a continuous period in excess of sixty (60) days.

3. Employees Covered. This Agreement applies to every full-time and part-time clerical-technical employee, including all clerks, typists, stenographers, secretaries, library assistants, laboratory assistants and technicians, clerical cashiers, clerical office assistants, clerical office coordinators, receptionists, electronic and scientific technicians, instrument makers, experimental machinists, telephone operators, and reproduction machine operators as certified by the Michigan Employment Relations Commission in Case R70 J-365, and as modified by the parties through mutual agreement.

4. Employees Not Covered.

(a) Excluded from this Bargaining Unit are temporary employees, employees doing excluded work, student employees, and all other employees not covered by paragraph 3. For purposes of this Agreement, the University will not classify or assign more than thirteen (13) individuals

to excluded positions. The University will provide the Union a listing of employees in excluded positions and their positions upon request. If the basis/rationale for the exclusion of any

positions differs from the bases for the exclusion of these positions excluded at the time this Agreement was ratified, the Union shall have the right to grieve such exclusion.

(b) When an employee's position is no longer designated as excluded it will be reclassified in the Bargaining Unit at the appropriate classification and grade with such reclassification occurring within six (6) months. Any retroactive adjustment issuing from reclassification will be limited to the date the position was no longer designated as excluded. In no case shall the individual's salary be reduced below current levels.

(c) An employee whose excluded position is reclassified in the Bargaining Unit is precluded from using Bargaining Unit seniority accrued according to paragraph 82 for the purpose of bumping for a period of one (1) year following entry into the Bargaining Unit, except that an employee who acquired seniority in a bargaining unit position prior to taking an excluded position will have full seniority rights restored immediately if her/his excluded position is returned to the Bargaining Unit under this paragraph.

5. Full- and Part-Time Employees. For the purpose of this Agreement, a full-time employee is an employee who is regularly scheduled to work forty (40) hours a week on a non-temporary basis. A part-time employee is an employee who is regularly scheduled to work a minimum of twenty (20) hours a week, but less than forty (40) hours a week on a non-temporary basis.

6. Student Employment. The Union recognizes that it is the policy of the University to provide employment for students to assist them in obtaining an education. No employee in the Unit shall be displaced or replaced by a student employee. The University twice annually upon request will provide to the Union a list of students employed with their department identified.

7. Temporary Employment. Temporary employees are non-bargaining unit persons who are hired to fill a temporary job having a specific duration of not to exceed six (6) calendar months per annum or to replace bargaining unit employees who are on an approved leave of absence. Persons who continue employment in any bargaining unit position or positions beyond six (6) months shall be entitled to full unit seniority and shall become bargaining unit employees.

8. Casual Employment. Casual employees are non-student non-bargaining unit persons who are hired to work less than twenty (20) hours per week for an indefinite period of time. The University, twice annually upon request, will provide to the Union a list of casual employees in each department showing their rate of pay.

9. Amendment. This Agreement may be amended or supplemented only by further written agreement between the parties. A party desiring amendment or supplementation of this Agreement will notify the other party in writing, stating the substance of the amendment or supplement desired, but the other party will not be obligated to agree to any proposed amendment or supplement.

10. Waiver Clause. In reaching this Agreement, the University and the Union have considered all matters lawfully subject to collective bargaining and this Agreement constitutes the sole, only and entire agreement between the parties hereto, and cancels and supersedes any and all past practices, arrangements, and/or understandings heretofore existing, except as specifically incorporated in this Agreement.

11. Agreement Construction. The paragraph titles throughout this Agreement are merely editorial identifications of their related text and do not limit or control the text.

12. Interest Succession. This Agreement will bind and accrue to the benefit of the parties and their respective legal heirs, successors, and assigns.

ARTICLE III

CONFORMITY TO LAW

13. (a) This Agreement is subject in all respects to the laws of the State of Michigan and the United States with regard to the powers, rights, duties, and obligations of the University, the Union, and employees in the Bargaining Unit.

(b) In those instances where any state or federal law is contested, the provisions of that law shall be binding upon the parties until such time as a court of competent appellate jurisdiction declares it to be unconstitutional and of no legal effect.

(c) In the event that any provisions of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be void and inoperative. In that event or in the event that neither party to this Agreement contests the effect of a federal or state law which causes any provisions of this Agreement to be unlawful, the parties shall meet for the purpose of rewriting directly affected provisions of this contract, and those provisions only. (An example of a law which might so affect current provisions is a law enacting a mandatory national health insurance plan.) However, all other provisions of this Agreement shall continue in effect and such court determination shall not affect any other portion of this Agreement.

(d) The parties to this contract share a commitment to equal opportunity and affirmative action. Toward that end, the parties agree to cooperate in affirmative action efforts to hire and promote minorities where they are underutilized in particular job groups. Should it become evident that particular provisions of the contract are preventing the successful implementation of the University's Affirmative Action Plan as it relates to the filling of vacancies in positions covered by this contract, the parties to this contract will meet to discuss and attempt to resolve these problems.

ARTICLE IV

FAIR EMPLOYMENT PRACTICE

14. There will be no illegal discrimination against any bargaining unit employee by reason of age, race, creed, marital status, color, sex, religion, national origin, handicap, sexual orientation or union activity. To the extent that this policy conflicts with first amendment or other legal rights of bargaining unit employees, such other legal provision shall control. Furthermore, this provision shall not be interpreted to modify eligibility criteria for employment benefits or modify the legal definition of the terms "spouse" or "dependent".

ARTICLE V

UNIVERSITY MANAGEMENT RIGHTS

15. The University reserves and retains, solely and exclusively, all rights to manage and direct its work forces, to manage and control its facilities and direct its affairs and working functions, except as expressly and specifically abridged by the provisions of this Agreement.

16. The University shall have the right to contract or subcontract any University work currently being performed. Any contracting action taken by the University shall not be subject to the grievance procedure of this Agreement. The University will bargain with the Union about the impact of any contracting which results or is concurrent with a reduction of the positions in the Bargaining Unit. The University will notify the Union whenever it arranges for outside clerical-technical services on a contract basis, provided the work to be performed is such that it would typically be performed by Bargaining Unit members. Included in such notification will be the department assignment.

17. Rules and Regulations. As a part of its general management rights, the University has the right to make, publish and enforce rules and regulations affecting employees. Such rules, however, will not be inconsistent with the express and specific terms of this Agreement, nor shall said rules be inherently arbitrary and capricious. The University shall send the Union, and simultaneously distribute to the employees, a copy of any personnel rule or regulation affecting any employee it may make and, unless otherwise stated in it, such rule and regulation shall be effective on such sending and distribution.

ARTICLE VI

UNION SECURITY

18. Union Membership. As a condition of employment, each employee in the Bargaining Unit on or before the 30th day after the effective date of this Agreement or on or before the 30th day after employment in the Bargaining Unit, whichever is later, and monthly thereafter, shall tender to the Union either periodic and uniformly required union dues, or in the alternative, service fees in an amount equal to those dues.

19. Checkoff. The University's Employment Manager, or her/his designee, at the time of hire, rehire, reinstatement, or transfer of an employee into the Bargaining Unit, shall apprise the prospective employee of this Article's provision and shall present to her/him an application for membership and an authorization for checkoff of dues supplied by the Union. If the employee desires to join the union, she/he shall complete both the application for membership and the authorization for checkoff of dues and initiation fee. If the employee does not desire to join the Union, she/he shall complete only the authorization for checkoff of dues so that the Union may collect from her/him its service fee equal to the monthly dues. The University shall forward these forms to the Union's financial officer. The authorization form for payroll deduction is illustrated in Appendix D of this Agreement.

20. During the life of this Agreement, the University agrees to deduct the initiation fee and membership dues or service fee in accordance with the authorization for checkoff of dues, and forward same to the Union's financial officer. The amounts to be deducted shall be certified to the University by the Union within fifteen (15) days after the execution of this Agreement. The University shall make the deductions in the amounts set forth until further notice from the Union.

21. The initial deduction for any employee shall not begin unless the withholding authorization and the certification of the Union's financial officer as to the amount of the deduction has been delivered to the University's Payroll Office. The University shall have no obligation to deduct or remit the dues or service

fees of any employee whose withholding authorization reaches the Payroll Office after the payroll deadline, or who does not have sufficient compensation due on the last payroll date of any month to pay the dues or service fee with the Union.

22. All sums deducted by the University shall be remitted to the Union's financial officer on a timely basis once each month together with a list of current employees showing the amount of union dues or service fee deducted for each employee.

23. In cases where a deduction is made which duplicates a payment already made to the Union by an employee, or where a deduction is not in conformity with the Constitution of the International Union, refunds to the employee shall be made by the Union.

24. The University shall not be liable to the Union by reason of this Article for the remittance or payment of any sum other than that constituting actual deductions made from the pay earned by the employee.

25. Termination for Failure to Comply. An employee in the Bargaining Unit who fails to tender to the Union either periodic and uniformly required union dues, or in the alternative, service fees equivalent to these dues as certified by the Union, shall be terminated by the University, provided the stipulations in paragraphs 26, 27, and 28 are met.

26. The Union shall notify the employee by certified or registered mail explaining that she/he is delinquent in not tendering the required union dues or service fees, specifying the current amount of the delinquency, and warning her/him that unless delinquent dues or service fees are paid and a properly executed authorization for checkoff of dues is tendered within ten (10) working days of such notice, she/he shall be reported to the University for termination as provided for in this Article.

27. The Union shall give a copy of the letter sent to the employee and the following written notice to the University at the end of the ten-day period:

The Union certifies that (name) has failed to tender either any periodic uniformly required union dues or service fees required as a condition of continued employment under the current collective bargaining agreement between UAW/TOP Local 1925 and Oakland University and demands that, under the terms of this Agreement, the University terminate this employee.

28. The University shall within five (5) working days after receipt of the above letter give the employee ten (10) working days' notice of discharge citing in the notice the request for termination by the Union.

29. The Union shall indemnify and hold harmless the University, its trustees, officers, and employees for any costs (including defense costs) resulting from claims, demands, suits, and other forms of liability by reasons of any action taken or not taken by the Union or by the University for the purpose of complying with this Article.

ARTICLE VII

COMMUNICATION

30. Exchange of Information. The University shall make available to the Union, upon its request and within ten (10) working days thereafter, such statistical and financial information related to the Bargaining Unit and in the possession of the University as is necessary for the implementation of this Agreement and for the negotiations of a successor agreement. It is understood that nothing in this

provision shall be construed to require the University to compile information and statistics in the form requested if not already available in that form, unless mutually agreed.

31. Periodic Employee Relations Department Notifications. The Employee Relations Department shall provide to the Union the following:

- (a) a seniority list by November 1 and May 1 of each year;
- (b) a monthly listing of additions to and terminations from the Bargaining Unit;
- (c) a list of new salaries subsequent to annual and/or semi-annual negotiated increases; and
- (d) salary changes as they occur which are not included in subparagraph (c).

Items (a) through (d) shall be provided both to the President and the Financial Secretary of Local 1925.

32. Employee Relations Department Notifications About Actions Affecting Positions. Prior to posting a new position or at the time a new position is posted, the University will provide written notification to the Union of the establishment of the position. The Employee Relations Department shall also notify the Union of any University proposal to remove a position from the Bargaining Unit. No position shall be removed from the Bargaining Unit without prior consultation and agreement by the Union, provided, however, nothing in this paragraph should be construed to require the University to staff any position in the Bargaining Unit. The University shall, however, notify the Union in writing when a position is not to be filled within thirty (30) days of vacancy including in said notification the University's plan to phase out, redistribute, reassign or reorganize the position's work.

33. Statement of Accrued Time. On March 1 of each year, the University shall provide a statement of accrued vacation, sick and personal leave of members of the Bargaining Unit to the Union.

34. Twenty (20) days after the effective date of this Agreement, the Union shall provide the University with a list which shows the jurisdictional districts and names of authorized representatives of the International Union, the Local Union Officers, the Grievance Committee members, and the District Representatives. The Union shall notify the University of any subsequent changes.

35. The University shall provide each employee with a copy of her/his classification description. The Union shall be provided with a copy of the bargaining unit classification descriptions which have been established by the University.

36. The University and the Union shall share the cost of printing this Agreement. Copies of this Agreement shall be available to each employee in the Bargaining Unit within three (3) months after its ratification by both parties.

37. Employees shall be responsible to notify the University and Union within five (5) working days of changes in name, address, telephone number, marital status, and number of dependents. In the event that an employee fails to notify the University, the University shall use the most recent information on file. The University is not responsible to effectuate any increase or modification of any right, benefit or entitlement provided in this contract until such notice of change is received from the employee.

38. The University shall provide the Union with the following information ninety (90) days preceding the termination of this Agreement:

(a) A list of all employees in the bargaining unit, indicating the active service date, unit seniority date, departmental seniority date, classification title, grade, current salary, birth date, and participation, if any, in the retirement program for each employee.

(b) A list of all employees in the bargaining unit participating in the health insurance plans showing the number of single subscribers, two-party contracts, or full-family contracts.

39. If, at any time during the life of this contract, a reorganization of the University is effectuated, the University will provide to the Union information reflecting the reorganization. The University will provide to the Union a copy of organization charts and any revisions thereof which are prepared by the Employee Relations Department.

40. During the life of this Agreement the University will, upon reasonable notice provided by the Union, make available for its inspection such records, files, and other information possessed by the University which is relevant to the status of funding or utilization of the career development fund referenced in Article XXVII of this Agreement.

ARTICLE VIII

REPRESENTATION AND RELEASE TIME

41. Negotiating Team. The University will recognize a Negotiating Team consisting of the President, First Vice-President, a three (3) member Grievance Committee and the International Representative. The University agrees to negotiate with this Team as the representative of its employees covered by this Agreement.

42. Grievance Committee. The University shall recognize three (3) non-probationary bargaining unit members as the Grievance Committee.

43. District Representatives. The University shall recognize eleven (11) non-probationary bargaining unit members as District Representatives. Upon completion and occupancy of the science building, the number recognized shall increase to twelve (12). Additional District Representatives may be recognized by agreement of the parties. The Union shall designate the jurisdictional district of each District Representative.

44. International Representative. The University shall recognize the authorized representative of the International Union, which is party to this Agreement, for the purpose of participating in negotiations, attending meetings, and the handling of other Union matters under this Agreement.

45. Release Time. Representatives of the Union, upon request to and approval by their respective immediate supervisors or their designees, shall be granted reasonable release time to participate in and prepare for hearings and meetings as specified below without loss of earnings. The Employee Relations Department will notify supervisors when release time is needed for representatives in items (c), (d), and (e) only.

(a) District Representatives - investigate grievances, participation in first step grievance hearings and by request of the University for handling other matters pertaining to this Agreement.

(b) One member of the Grievance Committee - participation in second step grievance hearings within the area.

(c) The President, First Vice-President, and the Grievance Committee - participation in the third step grievance hearings.

(d) The President, First Vice-President, and the Grievance Committee - participation in and preparation for negotiating sessions.

(e) The President, First Vice-President, and the Grievance Committee - participation in and preparation for special conferences.

(f) The President or First Vice-President to substitute for a member of the Grievance Committee - participation in and preparation for second step grievance hearings.

46. Special Conferences. Special Conferences for the discussion of important matters shall be arranged between the Union and the University at the request of either party. Arrangements for the conferences shall be made at least five (5) working days in advance of the requested meeting unless otherwise agreed to by both parties. An agenda of the matters to be taken up at the conference shall be confined to those included in the agenda unless otherwise agreed to by both parties.

47. Union Business Release Time. Members of the Bargaining Unit who are selected as delegates or alternates to the International Union conventions or are selected to attend union sponsored conferences shall be allowed release time without pay provided the employee has given her/his supervisor proper notice, and further provided, absence from the job shall cause no undue hardship on the operation of her/his department.

(a) In the event the University or its representatives claim undue hardship when release time is sought by the employee pursuant to this paragraph, such claim shall be documented with specific reference to the nature and extent of the hardship and submitted to the Union, as well as to the employee involved, in writing. If the Union, or the employee, challenges the validity of the position taken by the University or its agent, it shall have the immediate right, upon forty-eight (48) hours' notice, to advance a grievance at the third step of the grievance procedure. The University agrees it will not utilize the hardship exception to the release time provided in this paragraph to subvert or inhibit the legitimate activities of the Local Union or the International Union, nor to prevent or discourage participation by any of its employees in the processes thereof.

(b) The University will grant the release time as leave with pay. The Local Union will reimburse the University for the cost of the release time. The cost is to include the employee's wages, as well as the University's contribution to social security and the applicable University contribution for the retirement program.

The President, Financial Secretary and members of the Bargaining Unit elected to the position of Trustee or to the Election Committee may be granted reasonable release time with pay to audit union records and supervise union elections. The Local Union shall reimburse the University for the cost of the release time as in (b) above; however, any release time which exceeds the employee's regular work schedule on the day of release shall not be considered by the University as leave with pay.

ARTICLE IX

GRIEVANCE PROCEDURE

48. Grievance Definition. A grievance is a complaint by an employee, by a group of employees, or by the Union on its own behalf about the application, interpretation, or violation of the provisions of this Agreement. No grievance may be presented more than thirty (30) days following the date of the occurrence, or the date when the employee is notified of the occurrence on which the grievance is based.

49. General Provisions. All formal grievances shall be submitted on the grievance form illustrated in Appendix E of this Agreement. All subsequent decisions or answers by the University shall be submitted on this form.

50. The grievant shall have the right to be present personally, to be accompanied by an official of the Union, or to be represented by an official of the Union at any stage of the proceedings. Either party shall have the right to bring in witnesses necessary for the processing of the grievance.

51. Hearings and conferences held under this procedure shall be conducted at a time and place which shall afford a fair and reasonable opportunity for all persons, including witnesses required to be present, to attend. When such hearings and conferences are held during working hours, all employees whose presence is required shall be excused for that purpose without loss of pay.

52. Grievances shall be processed as rapidly as possible. The number of working days indicated at each level shall be considered as maximum and every effort shall be made to expedite the grievance process. For purposes of this Agreement, a "working day" shall be defined as any weekday, Monday through Friday, excluding holidays and any other days on which the University is officially closed.

53. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and shall bar further action or appeal. Failure to provide a written answer on the grievance within the specified time limits shall permit automatic advancement to the next step of this procedure within the time allotted had the decision been given. Time limits may be extended by mutual written agreement of both parties.

54. A grievance may be initiated at any step of the grievance procedure by mutual written agreement of both parties. The Union may withdraw a grievance without prejudice and without establishing a precedent at any step of the procedure. No grievance withdrawn in this manner shall be reinstated.

55. No restraining, coercive, discriminatory, or retaliatory action of any kind shall be taken by the University against any employee, any union representative or any official participant in the grievance procedure by reason of such participation.

56. All discussions with respect to the grievance shall be kept confidential by the parties involved during the procedural steps of the grievance, provided that either party may release pertinent information to any or all personnel related to the grievance.

57. No decision on a grievance or an adjustment thereof shall be contrary to any provision of this Agreement, with the exception that the University and the Union may mutually agree to waive applicability of specific contractual provisions - on a non-precedent setting basis - in order to reach a fair resolution. No terms shall be added to or subtracted from this Agreement nor any provision changed by the grievance procedure.

58. Step One - Immediate Supervisor. The employee will arrange to meet with her/his immediate supervisor and have a discussion meeting on the grievance and attempt to reach a resolution of it. The employee may request that a union representative be present at this meeting.

59. If the grievance is not resolved by the discussion meeting, the grievant and the Union will prepare the grievance in writing, concisely stating the facts, the provisions of the Agreement which are alleged to have been violated and the resolution sought. The written grievance will be dated and signed by the grievant and the District Representative and submitted to the grievant's immediate supervisor. The Union will retain a copy and send an additional copy to the Employee Relations Department. An additional meeting to discuss the grievance may be held between the immediate supervisor and the District Representative, either prior to (if the District Representative has had no previous discussion with the immediate supervisor), or following submission of the written grievance. The grievant may also attend the meeting.

60. After the discussion meeting is held, the immediate supervisor or her/his designee will respond to the grievance in writing and forward it to the district representative within five (5) working days from the day the written grievance is presented to her/him.

61. Step Two - Division. If the grievance is not resolved at step one, the Union, within three (3) working days after receiving the written answer, will forward the grievance to the office of the division from which it originated for further disposition. Within five (5) working days from the day the grievance is filed with the division office, the division's representative will arrange and hold a meeting with the grievant and the Grievance Committee Representative to discuss the grievance and attempt to resolve it. The division's representative will provide her/his written answer to the grievance within three (3) working days following the day of the meeting and return the grievance to the grievance committee representative. A copy of the division's written answer will also be sent to the Employee Relations Department by the division office.

62. Step Three - Employee Relations. If the grievance is not resolved by the step two meeting, the Union will submit the grievance to the Employee Relations Department within three (3) working days after receiving the written response. Within five (5) working days after receipt of the grievance, the Employee Relations Department will arrange and hold a meeting with the Negotiating Team and attempt to resolve the grievance. The International Representative may also attend the meeting. The Employee Relations Department will provide the written answer to the grievance committee chairperson within five (5) working days from the day of the meeting.

63. Step Four - (Optional). Either the Union or the Employee Relations Department may request a meeting for further consideration of the grievance when it remains unresolved following step three, or while arbitration is pending. If the parties agree to said meeting, it shall include, but not be limited to, the following: President, First Vice-President, Grievance Committee, International Representative, and the Director of Employee Relations (or designee). If no resolution of the grievance is accomplished at this meeting, the arbitration procedures shall remain in effect.

64. Step Five - Arbitration. If the answer to the grievance at step three is not satisfactory, the Union may submit the grievance to arbitration by official written notice to the Employee Relations Department within twenty (20) working days of the date of the written answer to the grievance at step three. Upon receipt of said notice, the parties shall communicate and attempt to agree on an arbitrator. If no such agreement is reached within twenty (20) working days, the Union shall institute the procedures of the American Arbitration Association for the selection of an arbitrator.

65. The arbitrator will render her/his decision in writing within thirty (30) days (or such additional time as the parties may by writing agree) after any grievance has been submitted to her/him, and her/his decision will be final and binding on the parties, and may be enforced in any court of competent jurisdiction. The parties will bear their own expenses individually and share in the arbitrator's fees and expenses equally. Neither party shall be responsible for the expense of witnesses called by the other.

66. The arbitrator will have no authority to: (a) add to, subtract from, or in any way modify this Agreement; (b) substitute her/his discretion or judgment for the University's discretion or judgment with respect to any matter this Agreement consigns to the University's discretion; (c) interpret any policy, practice, or rule, except as necessary in interpreting or applying this Agreement; (d) formulate or add any new policy or rule; or (e) establish or change the salary structure. Problems within the meaning of this procedure and of this arbitration clause shall consist only of disputes about the interpretation or application of the clauses of this Agreement, and about alleged violations of this Agreement. The arbitrator shall not have jurisdiction to consider any claim of which both parties have not had reasonable notice prior to the arbitration hearing.

67. Accelerated Arbitration. The accelerated arbitration procedure is an expeditious method available to the University and the Union for arbitration of grievances which do not require contract interpretation. Initiation of accelerated arbitration shall require mutual agreement of the parties; and the procedure, including selection of the arbitrator, shall be in accordance with mutually agreed upon guidelines. Expenses and fees to be borne by the parties shall be as described in paragraph 65.

ARTICLE X

DISCIPLINARY PROCEDURES

68. Probationary Employees. The University may discharge probationary employees for such cause and in such manner as it, in its sole and absolute discretion, deems appropriate and in the best interest of the University. Such discharge shall not be subject to the grievance procedures of this Agreement.

69. Non-Probationary Employees. The University may discipline or discharge a non-probationary employee only for reasonable cause.

70. Corrective Discipline Procedure. Except as provided in paragraph 71 of this Agreement, the University recognizes 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. When corrective discipline is to be given to an employee, it will be in accordance with the following procedure and in the prescribed order:

- (a) Step One: A verbal reprimand detailing the reason for the action shall be given to the employee in the presence of the District Representative. The employee's immediate supervisor may place a notation in the employee's personnel file that such reprimand was given.
- (b) Step Two: A written reprimand shall be given to the employee.
- (c) Step Three: A written suspension without pay shall be given to the employee.

(d) Step Four: At the sole and absolute discretion of the University, an employee shall be discharged and/or subject to additional suspension of pay if the employee has been suspended in accordance with step three above.

71. Discipline or Discharge for Misconduct. The University 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 University, or its representatives, determine, based upon the preponderance of reasonable evidence, 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.

72. Notice and Hearing. The University shall give written notice of any written discipline, suspension, or discharge action, stating the specific reasons for such action, to the employee and to the District Representative, with a copy to the President of the Union, by certified or registered mail or by hand delivery. Should the Union desire a fact-finding hearing on a written discipline, suspension, or discharge, it shall request said hearing with the Employee Relations Department within two (2) working days of receipt of the notice of disciplinary action and said hearing shall be scheduled at a time agreeable to the parties.

73. Grievance on Suspension or Discharge. A grievance on a suspension or discharge may be initiated at step three of the grievance procedure no later than ten (10) working days after the suspension or discharge occurs.

74. Use of Past Record. The University 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 twenty-four (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 provisions of corrective discipline shall be removed from the file of the employee and destroyed.

