

7/31/97

Collective Bargaining Agreement

between

The Regents of the
University of Michigan

and

AFSCME Local 1583

Affiliated with Council #25 of the
American Federation of State, County
& Municipal Employees, AFL-CIO

Michigan, University of



Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

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1

The Regents of The University of Michigan, hereinafter called the "University" or the "Employer," and AFSCME, Local 1583, hereinafter called the "Union," enter into the following agreement, this 25th day of August, 1994, which amends the collective bargaining agreement executed on July 30, 1992, and which collective bargaining agreement, as amended and fully bargained, settles and contains all matters with respect to wages, benefits, hours and other terms and conditions of employment for the term of the agreement.

ARTICLE I

RECOGNITION AND DEFINITIONS

SECTION A. DESCRIPTION OF UNIT

2 Pursuant to and in conformity with the Certification issued by the Michigan Labor Mediation Board on May 3, 1968, in case No. R67 I-308, the University recognizes the Union as the sole and exclusive representative for the purposes of collective bargaining in respect to wages, hours and all other conditions of employment for all employees in the following described bargaining unit:

3 All service-maintenance employees at all facilities of The University of Michigan, excluding temporary employees, student employees, professional employees, teaching faculty, research staff, clerical employees, security officers, traffic enforcement officers, barbers, technical employees, supervisors, administrative staff and all employees in Unit A and Unit B found to be appropriate in Michigan Labor Mediation Board Case Number R65 H-25 and R65 H-28, decided September 27, 1967.

SECTION B. DEFINITIONS

- 4 1. The terms "employee" and "employees" as used in this Agreement (except where the Agreement clearly indicates otherwise) shall mean only an employee or employees within the bargaining unit described in Section A.
- 5 2. The term "temporary employee" shall mean any individual, or individuals, whose employment is fixed at the time of employment to not exceed ninety (90) calendar days, and will not exceed ninety (90) calendar days without the consent of the Union, and is for the purpose of meeting staffing shortages and staffing short-term projects or is irregular and casual except that the employment of any such individual during the month of May or June shall not exceed September 30 without the consent of the Union. A temporary employee may be used to fill in for an employee using sick time or on an approved leave of absence for the duration of

the absence not to exceed one (1) year. The University shall provide notification to the Union of all temporary employees who are being used to replace employees on either sick time or on approved leave of absence, which will include the names of the employees being replaced.

- 5a. When a "temporary employee" is replacing an employee on sick time or an approved leave of absence, the use of such a "temporary employee" shall not exceed the duration of the absence of the employee replaced, and in no event shall it exceed one (1) year.
- 5b. Except as specifically provided for in reference paragraphs 5 and 5a above, no "temporary employee" who has been employed for up to ninety (90) days shall be employed for consecutive terms of employment in the same department or subdivision of a department without an intervening period of at least twenty-eight (28) calendar days between such consecutive terms of employment.
- 6 3. The term "full-time employee" shall mean an employee whose normal schedule of work is forty (40) hours per calendar week.
- 7 4. The term "part-time employee" shall mean any employee whose normal schedule of work is less than forty (40) hours per calendar week.
- 8 5. The term "student employee" shall mean any individual, or individuals, (1) enrolled in the University of Michigan and whose normal schedule of work is less than thirty (30) hours per calendar week or (2) pursuing a University educational program for which services related to that educational program are rendered.
- 9 It is understood that such an individual's status as a "student employee" will not be affected, though not enrolled, when working on a full-time basis during the following periods:

- a. between consecutive terms;
- b. during the Spring-Summer term (May-August).

ARTICLE II

MANAGEMENT RIGHTS

- 10 All management rights and functions, except those which are clearly and expressly abridged by this Agreement, shall remain vested exclusively in the University. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to: 1) full and exclusive control of the management of the University, the supervision of all operations, the methods, processes, means and personnel by which any and all work will be performed, the control of property and the composition, assignment, direction and determination of the size and type of its working forces; 2) the right to determine the work to be done and the standards to be met by employees covered by this Agreement; 3) the right to change or introduce new operations, methods, processes, means or facilities, and the right to determine whether and to what extent work shall be performed by employees; 4) the right to hire, establish and change work schedules, set hours of work, establish, eliminate or change classifications, assign, transfer, promote, demote, release and lay off employees; 5) the right to determine the qualifications of employees, and to suspend, discipline and discharge employees for cause and otherwise to maintain an orderly, effective and efficient operation.

ARTICLE III

NO-INTERFERENCE AND NO-LOCKOUT GUARANTEE

SECTION A. NO-INTERFERENCE

- 11 The Union, and its officials, will not cause, support, condone, or take part in any interference with the operations of the University, nor will any employee or employees cause,

support, or take part in any interference with the operations of the University during the term of this Agreement.

SECTION B. NO-LOCKOUT

- 12 The University shall not conduct a lock-out of its employees during the term of this Agreement.

ARTICLE IV

NON-DISCRIMINATION

SECTION A.

- 13 The University and the Union agree that there will be no discrimination in the application of this Agreement because of race, creed, color, national origin, age, sex, marital status, handicap, sexual orientation, Vietnam era veteran status or HIV antibody status.

- 13a Nothing in this agreement shall be construed to prevent the University from making reasonable accommodations for individuals with disabilities as required by State and Federal laws.

- 14 Nothing in this Section shall be construed to prevent an employee alleging discrimination from exercising constitutional or statutory rights which may be available.

SECTION B.

- 15 The University, in accordance with Michigan Public Act 379 of 1965, and as it maybe amended from time to time, will not aid, promote, or finance any labor organization for the purpose of undermining the Union.

SECTION C.

- 16 The University shall not discriminate against, intimidate, restrain or coerce any employee because of or with respect to his/her lawful union activity or his/her membership or non-membership in the Union.

ARTICLE V
UNION SECURITY

SECTION A.

- 17 During the life of this Agreement and to the extent the laws of the State of Michigan permit:
- 18 1. Every individual who becomes an employee after the execution date of this agreement and in the month following thirty (30) calendar days employment in the bargaining unit, shall tender to the Union, as a condition of continued employment, either the uniformly required initiation fee or in the alternative an amount equivalent to the uniformly required initiation fee as a processing fee.
- 19 2. Every employee, beginning with the month following thirty (30) calendar days employment in the bargaining unit, and every month thereafter, shall tender to the Union, as a condition of continued employment, either uniformly required union dues, or in the alternative, an amount equivalent to uniformly required union dues as a service charge.

SECTION B.

