

724

6/30/91

Local 1975
UAW
EMIU
September 23, 1987

Eastern Michigan University

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY



**agreement between
EASTERN MICHIGAN UNIVERSITY
and the INTERNATIONAL UNION,
UNITED AUTOMOBILE, AEROSPACE,
and AGRICULTURAL IMPLEMENT
WORKERS OF AMERICA, TECHNICAL,
OFFICE AND PROFESSIONAL, LOCAL 1975**

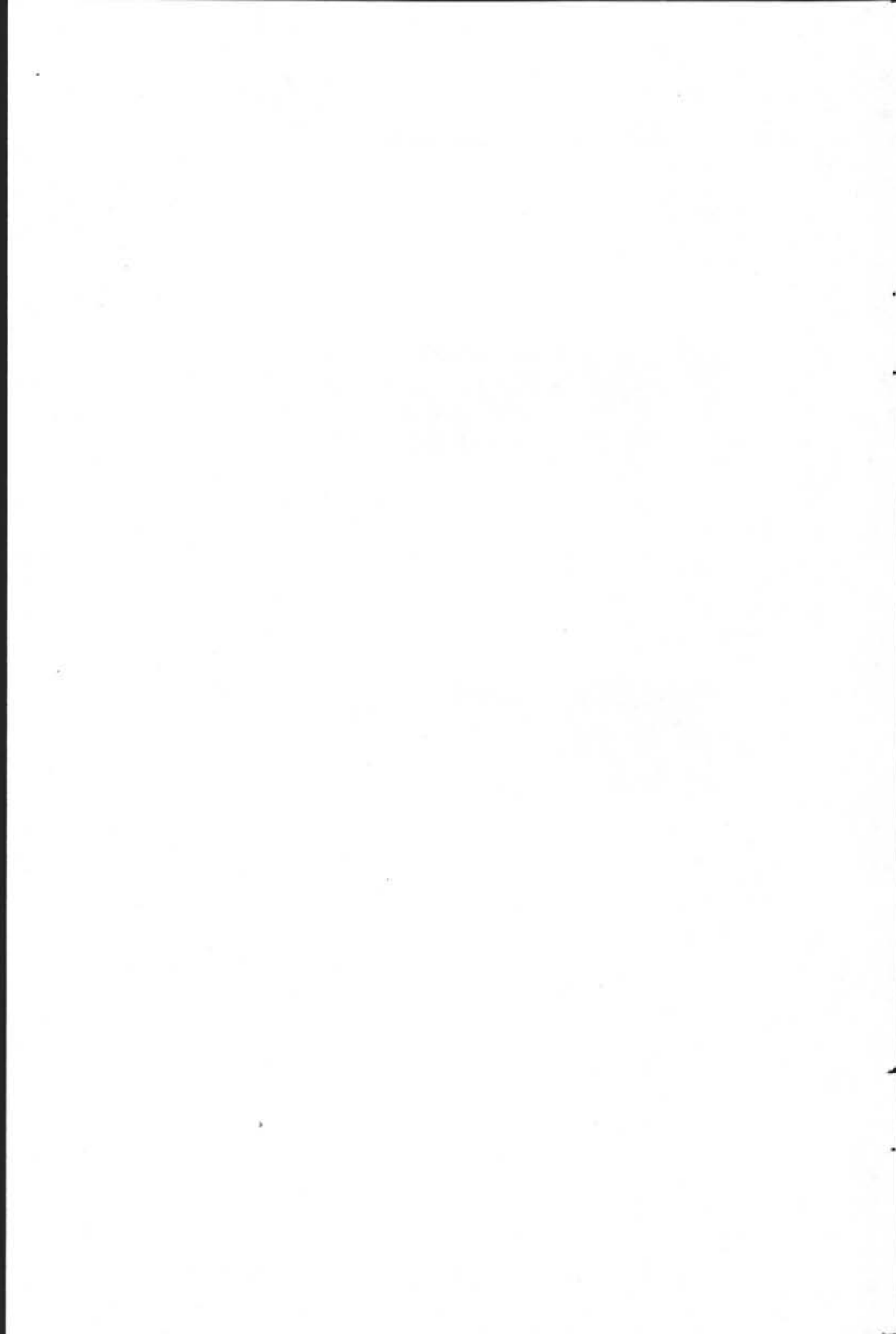
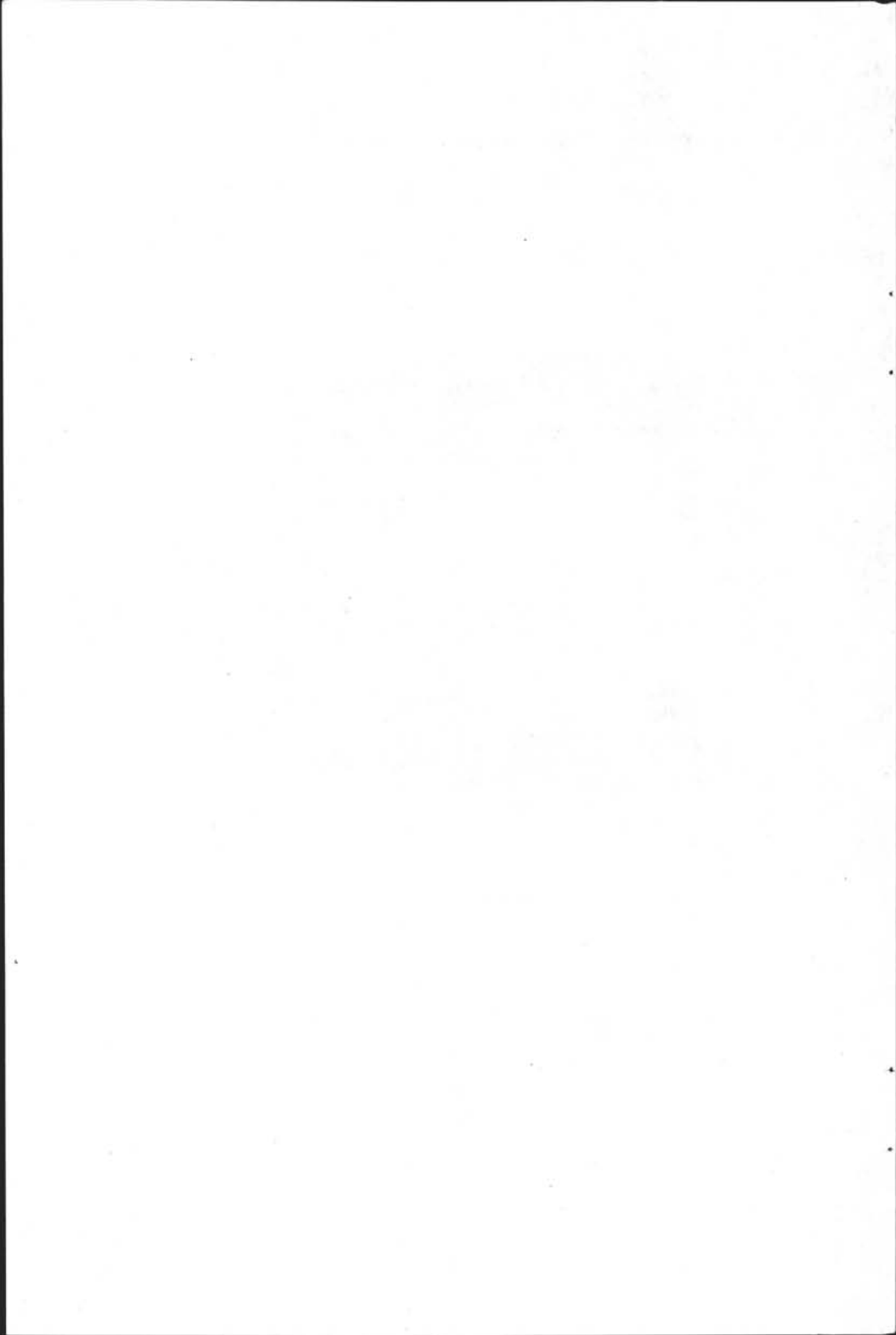


TABLE OF CONTENTS—UAW LOCAL 1975

ARTICLE	PAGE
I AGREEMENT	1
II RECOGNITION	1
III NON-DISCRIMINATION AND FAIR EMPLOYMENT PRACTICES	1
IV RIGHTS OF THE EMPLOYER	1
V UNION SECURITY	
Union Member	2
Check-Off	2
Failure to Comply	3
Save Harmless	4
Disputes	4
VI STRIKES AND LOCKOUTS	4
VII COMMUNICATIONS	5
VIII SPECIAL CONFERENCES	6
IX REPRESENTATION AND RELEASE TIME	7
X GRIEVANCE PROCEDURE	
General Provisions	8
Step I	8
Step II	9
Step III	9
Step IV	9
Time Limits for Step II and III Answers and Appeals	10
Grievance Resolutions	10
XI DISCIPLINE, SUSPENSION OR DISCHARGE	11
General Provisions	11
Infractions	11
Appeal of a Discipline	11
Appeal of a Discharge or Suspension	11
Representation Rights	11
Notice of Discharge, Suspension or Discipline	11
XII PROBATIONARY EMPLOYEES	12
XIII BREAK-IN AND QUALIFYING PERIODS	12
Break-in Period	12
Qualifying Period	13
XIV SENIORITY	
General Provisions	14
Seniority of Union Officials	16
XV LAYOFF AND RECALL	17
XVI REGULAR JOB VACANCIES	19
XVII JOB CLASSIFICATIONS	
General Provisions	20
Revised Jobs and New Jobs	20
Bargaining Unit Work	21
XVIII TEMPORARY EMPLOYEES	21
XIX WORK BY NON-BARGAINING UNIT EMPLOYEES	22
XX RULES, POLICIES, REGULATIONS AND REQUIREMENTS	22

XXI	PERSONNEL FILES	
	Maintenance	22
	Contents	22
	Additions	23
	Reproduction	23
XXII	SUPPLEMENTAL EMPLOYMENT AND CONFLICT OF INTEREST	23
XXIII	HOURS OF WORK	
	Workday	23
	Shift Premiums	24
	Workweek	24
	Overtime	24
	Call-In Pay	25
XXIV	UNSCHEDULED CLOSEDOWNS	25
XXV	LEAVES OF ABSENCE	
	Leave of Absence for Personal Reasons	27
	Medical Leave of Absence	26
	Union Leave	27
	Leave of Absence for Public Office	27
	Child Care Leave	27
	Leaves of Absence for Military Service	27
	Reservist Duty Leave	
	Annual Training Duty Leave	28
	Emergency Duty Leave	28
	Educational Leave	28
	Return to Active Employment from Military and Medical Leaves	29
	Return to Active Employment from Other Leaves of Absence	30
	Request for Extension of Leave	30
	Leave of Absence Limitations	31
XXVI	COMPENSATION	
	Wages	31
	1987-88 Wage Adjustment	31
	1988-89 Wage Adjustment	31
	1989-90 Wage Adjustment	31
	1990-91 Wage Adjustment	31
	Salary Adjustments for Promotion and Transfer	32
	Longevity Pay	32
	Hospitalization—Group Medical Benefits	33
	Group Life and Accidental Death and	
	Dismemberment Insurance	36
	Dental Care Expense Benefits	37
	Long Term Disability Benefits	38
	Holidays	39
	Vacation	39
	Sick Leave	41
	Retirement and Death Benefits	42
	Bereavement Leave	43
	Jury Duty	44
	Christmas/New Year Season Days for 1988/89	44

XXVII	MISCELLANEOUS	
	Union Meetings	45
	Mail	45
	Rest Areas	45
	Pay Periods	45
	Parking Facilities	45
	Blood Bank	45
	Credit Union	46
	Educational Opportunities	46
	Tuition Waiver Program	46
	Auditing of Classes	47
	Tuition Waiver Program for Employee Spouses and Dependent Children	47
	Bookstore Discounts	48
	Travel Expenses	48
	Staff I.D.	48
	Health Services	48
XXVIII	CONFORMITY TO LAW	49
XXIX	DURATION AND AMENDMENT	49
	APPENDIX A—CLERICAL/SECRETARIAL SALARY SCHEDULE	51
	APPENDIX B—LIFE INSURANCE COVERAGE	52
	APPENDIX C—CLASSIFICATION IDENTIFICATION AND CLASSIFICATION SERIES	53
	APPENDIX D—CLASSIFICATION REVIEW	54
	APPENDIX E—STEWARDSHIP JURISDICTIONAL DISTRICTS	55
	APPENDIX F—MEMORANDUM OF UNDER- STANDING—EROSION OF BARGAINING UNIT	56
	APPENDIX G—MEMORANDUM OF UNDER- STANDING—MINIMAL TRAINING	57
	APPENDIX H—MEMORANDUM OF UNDER- STANDING—OFFICE AUTOMATION AND TRAINING	58
	APPENDIX I—MEMORANDUM OF UNDER- STANDING—RECLASSIFICATION OF CS01 and CS02, JULY 1983	59
	APPENDIX J—HMO OPTION	60



ARTICLE I AGREEMENT

- 1 This Agreement is made by and between Eastern Michigan University, hereinafter referred to as the Employer or University, and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America and its Technical, Office and Professional Local 1975, hereinafter referred to as the Union.

ARTICLE II RECOGNITION

- 2 Pursuant to and in accordance with sections 26 and 27 of Act No. 176 of the Public Acts of 1939, as amended, or Sections 11 and 12 of Act 336 of the Public Acts of 1947, as amended, the Employer recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, hours of employment and other conditions of employment for all employees within the Bargaining Unit as certified by cases No. R75A and R75A-8 of the State of Michigan, Department of Labor, Employment Relations Commission.

"All office clerical employees, including employees in classifications C-1 through C-8 and executive secretaries in classifications P-1 through P-3, (subsequently changed to classifications CS-03 through CS-07) but excluding confidential employees, student employees, temporary employees, supervisors and all other employees."

ARTICLE III NON DISCRIMINATION and FAIR EMPLOYMENT PRACTICES

- 3 A. The Employer and the Union recognize their respective responsibilities and Federal, State and local laws relating to fair employment practices.
- 4 B. It shall be the policy of the University in recognition of the rights of all employees and applicants as individuals, to recruit and hire in all classifications without regard to race, sex, marital status, age, color, religion or national origin. Further, it shall be the policy of the University to take affirmative action to ensure that all personnel actions such as compensation, promotion, retirement, transfers, fringe benefits, layoffs, return from layoffs, University training programs, social and recreational programs are administered without regard to race, sex, marital status, age, color, religion, political beliefs, physical disabilities, nepotism, or national origin and in accordance with the provisions of this Agreement.
- 5 C. The University will not discriminate against, restrain or coerce any employee because or with respect to any lawful Union activity or the employee's membership or non-membership in the Union.

ARTICLE IV RIGHTS OF THE EMPLOYER

- 6 A. All management rights and functions, except those which are clearly and expressly limited in this Agreement, shall remain vested exclusively in the Employer. It is ex-

pressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to:

- 7 1. Full and exclusive control of the management of the University, the supervision of all operations, the methods, process and means of performing any and all work, the control of the property and the composition, assignment, direction and determination of the size of its working forces;
 - 8 2. The right to change or introduce new or improved operations, methods, means or facilities;
 - 9 3. In accord with the provisions of this Agreement the right to hire, schedule, promote, demote, transfer and lay off employees; and the right to suspend, discipline and discharge employees for cause and otherwise to maintain an orderly, effective and efficient operation.
- 10 B. None of the above rights or functions of the Employer shall be exercised in a manner inconsistent with the terms of this Agreement nor shall any of these rights or functions be used to detract from rights expressly and clearly given to the Union by the terms of this Agreement.

ARTICLE V UNION SECURITY

A. UNION MEMBERSHIP

- 11 As a condition of employment, all present employees covered by this Agreement and employees hired, rehired, reinstated or transferred into the Bargaining Unit shall tender the initiation fee and become members of the Union or shall pay service fees in an amount equal to dues uniformly required for membership (as set forth in the Constitution of the International Union) on or before thirty (30) calendar days after the effective date of this Agreement or their date of employment, or transfer into the Bargaining Unit, whichever is later; and shall continue such membership, or pay such service fees as a condition of continued employment. During the University's post-employment orientation, new members hired, rehired, reinstated or transferred into the bargaining unit shall receive a copy of this Agreement and a Dues/Service fee Authorization Form and a representative of Employee Relations shall apprise them of this Article's provisions.

B. CHECK OFF

- 12 1. During the life of this Agreement and in accordance with the terms of the Authorization Form and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct the Union membership dues levied in accordance with the Constitution of the International Union, or a service fee equal to the amount of Union dues, from the pay of each employee who, as of the fifteenth (15th) day of the month preceding the month in which a deduction is to be made, has a currently executed Authorization Form agreed to by the Union and the Employer on file with the Employer. The Union's Financial Officer shall submit to the University's Payroll and Human Resources Offices written certification of the amount of dues/service fees to be deducted pursuant to the provisions of this Article.

13. 2. Employees may have monthly membership dues or service fees deducted from their earnings by signing the Authorization Form, or they may pay dues or fees directly to the Union. In addition, employees may have a one time only initiation fee deducted from their first full pay check (i.e., two [2] weeks earnings) by signing the Authorization Form, or they may pay the initiation fee directly to the Union.
14. 3. A properly executed copy of such Authorization Form for each employee for whom the Union Membership dues or service fees are to be deducted hereunder shall be delivered, by the Union, to the Employer before any payroll deductions shall be made. Deductions shall be made thereafter only under the Authorization Forms which have been properly executed and are in effect. Any Authorization Form which is incomplete or in error will be returned to the Union's Financial Officer by the Employer.
15. 4. Check-off deductions under all properly executed Authorization Forms shall become effective at the time the application is tendered to the Employer and if received on or before the fifteenth (15th) day of the month, preceding the month in which a deduction is to be made, shall be deducted from the first (1st) pay of such month, and monthly thereafter.
16. 5. In cases where a deduction is made that duplicates a payment that an employee already has made to the Union, or where a deduction is not in conformity with the provisions of the Constitution of the International Union, refunds to the employee will be made by the Union.
17. 6. All sums deducted by the Employer shall be remitted to the Union's Financial Officer once each month within ten (10) calendar days following the payday in which deductions were made together with a list which identifies current employees for whom Union dues or service fees have been deducted, the amount deducted from the pay of each employee and any employees who have terminated their Check-off Authorization during the previous month. Employees may terminate such Check-off only in accordance with the terms and conditions set forth in the Authorization Form agreed to by the Union and the Employer.
18. 7. The employer shall not be liable to the Union by reason of the requirement of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees.