ARTICLE XI

PERSONNEL FILES

75. An official personnel file for each employee shall be maintained by the University in the Employee Relations Department. An employee may inspect the contents of her/his personnel file during the University's normal business hours by filing a written request for inspection of said file. Requests shall be honored immediately, if possible, but no later than twenty-four (24) hours after the request has been made. The employee may designate in writing that she/he desires a representative of the Union to examine and/or copy documents from her/his file and the representative of the Union shall be permitted to do so.

The University shall notify in writing (either by providing a copy of the document or by separate written notification) each employee of any document affecting her/his work status, employee status, or economic status which is placed in her/his file. However, the University shall not be obligated to provide written notification of inclusion of "Payroll/Personnel System" forms whose purpose is to track the employee's employment and salary history. The employee has a right to submit a response to any document placed in her/his file. Such a response shall be attached to and filed with the document placed in her/his file. Each employee shall have the right to place in her/his personnel file materials which attest to her/his proficiency and experience.

ARTICLE XII

SENIORITY

76. Probationary Employment Period. A bargaining unit employee shall be on probation until she/he has worked a total of three (3) consecutive months following her/his initial employment by the University or her/his employment after loss of seniority. No employee shall be permitted to bid for a vacant job during her/his probationary period or for three (3) months following completion of the probationary period. The probationary period shall not include any unpaid leave as described in Article XXII (Leaves Without Pay). If a probationary period is interrupted by an excused absence without pay in excess of one week, the probationary period shall be extended by the length of the excused absence. An employee who successfully completes the probationary period shall be entitled to full bargaining unit seniority retroactive to the date of hire exclusive of such unpaid absence.

77. The Union shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment, except discharged or disciplined probationary employees for other than Union activities.

78. Bargaining Unit Seniority. An employee's bargaining unit seniority shall be the length of service with the University from the date the employee is employed in a position covered by this Agreement subject to the provisions of paragraphs 80, 81, 82, 83 and 87.

79. Departmental Seniority. An employee's departmental seniority shall be the length of service with the University from the date of the employee's entry to a department position covered by this Agreement subject to the provisions of paragraphs 80, 81, 82, 83, and 87.

In the event the University makes changes in its organizational structure, including the merging, reorganization or restructuring of departments or divisions, the departmental seniority of the affected bargaining unit employees shall be taken to their new department and seniority in the former department shall cease.

80. Accrual of Seniority. An employee shall accrue bargaining unit seniority while employed full-time forty (40) hours per week. A part-time employee shall accrue bargaining unit seniority based on the proportion which her/his schedule bears to full-time employment as outlined in paragraph 90.

81. Seniority: Military Service. Employees on approved military leaves with a statutory right of reinstatement shall accrue seniority.

82. Seniority: Employee Leaves Unit. A bargaining unit employee who is promoted or transferred out of the Bargaining Unit, but later returns to the Bargaining Unit, shall not accrue bargaining unit seniority for the period the employee was out of the Unit. The employee will, however, retain any previously accrued bargaining unit seniority.

83. Seniority: Excluded Classification. An employee performing excluded work as described in paragraph 4 (a) shall accrue bargaining unit seniority but is precluded from using the seniority so accrued for the purpose of bumping into the Bargaining Unit.

84. Seniority: Layoff. A Bargaining Unit employee who has been laid off shall continue to accrue bargaining unit seniority during the period of layoff.

85. Seniority: Leaves of Absence. A bargaining unit employee on a paid leave of absence shall continue to accrue unit and departmental seniority. An employee's unit and departmental seniority shall cease to accumulate upon the commencement of a leave of absence without pay of three (3) months or more except as outlined in Article XXII (Leaves Without Pay). For all other leaves without pay, an employee's unit and departmental seniority shall be reinstated and begin accruing as of the date of return from such leaves.

86. Loss of Seniority. An employee's seniority shall terminate for any one of the following reasons:

- (a) If an employee voluntarily terminates employment. (This would include, but is not necessarily limited to, resignation from the University and failure to return to work from an approved leave of absence.)
- (b) If an employee retires in accordance with the provisions of this Agreement.
- (c) If an employee is discharged and not reinstated.
- (d) If an employee fails to report from layoff when recalled in accordance with Article XIII.
- (e) If an employee is laid off for a continuous period of two years.
- (f) If an employee is absent for three (3) consecutive working days without notifying her/his immediate supervisor: provided, however, said employee's seniority shall be reinstated if her/his failure to notify her/his immediate supervisor was due to factors beyond her/his control.
- (g) If an employee fails to report for work upon the termination of a leave of absence unless said employee's immediate supervisor has been notified and has granted approval or unless the failure to notify the supervisor or return from the leave of absence was due to factors beyond the employee's control.

87. Retention of Seniority. An employee whose seniority has not been terminated in accordance with paragraph 86 shall retain, but not accrue, seniority while on a leave of absence of three (3) months or more (except as outlined in Article XXII), as long as the employee complies with the conditions of the leave. An employee whose seniority has not been terminated in accordance with paragraph 86 shall also retain, but not accrue, seniority while in a position outside the Bargaining Unit, except as specified in paragraphs 80, 81, 82, and 83.

88. An individual who returns to employment at the University within two (2) years after recall rights have been exhausted, or within two (2) years after a general leave of absence or illness or disability leave has expired, shall have reinstated, after completion of the probationary period, the bargaining unit seniority which was accrued at the time the layoff or leave began.

89. Top Seniority. The President, First Vice-President, Financial Secretary, Recording Secretary, and Grievance Committee of the Union shall have top bargaining unit seniority for layoff and recall purposes only, provided they have the ability to satisfactorily perform the work of the position. District Representatives shall have top seniority in the jurisdictional districts they represent, provided they have the ability to satisfactorily perform the work of the position. Upon the expiration of their union terms of office, the above union officials shall revert to a position on the seniority list on the basis of their bargaining unit seniority.

90. Seniority Credits. In carrying out the terms and conditions of this contract which relate to seniority, seniority credits will be accumulated for each employee on a monthly basis in accordance with the following schedule:

<u>Scheduled Work Week</u>	<u>Seniority Credits</u>
31 to 40 hours	4 credits
21 to 30 hours	3 credits
20 hours	2 credits

ARTICLE XIII

JOB SECURITY

91. Layoff. The University may lay off and recall its employees. All layoff and recall shall be instituted as set forth in this Article.

92. Order of Layoff. When there is a decrease in the work force in a department, layoff will occur by classifications. Employees in each classification will be laid off or terminated in the following order subject to the remaining employees' current ability to satisfactorily perform the work available:

- (a) Probationary employees will be terminated.
- (b) Employees will be scheduled for layoff in the inverse order of their bargaining unit seniority.

Notwithstanding the above, when there is a decrease in the work force which affects Bargaining Unit members in Laboratory Technician I and Laboratory Technician II classifications, layoff will occur in the primary research area (i.e., the grant which primarily funds the position).

93. (a) Employees, except as in (b) below, who are scheduled for layoff in accordance with the above may, subject to their current ability to satisfactorily perform the work available, exercise their unit seniority in the following order:

- (i) Fill any vacancies in the same classification.
- (ii) Fill any vacancies in the same salary grade.
- (iii) Replace the least-senior employee in the same classification.
- (iv) Replace the least-senior employee in the same salary grade.
- (v) Fill any open vacancy in the next lower salary grade.
- (vi) Replace the least-senior employee in the next lower salary grade.
- (vii) Repeat the two prior steps in consecutively lower salary grades.

(b) Bargaining Unit employees in Laboratory Technician I, Laboratory Technician II and Electron Microscopy Technician classifications who are scheduled for layoff may, subject to their current ability to satisfactorily perform the work available, exercise their unit seniority as in (i) through (vii) above. However, these employees will not be required to follow the procedures outlined in (iii), (iv), and (vi) above. This will in no way affect their status as laid-off employees.

(c) Employees scheduled for layoff shall respond to the designated option(s) resulting from the application of (i) through (vii) above within five (5) days of notification of such option(s), with the understanding that they will not be precluded from accepting a more appropriate option in accordance with steps (i) through (vii) above, if such more appropriate option becomes available prior to implementation of the earlier declared option.

(d) Employees who have not requested and have not obtained approval for a personal leave of absence without pay and choose not to follow the procedure above will be considered to have voluntarily terminated their employment.

94. Employees replaced in accordance with the above may exercise their bargaining unit seniority to replace another employee in the same fashion.

95. Notice Of Layoff. An employee scheduled for layoff with two (2) or more years of service shall have twenty (20) working days' notice of layoff. An employee scheduled for layoff with less than two (2) years of service shall have ten (10) working days' notice of layoff. The Union shall receive a copy of any layoff notice on the same day the notice is issued to the employee.

96. Work Opportunities for Laid-Off Employees. The University will, prior to employing new people in any department, give work opportunity to employees with seniority who are laid off at the time, subject to the laid-off employees' current ability to satisfactorily perform the work available.

97. Employees who begin work in another classification or department under the provisions of this Article will have recall rights to their original classification or department upon initial recall.

98. An employee who moves to a lower salary grade as a result of the layoff procedure shall retain her/his salary at the time of the reduction in grade in the new salary grade unless her/his salary is above the maximum of that grade. In a case where the salary is above the maximum, the employee's salary shall be reduced to the maximum. However, the University may subsequently recall the employee to the higher classification or to another position at that higher salary grade for which the employee qualifies, and in such case, the employee must accept the higher salary grade position as a condition of retaining the salary of the higher grade or will have her/his salary reduced to the amount it would have been had the move to the lower salary grade been the result of a voluntary demotion. Notwithstanding any other provisions of this Agreement, if an employee is paid at the rate of a higher salary grade than that of the employee's current position, and the employee moves to a position in a higher salary grade, any salary adjustment for the employee shall be calculated as though the individual's current position were at the same salary grade as the position held prior to the layoff action.

99. Recall. When the work force is increased after a layoff, employees shall be recalled in the inverse order of their layoff, subject to the ability of the recalled employees to satisfactorily perform the work available. Recall rights shall continue for a period of two (2) years from the date of layoff. Notice of recall will concurrently be sent to the affected employee and the Union.

100. Employees recalled from layoff shall have their accrued bargaining unit seniority as of the effective date of recall and such accrued seniority shall include the period the employee was laid off.

101. A notice to report for work shall be sent to an employee by registered or certified mail to the last address the employee filed with the University's Employment Office. In the event an employee fails to report for work within five (5) calendar days from the date such notice is sent, the employee shall be considered to have quit unless she/he has a reasonable and valid excuse for her/his failure to report for work within the above five (5) calendar days.

102. Temporary Work Opportunities for Laid Off Employees. In the event a bargaining unit employee is not recalled to a regular position, the University, during the recall period, will offer such an employee any available temporary job doing bargaining unit work if the employee is qualified to perform the duties of the position, provided that the employee shall for the duration of the assignment be paid at the rate of the position filled. In the event the employee accepts or rejects the temporary position, her/his recall rights shall not be abrogated or otherwise affected. If the employee is recalled, and the University assigns said employee to continue in the temporary position for its duration, the employee shall receive the rate of the job or her/his regular rate, whichever is greater, and her/his position shall be held for her/him.

103. Reduced Work Week Schedule. In the event the University reduces the number of hours in the work week for a bargaining unit position, the affected employee shall have ten (10) working days' notice of the reduction. Notice of such reduction shall concurrently be sent to the Union and to the affected employee. The employee shall, by a written statement, either accept the reduced work week or elect to exercise her/his seniority rights in accordance with the layoff procedures, within five (5) working days after receipt of the notice. After receipt of the notice, the Union may, in accordance with the provisions of this Agreement, request a special conference for the purpose of discussing the reduced work week. A grievance on the impact of the reduction of the work week schedule on any employee may be initiated at the third step of the grievance procedure.

In the event any employee has her/his hours reduced in accordance with this Article, the following shall apply:

- (a) Notice of the reduction of hours shall include the number of hours to be reduced and the duration of time such a reduction shall exist.
- (b) The workload requirements of the affected employee will be commensurate with the number of hours the employee is scheduled to work.
- (c) For the duration of this Agreement, any reduction in hours for a full-time employee shall be limited to a maximum of eight (8) hours per week so that the work week shall be four (4) consecutive eight (8) hour days unless other scheduling arrangements are made between the employee and her/his supervisor.
- (d) For the duration of this Agreement, any reduction in hours for a part-time employee shall be limited to a maximum of twenty (20) percent per week.
- (e) No other part-time position shall be created in the affected employee's department provided the affected employee has the current ability to satisfactorily perform the work available.
- (f) No non-bargaining unit employee shall perform the work formerly assigned to the affected employee.
- (g) No student assistants shall perform work formerly assigned to the affected employee.

(h) The University will, prior to employing any new people in any department, give work opportunity to employees whose work week has been reduced, subject to the affected employees' current ability to satisfactorily perform the work available. In the event that there are employees on layoff status and employees with their work week reduced at the same time when vacancies occur, the employee with the most seniority shall have first claim on the job vacancy.

(i) All benefits contained in Article XXVI to which the affected employee may be entitled prior to the reduction in the work week schedule shall not be denied because of the reduction.

(j) An employee who is a participant in a retirement plan under Article XXV at the time of the reduction has a right to the continuance of such participation and an employee who subsequently becomes eligible to participate shall have the right to commence participation on the date she/he would have been eligible without the reduction. Time worked in a position where hours have been reduced under this paragraph shall not adversely affect the employee's ability to meet the requirements for official retirement as outlined in Paragraph 202.

104. General Reduction in Hours. In the event the University plans to reduce the number of hours in the work week on a bargaining-unit-wide basis, it shall, at least thirty (30) days prior to the implementation thereof, notify the Union of the plan. The University will bargain with the Union over the impact of the plan and attempt to reach an agreement over the implementation thereof. In the event that no agreement is reached, no bargaining-unit-wide reduction of hours will be implemented.

105. Reorganization or Phase-Out. In the event that the University makes changes in its organizational structure, including the phase-out of departments or divisions or other sub-units which eliminates any bargaining unit position, the University shall inform the Union in writing two (2) calendar weeks prior to implementation. Employees affected by such changes shall be laid off in accordance with provisions of the Agreement.

ARTICLE XIV

HOURS OF WORK

106. Work Obligation. Unless an employee has a reasonable and valid excuse, she/he will work her/his regular work schedule. A reasonable and valid excuse may be, but is not limited to: a medical or dental appointment of which the employee's immediate supervisor has been provided forty-eight (48) hours' advance notice, personal illness, or a medical emergency affecting the employee or a member of the employee's immediate family.

107. Work Schedule. Employees shall be scheduled to work regular work weeks. During the regular academic year, a full-time employee's regular work week shall have specific starting and quitting times for each of the five (5) consecutive eight (8) hour days exclusive of the lunch period in the work week. Two (2) consecutive days off shall follow the employee's five (5) consecutive work days. During the Spring and Summer academic terms, the University may institute "summer hours" different from those in effect for the regular academic year (Fall and Winter Semesters). However, the full-time employee's work schedule shall not exceed five (5) consecutive work days.

108. Alternative Work Scheduling Arrangements (Flextime). Alternative work scheduling arrangements (flextime) are variations from a customary schedule (reference paragraphs 107, 111, 117, and 118) which are mutually agreeable to the employee and her/his supervisor. The University encourages consideration of alternatives to the customary schedule where productivity is either unaffected or is enhanced, necessary coverage is provided, and no precedent is set for other areas. Management is free to return to the customary work schedule when it deems that to be more appropriate.

109. Changed Work Schedule. In the event that an employee's specific starting and quitting times or specified work days are changed, the affected employee shall have not less than five (5) working days notice of such change.

110. Rest Periods. Employees shall be authorized by their immediate supervisors for fifteen (15) minute rest periods during each half shift of four (4) hours of work whether regular or overtime. If an employee's regular schedule on a given day is in excess of eight (8) hours, she/he will receive a rest period in the first half of that shift and another rest period in the second half of that shift. Such rest periods may not be accumulated by the employee and the supervisor shall schedule same.

111. Lunch Period. During the Fall and Winter Semesters, each employee working a daily work schedule in excess of six (6) hours shall be granted a scheduled lunch period of one (1) hour on each such day. The employee shall receive no compensation for this scheduled lunch period. During the Spring and Summer academic terms, the University may institute "summer hours" which may include a lunch period of no less than one-half hour. The time of the lunch period may be changed at the employee's request and with the approval of her/his immediate supervisor.

112. Overtime Work. Overtime work is work performed in excess of forty (40) hours per week. An employee's compensation rate for overtime work shall be at one and one-half (1-1/2) times the hourly equivalent of her/his annual salary (which includes longevity payments, if applicable). Any time worked on a sixth day in any one (1) week shall be compensated in accordance with this paragraph except as modified by paragraph 114.

113. Compensation for approved overtime work will be computed in segments of one-tenth (1/10th) hour to the nearest tenth (10th) hour. Overtime pay shall be paid on the hourly payroll for the period in which the overtime was earned.

114. Compensatory Time Off. If compensatory time off for work performed in excess of a regularly scheduled work day is granted during the same week, it shall be given at the rate of one (1) hour of work to one (1) hour of compensatory time off. If compensatory time off for work performed in excess of forty (40) hours for one (1) week is given the following week, it shall be at the rate of one (1) hour of work to one and one-half (1-1/2) hours of compensatory time off. If compensatory time off for hours beyond forty (40) in the week is not given by the end of the week following the performance of the work, the employee shall be paid at the regular overtime rate (paragraph 112) for the work.

115. Scheduled Overtime. Recognizing the importance of meeting deadlines, the Union and the University encourage employees to work last minute overtime whenever possible. When the University has given them a twenty-four (24) hour notice, employees shall be required to work overtime. An employee who is scheduled to work overtime not continuous with her/his regular work shift shall receive no less than three (3) hours overtime pay. The University will distribute the overtime work among employees in the same classification within a department as equally as possible on an annual basis. No annual balancing shall be required. Overtime that is scheduled and not worked by employees for any reason following notification shall be charged as overtime worked in maintaining equality of distribution.

116. Shift Preference. An employee within a department will be granted shift preference within her/his classification on the basis of departmental seniority. The transfer to the desired shift shall be effective within two (2) weeks after the immediate supervisor receives a written request from an employee. An employee may elect a new shift after having worked on a selected shift for six (6) months.

117. Work Shifts. There will be three (3) work shifts in a twenty-four (24) hour period. A regular day shift would start no earlier than 7:00 a.m. and end no later than 5:00 p.m. A regular afternoon shift would start no earlier than 3:00 p.m. and end no later than 1:00 a.m. A regular night shift would start no earlier than 11:00 p.m. and end no later than 9:00 a.m. All shifts include a one (1) hour lunch period except that when "summer hours" are instituted the lunch period may be no less than one-half (1/2) hour.

118. Irregular Work Shifts. Management may schedule irregular work shifts when the nature of the work, limitations of equipment, or other operational constraints require such shift schedules for the efficient operation of a unit.

ARTICLE XV

SALARY PAYMENT

119. Salary. All employees in the Bargaining Unit shall be paid for time worked on the basis of the annual salary rate established for each of the salary grades as listed in Appendices A, B, and C which are attached and made a part of this Agreement. Salary payments will be made in accordance with the applicable Appendix and shall be subject to such payroll deductions that are required by the provisions of this Agreement or authorized by law.

120. Salary Increases. Retroactive to July 1, 1996, the salary base of all employees shall be increased by three percent (3.0%). (See Appendix A for rates effective July 1, 1996.) Additionally, on July 1, 1997 the salary base of all employees shall be increased by two and two-tenths percent (2.2%). (See Appendix B for rates effective July 1, 1997.) Further, on July 1, 1998 the salary base of all employees shall be increased by two and one-half percent (2.5%). (See Appendix C for rates effective July 1, 1998.)

121. Salary Progression. Besides the Salary Rates defined in paragraph 122, a "salary progression range" is established for each of the ten "Salary Grades":

- (a) The range is from Step C, Standard Rate, to twenty-five percent (25%) beyond Step C.
- (b) Except for those bargaining unit-represented employees whose salaries as of July 1, 1990, were beyond their respective salary range, salaries of bargaining unit-represented employees will not be allowed to exceed the respective salary range maximums.
- (c) Promotions or voluntary demotions of employees whose salaries prior to the promotion or voluntary demotion are within the respective salary progression ranges shall reflect a five percent (5%) adjustment for each level difference.
- (d) Retroactive to July 1, 1996, employees who have been at Salary rate C or beyond for at least one year and whose salaries are not at or beyond the maximum of the respective salary range described in (a) above will receive a one-half percent (.5%) salary increase or an increase which will bring their salary to the range maximum, whichever is less, providing the employee has been actively employed (i.e., not on paid or unpaid extended leave of absence of thirty (30) calendar days or more) for twelve (12) of the fifteen (15) months immediately preceding July 1. (This increase is in addition to increases specified in Paragraph 120, Salary Increases.)

(e) On July 1, 1998, employees who have been at Salary Rate C or beyond for at least one year and whose salaries are not at or beyond the maximum of the respective salary range described in (a) above will receive a one-half percent (.5%) salary increase or an increase which will bring their salary to the range maximum, whichever is less, providing the employee has been actively employed (i.e., not on paid or unpaid extended leave of absence of thirty (30) calendar days or more) for twelve (12) of the fifteen (15) months immediately preceding July 1. (This increase is in addition to increases specified in Paragraph 120, Salary Increases.)

122. Salary Rates.

(a) Probationary Rate: A selected applicant shall be employed at the probationary rate of the salary grade of the position where she/he is assigned to work for the first three (3) months of employment.

(b) Starting Rate: An employee who successfully completes three (3) months of employment will receive Starting Rate "B" of her/his salary as shown on the applicable Appendix.

(c) Standard Rate: An employee who completes one year of employment will receive the Standard Rate "C" of her/his salary grade as shown on the applicable Appendix.

(d) Employment Rate - Special: An applicant, because of employment market conditions, may be employed at a salary 2.5% below the lowest salary being paid to an employee in the same position classification. The employee's salary will not increase until there is a general increase.

123. Shift Premium - Regular Shift. Employees who work on the afternoon and night shifts shall receive, in addition to their regular salary rate, twenty-five (25) cents per hour and fifty (50) cents per hour respectively as shift premiums provided they are not already receiving premium pay for the hours being worked on a shift. The shift premium shall be paid for all hours worked on a shift.

124. Shift Premium - Irregular Shift. Employees who work on irregular shifts that are scheduled will be paid the shift premium of the regular shift where the majority of the hours of the irregular shift are worked.

125. Temporary Assignment - Higher Graded Position. An employee may be assigned temporarily to the duties of a higher graded position than the position in which she/he is currently working without actually being promoted or reclassified. If the employee performs the duties of the higher classification for a period of two (2) weeks or more, the employee's immediate supervisor shall authorize additional compensation to the employee in the amount of seven and one-half percent (7-1/2%) of her/his current salary for the period she/he performs the work, up to six (6) months. After six (6) months, the job must be posted.

126. Temporary Assignment - Lower Graded Position. An employee may be assigned temporarily to the duties of a lower graded position than the position in which she/he is currently working without actually being demoted or reclassified with no reduction in salary, up to six (6) months. After six (6) months, the job must be posted.

127. Temporary Assignment - Additional Duties. An employee may be assigned temporarily some additional duties from other established positions where she/he is currently working and not be assigned a different position. If the impact of combining these additional duties with duties of the established position results in a higher level of work being performed than the established grade of the position for a period of two (2) weeks or more, the employee's immediate supervisor shall authorize additional compensation of seven and one-half percent (7-1/2%) of her/his current salary for the period the employee performs the duties, up to six (6) months. The temporary assignment of additional duties shall not be continued in a position beyond six (6) months.

128. Assignment of Administrative-Professional Duties for an Indefinite Time. If an employee at classification C-7 or above agrees to perform certain administrative-professional (AP) duties as a regular part of the employee's duties (i.e., not as a temporary assignment) in addition to continuing to perform bargaining unit duties, the employee shall receive a premium compensation of an additional ten percent (10%) of regular salary, which will be the adjusted base for the university's retirement plan contribution and university provided life insurance and adjusted base on which the overtime pay rate is to be calculated. AP duties shall comprise no more than fifty percent (50%) of a bargaining unit position's responsibilities.

Prior to the effective date of incorporation of these AP duties as a regular part of the employee's responsibilities, the Union will be provided by the Director of Employee Relations or his/her designee notice of the specific AP duties to be performed. Furthermore, implementation of this provision shall be subject to an agreement between the Union and the University regarding which duties are to be considered AP duties. If the assigned AP duties subsequently change, the University and the Union will again review and agree on which duties are to be considered AP duties.

If the employee who has assumed these AP duties desires to be relieved from them, she/he will provide two (2) weeks prior written notice to her/his supervisor and to the Union. If the University determines it no longer wishes to have the AP duties performed by the employee, the Director of Employee Relations or his/her designee shall provide the employee and the Union at least two weeks prior notice. At such time as the employee ceases to have the responsibility of performing AP duties, her/his salary will revert to the salary of her/his classification.

Position classifications will not be affected either positively or negatively by this provision. The AP work assigned will not become bargaining unit work. Additionally, these AP duties will not become permanently attached to the CT position; they may be performed by non-bargaining unit employees; and, if the CT position is vacated by the current employee, the university may or may not offer the same opportunity to the new employee.