- 20 No employee shall be terminated under Section A. of this Article unless:
- 21 1. The Union first has notified the employee by letter, explaining that he/she is delinquent in not tendering either the uniformly required initiation fee or processing fee and/or either uniformly required union dues or an amount equivalent to uniformly required union dues, and specifying the current amount of such delinquency and warning him/her that unless such initiation fee or processing fee and/or dues or service charge are tendered within thirty (30) calendar days he/she will be reported to the University for termination as provided in this Article, and

22 2. The Union has furnished the University with written proof that the procedure of Section B. 1. of this Article has been followed or has supplied the University with a copy of the letter sent to the employee and notice that he/she has not complied with the request. The Union must specify further, when requesting the University to terminate the employee, the following by written notice:

23 "The Union certifies that _____ has failed to tender either uniformly required initiation fee or processing fee and/or uniformly required union dues or service charge required as a condition of continued employment under the collective bargaining agreement and that under the terms of the agreement, the University shall terminate the employee."

SECTION C.

24 The Union shall indemnify and save the University harmless from any and all claims, demands, suits, or any other action arising from this Article or from complying with any request for termination under this Article.

25 To assist new employees, including other University staff members placed in the bargaining unit, with their obligation under this Article, the University will advise them of this obligation in writing, provide them with a Voluntary Authorization for Deduction of Initiation Fee or Processing Fee and Union Dues or Service Charge form and the address of the Union's headquarters.

ARTICLE VI

INITIATION FEE OR PROCESSING FEE DUES OR SERVICE CHARGE CHECKOFF

26 During the life of this Agreement and to the extent the laws of the State of Michigan permit and as provided in this Article, the University will deduct an initiation fee or processing fee and current and periodic Union dues or service charge based upon a uniform dues and initiation fee schedule from the pay of each employee who voluntarily executes and delivers to the University the following authorization form:

27 VOLUNTARY AUTHORIZATION FOR DEDUCTION OF
INITIATION FEE OR PROCESSING FEE AND UNION
DUES OR SERVICE CHARGE

Local 1583, AFSCME

Name _____
(type or print)

Social Security No. _____

Department _____

28 I authorize the University to deduct from wages earned or to be earned by me initial Initiation Fee __ or Processing Fee and Union Dues __ or Service Charge __ (check one) as certified to the University by the Secretary of the Union, and to remit the same to the Union at such time and in such manner as may be agreed upon between the University and the Union.

29 This authorization and direction shall remain in effect during the period of this Agreement, and unless revoked in writing by me at least thirty (30) calendar days prior to the termination date of the collective agreement between the University and the Union which is in force at the time of delivery of this authorization, such authorization and direction shall be automatically renewed for the period of each succeeding applicable collective agreement between the University and the Union unless revoked in writing by me at least thirty (30) calendar days prior to the termination date of each applicable collective agreement between the University and the Union. This authorization and direction shall be automatically revoked upon my termination of employment with the University.

(Signature of Employee)

(Address of Employee)

Date of Signing

Date Delivered to University

- 30 The following certification form shall be used by the Union when certifying initiation fee or processing fee and membership dues or service charge:

CERTIFICATION OF SECRETARY OF UNION

- 31 I certify that the membership dues or service charge for employees in the bargaining unit is __ per ___ and that the initiation fee or processing fee is \$__.

Date _____ Signature _____
Secretary of Union

Date of Delivery to University _____

- 32 Payroll deductions shall be made only from the pay due employees for each bi-weekly pay period; provided, however, the initial deduction for any employee shall not begin unless both (1) a properly executed "Voluntary Authorization for Deduction of Initiation Fee or Processing Fee and Union Dues or Service Charge" and (2) the amount of the initiation fee or processing fee and membership dues or service charge certified by the Secretary of the Union has been delivered to the University at a place designated by the University at least thirty (30) calendar days prior to the last day of a bi-weekly pay period. Changes in the amount of the initiation fee or processing fee and membership dues or service charge also must be delivered to the University at a place designated by the University at least thirty (30) calendar days prior to the last day of a bi-weekly pay period before the change will become effective.

- 33 An employee may revoke his/her "Voluntary Authorization For Deduction of Initiation Fee or Processing Fee and Union Dues or Service Charge" only as provided by the terms of his/her voluntary authorization.

34 All sums deducted by the University shall be remitted to the Secretary of the Union at an address given to the University by the Union, once each month by the fifteenth (15th) calendar day of the month following the month in which the deductions were made, together with a list of names and the amount deducted for each employee for whom a deduction was made. The University will also notify the Union of the name of each employee who revokes his/her "Voluntary Authorization For Deduction of Initiation Fee or Processing Fee and Union Dues or Service Charge."

35 The University shall not be liable to the Union by reason of the requirements of this Article for the remittance or payment of any sum other than that constituting actual deductions made from the pay earned by the employee. In addition, the Union shall indemnify and save the University harmless from any liability resulting from any and all claims, demands, suits or any other action arising from compliance with this Article, or in reliance on any list, notice, certification or authorization furnished under this Article.

ARTICLE VII

BULLETIN BOARDS

36 The University shall provide the Union with space on not less than seventy-five (75), unless the parties mutually agree to a different number, glass enclosed, lockable bulletin boards. The Union will be furnished with one (1) key for each board and a list of locations. The location of any board which is to be changed shall be by mutual agreement of the parties. The Union's exclusive space on these boards shall be thirty-six (36) inches by forty-two (42) inches which shall be for the purpose of posting union notices.

Any material posted must be authorized by the Union and designated as an official Union publication. Such notices may be posted by the day shift steward, or the alternate steward if the steward is absent from work in his/her district. If a vacancy occurs in both the steward and alternate steward appointments in a steward district, the Bargaining Chairperson may designate an employee from the district of the vacancy to post the notices after informing the University Personnel Office. Although not limited to the following notices, they shall be of that type:

- 37 1. Recreational and social events of the Union;
2. Union meetings;
3. Union elections, appointments;
4. Results of Union elections;
5. General communication relevant to the Union's role as a collective bargaining agent.

38 It is understood that such notices shall not be derogatory or inflammatory.

39 In the event a dispute arises concerning the appropriateness of material posted, the Chairperson of the Bargaining Committee will be advised by the University Personnel Office of the nature of the dispute, and the notices will be removed from the bulletin boards until the dispute is resolved.

ARTICLE VIII

WORK SCHEDULES

SECTION A. SCHEDULE OF WORK

40 Each full-time employee, unless he/she is specifically designated as having a special schedule, shall have a regular schedule of work which shall consist of the following:

- 41 1. Five (5) consecutive work days of eight (8) hours each, excluding the lunch period provided in Section B., if non-paid, followed by two (2) consecutive days off; and
- 42 2. Starting times which do not vary from earliest to latest, by more than four (4) hours. The first work day of a regular schedule of work may begin on any calendar day.