C. FAILURE TO COMPLY

19. 1. 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 in an amount equal to these dues as set forth in the Constitution of the International Union shall be terminated by the Employer, provided the following stipulations are adhered to:
 20. a. The Union shall notify the employee by certified or registered mail explaining that he or she is delinquent in not tendering required Union dues or service fees, specifying the current amount of the delinquency, the period of delinquency and warning the employee that unless delinquent dues or service fees are tendered within thirty (30) calendar days of such notice, the employee shall be reported to the University for termination as provided for in this Article.

- 21 b. The Union shall give a copy of the letter sent to the employee and the following written notice to the Director of Employee Relations at the end of the thirty (30) day period set forth in Section a. above:

The Union Certifies that (Name) has failed to tender either the periodic and uniformly required Union dues or service fees required as a condition of continued employment under the Collective Bargaining Agreement and demands that, under the terms of this Agreement, the University terminate this employee. A copy of such notice shall, at the same time, be given by the Union to the employee.

- 22 2. Upon receipt of such notice the Director of Employee Relations, or his or her designee, shall communicate the Union's request for termination to the employee and advise such employee that he or she must pay all back dues or service fees owed the Union, within ten (10) calendar days of receipt of such notice to the Employer (unless otherwise extended by the Union and the Employer), or he or she shall be terminated.

D. SAVE HARMLESS

- 23 The Union shall indemnify, protect and save harmless the Employer from any and all claims, demands, suits, or other forms of liability by reason of action taken or not taken by the Employer at the Union's request or demand, for the purpose of complying with the provisions of this Article.

E. DISPUTES

- 24 Any dispute arising out of the application of this Article shall be subject to the Grievance Procedure, starting at Step III.

ARTICLE VI STRIKES AND LOCKOUTS

- 25 A. It is agreed that on the part of the Union there shall during the term of this Agreement be no strike, stoppage of work or slowdown, and on the part of the Employer no lockout.
- 26 B. In the case of any strike, slowdown or other suspension of work not authorized by the Union, its officers or agents, the Employer agrees that such violation of this Agreement shall not cause the Union, its officers or agents, to be liable for damages; provided, that the Union complies fully with the following:
- 27 1. The Union's obligation to take action shall commence immediately upon receipt of notice from the Employer that a violation has occurred.
- 28 2. Immediately upon receipt of such notice the International Union shall immediately send a written notice to the Local Union, which shall provide a copy of such notice to the employees participating in such violation, stating to them that:
- a. The Union has not authorized the strike, slowdown or suspension of work and does not approve or condone it.

- b. The Union advises the employees to immediately return to their respective jobs and submit any grievances they may have to the Grievance Procedure provided for in this Agreement.
- 29 C. In the event individual employees or groups of employees engage in any of the prohibited activities set forth in paragraph A. above, the Employer shall have the right to, at its discretion, discipline or discharge such employee or groups of employees. However, it is understood and agreed that if there is a dispute as to whether an employee has engaged in the prohibited activities set forth in paragraph A. above, the employee or employees may process a grievance challenging the issue, or whether or not the amount of discipline was proper, starting at the Third (3rd) Step of the Grievance Procedure, provided a written grievance is presented to the Office of Employee Relations within three (3) working days following the date upon which the employee was disciplined or discharged.

ARTICLE VII COMMUNICATIONS

- 30 A. The Union President shall provide the Employer with a list of Local Union Officers, Bargaining/Grievance Committee members, and stewards and their jurisdictional districts. The Employer shall be notified of any subsequent changes.
- 31 B. The Employer's Employee Relations Office shall keep the Union advised, in writing, as to its representatives.
- 32 C. Employees shall be responsible for providing the Employer and the Union with changes in their addresses or telephone numbers within five (5) working days of such changes.
- 33 D. Copies of this Agreement, in booklet form, shall be printed at the expense of the Employer and provided to all members of the Bargaining Unit within ninety (90) calendar days of the ratification of this Agreement by the parties, provided that all copies furnished the Union for proofreading during the pre-printing process and/or signature pages required for printing are returned to the University within five (5) calendar days of the receipt of same by the Union.
- 34 E. The Employer's Human Resources Office shall provide the Union with an alphabetical list of Bargaining Unit employees showing their seniority date, classification, pay grade, and salary rate and a list of Bargaining Unit employees in order of their seniority. Updated lists shall be furnished the President of the Local Union upon request, but in no event more frequently than every six (6) months. In addition, a listing of Bargaining Unit members in order of seniority, reflecting name, rank and seniority date shall be available in the Employment/Affirmative Action Office and updated every six (6) months. Upon written request from the Union to the Office of Employee Relations, copies of this listing shall be provided Union Stewards, whose name(s) and campus mailing address shall be included in the Union request for such information.
- 35 F. The Employer's Human Resources Office shall, within ten (10) calendar days following the end of each pay period provide the Union with information concerning the date of employment, rate of pay, and classification of new employees; effective dates of transfers and terminations; and beginning and ending dates of leaves of absence.

- 36 G. The Employer's Human Resources Office shall, within ten (10) calendar days following the end of each pay period, provide the Union with notice of temporary clerical employees hired or terminated within that pay period. Notice of hire shall include the temporary employee's name, department, date of hire, rate of pay, expected duration of appointment and, where applicable, the name of the bargaining unit employee being replaced by the temporary employee. Notice of termination shall include the temporary employee's name and date of termination.
- 37 H. Upon ratification of this Agreement, and one (1) month after the fourth (4th) closing at fiscal year-end, the Employer agrees to provide the Union with a list of all student help dollars budgeted/expended in that fiscal year in both regular and auxiliary student help budgets. Thereafter, current expenditures in regular and auxiliary student help budgets shall be provided the Union, upon written request, which shall not be made more frequently than on a quarterly basis. In perceived problem areas, upon written request of the Union, job responsibilities of student employees in those areas designated by the Union shall be provided by the Employer.
- 38 I. Upon written request of the Union, the Employer further agrees to provide a cumulative list of all temporary employees hired under the provisions of Article XVIII, unless that information has otherwise been provided. This list shall include rate of pay, duration of appointment, and the names of individuals being replaced.

ARTICLE VIII SPECIAL CONFERENCES

- 39 A. At the request of either the Union or the University, Special Conferences shall be held for the purpose of considering matters of mutual interest, other than grievances under consideration in the Grievance Procedure, provided that mutually acceptable arrangements as to time and place can be made. Such conferences, if mutually acceptable arrangements can be made, shall be scheduled and held in a timely manner.
- 40 B. Special Conferences shall be designated as such in advance, and all such conferences shall be arranged through the President of the Union, or his/her designated representative, and a designated representative of the Office of Employee Relations.
- 41 C. Representatives of the Union, not to exceed five (5) representatives, shall be released with pay for the purpose of attending a Special Conference. Special Conferences may be attended by representatives of the International Union.
- 42 D. In those instances in which the Employer deems their attendance appropriate, Bargaining Unit members/Union representatives in addition to the five (5) Union representatives provided in VIII.C. above shall be released with pay for the purpose of attending Special Conferences.
- 43 E. Whenever practicable, minutes of Special Conferences shall be jointly written by the Union President and the Director of Employee Relations or his/her designee. If no agreement can be reached as to the contents of Special Conference minutes, the University shall provide minutes to the Union, wherein Union exceptions will be noted.
- 44 It is understood that any matter or action discussed by the parties to Special Conferences shall not be deemed binding unless expressly set in writing through a Memorandum

of Understanding that is signed by the Union President and the Director of Employee Relations.

- 45 Actions taken pursuant to Special Conferences shall in no way change or alter any of the provisions of the parties' Collective Bargaining Agreement or the rights of either the University or the Union under the terms of this Agreement.

ARTICLE IX REPRESENTATION AND RELEASE TIME

- 46 A. The Employer shall recognize three (3) seniority employees of the Bargaining Unit and the Local President, or in his/her absence the Local Vice President, as the Grievance/Bargaining Committee.
- 47 B. The Employer shall recognize a Steward and an Alternate Steward in each representative area as agreed upon by the parties in APPENDIX D.
- 48 The Alternate Steward shall only be recognized in the absence of the regular Steward.
- 49 C. Upon request of an employee, the District Steward, or if unavailable, the Alternate Steward or, subject to the approval of the Director of Employee Relations, or his/her designee, a member of the Grievance/Bargaining Committee shall be granted release time (i.e., without loss of time or pay) during working hours for the purpose of investigating and/or adjusting grievances in accordance with the terms of the grievance procedure. At the request of an employee, and subject to the approval of the Director of Employee Relations, or his/her designee, the employee shall have the right to representation by a member of the Grievance/Bargaining Committee instead of representation by a District Steward or his/her alternate.
- 50 D. Members of the Grievance Committee shall be granted release time, without loss of time or pay, to present and discuss grievances at those steps at which they are to participate as provided for in the Grievance Procedure. Additionally, the University agrees that the Union shall be granted release time, without loss of time or pay not to exceed a maximum total aggregate of fifty (50) hours per quarter (July-September; October-December; January-March; April-June), for the purpose of investigating grievances which have been appealed to Step III of the Grievance Procedure. The investigation of a grievance at Step III shall be limited to a single member of the Union's Grievance Committee. Release time shall not be cumulative from quarter to quarter.
- 51 E. Supervisors shall grant permission and provide sufficient time for Union representatives to leave their work for the above purposes; subject to necessary emergency exceptions. The privilege of a representative leaving his or her work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the presentation and/or investigation of grievances and will not be abused; and the representative will perform his or her regularly assigned work at all times, except when necessary to leave his or her work to present and/or investigate grievances as provided herein. The Employer retains the right to initiate procedures for control of and proper accounting of release time as granted under this provision, and for supervisors to arrange for such release time, upon request of a Union representative, with the understanding that such release time must be provided within a reasonable period of time.

- 52 F. Officers of the Union may request release time without pay for the purpose of conducting official business of the International Union and Local Union for up to thirty (30) calendar days provided the employee makes a prior written request to the Director of Employee Relations or his or her designee, who shall approve such a request subject to necessary emergency exceptions. Leaves in excess of thirty (30) calendar days shall be requested in accordance with the Union Leave provision.
- 53 G. Members of the Bargaining Unit elected or appointed to represent the Local Union at Union Educational Conferences shall be allowed time off without loss of pay to attend such conferences. Time off provided pursuant to this provision shall not exceed a maximum total aggregate of twelve (12) days per contract year for the Bargaining Unit. Requests to attend such conferences must be made in writing and shall be submitted not less than five (5) working days prior to the date of the conference to the University's Director of Employee Relations, or his or her designee, who shall approve such request subject to necessary emergency exceptions. No one (1) employee shall be granted more than five (5) consecutive working days off during the contract year under this provision.

ARTICLE X GRIEVANCE PROCEDURE

A. GENERAL PROVISIONS

- 54 1. A grievance, within the meaning of the grievance and arbitration provisions of this Agreement shall consist of any dispute arising under and during the life of this Agreement which pertains to the interpretation, application and/or alleged violation of the Agreement's express terms and conditions. No matter shall be subject to the Grievance Procedure unless it is presented in writing by the Steward at Step II of the Grievance Procedure within fifteen (15) working days from the date the aggrieved employee(s) or the Union became aware, or reasonably should have become aware, of the action complained of. If no grievance is presented in that time the grievance shall be barred. In no event shall monetary adjustments of a grievance cover a period prior to sixty (60) days before the filing of the written grievance.
- 55 2. If a grievance involves two (2) or more employees reporting to different supervisors, or the Union or University believes the processing of the grievance through Step I and II of the Grievance Procedure to be clearly inappropriate, either party may submit a request to the other party to process the grievance beginning at Step III of the Grievance Procedure and, by mutual agreement, the grievance may be so processed.

B. STEP I

- 56 An employee, after he or she informs the University's designated Step I Representative of a grievance, may discuss the grievance with the University Representative or may request such University Representative to call the Steward of his or her District who shall be called in a reasonable period of time. The Steward may discuss the grievance with the grievant and the University's Step I Representative. If the grievance is not resolved, the Steward may, if he or she believes the grievance has merit, reduce the grievance to writing on forms provided by the Employer and submit same to the

designated University Step II Representative.

C. STEP II

- 57 1. Within five (5) working days from the date the grievance is presented, the University's Step II Representative shall arrange and hold a meeting with the aggrieved employee, the District Steward, the designated Representative of the Grievance Committee, the Supervisor, and at the option of the Employer, a Representative of the University's Employee Relations Office.
- 58 2. Within five (5) working days of such meeting the University's Step II Representative shall communicate his/her decision, in writing and on the form provided by the Employer, to the Chairperson of the Grievance Committee. The University's Step II Representative shall also ensure that a copy of the grievance, including his or her decision, is forwarded to those parties set forth on the grievance form.

D. STEP III

- 59 1. If the grievance remains unresolved, and the Union wishes to appeal the grievance, the Chairperson of the Grievance Committee must, within five (5) working days after receipt of the Step II answer by the Union, request in writing a meeting with the Director of Employee Relations or his or her designated representative.
- 60 2. Within five (5) working days after receipt of the written request for a meeting, the Director of Employee Relations, or his or her designee, shall arrange and hold a meeting to discuss the grievance with the Grievance Committee and not more than three (3) representatives of the University.
- 61 3. Representatives of the International Union shall be allowed to attend this meeting and, if not present, such meeting may, if requested by the Union, be adjourned and reconvened at a later date. If such an adjournment is requested, the Director of Employee Relations, or his or her designee, shall reconvene such meeting within ten (10) working days from date of request, and the International Representative(s) shall be allowed to attend the meeting.
- 62 4. Within ten (10) working days after this meeting, the Director of Employee Relations, or his or her designee, shall communicate his/her decision, in writing, to the Chairperson of the Grievance Committee. Any agreement reached at Step III shall be final and binding.

E. STEP IV, ARBITRATION

- 63 1. If the grievance remains unresolved after Step III, the Union may submit the grievance to Arbitration by filing a Demand for Arbitration with the American Arbitration Association no later than fifteen (15) working days after receipt of the Step III answer with concurrent notification thereof to be provided the Director of Employee Relations, or his or her designee. Notification to the Director of Employee Relations, or his or her designee, shall be subject to the same time limitations set forth for filing with the American Arbitration Association and shall include a copy of the Union's Demand for Arbitration, identification of the grievance, issue(s) and provisions of the Agreement involved. If a Demand for Arbitration

is not filed with the Employer's Director of Employee Relations, or his/her designee and the American Arbitration Association within the time limits set forth above, the grievance is barred from Arbitration and the Employer's Step III disposition of the grievance shall be final.

64 2. The arbitration provisions of this Agreement are expressly and exclusively reserved to the Union and the Employer. No employee or group of employees shall have the right to appeal or process a grievance to the Step IV Arbitration level of the Grievance Procedure.

65 Selection of the Arbitrator and the Arbitration hearing shall be governed by the Voluntary Labor Arbitration Rules then obtaining of the American Arbitration Association.

66 3. The Arbitrator shall have no power to add to, subtract from or modify any of the terms of this Agreement, nor shall he/she substitute his/her discretion for that of the Employer or the Union where such discretion has been retained by the Employer or the Union, nor shall he/she exercise any responsibility or function of the Employer or the Union.

67 4. In the event of Arbitration, the fees and approved expenses of the Arbitrator will be shared by the parties equally. Each party shall be responsible for compensating its own representatives and witnesses. The Arbitrator's decision, when made in accordance with his/her jurisdiction and authority established by this Agreement, shall be final and binding upon the University, the Union, and the employee or employees involved.

F. TIME LIMITS FOR STEP II AND III ANSWERS AND APPEALS

68 If the Union fails to appeal a Step II or III answer in writing within the time provided in the Grievance Procedure, or any mutually agreed extension of such time, the Step II or III answer shall be considered final. If the grievance is not answered in writing by the University at the Second or Third Step of the Grievance Procedure within the time provided in the Grievance Procedure, or any mutually agreed extension of such time, the grievance shall be considered as settled in favor of the grievant.

69 For purposes of computing workdays pursuant to this Article, Saturdays, Sundays, holidays, Christmas/New Year Season Days and Act of God Days on which the University is officially closed for business will be excluded.

G. GRIEVANCE RESOLUTIONS

70 The resolution of a grievance at Steps I and II shall not add to, subtract from or modify the terms of this Agreement unless done so in writing and approved by the Director of Employee Relations, or his or her designee, the Local President, or his or her designee, and the Union's International Representative. Any such agreement reached between the University and the Union shall be binding on the Union, the University and employees.

ARTICLE XI DISCIPLINE, SUSPENSION OR DISCHARGE

A. GENERAL PROVISIONS

- 71 The Employer and the Union recognize that it may be necessary to discipline employees who have violated work rules, the terms of this Agreement or reasonable standards of conduct.

B. INFRACTIONS

- 72 A minor infraction by an employee shall normally be cause for a written reprimand as an initial discipline step. A major infraction by an employee shall be cause for suspension or discharge as an initial discipline step, depending on the nature of the offense. Subsequent minor and/or major infractions are subject to discipline up to and including discharge, depending on the nature of the offense.

C. APPEAL OF A DISCIPLINE

- 73 Should an employee who receives a written reprimand consider the discipline to be improper, a grievance may be presented at the First Step of the Grievance Procedure to the immediate Supervisor.