129. Temporary Assignment - Vacations. The temporary assignment of duties in the above provisions shall not apply to the temporary absorption of work of other position classifications due to employee vacations of three (3) weeks or less. If the temporary absorption of duties continues more than three (3) weeks, the temporary assignment provisions shall apply.

130. Temporary Assignment - Grievances. Any grievance over the provisions of temporary assignment will be processed as a grade grievance and filed at step three of the grievance procedure.

131. Salary Changes. If an employee holds a position whose classification is regraded to a lower salary grade, the employee shall retain her/his salary at the time of grade reduction unless that salary is greater than the maximum of the new grade. If the salary is greater than the maximum, the employee's salary shall be reduced to the maximum of the new grade. If this regrading action occurs after July 1, 1981, the University may offer the employee a position at a higher grade up to and including the original salary grade. If such offer is made, the employee must accept the position in order to retain the salary of

the original higher salary grade. If the employee chooses not to accept, her/his salary shall be determined as if she/he voluntarily chose to be demoted to the current grade level of the position.

An employee who is being paid in accordance with a higher salary grade than her/his current position shall, in the event of promotion to a position in a higher salary grade than the one in which she/he is currently working, receive a new salary which is the greater of the following:

- (a) the employee's current salary, or
- (b) the salary that would have been determined had the employee's current position been at the same grade level as her/his current salary.

The above does not apply to an employee who voluntarily demotes or otherwise moves to a position in a lower salary grade. In such case, an employee in A (Probation Rate), B (Start Rate) or C (Standard Rate) will receive the same rate (A, B or C) in the lower salary grade. An employee in the progression range of a salary grade who voluntarily demotes or otherwise moves to a position in a lower salary grade will receive a 5% salary decrease for each grade of demotion, but in no case will she/he receive less than salary rate C of the new grade. The salary of an employee who moves to a lower grade through application of the layoff procedure is governed by paragraph 98.

132. An employee who is promoted or whose position is reclassified to a higher salary grade and who is in salary rate A (Probation Rate), B (Start Rate) or C (Standard Rate) will receive the same rate (A, B or C) in the higher salary grade. An employee in the progression range of a salary grade who is promoted or whose position is reclassified to a higher salary grade, will receive a 5% salary increase for each salary grade of promotion, but in no case will she/he receive less than salary rate C of the new grade.

ARTICLE XVI

LONGEVITY PAY

133. All employees who have been regularly scheduled to work at least thirty (30) hours per week as of October 1 of any year shall be entitled to receive longevity pay for length of continuous service with the Employer according to the following rules and schedule of payment.

134. Longevity pay will be computed as a percentage of employees' regular annual base salary or wage. Base salary or wage shall be that salary or wage which an employee is being paid on the first regularly scheduled pay period of the calendar year in which the longevity pay is due. Base salary or wage shall not include overtime or premium pay. Longevity pay shall be based on continuous service.

135. Following completion of six (6) years of continuous service of at least thirty (30) hours per week by October 1 of any year and continuing in subsequent years of such service, each employee shall receive longevity payments as provided in the schedule.

136. To be eligible for longevity payments subsequent to the first payment, an employee must have completed continuous service equal to the service requirement of original eligibility plus a minimum of one (1) additional year of such service for each payment.

- (a) Continuous service means the employee has been scheduled and worked at least thirty (30) hours per week for thirty-nine (39) weeks or nine (9) months during the year (see (b) below).

(b) If the employee is absent in an unpaid leave or layoff status (during the period of October 1 through September 30) for more than thirteen (13) weeks when the absences are other than a single continuous leave or for more than three (3) months when the absences are due to a single continuous leave she/he is not eligible for a longevity payment following completion of that "year," and the "longevity date" shall be adjusted for future years.

(c) The "longevity date" is used to determine the total years of "continuous service" in which the longevity pay percentage factor (see 139 below) is based.

137. Payments to employees who become eligible by October 1 of any year shall be due the subsequent December 1.

138. Pro-rated payments shall be made to those employees who retire prior to October any year. This also applies to those employees not under the retirement plan but who are sixty-five (65) years of age at the time of their separation. In case of death, longevity payments shall be made pursuant to paragraph 12. Such pro-rated payments as indicated above shall be based on the number of calendar months of service credited to an employee from the preceding October 1 to the date of retirement, separation, or death and shall be made as soon as practicable thereafter.

139. No longevity payments as shown in the following schedule shall be made for that portion of an employee's regular salary or wage which is in excess of \$15,000.

LONGEVITY PAY SCHEDULE

<u>Continuous Service</u>	<u>Annual Longevity Pay</u>
6 or more and less than 10 years	2% of annual wage
10 or more and less than 14 years	3% of annual wage
14 or more and less than 18 years	4% of annual wage
18 or more and less than 22 years	5% of annual wage
22 or more and less than 26 years	6% of annual wage
26 or more years	8% of annual wage

ARTICLE XVII

VACATION LEAVE

140. Vacation Leave Accumulation. Vacation leave is accrued based on an employee's length of continuous service. All full-time Bargaining Unit employees shall accrue vacation according to the following schedule:

<u>Length of Continuous Service</u>	<u>Vacation Hours Earned Per Month</u>
0.0 to 4.5 years	8.67
4.5 to 9.5 years	11.33
9.5 to 14.5 years	12.67
14.5 years and over	15.33

Subject to the limitations set forth in the following paragraphs of this Article in regard to vacation utilization, an employee will be permitted, without docking from her/his regular pay, to utilize vacation hours earned to the next highest full increment. By way of example, an employee having earned 30.67 hours would be entitled, subject to the limitations of this Article, to take 31 hours vacation leave without docking from the employee's regular pay.

141. A part-time employee shall accrue vacation leave based on the proportion which her/his work schedule bears to forty (40) hours of work.

142. Probationary employees shall not accrue vacation leave. Following successful completion of the probationary period, the employee shall be credited with the number of hours vacation leave which she/he would have accrued during said period had she/he not been on probation.

143. Except as otherwise provided in paragraph 149, vacation leave shall be accrued on the last working day of the month.

144. No employee may accumulate vacation time beyond the maximum amount of vacation hours which the employee earns in an eighteen (18) month period. In the event an employee has accumulated vacation hours in excess of the amount accruing in a fifteen (15) month period, the employee shall, upon written request of her/his immediate supervisor, be granted vacation leave, within ninety (90) calendar days of said request, of sufficient duration to assure that said employee will not "lose" earned vacation benefits. If such leave is not granted to an extent necessary to assure no loss of vacation benefits, said employee shall be paid at her/his regular rate for each day of vacation which would be accumulated but for the eighteen (18) month limitation provided herein.

145. Vacation Scheduling. An employee may use her/his vacation leave at any time during the calendar year. Vacation leave shall be scheduled in accordance with the following procedure.

146. Vacation Request. An employee may submit a written request for a vacation period at least thirty (30) calendar days prior to the start of her/his vacation period. The employee's immediate supervisor shall have ten (10) working days to either grant or deny the requested vacation period in writing. If the supervisor fails to respond in writing to the employee's request within ten (10) working days from the date the request is submitted to her/him, the employee shall be entitled to take the vacation at the requested period. Any vacation period granted by the supervisor cannot be rescinded or changed. If the supervisor denies the employee's requested vacation period in writing within the ten (10) working day period, the employee may request another vacation period.

147. Vacation Period - Two Requests for the Same Period. When two (2) or more employees in the same department request the same vacation period at least thirty (30) calendar days prior to the time the period is to commence, the employee with the most departmental seniority will be given preference for the vacation period.

148. Employees who request vacation periods with less than thirty (30) days' notice will take their vacation periods at a time mutually agreed upon between the employee and the immediate supervisor.

149. An employee who has successfully completed the probationary period shall be paid for vacation leave which has accumulated under the provisions of this Article provided the employee gives a two (2) week notice of her/his intent to leave or is laid off pursuant to Article XIII or is discharged by the University. Employees meeting the foregoing conditions who are terminating their employment with the University between the first through the fifteenth day of the month will receive one-half (1/2) of that month's vacation accrual rounded to the nearest whole hour, and employees terminating between the sixteenth and the last day of the month will receive all of that month's accrual.

ARTICLE XVIII

SICK LEAVE

150. A full-time employee shall be entitled to sick leave with pay credited at the rate of 8.67 hours per month. A regular, part-time employee shall be entitled to sick leave with pay credited on the basis of the proportion which her/his work schedule bears to full-time employment. The maximum amount of sick leave accumulation shall be 1040 hours. If a legal holiday falls during a sick leave with pay, the employee shall be paid for the holiday and not charged for sick leave. Subject to the limitations set forth in the following paragraphs of this Article in regard to sick leave utilization, an employee will be permitted, without docking from her/his regular pay, to utilize sick leave hours earned to the next highest full hour increment.

151. Sick leave with pay will be authorized for the following reasons:

- (a) Acute personal illness or incapacity over which the employee has no reasonable control.
- (b) Absence from work because of exposure to contagious disease which, according to public health standards, would constitute a danger to the health of others by the employee's attendance at work.
- (c) Medical treatment and dental extractions or treatment to the extent of time required to complete such appointments when it is not possible to arrange such appointments for non-duty hours.
- (d) Disability due to pregnancy or childbirth. (Employees may request paid sick leave, personal leave days and/or vacation leave.)
- (e) Acute and serious personal illness of a husband, wife, dependent child (natural or adopted) which requires the employee to provide care to said person during the employee's normal work schedule.

152. Sick Bank.

- (a) Establishment. For the life of this contract, the University shall continue the sick bank established by the collective bargaining agreement, 1978-79, for use by eligible bargaining unit employees who may experience medical disability for extended periods of time but who are not yet eligible for long term disability benefits. Eligible bargaining unit employees are employees who have completed the probationary period and are not on an Article XXII leave of absence.
- (b) Sick Bank Committee. A joint Sick Bank Committee shall be constituted to administer the sick bank in accordance with the provisions of this Agreement and to rule upon disbursements from the bank. The committee shall consist of two members appointed by the Union and two members appointed by the University. The University will indemnify and save harmless all committee members from any claims that result from performance of their duties on this committee.
- (c) Funding the Bank. When the accumulated unused sick leave days in the bank are less than one hundred and twenty (120) days, any individual bargaining unit employee may, within thirty (30) days thereafter, contribute additional sick days to the bank from her/his sick leave accrual. An individual bargaining unit employee may contribute a minimum of one-half (1/2)

sick day to the bank from her/his sick leave accrual. The aggregate of days contributed to the bank by bargaining unit employees shall not exceed two hundred and forty (240) per fiscal year. The University shall match one (1) day for every one (1) day contributed by the bargaining unit up to a maximum of one hundred and twenty (120) days per fiscal year.

(d) Upon termination of this Agreement, unused sick leave days contributed to the bank by the Bargaining Unit shall be returned to contributing bargaining unit employees on a prorata basis in units of not less than one (1) hour, provided that those contributing employees are employees of the University when this Agreement expires. Unused sick leave days contributed by the University shall be canceled upon termination of this Agreement.

(e) Withdrawals from the sick bank shall be made in the ratio of two (2) hours from the total contributed by the Bargaining Unit to one (1) from the total contributed by the University.

(f) Administration. A request for sick leave from the bank will originate with the bargaining unit employee and will be accompanied by the statement of a physician setting forth the nature of the disability, the projected duration of the disability, which must exceed thirty (30) calendar days from the onset of the illness or condition, and the specific medical reason(s) why this illness or condition will disable the employee from working for the projected duration. The employee shall be responsible for insuring that updated medical reports providing additional information and substantiating the continued disability are provided to the committee for the duration of the illness or condition.

(g) The committee, after establishing that the request satisfies the criteria established above may, at its sole discretion, grant sick days from the bank to a bargaining unit employee, provided that:

(i) any individual award does not exceed one hundred (100) days,

(ii) no individual shall be entitled to an award unless and until all paid leave has been exhausted,

(iii) no award will take effect earlier than the tenth (10th) work day of absence during this period of illness,

(iv) any individual ceases to be eligible for sick bank benefits when any of these events first occurs: the employee is no longer disabled from working, the employee has been disabled from working for six (6) continuous months, or an employee becomes eligible for long term disability benefits.

The Sick Bank Committee may request additional information from the employee's physician. The employee shall be responsible for insuring that additional information is furnished to the Sick Bank Committee on its request. A majority vote of the committee shall be binding. The decisions of the Sick Bank Committee shall not be grievable.

(h) Sick days so granted shall be compensated at ninety percent (90%) of the annual rate of the employee receiving the benefits, less any wage benefits paid under Workers' Compensation statutes, but including such benefits which accrue pursuant to regular sick leave utilization.

(i) When the committee approves a request for withdrawal of sick days from the bank, the effective date of such withdrawals shall be the date of the exhaustion of all other authorized paid absence time (sick leave, vacation leave, and personal leave days).

(j) Challenge of Eligibility. The University reserves the right to challenge the disability qualifications of persons who apply for a sick day award from the sick bank, and to deny eligibility for consideration of an application by the committee.

(k) In the event that there is a dispute over the disability qualifications between the University and the Union, the dispute shall be processed through the medical dispute procedure as provided in paragraph 153, beginning with the filing of a written notice of dispute with the Employee Relations Department. The University and the Union will then implement the medical dispute procedure. Should the employee choose not to follow the medical dispute procedure, eligibility shall be denied.

(l) If there is no challenge to the disability qualifications of an applicant, the Sick Bank Committee shall proceed to a determination as to whether and to what extent the applicant may draw on the bank.

(m) No Increase in University Liability. Nothing herein shall alter or extend, or in any manner increase the liability of the University to any employee in respect to sick day compensation presently existing in any plan or agreement to which the University is a party.

153. Medical Dispute. Medical disputes may arise involving a) an employee's ability to continue to perform her/his work, or b) an employee's ability to return to work. The University will act upon the determination and/or advice of its physician, including advice as to whether an examination of an employee is appropriate.

(a) When the University has reason to believe that an employee is unable to continue to perform her/his job, the University has the right to have the employee examined by a University physician. If the employee is not satisfied with the determination of the University's physician, she/he may submit a report from a medical doctor of her/his own choosing and at her/his own expense.

(b) When a question arises regarding an employee's ability to return to work, the University may request additional information from the employee's physician(s) and/or may require an examination by a University physician. If the employee is not satisfied with the determination of the University's physician, she/he may submit a report from a medical doctor of her/his own choosing and at her/his own expense. (This report may have been submitted prior to the determination by the University's physician.)

The employee should notify the Union when there is a medical dispute. The University and the Union shall select a third medical doctor to submit a report to the University and the employee. If the University and the Union cannot agree on a third medical doctor, the employee will be examined at William Beaumont Hospital (Royal Oak). The decision of such third medical doctor will be binding on all parties.

The expense of the third medical doctor shall be shared equally by the University and the employee. Until the dispute is resolved the University will continue to rely upon the determination and/or advice of its physician.

154. Any employee receiving benefits under the University MORP retirement annuity plan or any employee not eligible to receive any retirement benefits provided by the University and who has at least five (5) years, but less than ten (10) years of continuous service, and has attained sixty-five (65) years of age at the time of her/his separation shall be paid fifty percent (50%) of her/his unused sick leave as of the effective date of separation. Any employee receiving benefits under the University MORP retirement annuity plan or any employee not eligible to receive any retirement benefits provided by the University and who has at least ten (10) years of continuous service and has attained sixty-five (65) years of age at the time of her/his separation shall be paid one hundred percent (100%) of her/his unused sick leave as of the effective date of separation, but not to exceed a maximum of eight hundred (800) hours. Employees meeting the foregoing conditions who are terminating their employment with the University between the first through the fifteenth day of the month will receive one-half (1/2) of that month's sick leave accrual rounded to the nearest whole hour, and employees terminating between the sixteenth and the last day of the month will receive all of that month's accrual.

ARTICLE XIX

HOLIDAYS

155. The following days shall be observed as holidays with pay: Thanksgiving Day, the day following Thanksgiving Day, December 24, December 25, December 31, January 1, Memorial Day, Fourth of July, and Labor Day.

156. Whenever one of the days observed by the University for a holiday falls on a scheduled day off in the employee's work week, the employee shall receive another day off with pay, the time to be arranged with her/his supervisor. However, since holiday pay for a given holiday is limited to eight hours, an employee on a work schedule of more than eight hours per day exclusive of overtime shall receive eight hours off with holiday pay and may utilize their personal hours or accrued vacation for hours beyond those eight.

157. Designated Holidays. Whenever a holiday listed in paragraph 155 falls on a Saturday or Sunday, the University will designate as the paid holiday whatever day is nationally observed. In the absence of a national observance day, if a holiday falls on a Saturday, the previous Friday will be observed and if a holiday falls on a Sunday, the following Monday will be observed. If December 25 and January 1 fall on a Saturday, the previous Thursday and Friday will be observed as paid holidays. If December 25 and January 1 fall on a Sunday, the previous Friday and the following Monday will be observed as paid holidays. If December 25 and January 1 fall on a Monday, that Monday and the following Tuesday will be observed as paid holidays.

158. Pay for Working on Holidays Other Than Christmas Holiday Recess (par 159). Effective July 1, 1997, an employee who works on a scheduled holiday other than during the Christmas holiday period (paragraph 159) shall have the option of having compensatory time off with one hour of compensatory time for one hour of time worked or being paid at the employee's overtime rate for all hours worked and receiving regular pay for the holiday.

159. Christmas Holiday Recess. An employee who is not scheduled to work during the holiday recess period between the Christmas and New Year's holidays will be granted recess days for those scheduled work days which are not designated as paid holidays by the University. If the employee is scheduled to work on recess days, holidays, or designated holidays on work that must be performed during this holiday period, the employee shall be entitled to compensatory days off with pay for the

scheduled days worked. The compensatory days must be taken before June 30th of each year at a time selected by the employee with the approval of her/his immediate supervisor. A part-time employee shall be entitled to the compensatory days off with pay based on the proportion which her/his work schedule bears to full-time employment.

160. If an employee is absent without pay on the working day immediately preceding or immediately following the holiday, she/he shall not be paid for the holiday unless her/his absence is excused. If an employee is laid off for the period between the end of the fall term and the beginning of the winter term because of lack of work, she/he shall receive the same holiday pay given to the rest of the employees. Incumbents in less-than-twelve month positions whose first working day after the scheduled non-work period falls on a holiday will receive holiday pay. Employees who are returning from an Article XXII leave will receive holiday pay only if they are at work the working day prior to the holiday.

161. If an employee terminates her/his employment she/he shall not receive pay for holidays occurring after the last day worked.

162. A part-time employee shall be entitled to holidays with pay based on the proportion which her/his work schedule bears to full-time employment.

ARTICLE XX

PERSONAL LEAVE DAYS

163. Three (3) personal leave days with pay shall be granted annually to each full-time bargaining unit employee as of July 1st. These personal leave days shall be for the purpose of attending to or caring for personal matters that cannot be scheduled other than during normal working hours. Personal leave hours cannot be utilized for vacation or recreational time. The personal leave days shall be utilized and charged to the employee in increments of not less than one (1) hour. Personal leave days shall not be retained beyond June 30th of each year. Each full-time bargaining unit employee who is hired on or after July 1st shall be credited with the following amounts of personal leave:

<u>When Hired</u>	<u>Hours Granted</u>
July through September	24
October through December	18
January through March	12
April through May	6
June	0

Full-time bargaining unit employees scheduled to work less than twelve (12) months during the fiscal year shall be granted prorated personal leave days in accordance with this schedule:

<u>Yearly Work Schedule</u>	<u>Hours Granted</u>
9 - 12 months	24
8 months	18

164. A part-time employee shall be credited with personal leave days based on the proportion which her/his work schedule bears to full-time employment.

ARTICLE XXI

LEAVES WITH PAY

165. Funeral Leave With Pay. In the event of a death in an employee's immediate family, the employee will receive leave with pay from the day of death until the day following the funeral, provided the period does not exceed three (3) working days. For the purpose of this paragraph the immediate family is defined as: spouse, child, parent, sibling, parent-in-law, sibling-in-law, child-in-law, grandparent, grandchild, step-parent, step-child, and half-sibling.

166. In the event of a death of an employee's uncle, aunt, nephew, or niece, the employee will receive funeral leave with pay on the day of the funeral.

167. Jury Duty and Mandatory Court Appearances. An employee serving on jury duty or ordered to appear before any state or federal court as a witness shall be paid the difference between her/his compensation for jury duty or witness appearance and her/his regular compensation if the jury duty pay or appearance fee is less.

168. Official Closing of the University. Employees who report for work and do work, with the authorization of the immediate supervisor, when the University is officially closed due to adverse weather conditions or non-functioning of University mechanical systems shall receive compensatory time off at the rate of one hour for each hour of work actually performed on the date the University was officially closed. Such compensatory time shall be consumed within the next four (4) weeks, at a time to be mutually agreed upon between the employee and the immediate supervisor.

169. Short Military Tours of Duty. Bargaining unit employees who belong to the National Guard, Officer Reserve Corps, or similar military organizations, will be allowed the normal fifteen (15) days' leave-of-absence when ordered to active duty for training. In the event these same employees are ordered to active duty for the purpose of handling civil disorders, they will be allowed a maximum of ten (10) days' leave of absence during a fiscal year. The University will pay the difference between the employee's military pay and regular pay if her/his military pay is less during the period of leave set forth above. If the employee takes military leave during her/his vacation she/he will receive full pay.

ARTICLE XXII

LEAVES WITHOUT PAY

170. Family and Medical Leave Act (FMLA). Notwithstanding any other provisions of this Agreement, including leave of absence provisions, the University will provide to employees represented by the bargaining unit all leave and medical benefits prescribed by the Family and Medical Leave Act of 1993 (FMLA). To the extent that FMLA provides benefits beyond those contained in the Agreement, FMLA shall be followed. To the extent that other provisions in this Agreement provide benefits beyond those in FMLA, these contract provisions shall be followed. Otherwise administration of all other contractual provisions and provisions of FMLA shall be coordinated in accordance with procedures adopted by the University consistent with the provisions of the Act. If any requirement of the FMLA conflicts with any other provisions of this Agreement, the Act shall be followed and the contrary provision of this Agreement shall be considered null and inoperative.

171. Personal Leave of Absence. An employee who has completed the probationary period may be granted a leave of absence without pay for up to three (3) months upon approval by the University. Any request for a leave of absence shall be submitted in writing. The request shall state the reason the leave is being requested and the approximate length of time off the employee desires. A written request

may be made to extend a leave of absence for additional three (3) month periods, but the total leave time shall not exceed one (1) year. A leave of absence will not be granted for the purpose of obtaining employment elsewhere.

172. Illness or Disability Leave. Subject to the restrictions of paragraph 177 relating to a combination of leaves, an employee who has completed the probationary period shall be granted a leave of absence without pay due to illness or disability for such period of time as her/his physician shall state that she/he is unable to work, up to a maximum of two (2) years. The physician's statement shall be required prior to the beginning of an illness or disability leave, and a physical examination shall be required before the employee returns to work.

173. Extended Military Leave. Upon application, an extended military leave of absence without pay will be granted. This leave is available to bargaining unit employees who are inducted through the Selective Service or voluntary enlistment, or who are called to active duty by the National Guard or Reserves into the Armed Forces of the United States.

174. Union Business Leave. A bargaining unit member when elected or appointed to an office of the International Union and in regular discharge of the duties thereof shall be granted a leave of absence without pay for the period of her/his service with the Union. A leave of absence for a period of one (1) year or more for Union business shall be renewed annually in response to a written request received prior to the expiration of the leave. Seniority will be accumulated during the leave of absence and may be exercised at the expiration of the leave to return to a comparable position in the Bargaining Unit as outlined in paragraph 181. The seniority may not be used relative to any bargaining unit benefit.

175. Political Leave. A bargaining unit member when elected or appointed to an office of public service which requires her/him to serve full-time in order to fulfill the obligations of the office, shall be granted a leave of absence without pay for the period of her/his service in the office. A leave of absence for a period of one (1) year or more for political leave shall be renewed annually in response to a written request received prior to the expiration of the leave. Seniority will be accumulated during the leave of absence and may be exercised at the expiration of the leave to return to a comparable position in the Bargaining Unit as outlined in paragraph 181. The seniority may not be used relative to any bargaining unit benefit.

176. General Provisions: Basis. At the time of the initial request and any request for renewal of a leave of absence without pay, the University shall make one of the following determinations:

- (a) The employee's position will be held open for her/him.
- (b) The employee's position cannot be held open, but a comparable position will be available in the department.
- (c) The employee's position cannot be held, but the employee will have the first interview opportunity for any opening for which she/he is qualified. ("First interview opportunity" means being able to apply for a position during the first five-day posting period.)

177. Combination of Leaves. If an employee's position is being held while the employee is on one type of Article XXII leave and her/his circumstances change, she/he may request another type of Article XXII leave. If the employee's position is not being held, she/he may not request another type of leave. In no event will any combination of personal leaves and illness or disability leaves extend beyond two years.

178. Limitation. An employee who, under the provisions of this Article, (a) obtains a leave by deceit or false pretense, or (b) during such leave or any extension of it, engages in any other employment or contract work (other than that required by military service, political leave, Union business leave or employment while a full-time student while on a leave for educational purposes) without University approval, or (c) without a reasonable and valid excuse and proven diligent effort to notify the University in advance, fails to report for work on expiration of such leave or any extension of it, will be deemed to have resigned.