43 "Special Schedule" means a schedule of work other than a regular schedule of work for which no notice of assignment for an entire calendar week need be given. This Section shall not be construed as and is not a guarantee of any hours of work per day or calendar week.

SECTION B. LUNCH PERIODS

- 44 Lunch periods shall be scheduled as to time and duration by the University. Lunch periods of thirty (30) consecutive minutes or more shall be non-paid. Paid lunch periods shall not exceed twenty (20) minutes. If an employee has already started his/her non-paid lunch period as scheduled for a work day and he/she is directed to, and does, return to work before the end of thirty (30) consecutive minutes, he/she shall be paid for the time not worked prior to returning to work. Thereafter, the non-paid lunch period need not be rescheduled.

SECTION C.

- 45 A full-time employee's assignment to a regular schedule of work will reoccur from calendar week to calendar week, while such a schedule exists and within the starting time variation permitted by Section A. for a minimum of twelve (12) calendar weeks. Such an employee will be given four (4) calendar days notice of his/her assigned schedule of work for the entire calendar week.
- 46 Changes in such an employee's assigned regular schedule of work will not be made from one calendar week to the next, except for employee absences and variations in the regular amount of work which were known prior to the required four (4) days notice of his/her assigned schedule.
- 46a In the event that the regular schedule of work of an employee is changed to a different shift, notice of the change of regular work schedule and shift shall be given to the employee as soon as practicable but not less than ten (10) calendar days before the work schedule and shift change is to be effective.
- 47 Changes in such an employee's assigned regular schedule of work will not be made during the calendar week, except for employee absences and unforeseen variations in the regular amount of work.
- 48 If a change in an assigned regular schedule of work is made as provided by this Section, the employee with the least seniority who is assigned to the same classification and shift in the same department, or subdivision of a department such as

a building, a separate geographic location or patient care unit, will be changed, but not more than two (2) consecutive times, providing the change would not adversely affect the operation of the University. If, however, an employee with more seniority requests the change, that employee will be changed.

49 If there are further changes, this procedure will be followed in reverse order of seniority until all employees have been changed. Thereafter, if necessary the procedure will be repeated.

50 In any case, a change in such an employee's assigned regular schedule of work will not be considered a violation of this Article when it results from the application of any other provisions of this Agreement or to maintain full-time employment.

51 Notwithstanding the minimum twelve (12) calendar week provision provided by this Section, the University may rotate the shifts and days off of full-time employees within a department or a subdivision of a department such as a building, a separate geographic location or patient care unit as the case may be, but not more often than once every twelve (12) calendar weeks.

52 Notwithstanding the schedule changes permitted by this Section, no chief steward, steward nor alternate steward shall be subject to such changes, as long as his/her assigned regular schedule of work continues to exist. If another schedule of work for the same classification in his/her area of representation exists and starts within two (2) hours of his/her assigned regular schedule of work, he/she shall be assigned to that schedule, replacing the employee with the least seniority whose work he/she has the ability to perform. The replaced employee shall then have his/her schedule changed.

53 Notwithstanding the provisions of Section A. of this Article, an employee's regularly assigned five (5) consecutive work days need not be followed by two (2) days off as a result of a regular schedule of work change as provided by this Section.

54 Notwithstanding any provisions of the Agreement to the contrary, an employee may be assigned to any regular schedule of work for the purposes of job orientation or a

training program. It is understood that as soon as the orientation or training program is completed, the employee will be assigned to a schedule to which his/her seniority entitles him/her.

SECTION D.

- 55 There shall be a rest period which shall be taken at a time and place and in a manner which does not interfere with the efficiency of the department. Such rest period shall be with pay and shall not exceed fifteen (15) minutes for each four (4) hours of work. The rest period is intended to be a recess to be preceded and followed by an extended work period. Consequently, it may not be used to cover an employee's late arrival to work or early departure, to extend the lunch period, nor may it be regarded as accumulative if not taken.

SECTION E.

- 56 An employee who needs time to wash because of the nature and conditions of his/her job, will be excused by his/her supervisor to use necessary time, not to exceed ten (10) minutes, to wash before the end of his/her working period.

ARTICLE IX

CLASSIFICATIONS AND WAGES

SECTION A. WAGE SCHEDULE

- 57 Wages shall be paid in accordance with the wage schedules as set forth in Appendix A.
- 58 The pay grade assigned to each existing classification and the pay grade assigned to each new or changed classification shall remain in effect and as assigned during the term of this Agreement unless the job content of a classification is significantly changed.

SECTION B. NEW OR CHANGED CLASSIFICATIONS

- 59 In the event a new classification is established or an existing classification is changed, the University shall assign it

to an existing pay grade in the wage schedule on the basis of the relative value of the elements of the new or changed classification in comparison with the elements of existing classifications which have a job content sufficiently similar or dissimilar in nature to provide a practical comparison.

SECTION C. PROCEDURE FOR ASSIGNMENT OF A NEW OR CHANGED CLASSIFICATION TO A PAY GRADE IN THE WAGE SCHEDULE

- 60 The following procedure will be followed whenever a new or changed classification is assigned to a pay grade as provided in Section B.
- 61 1. The University shall provide the Union with a written classification description of the new or changed classification which shall describe the job content sufficiently to identify the classification.
- 62 2. Upon receipt of the University's description, the Bargaining Chairperson, or his/her designated representative, and not more than two (2) others from Council 25 and the International Union, with a representative of the University shall be afforded an opportunity to meet to discuss the new or changed classification and the assignment to a pay grade.
- 63 3. If there is a disagreement with the assignment to a pay grade, a grievance concerning compliance with Section B. of the Article may be processed through the Grievance and Arbitration Procedures, provided it is submitted in writing at Step Three of the Grievance Procedure within seven (7) calendar days after the Union is afforded the opportunity to discuss the matter with the University. If such a grievance is processed through the Arbitration Procedure, the arbitrator shall have no power or authority to establish or change any wage, but only to determine whether assignment to a pay grade has been made in accordance with Section B. of this Article.

ARTICLE X

OVERTIME

SECTION A. OVERTIME PREMIUM

- 64 An overtime premium of one-half the employee's hourly rate and shift premium or special premium, if applicable, will be paid for time paid as follows:
- 65 1. In excess of an employee's regular schedule of work of not less than eight (8) hours in a day;
2. In excess of forty (40) hours in a calendar week;
3. During scheduled time off for a full-time employee on a regular schedule of work who has fully worked each of his/her scheduled work days in the calendar week except as such scheduled time off may be changed as provided in Section C. of Article VIII.
- 66 In calculating the eight (8) and forty (40) hours to determine when the overtime premium is payable, (1) time when actual work is performed and (2) time off work for which pay is received pursuant to Article XXII (Sick Pay), Article XXV (Vacation Time Pay), Article XXVI (Funeral Leave Pay) and Article XXIII (Holiday Pay), except paid time for a holiday which falls on an employee's scheduled day off, and (3) time off work pursuant to Article XXVII (Jury and Witness Service) will be counted.