D. APPEAL OF A DISCHARGE OR SUSPENSION

- 74 Should the discharged or suspended employee consider the discharge or suspension to be improper, he/she may present a grievance in writing, through the Chairperson of the Grievance Committee to the Director of Employee Relations, or his/her designee, at the Third Step of the Grievance Procedure within three (3) working days of the discharge and within three (3) working days following expiration of the suspension.

E. REPRESENTATION RIGHTS

- 75 A discharged or suspended employee shall be provided the opportunity to discuss his or her discharge or suspension with the Chairperson of the Grievance/Bargaining Committee, or his/her designee, and the Steward of the district. The Employer will make available an area where said meeting may be conducted before a discharged or suspended employee is required to leave the property of the Employer. Upon request by the Union, a representative of the Employer will arrange to meet with the discharged or suspended employee, his/her Steward and the Chairperson of the Grievance/Bargaining Committee, or his/her designee, prior to the employee leaving the premises.

F. NOTICE OF DISCHARGE, SUSPENSION OR DISCIPLINE

- 76 The University agrees upon the discharge, suspension or discipline of an employee, to promptly notify the Chairperson of the Grievance Bargaining Committee or his/her designee, if available, of the discharge, suspension or discipline.

ARTICLE XII PROBATIONARY EMPLOYEES

- 77 A. Matters concerning the discipline, layoff or termination of a probationary employee shall be specifically and expressly excluded from the Grievance and Arbitration Procedures.
- 78 B. Each employee of the Bargaining Unit shall be considered a probationary employee for the first ninety (90) calendar days of employment as a regular employee. A probationary employee who was employed in the same position as a temporary employee, immediately prior and continuous with his or her appointment as a regular employee, shall have his or her probationary period reduced by the length of such temporary employment in that position, not to exceed sixty (60) days.
- 79 C. Employees who, for any reason, are terminated before completion of their probationary period and who are subsequently rehired to the same position within one (1) year, shall have their second (2nd) probationary period reduced by the total days previously worked, in a probationary status, in the same year. For these purposes, probationary credit shall not exceed sixty (60) days.
- 80 D. Probationary employees shall have no seniority during their probationary period. Upon completion of the probationary period, employees shall be placed on the seniority list of the Bargaining Unit and their seniority shall start from their most recent date of hire as a regular employee.

ARTICLE XIII BREAK-IN AND QUALIFYING PERIODS

A. BREAK-IN PERIOD

- 81 1. A Break-in Period is defined as a period not to exceed twenty (20) work days following an employee's movement to a position in the same pay grade or a lower pay grade. During such time, the employee shall be evaluated as to whether he/she is capable of performing the responsibilities of the position.
- 82 2. A Break-in Period shall be applicable to those employees who:
- 83 a. Bid on and are transferred to a position in the same pay grade or a lower pay grade; or
- 84 b. are transferred by the Employer, due to a reduction in the workforce; or
- 85 c. are transferred by the Employer in order to place employees returning from layoff or leaves of absence; or
- 86 d. return from layoff or leaves of absence and are placed by the Employer in accordance with the Seniority provisions of this Agreement.
- 87 3. If, during a Break-in Period, a determination is made that an employee is not capable of performing the responsibilities of a position to which he/she has been transferred/placed, the employee shall be returned to his/her former status (i.e.,

layoff or leave of absence) or former position, if said position has not been eliminated.

- 88 In those instances in which an employee is not capable of performing the responsibilities of a position to which he/she has been transferred/placed and said employee's former position has been eliminated, the employee shall be laid off. In such instances the layoff of an employee shall not be subject to the advance notification provided in Article XV.F., but the recall of said employee shall be made in accordance with the provisions of Article XV. LAYOFF AND RECALL.

B. QUALIFYING PERIOD

- 89 1. A Qualifying Period is defined as a period not to exceed ninety (90) calendar days following an employee's movement to a higher pay grade. During such time, the employee shall be evaluated as to whether he/she is capable of performing the responsibilities of the position.
- 90 2. If, at any time within the ninety (90) calendar day Qualifying Period following an employee's move to a higher pay grade, it is determined by the Employer that the employee is unable to satisfactorily perform the responsibilities of the position, the employee shall be returned to his/her former job and former rate of pay.
- 91 3. An employee moving from one pay grade to a higher pay grade shall be evaluated in writing prior to the completion of the ninety (90) day Qualifying Period.
- 92 In those instances in which it is determined that an employee is performing unsatisfactorily in a position to which he/she has been promoted, the employee shall be evaluated in writing and informed of said performance problem(s). Such evaluation may be executed at any time and as frequently as deemed appropriate by the employer, but in no event later than the sixtieth (60th) day of the Qualifying Period unless such performance problem(s) go undetected by the employer until a later date, at which time the employee shall be informed through written evaluation of his/her unsatisfactory performance in a timely manner by the employer.

C. EXTENSIONS OF BREAK-IN AND QUALIFYING PERIODS

- 93 Break-in and qualifying periods for those employees who are absent from work for medical or personal reasons may be extended for a period of time equal to the time that the employee was absent from work.
- 94 In those limited instances where an employee who received a job promotion through the bidding procedure is absent for more than fifteen (15) working days for medical reasons, and the employer appoints another Bargaining Unit member to the position, the absent employee shall have the right to return to a job in the paygrade and classification held at the time of medical leave. However, in such instances the full ninety (90) calendar day qualifying period shall apply to the employee in the position to which he/she is returned. This provision may also apply to employees granted Personal Leaves of Absence in cases of exceptional need, subject to the approval of the Director of Employee Relations or his/her designee.

ARTICLE XIV SENIORITY

A. GENERAL PROVISIONS

- 95 1. Employees in the Bargaining Unit as of March 31, 1975, or thereafter, who have completed their probationary period shall be entitled to seniority rights under this Agreement. Such seniority shall be based on length of service as a regular employee from the date of their most recent hire as such an employee. "Date of most recent hire" shall mean the date on which the employee actually begins work as a regular employee, irrespective of when such employee was advised that he or she had been hired. Seniority shall be recognized in the classifications set forth in Appendix C.
- 96 2. If two (2) or more employees have the same seniority date they shall be ranked by the last four (4) numbers of their respective Social Security numbers, the employee with the lowest number being given the highest rank.
- 97 3. An employee excluded from the Bargaining Unit prior to March 31, 1975 shall have no seniority in the Bargaining Unit and if transferred to the Bargaining Unit shall have seniority from the date of such transfer and shall be considered a new hire. Vacation and other fringe benefits shall be determined by total University continuous service from the most recent date of hire.
- 98 4. An employee who was in the Bargaining Unit as of March 31, 1975, or thereafter, and who later transfers to a position excluded from the Bargaining Unit, at his or her own request or through some action of the Employer, shall retain all accrued seniority earned prior to his or her transfer from the Bargaining Unit and shall continue to accrue seniority rights for a period not to exceed ninety (90) days.
- 99 Employees returned to the Bargaining Unit within ninety (90) days of their transfer, through some action of the Employer whose reason for effecting such employee's return shall not be subject to challenge by the Union, shall be permitted to exercise their seniority rights in accordance with the procedure provided for in Article XV. LAYOFF AND RECALL. Employees that have been out of the bargaining unit in excess of the aforementioned ninety (90) day period may, at the discretion of the Employer be permitted to exercise their bidding rights for vacant Bargaining Unit positions within the University as provided in Article XVI. REGULAR JOB VACANCIES and shall have any seniority previously accrued while in the Bargaining Unit, as provided in XIV.4. above, recognized for purposes of determining the most senior bidder for such position(s). In no instance shall an employee who is returned to the Bargaining Unit in accordance with the provisions of this Agreement be credited with seniority in the Bargaining Unit in excess of the seniority provided herein.
- 100 In those limited instances in which an employee has been out of the Bargaining Unit in excess of ninety (90) days and is subject to layoff due to an elimination of his/her position and subject to the provision that he/she has exhausted those alternatives to layoff provided members of his/her then current employee group, the employee may, at the discretion of the Employer be returned to the Bargaining Unit in accordance with the following procedure; provided, the employee meets the stated qualifications of the position and is able to perform the work.

- 101 a. Transfer to a vacant position, if any, within the same classification and pay grade last occupied by the employee for more than ninety (90) days prior to his or her transfer out of the Bargaining Unit.
- 102 b. Transfer to a vacant position, if any, within the same classification series and pay grade last occupied by the employee for more than ninety (90) days prior to his or her transfer out of the Bargaining Unit.
- 103 c. Transfer to a vacant position, if any, in the next lower pay grade within the same classification series last occupied by the employee for more than ninety (90) days prior to his or her transfer out of the Bargaining Unit.
- 104 d. Transfer to a vacant position, if any, in another classification series that does not have a pay grade higher than that specified for the classification last occupied by the employee for more than ninety (90) days prior to his or her transfer out of the Bargaining Unit.
- 105 5. An employee granted a Personal Leave of Absence pursuant to this Agreement shall, during the period of his or her absence, retain his/her seniority and shall continue to accumulate seniority for a period not to exceed ninety (90) days during any twelve (12) month period.
- 106 6. An employee on layoff shall retain and continue to accumulate seniority except as hereinafter provided.
- 107 7. An employee shall lose his or her seniority and shall be terminated for the following reasons:
- 108 a. He or she voluntarily terminates his or her employment with the University.
- 109 b. He or she is discharged for cause and such discharge is not reversed through the Grievance Procedure.
- 110 c. He or she retires or receives a pension under the Pension Plan of this Agreement.
- 111 d. He or she is absent from his or her job for three (3) consecutive working days without notifying the Employer, unless unable to do so for reasons beyond his or her control. After such absence, the Employer shall send written notification to the employee at his or her last known address that he or she has lost his or her seniority and that his or her employment has been terminated.
- 112 e. If he or she does not notify the University's Employment/Affirmative Action Office within five (5) working days of his or her intent to return and/or does not return to work within ten (10) working days when recalled from layoff. In proper cases, exceptions may be made.
- 113 f. Failure to return to work within the time limits of a leave of absence or an extended leave of absence unless the employee is unable to return for reasons beyond his or her control and notifies the Employer within three (3) working days and obtains an extension of such a leave as provided in the Leave of Absence provision.

- 114 Upon an employee's failure to return to work within the time limits of a leave of absence or an extended leave of absence, the employer shall send written notification to the employee at his/her last known address, stating that he/she has lost his/her seniority and that his/her employment has been terminated.
- 115 g. Failure to notify the University at least twenty (20) days in advance of the expiration of a leave of absence of intent to return to work as provided in Article XXV.J.3.
- 116 h. If laid off for a period of three (3) years or the period of the length of such laid-off employee's seniority, whichever is less.
- 117 8. Except as otherwise provided, an employee's seniority shall be recognized in the classification designation on the seniority list furnished the Union pursuant to Article VII.E of this Agreement. New employees' seniority shall be recognized in the position to which they are initially appointed.
- 118 9. Employees who are promoted shall have their seniority recognized in the classification to which they are promoted upon completion of the ninety (90) calendar day qualifying period referred to in Article XIII.B. Until completion of such ninety (90) calendar day period, the employee shall continue to have his or her seniority recognized in the most recent classification such employee had held for a period of not less than ninety (90) calendar days.
- 119 10. An employee who is on layoff, or who because of a layoff in his or her classification is working in another classification, shall continue to accumulate seniority (unless otherwise provided in XV.A.7. above) but such seniority shall only be recognized in the employee's regular classification.

B. SENIORITY OF UNION OFFICIALS

120 1. Representatives

Notwithstanding his/her position on the seniority list, the President (if an employee of the Employer) and Grievance Committee Members shall, in the event of a layoff, be continued at work as long as there is a job in the Bargaining Unit and provided they are capable, with minimal training, of performing all aspects of the available job. Such a Union representative displaced by a reduction in force shall exercise his/her rights under this provision in the following order.

- 121 a. Be assigned to replace the least senior employee within his/her classification in the Bargaining Unit, if any, provided he/she is fully capable, with minimal training, of performing all aspects of such available work.
- 122 b. Be assigned to replace the least senior employee within the Bargaining Unit in his/her classification series within the Bargaining Unit, if any, provided he/she is fully capable, with minimal training, of performing all aspects of such available work.
- 123 c. Be assigned by the Employer to a classification in the Bargaining Unit provided he/she can fully perform, with minimal training, all aspects of the

available work in such classification, if any, and replace the least senior employee in such classification in the Bargaining Unit.

124 d. Be laid off.

125 For the purpose of this Provision, the Local President shall be given preference over Grievance Committee members.

2. Stewards

126 Notwithstanding their position on the seniority list, Union Stewards shall, in the event of a layoff, be continued at work as long as there is a job in their representative area, and provided they are capable, with minimal training, of performing all aspects of the available job. Union Stewards displaced by a reduction in force shall exercise their rights under this provision in the following order:

127 a. Be assigned to replace the least senior employee within his/her classification, and representative area, if any, provided he/she is fully capable, with minimal training, of performing all aspects of such available work.

128 b. Be assigned to replace the least senior employee within his/her representative area in his/her classification series within the Bargaining Unit, if any, provided he/she is fully capable, with minimal training, of performing all aspects of such available work.

129 c. Be assigned by the Employer to a classification in his/her representative area, provided he/she can fully perform, with minimal training, all aspects of the available work in such classification, if any, and replace the least senior employee in such classification in the representative area.

130 d. Be laid off.

ARTICLE XV LAYOFF AND RECALL

131 A. When there is a decrease in the work force, temporary employees, then probationary employees will be laid off provided the seniority employees can perform the available work. Thereafter, seniority employees affected must exercise their seniority according to the following order; provided, the employee meets the stated qualifications of the position and is able to perform the work.

132 1. Transfer to a vacant position, if any, within the same classification and pay grade.

133 2. Replace the least senior employee, if any, in the same classification and pay grade.

134 3. Transfer to a vacant position, if any, within the same classification series and pay grade.

135 4. Replace the least senior employee within his or her pay grade and within his or her classification series.

- 136 5. Transfer to a vacant position, if any, in the next lower pay grade within his or her classification series.
- 137 6. Replace the least senior employee in his or her classification series in the next lowest pay grade where there is a less senior employee.
- 138 7. Transfer to a vacant position, if any, in another classification series that does not have a higher rate than the rate earned by the employee in the classification from which he or she was displaced.
- 139 8. Replace the least senior employee in another classification series in a classification which does not have a higher rate than the rate of the classification of the displaced employee exercising his or her seniority; provided, that an employee may only replace the least senior employee in the lowest pay grade within any classification series if he or she meets the minimum qualifications and is able to perform the work.
- 140 9. Be laid off.
- 141 B. Employees displaced or laid off shall be recalled to their regular pay grade or a lower pay grade, within their former classification series in the order of their seniority. In the event that a regular opening occurs in a classification which the Employer elects to fill and there are no employees on layoff or displaced from such classification series who are eligible to return to the series, such openings shall be filled in accordance with the regular job vacancy provisions of this Agreement.
- 142 C. Notice of recall shall be sent to the employee at his or her last known address by registered or certified mail.
- 143 D. Any employee transferred under the Layoff or Recall Procedures provided above must be qualified and able to perform the work with minimal training, of the employee he or she is displacing or the work of the vacant position. An employee may be disqualified from performing such work if such employee's employment record with the University indicates that there is no reasonable expectancy that he or she would be qualified to perform the job, or if it is determined by the Employer during the Break-in Period provided in Article XIII.A. that such employee does not have the ability to perform the job. Any employee disqualified from a job as provided herein shall be transferred, or laid off, in accordance with the provisions of Article XIII. BREAK-IN AND QUALIFYING PERIODS.
- 144 E. In applying the procedure as hereinabove provided, in no case shall a displaced employee replace an employee who has greater Bargaining Unit seniority.
- 145 F. Employees to be laid off for an indefinite period of time shall have at least twenty (20) working days notice of layoff. The Union shall likewise be notified by the Employer of such pending layoffs at least twenty (20) working days prior to the date of said layoffs. Such notice requirements shall apply for displacements or layoffs resulting from an employee returning from a leave of absence or layoffs of definite duration.
- 146 G. For purposes of this section, classification series shall be designated as outlined in APPENDIX C.

- 147 H. At the request of the Union, a Special Conference shall be held within five (5) working days of said request, to discuss layoffs.

ARTICLE XVI REGULAR JOB VACANCIES

- 148 A. Regular job vacancies shall be published in the University Publication (Focus), and when deemed necessary by the Employer, by special memorandum by the Employment/Affirmative Action Office. Such notice shall include the date of posting, classification, pay grade, department and final date of acceptance of application which shall be no less than the fourth (4th) working day following the publication of the vacancy. The Employer may temporarily fill such a vacancy during the posting and selection process. The Employer shall not consider any application submitted after the final date of acceptance.
- 149 1. Job awards shall be made to the best qualified applicant. Attendance, discipline records and work experience in a department where a vacancy is posted shall be considered as a factor in determining the qualifications of an applicant. A candidate may be disqualified from consideration if:
- 150 a. he or she does not have the requisite skills for such vacancy; or
- 151 b. if such candidate's employment record (and application) indicates that there is no reasonable expectancy that he/she would be qualified to perform the job.
- 152 Each individual candidate is responsible for ensuring, at the time of application, that his or her employment record and/or application accurately reflects those job skills, experience, training and other qualifications he or she desires the Employer to consider in evaluating his or her candidacy. A copy of the employee's bid form will be forwarded to the Union President or his/her designee each Thursday.
- 153 2. In the selection of the best qualified candidate, in preference to a less senior Bargaining Unit employee over a more senior Bargaining Unit employee, such "best qualified" candidate must clearly have better requisite skills.
- 154 3. Seniority candidates shall be given preference over non-bargaining unit candidates provided they fully meet the requisite skills as established for the specific job vacancy and the employment record indicates that there is a reasonable expectancy that he or she is qualified to perform the job.
- 155 4. As used in this provision, requisite skills shall be defined as both those skills stated as the required qualifications noted in the classification specification as well as any reasonable specific qualifications and skills necessary or reasonably desired for the particular job vacancy, which shall be determined at the time of the job posting, and shall require the advance approval of the Employment/Affirmative Action Office.
- 156 5. No requirement shall be posted as "necessary" unless it can be clearly demonstrated that the requirement is needed to fulfill the responsibilities of a posted position. Qualifications beyond those required in the classification specification and those necessary to fulfill the responsibilities of the position shall be posted as "desired."