179. Return from Leave. An employee who takes a leave of absence for an approved period from a position that is to be held open until she/he returns shall be given a written communication by her/his immediate supervisor approving the leave, with the period of the leave specifically stated. The employee shall return to that position on the expiration date of the approved leave period, or to a previously designated comparable position in the department, unless another return date is agreed to in writing by her/his immediate supervisor.

180. An employee for whom first interview opportunities are available shall contact the Employment Office at least two (2) weeks prior to the expiration of a leave of absence in order to be a candidate for open positions. The University's obligation to place an employee shall cease when the employee has turned down three (3) interview opportunities or two (2) job offers for a comparable position. At that time, the employee will be terminated without prejudice.

181. Return From Union Business or Political Leave. An employee who is returning from Union Business or Political leave shall notify the University in writing of her/his intent to return at least thirty (30) days in advance of the date of her/his intended return. The employee will be placed, as outlined in paragraph 195, in the first vacant position for which she/he is qualified and which most closely approximates the salary grade level of the employee prior to the leave of absence.

182. Salary Upon Return From a Leave. An employee who returns from a leave of absence without pay to a position with the same salary grade shall be placed at the same step ("Start," "Probation," or "Standard") of the salary grade or the same percentage of the salary range that she/he was in before going on leave. When a general salary increase occurs while the employee is on leave, the salary on reinstatement will be increased by such general increase. An employee who returns from a leave and is reinstated in a salary grade that is different than the grade she/he had before going on leave shall have her/his new salary rate established at the time of her/his reinstatement.

183. Use of Accrued Time. An employee granted a leave of absence without pay under this Article shall retain all accumulated sick leave, vacation leave, and personal leave days accrued as of the date of the leave while on such leave. Personal leave days shall not be retained beyond June 30th of each year. An employee who otherwise qualifies for the use of accumulated sick time and personal time (under the provisions of Articles XVIII and XX) shall upon request receive permission to utilize the respective leave day(s) at the beginning of the leave period. If the leave of absence is to be for an extended period of time (i.e., for two months or more) an employee, upon written request, will be paid for some or all of her/his accrued vacation time at the time the leave commences. The employee will not lose seniority as a result of this vacation accrual payment.

184. Benefits While on Leave of Absence Without Pay. The University will not bear the cost of the continuation of benefits for a bargaining unit employee on an unpaid leave of absence. An employee who takes an approved leave of absence without pay shall contact the Staff Benefits Office prior to the beginning of the leave to arrange for applicable continuation of coverage. Such continuation is subject to the provisions and limitations of the group benefits policies. In no event shall benefits continuation exceed two (2) years from the commencement of the initial leave of absence, except where mandated by

applicable federal and/or state law. Upon return from leave of absence, the employee shall contact the Staff Benefits Office to re-enroll for benefits coverages. Benefits coverages are not automatically reinstated upon return from leave.

ARTICLE XXIII

CLASSIFICATIONS AND GRADES

Classifications

185. (a) The University shall have the right to create new classifications or change classifications as necessary and to place them in appropriate salary grades as provided in this Agreement so as to classify all positions in the Bargaining Unit. The University will negotiate with the Union an appropriate salary grade for any new or modified classifications which result in a change in grade.

(b) In fulfilling its right to create new classifications, where no reasonable comparability is found between newly defined work and existing classifications, the University shall create a new classification. In negotiating the grade of any new classification, the parties hereto shall evaluate the duties, responsibilities and qualifications and compare them with established classifications. Salary grades will be based upon a comparison of comparable content, scope, and impact.

Grades

186. (a) Whenever the University determines the need to establish a new position, the new position will be examined and compared with existing classification descriptions to determine the similarity of duties, responsibilities, and qualifications, and assigned to an existing classification where appropriate. If appropriate, it will be assigned the official description, qualifications, title, and salary grade of that classification.

(b) The Union will be given a written notification, including a new classification description, if appropriate, of each new position before it is posted. The Union may file a grievance on the grade or classification of the position during a thirty (30) working day period following the date of notification if the position is vacant or as provided in paragraph 187 if the position is filled.

187. When the new position is filled, the employee or the Union may file a grievance up to thirty (30) working days following the date the vacancy is filled. Retroactivity, if any, will start with the date the position is filled. Any grievance on a grade or classification filed after a new position has been filled for thirty (30) working days shall have retroactivity only to the date the grievance is filed.

188. Position Change. The Union may file a grievance on any bargaining unit position which is either upgraded or downgraded following the date of notification to the Union for a period of thirty (30) working days. A retroactive date determined by the University will be stated in the notification. The stated retroactive date will be open to negotiation. Retroactivity will be paid to the date the duties and responsibilities changed the grade. Any grievance filed on the grade after the thirty (30) day period will have retroactivity limited to the date the grievance is filed.

189. Position Change - Gradual. A bargaining unit employee working in a position which is changed by the gradual assignment of duties and responsibilities that, in the opinion of the employee or the Union, justify a change in the grade of the position, may file a grievance. Retroactivity on the grade grievance shall be open to negotiations. Retroactivity on any grade changed will be paid to the date the duties and responsibilities changed the grade.

190. Grievances - Classifications and Grades. Grievances about an employee's classification or grade shall be processed through the grievance procedure beginning with the filing of the grievance at the third step of the grievance procedure as provided in Article IX of the Agreement. The Employee Relations Department, within ten (10) working days after receipt of the grievance, will arrange and hold a meeting with the Negotiating Team and attempt to resolve the grievance.

ARTICLE XXIV

POSTING AND FILLING VACANCIES

191. For the purpose of this Agreement, a vacancy shall mean an unoccupied bargaining unit position which the University has decided to staff. If the University decides to staff a position, it shall utilize the procedure for posting and filling vacancies.

192. Position Postings. Postings of position vacancies and/or new positions established in the bargaining unit shall include the following:

- (a) Date of the posting.
- (b) Date the posting period expires.
- (c) Department where vacancy exists.
- (d) Classification.
- (e) Salary grade and rate of compensation.
- (f) Basic function and responsibility.
- (g) Minimum "required" qualifications, as listed in Appendix E, will remain the same for each posting of the same position, except as modified by inclusion of appropriate "may require" qualifications. The minimum qualifications for a position shall include any qualifications which are applicable under the designated caption "May require" on the classification description. These will be kept on file in the Employee Relations Department, countersigned by the Employee Relations Department and UAW/TOP Local 1925.

In addition, the minimum "required" qualifications for a given position may include applicable computer-related skills from among the following list:

- (i) ability to use a personal computer for general word processing applications;
- (ii) ability to use a personal computer for word processing applications such as utilizing columns or tables, sorting or creating macros;
- (iii) ability to use a personal computer for general spreadsheet applications;
- (iv) ability to use a personal computer for spreadsheet application such as creating macros, using range names, or using the file extract/combine feature;
- (v) ability to use a personal computer for general data base applications;

(vi) ability to use a personal computer for data base applications such as set commands, links, appends, or calculating.

Demonstrated proficiency in the type and level of computer application (i.e., word processing, spreadsheet, data base) is sufficient to establish "ability to," though the individual may not have had experience working with a particular software package. Demonstrated proficiency might include evidence of proficiency on the job, in outside activities, through courses, or through certification of skills (e.g., from the University's Office of Training and User Support).

Whichever of these computer-related qualifications is identified by the Manager of Wage and Salary Administration for inclusion is subject to the same rules described above that apply to inclusion of qualifications under the "may require" caption, and all required qualifications would be included in the material kept on file in the Employee Relations Department, countersigned by the Employee Relations Department and UAW/TOP Local 1925.

(h) Number of hours in the work week.

(i) Starting date.

(j) Control number.

(k) Unit exclusion status.

(l) Grant funding status.

(m) Any tests that are to be administered will be done by the Employee Relations Department or the hiring authority.

193. Vacancy Specifications. The posted specifications for the position shall relate to the performance requirements of the position.

194. Posting Period. A notice of any vacancy in the Bargaining Unit shall be posted on the University Bulletin Board for a minimum period of five (5) working days.

195. A vacancy which is to be filled by a person returning from a political or union business leave or through the layoff procedure shall be marked "To be filled by the layoff procedure" or "To be filled by return from political or union business leave" and other applicants will not be considered for that vacancy.

196. Posting Procedure. A copy of the posting shall be displayed on the University Bulletin Board. Sufficient copies of each posting will be supplied to the Union two (2) working days in advance of the actual posting period to permit posting on the Union's Bulletin Boards. The University will grant union representatives release time to permit compliance with the required posting period.

197. Application for Vacancies. A bargaining unit employee who has completed at least six (6) months in her/his current position may bid for the posted position by filing a completed standard bid sheet with the Employment Office. External applicants may be considered for posted vacancies along with bargaining unit applicants; but unless the external applicant is better qualified, the bargaining unit applicant will receive hiring preference. Additionally, all qualified bargaining unit applicants will be offered an interview. After interviewing internal applicants, the hiring supervisor may elect not to interview external applicants. If two or more bargaining unit members are equally qualified and one of them is to be selected to fill the vacancy, the employee with the most bargaining unit seniority will be selected. The Employment Office will directly notify all bargaining unit bidders within five (5) working days from the date of their bid

whether they are qualified or not qualified for the position, based on information known by the Employment Office at that time. Upon request to the Employment Office, bidders who were not qualified for the position will be given the basis upon which the decision was made. A bid for a position shall not adversely affect an employee's status in her/his present position.

198. Selection Basis. Qualified applicants will be referred to the hiring authority, who will then select the applicant whom she/he believes to be the best qualified.

199. Notification. The successful applicant will be notified by the Employment Office of the position offer. All bargaining unit employees who were qualified bidders and not selected to fill the vacancy will be directly notified by the Employment Office within five (5) working days following the date of selection. Upon request to the Employment Office, unsuccessful applicants will be given the basis on which the best qualified applicant was selected.

200. Accelerated Grievance Procedure--Posting and Filling of Vacancies.

(a) The parties agree to accelerate the grievance procedure outlined in Article IX for grievances that arise under Article XXIV, sections 192 through 198 by processing such grievances in accordance with the following supplemental accelerated grievance procedure. The grievance procedure in Article IX remains in effect for all other grievances.

Step I. When a potential grievance arises concerning the specifications of a posted position, the qualifications of an employee for a position or the selection of the successful applicant for a position, the union representative will contact the Employment Manager and inform her/him of the potential grievance. The Employment Manager will, within two (2) working days, convene a meeting which will include the Employment Manager, the appropriate University supervisor, and the Union's appropriate District and/or Grievance Committee Representative under whose jurisdiction the potential grievance falls, to discuss the grievance and attempt to reach a resolution.

Step II. Failure to resolve the potential grievance at the Step I meeting moves the potential grievance to Step III and the convening of a regular Step III meeting within two (2) days. The Union, prior to this meeting, will reduce such grievance to a formal written grievance and submit it to the Employee Relations Department. The written grievance will be a subject of discussion at the Step III meeting. The meeting will include the Employment Manager (or designee), the appropriate University supervisor, the Employee Relations Administrator (or designee), the Union's Negotiating Team and International Representative.

(b) All provisions of Article IX following Step III remain in effect under this accelerated procedure.

(c) If any part of the selection process is under review by the Union through the accelerated grievance procedure, the position will not be filled prior to the completion of the procedure's third step.

(d) Employee bid sheets and the education and work history of outside applicants will be made available by the Employment Office to union representatives for review for the purposes of investigating potential or actual grievances.

ARTICLE XXV

RETIREMENT BENEFITS

201. Multiple Option Retirement Program.

(a) The University shall provide all employees who are regularly scheduled to work thirty (30) or more hours per week and who have completed three (3) or more years of service the option of participating in the Multiple Option Retirement Program. Employees may enroll in the program after completion of thirty-six (36) months of active service. If employees fail to enroll when first eligible, they may enroll at any time thereafter, but participation cannot be made retroactive.

(b) Two tax-deferred retirement plans are currently available: TIAA-CREF and Fidelity. Information regarding these plans is available from the Staff Benefits Office. The University and the Union may mutually agree to add other plans or to disassociate from any of the above plans.

(c) Through June 30, 1997, the University shall contribute twelve percent (12%) of each participating employee's salary on a monthly basis. Effective July 1, 1997, the University shall contribute thirteen percent (13%) of each participating employee's salary on a monthly basis. The University's contribution and any additional employee contributions are fully vested and the dollar value is based on entry date, earnings, and years of participation, coupled with interest and earnings experience of the vehicle selected. The University does not guarantee a return of principal or earnings on investments.

202. Retirement Eligibility Status. Normal retirement for an employee shall occur at age sixty-five (65) with fifteen (15) years of service. An employee, to be eligible for earlier retirement, must meet one of the following conditions:

(a) have attained age sixty-two (62) and attained fifteen (15) years of full-time active service, or

(b) have completed twenty-five (25) years of full-time service regardless of age.

203. Non-Contributory Retirement Plan: Frozen.

(a) Those employees whose benefits in the Non-Con Plan were frozen as of June 30, 1973, are also eligible to participate in the Multiple Option Retirement Program as described in paragraph 201. To be eligible for retirement benefits under the Non-Con Plan, an employee must achieve retirement eligibility status as defined under paragraph 202.

(b) Payment of Frozen Non-Con Pension:

(1) The full annual frozen Non-Con retirement pension for persons meeting the requirements of sub-paragraph 202 (a) above, shall commence at the first of the month following attainment of age sixty-five (65) if retirement has occurred. If retirement occurs between ages sixty-two (62) and sixty-five (65), pension benefits may begin prior to age sixty-five (65); but the benefits will be actuarially reduced to the extent retirement occurs prior to age sixty-five (65).

(2) A person who meets the requirements of sub-paragraph 202 (b) above may retire at any time with Non-Con pension benefits to commence the first of the month following retirement. These benefits will be actuarially reduced to the extent retirement occurs prior to age sixty-five (65).

(c) The Non-Con frozen pension will be determined as described below:

(1) Service credits for the determination of the pension shall be one percent (1%) for each of the first ten (10) years of continuous employment and two percent (2%) for each year thereafter. However, no service after June 30, 1973, shall be considered in these calculations.

(2) The pension amount shall be determined by multiplying the employee's annual earnings for the year ended June 30, 1973, by her/his service credits as of that date and then adding ten percent (10%).

(d) A clear and concise written statement of the effective date of the benefits and the terms and conditions thereof shall be provided to the employee prior to the date said person retires. In the event the employee must make or may make any election in regard to the benefit provided under the Plan, she/he shall be advised in writing in clear and concise terms of the options available not less than thirty (30) days prior to the date said election must be made. The employee shall have thirty (30) days following receipt of said statement to make said election.

(e) Receipt of benefits under this paragraph is independent of status under the Multiple Option Retirement Program. Similarly, an employee who retires (terminates) without meeting the minimum age and service provisions as described in paragraph 202 is not barred from receiving a retirement pension from contributions made to the Multiple Option Retirement Program under paragraph 201.

204. Supplemental Retirement Plans. The University shall provide all employees who are regularly scheduled to work twenty (20) or more hours per week the option of investing, at their expense, in supplemental retirement tax-deferred vehicles as identified in paragraph 201 (b), subject to conditions established by the respective companies. Monthly contributions to this program must equal at least \$25.00.

205. Financial Assurance. In order to provide assurance to the Union with regard to the Non-Contributory Retirement Plan, the University will provide the Union with a copy of its annual audited financial statements which will report on the adequacy of funding of the plan. If a report on the adequacy of funding of the plan is not provided in the annual audited financial statements, a separate statement will be provided to the Union by the University.

206. Hospital-Medical Insurance for Retirees. An employee who is retired, has attained age sixty-five (65), and has at least fifteen (15) years of full-time active service shall be eligible for hospital-medical insurance to supplement Medicare Parts A and B as follows:

Effective January 1, 1994, if the retiree is in a University Blue-Cross/Blue Shield of Michigan (BCBSM) group plan at the time of retirement, the currently available plan for Medicare complementary coverage shall be BCBSM Comprehensive Hospital Care--Semi-private and Blue Shield MVF-1 Preferred (Medical Services), including the following riders:

D45NM	(hospital care)
CC-CLC	(convalescent care)
FAE-RC	(physician charges for life-threatening emergency treatment)
ML	(diagnostic laboratory and x-ray services)
Prescription Drug	(\$5 co-pay)
SD	(sponsored dependent)

COB-3	(coordination of benefits)
SAT-2	(substance abuse treatment)
GLE-1	(exclusion of experimental services)
SOT-PE	(specified organ transplant coverage)
MM Option V	(master medical: deductible of \$150 for one individual or \$300 for two or more; 80% reimbursement on all eligible expenses but psychiatric and private duty nursing, which is 50%)
EF/XF	(exact fill Medicare complementary coverage)
RPS	(routine Pap smears)
MMC-PD	(exclusion of prescription drug benefits from master medical)
HCB-1	(hospice care benefits in an approved hospice program under certain conditions and with defined benefits)
RM	(routine mammograms)
PD-MAC	(generic drugs unless doctor specified)
PCES	(voluntary second surgical opinion rider)
MMC-PDC	(prior deductible carry-over rider)
RAPS	(defines "medical necessity" and how professional providers are reimbursed)
BMT	(bone marrow transplants)
HMN	(hospital admissions must be medically necessary)
ASFP	(outpatient surgery in approved free standing facility)
XTMJ	(defines coverage for TMJ treatment)
MMC-XTMJ	(defines master medical coverage for TMJ treatment)

If the retiree is in a University HMO plan, Medicare complementary coverage shall be through that plan. Available Medicare complementary plans and the provisions of those plans in future years are subject to negotiations between the University and the Union. Except for persons who have already retired or do retire by April 30, 1994, the University monthly contribution in calendar year 1994 toward the insurance premium for Medicare complementary coverage shall be up to the amount of \$213.56 (the 1993 monthly premium cost for the above described BCBSM plan plus 4%). In future years the University contribution shall be up to the maximum amount contributed for Medicare complementary coverage per this paragraph plus an additional 4%. For persons who have retired by April 30, 1994, the University will continue to pay the full cost of the monthly premium for the available Medicare complementary plan selected for participation.

Additionally, the retiree's spouse is eligible for continued coverage (supplement to Medicare if the spouse is age sixty-five (65) or older or continued coverage under a University group medical plan for those not eligible for Medicare). The University's monthly contribution for the premiums for spousal coverage shall be as follows: (a) if the plan is Medicare complementary coverage, the University contribution shall be the same as for the retiree as described above; (b) if the coverage is for a spouse under age sixty-five (65), the University contribution shall be limited to the amount contributed by the University for single coverage in that same group health plan for active employees. Any premium costs for hospital-medical coverage beyond the University contribution as described above shall be the responsibility of the retiree or the retiree's surviving spouse who shall be required to make arrangements with the Oakland University Staff Benefits Office to pay for such monthly premium costs. Continued premium contributions from the University are subject to timely monthly payments from the retiree or surviving spouse of amounts beyond the University contribution.

The University will establish a fund from which monthly premium costs of participation in a group health plan at the University may be paid for an employee who retires after July 1, 1987 and her/his spouse after the retiree attains age sixty-two (62) and until she/he becomes eligible for the coverage at age sixty-five (65) described immediately above. The retiree must have retired in accordance with the

provisions of paragraph 202 (Retirement Eligibility Status). On July 1 of 1996 the University will contribute \$10,000 to this fund. On July 1, 1997 and on July 1 of each year thereafter the University's contribution will be \$14,000. Amounts not used during one fiscal year will be carried over to the next fiscal year. If requests are in excess of available funding, remaining funds will be prorated among those who qualify. In no event will premium payments from this fund exceed University contributions for active employees for like coverage. The retiree must make advance arrangements with the Staff Benefits Office to pay whatever premium costs for this coverage are not paid from the fund or the coverage will not be provided.

A retiree with twenty-five (25) years of full-time service who has not attained age sixty-two (62) may elect to continue group hospital-medical coverage at her/his expense by making advance arrangements with the Staff Benefits Office. Upon attainment of age sixty-two (62) the retiree would then become eligible for premium payments to be paid from the fund along with other retirees between the ages of sixty-two (62) and sixty-five (65).

Eligibility for coverage at age sixty-five (65) at University expense or for coverage between age sixty-two (62) and sixty-five (65) supported by the fund depends upon continued participation in the group hospital-medical plan following termination from active service.

In the event that the eligibility age for Medicare Parts A and B is raised beyond sixty-five (65), the revised eligibility age shall be substituted in this paragraph wherever age sixty-five (65) is cited. The retiree's eligibility for benefits from the Early Retiree Medical Premium fund as described above would be extended until attainment of the revised Medicare eligibility age, and eligibility for Medicare complementary coverage would occur upon attainment of the revised Medicare eligibility age.

ARTICLE XXVI

GROUP INSURANCE

207. Flexible Benefits Options. Should the University choose to develop a Cafeteria style flexible benefits plan, the Union may participate in design and review of such plan. If the University arranges flexible benefits options for any other non-faculty employee group, such options may be made available to UAW/TOP Local 1925-represented employees subject to a Letter of Agreement between the Union and the University.

208. Hospital-Medical Insurance: Blue Cross and Blue Shield of Michigan (BCBSM), HMO's and Point of Service Plans.

The Plans described below will be in effect January 1, 1997.

The University will provide comprehensive health insurance plans as described in subparagraphs (A) and (B) below for all full-time and part-time bargaining unit employees who work a minimum of twenty (20) hours a week and who have completed their probationary period with University and employee contributions for the monthly premiums as specified below. An employee who is covered under some other health insurance plan should not enroll in any of these plans. If the employee is not covered under some other plan, the employee may enroll in one of these plans at her/his cost for the first three (3) months of employment. Insurance coverage under any of these plans can be effective the first of the month following the beginning of employment at the employee's expense.

The University will contribute toward the premium after three (3) months of employment; however, the employee must complete an application within sixty (60) days of employment. The University's payment for the monthly premium for this coverage shall be as follows:

(a) For employees participating in an HMO-Plan described in 208 B, or in a Point of Service Plan described in 208 C, the University shall make a monthly premium contribution up to the full cost of the least-cost HMO plan for the respective level of coverage (single, two-party, family). If the monthly premium for the plan selected for participation is greater than the monthly premium for the least-cost HMO, the employee shall pay the difference. If the monthly premium for the plan selected for participation is equal to or less than the monthly premium of the least-cost HMO, the University shall pay the full cost of the monthly premium.

(b) Except for employees participating in calendar year 1993 and who have continued participating in subsequent years in the BCBSM Traditional Plan or the Blue Preferred Plan, both described in 208 A, the monthly premium contribution for participation in these two plans shall be as set forth in (a) above.

(c) For employees who are participating in the BCBSM Traditional Plan or the Blue Preferred Plan in calendar year 1993, and who continue participation in one of these plans, the university's monthly contribution for the premium shall be the University's calendar year 1993 contribution for that plan, including what the University paid for the master medical component, until the University's monthly premium contribution for the least-cost HMO equals this 1993 monthly contribution rate. Thereafter, the University will make the same monthly premium contribution for all plans.

When an employee becomes eligible for participation with University contribution for monthly premium cost, the eligible employee shall pay through payroll deduction \$30 per month of the University contribution toward the premium for the first three (3) months of participation; however, if the employee participated in the plan wholly at her/his cost prior to her/his eligibility for participation with the employer contributions, the requirement of the \$30 per month of employee share of premium costs shall be waived. The \$30 per-month requirement would also be waived for an individual who has been employed at least nine months and whose circumstances have changed such that she/he can no longer participate in the plan under which she/he had prior coverage. Coverage continues to the end of the month if the employee quits, is terminated, or is laid off. An employee on leave without pay or on layoff status may keep the coverage in effect by arranging to pay the full premium through the Staff Benefits Office. Payment for benefits by the respective insurer under the plans offered is by "reasonable and customary" schedules (or according to schedules negotiated with preferred providers of these services).

A. Blue Cross Blue Shield of Michigan (BCBSM) Plans.

Two BCBSM plans are available for participation: a BCBSM Traditional Plan, and a Blue Preferred Plan.

(a) BCBSM Traditional Plan. This plan is Blue Cross/Blue Shield Comprehensive Hospital Care--Semi-Private and Blue Shield MVF-1 Preferred (medical services) with the following riders:

D45NM	(hospital care)
CC-CLC	(convalescent care)
FAE-RC	(physician charges for life-threatening emergency treatment)
ML	(diagnostic laboratory and x-ray services)
Prescription Drug	(\$5 co-pay)
DC	(dependent child coverage)
SD	(sponsored dependent)
COB-3	(coordination of benefits)
SAT-2	(substance abuse treatment)

GLE-1	(exclusion of experimental services)
SOT-PE	(specified organ transplant coverage)
MM Option V	(master medical: deductible of \$150 for one individual or \$300 for two or more; 80% reimbursement on all eligible expenses but psychiatric and private duty nursing, which is 50%)
EF/XF	(exact fill medicare complementary coverage)
PPNV-1	(pre- and post-natal care)
RPS	(routine Pap smears)
MMC-PD	(exclusion of prescription drug benefits from master medical)
MMC-XBS	(allows all full-time eligible employees to enroll in master medical)
HCB-1	(hospice care benefits in an approved hospice program under certain conditions and with defined benefits)
RM	(routine mammograms)
PD-MAC	(generic drugs unless doctor specified)
PCES	(voluntary second surgical opinion rider)
MMC-PDC	(prior deductible carry-over rider)
RAPS	(defines "medical necessity" and how professional providers are reimbursed)
BMT	(bone marrow transplants)
HMN	(hospital admissions must be medically necessary)
CNM	(includes some services by Certified Nurse Midwife)
ASFP	(outpatient surgery in approved free standing facility)
XTMJ	(defines coverage for TMJ treatment)
MMC-XTMJ	(defines master medical coverage for TMJ treatment)

The Staff Benefits Office should be contacted for a further explanation of these benefits.