SECTION B. PYRAMIDING

- 67 Overtime premium shall not be pyramided, compounded or paid twice for the same time paid.

SECTION C. SCHEDULING

- 68 In general, overtime work shall be voluntary, provided, however, when at least forty-eight (48) hours advance notice of an overtime assignment is given, or when circumstances do not permit advance notice, an employee will be expected to work unless sufficient other employees capable of doing the work are available, in which case an employee who does not wish to work will be excused from overtime.

SECTION D. DISTRIBUTION

69 Overtime within a unit of distribution shall be distributed as equitably as practicable among employees assigned to the same unit of distribution who are qualified to perform the overtime assignment. Whenever practicable, such overtime shall be distributed in the following order of priority:

- 70 1. Employee(s) within the unit of distribution, within the classification(s) of the assignment shall be offered the overtime first, starting with the employee with the least number of hours on the overtime log;
- 71 2. Other employee(s) within the unit of distribution, starting with the employee with the least number of hours on the overtime log.

72 In this connection, the University need not call in an employee to work rather than extend the shift of an employee already at work nor assign or call in an employee to work who has provided the University with a written statement that he/she does not wish to work overtime. Such a statement will be effective until withdrawn in writing by the employee. Nothing herein, however, shall prohibit the University from assigning or calling in such an employee to work if sufficient other employees capable of doing the work are not available.

73 New employees, employees returning from a leave of absence or layoff, employees transferred into a new unit of distribution or into another classification in the same unit of distribution, and employees withdrawing the written statement expressing the wish not to work overtime will be charged with the highest number of overtime hours then worked by any employee in the same classification in the unit of distribution. An employee who is continuously absent from work for one (1) month or more, for whatever the reason except as provided above, shall be charged for overtime in the same amount as the employee who was next lowest on the overtime record at the time his/her absence began, except he/she shall not be charged for any overtime charged to that employee during the first month of his/her absence.

74 Employees who work overtime or who are assigned overtime and do not work, whether excused or not, shall be

charged for the overtime worked or offered for the purposes of equitably distributing overtime. Any inequitable distribution will be rectified in the future scheduling of overtime. An overtime record shall be maintained for each unit of distribution and posted within seventy-two (72) hours after any overtime is worked. Overtime assigned and not worked, whether excused or not, shall be color coded in red when posted. Overtime worked shall be posted in a contrasting color.

- 74a The overtime record for each unit of distribution will begin at zero for all employees, effective with the beginning of the first pay period following the execution date of this Agreement and shall continue through the expiration date of this Agreement.

SECTION E. DEFINITIONS

75 For the purposes of this Article and the computation of overtime premium the following definitions shall apply:

- 76 1. "Day" means the twenty-four (24) consecutive hour period beginning with an employee's starting time on each work day.
- 77 2. "Calendar Week" means seven (7) consecutive calendar days beginning at midnight between Saturday and Sunday.
- 78 3. "Unit of Distribution" means either a department or a building or other separate geographic location even though employees are working in the same department.

ARTICLE XI

SHIFT PREMIUM

- 79 A shift premium of thirty cents (30¢) per hour worked shall be paid to any employee who is scheduled to start work on or after 12 noon and before 8:00 p.m. Starting times within this period of time shall be known as the afternoon shift.

80 A shift premium of forty cents (40¢) per hour worked shall be paid to any employee who is scheduled to start work on or after 8:00 p.m. and before 4:00 a.m. Starting times within this period of time shall be known as the evening shift.

81 An employee who works beyond his/her scheduled hours shall continue to receive the shift premium, if any, if he/she works an additional full eight (8) hour shift, he/she shall be paid the shift premium for that shift, or the shift premium for his/her first eight (8) hours, whichever premium is greater.

82 If an employee's schedule of work is divided by a period of time exceeding one (1) hour (split shift), the second segment will be considered a starting time for determining shift premium.

83 A premium of forty cents (40¢) per hour shall be paid to an employee during the period of time he/she is assigned to a special schedule and subject to schedule changes without notice. When an employee receives this premium, he/she shall not receive a shift premium.

ARTICLE XII

CALL BACK PAY

84 An employee who returns to work because of a call made after he/she has left the University premises upon completion of his/her assigned schedule of work shall receive the overtime premium as set forth in Section A. of Article X for the time worked, or a minimum of four (4) hours pay at his/ her hourly rate, and shift or special schedule premium, if applicable, whichever amount is greater. This shall not apply, however, to employees who are called in to begin work prior to the start of their shift and work continuously, except for a lunch break, into their shift, provided the University permits him/her to work his/her assigned schedule of work for that day. To the extent an employee is paid the overtime premium pursuant to this Article, he/she shall not be paid an overtime premium under Section A. of Article X for the same time worked.

ARTICLE XIII

REPORTING PAY

85

A full-time employee who reports to work at his/her scheduled starting time when he/she has not been notified that no work is available shall be paid his/her hourly rate, plus shift premium or special schedule premium, if applicable, for not more than four (4) hours for any portion of the four (4) hour period during which no work is offered by the University. Such payment will not be payable if no work is available because of conditions beyond the control of the University such as fire, flood, tornado, power failure, labor dispute and student disruption, or if the employee fails to receive notice not to report through his/her own fault, such as absence or failure to provide a correct address or telephone number.

ARTICLE XIV

ON-CALL PAY

86

Each employee specifically designated as in an "on-call" status shall be paid twenty percent (20%) of the job rate for his/her classification for hours spent in that status. Employees, when designated for on-call status, are required to restrict their whereabouts to the extent that they are required to leave word at their home or with their supervisor where they can be reached and be in a position to return to work immediately when called. Upon return to work, such employees are not eligible for call back or reporting pay, as provided in Articles XII and XIII, nor for on-call pay while at work, but shall be paid their regular hourly rate, plus shift premium or special schedule premium, if applicable, or the overtime premium as set forth in Section A. of Article X, if applicable, for actual work performed. Time spent in an on-call status shall not be counted in calculating time worked for determining when an overtime premium shall be paid.