- 157 6. A seniority job applicant who desires to withdraw his/her application for any Bargaining Unit vacancy shall be required to provide written notice of withdrawal to the University's Employment/Affirmative Action Office.
- 158 7. Any employee who is awarded and accepts a position for which he/she has bid shall be barred from bidding on any future vacancy for a period of six (6) months, except where the employee desires consideration for a vacancy in a higher pay grade.
- 159 B. The Employer shall notify, in writing, all Bargaining Unit applicants of the disposition of their applications and place a copy of same in their official Personnel File. To satisfy the provisions of the Grievance Procedure, appropriate notification to candidates not being offered the position shall include the name and seniority date of the employee awarded the position.
- 160 C. At any time within the ninety (90) calendar day qualifying period following an employee's promotion, the employee shall be returned to his or her former job and former rate of pay if he or she fails to perform satisfactorily, as provided in Article XIII.B.
- 161 D. Job vacancies under this section shall not mean temporary openings such as openings caused by sickness, accident, disciplinary layoff, vacations or leaves of absence. If the Employer elects to fill such temporary job vacancies, such vacancies may be filled by laid off employees, if available and qualified, or by temporary employees. Laid off employees shall be recalled for temporary job assignments prior to the hiring of temporary employees for such assignments, provided they are capable, with minimal training, of performing all aspects of the available job. Such assignments shall be offered to laid off Bargaining Unit employees who have the necessary qualifications for such temporary job assignments in the order of their seniority, provided they are available for such assignment on the date it begins and for the duration thereof. The layoff and recall of Bargaining Unit employees for temporary job assignments shall not be subject to the Layoff and Recall provisions of this Agreement.

ARTICLE XVII JOB CLASSIFICATIONS

A. GENERAL PROVISIONS

- 162 The classification of jobs, as enclosed in APPENDIX C of this Agreement, is designed to identify jobs which have been categorized according to qualifications required, the degree of responsibility, complexity, effort and skill of the duties associated with the jobs. The Employer and the Union agree upon and accept the job classifications and descriptions in effect at the time of ratification of this Agreement as the basis for payment of wages as provided herein (except as modified through the procedures set forth in APPENDIX D).

B. REVISED JOBS AND NEW JOBS

- 163 In the event the Employer changes a classification description or whenever a new clerical job is created by the Employer which is not covered by an existing classification, the Employer shall notify the Union and provide a copy of the classification description of the new or revised job and pay grade to the Union, and upon request of the Union, shall, within ten (10) working days after such notification, meet with the Union to discuss the classification and pay grade. If, following such a discussion there is a dispute as

to the appropriate pay grade for the new or revised classification description, such dispute shall be an appropriate matter for a grievance initiated at the Third Step of the Grievance Procedure. If the grievance is referred to an Arbitrator, he/she shall use as the basis for his/her decision, the complexity, responsibility, effort and skill of the new or revised job as compared to other jobs in the Bargaining Unit.

C. BARGAINING UNIT WORK

- 164 The Employer shall not, through its classification process, remove work from the Bargaining Unit performed under classifications covered by this Agreement without first notifying the Union.
- 165 If there is a dispute as to whether a new or revised job classification belongs within the Bargaining Unit as described in Article II (Recognition), or in the event of a dispute as to whether a new or revised job classification is within the Bargaining Unit represented by UAW Locals 1975 or 1976, the Local Union shall notify the University as to which Bargaining Unit they believe such new or revised job classification is within, and if the University disagrees with such determination, it shall notify the Local Union and such dispute shall be an appropriate matter for determination by the Michigan Employment Relations Commission (MERC).

ARTICLE XVIII TEMPORARY EMPLOYEES

- 166 Temporary employees may be hired by the Employer for temporary work assignments, subject to the following stipulations:
- 167 A. The employment of temporary employees is not subject to the terms of this Agreement except as specified in this provision.
- 168 B. The term "temporary employee" shall mean any individual or individuals whose employment is limited in duration and is established for:
- 169 1. a specific project; or
- 170 2. the purpose of relieving employees who are absent due to sickness or injury, leave of absence or vacation; or
- 171 3. augmenting the regular workforce of employees to meet the requirements of the University that may be occasioned by termination, dismissal, temporary increased workloads or other conditions that may create short-term staffing requirements.
- 172 C. Temporary employees who are employed in temporary jobs consistent with XVIII.B.1 above, may not be continuously employed in a position for a period greater than one-hundred-twenty (120) calendar days.
- 173 D. Temporary employees who are employed in temporary jobs consistent with XVIII.B.2 above may not be continuously employed in a position for a period greater than one-hundred-eighty (180) calendar days. The job shall, however, be posted within one-hundred-twenty (120) calendar days and filled within a reasonable period of time, not

to exceed the one-hundred-eighty (180) calendar day period as provided in this Article XVIII.D.

- 174 E. Temporary employees who are employed in temporary jobs consistent with XVIII.B.3 above may not be continuously employed in a position for a period greater than ninety (90) calendar days.

ARTICLE XIX WORK BY NON-BARGAINING UNIT EMPLOYEES

- 175 It is recognized by the Union and the Employer that supervisors, temporary, and student employees also perform clerical/secretarial work and that this Agreement does not restrict any such work by any non-bargaining unit employees, except Bargaining Unit jobs that have been eliminated. The Employer agrees that it will not increase the size of its non-bargaining unit work force to replace bargaining unit employees.

ARTICLE XX RULES, POLICIES, REGULATIONS AND REQUIREMENTS

- 176 The University has the right to make and modify reasonable rules, policies, regulations and requirements. However, no such rule, policy, regulation or requirement, or modification thereof shall be contrary to the clear and express terms of this Agreement nor shall any such rule, policy, regulation or requirement be administered to detract from rights expressly and clearly given to the Union by the terms of this Agreement, providing that the application of such rules, policies, regulations, and requirements are subject to the Grievance Procedure.

ARTICLE XXI PERSONNEL FILES

A. MAINTENANCE

- 177 An official personnel file shall be maintained by the Employer on each employee, and all such files shall be maintained in a centrally located office.

B. CONTENTS

- 178 Each employee shall have the right, upon request, to examine the contents of his or her own personnel file, the only exclusion being confidential preemployment credentials, statements and inquiries. The employee shall make an appointment with the Employment/Affirmative Action Office to examine his or her personnel file. The Director of Employment/Affirmative Action, or his or her designee, shall be present when the employee examines his or her file, and the employee may be accompanied by a representative of the Union if the employee so desires. An employee may authorize, in writing, a representative of the Union to examine his or her personnel file as provided for in this provision in his or her absence, pursuant to the investigation of a grievance which has been presented in accordance with the Grievance Procedure.

- 179 At the request of the employee, the Employer will remove from the employee's official personnel file, those records of disciplinary action(s) which no longer have any force and effect within the progressive disciplinary procedure set forth in the Employer's Rules and Regulations for Bargaining Unit employees.

C. ADDITIONS

- 180 Each employee shall have the right to place in his or her personnel file material which attests to a change in his or her added education or experience. No negative material relating to an employee's performance at the University shall be placed in the official personnel file without notice to the employee, the only exclusion being confidential statements, inquiries and letters of recommendation.

D. REPRODUCTION

- 181 At the employee's request, the Employer shall reproduce any material in his or her own personnel file except confidential preemployment credentials, statements and inquiries, provided that a reasonable duplication fee is paid by the employee.

ARTICLE XXII SUPPLEMENTAL EMPLOYMENT AND
CONFLICT OF INTEREST

- 182 A. As a member of the staff, an employee's first employment obligation is to the University. Any supplemental employment which impairs an employee's ability to perform his or her full duties, or which precludes an employee from working a full work schedule in accordance with this Agreement or which is in conflict of interest with his or her obligations to the University, is not permitted.
- 183 B. If the University believes there is a conflict of interest or that an employee's supplemental employment is inconsistent with this provision, it shall notify the employee to discontinue such employment or conflict. If the employee believes such employment or alleged conflict is not inconsistent with this section, he or she may file a grievance at Step III of the Grievance Procedure within five (5) working days of receipt of such notice, in which event, the employee shall not be required to cease such employment or alleged conflict until the Grievance Procedure is exhausted.

ARTICLE XXIII HOURS OF WORK

A. WORK DAY

- 184 The regular work day shall consist of eight (8) hours, exclusive of a duty free sixty (60) minute lunch period, without pay; except that a thirty (30) minute lunch period, without pay, may be attained by the mutual written agreement of the employee and the Employer.
- 185 1. The time of the lunch period shall be determined by the Employer.
- 186 2. Each full time employee shall be entitled to a duty free, paid, fifteen (15) minute

rest period during the first half of the working day, and a duty free, paid, fifteen (15) minute rest period during the second half of the working day, which shall be scheduled by the Employer.

B. SHIFT PREMIUMS

- 187 1. The normal day shift shall be any full-time shift starting between the hours of 5:00 a.m. and 12:59 p.m.
- 188 2. The normal afternoon shift shall be any full-time shift starting between the hours of 1:00 p.m. and 8:59 p.m. A full-time employee working on the afternoon shift shall receive a premium of fifteen cents (\$.15) per hour.
- 189 3. The normal evening shift shall be any full-time shift starting between the hours of 9:00 p.m. and 4:59 a.m. A full-time employee working on the evening shift shall receive a premium of twenty-five cents (\$.25) per hour.
- 190 4. An employee who may work a split shift shall receive the appropriate shift premium for the portion of the shift starting during the afternoon or evening shift.

C. WORK WEEK

- 191 Except for part-time employees, the regular work week shall consist of five (5) consecutive working days, for a total of forty (40) work hours in any one (1) week. Such five (5) consecutive days shall not include both Saturday and Sunday in any employee's work week. This provision shall in no way be construed as guarantee of work or pay. Current work weeks of employees may be changed by the Employer for reasonable business justification and, except for emergency situations, the Employer shall give at least three (3) days prior notice to the Union. Any dispute as to whether such a change in work weeks is consistent with this provision shall be subject to the Grievance Procedure. In the assignment of employees to any new or revised work week, preference shall be granted to senior employee(s) within the classification and department or sub-unit thereof, whose regular work is interchangeable and affected by such work week change.

D. OVERTIME

- 192 1. Employees required and scheduled to work more than eight (8) hours per day or forty (40) hours per week shall, at the discretion of the Employer, be paid at a rate equal to one and one-half times their regular hourly rate or receive compensatory time at the rate of one and one-half hours for each hour worked in excess of eight (8) hours per day or forty (40) hours per week.
- 193 2. Overtime shall be assigned at the discretion of the Employer.
- 194 3. If the rotation of overtime assignments among individuals in the same classification, assignment, pay grade, and job location would not interfere, impede, or delay the completion of the Employer's work or result in an inferior work product, such overtime assignments within the bargaining unit shall be rotated on a seniority basis.
- 195 4. For the purposes of computing overtime pay or compensatory time off under

XXIII.D.1. above, a paid holiday, paid sick day, paid personal day or paid vacation day shall be considered as time worked.

- 196 5. Where it is practical to do so, the University agrees to give employees forty-eight (48) hours advance notice of required and scheduled overtime.

E. CALL-IN PAY

- 197 An employee reporting for emergency duty at the Employer's request for work not scheduled in advance and which is outside of and not continuous with his or her regular work period, shall be guaranteed at least three (3) hours work at the rate of time and one-half.

ARTICLE XXIV UNSCHEDULED CLOSDOWNS

- 198 When the Employer temporarily closes all or any portion of its operation due to power failure, Act of God or other cause beyond its control, employees instructed not to report for work shall receive their regular hourly rate of pay, exclusive of shift premium, for up to but not exceeding the first eight (8) hours such employees were previously scheduled but unable to work by reason of the Employer's closedown. For the remainder of such closedown or three (3) work days whichever is less, employees may use sick leave or annual leave to the extent each such employee's accrued leave time shall so permit.

- 199 In the event of a temporary closing and where the timing of such decision shall so permit, the Employer shall make reasonable efforts to notify affected employees by 6:00 a.m. through the following media:

EMU Newslne
EMU Department of Public Safety
EMU Switchboard
WEMU-FM-89.1

- 200 The University shall also attempt to have notification to employees broadcast through local radio stations, such as:

CKLW
WJR
WAAM

ARTICLE XXV LEAVES OF ABSENCE

A. LEAVE OF ABSENCE FOR PERSONAL REASONS

- 201 Seniority employees requesting a leave of absence for personal reasons shall make application in writing through their department head to the Director of Employment/Affirmative Action, or his or her designee. Leaves may be granted for valid personal reasons but not for the purpose of obtaining or maintaining employment elsewhere. Such leave of absence, without pay, may be granted at the convenience

of the University to an employee for not more than three (3) months. A leave of absence as herein provided may be extended with the approval of the University but in no case shall the period of the leave extend beyond the length of the employee's seniority at the initial commencement of such leave or one (1) year, whichever is less. Seniority will accumulate for a period not to exceed ninety (90) days during a leave of absence. Leaves of absence as herein provided will not be granted an employee who is laid off and will not be extended if the employee would have been laid off had he or she been working during the leave.

B. MEDICAL LEAVE OF ABSENCE

- 202 A seniority employee unable to work because of sickness or injury shall, upon written request, be placed on a Medical Leave of Absence without pay for up to three (3) months after exhausting all rights to paid sick leave, provided appropriate requested medical information is provided. Maternity disabilities shall be considered medical disabilities for purposes of this provision.
- 203 To clarify the amount of time that shall be due any leave of absence for medical purposes, including maternity disability, EMU and UAW Local 1975 hereby reaffirm and make clear their intent that medical leaves of absence shall only be granted for such periods of time, not to exceed the three (3) month incremental limit provided above, that an employee is medically unable to work. By way of illustration but not by way of limitation, an employee granted a Medical Leave of Absence for maternity disability shall be granted an initial medical leave commencing with the date that a physician verifies that the employee is no longer able to work and extending from the date of birth for the six (6) week period normally associated with the birth of a child. Medical complications that may require an extension of such leave beyond the six (6) week period shall be deemed appropriate grounds for extension provided the employee furnishes timely medical documentation prior to the expiration of a Medical Leave of such need to the Director of Employment/Affirmative Action.
- 204 The Employer shall require such medical information as is appropriate to evaluate a request for medical leave of absence or extension of a medical leave of absence.
- 205 A Medical Leave of Absence may be extended, but such leave and any extension when taken together shall not exceed an employee's seniority at the time such leave begins or two (2) years, whichever is less. Seniority shall accumulate during such a leave.
- 206 An employee who is disabled and receiving compensation pursuant to the Workers' Compensation Act, shall be granted a leave of absence under the Medical Leave provision through the Office of Employee Relations. Such a leave may be extended for one (1) additional year in increments not to exceed three (3) months. However, seniority shall not accumulate beyond the first two (2) years of such a leave.
- 207 The University shall also require such medical information as is appropriate to certify an employee's ability to return to work following a Leave of Absence due to medical disability. See XXV.I. below for provisions governing return to work from a Medical Leave of Absence.

C. UNION LEAVE

- 208 Any employee elected to a permanent office in, or as a delegate or appointed to, any labor activity necessitating a leave of absence without pay, may request such a leave provided written notice of such leave, giving the length of the leave, shall be made to the Director of Employment/Affirmative Action, or his or her designee, as far in advance as possible but in no event later than twenty (20) working days prior to the day such leave is to become effective. Such leaves so requested must be made in writing to the University by the Director of Region I-A, and shall be granted by the University for up to two (2) years. Such leaves shall be extended provided written notice of request for extension is made as far in advance as possible but in no event later than twenty (20) working days prior to the day such leave is to become effective. Seniority shall accumulate during such leaves. See XXV.J. below for provisions governing return to work from a Union Leave of Absence.

D. LEAVE OF ABSENCE FOR PUBLIC OFFICE

- 209 Any employee with at least one (1) year seniority elected to public office may make written application for a leave of absence without pay for the period of the first (1st) term of active service in such elective office. An extension of such a leave of absence for service in elective public office may be granted by the University upon written application by the employee. Seniority shall accumulate during such a leave, not to exceed the employee's seniority at the time the leave begins, or two (2) years, whichever is less.
- 210 Such request must be made no less than thirty (30) days in advance in writing to the Director of Employment/Affirmative Action, or his or her designee. Exceptions may be made when it is not possible for such advance notice to be given.

E. CHILD CARE LEAVE

- 211 Immediately following and continuous with a period of medical disability associated with the birth of an employee's child, or immediately following the adoption of a child under twelve (12) years of age by an employee, a seniority employee shall be granted a Child Care Leave of Absence without pay in accordance with the Personal Leave provision, provided the employee has exhausted his or her accrued vacation time.
- 212 For seniority accrual during a subsequent Child Care Leave, an employee must work one (1) year prior to the beginning of each subsequent leave.
- 213 Recognizing that child care is shared by both parents, it is explicitly noted that this section of the Agreement as all others, applies to both women and men. See XXV.J. below for provisions governing return to work from a Child Care Leave.

F. LEAVES OF ABSENCE FOR MILITARY SERVICE

- 214 Any employee who enters either active or inactive training duty or service in the Armed Forces of the United States will be given a Leave of Absence without pay subject to the conditions herein. Upon submission of satisfactory proof of pending induction for active service, the employee may arrange, by written request to the Director of Employment/Affirmative Action, or his or her designee, for the leave to begin up to

thirty (30) days prior to the induction date. Seniority will accumulate during the period of such leave. Upon termination of such leave, the employee shall be returned from leave as provided in Article XIV. SENIORITY, unless the circumstances have so changed as to make it impossible or unreasonable to do so. In that event, he or she will be offered such employment in line with his or her seniority as may be available and which the employee is capable of doing at the current rate of pay for such work provided he or she meets the requirements.