(b) Blue Preferred Plan. This plan is BCBSM's Prudent Purchaser Organization (PPO). This PPO plan provides all of the benefits of the Traditional Plan described above, with reduced premium rates and with some reduced out-of-pocket expenses for the participants. However, the participant is expected to choose the hospital or physician for health care from the Blue Preferred Plan Directory. When services are provided by a Blue Preferred Plan provider the participant pays only for services not covered under the plan or for liabilities required by the plan. If services are received from a provider who is not a member of the Blue Preferred Plan network, the plan pays 85% of the reasonable amount as determined by BCBSM and the participant is responsible for the remaining charges. (A participant's obligation to pay the 15% differential does not apply in certain situations when services are received from non-network providers: emergency care for treatment of accidental and medical emergencies; referral care--when special services are required that are not available from network providers and a referral for these specialty services is made by a network provider; and out-of-state care--for non-elective services received while the participant is on vacation or temporarily located outside of the state.) Specific policy terms are those in the executed insurance contract with Blue Cross Blue Shield of Michigan.

All benefits of the two BCBSM plans described above are subject to specific BCBSM policy provisions and the Group Operating Agreements between Oakland University and BCBSM.

B. Health Maintenance Organizations. The University currently offers the below-described federally qualified Health Maintenance Organization (HMO) plans to active employees as an alternative to the comprehensive hospital-medical plan in paragraph 208 A above. Additional federally qualified HMO plans which are on the "UAW Approved" list or which are offered to UAW members in the Detroit Metropolitan Area may be added by the University as alternatives as they

become available; but a given HMO plan once offered will continue to be offered until such time as the University and the Union agree to disassociate from that plan.

Blue Care Network (BCN) and Health Alliance Plan (HAP) are offered as HMO options to the "comprehensive hospital-medical" plan described in 208 A above. Information about Plan benefits and open enrollment periods may be obtained from the University's Staff Benefits Office. Any employee enrolled in BCN or HAP shall not be eligible for benefits set forth in paragraph 208 A or 208 C.

C. Point of Service Plans. The University offers the below-described Point of Service (POS) plans to active employees as an alternative to the plans described in paragraphs 208 A and 208 B above. These plans include a managed care component similar to the HMO's, whereby medical services would generally be received from a primary care physician selected by the participant from the respective directory or through a referral made by the primary care physician. When services are so obtained they are considered to be "in network". However, POS participants also have the option of self-referring themselves to medical practitioners beyond their primary care physician, including medical practitioners not included in the directory, which would be considered "out of network". For "out of network" services, participants are subject to deductibles and co-pays (generally at the rate of 20% to be paid by participants), with an out-of-pocket annual maximum.

Health Alliance Plan HMO Point-of-Service Plan (HAP POS) is integrated with HAP HMO. Blue Choice POS has its own directory of participating physicians. Information about these plans may be obtained from the University Staff Benefits Office. Any employee enrolled in HAP POS or Blue Choice POS shall not be eligible to participate in the plans set forth in paragraphs 208 A or 208 B.

209. Dental Insurance. The University will provide a comprehensive dental insurance plan for all full-time and part-time employees, who work a minimum of twenty (20) hours a week in the Bargaining Unit and who have completed six (6) months of continuous service, at no cost to the employee. The plan contains the following benefits for enrolled employees and eligible dependents as herein defined:

<u>CLASS I BENEFITS</u>	<u>PERCENTAGE OF "USUAL" "AND CUSTOMARY" OR "CURRENT MEDIAN" FEE PAID BY THE CARRIER</u>	<u>PERCENTAGE OF "USUAL AND CUSTOMARY" OR "CURRENT MEDIAN" FEE PAID BY THE PATIENT</u>
Diagnostic	100%	0%
Preventive	100%	0%
Emergency Palliative	100%	0%
Radiographs	50%	50%
Oral Surgery	50%	50%
Restorative	50%	50%
Periodontics	50%	50%
Endodontics	50%	50%
<u>CLASS II BENEFITS</u>		
Bridges, Partials, & Dentures	50%	50%
<u>CLASS III BENEFITS</u>		
Orthodontia	50%	50%

\$1,000 maximum per person per contract year on Class I and II Benefits.

\$1,500 lifetime maximum per person for Class III Benefits.

The University shall pay the full cost of such insurance.

Effective January 1, 1990, retirees as defined in paragraph 198, Retirement Eligibility Status, may participate in this group dental plan at their own cost (which may be higher than the cost for active employees and for terminated employees continuing the benefits under COBRA) provided that: (1) Retirement occurs on or after July 1, 1989; (2) Arrangements are made to pay the premiums to the Staff Benefits Office and premium payments are made in a timely manner; (3) Participation in the plan continues when active employment ceases (no lapse in participation in the plan), though the retiree may participate under the terms of COBRA (at the applicable premium rate) prior to participating at the applicable rate for retirees.

210. Optical Plan. The University shall continue to provide the optical plan described in the 1990-1993 Agreement through December 1993. Employees who have completed their probationary period shall be eligible for enrollment in this plan. Eligible employees may enroll in this plan when first eligible or during an annual open enrollment period.

As of January 1994, the University shall provide an optical plan that provides coverage for an eye examination, with lenses if needed, every 12 months and new frames provided every 24 months. The University shall pay a maximum of \$95.00 per year to provide this coverage for each enrolled employee and their eligible dependents. Additionally this plan includes an MD rider for certain subsidized services from a panel of licensed ophthalmologists.

If premium costs exceed the maximum for either time period listed above, the employee must authorize a payroll deduction for costs in excess of that maximum or the coverage will not be provided and the University's obligation for premium payments for the employee will cease.

211. Long-Term Disability Insurance. The University shall provide for all employees who have completed the probationary period and who are regularly scheduled to work thirty (30) hours a week or more with a long-term disability insurance plan equal to Teachers Insurance and Annuity Association of America - Group Total Disability Benefit Policy (as amended) - No. D-1500 which provides the following benefits:

- (a) A monthly income benefit after six (6) months of total disability not to exceed \$1,500 per month.
- (b) A monthly annuity premium benefit.

The University shall pay the full cost of such insurance.

212. Life Insurance Program. The University shall provide each full-time employee who has completed the probationary period and has not attained age sixty-five (65) an amount of term life insurance equal to her/his base annual salary. If this insurance is not an even multiple of \$1,000, it shall be raised to the next higher multiple of \$1,000. The University shall pay the full cost of such insurance. Additionally, the University will provide life insurance benefits for full-time employees who have attained age sixty-five (65) in accordance with applicable federal, state, or local law. Effective January 1, 1997, this life insurance benefit will be extended to part-time employees who work a minimum of twenty (20) hours per week and have completed their probationary period. The amount of insurance will be based on the base salary of the part-time positions.

213. The University will also make available optional additional life insurance benefits to all employees who are eligible for the employer-provided life insurance (paragraph 212), provided the employee enrolls within two (2) months from the date of her/his original employment, if permitted by the insurance company, or during a scheduled open enrollment. Premiums for such additional coverage shall be paid by the employee through payroll deduction.

214. Accidental Death and Dismemberment. Employees may elect to purchase accidental death and dismemberment insurance made available by the University which shall be equal to that set forth in Mutual of Omaha Insurance Company Policy No. T58BA08205. All premiums for such additional insurance coverage will be paid by the employee. Employees wishing to purchase additional insurance must enroll for coverage within sixty (60) days of their employment date or during a scheduled open enrollment. Premiums for such additional coverage shall be deducted from her/his compensation.

215. Group Travel Accident Insurance. The University shall provide all employees with group travel accident insurance coverage equal to that set forth in Mutual of Omaha Insurance Company Policy No. T5MP-7838. This coverage is applicable while traveling on official University business. The University shall pay the full cost of such insurance.

216. Insurance Premiums - Employment Interruption. Employees who have their employment interrupted by scheduled layoffs, leaves of absence, or disability sick leaves and are not eligible or do not elect to take sick days, personal days, or vacation days may continue their insurance coverage which is currently provided by the University. Employees who elect to keep their insurance coverage in effect must pay the required monthly premiums in advance for the period which is permitted under each individual insurance plan. Retroactive premium payments by an employee are not permitted under any of the insurance plans. Employees must make all arrangements for paying the required premiums with the Staff Benefits Office.

217. Open Enrollment. There will be an open enrollment period for the hospital/medical, optical, employee paid life insurance, and accidental death and dismemberment insurance plans. Enrollment in these plans is open to all eligible employees who have completed their probationary period. The open enrollment period will be held at least on an annual basis and is subject to carrier approval. Eligible employees will receive notification of the dates that the open enrollment will be held.

218. Premium Conversion. As permitted by law, the employer shall establish a pre-tax medical insurance plan. Each employee who elects coverage under the employer's group medical plan shall automatically be considered to have elected participation in the pre-tax medical insurance plan, unless the employee affirmatively elects to receive full compensation.

ARTICLE XXVII

CAREER DEVELOPMENT

219. Career Development Plan. The University provides employees who have completed their probationary period the opportunity for career development planning. A Career Development Plan may be developed by an employee with the cooperation and approval of the University which allows the employee to participate in education programs which are related to the employee's current position, or related to the employee's potential position assignment, or related to a position at the University to which the employee may reasonably aspire. The immediate supervisor and divisional head shall be limited to a reasonable time to review the plan or courses within the plan. Any disputes an employee may have regarding

approval of a Career Development Plan or courses within that plan, or courses that are position related, may be entered as a grievance at the third step of the grievance procedure. The Employment Office shall approve, if appropriate, a Career Development Plan within fifteen (15) working days following submission of the plan.

220. Personal Development Courses. An employee who has completed the probationary period may, with the approval of her/his immediate supervisor, take a course under an approved Career Development Plan or a course that is related to the employee's current position or a potential position to which it is reasonable to aspire. The immediate supervisor and the divisional head shall be limited to a reasonable time to review the personal development courses. The Employment Office shall approve, if appropriate, the course requests within ten (10) working days after receipt of the required documentation.

221. Course Release Time. An employee who has completed the probationary period and plans to enroll in a course in any semester or term during regular working hours, which is a part of a Career Development Plan or a course that is related to the current or potential position, must first secure the approval of her/his immediate supervisor on the course approval form.

222. Dependent Children. Dependent children (as defined by the IRS) of bargaining unit employees may use a combined total of up to fifty percent (50%) of a parent's Career Development Plan entitlement in any given fiscal year, provided that courses are taken at Oakland University. Course approval plans for dependent children will be approved by the Employment Office. Vouchers or reimbursements shall be for tuition only. It will be the responsibility of the bargaining unit employee to carry out the procedures outlined in this Article, and to assume any repayment obligation incurred by a dependent child.

223. Fund Amount. The Career Development Fund shall have an amount of \$40,000.00 placed in it for use by bargaining unit employees for on-campus and off-campus courses during each fiscal year of the contract. Tuition vouchers shall be issued for all Oakland University courses and reimbursement provided for all other courses, if sufficient funds are available.

224. Continuing Education. Employees shall receive a tuition voucher for continuing education courses up to the limit outlined in paragraph 227, if sufficient funds are available. Courses covered by the Career Development Fund shall be approved by the employee's immediate supervisor.

225. Non-Oakland University Courses. The University shall reimburse employees according to paragraph 228 for tuition which has been paid for approved courses taken other than at Oakland University when the employee has submitted proof of tuition payment and grade report, or other evidence of successful completion for a non-graded course. Employees must file for reimbursement within twenty (20) days following the receipt of their grade report or receipt of evidence of successful completion of the non-graded course. The Employment Office shall approve, if appropriate, the reimbursement of tuition within ten (10) working days after the receipt of the required documentation, or on the time schedule set forth in sub-paragraph 228 (c) in the case of employees on leave.

226. Courses at Oakland University. Tuition voucher amounts will be charged against the Career Development Fund for courses to be taken at Oakland University, and will be provided, if sufficient funds are available, to eligible employees at the time of registration. When the Career Development Fund is exhausted, the tuition vouchers will be discontinued. After that point, employees should apply, as outlined in paragraph 230 (a), for reimbursement from any monies which may subsequently become available as a result of the application of paragraph 230. In the event a course is dropped, the employee will be

responsible for reimbursing the career development fund in the amount originally allocated for that course. It shall be the responsibility of the Employment Office to determine the eligibility of unit members for the tuition vouchers, determine whether sufficient funds remain to pay tuition vouchers, and to issue the tuition vouchers.

227. Payment. Tuition vouchers or reimbursements shall be allocated in the following manner, subject to the availability of funds:

(a) The total amount of money allocated per semester per employee [and/or dependent(s)] shall be the cost of the course(s) but in no case shall the total amount allocated per semester per employee [and/or dependent(s)] exceed the maximum dollar amount of eight (8) hours of the Oakland University upper division undergraduate credit rate. The total amount of money allocated per fiscal year to employee [and dependent(s)] may not exceed the maximum dollar amount of sixteen (16) hours of the Oakland University upper division undergraduate credit rate.

(b) Tuition vouchers and reimbursement shall be for tuition only.

(c) Tuition vouchers shall not be made available to bargaining unit employees who have been granted a leave of absence. Upon return from such leave, provided the employee has applied for reimbursement as outlined in paragraph 228 (a), the University shall reimburse those employees in accordance with the limits set forth in this paragraph. Employees are obligated to confirm their application for reimbursement with the Employment Office within twenty (20) days following return to work. When the employee has submitted proof of payment and grade report, the Employment Office shall approve, if appropriate, the reimbursement of tuition within ten (10) working days after receipt of the required documentation.

(d) All summer courses will be on a reimbursement basis only.

228. Application Period.

(a) Applications will be accepted no earlier than the term immediately preceding the term in which the course is to be taken. Applications will be accepted no later than the first day of classes of the term in which the course is to be taken.

(b) Applications will be accepted no earlier than forty-five (45) calendar days prior to the registration deadline for seminars or similar programs and no later than the registration deadline.

(c) Forms with completed "Personal Data" and "Course Data" will be accepted and assigned a priority number on a "first come - first served" basis.

229. Proof of Completion. In order to receive tuition benefits from the career development fund, the employee is obligated to provide proof of successful completion of the course(s) to the Employment Office. For the purposes of this Article, successful completion of a course is defined as receiving a grade of 2.0 or better. In the case of a non-graded course, proof of successful completion is also required.

230. Repayment Obligation. If an employee and/or the employee's dependent does not successfully complete a course for which she/he has received a tuition voucher, or if the employee leaves the bargaining unit, said employee is responsible for repayment. This repayment will be accomplished by means of payroll deduction. Employees shall execute a form authorizing such deductions upon approval for participation. No University approval for participation shall be granted without such an authorization.

(a) An employee who receives tuition reimbursement under the provisions of this Article must remain in the employ of the University for twelve (12) months following the completion of the course work.

(i) If an employee voluntarily leaves the employ of the University for any reason, prior to the end of the said twelve (12) month period, the tuition which has been reimbursed or paid by tuition voucher by the University shall be deducted from the employee's final pay as provided in (b) below.

(ii) If an employee takes a personal leave of absence with her/his position held for her/him, the period of the leave of absence shall be added to such twelve (12) month period of employment. No deduction for repayment shall be made prior to the leave.

(iii) If an employee takes a personal leave of absence, except for reasons of disability, and does not have her/his position held for her/him, the tuition which has been reimbursed or paid by tuition voucher by the University shall be deducted from the employee's final pay as provided in (b) below. If the leave of absence is taken for reasons of disability, no such deduction shall be made.

(iv) If an employee leaves the Bargaining Unit, but is still employed by the University, the University shall be responsible for reimbursing the fund for tuition which has been reimbursed or paid by tuition voucher, as provided in (b) below.

(b) Payroll deduction or University reimbursement shall be on a prorated basis with one-twelfth (1/12th) of the tuition which has been reimbursed or paid by tuition voucher deducted for each month which is remaining in the said twelve (12) month period.

ARTICLE XXVIII

MISCELLANEOUS

231. Notices and Addresses. Any notice required to be served on the University under this Agreement shall be delivered to the Employee Relations Department. Unless otherwise stated in this Agreement all notices other than those relating to the grievance procedure shall be delivered to the President of the Local Union. Notices relating to the third step of the grievance procedure shall be delivered to the Chairperson of the Grievance Committee. Either party may designate another person or place if desired by serving written notice upon the appropriate party. Any notice required to be served on an employee under this Agreement will be mailed or hand delivered to her/him at her/his campus address or mailed by certified or registered mail to her/his home address.

232. Transportation Fee and Parking. The University shall provide adequate parking for all employees. Any transportation fee imposed shall be paid by the University.

233. Bulletin Boards. The University shall provide locked bulletin boards for the exclusive use of the Union. These bulletin boards shall be subject to the University policy regarding building alterations and shall be located in the following places:

Dodge Hall and Hannah Hall - second floor stairwell connecting Dodge and Hannah Halls.

North Foundation Hall - hallway near Lounge.

Kresge Library - off Room 110 in stairwell.

Wilson Hall - east hallway, near 201 Wilson Hall.

Vandenberg Hall - first floor.

Police and Support Services Building - southeast hall-way near street entrance.

Oakland Center - first floor near 17 Oakland Center.

Varner Hall - first floor near elevator.

O'Dowd Hall - first floor near 101.

New Science Building - location to be determined.

234. The bulletin boards shall be used by the Union to post the following materials: notices of Union activities, notices of Union elections, notices of results of Union elections, notices of Union meetings, and position postings.

235. Union Office Space. During the life of this agreement, the University shall provide designated office space to be exclusively used by the Union at no cost to the Union. In the event the location of such space is changed, the University shall be responsible to move such furniture, equipment, etc., used by the Union to the new location. The University agrees that for a period beginning 120 calendar days immediately prior to the expiration of a collective bargaining agreement and continuing until ratification of the next succeeding collective bargaining agreement by and between Local 1925 and the University such office space shall not be altered, changed or modified for any reason whatsoever without the specific written approval and agreement of the President of Local 1925.

236. Union Meetings. The Union shall be permitted to use the University facilities for regular and special business meetings of the Union without charge, provided the Union makes application and conforms to all the regulations of the University regarding the scheduling of facilities.

ARTICLE XXIX

WORK OR BUSINESS INTERRUPTION

237. The Union agrees during the life of this agreement or any extensions, neither the Union, its agents, nor its members will authorize, instigate, aid or engage in a work stoppage, strike, work interruption, work interference, slowdown, picketing, or boycott. The University agrees during the same period that there will be no lockouts, except during a strike.

238. In the event individual employees or groups of employees instigate, aid or engage in a work stoppage, strike, work interference, work interruption, slowdown, picketing or boycott, the University shall

have the right, at its discretion, to discipline or discharge such employees or group of employees. However, it is understood and agreed that questions as to whether an employee's conduct is such as is described by this section may be processed under the grievance procedure, provided a written grievance is presented to the Employee Relations Department within ten (10) calendar days after the date upon which the employee was discharged or disciplined, or the return to work of other bargaining unit employees, whichever occurs last.

ARTICLE XXX

HEALTH AND SAFETY

239. The University recognizes its obligation to provide a safe and healthful working environment for the employees.

240. The Union shall appoint two members to be a part of the joint University Health and Safety Committee. These Health and Safety Committee members shall be granted release time to attend committee meetings.

241. When an issue involving health or safety is raised with those in the University responsible for health and safety compliance, the University shall report within a reasonable time to the Union the steps being taken to resolve the issue as well as the final result of the action taken by the University.

242. In the event the problem is not satisfactorily resolved, the Union may enter a grievance at the third step of the grievance procedure, and following those procedures, proceed to arbitration.

The Union agrees to urge its members to raise such health and safety problems with the University and seek internal resolution. However, this understanding does not in any way preclude the rights of members in the bargaining unit to make use of federal and state laws established to protect the health and safety of its workers.

ARTICLE XXXI

DURATION

243. This Agreement shall remain in full force and effect retroactively to July 1, 1996, through June 30, 1999, a period of three years, and thereafter until terminated.

Retroactive economic provisions shall apply to all bargaining unit employees who are in active service or on approved leave at the date this Agreement is ratified by the UAW/TOP Local 1925 membership, to bargaining unit members who have officially retired from University employment since July 1, 1996, and to a singular bargaining unit employee who left University employment on September 30, 1996, after attaining age 65 and more than ten years of continuous active service.

244. Written notice to terminate shall be made by either party sixty (60) days prior to the above termination date. Any time after one hundred and twenty (120) days preceding the termination date, either party may notify the other of its intention to negotiate, and negotiations shall begin within sixty (60) days after such notice is received.

245. The parties hereto, each by its duly authorized officials and representatives, hereby accept this Agreement and each and all terms and conditions thereof.

246. The signatures hereon shall be applicable to each of the various agreements to which each party has committed itself in the same manner and in the same effect as if physically subscribed hereon.

OAKLAND UNIVERSITY

Willard C. Kendall

Willard C. Kendall
Assistant Vice President for Employee Relations

Paul E. Bissonette

Paul E. Bissonette
Vice President for Finance and Administration

Date: 6-10-97

INTERNATIONAL UNION

Frank Monaghan

Frank Monaghan
International Representative

UAW/TOP LOCAL 1925

Susan M. Forgette

Susan Forgette, President

Vanessa Bard

Vanessa Bard, Vice President

Connie E. Brazier

Connie Brazier, Member Negotiating Team

Barbara J. Line

Barbara Line, Member Negotiating Team

APPENDIX A

UAW/TECHNICAL, OFFICE & PROFESSIONAL LOCAL 1925

SALARY GRADES AND RANGES
JULY 1, 1996

SALARY GRADE	PROBATION RATE A	START RATE B	STANDARD RATE C	MAXIMUM OF SALARY RANGE
C-10	30,273	30,620	31,734	39,668
C-9	28,580	28,906	29,962	37,453
C-8	26,891	27,192	28,179	35,224
C-7	25,402	25,685	26,614	33,268
C-6	24,076	24,345	25,229	31,536
C-5	22,916	23,177	24,010	30,011
C-4	21,827	22,064	22,856	28,570
C-3	20,595	20,818	21,564	26,956
C-2	19,483	19,696	20,397	25,498
C-1	18,444	18,640	19,303	24,129

APPENDIX B

UAW/TECHNICAL, OFFICE & PROFESSIONAL LOCAL 1925

SALARY GRADES AND RANGES
JULY 1, 1997

SALARY GRADE	PROBATION RATE A	START RATE B	STANDARD RATE C	MAXIMUM OF SALARY RANGE
C-10	30,939	31,294	32,432	40,541
C-9	29,209	29,542	30,621	38,277
C-8	27,483	27,790	28,799	35,999
C-7	25,961	26,250	27,200	34,000
C-6	24,606	24,881	25,784	32,230
C-5	23,420	23,687	24,538	30,671
C-4	22,307	22,549	23,359	29,199
C-3	21,048	21,276	22,038	27,549
C-2	19,912	20,129	20,846	26,059
C-1	18,850	19,050	19,728	24,660

APPENDIX C

UAW/TECHNICAL, OFFICE & PROFESSIONAL LOCAL 1925

SALARY GRADES AND RANGES
JULY 1, 1998

SALARY GRADE	PROBATION RATE A	START RATE B	STANDARD RATE C	MAXIMUM OF SALARY RANGE
C-10	31,712	32,076	33,243	41,555
C-9	29,939	30,281	31,387	39,234
C-8	28,170	28,485	29,519	36,899
C-7	26,610	26,906	27,880	34,850
C-6	25,221	25,503	26,429	33,036
C-5	24,006	24,279	25,151	31,438
C-4	22,865	23,113	23,943	29,929
C-3	21,574	21,808	22,589	28,238
C-2	20,410	20,632	21,367	26,710
C-1	19,321	19,526	20,221	25,277

APPENDIX D
AUTHORIZATION FOR PAYROLL DEDUCTION
UNION MEMBERSHIP

I, _____, hereby authorize Oakland University to deduct from my earnings each month an amount sufficient to provide for regular payment of current monthly union dues and an initiation fee, established by the International Union, United Automobile, Aerospace, Agricultural Implement Workers of America (UAW). These deductions shall represent my voluntary membership in the Union. Said amounts shall be certified to Oakland University and any change in said dues shall also be certified by the Union. This authorization may be revoked by me upon thirty (30) days' written notice to Oakland University.

Signature	Social Security Number
Home Address	Division
City	Department
Date	Classification/Grade/Step

AUTHORIZATION FOR PAYROLL DEDUCTION
SERVICE FEE PAYMENT

I, _____, hereby authorize Oakland University to deduct from my earnings each month an amount sufficient to provide for the regular payment of an amount equal to current monthly union dues established by the International Union, United Automobile, Aerospace, Agricultural Implement Workers of America (UAW). These deductions shall represent my remittance of a service fee to the Union. Said amounts shall be certified to Oakland University and any change in said service fee shall also be certified by the Union. This authorization may be revoked by me upon thirty (30) days' written notice to Oakland University.