ARTICLE XV

RATES OF PAY ON TRANSFER

87

1. Except for transfers on a temporary basis,

- 88 a. An employee with seniority who is transferred shall be paid the job rate for the classification to which he/she is transferred, and
- 89 b. A probationary employee who is transferred shall be paid the probationary rate for the classification to which he/she is transferred.
- 90 2. An employee who is transferred on a temporary basis to a classification in a lower pay grade shall have his/her hourly rate maintained.
- 91 3. An employee who is transferred on a temporary basis to a classification in a higher pay grade for fifty percent (50%) or four (4) hours of his/ her assigned schedule of work on any day of work shall be paid, dependent upon his/her employment status, either the job rate or the probationary rate for that classification for all hours worked during his/her shift.

ARTICLE XVI

SENIORITY DEFINITION AND LOSS OF SENIORITY

SECTION A. DEFINITIONS

92 For the purposes of this Agreement, the following definitions shall apply:

- 93 1. "Seniority" means uninterrupted employment with the University beginning with the latest date of hiring with the University and shall include periods of University employment outside the bargaining unit, layoffs and other periods of absence authorized by and consistent with this Agreement.

SECTION B. LOSS OF SENIORITY

94 An employee shall lose his/her seniority and no longer be an employee if:

- 95 1. He/she resigns or quits;

- 96 2. He/she is discharged (unless reversed through the Grievance or Arbitration Procedure);
- 97 3. He/she retires;
- 98 4. He/she does not return to work from layoff within seven (7) calendar days after being notified to return by certified or registered mail or by telegram addressed to the employee at his/her last address filed with the University Personnel Office and the Union president, or his/her designated representative, has been notified in writing of that fact, except when the failure to return to work is due to circumstances beyond the control of the employee and the University has been so notified;
- 99 5. He/she has been on layoff for a period of time equal to his/her seniority at the time of his/her layoff or two (2) years, whichever is less; or
- 100 6. He/she is absent from work for three (3) consecutive days without notifying the University, except when the failure to notify and work is due to circumstances beyond the control of the employee. After such absence, the University shall send written notification to the employee at his/her last known address that he/she has lost his/her seniority, and his/her employment has been terminated. In addition, the Chairperson of the Bargaining Committee, or his/her designated representative, shall be notified in writing of that fact.

101 A grievance involving compliance with this Section shall begin at Step Three of the grievance procedure, and may be processed through the Grievance and Arbitration Procedures by the Union only for an employee who has lost his/her status as an employee and his/her seniority, provided it is submitted in writing at Step Three of the grievance procedure within seventy-two (72) hours after facts have occurred giving rise to his/her grievance, except that in the event of employment termination as provided in paragraph 98 or 100 a grievance may be submitted, provided it is submitted in writing within seventy-two (72) hours after the Chairperson of the Bargaining Committee, or his/her designated representative, has received written notification of the termination.

SECTION C. REINSTATEMENT

- 101a If an employee with one or more years of seniority resigns or quits and subsequently is rehired by the University, within twelve (12) months of the termination of their previous employment, their original seniority date will be restored upon completion of three (3) consecutive years of employment, excluding time on leave of absence.

ARTICLE XVII

EMPLOYEE AND ADDRESS LISTS

SECTION A. EMPLOYEE LISTS

- 102 The University shall prepare and maintain a list which shall show the names alphabetically and the classification title, department number, pay grade, hourly rate and seniority date of all employees. The Union (Local 1583) shall be given two copies and Council 25 one copy of the list within thirty (30) calendar days after the date of this Agreement, and thereafter a current list monthly.
- 103 A departmental seniority list, including the same information, shall be maintained by each department. This list shall be available for inspection by the employee or his/her steward.
- 104 These lists shall be deemed correct as to an employee's seniority date unless the employee, or the steward for the employee, notifies the University to the contrary in writing after a list is given to the Union.

SECTION B. ADDRESS LISTS

- 105 Monthly, the University shall give to the Union (Local 1583) two copies and Council 25 one copy of a list of employees together with their most current addresses as they appear on the records of the University. The Union (Local 1583) and Council 25 shall retain such information in confidence and disclose it only to those officials of the Union whose union duties require them to have such information.

SECTION C. HIRE, TERMINATION AND LEAVES OF ABSENCE LISTS

106 The University, on a monthly basis, shall give to the Union (Local 1583) one copy of each of the following: (1) list of employees hired during the previous calendar month, (2) list of employees terminated, for whatever the reason, during the previous calendar month, (3) employees on a leave of absence and (4) employees who are on the active payroll lists but not the dues deduction register for the month. In addition to names, these listings shall include the same information provided on the seniority list.

SECTION D. TEMPORARY EMPLOYEES LIST

107 The University, on a monthly basis, shall give to the Union (Local 1583) one copy of a list of temporary employees performing substantially the same work as employees in this bargaining unit, together with their classification title, department number, and the number of hours worked each bi-weekly pay period. The list shall include current available information with hours of work for the six (6) most recent consecutive pay periods.

ARTICLE XVIII

PROBATIONARY EMPLOYEES

108 An employee is a "probationary employee" for his/her first three (3) months of employment.

109 A temporary employee who becomes an employee in the same department in which he/she was performing substantially the same work as a temporary employee for any continuous period immediately preceding the date he/she became an employee, will have that continuous period counted towards completion of his/her probationary period.

110 No matter concerning the discipline, layoff or termination of a probationary employee shall be subject to the grievance and arbitration procedures. At the request of the Chairperson of the Bargaining Committee, however, the University through a designated representative, shall discuss the termination of the probationary employee with the

Chairperson, provided the request is made within seventy-two (72) hours following the termination.

- 111 A probationary employee shall have no seniority, except as otherwise provided in this Agreement, until he/she has completed his/her probationary period. Upon the completion of his/her probationary period, he/she will acquire seniority from his/her date of hire. An employee who has a continuous period of temporary employment counted towards completion of his/her probationary period will acquire seniority from the date he/she began his/her continuous period of temporary employment. In the event this period of continuous temporary employment exceeds the limits set forth in Article I (ref. par. 4) without consent of the Union, the employee will also be provided sick and vacation accruals as provided in Article XXII and Article XXIV from the date that he/she began that continuous period of temporary employment.