215 As used in this paragraph, "Armed Forces of the United States" is defined as and limited to the United States Army, Air Force, Navy, Marine Corps, Coast Guard, National Guard, Air National Guard or any reserve component thereof. See XXV.I. below for provisions governing return to work from a Military Leave of Absence.

G. RESERVIST DUTY LEAVE

1. Annual Training Duty Leave

216 Upon prior written request, a full-time employee who is a member of the National Guard or organized Reserves of a United States Military Service and who is ordered to active duty for an annual training period shall be granted a Leave of Absence for the duration of that training period.

2. Emergency Duty Leave

217 A full-time employee who is a member of the National Guard or organized Reserves of a United States Military Service and who is ordered to emergency duty because of riot, flood or other disaster shall be granted a Leave of Absence for the duration of that emergency duty. Seniority shall accumulate during such leave.

218 3. The Employer shall be obligated only to pay an amount equal to the difference between the employee's salary as computed on a daily basis and the reservist's daily base stipend paid if that stipend is less than the employee's daily rate.

219 4. The Employer shall be obligated only to pay the above difference for a maximum period of ten (10) working days. See XXV.I. below for provisions governing return to work from Reservist Duty Leave.

H. EDUCATIONAL LEAVE

220 An employee with at least one (1) year of seniority who is eligible for a Leave of Absence pursuant to the provisions of XXV.6. below may request, in writing, a Leave of Absence without pay of up to twelve (12) months in order to pursue a full-time educational program. Seniority shall accumulate during such a leave if the employee, upon his/her return to work, provides the Employer with appropriate validation of the satisfactory completion of those educational endeavors set forth in the employee's request for such leave. Departmental recommendations regarding Educational Leave Requests shall be provided the employee within five (5) working days of the submission of such request. See XXV.J. below for provisions governing return to work from an Educational Leave of Absence.

221 The Tuition Waiver Program provided in Article XXVII. MISCELLANEOUS shall

be made available to those employees granted an Educational Leave, subject to the following conditions:

- 222 1. The employee shall have completed one (1) year of regular service prior to the first day of classes of the term or semester for which he/she plans to register.
- 223 2. The employee shall have completed at least one (1) year of regular service since a previous Educational Leave.
- 224 3. The employee shall register for a credit hour load sufficient to qualify as a full-time student as provided by University Policy.
- 225 4. The employee shall return to regular service with the Employer for a time equal to that portion of an Educational Leave during which Tuition Waiver is provided or he/she shall reimburse to the University an amount equal to the cost of all Tuition Waiver benefits provided unless this obligation is specifically waived by the Executive Director of Human Resources or his/her designee. In cases of death, accident or illness causing the employee to be unable to return, this obligation shall be waived.
- 226 5. To assure prompt reimbursement of all amounts paid by the University for tuition assistance benefits forfeited by the employee, the employee shall authorize the University to collect such amounts through deductions from his or her pay in amounts not to exceed twenty-five percent (25%) of the gross amount of each bi-weekly paycheck (unless the employee is terminating, in which case the entire amount may be deducted) or other appropriate means.

I. RETURN TO ACTIVE EMPLOYMENT FROM MILITARY AND MEDICAL LEAVES

- 227 1. At the conclusion of a Medical or Military Leave of Absence, an employee eligible to return will be placed in the employee's former position if the Employer determines a need to fill the position and the position is vacant, or if a temporary employee is filling such a position.
- 228 If the employee returning from a medical or military leave is not able to return to their position as provided above, the employee may exercise his or her seniority rights in accordance with the procedure provided for in Article XIV.A.
- 229 2. In cases where a leave is not for a fixed period of time, the employee must notify the University in writing at least twenty (20) working days prior to his/her expected date of return. If such notice is given, the employee's placement must be made within seven (7) calendar days from the date of expected return.
- 230 3. Employees who request to return prior to the expiration of a fixed Leave of Absence must notify the University, in writing, at least twenty (20) working days in advance of such requested date of return. If such notice is given, the employee's placement will be made within seven (7) calendar days from the requested date of return.

J. RETURN TO ACTIVE EMPLOYMENT FROM OTHER LEAVES OF ABSENCE

- 231 1. At the conclusion of a leave of absence, an employee granted a leave of absence from the effective date of this Agreement forward who is eligible to return to work may bid on vacant Bargaining Unit positions and shall be given consideration for posted positions as provided in Article XVI Regular Job Vacancies.
- 232 2. Employees who request to return to work prior to the expiration of a fixed leave of absence must notify the University, in writing, at least twenty (20) work days in advance of such requested date of return. If such notice is given, the employees bid request provided in 4 below shall be activated within seven (7) calendar days from the requested date of return.
- 233 3. Employees who intend to return to work at the expiration of a fixed leave of absence, must notify the Director of Employment/Affirmative Action and the Director of Employee Relations at least twenty (20) work days in advance of the expiration of such leave. If such notice is given, the employee's bid request provided in 4 below shall be activated nineteen (19) work days prior to the expiration of the leave. If notice as provided herein is not given, the University shall have no obligation to place the employee and he/she shall lose all seniority rights in the bargaining unit. In proper cases, exceptions may be made by the Director of Employee Relations.
- 234 4. At the time an employee is granted a Leave of Absence other than Medical or Military, he/she shall provide the Director of Employment/Affirmative Action such information as is necessary for job bidding purposes (e.g., skills, seniority date, etc.). When the employee is eligible to return to work the University shall include in any pool of applicants for positions in the employees classification and pay grade, a job bidding form for the employee and he/she shall be placed on an extended Personal Leave of Absence for such period of time as is necessary to find placement, not to extend beyond the employee's seniority at the initial commencement of his/her leave or one (1) year, whichever is less.
- 235 Upon written request to the Director of Employment/Affirmative Action, an employee returning from a Leave of Absence under this provision shall be provided with a listing of those job pools in which his/her job bid form was included. Such requests shall not be made more frequently than every thirty (30) days.
- 236 Employees offered placement under this procedure shall have no right of refusal of any job offer in their classification and pay grade. Exceptions may be granted by the Director of Employee Relations or his/her designee.
- 237 5. Job bids for vacant positions in a different classification series or pay grade than that held by the employee at the initial date a leave of absence became effective may be initiated by the employee desiring to return to work; however, such bidding shall be his/her sole responsibility.

K. REQUEST FOR EXTENSION OF LEAVE

- 238 Except as provided herein above, to be given consideration for an extension of an approved leave of absence the employee must notify the University's Director of

Employment/Affirmative Action Office not less than twenty (20) work days prior to the expiration of the leave.

L. LEAVE OF ABSENCE LIMITATIONS

- 239 To be eligible for a subsequent leave of absence, except medical or Military leaves, a bargaining unit member shall have one (1) year of continuous service at EMU since a previous leave. Under unusual circumstances, the requirement of one (1) year's continuous service may be waived by the Director of Employee Relations or his/her designee.

ARTICLE XXVI COMPENSATION

A. WAGES

- 240 1. The salary schedules set forth in APPENDIX A of this Agreement is a minimum and maximum salary schedules and shall continue in full force and effect for the period July 1, 1987 through and including June 30, 1991.

- 241 2. 1987-88 Wage Adjustment

All current employees in the Bargaining Unit who were on the Employer's active payroll as of July 1, 1987 shall receive adjustments in their base salary as set forth below, paid retroactive to July 1, 1987.

Pay Grade	Adjustment in Base Salary
CS-03	10%
CS-04	15%
CS-05	15%
CS-06	10%
CS-07	7.5%

- 242 3. 1988-89 Wage Adjustment

All employees in the Bargaining Unit who are on the Employer's active payroll as of July 1, 1988 shall receive a five percent (5%) adjustment in their base salary, effective July 1, 1988.

- 243 4. 1989-90 Wage Adjustment

All employees in the Bargaining Unit who are on the Employer's active payroll as of July 1, 1989 shall receive a five percent (5%) adjustment in their base salary, effective July 1, 1989.

- 244 5. 1990-91 Wage Adjustment

All employees in the Bargaining Unit who are on the Employer's active payroll as of July 1, 1990 shall receive a four percent (4%) adjustment in their base salary, effective July 1, 1990.

- 245 6. Following the adjustments provided herein above, the salary of any employee that is below the applicable minimum levels set forth in APPENDIX A shall be adjusted accordingly.
- 246 7. Wages paid pursuant to this Agreement shall be paid only for time worked, except as otherwise specifically provided for in the Agreement.

B. SALARY ADJUSTMENTS FOR PROMOTION AND TRANSFER

- 247 1. Effective July 1, 1987, an employee who is promoted to a classification in a higher pay grade shall have his or her base salary increased by five percent (5%) or increased to the minimum rate set forth in APPENDIX A, Salary Schedule, for his or her new classification and pay grade, whichever is greater.
- 248 2. If an employee is transferred to another classification in the same pay grade, his or her salary shall remain the same.
- 249 3. If an employee is transferred for any reason to another classification in a lower pay grade (including a transfer resulting from a reduction in work force or as a result of the job-bidding procedure) his or her salary shall be reduced by five percent (5%) or to the mid-point of the salary range set forth for that classification and pay grade, whichever results in the greater reduction in salary.
- 250 4. An employee who is temporarily transferred and assigned by the Employer for a period of eleven (11) consecutive work days or greater, to perform the duties of a classification in a higher pay grade than the classification to which they are regularly assigned shall, for the duration of such temporary transfer and assignment, receive an increase of five percent (5%) of his or her regular base salary or the minimum rate set forth for such higher classification and pay grade, whichever is greater. An employee who is temporarily transferred and assigned by the Employer to perform the duties of a classification in a lower pay grade shall receive his or her regular salary for such work.

C. LONGEVITY PAY

- 251 1. All eligible employees covered by this Agreement who are on the Employer's active payroll as of the effective date of this Agreement shall be entitled to receive longevity pay based on their length of continuous service as of their anniversary date with the Employer according to the following rules and schedules of payment. Eligible employees shall be deemed to be employees with six (6) or more years of continuous service, as of their anniversary date.
- 252 2. Longevity pay shall be based on an employee's continuous service as of his or her anniversary date with the Employer as herein defined. Longevity pay shall be computed as a percentage of an employee's annual wage for the preceding calendar year as stated in the employee's W-2 form.
- 253 3. For purposes of this section, continuous service means service calculated from the employee's last date of hire as a regular employee and shall be broken by:
Quit
Discharge
Termination or loss of seniority

- 254 Employees shall not suffer a break in continuous service if they are employed only during the Employer's academic year provided they return to work upon commencement of the immediately following academic year.
- 255 Employees absent from work due to lay-off, physical disability, or authorized leave of absence for a period of more than three (3) months shall not be credited with or continue to accumulate continuous service for any period thereafter until they are returned to the Employer's active payroll.
- 256 4. An employee shall be initially eligible for longevity pay on his or her anniversary date following the completion of six (6) years of continuous service. Thereafter, an employee shall be eligible to receive longevity pay based on his or her years of continuous service (as computed and provided for in XXVIC.1., 2. and 3. (above) as of his or her anniversary date as set forth in XXVIC.6. below.
- 257 5. Longevity payments shall be due in the pay period in which the eligible employee's anniversary date falls. Longevity payments shall be made by separate check.
- 258 6. Longevity pay shall be based on the following schedule:

CONTINUOUS SERVICE	ANNUAL LONGEVITY PAY
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

D. HOSPITALIZATION — GROUP MEDICAL BENEFITS

- 259 1. The University shall provide and maintain Blue Cross/Blue Shield MVF-1 group medical benefits, with Master Medical Option IV which includes comprehensive semi-private hospital care, plus medical and surgical coverage, lab fees and X-rays paid in full, immediate maternity benefits, pre- and post-natal care, or comparable medical insurance coverage for each employee regularly assigned to work twenty (20) hours or more per week, commencing with the employee's first actual day of work.
- 260 2. In those instances of non-emergency surgery, it shall be mandatory, prior to surgery, that an employee obtain a second medical opinion, paid for by the University, for surgical procedures involving:
- a. eyes (primarily cataract surgery)
 - b. gall bladder
 - c. hernia repair

- d. heart bypass
- e. heart valve
- f. hysterectomy
- g. fallopian tubes and/or ovaries
- h. nasal (primarily rhinoplasty)
- i. tonsils and/or adenoids
- j. prostate

261 Notwithstanding the results of the second medical opinion, the employee retains the right to elect surgery, without penalty; however, if the mandatory second opinion is not obtained prior to surgery, and surgery is elected, the standard benefit level for the surgery shall be reduced by fifty percent (50%).

262 In order to obtain the mandatory second opinion, the employee is required to contact the University's medical benefit administrator who will furnish to the employee, the names of three (3) specializing physicians from whom the employee may choose one (1) for the second opinion.

263 In addition, the University agrees to pay for a second medical opinion, prior to surgery for procedures not specifically stipulated in the mandatory program, if so elected by an employee.

264 3. Employees who obtain age sixty-five (65) are eligible for Medicare benefits. With the passage of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), the University provided health insurance plan becomes the primary health insurance carrier. Medicare becomes the secondary health carrier for active employees who are age 65 or over.

265 4. To qualify for the medical benefits as above described, each employee must individually enroll and make proper application for such benefits at the Staff Benefits Office within thirty (30) calendar days of the commencement of his or her regular employment with the University. An employee who fails to enroll and make proper application as herein provided is specifically and expressly excluded from such benefits plan until such time as he or she enrolls and makes proper application during an open enrollment period.

266 5. Provided proper application and enrollment is made by an employee, the University agrees to pay the cost for maintaining the above described benefits plan for the employee, his or her spouse, and eligible dependent children under nineteen (19) years of age, at a cost not to exceed the applicable cost for full family, two (2) persons, or single person benefits.

267 6. The University shall pay the aforementioned cost for the period that the employee is on the active payroll and for the first three (3) months that the employee is off the payroll and absent because of a medical leave of absence due to injury or illness. In such medical leave situations the employee will be responsible for his or her benefit costs for those months following the first three (3) months that he or she is off the payroll because of such leave, except in those instances where an employee is injured on-the-job and is receiving workers' compensation, in which case, medical benefits shall continue until the employee no longer qualifies for workers' compensation wages, or he/she terminates, whichever is sooner. When

on an authorized unpaid non-medical leave of absence the employee will be responsible for his or her benefit costs for the period that he/she is no longer on the active payroll.

- 268 7. Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) allows extended health and dental coverage to be made available in the following situations:
- a. to employees who, voluntarily or involuntarily have terminated employment (except in cases of gross misconduct) or have had their hours reduced to such extent that they are ineligible for coverage;
 - b. to surviving spouses and dependents upon the death of an employee;
 - c. to spouses and dependent children in the event of a divorce;
 - d. to dependent children who exceed the plan's age limitations;
 - e. to the spouses and dependents of employees who become eligible for Medicare coverage.

For such period of time that COBRA remains in effect, employees may continue coverage for a period of eighteen (18) months. Spouses and dependents may continue coverage for thirty-six (36) months. COBRA permits the Employer to require payment of a premium for the period of coverage continuation. The Employer may charge up to 102 percent of the group contract rate.

- 269 8. Employees laid off or on an authorized unpaid leave of absence may request the continuation of their medical benefits for a period not to exceed one (1) year from the date the University's benefits payment obligation terminates as provided in XXVI.D.5. above. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made in the Staff Benefits Office prior to the commencement of the layoff or leave. If such application and arrangements are not made as herein described, an employee's medical benefits shall automatically terminate upon the effective date of his/her layoff or unpaid leave of absence as indicated in XXVI.D.10. below.

270 Employees laid off are eligible to continue their health and dental coverage as dictated by COBRA for a period of 18 months after their continuation of coverage for a layoff.

- 271 9. The cost of medical benefits for eligible dependents in the following categories shall be paid in full by the employee:

272 a. Eligible dependent children between the ages of nineteen (19) and twenty-five (25).

273 b. Other eligible dependents related to the employee by blood or marriage, or who reside in the employee's household. Such dependents must depend on the employee for more than one-half (1/2) of their support and must have been reported on the employee's most recent income tax return.

- 274 10. An employee's medical benefits plan shall terminate on the date that he or she terminates, is laid off, retires, the medical benefits plan terminates, or the employee goes on an unpaid leave of absence, except as otherwise provided in XXVI.D.6. and 8. above.

E. GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

- 275 1. The University shall provide and maintain life insurance in an amount equal to an employee's annual salary, rounded up to the nearest one thousand dollars (\$1,000), and accidental death and dismemberment insurance benefits in an equal amount, for each employee regularly assigned to work twenty (20) or more hours per week, for a period of one (1) year from the date of completion of his or her ninety-first (91st) calendar day of actual work. Commencing with the month following completion of one (1) year of benefits as above provided, the University shall pay the cost for maintaining life insurance benefits in an amount equal to twice the employee's annual salary rounded up to the nearest one thousand dollars (\$1,000) times two (2), and accidental death and dismemberment insurance in an equal amount. When an employee reaches age sixty-five (65) and continues working, his or her insurance benefits are decreased by thirty-five percent (35%) with no further reduction based upon age thereafter.

276 The following table illustrates examples of the insurance benefit levels described above:

Examples of Salary Levels	Less Than One (1) Year of Service	More Than One (1) Year of Service	Age 65 and Over
10,001-11,000	11,000	22,000	14,300
11,001-12,000	12,000	24,000	15,600
12,001-13,000	13,000	26,000	16,900
13,001-14,000	14,000	28,000	18,200
14,001-15,000	15,000	30,000	19,500
15,001-16,000	16,000	32,000	20,800
16,001-17,000	17,000	34,000	22,100

- 277 2. To qualify for the life and accidental death and dismemberment insurance benefits as above described, each employee must individually enroll and make proper application for such benefits at the Staff Benefits Office within thirty (30) calendar days of the commencement of his or her regular employment with the University. An employee who fails to enroll and make proper application as herein provided is specifically and expressly excluded from such benefits plan until such time as he or she makes proper application with the Staff Benefits Office.
- 278 3. Provided proper application and enrollment is made by an employee the University agrees to pay the cost for maintaining the above described benefits plan subject to the same rules set forth in XXVI.D.6. above for the payment of group medical benefit costs.
- 279 4. Changes in life insurance benefit amounts based on changes in basic annual salary

occur effective with the change in base annual salary. Base annual salary excludes supplemental appointments, overtime, longevity pay and any other extra compensation.