Signature	Social Security Number
Home Address	Division
City	Department
Date	Classification/Grade/Step

APPENDIX E
OAKLAND UNIVERSITY - UAW/TOP LOCAL 1925
GRIEVANCE RECORD

STEP ONE

GRIEVANCE NO. _____

GRIEVANT'S NAME _____

CLASSIFICATION _____ SENIORITY DATE _____ PAY RATE _____

DATE GRIEVANCE OCCURRED _____ DEPARTMENT _____ SHIFT _____

PERSONS PRESENT AT ORAL DISCUSSION _____ DATE OF ORAL DISCUSSION _____

CONTRACT PROVISION VIOLATED _____

STATEMENT OF FACTS:

RESOLUTION SOUGHT:

GRIEVANT'S SIGNATURE _____ DATE _____

DISTRICT REPRESENTATIVE SIGNATURE _____ DATE _____

WRITTEN GRIEVANCE RECEIVED BY IMMEDIATE SUPERVISOR ON (DATE) _____

IMMEDIATE SUPERVISOR'S ANSWER:

IMMEDIATE SUPERVISOR'S SIGNATURE _____ DATE _____

GRIEVANCE RESOLVED AT STEP ONE: YES ___ NO ___ WITHDRAWN ___

_____ UNION REPRESENTATIVE DATE _____

GRIEVANCE REFERRED TO STEP TWO BY: _____ UNION REPRESENTATIVE DATE _____

STEP TWO

RECEIVED AT STEP TWO BY _____ DEPT./DIV. ADMINISTRATOR DATE _____ DATE: STEP TWO MEETING _____

DEPARTMENT OR DIVISION ADMINISTRATOR'S ANSWER:

DEPARTMENT OR DIVISION ADMINISTRATOR'S SIGNATURE _____ DATE _____

GRIEVANCE RESOLVED AT STEP TWO: YES___ NO___ WITHDRAWN___

UNION REPRESENTATIVE DATE

GRIEVANCE REFERRED TO STEP THREE BY: _____

UNION REPRESENTATIVE DATE

STEP THREE

RECEIVED AT STEP THREE BY EMPLOYEE RELATIONS _____
DATE DATE: STEP THREE MEETING

PERSONS PRESENT AT STEP THREE MEETING: _____

EMPLOYEE RELATIONS ANSWER:

EMPLOYEE RELATIONS SIGNATURE: _____ DATE _____

GRIEVANCE RESOLVED AT STEP THREE: YES___ NO___ WITHDRAWN___

UNION REPRESENTATIVE DATE

GRIEVANCE REFERRED TO OPTION STEP FOUR BY _____
UNION REPRESENTATIVE DATE

STEP FOUR - OPTIONAL

RECEIVED BY EMPLOYEE RELATIONS ON _____
DATE DATE: STEP FOUR MEETING

PERSONS PRESENT AT STEP FOUR MEETING: _____

GRIEVANCE RESOLVED AT STEP FOUR MEETING: YES___ NO___ WITHDRAWN___

UNION REPRESENTATIVE DATE

STEP FIVE - ARBITRATION

GRIEVANCE REFERRED TO ARBITRATION _____
UNION REPRESENTATIVE DATE

GRIEVANCE RECEIVED BY EMPLOYEE RELATIONS ON _____
DATE

ACCELERATED OPTION (MUTUALLY AGREED UPON)

UNION: _____ DATE EMPLOYEE RELATIONS: _____ DATE

APPENDIX F

Classifications by Grade

C-3	Clerk I Clerk-Receptionist I Clerk-Typist	C-7	Accounting Clerk III Administrative Secretary Laboratory Research Technician I Laboratory Stockroom Assistant Library Technician II Media Distribution Coordinator Office Assistant II Production Control Clerk Research Information Clerk I Typesetter Typesetting Secretary
C-4	Clerk II Clerk-Receptionist II Laboratory Aide Library Assistant I Medical Aide Secretary I Telephone Console Operator	C-8	Accounting Clerk IV Executive Secretary Library Assistant III Office Assistant III Senior Production Control Clerk
C-5	Accounting Clerk I Cashier/Business Office Clerk III Editorial Assistant Library Technician I Procurement Clerk Secretary II	C-9	Computer Operator Electron Microscopy Technician Laboratory Research Technician II Library Technician III Printing & Reprographics Center Coordinator Purchasing Assistant Research Information Clerk II
C-6	Accounting Clerk II Cardiac Rehabilitation Assistant Library Assistant II Medical Assistant Office Assistant I Reproduction Machine Operator	C-10	Digital Technician Experimental Machinist Instrument Maker Supervisor, Building Maintenance Supervisor, Grounds Maintenance

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group: V
EEO Code: D
FLSA Status E NE X

Title: Clerk I

Grade: C-3

BASIC FUNCTION & RESPONSIBILITY

To perform routine clerical processing required for the maintenance and support of a unit.

CHARACTERISTIC DUTIES

Answers telephone calls, providing specific information or routing to appropriate personnel.
Receives, sorts, stamps, and routes mail as necessary.
Performs accurate typing of forms, lists, labels, standard correspondence or reports.
Files records and documents such as grades, applications, vouchers, according to established procedures.
Duplicates, folds, collates, staples, and otherwise prepares mailings.
Instructs and assigns work to students or lower level non-exempt employees.
Microfilms records.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required

High school graduation or an equivalent combination of education and experience.
One year general office work, or related experience in the specified area.
Ability to interact successfully with students, public, faculty and staff.

May require:

Light typing.
Intermediate typing.
Standard typing.
Ability to do microfilming.
Valid Michigan driver's license and a driving record acceptable for coverage by the university insurance carrier.
Frequent lifting requiring the execution of up to fifty (50) pounds of force to move supplies and audio visual equipment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status: E_ NE X

Title Clerk-Receptionist I

Grade C-3

BASIC FUNCTION & RESPONSIBILITY

To provide general informational assistance to university visitors, students, faculty, and staff regarding the identification, location, and general policies and procedures of a department or unit and to perform routine clerical duties as required.

CHARACTERISTIC DUTIES

Greets incoming visitors and provides directional or informational assistance as needed.
Answers telephone calls, transfers calls, takes or relays messages as appropriate.
Operates and balances cash box for purposes of sale of stamps, bus passes, meal tickets, tour programs, vending machine refunds or money changes, transactions, receipting transactions as necessary.
Maintains security log and monitors security.
Assists in clerical duties, including typing as required, and performs other miscellaneous clerical activities relating to the successful operation of the unit.
Maintains rosters and files.
Instructs and assigns work to students or lower level non-exempt employees.

RELATED DUTIES

Schedules, trains, and group leads students and temporary non-exempt support staff.

SUPERVISION RECEIVED

Administrative supervision is received from designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
One year general office work experience.
Light typing.
Ability to successfully interact with students, public, faculty and staff.
Ability to operate standard office equipment.

May require:

Standard typing.
Intermediate typing.

NO POSITIONS CURRENTLY ASSIGNED TO THIS CLASSIFICATION

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status E_ NE X

Title Clerk Typist

Grade C-3

BASIC FUNCTION & RESPONSIBILITY

To perform various typing and clerical assignments as instructed.

CHARACTERISTIC DUTIES

Types a variety of materials such as letters, invoice vouchers, change orders, rosters.

Receives telephone calls and takes messages, or refers calls to appropriate office or provides information.

Receives, sorts, stamps, and routes mail as necessary.

Maintains alphabetical and numeric files of a variety of records and materials.

Receives visitors and answers routine questions.

Performs other clerical activities characteristic of similar and/or lower level clerical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Standard typing.

Ability to operate standard office equipment.

May Require:

Ability to do technical typing.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status E_ NE X

Title Clerk II

Grade C-4

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of clerical procedures required for the maintenance and support of a unit.

CHARACTERISTIC DUTIES

Examines forms, applications, vouchers, invoices and similar documents for accuracy, completeness, readability, etc.
Locates, distributes, and/or extracts specific information for appropriate users according to established policies and procedures.
Provides answers to inquiries from students, general public, faculty, and staff regarding departmental activities, standard procedures, and/or guidelines.
Processes departmental forms, applications, records, registrations, etc.
Transmits information to data processing center for coding and updating of university and/or department records.
Maintains centralized university records such as student files, benefits, records.
Types and reviews for spelling and typographical errors memoranda, reports, letters, and other correspondence.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other clerical duties characteristic of similar and/or lower level clerk or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Two years general office experience or related experience in the specified area.
Light typing.
Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.
Ability to successfully interact with public, students, faculty and staff.

May require:

Standard typing.
Intermediate typing
Ability to work under pressure.
Ability to perform arithmetic calculations with speed and accuracy.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status E_ NE X

Title Clerk-Receptionist II

Grade C-4

BASIC FUNCTION & RESPONSIBILITY

To provide interpretative informational assistance to university visitors, students, faculty, and staff regarding the identification, location, and general policies and procedures of a department or unit and to perform general clerical or secretarial duties as required.

CHARACTERISTIC DUTIES

Greets individuals, determining wants or needs.

Answers inquiries requiring the explanation and interpretation of established policies and procedures and refers individuals to sources of additional information.

Examines forms, applications, and documents to ascertain proper completion and usage.

Receives and determines the appropriate distribution of U. S. and campus mail.

Schedules appointments and meetings, vehicles, rooms, etc., and maintains departmental calendar.

Types and proofreads forms, vouchers, correspondence, manuscripts, programs, and other materials.

Assembles and maintains files of records, documentation, or correspondence.

Compiles and tabulates data for reports, utilizing files and other resources, such as computerized print-outs.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years general office work, including experience in an academic setting.

Ability to successfully interact with the public, students, faculty, and staff.

Ability to operate standard office machines and telephone units.

Knowledge of proper grammar, spelling, and punctuation, and ability to utilize proper standard office source manuals.

Light typing.

May require:

Intermediate typing

Standard typing.

Ability to work under pressure.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: February, 1986
Supersedes:

Occupational Group 2-1
EEO Code E
FLSA Status E_ NE X

Title: Laboratory Aide

Grade: C-4

BASIC FUNCTION & RESPONSIBILITY

To perform routine laboratory maintenance and clerical processing.

CHARACTERISTIC DUTIES

Prepare culture media and reagents.

Collects dirty laboratory glassware and equipment and washes or sterilizes.

Cleans tables, sinks, and benches.

Files records and documents according to established procedures.

Performs accurate typing and proofreads forms, protocols, standard correspondence, or reports.

Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrator or principal investigator.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Standard typing.

Ability to operate standard laboratory and office equipment.

NO POSITIONS CURRENTLY ASSIGNED TO THIS CLASSIFICATION

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 11/88
Supersedes:

Occupational Group 2E
EEO Code D
FLSA E_ NE X

Title: Library Assistant I

Grade C-4

BASIC FUNCTION & RESPONSIBILITY

To perform detailed routine clerical, technical, and/or public service library activities.

CHARACTERISTIC DUTIES

Inputs and verifies bibliographic information and/or locates materials utilizing a variety of standard bibliographic tools, including major bibliographic utilities such as the OCLC computing system and the NOTIS.

Performs basic online and manual bibliographic searches.

Maintains and processes routine library records and/or materials including tracing and multistep processing to rectify simple problems.

Instructs others in work methods and procedures relevant to the assigned activities.

Receives and determines the appropriate distribution of library materials.

Types and reviews for spelling and typographical errors, memoranda, reports, letters and correspondence.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library, clerical, or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from librarian in charge of section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year general office experience including experience in a library.

Ability to understand specific library rules, procedures, and organization.

Ability to instruct student assistants in specific work methods and procedures.

Standard typing.

Ability to work independently.

Ability to operate standard office, library, and data entry equipment.

Ability to successfully interact with the public, students, faculty, and staff.

May require:

Ability to learn to recognize identifying information in one or more foreign languages.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: September, 1988
Supersedes:

Occupational Group: __
EEO Code: __
FLSA Status E__NE__

Title: Medical Aide

Grade: C-4

BASIC FUNCTION & RESPONSIBILITY

Assist medical staff in care of patients and perform a variety of clerical procedures.

CHARACTERISTIC DUTIES:

Obtain and record health information from patients.

Obtain basic patient information including blood pressure, temperature, and pulse rate.

Assist physician or physician's assistant/nurse practitioner with patient procedures (i.e., gynecological exams, minor surgery, etc.)

Contact patient regarding medication, test results, and follow-up care under direction of medical staff.

Perform and process certain lab specimens, including urine testing, venipuncture, administer TB skin tests, allergy, and certain intramuscular injections.

Assist with clerical activities of the Health Center; telephone, inventory, processing appropriate medical and insurance billing forms, sterilization and maintenance of instruments and equipment.

Instruct and assign work to students or lower level non-exempt employees.

Perform other duties characteristic of similar and/or lower level clerical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required

High school graduation or an equivalent combination of education and experience.

One year experience as a medical assistant in an out-patient ambulatory care setting.

Experience in venipuncture and obtaining basic patient information including blood pressure, urine specimens, and temperatures.

Light typing.

Ability to successfully interact with public, students, faculty, and staff.

Desired

Graduation from accredited medical assistant training program.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-D
EEO Code D
FLSA Status E_ NE X

Title Secretary I

Grade C-4

BASIC FUNCTION & RESPONSIBILITY

To provide routine secretarial support to faculty, research, and/or administrative staff by performing a combination of work characteristic of a receptionist, bookkeeper, typist, and clerical assistant.

CHARACTERISTIC DUTIES

Answers routine inquiries from students, faculty, and staff and provides readily available information.

Transcribes, edits for spelling and typographical errors and types a variety of memoranda, technical reports, tests, manuscripts, newsletters, statistical tables, letters and other correspondence.

Receives and routes calls, visitors and correspondence to appropriate office or individual.

Performs simple bookkeeping duties, including maintaining unit account statements, preparing payroll sheets and balancing petty cash funds.

Does routine computations of compilations as directed.

Sets up and maintains unit's files.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years general office experience, including secretarial experience.

Standard typing.

Ability to successfully interact with public, students, faculty, and staff.

Ability to operate standard office equipment.

Knowledge of proper grammar, spelling, and punctuation, and the ability to utilize proper standard office source manuals.

May require

Ability to do technical typing.

Ability to take and transcribe dictation.

Ability to perform clerical accounting.

Knowledge of French, German, and/or Spanish sufficient to permit typing from handwritten materials and proof-reading the finished copy.

Ability to use the personal computer for general word processing applications.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: Revised 4/90
Supersedes:

Occupational Group 2-H
EEO Code D
FLSA Status E_ NE X

Title Telephone Console Operator

Grade C-4

BASIC FUNCTION & RESPONSIBILITY

To operate an operator console and service incoming telephone calls.

CHARACTERISTIC DUTIES

Operates an operator's console
Services incoming telephone calls.
Provides general information.
Maintains on-line directory system by inputting updated information.
Adjusts student telephone limits, assign access codes, provide cash receipts, and input telephone limit information into system.
Processes telephone repair calls, conduct preliminary check of problem and report verified problems to appropriate individuals.
Assists in clerical duties as required and perform miscellaneous clerical activities relating to the successful operation of the unit.
Channels emergency calls to appropriate agencies, such as Public Safety and maintenance departments.
Performs other duties characteristic of similar and/or lower level clerical classifications as necessary.
Performs system backups, post and credit status reports.
Instructs and assigns work to student employees or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Two years general office work experience.
Pleasant, clear speaking voice.
Ability to successfully interact with the public, students, faculty and staff.
Ability to work under pressure.
Light typing.

Desired:

Training in the current operator console equipment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group: 2-C
EEO Code: D
FLSA Status: E_ NE X

Title: Accounting Clerk I

Grade: C-5

BASIC FUNCTION & RESPONSIBILITY

To perform clerical accounting duties in an administrative unit of limited size or complexity.

CHARACTERISTIC DUTIES

Receives, prepares, processes, and/or verifies records used for accounting purposes.
Monitors expenditures according to established guidelines.
Examines accounting documents for accuracy and/or completeness.
Prepares and/or types vouchers, invoices, payroll correspondence and/or billing records and maintains files on same.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level clerical or accounting personnel as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from designated administrative official.

MINIMUM QUALIFICATIONS

Required

High school graduation or an equivalent combination of education and experience.
One year experience in bookkeeping/clerical accounting, plus one year experience in general office work.
Ability to operate standard office equipment.
Light typing.
Ability to successfully interact with the public, students, faculty, and staff.

May require:

Standard typing.
Ability to work under pressure with extreme accuracy.

NO POSITIONS CURRENTLY ASSIGNED TO THIS CLASSIFICATION

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: August, 1984 (Reinstated)
Supersedes:

Occupational Group: 2-C
EEO Code: D
FLSA Status E_NEX

Title: Cashier-Business Office

Grade: C-5

BASIC FUNCTION & RESPONSIBILITY

To receive deposits and disburse funds to and from various departments and persons in the university, and to monitor adherence to departmental and university regulations.

CHARACTERISTIC DUTIES

Receipts and verifies accuracy of payments received by mail or in person and receipts and verifies departmental deposits.
Cashes checks for students, staff and faculty at cashier's window.
Maintains student bank account records and travel advance accounts.
Balances imprest fund and reconciles deposits daily.
Prepares daily bank deposit.
Audits imprest cash vouchers.
Performs other duties characteristic of similar and/or lower level clerical or accounting classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Accounting Supervisor or designated administrative official.

MINIMUM QUALIFICATIONS

Required

High school graduation or an equivalent combination of education and experience.
Two years general office experience including one year experience in bookkeeping/clerical accounting and/or cashing.
Light typing.
Ability to work under pressure with extreme accuracy.
Ability to successfully interact with the public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status E_ NE X

Title Clerk III

Grade C-5

BASIC FUNCTION & RESPONSIBILITY

To perform multi-step clerical tasks required for the maintenance and support of a unit.

CHARACTERISTIC DUTIES

Reviews and checks lists, requests, and forms for completeness and accuracy of information using source documents.
Maintains files of documents by posting recent changes in data and/or sorting to delete outdated information.
Prepares and transmits forms and documents according to specified guidelines, instructions, and/or established procedures.
Maintains log of unit activity and compiles standard reports using logged data.
Verifies information reported by using a variety of material and sources.
Responds to inquiries by telephone and in person regarding problems relative to unit's activity.
Prepares billings and maintains records of payments.
Assists staff, faculty, students, and general public to determine scheduling, charges, problem areas, and unit's policies and procedures.
Types and reviews for spelling and typographical errors, memoranda, reports, letters, and other correspondence.
Conducts on-site inventory and/or tags university equipment or supplies.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level clerical or secretarial classifications, as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Three years general office work experience including some experience in the specified area.
Light typing.
Ability to successfully interact with public, students, faculty, and staff.
Knowledge of proper grammar, spelling, and punctuation, and ability to utilize proper standard office source manuals.
Familiarity with computer oriented accounting system.

May require:

Ability to group-lead students and non-exempt support staff.
Standard typing.
Intermediate typing.
Basic knowledge of bookkeeping/clerical accounting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status E_ NE X

Title Editorial Assistant

Grade C-5

BASIC FUNCTION & RESPONSIBILITY

To provide routine editorial and clerical/secretarial assistance.

CHARACTERISTIC DUTIES

Proofreads and edits a variety of material for basic grammar, spelling and punctuation.
Types final drafts from rough drafts, copy for printer, correspondence, memoranda, press releases and camera-ready copy.
Maintains clerical liaison between office and both on- and off-campus printers.
Maintains files of previous publications, mailing lists, pertinent biographical sketches, and public relations photographs.
Compiles and organizes report data according to existing procedures and guidelines.
Receives and routes telephone calls and visitors.
Maintains records of material, equipment, and requisitions for supplies and services.
Takes and transcribes dictation.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of lower level clerical or secretarial classifications, as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Two years of secretarial experience.
Standard typing.
Good proofreading ability and attention to detail.
Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

May require:

Ability to take and transcribe dictation.

Desired:

Some experience in proofing and editing publications.

NO POSITIONS CURRENTLY ASSIGNED TO THIS CLASSIFICATION

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 11/88
Supersedes:

Occupational Group 2D
EEO Code D
FLSA E_ NE X

Title: Library Technician I

Grade C-5

BASIC FUNCTION & RESPONSIBILITY

To perform multi-step clerical and technical library bibliographic tasks of limited complexity required to maintain the library's online total integrated system.

CHARACTERISTIC DUTIES

Searches, verifies, and inputs bibliographic information into the library's online total integrated computer system according to standard bibliographic rules and consortia guidelines, including the Library of Congress, the OCLC, and the NOTIS.
Maintains and processes online library records including tracing and multistep processing to rectify problems.
Performs multi-step manual and online bibliographic searches.
Types and reviews for spelling and typographical errors, memoranda, reports, letters, and other correspondence.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level library, clerical, or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from librarian in charge of section or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
One year library experience plus one year data entry or clerical work.
Ability to understand specific library rules, procedures, and organization.
Ability to instruct student assistants in specific work methods and procedures.
Standard typing.
Ability to work independently.
Ability to operate standard office, library, and data entry equipment.
Ability to successfully interact with the public, students, faculty, and staff.
Ability to learn to recognize identifying information in one or more foreign languages and/or music.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status E_ NE X

Title Procurement Clerk

Grade C-5

BASIC FUNCTION & RESPONSIBILITY

To perform routine procurement tasks involved in effecting the purchase or sale of designated commodities.

CHARACTERISTIC DUTIES

Performs procurement tasks involved in effecting the purchase of commodities having a designated dollar value and/or more complex procurement processes.

Coordinates with vendors to expedite delivery, effect return, exchange, replacement, etc., of merchandise.

Receives, sorts, records, and distributes purchasing records and documents.

Evaluates purchase records and documents for accuracy of approved purchasing source, product description, clarity of specifications, related quantity, cost quotations, etc.

Contacts suppliers to determine commodity availability, current price, delivery conditions, and date, etc.

Searches available sources for product information.

Assists customers by locating specific product information, supplies, and alternate supplies.

Operates and balances a cash bank for the purposes of sales of designated commodities.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical or secretarial classifications, as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years office experience including some experience in the specified area.

Ability to maintain accurate records and files.

Ability to successfully interact with public, students, faculty, and staff.

Ability to compose routine correspondence.

May require:

Light and accurate typing.

Standard typing.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-D
EEO Code D
FLSA Status E_ NE_X

Title Secretary II

Grade C-5

BASIC FUNCTION & RESPONSIBILITY

To provide responsible secretarial support to faculty or staff in an academic or administrative unit.

CHARACTERISTIC DUTIES

Provides clerical assistance in the development and implementation of special departmental or unit programs or projects.
Transcribes, edits for spelling and typographical errors and types a variety of memoranda, proposals, minutes of meetings, reports, technical reports, tests, manuscripts, newsletters, statistical tables, letters, and other correspondence.
Answers general inquiries from mainly internal sources, i.e., deans, students, faculty, staff and parents and provides information on established practices and procedures of a unit.
Receives and routes calls, visitors, and correspondence to appropriate office or individual.
Initiates and/or drafts correspondence in answer to general inquiries concerning established practices and procedures.
Assists in preparing, organizing, editing for grammar, typographical errors, spelling, disseminating, and/or mailing grant proposals, brochures, newsletters and promotional materials.
Maintains and reconciles statements of unit's expenditures against budgets and financial records.
Assembles data from unit's records for use in preparation of reports to other units and state and federal agencies, as directed.
Sets up and maintains unit's files.
Prepares and reconciles daily cashier deposits.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level clerical or secretarial classifications.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Two years secretarial experience.
Standard typing.
Ability to compose routine correspondence.
Ability to interact successfully with public, students, faculty and staff.
Ability to transcribe dictation from dictating equipment.
Ability to perform general bookkeeping/clerical accounting.
Ability to prioritize and expedite work assignments of the unit.
Ability to operate standard office equipment.
Familiarity with university policies, procedures, and regulations.
Knowledge of proper grammar, spelling, and punctuation and ability to utilize proper standard office source manuals.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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May require:

Ability to take dictation.

Ability to edit materials.

Ability to do technical typing.

Ability to deal effectively with people under stress.

Ability to use a personal computer for word processing applications such as utilizing columns or tables, sorting, or creating macros.

Ability to use a personal computer for general data base applications.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group: 2-C
EEO Code: D
FLSA Status E NE X

Title: Accounting Clerk II

Grade: C-6

BASIC FUNCTION & RESPONSIBILITY

To perform clerical accounting duties in an administrative unit of moderate size and/or complexity.

CHARACTERISTIC DUTIES

Performs clerical accounting duties such as recording, verifying, and adjusting accounting records.
Monitors accounting records for compliance with regulations.
Prepares journal vouchers and adjusting entries when necessary.
Provides information and statistical data to staff, students, parents of students, and the general public.
Sets up and maintains various university accounting records and files, such as gifts, payroll, retirement.
Prepares and/or types reports and correspondence.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level clerical or accounting classifications as required.

SUPERVISION RECEIVED

Administrative supervision is received from administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required

High school graduation or an equivalent combination of education and experience.
Two years experience in bookkeeping/clerical accounting plus one year general office work.
Ability to operate standard office equipment.
Light typing.
Ability to successfully interact with public, students, faculty and staff.