ARTICLE XIX

REDUCTION OF THE WORKING FORCE AND RECALL PROCEDURES

SECTION A. PROCEDURE FOR THE REDUCTION OF THE WORKING FORCE

- 112 1. When employees are removed from a classification within a department for the purpose of reducing the working force in that classification in that department, the employees with the least seniority in the affected classification in that department shall be removed first, provided that the employees remaining in the classification have the ability to perform the work available.
- 113 2. A removed employee shall be transferred, conditioned upon ability to perform the work available, in the following order of priority:
- 114 a. To a vacancy, if any, in the same classification in another department;
- 115 b. To a vacancy, if any, in another classification in the same pay grade within the department;
- 116 c. To a vacancy, if any, in another classification in

- 117 d. the same pay grade in another department;
To replace an employee with less seniority, if
any, in the same classification in another
department;
- 118 e. To replace an employee with less seniority, if any,
in another classification in the same pay grade
within the department;
- 119 f. To replace an employee with less seniority, if any,
in another classification in the same pay grade in
another department;
- 120 g. To a vacancy, if any, in a classification assigned to
the next lower pay grade within the department.
- 121 h. To a vacancy, if any, in a classification assigned to
the next lower pay grade in another department;
- 122 i. To replace an employee with less seniority, if any,
in a classification assigned to the next lower pay
grade within the department;
- 123 j. To replace an employee with less seniority, if any,
in a classification assigned to the next lower pay
grade in another department.
- 124 3. A removed employee not transferred as provided in 2.
above shall have the procedure set forth in 2. g, h, i, and
j above applied to classifications assigned to each
succeeding next lower pay grade until he/she is
transferred or laid off.
- 125 4. The procedure set forth in 2. and 3. above shall be
applied for an employee who is replaced as a result of
the application of the above procedures until he/she is
transferred or laid off.
- 126 5. In applying the procedures set forth in 2., 3., and 4.
above, a removed or replaced full-time employee shall
be transferred to another full-time position. A
removed or replaced part-time employee shall be
transferred to either a full-time or part-time position.
Part-time employees eligible for benefit programs may
exercise seniority to maintain benefit eligibility rather
than accepting a transfer to a position without benefit
eligibility.
- 127 6. In applying the above procedures, full-time
probationary employees shall be removed from the
affected classification or replaced, as the case may be,
prior to removing or replacing full-time, non-

probationary employees, and part-time probationary employees shall be removed or replaced prior to removing or replacing part-time, non-probationary employees.

- 128 7. In the event that a temporary employee is employed in a department, an employee, including a probationary employee unless he/she is terminated, who is to be removed from that department shall have the option of replacing the temporary employee, conditioned upon ability to perform the work available. An employee exercising this option does not become a temporary employee.

SECTION B. PROCEDURE FOR RECALL

- 129 An employee with seniority who has been laid off or transferred as a result of a reduction of the working force shall be recalled to work, conditioned upon ability to perform the work available, in accordance with the reverse application of the procedure for reduction of the working force.

SECTION C. SENIORITY PREFERENCE

- 130 For the purposes of this Article, the executive officers of the Union, the bargaining committee, chief stewards, stewards and alternate stewards shall have seniority preference over all the employees they represent, conditioned upon ability to perform the work available, provided, however, that in the application of subparagraph 2. of Section A., each priority shall include the following provision: "providing the department includes employees, or a vacancy for employees, represented."

SECTION D. TEMPORARY LAYOFFS

- 131 In the event employees with seniority are laid off because of a temporary discontinuance of operations, or any portion thereof, caused by the academic calendar or conditions not immediately correctable by the University, temporary adjustments in the work force can be made without application of the Reduction of the Working Force or Recall Procedures. The Union will be notified of such temporary adjustments. If such temporary adjustments continue for more than five (5) work days, the Union can request the

University to apply the reduction of the working force procedure and the University will do so within the following five (5) work days.

- 131a If the circumstances of a planned reduction in force or reduction in hours are known in advance by the University, the Union will be given written notice of the planned changes not less than 14 days prior to the reduction and an opportunity for explanation of the circumstances will be scheduled with the President, the Chairperson of the Bargaining Committee and the Chief Steward(s) for the classification(s) affected. It is understood that responsibility for notifying the employees affected remains with the University and that any disagreements regarding reductions will be submitted using the grievance procedure after employees have been notified.

SECTION E. NOTICE TO UNION AND LIABILITY

- 132 Names of employees removed from a classification, given the option of remaining in the part-time position, or laid off in a reduction of the working force and recalled to work shall be given to the Union office in writing. A grievance alleging a violation of the reduction of the working force or recall procedures may be processed through Grievance and Arbitration Procedures, provided it is submitted in writing at Step Three within seventy-two (72) hours after the Union receives notification of a removal, a part-time option, or layoff or a recall to work.

SECTION E. DEFINITION

- 133 For the purposes of this Article "ability to perform the work" means present skills and basic knowledge and physical fitness, within the knowledge of the University from its records or as otherwise made known to the University, to competently perform the full range of duties of the position in question.

SECTION G. PROCEDURE FOR THE REDUCTION OF HOURS

- 134 In the event the hours of work of a full-time employee with seniority are reduced to part-time for more than ten (10) work days, that employee shall have the option of remaining in the part-time position. If that option is not selected, the full-time employee with the least seniority in that

classification in that department, provided that the employees remaining in the classification have the ability to perform the work available, shall have the option of remaining in the department in the part-time position, or be transferred, conditioned upon ability to perform the work available, in accordance with the procedures set forth in subparagraphs 2. through 6. of Section A.

ARTICLE XX

PROMOTIONS AND OTHER TRANSFERS

SECTION A. DEFINITIONS

- 135 1. Promotion - A "promotion" is defined as the transfer of an employee to a regular job opening in a classification assigned to a higher pay grade.
- 136 2. Regular Job Opening - Except during the months of May and June, a "regular job opening" is a position which is expected to be filled for more than ninety (90) calendar days, except as provided in Article I, paragraph 5 regarding use of sick time and leaves of absence. In the event that a position which was not expected to be filled for more than ninety (90) calendar days is still filled after ninety (90) calendar days, that position, upon request of the Union will become a "regular job opening" subject to the provisions of this Article for the balance of the need for it to be filled. The University will notify the Chairperson of the Bargaining Committee if the position is still filled after ninety (90) calendar days. During the months of May and June, the use of a "temporary employee" shall not exceed September 30.
- 137 3. Necessary qualifications - "Necessary qualifications" means that the records of the University or other knowledge made known to the University indicates the reasonable certainty that the employee will be able to perform competently the full range of duties of the regular job opening within a reasonable period of time.