- 280 5. Such group life and accidental death and dismemberment insurance benefits plan shall terminate on the date that an employee is laid off, the life and accidental death and dismemberment insurance benefits plan terminates, or the employee goes on an unpaid leave of absence. However, when an employee terminates his or her employment with the University he or she is covered for a grace period of thirty-one (31) calendar days. During such thirty-one (31) day period, the employee may convert his or her group life insurance, without medical examination, to an individual benefits plan. The employee shall pay the full cost of such benefits plan and may select any type of individual plan then customarily being issued by the insurer, except term insurance or a plan containing disability benefits. The cost of such benefits plan will be the same as the employee would ordinarily pay if he or she had independently applied for an individual benefits plan at that time.
- 281 6. Employees laid off or on an unpaid leave of absence may request the continuation of their group life and accidental death and dismemberment insurance benefits subject to the same rules set forth in XXVI.D.6. and 8. for the continuation of group medical benefits.

F. DENTAL CARE EXPENSE BENEFITS

- 282 1. The University shall provide and maintain dental care benefits for each employee regularly assigned to work twenty (20) or more hours per week, commencing on the first (1st) day of the month following an employee's first day of actual work. Such benefits plan shall be subject to reasonable and customary charge determination as follows:

Benefits	Dental Care Plan Pays	Employee Pays
Diagnostic ¹	100%	0%
Preventive ¹	100%	0%
Emergency		
Palliative ¹	100%	0%
Radiographs ¹	100%	0%
Oral Surgery ¹	75%	25%
Restorative ¹	75%	25%
Periodontics ¹	75%	25%
Endodontics ¹	75%	25%
Prosthetic		
Appliances ¹	50%	50%
Orthodontics ²	50%	50%

Maximum Contract Benefit

¹\$800.00 per person total per contract year.

²Lifetime benefit of \$800.00 per person.

- 283 2. To qualify for dental care benefits as above described, each employee must individually enroll and make proper application for such benefits at the Staff Benefits Office within thirty (30) calendar days of the commencement of his or her regular employment with the University. An employee who fails to enroll and make proper application as herein provided is specifically and expressly excluded from such benefits plan until such time as he or she enrolls and makes proper application with the Staff Benefits Office.
- 284 3. Provided proper application and enrollment is made by an employee, the University agrees to pay the cost for maintaining the above described benefits plan for the employee, his or her spouse, and eligible dependent children under twenty-three (23) years of age, at a cost not to exceed the applicable cost for full family, two (2) persons, or single person benefits subject to the same rules set forth in XXVI.D.6. and 8. above for the payment of group medical benefit costs.
- 285 4. Employees laid off or on an authorized unpaid leave of absence may request the continuation of their dental care benefits subject to the same rules set forth in XXVI.D.6. and 8. above for the continuation of group medical benefits.

G. LONG-TERM DISABILITY BENEFITS

- 286 1. Effective January 1, 1984, the University agrees to provide and maintain group long-term disability benefits for each employee regularly assigned to work twenty (20) or more hours per week, commencing on the first (1st) day of the month following the month in which an employee completes his or her first three (3) months of regular employment. Such benefits shall be equal to sixty percent (60%) of the employee's regular monthly earnings up to a maximum benefit of five thousand dollars (\$5,000) per month, and shall begin on the first (1st) day of the fourth (4th) month of disability. Such benefits shall also provide for eligible employees whose total disability commences at or prior to age sixty (60) to receive benefits up to age sixty-five (65). Eligible employees whose total disability commences after age sixty (60) will receive benefits for five (5) years after the commencement of total disability or until age seventy (70), whichever is sooner. Employees receiving long-term disability benefits as herein described shall not be eligible to receive sick leave benefits under the parties' sick leave program as provided in XXVI.J. below.
- 287 2. To qualify for long-term disability benefits as above described, each employee must individually enroll and make proper application for such benefits at the Staff Benefits Office within thirty (30) calendar days of the commencement of his or her regular employment with the University. An employee who fails to enroll and make proper application as herein provided is specifically and expressly excluded from such benefits plan until such time as he or she enrolls and makes proper application.
- 288 3. Provided proper application and enrollment is made by an employee, the University agrees to pay the cost of maintaining the above described benefits plan subject to the same rules set forth in XXVI.D.6. and 8. for the payment of group medical benefit costs.
- 289 4. Changes in benefit amounts based on changes in basic annual salary occur on each October 1st based on the basic annual salary of the preceding July 1st. Basic an-

nual salary excludes supplemental appointments, overtime, longevity pay and any other extra compensation.

- 290 5. An employee's long-term disability benefits plan shall terminate on the date that the employee terminates, is laid off, retires, the disability benefits plan terminates, or the employee goes on an unpaid leave of absence.

H. HOLIDAYS

- 291 1. All employees covered by this Agreement shall receive holiday pay at the regular rate of pay exclusive of shift differential, for each of the following designated holidays not worked, irrespective of the days of the week in which the holiday falls: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, the day before or after Christmas, New Year's Day and the day before or after New Year's. The Employer shall have the sole right to determine whether the day before or after Christmas and New Year's shall be observed as the holiday.
- 292 2. Any of the above holidays which fall on a Saturday or Sunday shall be celebrated on Friday before the holiday or Monday after the holiday, whichever the Employer shall select as being the least disruptive of services. In such situations, the holiday shall be deemed to be the day on which the holiday is celebrated pursuant to this section.
- 293 3. To be eligible for holiday pay, an employee must work the last scheduled work day before and the next scheduled work day after the day of the observance of the holiday, unless he or she has an excused absence, or is on vacation leave; provided, that employees not on the payroll for the week in which the holiday is observed shall not receive compensation for that holiday. For the purpose of this section, an excused absence shall be an absence caused by a condition beyond the control of the employee which caused the employee to be absent, or was previously excused.
- 294 4. Regular part-time employees shall receive holiday pay based on the number of hours they would be regularly scheduled to work on the day on which the holiday is observed.
- 295 5. Employees required to work on a day celebrated as a holiday shall be paid time and one-half their regular straight time rate for all hours worked on such holiday or at the employee's option, compensatory time off at the rate of time and one-half in lieu of pay at the rate of time and one-half. An employee who elects the option of such compensatory time off must notify his or her supervisor by the end of the payroll period in which the holiday was celebrated.

I. VACATION

- 296 Vacation pay is based on an employee's months of continuous service and shall accrue in accordance with the following schedule:
- 297 1. 3.6924 hours every two (2) week period for the first twelve (12) months of continuous service (12 days per year).

- 298 2. 4.6154 hours every two (2) week period for the thirteenth (13th) month through the ninety-sixth (96th) month of continuous service (15 days per year - 2nd through 8th year).
- 299 3. 5.5385 hours every two (2) week period of continuous service for the ninety-seventh (97th) month and for any month of continuous service through the one-hundred-thirty-second (132nd) month of continuous service (18 days per year - 9th through 11th year).
- 300 4. 6.1539 hours every two (2) week period for the one-hundred-thirty-third (133rd) month and for any month of continuous service thereafter (20 days per year - 12th year and over).
- 301 5. Part-time employees shall accumulate prorated vacation time as provided in XXVI.I.I., 2., 3. and 4. above, based on the ratio of the number of hours regularly worked and forty (40) hours.
- 302 6. For purposes of this Article, a two (2) week period of continuous service is deemed to be any two (2) week period in which an employee works or is compensated (e.g., paid vacation days, paid sick days, paid holidays) for more than fifty percent (50%) of his or her regularly scheduled work days (based on the University's payroll system).
- 303 7. If an employee is terminated prior to completing twelve (12) months of continuous service, he or she shall automatically forfeit all accrued rights to a vacation with pay. Such an employee however, may be permitted to use his or her accrued credits prior to completion of twelve (12) months of continuous service. In such cases, he or she shall sign a form provided by the Employer stating that if his or her employment shall be terminated prior to the completion of twelve (12) months of continuous service, he or she shall reimburse the Employer for vacation pay received and shall authorize the Employer to deduct that amount of money from his or her final pay check. If an employee is terminated after having completed twelve (12) months of continuous service, he or she shall be entitled to receive all vacation rights accrued to the date of his or her termination.
- 304 8. The vacation pay of an employee (including regular part-time employees) will be based on the number of hours (excluding any hours for which overtime is paid) he or she regularly works and will be computed on the basis of the rate of pay he or she is earning, excluding any shift premiums, at the time he or she takes his or her vacation.
- 305 9. Vacation pay will be paid to the employee on the regular pay day for the period during which the employee has taken his or her vacation.
- 306 10. All vacations shall be taken at the convenience of the Employer and must have the approval of the employee's supervisor. The vacation period shall commence on July 1st of each year and end the following June 30th of each year. Any vacation rights accrued as of June 30th of each year must be taken during the immediately following vacation period and any employee who fails to take his or her vacation within that period shall forfeit all rights to such vacation time with the following exceptions:

- 307 a. If an employee is unable to take his vacation during the appropriate vacation period because the Employer's work needs prevent it, he or she shall be allowed to carry over such accrued vacation into the next vacation period, subject to written approval of the Employment/Affirmative Action Office, and such unused vacation time must be taken during the next vacation period.
- 308 b. If it is to the mutual convenience of the Employer and the employee, any employee with more than twelve (12) months of continuous service may take part or all of the vacation time he or she has earned at any time during the year in which it is accruing.
- 309 c. Vacation schedules shall be set up by the Employer so as to permit the continued operation of all of the Employer's facilities and functions without interference. In the event two (2) or more employees request to take their vacation at the same time and the Employer determines that it cannot honor all such requests, the senior employee(s) shall be given preference, provided such senior employee(s) could otherwise be scheduled for vacation in accordance with the above.

J. SICK LEAVE

- 310 1. All employees are entitled to sick leave benefits on the basis of four (4.0) hours for each completed two (2) weeks of service or major fraction thereof, up to a maximum of sixteen-hundred (1,600) hours, provided that at no time shall the accumulation for any one (1) calendar year exceed one-hundred and four (104) hours, or the total accumulation exceed sixteen-hundred (1,600) hours. Part-time employees shall accrue sick leave benefits prorated, based on the ratio of the number of hours regularly worked and forty (40) hours.
- 311 2. Working day, for purposes of this section, shall be interpreted to mean any day of the week, provided such day is a scheduled working day for the employee. A work week shall be interpreted to mean any five (5) days of a regular week.
- 312 3. Employees shall be eligible for sick leave in accordance with the provisions of this Article after completion of ninety (90) days of employment.
- 313 4. All employees will continue to accrue four (4.0) hours of sick leave credit every two (2) weeks as long as they are on the payroll even though they are absent from duty because of illness or injury. Employees on leave of absence without pay will not receive any sick leave credit during such leave.
- 314 5. When an employee who has been separated from the University returns, his/her previous unused sick leave allowance shall be placed to his/her credit.
- 315 6. All employees may use their sick leave credit in any month of the year in which they are scheduled to be on the payroll, but only for the number of working days in such month for which they are scheduled to receive remuneration.
- 316 7. An employee may not use sick leave and concurrently receive benefits from a University authorized disability insurance plan.

- 317 8. All absences of employees due to illness or injury will be debited against the employee's record regardless of whether or not his department absorbs the work or the institution provides a substitute. Absences chargeable to sick leave for any other reason will be considered on the basis of merit by the Director of Employment/Affirmative Action.
- 318 9. If an employee elects to use his/her sick leave while off duty because of a compensable accident or injury (one covered by Workers' Compensation) and receive his/her regular earnings, the monetary value of the accrued sick leave will be computed at the date of injury and the same may be utilized only to the extent of the monetary difference between his/her regular earnings and his/her compensation benefits for each pay period.
- 319 10. Each employee, upon returning to work after any absence which is chargeable to sick leave benefits, may be required to file with the Employment/Affirmative Action either a physician's statement or a sworn affidavit that the claim of absence for any of the reasons stated above is bona fide. Until such statement is filed, if requested, all absences will be considered as lost time and the employee's pay will be reduced accordingly.
- 320 11. Whenever an employee has used up all of his/her sick leave credit, he/she will be removed from the payroll until he/she reports back to duty. In those instances where an unpaid absence from work exceeds three (3) days, the employee must secure a leave of absence under the Leaves of Absence provisions of Article XXV prior to the expiration of the three (3) days of unpaid absences. In proper cases, this requirement may be waived by the Director of Employee Relations or his/her designee.
- 321 12. Sick leave utilized by an employee for illness or injury of a member of the immediate family shall be based on the merit of the case and limited by the following provisions:
- 322 a. Such use will be limited to sixteen (16) hours for any particular incident of illness or injury and to a maximum of forty-eight (48) hours in any fiscal year.
- 323 b. "Immediate Family" for the purpose of this policy shall be interpreted as husband, wife, father, mother, children, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, children of a spouse and grandparents.
- 324 13. The sick leave record shall be credited with earned sick leave credit bi-weekly and debited periodically as sick leave benefits are used.
- 325 14. Upon approval of the supervisor, employees are allowed to use up to three (3) earned sick leave days each fiscal year for personal use.

K. RETIREMENT AND DEATH BENEFITS

1. Retirement Benefits

- 326 a. Retirement Program

The University shall provide and maintain retirement benefits under the Michigan Public School Employees Retirement System (MPERS) in accordance with the provisions and statutes creating said plan, for each employee regularly assigned to work twenty (20) or more hours per week.

327 b. University Contribution

The University shall contribute the amount specified annually by the State of Michigan for each employee participating in the above-mentioned retirement program.

328 c. Payment of Unused Sick Leave Benefits

An employee who separates from University employment for retirement purposes in accordance with the provisions of the Michigan Public School Employees Retirement System [(and with ten (10) or more years of service at EMU and who is over age fifty (50) on his or her date of separation] shall be paid for fifty percent (50%) of his or her unused sick leave, if any, as provided in XXVI.J.1., as of the effective date of separation. Such payments are to be made at the employee's rate of pay at the date of separation.

329 d. Life Insurance

If an employee is over age fifty (50) and has ten (10) or more years of service at EMU at the time he or she retires, he or she shall be entitled to a lifetime benefit of three thousand dollars (\$3,000) of life insurance benefits which shall be maintained by the University at no cost to the employee.

2. Death Benefits

330 a. Payment of Unused Sick Leave Benefits

In the case of the death of an employee, payment of fifty percent (50%) of his or her unused Sick Leave, if any, as provided in XXVI.J.1. shall be made to the employee's designated beneficiary or estate. Such payment will be made at his or her regular rate of pay as of the date of death.

331 b. Payment of Accrued Wages and Unused Vacation Benefits

All accrued wages and vacation benefits earned and unpaid as of an employee's death shall be made to the employee's designated beneficiary or estate.

L. BEREAVEMENT LEAVE

- 332 1. An employee is allowed three (3) working days off with pay for a funeral for a member of his or her immediate family. Such three (3) working days shall be taken during the four (4) work day period commencing with the date of death. An employee who wishes to attend a funeral for anyone outside of his or her immediate family may take off one-half (1/2) day with pay, subject to the permission of his or her work supervisor. In either case, time taken beyond the specified amount will be charged against the employee's vacation or sick leave.

- 333 2. The phrase "immediate family" for purposes of this section shall mean husband, wife, child, father, mother, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, step children of a current spouse and grandparents.

M. JURY DUTY

- 334 Regular employees will suffer no loss in compensation to perform Jury Duty. The University will pay the difference between Jury compensation and regular University compensation. If an employee is temporarily excused from Jury Duty, he or she is expected to return to work. This provision does not apply to persons who volunteer for Jury Duty.

N. CHRISTMAS/NEW YEAR SEASON DAYS FOR ACADEMIC YEAR 1987-88

- 335 1. Pursuant to and in accordance with the provisions of Section H, HOLIDAYS, of the parties' Collective Bargaining Agreement, dated September, 1977, as amended, the Christmas Day and New Year's Day holidays will be observed on Friday, December 25, 1987, and Friday, January 1, 1988, respectively. Irrespective of the terms of any other provisions to the contrary, for the 1987-88 academic year, the University and the Union hereby further designate Thursday, December 24, 1987 and Thursday, December 31, 1987, for holiday observance. The terms and conditions governing holiday pay during the above referenced holidays shall be subject to the provisions of Section H, HOLIDAYS, of the parties' Collective Bargaining Agreement, dated September, 1977, as amended.
- 336 2. In addition to the aforementioned holidays, the regularly scheduled workdays between the Christmas and New Year's holidays are designated as Christmas/New Year Season days.
- 337 3. An employee who is required by the University to work on a Christmas/New Year Season Day as designated in XXVI.N.2 above, will be paid for time worked at the employee's regular hourly straight time rate plus shift premium, if applicable. In addition, for each one (1) hour worked by an employee, the University shall add one (1) hour to the employee's vacation accrual which thereafter shall be subject to the provisions of Section I, VACATION, of the parties' Collective Bargaining Agreement, dated September, 1977, as amended.
- 338 4. For each Christmas/New Year Season Day an employee is not scheduled or otherwise required by the University to work, such employee shall receive his or her regular hourly rate of pay, exclusive of shift premium, for the number of hours the employee would be regularly scheduled to work [not to exceed eight (8) hours] on the day on which the Christmas/New Year Season Day is observed, provided the employee meets the following eligibility requirements:
- 339 a. The employee must work the last scheduled work day before and the next scheduled work day after the day of observance of the Christmas/New Year Season Day, unless the employee's absence has been previously approved by the employee's department head or, in cases where approval is not sought and obtained in advance from the department head, is caused by such employee having been hospitalized due to accident, injury or other similar and verifiable situations of extreme personal circumstance.