May require:

Ability to work under pressure.
Standard typing.
Intermediate typing.
Ability to use a personal computer for general spreadsheet applications.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: June, 1983
Supersedes:

Occupational Group 2-1
EEO Code E
FLSA Status E NE X

Title Cardiac Rehabilitation Assistant

Grade C-6

BASIC FUNCTION & RESPONSIBILITY

To provide exercise leadership and assistance in weight control, nutrition, and substance abuse to cardiac rehabilitation program participants.

CHARACTERISTIC DUTIES

Provides exercise leadership for cardiac rehabilitation program participants.

Provides assistance and information to program participants regarding appropriate use of exercise, weight control, and nutrition. Provides complete explanation of the program including guidelines, procedures, individual commitments, and fees to new participants.

Conducts and records blood pressure, pulse, and body composition tests.

Reviews pulmonary, blood, treadmill, pulse, and body composition information and provides recommendations regarding appropriate diet and exercise.

Schedules physicians to specific program activities.

Acts as liaison to individuals and groups in explaining the program.

Receives, prioritizes, and determines the appropriate handling of forms, applications (referrals), and medical records.

Initiates written and telephone communication in response to specific requests for program information from prospective participants and physicians.

Assembles and maintains medical files, patient information, testing evaluations, prepares laboratory forms, acquires insurance information, and provides material when needed.

Distributes program information and schedules.

Performs other duties characteristic of similar and/or lower level clerical or secretarial classifications as assigned.

Instructs and assigns work to students and/or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or other designated official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years experience in a cardiac rehabilitation program or in a directly related field.

Light typing.

Ability to successfully interact with public, students, faculty, program participants, and staff.

Ability to compose correspondence.

Experience in general office work.

Knowledge of proper grammar, spelling and punctuation, and ability to utilize proper standard office source manuals.

Desired:

Certification in Advanced Cardiac Life Support Course.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 11/88
Supersedes:

Occupational Group 2E
EEO Code D
FLSA E_ NE X

Title: Library Assistant II

Grade C-6

BASIC FUNCTION & RESPONSIBILITY

To perform moderately complex non-standardized clerical, technical, and/or public service library activities.

CHARACTERISTIC DUTIES

Identifies, verifies, and/or locates information and/or materials utilizing a variety of standard bibliographic tools, including major bibliographic utilities such as the OCLC and NOTIS, some of which are applied in depth.

Maintains and processes a variety of library records and/or materials requiring procedural knowledge of major library units, this includes tracing and multistep processing to rectify problems.

Originates routine correspondence.

Performs clerical library specific accounting duties such as recording, verifying, and adjusting library accounting records.

Instructs others in work methods and procedures relevant to the assigned area.

Coordinates the efficient accomplishment of assigned activities in accordance with library procedures and standards.

Compiles or assists in compilation of information and materials which assist in the recommendation to purchase library materials.

Types and reviews for spelling and typographical errors, memoranda, reports, letters and correspondence.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library, clerical, or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the librarian in charge of section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years library experience including some bibliographic verification and/or public services experience as well as an understanding of specific library policies, rules, procedures, and organization.

Ability to schedule and expedite work flow of a library unit.

Ability to instruct student assistants in unit work methods and procedures.

Ability to operate standard office, library, and data entry equipment.

Standard typing.

Ability to successfully interact with the public, students, faculty, and staff.

May require:

Ability to recognize identifying information in one or more foreign languages.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-I
EEO Code E
FLSA Status E NE X

Title Medical Assistant

Grade C-6

BASIC FUNCTION & RESPONSIBILITY

To provide medical assistance in the area of pulmonary functions, blood analysis, blood drawing, body composition determinations, stress testing, and other related analyses.

CHARACTERISTIC DUTIES

Provides medical assistance for various preventive and rehabilitative programs.
Prepares patients for cardiographic tracings under stress and resting conditions and monitors patients during exercise conditions.
Draws blood and prepares samples for laboratory analysis.
Conducts, calculates and records body composition determination test.
Conducts, calculates and records results of pulmonary functions test.
Prepares and maintains client files and records.
Acts as liaison to individuals and groups in explaining the university programs and advantages of physical fitness and diet.
Initiates written correspondence in response to specific requests for program information.
Prepares medical billings in conformance with insurance company procedures and standards.
Mounts and prepares basic evaluation forms.
Performs other duties characteristic of similar and/or lower level clerical or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or other designated administrative official.

MINIMUM QUALIFICATIONS

High school graduation or an equivalent combination of education and experience.
Two years experience as a medical assistant or in a directly related field.
Experience in venipuncture and obtaining basic patient information including blood pressure, electrocardiographic measurements and urine specimens.
Ability to compose correspondence.
Ability to implement medical insurance billing procedures.
Light typing.
Ability to successfully interact with public, students, faculty, and staff.

NO POSITIONS CURRENTLY ASSIGNED TO THIS CLASSIFICATION

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status E NE X

Title Office Assistant I

Grade C-6

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of multi-step clerical procedures required for the maintenance and support of a unit.

CHARACTERISTIC DUTIES

Receives, interprets, prioritizes and determines the appropriate handling of forms, applications, academic or medical records, and/or similar records and documents.

Distributes specific program information and service schedules.

Interprets and explains specialized program procedures and guidelines to faculty, students, staff and/or general public.

Reviews and edits computer-produced and/or input/output documents and information, for accuracy and initiates corrections to the system.

Initiates written correspondence in response to specific requests for program information.

Assembles and maintains files of records documentation or correspondence such as academic or medical records, insurance forms, payroll/personnel records, and provides material when needed.

Reconciles account statements.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years general office work or related experience in the specified area.

Ability to successfully interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

Light typing.

May require:

Ability to compose correspondence.

Intermediate typing.

Standard typing.

Knowledge of subject matter.

Experience in clerical accounting/bookkeeping.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-H
EEO Code E
FLSA Status E NE X

Title Reproduction Machine Operator

Grade C-6

BASIC FUNCTION & RESPONSIBILITY

To perform various printing jobs using one or more of the machines available at the printing and reprographics center.

CHARACTERISTIC DUTIES

Operates offset duplicating equipment.

Processes and develops plates for printing.

Uses paper cutters, stitchers, collators, folder and other reproduction equipment.

Performs various other tasks such as receiving paper shipments, minor repairs on printing equipment, and packaging completed jobs.

Performs preventive maintenance on presses and other equipment in the print shop.

SUPERVISION RECEIVED

Administrative supervision is received from the Manager of University Services or designated official.

Functional supervision is received from the Printing and Reprographics Center Coordinator.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

One year of work experience in printing.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group: 2-C
EEO Code: D
FLSA Status E__NE_X

Title: Accounting Clerk III

Grade: C-7

BASIC FUNCTION & RESPONSIBILITY

To perform clerical accounting duties in a large and/or complex administrative unit.

CHARACTERISTIC DUTIES

Reconciles accounting records by searching original documents, supporting files and subsidiary records to trace transactions.
Adjusts errors by correcting payments and effecting necessary accounting paperwork.
Examines accounting documents for completeness, accuracy, and adherence to prescribed procedures.
Initiates paperwork to effect a wide range of accounting functions including fund transfers, expenditures, collections, etc.
Reviews records, prepares and types a variety of reports such as federal reports, budget requests to legislature, statistical tables.
Prepares year end sheet accountings of specified funds, audit and balance for annual report.
Audits and maintains files on ledgers and related materials relevant to assigned responsibility.
Reconciles cash and tapes for bank deposits and verifies detail totals.
Initiates correspondence regarding assigned responsibility.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of similar and/or lower level clerical or accounting classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required

High school graduation or an equivalent combination of education and experience.
Intermediate typing.
Three years clerical accounting/bookkeeping experience.
Ability to operate standard office equipment.
Ability to successfully interact with students, public, faculty and staff.
Ability to work under pressure.
Knowledge of proper grammar, spelling, and punctuation, and ability to utilize proper standard office source manuals.

May require:

Experience with computer-oriented accounting systems.
Standard typing.
Light typing.
Ability to compose correspondence.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-D
EEO Code D
FLSA Status E_ NE X

Title Administrative Secretary

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To provide responsible secretarial services and operational office assistance for an assistant or associate dean, chairperson, director or principal administrator of a school, department, institute, or administrative unit.

CHARACTERISTIC DUTIES

Provides clerical assistance in the development and implementation of special departmental or unit programs or projects.

Transcribes, edits for continuity and grammar, and/or types various materials taken from rough drafts, dictating equipment or shorthand notes.

Answers inquiries from internal and external sources, i.e., deans, students, parents, staff, faculty, external comparable academic institutional units and state officials; and provides information on the policies, practices and procedures of a large department and/or major administrative division.

Receives, screens, and routes calls, visitors and correspondence within a large department and/or major administrative division.

Initiates and/or drafts correspondence that requires an understanding of the unit's activities, policies, and procedures.

Assists in preparing, organizing, editing for grammar, typographical errors, spelling, disseminating and/or mailing grant proposals, brochures, newsletters and promotional materials.

Sets up and maintains unit's files.

Maintains and reconciles unit's statements of expenditures against budgets and financial records.

Collects and tabulates data for reports from various sources including files, questionnaires, and reports as directed.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical, office assistant, or secretarial classifications, as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years progressively responsible secretarial experience.

Familiarity with university policies, rules and regulations.

Standard typing.

Ability to select, assemble and organize data and edit reports.

Ability to compose routine correspondence.

Ability to successfully interact with public, students, faculty and staff.

Ability to transcribe dictation from dictating equipment.

Ability to perform general bookkeeping/clerical accounting.

Ability to prioritize and expedite work assignments of the unit.

Ability to operate standard office equipment.

Knowledge of proper grammar, spelling, and punctuation, and ability to utilize proper standard office source manuals.

May require:

Ability to take dictation.

Ability to do technical typing.

Ability to deal effectively with people under stress.

Completion of two years study of a European language at the high school level or its equivalent.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-I
EEO Code E
FLSA Status E NE X

Title Laboratory Research Technician I

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To conduct routine experiments, chart data, analyze, and evaluate results.

CHARACTERISTIC DUTIES

Conducts routine research experiments as directed.

Charts data and analyzes results.

Prepares culture media and reagents.

Performs routine laboratory maintenance.

Performs photographic work.

Performs a variety of routine clerical duties such as ordering supplies and equipment, maintaining limited budgetary records.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrator or principal investigator.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Two years post-secondary education in the designated field.

Ability to understand basic laboratory techniques and to use the equipment in the designated field.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Date Established:
Supersedes:

Occupational Group 2-I
EEO Code E
FLSA Status E NE X

Title Laboratory Stockroom Assistant

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To set up demonstrations or test experiments as directed; prepare solutions, maintain stockroom supplies and inventory records, and dispense and control supplies to students.

CHARACTERISTIC DUTIES

Tests new or revised laboratory experiments to be introduced to students by following instructions and directions from faculty.
Prepares solutions as requested.
Sets up standard experimental demonstrations for presentation in lecture sessions.
Orders laboratory supplies as appropriate.
Issues supplies from stockroom to students.
Maintains inventory control records.
Makes minor adjustments and repairs to keep basic instruments in working order.
Performs a variety of routine duties such as maintaining laboratory and stockroom in order, assigning and instructing work to student employees, unpacking supplies and restocking shelves.
Enforces prescribed safety procedures.
Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Two years post-secondary education in the designated field.
Knowledge of "scientific equipment" used in teaching and routine preparation.
Ability to establish and maintain up-to-date inventory records.
Ability to successfully interact with the public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 11/88
Supersedes:

Occupational Group 2E
EEO Code D
FLSA E _ NE X

Title: Library Technician II

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To perform complex multi-step specialized technical bibliographical functions required to maintain the library's online total integrated computer system.

CHARACTERISTIC DUTIES

Edits online records and inputs bibliographic information into the library's online total integrated computer system utilizing a combination of cataloging bibliographic resources and computer manuals, all of which are applied in depth.

Performs a variety of specialized technical functions requiring procedural knowledge of the library's online total integrated computer system.

Coordinates the efficient accomplishment of assigned activities in accordance with consortia policies, procedures, and standards.

Prioritizes and determines the appropriate bibliographic/technical processing of library materials by applying Library of Congress, NOTIS, the OCLC, and other technical rules.

Types and reviews for spelling and typographical errors, memoranda, reports, letters and correspondence.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library, clerical, or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from librarian in charge of the section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years library experience including one year of experience in the data entry of bibliographic information as well as an understanding of specific cataloging rules, procedures, and organization.

Ability to prioritize and expedite work assignments.

Ability to instruct student assistants in work methods and procedures.

Ability to operate standard office, library, and data entry equipment.

Standard typing.

Ability to successfully interact with the public, students, faculty, and staff.

Ability to recognize identifying information in one or more foreign languages and/or music.

Ability to utilize proper library source manuals.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: May, 1995
Supersedes:

Occupational Group ____
EEO Code D
FLSA Status E_ NE X

Title Media Distribution Coordinator

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To schedule, distribute, and coordinate set-up of audio visual/computer multimedia equipment and materials.

CHARACTERISTIC DUTIES

Provides assistance to customers by determining equipment and service needs.

Coordinates audio visual computer multimedia deliveries, set-up, retrievals, storage, and provides additional supplies as needed.

Hires, schedules, trains, and evaluates student employees.

Prepares and maintains work schedules and coordinates audio visual/computer multimedia assignments.

Receives, evaluates, and determines equipment and service needs, and processes work orders.

Oversees and/or arranges for equipment repair, replacement, cleaning and other routine and periodic maintenance.

Maintains computerized inventory/statistics and reports of equipment at all sites, including equipment requests, usage, repair and maintenance.

Investigates and follows-up on lost, missing, or overdue equipment and materials and prepares appropriate notifications and reports.

Orients and instructs faculty, staff, and students in the proper use of audio visual/computer multimedia equipment and materials.

Sets-up and maintains unit files.

Performs other duties characteristic of similar and/or lower level clerical or office assistant duties.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years computer multi-media and audio-visual presentation experience.

Light typing.

Ability to operate various computer multi-media and audio visual equipment.

Ability to successfully interact with students, public, faculty and staff.

Ability to lift a minimum of fifty pounds.

Ability to occasionally work evenings or weekends.

Possess a valid Michigan driver's license with a driving record to allow insurability by Oakland University's insurance carrier.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status E NE X

Title Office Assistant II

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To coordinate the clerical processing for a specialized function by performing a variety of multi-step processes according to a specified framework of procedures, regulations and precedents; and to serve as an informational source.

CHARACTERISTIC DUTIES

Receives, interprets, prioritizes and determines the appropriate handling of forms, registration materials, applications, academic or medical records, and/or similar records and documents.

Coordinates and initiates the distribution of specific program information and service schedules.

Coordinates the clerical work-flow of a sub-unit, allocates work and reviews it for accuracy, completeness and conformity to established procedures.

Interprets and explains specialized program procedures and guidelines to faculty, students, staff and/or general public.

Assists co-workers in selecting efficient and appropriate work methods and serves as a resource person for the solving of sub-unit's operational problems.

Reviews and edits computer-produced and/or input/output documents and information for accuracy and initiates corrections to the system.

Initiates written correspondence in response to specific requests for program information.

Performs accurate typing of forms, lists, records, reports, and correspondence.

Assembles and maintains files of records, documentation or correspondence, such as academic or medical records, insurance forms, payroll/personnel records, and provides material when needed.

Reconciles account statements.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level office assistant or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years general office work including some experience in prioritizing work and meeting deadlines.

Light typing.

Ability to operate standard office equipment.

Ability to successfully interact with the public, students, faculty, and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Minimum Qualifications - continued

May require:

Experience in clerical accounting/bookkeeping.
Intermediate typing.
Ability to compose correspondence.
Ability to implement medical insurance billing procedures.
Ability to work under pressure with extreme accuracy.
Ability to deal effectively with people under stress.
Knowledge of program area.
Ability to initiate and follow up on group sales through telephone contact.
Standard typing.
Light typing.

Desired:

Knowledge of specific terminology of the unit.
Knowledge of the program area.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-F
EEO Code D
FLSA Status E_ NE_X

Title Production Control Clerk

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To perform a quality and production control function for the Office of Computer Services by processing, auditing and approving both data input and programs output, and dispatching management reports to the university community.

CHARACTERISTIC DUTIES

Maintains comprehensive records of all input/output activity.
Reviews input for acceptability.
Reviews appearance of output and checks for accuracy and consistency.
Investigates cause of unacceptable materials and corrects with authorization from issuing department.
Processes and dispatches acceptable material to user.
Sets up and operates all off-line machines, such as sorter, collator, burster, data entry equipment, optical scanner, microfilm viewers, and related COM equipment, check signer, and reproduction forms processing equipment.
Organizes input data and computer programs for later computer production shifts.
Develops and duplicates computer output microfilm.
Responds to user inquiries and complaints both by telephone or in person.
Instructs and assigns work to students or lower level non-exempt employees.
Maintains library of operations, policies and procedures manuals.
Maintains accurate records on cycles of tapes and disks to insure the integrity of all master files.

RELATED DUTIES

Operates data entry equipment with speed.
Operates data entry equipment to record accounting, statistical, or scientific data with speed and accuracy from written instructions.
Operates computer peripheral equipment (i.e., card reader/punch and line printer).

SUPERVISION RECEIVED

Administrative supervision is received from the Assistant Manager of Operations or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Three years successful work experience in data processing with skill in bookkeeping and bookkeeping machine operation.
Experience in data entry operation.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D
FLSA Status E NE X

Title Research Information Clerk I

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To assemble and organize existing management reports and statistical data.

CHARACTERISTIC DUTIES

Assembles and organizes a variety of existing management reports, both manual and computerized for ready retrieval.

Controls distribution of confidential reports within department and user community.

Files and updates reports for use by the university community.

Distributes periodic reports.

Prepares special reports.

Codes changes, reviews output, and maintains "live" payroll/personnel system dictionary to reflect updating requested by university community.

Maintains SLICK directories and libraries, submitting and checking maintenance jobs.

Learns basic programming skills.

Performs other duties characteristic of similar and/or lower level clerical or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Three years general office experience including one year of experience in data processing operations.

Standard typing.

Ability to learn simple programming.

Ability to successfully interact with the public, students, faculty and staff.

Ability to maintain a variety of computer materials in an orderly and specified manner.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-H
EEO Code F
FLSA Status E_ NE_X

Title Typesetter

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To produce phototyped copy for books, catalogs, brochures, newsletters, and any printed matter using complex phototype setting equipment.

CHARACTERISTIC DUTIES

Operates phototype setting equipment to produce camera-ready copy for a variety of materials including books, campus catalogs, flyers, brochures, class schedules, and the like.

Proofs and checks for appropriate type against original, making modifications as and if appropriate.

Performs markup of copy for typesetting.

Keylines from layouts provided.

Performs routine maintenance on equipment.

Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years experience in markup, typesetting, and keylining.

NO POSITIONS CURRENTLY ASSIGNED TO THIS CLASSIFICATION

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: November, 1990; Amended 2/95
Supersedes:

Occupational Group 2D
EEO Code F
FLSA Status E NE

Title Typesetting Secretary

Grade C-7

BASIC FUNCTION & RESPONSIBILITY

To produce computerized camera-ready typeset copy of mathematics technical research papers, articles, monographs, and other publications through the use of complex typesetting software such as TEX.

CHARACTERISTIC DUTIES:

Produces camera-ready copy for a variety of mathematics technical research papers and publications through the use of complex software used for computerized typesetting.

Lays out formats, add graphics, and proofs various technical publications.

Transcribes, edits for spelling and typographical errors, and types a variety of memoranda, proposals, minutes of meetings, reports, technical reports, tests, manuscripts, newsletters, statistical tables, letters, and other correspondence.

Answers general inquiries from mainly internal sources, i.e., deans, students, faculty, and staff, and provides information on established practices and procedures of a unit.

Receives and routes calls, visitors, and correspondence to appropriate office or individual.

Initiates and/or drafts correspondence in answer to general inquiries concerning established practices and procedures.

Instructs and assigns work to students or lower level non-exempt employees.

Assembles data from unit records for use in preparation of reports to other units and state and federal agencies as directed.

Sets up and maintains unit files.

Perform other duties characteristic of similar and/or lower level clerical, office assistant, or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

MINIMUM QUALIFICATIONS

High school graduation or an equivalent combination of education and experience.

Two years secretarial experience.

Standard typing.

Ability to compose routine correspondence.

Ability to interact successfully with public, students, faculty, and staff.

Ability to operate standard office equipment.

Familiarity with university policies, procedures, and regulations.

Knowledge of proper grammar, spelling, and punctuation, and ability to utilize proper standard office source manuals.

Ability to do technical typing through the use of complex typesetting software.

Ability to select, assemble, and organize data and edit reports.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Minimum Qualifications - continued

MAY REQUIRE

Ability to use a personal computer for word processing applications such as utilizing columns or tables, sorting, or creating macros.

Ability to use a personal computer for general spreadsheet applications.

Ability to use a personal computer for general data base applications.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group: 2-C
EEO Code: D
FLSA Status E NE X

Title Accounting Clerk IV

Grade: C-8

BASIC FUNCTION & RESPONSIBILITY

To maintain a variety of highly specialized and centralized accounting records and to coordinate the clerical accounting function of the unit.

CHARACTERISTIC DUTIES

Maintains and exercises control over specialized records such as delinquent student accounts, Meadow Brook Theatre and Festival payroll.

Analyzes various accounts and investigates discrepancies or irregularities.

Prepares cash, income, expenditure, delinquent accounts and other specialized reports and submits them in accordance with date due and procedural regulations.

Schedules and conducts interviews with students, public, faculty and staff to determine possible resolution of problems.

Reviews and reconciles accounts with fund ledger.

Reviews problem areas and refers to appropriate unit for resolution.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical or accounting classifications.

SUPERVISION RECEIVED

Administrative supervision is received from administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required

High school graduation or an equivalent combination of education and experience.

Four years clerical accounting/bookkeeping experience.

Ability to operate standard office equipment.

Ability to successfully interact with students, public, faculty and staff.

Ability to work under pressure.

Light typing.

May require:

Two years experience in specified accounting field.

Experience with computer-oriented accounting system.

Standard typing.

Intermediate typing.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-D
EEO Code D
FLSA Status E NE X

Title Executive Secretary

Grade C-8

BASIC FUNCTION & RESPONSIBILITY

To provide complex secretarial duties to such officials as the provost, vice-president, academic deans, and high-level administrators.

CHARACTERISTIC DUTIES

Transcribes, edits for continuity and grammar, and/or types various materials taken from rough drafts, dictating equipment or shorthand notes.

Answers inquiries from a variety of internal and external sources, i.e., president, deans, vice-presidents, legislators, heads of business, donors, and provides interpretative information on the policies, practices and procedures of a major administrative division.

Receives, screens, and routes calls, visitors, and correspondence, determining the appropriate priority and level needed within the major administrative division.

Initiates and/or drafts correspondence that requires a good knowledge of the division's organization, its activities, personnel, rules, and policies.

Maintains budgetary records and reports for a major administrative division.

Collects and tabulates data for complex and confidential reports from various sources including files, questionnaires and reports.

Sets up and maintains unit's files.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical, office assistant, or secretarial classifications, as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from an administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years progressively responsible secretarial experience.

Familiarity with university policies, rules, and regulations.

Superior typing.

Ability to compose correspondence.

Ability to coordinate workflow by prioritizing, instructing, and assigning work.

Ability to transcribe dictation from dictating equipment.

Ability to select, assemble, and organize data and edit reports.

Ability to successfully interact with public, students, faculty, and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source material.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

May require:

Ability to take dictation.

Two years experience in clerical accounting/bookkeeping.

Ability to deal effectively with people under stress.

Ability to perform general bookkeeping/clerical accounting.

Ability to use a personal computer for word processing applications such as utilizing columns or tables, sorting, or creating macros.

Ability to use a personal computer for data base applications such as set commands, links, appends, or calculating.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 11/88
Supersedes:

Occupational Group 2E
EEO Code D
FLSA E_ NE X

Title: Library Assistant III

Grade C-8

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of complex, non-standardized technical or paraprofessional activities of considerable difficulty in one or more functional areas of the library.

CHARACTERISTIC DUTIES

Performs specialized para-professional assignments of substantial variety and complexity.

Locates and selects appropriate materials to answer ready reference or selective reference question in a specific area using a full range of library tools and available reference sources.

Supervises the maintenance of complex manual and online library record systems.

Coordinates non-exempt work flow; assigns daily work and special projects, reviews completed work and advises on work in process.

Performs maintenance and processing activities in specialized library areas requiring substantive knowledge of the major library areas.

Assists in recommending or recommends purchases in defined selection areas.

Assists in training support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library, clerical, or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the librarian in charge of section or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years progressively responsible library experience.

Ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to organize, prioritize, and expedite work flow in a library unit.

Standard typing.

Ability to operate standard office, library, and data entry equipment.

Ability to successfully interact with the public, students, faculty, and staff.

May require:

Ability to recognize identifying information in one or more foreign languages.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code D

FLSA Status E_ NE X

Title Office Assistant III

Grade C-8

BASIC FUNCTION & RESPONSIBILITY

To provide specialized office assistance, coordinating procedural business or service activities for a complex program area involving processing, implementing, advising on, and reporting specialized subject matter.

CHARACTERISTIC DUTIES

Supervises the maintenance of centralized record systems in connection with academic programs, schedules hearings, interviews, committee meetings, etc., and prepares relevant information.