SECTION B. POSITION AND SHIFT CHANGES
WITHIN A DEPARTMENT

- 138 1. An employee who wishes to change from one position to another position or from one shift to another shift within his/her own classification and department, shall fill out a "Request for Transfer" form supplied by the University identifying either a specific position or the location and/or days off and the range of starting times and file it with the department at a place designated by the department. The employee and the Union office will receive a copy of the filled out "Request for Transfer" form.
- 139 2. After making position or shift transfers among employees within a subdivision of a department such as a building, a separate geographic location or patient care unit as the case may be and prior to posting, all requests for position or shift transfer which have been on file for at least thirty (30) calendar days at the time a regular job opening occurs shall be considered by the University for that regular job opening. If an employee has filed more than one "Request for Transfer," only the two (2) most recently dated requests must be considered by the University in making transfers. The two most recently dated requests will remain on file unless and until the requested transfer or change occurs.
- 139a Notwithstanding the provisions of Article XX, Paragraph 139, for the purpose of position or shift transfer among employees, the following will be considered as centralized departments:
1. Hospital Materiel Services
 2. Hospital Food and Nutrition Services
 3. Ann Arbor Plant Building Service
 4. Ann Arbor Housing Food Service
 5. Ann Arbor Housing Housekeeping
- 139b In addition, an employee whose regular schedule of work is less than twenty (20) hours per week shall not have their assigned hours of work increased to a full-time schedule as a consequence of the application of 1. and 2. above.

- 140 3. Among the employees considered, employees will be offered the position in accordance with seniority and in such a manner as will not adversely affect the operation of the University. The Chairperson of the Bargaining Committee, or his/her designated representative, will receive written notification where such an offer would adversely affect the operation of the University.

SECTION C. PROMOTIONS WITHIN A CLASSIFICATION SERIES EXISTING EXCLUSIVELY WITHIN A DEPARTMENT

- 141 In making a promotion or transfer within a classification series which exists exclusively within a department, the employee with the most seniority who has the necessary qualifications will be given the promotion or transfer when the classification is assigned to pay grade 2 through 6. When the classification is assigned to pay grade 7 or above, qualifications shall be the determining factor, except that among those with equal qualifications, seniority shall control.
- 141a In addition, and if as a result of reorganization within a department, or subdivision of a department, a different complement of classifications exists within the department, any position assigned to a new or additional existing classification within a classification series, will be subject to the provisions of this Section.
- 142 If a promotion or transfer is made under this Section, the seniority of employees shall be applied in the following order of preference: first - employees within a classification series from another classification(s) in the same pay grade; second - employees within a classification series from the classification(s) in the next lower pay grade; third - employees within a classification series from the classification(s) in each next succeeding lower pay grade.
- 143 The name of the employee who was promoted, together with his/her classification title and seniority date will be sent to the Union office.
- 144 For the purposes of this Article, the classifications in each series are set forth in Appendix E. From time to time, and after discussing the matter with the Union, the classifications assigned to the series may be changed by mutual agreement.

SECTION D. PROMOTIONS AND TRANSFERS - POSTING AND BIDDING PROCEDURE

145

If a regular job opening is not filled from within a department or in another manner consistent with the terms of this Agreement, the regular job opening, except for openings in pay grade 1 and openings which are filled by offering the opening to employees in seniority order through the first three orders of preference set forth below, will be posted throughout a posting area as set forth in Appendix D. for five (5) calendar days. When the opening is filled, the employee with the most seniority among the bidders in the posting area who has the necessary qualifications will be given the promotion or transfer when the classification is assigned to pay grade 2 through 6. When the classification is assigned to pay grade 7 or above, qualifications shall be the determining factor, except that among those with equal qualifications seniority shall control. When the opening is filled under this Section, the seniority of employees shall be applied in the following order of preference: first - bidders within a classification series from the same or another classification in the same pay grade; second - bidders within a classification series from the classification(s) in the next lower pay grade; third - bidders within a classification series from the classification(s) in each next succeeding lower pay grade; fourth - other bidders.

146

However, no employee shall be promoted or transferred into a department or unit under the supervision of a relative. For purposes of this Article, relative means an employee's spouse, or the son, daughter, parent, grandparent, brother, sister, grandchildren (or the spouse of any of them), of either the employee or his/her spouse, or of any other related person living in the employee's household.

SECTION E. GENERAL PROVISIONS

147

When a regular job opening is posted in accordance with Section D., the posting will note the classification, the pay grade, the department and the starting time. In addition, and in order to help an employee determine whether or not the employee should bid, the posting will set forth qualifications that the employee might not otherwise be aware of, and which the employee must have in order to be considered. A copy of the posting will be sent to the Union Office. The University

shall include a sequential numbering system on all job postings.

- 148 During any period in which employees are being considered for promotion or transfer and during any posting period, the regular job opening may be filled by anyone on a temporary basis.
- 149 At the time a bid is received by the supervisor or the Personnel Office, it will be dated and a copy returned to the employee. Only bids providing all requested information and received by the University within the posting period by the employee's supervisor or at a University Personnel Office will be considered by the University prior to making a promotion or transfer. Once a regular job opening is posted, other methods of filling a regular job opening shall not be used until all bidders are considered in accordance with the standard set forth in Section D.
- 150 An employee who does not provide all requested information or deliberately falsifies information on the bid form may be disqualified.
- 151 Any bidder must be at work or otherwise available following the closing date of the bid and during the period when bidders are being considered. If a bidder is not at work or otherwise available to be considered, the bidder may be disqualified.
- 152 An employee who has received a disciplinary layoff within the twelve (12) month period prior to the date the University begins considering employees for a promotion or transfer, may be disqualified by the Personnel Office. However, prior to such action, the University through a designated representative, shall discuss the matter with the employee and the Bargaining Chairperson or his/her designated representative.
- 153 An employee who is promoted or transferred to another classification will be given a reasonable period, but not to exceed one (1) month, to demonstrate in actual performance whether he/she has the ability to perform the work. If he/she does not have the ability to perform the work, he/she shall be returned to the classification from which he/she was promoted or transferred and given a written notice of reason. A copy of this notice will be sent to the

employee's chief steward and to the Union office.

154 If the employee requests within the one (1) month period following a promotion or transfer from another classification, he/she shall be returned to a regular job opening in the classification from which he/she was promoted or transferred, but in any event, he/she shall be returned within the one (1) month period following his/her request. If there is no regular job opening in the classification from which the employee was promoted or transferred, the employee will be returned to any other regular job opening in the same pay grade for which the employee has the necessary qualifications. If no such regular job opening exists, the employee will be returned to a classification in the same pay grade consistent with seniority and ability to perform the work. An employee affected by such a return shall be placed or laid off in accordance with the provisions of Section A. of Article XIX.

155 In the event that an employee is returned to the classification from which he/she was promoted or transferred, the University shall consider the other bidders prior to posting again.

156 An employee who has been hired, promoted or transferred, including an employee returned at the employee's request, but not an employee returned by the University because the employee does not have the ability to perform the work, need not be considered by the University for a subsequent transfer or promotion during the twelve- (12) month period following the hire and six- (6) month period following the transfer and promotion; unless the employee is the only bidder who meets the standard set forth in Section D.