- 340 b. The employee must be on the University's payroll for the week in which the
Christmas/New Year Season Day is observed.
- 341 5. Any employee alleging a violation of the terms and conditions of this provision
may process a grievance starting at Step III of the Grievance Procedure provided
such grievance is presented, in writing, to the University's Employee Relations
Office within five (5) work days of the date the aggrieved employee(s) becomes
aware, or reasonably should have become aware, of the action complained of. If
no grievance is presented in that time, the grievance is barred.

For the purpose of this paragraph, Christmas/New Year Season Days shall not
be considered work days.

ARTICLE XXVII MISCELLANEOUS

A. UNION MEETINGS

- 342 The Union shall be permitted the use of University facilities which are generally available
to the public for regular and special business meetings of the Union, provided the Union
makes application and conforms to all regulations established by the Employer. It is
understood that any additional expenses incurred by the Employer (other than pro-
viding normal meeting facilities) shall be charged to the Union.

B. MAIL

- 343 The Union shall have the right to use the campus mail service for official correspondence
of Union officials. The Union shall also have the right to use the campus mail service
for newsletters and notices of regular and special meetings and activities, provided
that the number of such mailings of notices and newsletters does not exceed fifteen
(15) per calendar year.

C. REST AREAS

- 344 Rest areas as currently provided, or comparable facilities, shall be maintained for the
duration of this Agreement.

D. PAY PERIODS

- 345 Employees shall be paid a salary on a bi-weekly basis.

E. PARKING FACILITIES

- 346 Employees shall be provided parking space, without charge, in facilities generally com-
parable to those which exist as of the effective date of this Agreement.

F. BLOOD BANK

- 347 Eastern Michigan University clerical staff may continue to participate in the blood
bank program, subject to the terms of the program as may be provided in conjunction
with the American Red Cross.

G. CREDIT UNION

- 348 The clerical employees shall be allowed to participate in the Eastern Michigan University Credit Union subject to such services as may be provided by the Credit Union. The payroll deduction shall be continued for those employees who fill out the appropriate forms in the Credit Union Office.

H. EDUCATIONAL OPPORTUNITIES

- 349 Admission to social, cultural and athletic functions will be in accordance with the established policies of the institution. Use of library facilities is extended to employees.

I. Tuition Waiver Program

- 350 a. A tuition waiver program providing for a waiver of the full cost of tuition fees for up to six (6) semester hours of credit per semester at Eastern Michigan University, shall be available to eligible employees. This program applies to tuition only; registration and other incidental fees which may be charged shall be borne by the employee.

- 351 b. An employee shall be eligible for a tuition waiver if he or she satisfies the following terms and conditions:

- 352 (1) The employee must have completed one (1) year of regular service prior to the first day of classes of the term or semester for which he or she plans to register unless the tuition waiver is to be used for the purpose of pursuing course work in word processing or computer-related study.

- 353 (2) The employee must present to the University's Staff Benefits Office, evidence of admission confirming that he or she has satisfied all admission requirements and is eligible to enroll for courses.

- 354 (3) The employee must submit a completed application for Tuition Waiver to the Staff Benefits Office not less than five (5) working days prior to the last day of registration. Upon verification of eligibility by the Staff Benefits Office, a Tuition Waiver Form will be issued to the employee. An employee must allow twenty-four (24) hours for approval prior to picking up the tuition waiver.

NOTE: Failure to submit a completed application within the timelines provided forfeits the employee's eligibility for that term.

- 355 (4) The employee must agree to reimburse the University for the cost of all tuition waiver benefits forfeited under the terms and conditions hereinafter provided. To assure prompt reimbursement of all amounts paid by the University for tuition waiver benefits forfeited by the employee, the employee shall authorize the University to collect such amounts through deductions from his or her pay in amounts not to exceed twenty-five percent (25%) of the gross amount of each bi-weekly paycheck (unless the employee is terminating, in which case the entire amount may be deducted) or other appropriate means.

- 356 c. Eligible full-time employees shall be entitled to full tuition waiver benefits as herein described. Part-time employees who are on at least a fifty percent (50%) appointment shall be entitled to one-half (1/2) the benefits outlined above. Part-time employees on less than a fifty percent (50%) appointment shall be ineligible for tuition waiver benefits.
- 357 d. The employee must take courses during non-working hours unless such course work is related to word processing or computer related study, in which case enrollment and class attendance during working hours must be approved by the University.
- 358 e. An employee shall forfeit tuition waiver benefits and must reimburse the full cost of such benefits to the University if:
- 359 (1) The employee voluntarily terminates his or her active employment with the University prior to the completion of the term or semester for which he or she is enrolled.
- 360 (2) A grade of "pass", or "C" or above ("B" for graduate courses), is not achieved in any course for which tuition waiver is obtained.
- 361 (3) A mark of "Incomplete" (I) is received and not converted to a passing grade within six (6) months following completion of the semester in which the course was taken, or the date the employee's employment terminates, whichever is earlier.
- 362 (4) The employee withdraws from a course after the date specified in the Course Bulletin for one hundred percent (100%) tuition refund. Exceptions may be made by the Benefit Programs Associate upon a showing of appropriate cause by the employee (e.g., prolonged incapacitating illness, unanticipated conflict between the employee's work schedule and the course he or she is enrolled in, etc.).

363 2. Auditing of Classes

Regular employees are permitted to audit classes at the University without credit, without tuition, and without following regular enrollment procedures, subject to the following conditions:

- 364 a. The employee must submit a completed application to the Staff Benefits Office not less than five (5) working days prior to the first day of classes of each semester in which classes will be audited.
- 365 b. All classes must be audited during non-working hours.
- 366 c. The Academic Affairs Division reserves the right to deny any employee permission to audit a class in view of the fact that their first consideration is to regular students.
- 367 3. Tuition Waiver Program for Employee Spouses and Dependent Children.

368 a. A tuition waiver program providing a waiver of one-half (1/2) the cost of undergraduate tuition fees at Eastern Michigan University shall be available to eligible spouses and dependent children of Bargaining Unit employees. This program applies to tuition only; registration and other incidental fees which may be charged shall be borne by the spouse or dependent child.

369 It is the intent of the University to provide only a fifty percent (50%) tuition waiver to any individual dependent regardless of the fact that both parents may work for the University.

370 b. A Bargaining Unit member's spouse or dependent child shall be eligible for a tuition waiver if presents evidence of admission to EMU's Staff Benefits Office confirming that he/she is a dependent child or spouse of a Bargaining Unit member and he/she has satisfied all admission requirements and is eligible to enroll for courses.

371 c. The spouse or dependent child must submit a completed Application for Tuition Waiver to the Staff Benefits Office not less than five (5) working days prior to registering. Upon approval, a Tuition Waiver Form will be returned to the employee's spouse or dependent child. Twenty four (24) hours must be allowed for approval prior to picking up the Waiver Form.

NOTE: Failure to submit a completed Application withing the timelines herein provided forfeits eligibility for that term.

372 4. A bargaining unit member's spouse or dependent child shall be subject to all University academic standards, policies and practices and may be refused admission to the University, enrollment in courses, or continued enrollment at Eastern Michigan University the same as any student of the University.

I. BOOKSTORE DISCOUNTS

373 Clerical employees shall be allowed a discount on items purchased in the University Book Store in accordance with present policy.

J. TRAVEL EXPENSES

374 Travel and expenses will be paid by the University for attending work related conferences, seminars, etc., that have been approved in advance. All funds distributed to the employee will be in accordance with University travel and reimbursement policies then in effect.

K. STAFF I.D.

375 Staff I.D.'s will be provided by the University.

L. HEALTH SERVICES

376 Health Services are available to the clerical staff covered by this Agreement in accordance with established Health Service policies as they presently exist or as modified by the University.

ARTICLE XXVIII CONFORMITY TO LAW

- 377 In the event that any provision 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 provisions shall be void and inoperative. However, all other provisions of this Agreement shall continue in effect, and the parties shall meet for the purpose of rewriting the voided and any other directly affected provisions, and those provisions only, within sixty (60) calendar days of the decision.

ARTICLE XXIX DURATION AND AGREEMENT

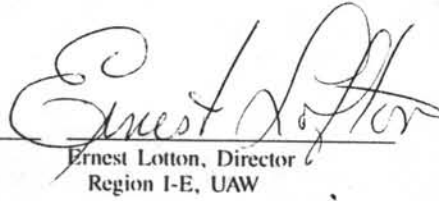
- 378 This agreement shall become effective as of September 23, 1987 and shall continue in full force and effect to and including June 30, 1991. The Agreement shall continue from year-to-year thereafter unless either party notifies the other in writing between the ninetieth (90th) day and sixtieth (60th) day prior to the expiration date that a modification or termination of the Agreement is desired. Should either party to this Agreement serve such notice upon the other party, EMU and the Union shall meet for the purpose of negotiation and shall commence consideration of proposed changes or modification in the Agreement not less than sixty (60) days prior to the expiration of the Agreement.
- 379 If, pursuant to such negotiation, an Agreement on the renewal or modification of this Agreement is not reached prior to the expiration date, this Agreement shall expire at the expiration date unless it is extended for a specified period by mutual agreement of the parties.

380 In Witness thereof, the parties hereto have, by their duly authorized representatives, signed and sealed this Agreement on this 23rd day of September, 1987.

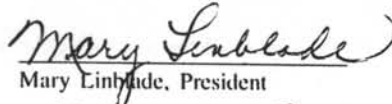
EASTERN MICHIGAN UNIVERSITY

UAW LOCAL 1975

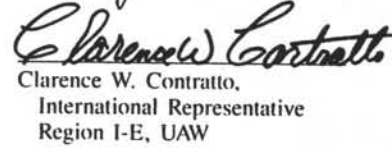

John W. Porter, President


Ernest Lotton, Director
Region I-E, UAW

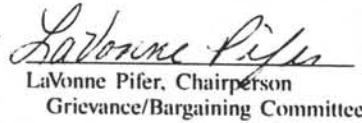

David D. Tammamy, Director
Employee Relations

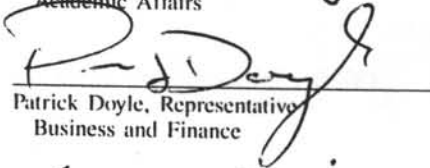

Mary Linblade, President


Milton E. Lewis, Executive Director
of Human Resources

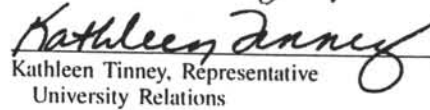

Clarence W. Contratto,
International Representative
Region I-E, UAW

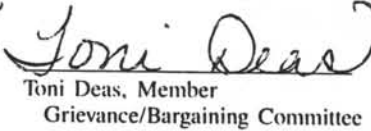

Dennis Beagen, Representative
Academic Affairs

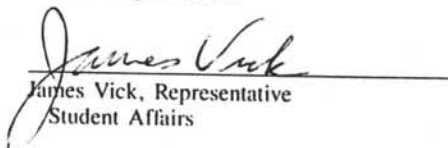

LaVonne Pifer, Chairperson
Grievance/Bargaining Committee

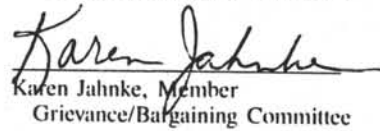

Patrick Doyle, Representative
Business and Finance

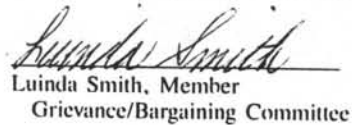

Diana Clark, Member
Grievance/Bargaining Committee


Kathleen Tinney, Representative
University Relations


Toni Deas, Member
Grievance/Bargaining Committee


James Vick, Representative
Student Affairs


Karen Jahnke, Member
Grievance/Bargaining Committee


Luinda Smith, Member
Grievance/Bargaining Committee

APPENDIX A
CLERICAL/SECRETARIAL SALARY SCHEDULE

Effective July 1, 1987:

PAY GRADE	MINIMUM		MIDPOINT		MAXIMUM	
	ANNUAL	BI-WEEKLY	ANNUAL	BI-WEEKLY	ANNUAL	BI-WEEKLY
3	\$12,553	\$481.16	\$14,816	\$567.90	\$17,079	\$654.64
4	13,937	534.21	16,503	632.57	19,069	730.92
5	15,749	603.66	18,912	724.90	22,075	846.14
6	17,257	661.47	21,117	809.42	24,978	957.42
7	19,846	760.70	24,489	938.67	29,131	1,116.60

Effective July 1, 1988:

PAY GRADE	MINIMUM		MIDPOINT		MAXIMUM	
	ANNUAL	BI-WEEKLY	ANNUAL	BI-WEEKLY	ANNUAL	BI-WEEKLY
3	\$13,055	\$500.40	\$15,494	\$593.89	\$17,933	\$687.38
4	14,494	555.56	17,258	661.50	20,022	767.45
5	16,379	627.81	19,779	758.14	23,179	888.46
6	17,947	687.91	22,087	846.60	26,227	1,005.29
7	20,640	791.14	25,614	981.79	30,588	1,172.45

Effective July 1, 1989:

PAY GRADE	MINIMUM		MIDPOINT		MAXIMUM	
	ANNUAL	BI-WEEKLY	ANNUAL	BI-WEEKLY	ANNUAL	BI-WEEKLY
3	\$13,577	\$520.41	\$16,204	\$621.10	\$18,830	\$721.76
4	15,074	577.79	18,049	691.82	21,023	805.82
5	17,034	652.92	20,107	770.71	24,338	932.88
6	18,665	715.44	23,102	885.51	27,538	1,055.54
7	21,466	822.80	26,792	1,026.95	32,117	1,231.06

Effective July 1, 1990:

PAY GRADE	MINIMUM		MIDPOINT		MAXIMUM	
	ANNUAL	BI-WEEKLY	ANNUAL	BI-WEEKLY	ANNUAL	BI-WEEKLY
3	\$14,120	\$541.22	\$16,852	\$645.94	\$19,583	\$750.62
4	15,677	600.90	18,771	719.50	21,864	838.05
5	17,715	679.02	21,514	824.64	25,312	970.22
6	19,412	744.07	24,026	920.92	28,640	1,097.78
7	22,325	855.72	27,864	1,068.03	33,402	1,280.31

Salary Calculations

Bi-weekly Rate = Annual Rate ÷ 26.089 or Hourly Rate × 80
 Annual Rate = Bi-weekly Rate × 26.089 or Hourly Rate × 2087.12
 Hourly Rate = Annual Rate ÷ 2087.12 or Bi-weekly Rate ÷ 80

APPENDIX B
LIFE INSURANCE COVERAGE

Bi-Weekly Salary Level	Less Than 1 Year of Service & Under Age 65	Over 1 Year of Service & Under Age 65	Age 65	Age 66	Age 67	Age 68	Age 69 & Over
\$ 243.08-269.23	\$ 7,000	\$14,000	\$ 7,000	\$ 5,600	\$ 4,200	\$ 2,800	\$ 1,400
269.24-307.69	8,000	16,000	8,000	6,400	4,800	3,200	1,600
307.70-346.15	9,000	18,000	9,000	7,200	5,400	3,600	1,800
346.16-384.62	10,000	20,000	10,000	8,000	6,000	4,000	2,000
384.63-423.08	11,000	22,000	11,000	8,800	6,600	4,400	2,200
423.09-461.54	12,000	24,000	12,000	9,600	7,200	4,800	2,400
461.55-500.00	13,000	26,000	13,000	10,400	7,800	5,200	2,600
500.01-538.46	14,000	28,000	14,000	11,200	8,400	5,600	2,800
538.47-576.92	15,000	30,000	15,000	12,000	9,000	6,000	3,000
576.93-615.38	16,000	32,000	16,000	12,800	9,600	6,400	3,200
615.39-653.85	17,000	34,000	17,000	13,600	10,200	6,800	3,400
653.86-692.31	18,000	36,000	18,000	14,400	10,800	7,200	3,600
692.32-730.77	19,000	38,000	19,000	15,200	11,400	7,600	3,800
730.78-769.23	20,000	40,000	20,000	16,000	12,000	8,000	4,000
769.24-807.69	21,000	42,000	21,000	16,800	12,600	8,400	4,200
807.70-846.15	22,000	44,000	22,000	17,600	13,200	8,800	4,400
846.16-884.62	23,000	46,000	23,000	18,400	13,800	9,200	4,600

APPENDIX C
CLASSIFICATION IDENTIFICATION
AND CLASSIFICATION SERIES

Classification Title	Classification Series	Pay Grade
	LIBRARY	
Library Assistant I		CS-03
Library Assistant II		CS-04
Library Assistant III		CS-05
	SECRETARIAL	
Secretary		CS-03
Secretary II		CS-04
Senior Secretary		CS-05
Administrative Secretary		CS-06
Executive Secretary		CS-07
	CLERK	
Clerk		CS-03
Equipment Inventory Clerk		CS-03
Merchandise Clerk		CS-03
Postal Clerk		CS-03
Safety Dispatcher		CS-03
Academic Records Verifier		CS-04
Evaluator/Recorder		CS-04
Graduate Admissions Clerk		CS-04
Graduate Records Clerk		CS-04
Media Assistant		CS-04
Reservationist		CS-04
Supervising Clerk		CS-04
Office Supervisor Health Services		CS-05
Parking Office Assistant		CS-05
Personnel Clerk Employment Programs		CS-05
Senior Academic Records Verifier		CS-05
Senior Evaluator/Recorder		CS-05
Senior Financial Aid Clerk		CS-05
Senior Graduate Admissions Clerk		CS-05
Senior Academic Records Auditor		CS-06
	ACCOUNT CLERK/CASHIER	
Cashier		CS-03
Account Clerk		CS-03
Senior Account Clerk		CS-04
Account Specialist		CS-05
	COMPUTER	
Keypunch Operator		CS-03
Key Entry Operator		CS-03
Key Entry Verifier		CS-04
Supervisor, Data Entry Team		CS-04
Supervisor, Key Entry Operators/Verifiers		CS-05
Computer Services Assistant		CS-06

APPENDIX D

MEMORANDUM OF UNDERSTANDING
by and between
EASTERN MICHIGAN UNIVERSITY
and the INTERNATIONAL UNION, UNITED AUTOMOBILE,
AEROSPACE and AGRICULTURAL IMPLEMENT WORKERS OF AMERICA,
and its TECHNICAL, OFFICE AND PROFESSIONAL LOCAL 1975

It is hereby understood and agreed between the University and UAW Local 1975 that during the life of this Agreement the University shall evaluate Bargaining Unit positions in order to modify existing classification/specifications to the extent that such modifications reflect appropriate job duties/responsibilities and minimum qualifications directly related to specific departmental positions on campus.