Serves as a resource person being responsible for processing and coordinating a specialized complex service or business function.

Initiates correspondence and personal contacts to acquaint others with rules, regulations, procedures and guidelines.

Prepares specialized status reports by extracting data from, maintaining, reconciling and monitoring complex data processing and accounting systems.

Coordinates the collection and assembly of information describing and interpreting business or service activities, policies, rules and/or procedures and prepares such information for publication.

Confers with program administrators, faculty and staff to advise them of and cooperate with solving procedural difficulties.

Coordinates non-exempt work flow, assigns daily work and special projects, reviews completed work and advises on work in process.

Coordinates work-flow with that of other departments and outside agencies and makes certain that appropriate personnel are informed as to changes in rules, regulations, and policies.

Collects specialized program information and drafts program revisions for administrative and/or committee consideration.

Assists in determining program and personnel needs.

Assists in training support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level clerical, office assistant, or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years progressively responsible office experience, including direct experience in office coordination, i.e., prioritizing work assignments, maintaining work flow to meet deadlines.

Ability to compose correspondence.

Ability to operate standard office equipment.

Ability to successfully interact with the public, students, faculty and staff.

Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source manuals.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

May require:

Standard typing.

Light typing.

A combination of one year experience in personal computers and word processing.

Experience in clerical accounting/bookkeeping.

Ability to take and transcribe dictation.

Ability to successfully coordinate and attend university sponsored social functions.

Ability to work under pressure.

Knowledge of the subject area.

Desired:

Experience in applying U. S. postal rates and regulations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: Revised 4/90
Supersedes:

Occupational Group 2-F
EEO Code D
FLSA Status E NE X

Title Senior Production Control Clerk

Grade C-8

BASIC FUNCTION & RESPONSIBILITY

To oversee and perform a quality and production control function for the Office of Computer Services.

CHARACTERISTIC DUTIES

Oversees the production control operation.

Maintains library of operations, policies, and procedures manuals.

Prepares preliminary schedules daily.

Prepares nightly run requests or job setup sheet.

Classifies input jobs by type of computer system.

Maintains a library of all computer op-scan produced by the Center and labels all reels as to contents and dates; insures that all security microfilm (i.e., payroll reports) is stored in vault and only reviewed by authorized personnel.

Maintains accurate records on cycles of tapes and disks to insure the integrity of all master files.

Transmits data to mainframe for processing.

Assumes technical responsibility as it pertains to the data entry department, in the absence of data entry group leader.

Instructs and assigns work to students or lower level non-exempt employees.

Performs duties characteristic of lower level production control clerk classification as necessary.

RELATED DUTIES

Controls the operation of a complex computer system by use of individual supervisory consoles and associated control messages.

Operates computer peripheral equipment.

SUPERVISION RECEIVED

Administrative supervision is received from the Assistant Manager of Operations or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Four years successful work experience in data processing with skill in bookkeeping/clerical accounting and bookkeeping machine operation.

Desired:

Previous experience in computer operations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-F
EEO Code E
FLSA Status E NE X

Title Computer Operator

Grade C-9

BASIC FUNCTION & RESPONSIBILITY

To operate a complex computer system by use of individual supervisory consoles and associated control messages.

CHARACTERISTIC DUTIES

Operates a complex computer system by use of individual supervisory consoles and associated control messages.
Coordinates, trains, and assists in evaluating the work of student computer operators assigned to the shift.
Initializes one or more multi-programming, terminal oriented computer systems.
Monitors the progress of programs by means of console or printed messages.
Optimizes the throughput of production work on a complex computer system.
Performs operator preventive maintenance on all equipment and notifies customer engineer of equipment malfunction.
Maintains or assists in the maintenance of a comprehensive log of all shift activity, including hardware and software performance and utilization.
Receives individual academic jobs, runs jobs and distributes the output to the individual academic user according to established computer center policy.
Instructs and assigns work to students or lower level non-exempt employees.
Performs duties characteristic of similar or lower level computer classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Manager of Operations or designated administrative official.
Functional supervision is received from the Assistant Manager of Operations.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Three years direct operations experience using computers and peripheral equipment of equivalent installation complexity.

Desired:

Some formal education in computer technology.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: February, 1986
Supersedes:

Occupational Group 2-I
EEO Code E
FLSA Status E NE X

Title Electron Microscopy Technician

Grade C-9

BASIC FUNCTION & RESPONSIBILITY

To prepare materials for, operate, and maintain electron microscopes and related equipment.

CHARACTERISTIC DUTIES

Prepares biological materials for electron microscope using fixation, dehydration, or embedding.
Cuts thick and thin sections, stain grids and slides.
Surveys ultra thin sections in electron microscope.
Performs photographic work.
Assists new users in the proper use of equipment and techniques.
Refines new procedures, adopts and/or modifies standard methods to resolve technical difficulties.
Maintains and organizes laboratory facilities and supplies.
Locates and/or assists in locating and reviewing information and literature relevant to the specific research activity.
Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrator or principal investigator.

MINIMUM QUALIFICATIONS

Required:

A bachelor's degree and/or equivalent training and experience in electron microscopy such that mastery of standard methods, procedures, terminology, and techniques can be demonstrated.
Practical knowledge and understanding of standard laboratory procedures and/or scientific theory and methods common to electron microscopy techniques.
Ability to operate and perform routine maintenance on specific special purpose equipment.
Skill and willingness to work with and maintain proper safety conditions associated with radioactive, infectious, poisonous, or otherwise dangerous materials and knowledge of safety requirements and regulations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-I
EEO Code E
FLSA Status E NE X

Title Laboratory Research Technician II

Grade C-9

BASIC FUNCTION & RESPONSIBILITY

To carry out research activities utilizing and adopting standard laboratory procedures to meet specific research requirements.

CHARACTERISTIC DUTIES

Conducts research activities utilizing moderately complex scientific methods, procedures, techniques, and skill.
Confers with professional research staff and student researchers to establish priorities, to design experiments and to review instructions, procedures, methods, techniques and requirements.
Refines new procedures, adopts and/or modifies standard methods to resolve technical difficulties.
Records research/test results and prepares necessary documentation, summaries and compilations.
Maintains simple research budget records.
Maintains and organizes laboratory facilities and supplies.
Locates and/or assists in locating and reviewing information and literature relevant to the specific research activity.
Instructs and assigns work to students or lower level non-exempt employees.
Performs duties characteristic of Laboratory Research Technician I classification as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from a designated administrator or principal investigator.

MINIMUM QUALIFICATIONS

Required:

Bachelor's degree and/or equivalent training and some experience in a specific discipline such that mastery of standard methods, procedures, terminology and techniques can be demonstrated and adapted to the research setting.
Practical knowledge and understanding of standard laboratory procedures and/or scientific theory and methods common to a specific discipline.
Ability to operate and perform routine maintenance on specific special purpose equipment.
Skill and willingness to work with and maintain proper safety conditions associated with radioactive, infectious, poisonous or otherwise dangerous materials and knowledge of safety requirements and regulations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established: 11/88
Supersedes:

Occupational Group 2E
EEO Code D
FLSA E_ NE X

Title: Library Technician III

Grade C-9

BASIC FUNCTION & RESPONSIBILITY

To perform a variety of highly specialized complex technical bibliographic functions of considerable difficulty and to coordinate lower level technical operations required to maintain the library's online total integrated system.

CHARACTERISTIC DUTIES

Performs highly specialized cataloging assignments of substantial variety and complexity, including editing online records and inputting bibliographic information into the library's online total integrated computer system.

Group-leads lower level library technicians in all technical activities.

Refines new procedures, adopts, and/or modifies standard methods to resolve technical and bibliographic problems.

Locates, interprets, and disseminates information relevant to the specific technical activity, including Library of Congress, NOTIS, and the OCLC documentation.

Trains support staff.

Instructs and assigns work to students or lower level non-exempt employees.

Performs other duties characteristic of similar and/or lower level library, clerical, or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the librarian in charge of the section, or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years library experience including three years cataloging online bibliographic records in a technical services unit using national bibliographic utilities.

Experience in group leading with ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures.

Ability to demonstrate knowledge and mastery of library standards methods, procedures, terminology, and techniques; for example, OCLC, NOTIS, M.A.R.C. records, a L.C. system.

Ability to organize, prioritize, and expedite work flow in a library unit.

Standard typing.

Ability to successfully interact with the public, students, faculty, and staff.

Ability to recognize identifying information in one or more foreign languages and/or music.

Desired:

A bachelor's degree or an equivalent combination of education and experience.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-H
EEO Code E
FLSA Status E NE X

Title Printing & Reprographics Center Coordinator

Grade C-9

BASIC FUNCTION & RESPONSIBILITY

To coordinate the operation of printing, reprographics and the activities of the personnel assigned to this operation.

CHARACTERISTIC DUTIES

Coordinates production of printing jobs, ordering stock, typesetting, keypunching, printing plates, pricing, scheduling and job follow-up.

Consults with staff and department heads on printing jobs, including price quotes, layouts, paper stock selection, and scheduling of the job.

Works with the Purchasing Department on requisitions for printing jobs received and gives price quotes on doing jobs in the university printing center.

Prepares and schedules typesetting and plate making from vendors on printing jobs when needed.

Prepares various production reports.

Maintains inventory controls and the ordering of printing supplies for the department.

Assumes the duties characteristic of reprographic machine operator classification if necessary.

Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from the Manager of University Services or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years experience in printing and binding, including two years experience in offset press operation, with experience in group leading.

Ability to do costing, layout, and paper-stock selection.

Ability to successfully interact with faculty, staff, students and general public.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code E
FLSA Status E NE X

Title Purchasing Assistant

Grade C-9

BASIC FUNCTION & RESPONSIBILITY

To perform moderately complex procurement tasks involved in effecting the purchase or sale of commodities for the university.

CHARACTERISTIC DUTIES

Edits and reviews purchase orders and requisitions for inconsistencies, errors, ambiguities.

Provides information to departments concerning pricing on ordered materials and related information.

Places and expedites purchase orders for commodities as assigned or in the absence of both the Director of Purchasing and the Buyer.

Initiates contact with vendors, places and expedites purchase orders and handles complaints for specific vendor accounts.

Composes, edits and types correspondence, purchase orders, memoranda, and related materials.

Group-leads clerical staff in various typing and clerical activities.

Instructs and assigns work to students or lower level non-exempt employees.

Performs the duties characteristic of similar and lower-level clerical classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director of Purchasing or a designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High School graduation or an equivalent combination of education and experience.

One year experience in purchasing methods and procedures.

Five years general office work experience, including three years experience in accounting and business.

Ability to successfully interact with public, students, faculty and staff.

Standard typing.

Ability to compose correspondence.

Desired:

Ability to take dictation.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-G
EEO Code E
FLSA Status E NE X

Title Research Information Clerk II

Grade C-9

BASIC FUNCTION & RESPONSIBILITY

To maintain data files in the Office of Institutional Research; prepare research runs, assist in performance, analyses and coordinate office operations.

CHARACTERISTIC DUTIES

Maintains data files in efficient order by updating, revising, or adding data.
Sets up computer programs for research operations.
Performs various clerical duties for the Office of Institutional Research, such as monitoring expenditures, maintaining staff payroll records and initiating office procedures.
Prepares routine and specialized reports upon request.
Assists in analysis of data and data graphing.
Instructs and assigns work to students or lower level non-exempt employees.
Performs other duties characteristic of lower level clerical or secretarial classifications as necessary.

SUPERVISION RECEIVED

Administrative supervision is received from the Director, Office of Institutional Research or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Five years work experience including two years in data processing or equivalent combination of education and experience.
Standard typing.
Ability to learn simple programming.
Ability to operate standard office equipment.
Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source materials.

NO POSITIONS CURRENTLY ASSIGNED TO THIS CLASSIFICATION

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-I
EEO Code E
FLSA Status E NE X

Title Digital Technician

Grade C-10

BASIC FUNCTION & RESPONSIBILITY

To build, test, and maintain electronic and computer related equipment used in the School of Engineering laboratories.

CHARACTERISTIC DUTIES

Prepares printed circuit board layout from schematic diagrams.
Breadboards prototype circuits from schematic diagrams.
Tests and troubleshoots circuits using oscilloscopes and logic analyzers.
Assists in conducting experiments in certain research laboratories.
Maintains computer equipment in the engineering laboratories.
Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from the engineering laboratory manager or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

Graduation from two year technical school with training in electronic and digital circuits or equivalent combination of education and work experience.
Ability to do printed circuit board layouts.
Ability to troubleshoot digital circuits.
Familiarity with microprocessor-based equipment.

NO POSITIONS CURRENTLY ASSIGNED TO THIS CLASSIFICATION

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-I
EEO Code E
FLSA Status E NE X

Title Experimental Machinist

Grade C-10

BASIC FUNCTION & RESPONSIBILITY

To provide a variety of technical machining services relating to experimental and developmental research in the field of engineering curriculum.

CHARACTERISTIC DUTIES

Machines and assembles a variety of parts, fixtures and instruments, using such equipment as lathes, milling machines, shapers, and gas and electric welding equipment.

Fabricates from rough sketches and verbal instructions various original and one of a kind pieces of equipment for use in experiments and in teaching and in demonstrations; materials may be metals or plastics.

Applies various testing equipment to laboratory experimentation such as strain gages, electronic and photographic equipment.

Records basic testing and research results in designated format.

Instructs and assigns work to students or lower level non-exempt employees.

SUPERVISION RECEIVED

Administrative supervision is received from the unit administrator or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

Ability to meet all requirements of a skilled trades machinist.

A minimum of five years of progressively responsible experience as a machinist preferably including one to two years in an experimental laboratory.

Ability to work from only general instructions without frequent direction and supervision.

Desired:

One year experience in molding, shaping, and cutting plastics.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-I
EEO Code E
FLSA Status E NE X

Title Instrument Maker

Grade C-10

BASIC FUNCTION & RESPONSIBILITY

To perform technical and design services for faculty and student science and engineering projects.

CHARACTERISTIC DUTIES

Evaluates proposed student and faculty science and engineering projects, and determines and advises on the appropriate methods for assembly of needed instruments.

Assists students and faculty in design of instruments for projects.

Fabricates needed instruments for faculty and student projects, laboratory equipment, teaching aids, and research equipment.

SUPERVISION RECEIVED

Administrative supervision is received from the shop manager or designated administrative official.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Apprentice tool and die-maker certification.

One year welding experience.

Desired:

Additional experience in electronics, hydraulics, watchmaking, pipe fitting, and woodwork.

NO POSITIONS CURRENTLY ASSIGNED TO THIS CLASSIFICATION

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-A
EEO Code G
FLSA Status E X NE

Title Supervisor, Building Maintenance

Grade C-10

BASIC FUNCTION & RESPONSIBILITY

To supervise assigned maintenance personnel and to perform related duties.

CHARACTERISTIC DUTIES

Supervises the maintenance and cleaning of buildings.
Makes recommendations to supervisor for hiring, disciplining and terminating of student and AFSCME employees.
Maintains record of time worked by employees.
Assists in training new employees.
Assists in preparing reports.
Conducts building inspection and/or inspects maintenance work.
Reports building conditions.
Makes recommendations as they pertain to building maintenance.
Assists in preparing work schedules.
Assists in evaluating employee performance.
Assists in testing and evaluating materials.
Makes emergency repairs to audio-visual equipment.

SUPERVISION RECEIVED

Administrative supervision is received from the unit supervisor or designated administrative official.

SUPERVISION EXERCISED

Administrative supervision is exercised over student and AFSCME employees.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.
Five years experience in building maintenance and a minimum of one year supervisory or leadership experience.
Willingness to attend job related seminars or programs.
Willingness to work flexible shift and/or work overtime when needed.
Ability to successfully interact with public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CLASSIFICATION DESCRIPTION
Oakland University

Date Established:
Supersedes:

Occupational Group 2-A
EEO Code G
FLSA Status E_X NE

Title Supervisor, Grounds Maintenance

Grade C-10

BASIC FUNCTION & RESPONSIBILITY

To supervise assigned work forces in the Grounds Department.

CHARACTERISTIC DUTIES

Supervises the maintenance of university grounds in relation to the pruning, mowing, edging, watering, fertilizing, weeding, spraying, mulching, providing support for underground repairs, aerating, and snow removal of assigned university ground area.

Supervises the installation, maintenance and purchasing of trees, plantings, seed, sod, fertilizers, and street, sidewalk and parking lot materials for assigned university ground areas.

Purchases grounds equipment and supplies as needed and supervises and inspects the maintenance of such equipment. Handles special event areas, erosion control, etc., as assigned, in relation to grounds maintenance.

Forms procedures to expedite directives.

Hires, trains, and supervises student and AFSCME employees.

SUPERVISION RECEIVED

Administrative supervision is received from the unit supervisor or designated administrative official.

SUPERVISION EXERCISED

Administrative supervision is exercised over students and AFSCME employees.

MINIMUM QUALIFICATIONS

Required:

High school graduation or an equivalent combination of education and experience.

Five years experience in grounds maintenance with minimum of one year supervisory or leadership experience.

Must be certified by State of Michigan for authorization to purchase and apply chemicals used in grounds maintenance.

Ability to successfully interact with the public, students, faculty and staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held exclude other duties not mentioned that are of similar kind or level of difficulty.

APPENDIX G

SALARY GRADE CHANGES
DOWN

<u>Control Number</u>	<u>Grade for Present Incumbent Only*</u>	<u>Grade at Change of Incumbent</u>
44	C-7	C-6
195	C-8	C-7
239	C-8	C-7

*Incumbent only status means the person holding that job when the study was completed will be treated as if the position had not been regraded.

APPENDIX H

GLOSSARY OF TERMS

ACTIVE SERVICE DATE

A date which reflects length of continuous service with the University.

BEST QUALIFIED

The applicant selected by the supervisor who, in her/his evaluation and judgment, not only meets the minimum qualifications, but has the best combination of education, experience and skill.

CLASSIFICATION

Systematic grouping of one or more positions which involve performing work of a similar nature, comparable level of complexity, responsibility and qualifications.

CLASSIFICATION DESCRIPTION

Describes a systematic grouping of one or more positions which involve performing work of a similar nature, and comparable level of complexity, responsibility and qualifications.

COMPARABLE POSITION

A position in the same salary grade, not necessarily in the same classification.

CONTINUOUS EMPLOYMENT (as used in Paragraph 203(c))

Length of service with the University exclusive of leaves of absence of three (3) months or more (except for military leave, union business leave, political leave, and disability leave) and periods of layoff.

CONTROL NUMBER

Number assigned by Wage and Salary Administration Office to designate a distinct position at the University. A control number will also be established by the Employment Office.

DESK AUDIT

On-site review of the position, including discussions with the employee and supervisor of the duties and responsibilities, review of the work station and evaluation of the equipment.

FIRST INTERVIEW OPPORTUNITY

Being able to apply for a position during the first 5-day posting period.

INITIAL RECALL

Employees who begin work in another classification or department under the provisions of Article XIII have the right to be recalled to their original classification within their former department the first time such position becomes available.

JOB GROUPS (as used in Paragraph 12(d))

Groups of jobs having similar content, wage rates, and promotional opportunities.

MINIMUM QUALIFICATIONS

A list of the education, skills, experience, legal requirements (licensures, registries, etc.), required for the successful performance of the work in a position which include:

"Required" qualifications, which will remain the same for each posting within a classification as listed in Appendix F, and

"May Require" qualifications which are position specific and may not be applicable to all positions covered by the classification description.

"Desired" qualifications are those which enable a person to perform the duties of the classification more effectively or begin work at a level of performance above the required minimum. They are position specific, and may not be applicable to all positions covered by the classification description. Many classifications do not have any "desired" qualifications indicated. Applicants are not eliminated from bidding if they do not have the "desired" qualifications.

MINORITY (as used in Paragraph 12(d))

For the purpose of this contract, the following groups are considered minorities: (1) Black, (2) Asian or Pacific Islander, (3) American Indian or Alaskan Native, (4) Hispanic.

NON-EXEMPT EMPLOYEES

Employees who are covered by the Fair Labor Standards Act (FLSA) which requires overtime compensation for time worked in excess of 40 hours per week.

POSITION

A job which has specific duties and responsibilities, a title and a control number.

POSITION DESCRIPTION

Describes the characteristic duties of a position within a classification.

RECLASSIFICATION

A process by which an existing or revised position is evaluated to determine the proper classification and appropriate salary grade.

REORGANIZATION

Reconfiguration of the University administrative structure above the departmental level resulting in changes in reporting relationships (i.e., the changes are not contained within a given department).

SALARY GRADE

A level in a ranking scale which identifies the compensation range. It is determined by the duties, responsibilities and qualifications.

SENIORITY

Bargaining Unit Seniority: Length of service with the University from the date the employee is employed in a position covered by this Agreement or in an excluded position in accordance with paragraph 4 exclusive of periods of leave of absence without pay of three (3) months or more, except military leave, union business leave, political leave and disability leave, but including periods of layoff and paid leaves of absence. Bargaining unit seniority is not accrued in non-bargaining unit positions, except for the excluded positions described in paragraph 4. (See paragraph 82.)

Departmental Seniority: Length of service from entry into a department and adjusted as in Bargaining Unit Seniority.

TEST

An evaluative instrument of measurable, job related skills which is utilized to determine whether an applicant meets minimum qualifications for a position or to what degree specific qualifications are met.

TYPING STANDARDS (as used in Classification Descriptions in Appendix F)

Typing standards as determined by tests administered by the Employment Office are as follows:
Superior Typing = 60 or more words per minute as corrected; Standard Typing = 50 to 59 words per minute as corrected; Intermediate Typing = 40 to 49 words per minute as corrected; Light Typing = less than 40 words per minute as corrected, but with a demonstrated ability to use a typewriter for typical office tasks.

UNDERUTILIZATION (as used in paragraph 12(d))

Having a lower percentage of minorities in a particular job group than there is in the University's geographic hiring area for that job group.

WORK SAMPLE

A representative sample of actual work performed on a job which is utilized to compare the abilities of all minimally qualified applicants regarding particular job functions. A work sample may be one criterion used in determining the best qualified candidate and alerts applicants to job functions typical of a position.

LETTER OF AGREEMENT #1

Regarding New Technology and Training

The University and the Union recognize that the rapid expansion of electronic technology on the Oakland University campus results in an ever-changing work environment. This technology will not be purchased for the sole purpose of eliminating bargaining unit work.

In the event that the continued expansion of new technology makes skills obsolete or demands that new skills be obtained, the University will provide mutually beneficial training programs to bargaining unit employees to either improve existing skills or to develop new skills so that the employees may better serve the needs of the University.

OAKLAND UNIVERSITY

Willard C. Kendall
Willard C. Kendall
Assistant Vice President
for Employee Relations

UAW/OP LOCAL 1925

Frank Monaghan
Frank Monaghan
International Representative

Susan M. Forgette
Susan M. Forgette
President

Date: March 4, 1994

LETTER OF AGREEMENT #2

Regarding Grade Impacting Technological Changes

The parties to this letter recognize that technological innovations may result in changes in operations and agree that the introduction and/or use of this technology is not in itself grade impacting.

However, if an employee believes that the complexities and/or responsibilities of her/his position have been increased, subsequent to the introduction and/or use of this new technology, to the extent of impacting the grade, the employee may request a review of the job by contacting the Wage and Salary Office. If the University's determination is not satisfactory to the employee, the employee is not precluded from utilizing the contractual provisions of paragraph 187 to seek a change in the grade of the position.

OAKLAND UNIVERSITY

/s/ Willard C. Kendall

UAW/TOP LOCAL 1925

/s/ Richard Waskin

/s/ Vicki L. Kremm

LETTER OF AGREEMENT #3

Regarding Sourcing

In the event the University determines to source or contract work of the bargaining unit, the University will notify the Union and will provide to the Union, upon request, available bid specifications. If the Local chooses to submit a timely competitive bid to perform the work which meets the specifications, it will be considered along with other bids.

OAKLAND UNIVERSITY

UAW/TOP LOCAL 1925

Willard C. Kendall

Willard C. Kendall
Assistant Vice President
for Employee Relations

Frank Monaghan

Frank Monaghan
International Representative

Susan M. Forgette

Susan M. Forgette
President

Date: June 10, 1997

LETTER OF AGREEMENT #5

Generic Work Samples

The Employment Office may develop generic work samples to be used to compare the abilities of qualified applicants regarding qualifications listed in the posting document. Prior to initial administration of the work sample, the Employment Office will review it with the Union. Work samples shall be administered by, or with oversight from, the Employment Office.

OAKLAND UNIVERSITY

UAW/TOP LOCAL 1925

Willard C. Kendall

Willard C. Kendall
Assistant Vice President
for Employee Relations

Frank Monaghan

Frank Monaghan
International Representative

Susan M. Forgette

Susan M. Forgette
President

Date: June 10, 1997


LETTER OF AGREEMENT #6


Computer Skills

The Employment Office and the Union may jointly explore the use of software programs that will train and allow an employee to demonstrate proficiency in computer skills, including but not limited to word processing, database and spreadsheet applications.

OAKLAND UNIVERSITY

UAW/TOP LOCAL 1925


Willard C. Kendall
Assistant Vice President
for Employee Relations


Frank Monaghan
International Representative


Susan M. Forgette
President

Date: June 10, 1997

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Work shifts	19
Work week	14, 16-18, 29, 35
Workload	17
Years of service	15, 37, 38