In order to undertake initiative of this magnitude, it is further understood and agreed between the parties that three (3) Bargaining Unit members appointed by UAW Local 1975 shall assist representatives of the Human Resources Office of Compensation in determining specific job responsibilities and minimum job requirements and shall be accorded meaningful input in the assessment of duties particular to specific departmental positions and the minimum qualifications related thereto.

It is further understood and agreed that the provisions of this Memorandum of Understanding are not intended to alter or modify the Management Rights of the University as provided in Article IV or otherwise throughout this Agreement, nor are these provisions intended to alter or modify the Union's right to notice and/or dispute of revised and new jobs as provided in Article XVII.

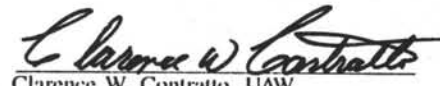
EASTERN MICHIGAN UNIVERSITY

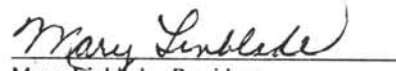
UAW LOCAL 1975

Date: 9/23/87

Date: 9/23/87


David Taumany, Director
Employee Relations


Clarence W. Contratto, UAW
International Representative


Mary Linblade, President
UAW Local 1975

APPENDIX E

STEWARD JURISDICTIONAL DISTRICTS

District #1 Briggs Hall Mark Jefferson Sherzer Strong	District #9 Goodison King Rackham Flint Jackson
District #2 Pierce Hall-basement and first floor Roosevelt CTC	District #10 Library-Public Service
District #3 Pierce Hall-second and third floors Starkweather	District #11 Library-Technical and Media Services
District #4 Hoyt Hoyt Dining Center Central Stores	District #12 Bowen/Warner Snow Olds Recreation/ Intramural Building
District #5 Boone Hall Ford UAW Ford Project	District #13 Pray-Harrold Dining Commons #1 Quirk
District #6 Business & Finance (Old Alexander)	District #14 (New) Alexander Goddard Sill Hall
District #7 McKenny Union	
District #8 Parking Structure Physical Plant	

APPENDIX F

MEMORANDUM OF UNDERSTANDING
by and between
EASTERN MICHIGAN UNIVERSITY
and UAW LOCAL 1975

In recognition of the provisions of Article XIV, Job Classifications and Article XVI, Work by Non-Bargaining Unit Employees, the University agrees that the reorganization of its operation and/or the elimination of Bargaining Unit position(s) shall not be arbitrarily undertaken for the purpose of deliberately eroding the Bargaining Unit.

UAW LOCAL 1975

EASTERN MICHIGAN
UNIVERSITY

Date: 9/20/77

Date: 9/22/77



Carolyn Forrest
International Representative, UAW



James P. Greene, Executive
Director of Human Resources

Date 9/22/77



Marianna O'Key
President

APPENDIX G

MEMORANDUM OF UNDERSTANDING

by and between

EASTERN MICHIGAN UNIVERSITY
and the INTERNATIONAL UNION, UNITED AUTOMOBILE,
AEROSPACE and AGRICULTURAL IMPLEMENT WORKERS OF AMERICA,
and its TECHNICAL, OFFICE AND PROFESSIONAL, LOCAL 1975

It is hereby understood and agreed between Eastern Michigan University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Technical, Office and Professional, Local 1975 that all references to 'minimal training' in this Agreement are intended to refer solely to basic orientation and/or familiarization with standard office procedures/practices and/or responsibilities as said procedures/practices/responsibilities may differ from one University office to another. Further, it is the parties' intent that 'minimal training' shall not be construed to refer to skill training (e.g., training in the use of standard office equipment); training to perform tasks/job responsibilities that it would reasonably be expected that an individual in a particular classification series and pay grade should be capable of performing; or, any other form of training that would require formal instruction/training (e.g., training workshops, classroom instruction, seminars, in-service training, etc.).

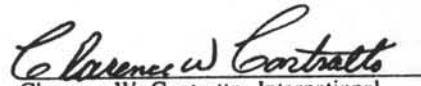
EASTERN MICHIGAN UNIVERSITY

UAW LOCAL 1975

Date: 6/5/84

Date: 6/5/84


David Humphrey, Director of Staff
and Union Relations


Clarence W. Contratto, International
Representative
Region I-E, UAW

APPENDIX H
MEMORANDUM OF UNDERSTANDING
by and between
EASTERN MICHIGAN UNIVERSITY
and the INTERNATIONAL UNION, UNITED AUTOMOBILE,
AEROSPACE and AGRICULTURAL IMPLEMENT WORKERS OF AMERICA,
and its TECHNICAL, OFFICE AND PROFESSIONAL, LOCAL 1975

It is hereby understood and agreed between Eastern Michigan University and UAW Local 1975 that the University may introduce to its operation, or upgrade, office automation/information systems such as word processors, CRTs, VDTs, computers, etc., that clerical/secretarial employees may be required to operate as a part of their regular work assignment.

In those instances in which automation/information systems as hereinabove referenced are newly introduced to an office operation and employees therein are required to operate said systems as a part of their regular work assignment:

1. Training in the operation of such systems shall be provided on University time, at no expense to the employee.
2. No employee required to operate said systems shall be displaced from his/her position due to his/her inability to perform at a level and degree of complexity consistent with the requirements of his/her work assignment prior to such time that said employee has been given an opportunity to learn said operation.

In those instances in which employees desire to learn the operation of such systems as hereinabove referenced and said operation is not required by the University as a part of an employee's regular work assignment, said employees may attend at no charge for instruction, training sessions/seminars/classes designated for such purpose and offered by the University, except as provided in Article XXVII.H.1.a. if such course work is taken through the Tuition Waiver Program, provided that:

1. attendance shall be on the employee's own time;
2. the established class capacity of a given training session/seminar/class permits such attendance;
3. such employee's attendance does not displace or otherwise limit access to such instruction of University employees required to attend such instructional sessions to learn those operations necessary to perform their regular work assignment.

It is further understood and agreed between the parties that such training/instructional programs as provided herein shall be scheduled and offered as deemed appropriate by the University.

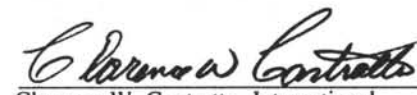
EASTERN MICHIGAN UNIVERSITY

UAW LOCAL 1975

Date: 7/18/84

Date: 7/18/84


David Tammamy, Director of Staff
and Union Relations


Clarence W. Contratto, International
Representative
Region I-E, UAW

APPENDIX I

MEMORANDUM OF UNDERSTANDING
by and between
EASTERN MICHIGAN UNIVERSITY
and UAW LOCAL 1975

The University and the Union hereby agree to implement the following classification specification reclassifications, effective July 3, 1983:

From	To
CS-01, Clerk	CS-03, Clerk
CS-01, Switchboard Operator	CS-03, Clerk
CS-02, Service Clerk	CS-03, Clerk
CS-03, Senior Clerk	CS-03, Clerk
CS-02, Clerk Typist	CS-03, Secretary
CS-03, Senior Clerk Typist	CS-03, Secretary
CS-02, Merchandise Clerk	CS-03, Merchandise Clerk
CS-03, Merchandise Clerk II	CS-03, Merchandise Clerk
CS-02, Cashier	CS-03, Cashier
CS-02, Key punch Operator	CS-03, Key punch Operator
CS-02, Library Assistant I	CS-03, Library Assistant I

It is further understood and agreed that all employees affected by the aforementioned reclassifications shall receive, effective July 3, 1983, the increase in their 1982-83 base salary rates as provided in Article XXIII, Compensation, (A), (1), Wages, of the parties' July, 1983 Compensation Reopener Agreement.


In addition it is understood and agreed that the elimination of all current CS-01 and/or CS-02 clerical/secretarial positions as hereinabove provided is not intended, nor shall it be construed, as an elimination of the CS-01 and/or CS-02 pay grades. The University retains the right, as may be necessary in the future, to create clerical/secretarial positions at the CS-01 and/or CS-02 pay grade levels in accordance with the provisions of Article XIV, JOB CLASSIFICATIONS, of the parties' current collective bargaining agreement dated September, 1977, as amended.

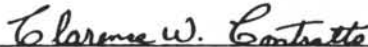
EASTERN MICHIGAN UNIVERSITY

UAW LOCAL 1975

Date: 6/21/83

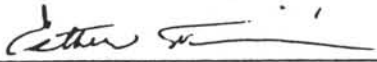
Date: 7/14/83


James P. Greene, Executive
Director of Human Resources


Clarence W. Contratto,
International Representative
Region I-E, UAW

Date: 6/30/83


Diane Schick, President


Esther Williams, Chairperson
Grievance/Bargaining Committee 59

APPENDIX J
MEMORANDUM OF UNDERSTANDING
by and between
EASTERN MICHIGAN UNIVERSITY
and the INTERNATIONAL UNION, UNITED AUTOMOBILE,
AEROSPACE and AGRICULTURAL IMPLEMENT WORKERS OF AMERICA,
and its TECHNICAL, OFFICE AND PROFESSIONAL, LOCAL 1975

RE: Health Maintenance Organization (HMO) Option

It is hereby understood and agreed between Eastern Michigan University and UAW Local 1975 that the University may, at its discretion, implement a Health Maintenance Organization (HMO) option for Bargaining Unit members, who may, at their option, select an HMO as an alternative to the current Blue Cross/Blue Shield medical benefits program.

EASTERN MICHIGAN UNIVERSITY

UAW LOCAL 1975

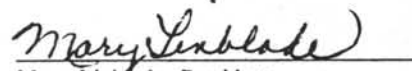
Date: 9/23/87

Date: 9/23/87


David Tammamy, Director
Employee Relations


Clarence W. Contratto, UAW
International Representative

Date: 9/23/87


Mary Linblade, President
UAW Local 1975

SUBJECT	PARAGRAPH
AGENCY SHOP	11
AGREEMENT	1
ALTERNATE STEWARDS, RECOGNITION OF	47-48
BARGAINING UNIT	
Defined	2
Letter of Agreement—Erosion of Bargaining Unit (See Appendix E)	
BLOOD BANK	347
BOOKSTORE DISCOUNTS	373
BREAK-IN AND QUALIFYING PERIODS	
Break-in Period	81-88
Qualifying Period	89-92
CHRISTMAS/NEW YEAR SEASON DAYS	335-341
CLOSEDOWNS, UNSCHEDULED	198-200
COMMUNICATIONS REGARDING	
Bargaining Unit Members	34
Copy of Contract	33
Employee Addresses & Telephone Numbers	32
Employer Representatives	31
Leaves of Absence	35
New Employees	35
Terminations	35
Transfers	35
Union Officials and Stewards	30
COMPENSATION	
Salary Adjustment for Promotion	247
Salary Adjustments for Transfers	248-250
Salary Schedules (See also Appendix A)	240-241
1988-89 Increases	242
1989-90 Increases	243
1990-91 Increases	244
CONFLICT OF INTEREST	182-183
CONFORMITY TO LAW	377
CONTRACTS, COPY OF	33
CREDIT UNION	348
DEATH BENEFITS	330-331
DISCIPLINE	
Appeal of	73-74
Consultation with Steward	75
General Provisions	71
Infractions	72
Notice of	76
DISCRIMINATION	4-5

SUBJECT	PARAGRAPH
DUES & SERVICE FEES	
Authorization Forms	12-14
Check-Off	12-18
Condition of Employment	11
Disputes Involving Payment	24
Duplicate Payment	16
Employer Liability for Dues Deduction	18
Employer Remittance to Union	17
Failure to Tender Dues	19-22
Initiation Fees	11, 13
Payment of Dues	13
Save Harmless	23
Termination for Non-Payment	19-22
DURATION AND AGEEMENT	378-380
EDUCATIONAL OPPORTUNITIES	
Auditing Classes	363-366
Tuition Assistance	367-372
FAIR EMPLOYMENT PRACTICES	
	3
GRIEVANCE PROCEDURE	
Grievance/Bargaining Committee	46
Grievance Defined	54
Group Grievance	55
Probationary Employees	77
Release Time for Grievance Investigation	49-51
Resolutions	70
Step I	56
Step II	57-58
Step III	59-62
Step IV	63-67
Time Limits, Step II & III Answers & Appeals	68-69
HEALTH SERVICES	376
HOLIDAYS	291-295
HOURS OF WORK	
Overtime	192-196
Workday Defined	184
Workweek Defined	191
INSURANCE	
Dental	282-285
Life	275-281
Life Insurance Schedule (See Appendix B)	
Long Term Disability	286-290
Medical	259-274
Memorandum of Understanding—Mandatory Second Opinion (See Appendix H)	

SUBJECT	PARAGRAPH
JOB CLASSIFICATION	
Classification Identification & Series (See Appendix C)	
Disputes Over	165
Identification of	162
New or Revised	163
JOB VACANCIES	
Applicant Responsibility	152
Defined	161
Employee Disposition	159
Job Awards	149-151
Job Postings	148
Qualifying Period	160
Restrictions	158
Requisite Skills	155
Seniority Rights	153-154
LAYOFF	
Notification of	145
Probationary Employees	131
Recall (See Recall)	
Stewards' Seniority	126
Temporary Employees	131
Transfer of Seniority Employees	131-140
Union Officers	120-124
LEAVES OF ABSENCE	
Bereavement	332-333
Child Care	211-213
Conclusion of	227-237
Educational	220-226
Extension of	238
Jury Duty	334
Medical	202-207
Military Service	214-215
Personal	201
Public Office	209-210
Reservist Duty	216-219
Sick Leave (See Sick Leave)	
Union	208
LIBRARY FACILITIES, USE OF	249
LIFE INSURANCE (See Insurance)	
LOCKOUTS (See Strikes & Lockouts)	
LONGEVITY PAY	
Continuous Service	253-255
Defined	251-252
Eligibility for	256
Payment of	257
Schedule	258

SUBJECT	PARAGRAPH
MAIL	343
MANAGEMENT RIGHTS	6-10
MEDICAL INSURANCE	
Eligible Dependents	271-273
Leave of Absence, Coverage During	267-270
Maintenance & Contribution	266-267
Termination of	274
Type Provided	259
NON-BARGAINING UNIT EMPLOYEE, WORK OF	175
NON-DISCRIMINATION	4-5
OVERTIME	
Assignment of	193
Computation of	195
Defined	192
Emergency Duty	197
Notification of Scheduled	196
Rotation	194
PARKING FACILITIES	346
PAY PERIODS	345
PERSONNEL FILES	
Additions	180
Contents	178-179
Maintenance	177
Reproduction	181
PROBATIONARY EMPLOYEES	
Defined	78
Discipline, Right to Grievance Procedure	77
Seniority Rights	80
Termination During Probationary Period	79
PROHIBITED ACTIVITY, INDIVIDUAL EMPLOYEES	29
PROMOTION, SALARY ADJUSTMENTS	247
RECALL	
Notification of	142
Seniority Rights	141
RECOGNITION	2
RELEASE TIME	
Grievance Committee Members	49
Stewards & Alternate Stewards	46
Union Educational Conferences	53
Union Officers	52
Union Representatives	51
REPRESENTATION, RECOGNITION OF	
Grievance Bargaining Committee	46
Stewards & Alternate Stewards	47-48
REST AREAS	344
RETIREMENT	326-329
RIGHTS OF THE EMPLOYER	6-10

SUBJECT	PARAGRAPH
RULES, POLICIES, REGULATIONS & REQUIREMENTS	176
SALARY SCHEDULES (See Also Appendix A)	240-241
SENIORITY	
Accrual During Layoff	106, 119
Accrual During Leave of Absence	105
Accrual When Transferred	97-99
Date Defined	96
Entitlement Defined	95
Lists	34
Loss of	107-113
Probationary Employees	80
Recall	99
Return to Unit	100-104
Transfers	97-104
Union Officials	120-130
SERVICE FEES (See Dues & Service Fees)	
SHIFT & PREMIUMS	
Afternoon	188
Day	187
Evening	189
Split Shifts	190
SICK LEAVE	
Benefit Entitlements	310
Credit of	313-314, 330
Eligibility	312
Limitations on	321-323
Personal Use	325
Return From	319
Transfer to Medical Leave	320
Unused Entitlements	330
Use of	315-318
Workday Defined	311
SPECIAL CONFERENCES	39-45
STAFF IDs	375
STEWARDS	
Recognition of	47
Stewards' Jurisdictional Districts (see Appendix D)	
STRIKES & LOCKOUTS	
Employer's Right to Disciplinary Action	29
Prohibited Activities	25
Union Liability	26-28
SUPPLEMENTAL EMPLOYMENT	182-183
TEMPORARY EMPLOYEES	
Defined	168
Employer's Right to Hire	166-167
Limitations on Length of Employment	172-174

SUBJECT	PARAGRAPH
TRANSFERS	
Layoff & Recall Procedures	143-144
Salary Adjustments	248-249
Seniority Rights	95-104
Temporary	250
TRAVEL EXPENSES	374
UNION MEETINGS	342
UNIVERSITY ACTIVITIES, ADMISSION TO	349
UNIVERSITY RIGHTS	6-10
UNSCHEDULED CLOSEDOWNS	
Notification	199-200
Pay During	198
VACANCIES (see JOB VACANCIES)	
VACATION	
Benefit Entitlements	296-301
Continuous Service	302-303
Duration of Entitlement	306-307
Pay	304-305
Schedules	306-309
WAGES (See Compensation)	
WORKDAY DEFINED	184
WORKWEEK DEFINED	191