157 An employee who has bid for a promotion or transfer in accordance with the provisions of Section D. and who has more seniority than the employee selected for promotion or transfer, will be notified in writing within twenty-one (21) days after a person has been selected for the job opening that he/she lacks the qualifications or he/she does not have equal qualifications, as the case may be, together with the name and seniority date of the employee promoted or transferred. A copy of this notification will be sent to the Union Office within twenty-one (21) days after a person has been selected. An employee who has been notified that he/she has not been selected for promotion to a classification assigned to pay grade

7 or above because he/she lacks the qualifications may request an explanation. Upon request the University will inform the employee what is needed to become qualified.

158 Should a regular job opening fail to receive any bids for a minimum of three (3) different, but consecutive, posting periods, after written notice to the Union Office, the University may discontinue posting for one (1) year such regular job openings which subsequently occur in that classification, in that department and at that starting time. Thereafter, the University will again post any such regular job openings and the provisions of this paragraph shall be repeated. The Union shall be sent a written notice, on a weekly basis, of all regular job openings for which no bids were received by the University.

159 Simultaneous posting of more than one (1) opening at the same starting time in a classification within the same department shall be considered a single regular job opening for the purposes of this Article.

160 Promotions or other transfers resulting from the application of this Article can be questioned through the Grievance and Arbitration Procedures only by an employee who has more seniority than the employee selected for the promotion or transfer and/or who has a higher order of preference and, if applicable, who has bid prior to the closing date.

161 A grievance concerning compliance with this Article shall begin at Step Three of the Grievance Procedure provided the grievance is submitted in writing within the fifteen (15) calendar day period following the day on which the aggrieved employee had knowledge of the facts giving rise to the employee's grievance.

ARTICLE XXI

RETURN TO UNIT

162 An individual who has performed the type of work now performed by employees in the bargaining unit who is or was in the past transferred out of the unit, but not to another bargaining unit, may be returned by the University to the unit. In such a case the return shall be to a vacancy in the

classification from which he/she was transferred, or if none, then to a vacancy in a classification in the same pay grade. If no vacancy exists, the return shall be by replacing the least senior employee in the classification from which he/she was transferred. However, an individual placed in the bargaining unit from another bargaining unit or non-bargaining unit shall not use his/her University seniority date for the purposes of Promotions and Transfers for twelve (12) calendar months. Any employee placed in the bargaining unit from another bargaining unit or non-bargaining unit will be placed in a pay grade 01 position, unless otherwise agreed by the Union and the University, or the placement is to a regular job opening for which no bids were received or for which there were no bidders possessing the necessary qualifications.

ARTICLE XXII

SICKNESS OR INJURY PAY

SECTION A. ELIGIBILITY

163 An employee shall be eligible to receive sickness or injury pay (hereinafter referred to as "sick pay") in accordance with the provisions of this Article when he/she is unable to work because of personal sickness or injury (hereinafter referred to as "absence") and providing he/she meets the requirements of Section E., except no sick pay shall be payable for an inability to work which results or occurs as follows:

- 164
1. Intentionally self-inflicted;
 2. Participating in any criminal act;
 3. Participating in a riot or civil commotion;
 4. Working for an employer other than the University;
 5. Following a termination date that was determined prior to occurrence of the absence.

165 Neither shall any sick pay be payable (1) during a vacation, except when hospitalized or equivalent confinement or (2) during a layoff, leave of absence, or disciplinary layoff or (3) for any other period of time which is not time lost from the full-time employee's regular or special schedule of work or a part-time employee's schedule of work for the calendar week.

SECTION B. HOURS OF SICK PAY PAYABLE

166 The number of hours of sick pay payable to an eligible employee shall be based upon time lost from work, but in no case shall the number of hours payable exceed the maximum number of hours accrued as provided in Section C.

167 All hours of sick pay accrued and all hours of absence, whether or not paid, shall be recorded and to the extent necessary to implement this Article, be available on an individual basis to an employee and the Union.

SECTION C. ACCRUAL

168 1. Except as provided in 2. and 3. of this Section, full-time employees accrue hours of sick pay at the rate of eight (8) hours per calendar month.

169 2. During the calendar month in which a full time employee starts or ends employment, or starts or returns from any leave of absence, he/she shall accrue hours of sick pay depending upon the day of the calendar month on which the event occurs as follows:

| 170 | <u>Day of Calendar Mo.</u> | <u>Start of Employment or Return from Leave of Absence</u> | <u>End of Employment or Start of Leave of Absence</u> |
|-----|--------------------------------|--|---|
| | One through ten | 8 | none |
| | Eleven through twenty | 4 | 4 |
| | Twenty-one through end | none | 8 |

171 3. Except as provided in 2. above, an employee shall not accrue any hours of sick pay during any leave or absence or during any calendar month in which he/she is absent without pay for fifteen (15) or more work days. During any calendar month in which he/she is absent without pay for less than fifteen (15), but more than seven (7) work days, he/she shall accrue four (4) hours of sick pay.

172 4. Part-time employees normally scheduled to work eight (8) or more hours per calendar week accrue hours of sick pay on a basis which is directly proportionate to that

accrued by full-time employees. Those normally scheduled to work less than eight (8) hours per calendar week shall not accrue hours of sick pay.

- 173 5. Hours of sick pay accrue and are recorded on the first day of each calendar month of employment.
- 174 6. No employee may accrue hours of sick pay in excess of eight hundred (800) hours or if a part-time employee in excess of the appropriate proportionate number of hours.
- 175 7. No employee shall be eligible for sick pay time before it accrues.

SECTION D. DETERMINATION OF SICK PAY

176 Except as otherwise limited by this Article, the amount of sick pay payable to an eligible employee shall be determined by multiplying the number of hours, not to exceed eight (8) in a calendar day nor forty (40) in a calendar week, of time lost from work because of the absence times the employee's hourly rate at the time the absence occurs, plus shift or special schedule premium, if applicable; provided, however, in any week in which an employee receives a loss of time Worker's Compensation benefit (including any dependency allowance), the amount of that benefit shall be subtracted from the amount of the sick pay that otherwise would be payable.

177 In the event an employee has received sick pay for any period of time for which the employee would otherwise be eligible for a loss of time Worker's Compensation Benefit, a Worker's Compensation Benefit will not be substituted for the Sick Pay for the first eighty (80) hours of sick time paid. Thereafter the Worker's Compensation Benefit will be substituted and the employee credited with any sick time paid rather than the Worker's Compensation Benefit. In no case will an employee receive payment, whether it be from Worker's Compensation or Sick Pay in excess of what would have been paid if the employee had been at work. If, for whatever the reason this has happened, adjustments in subsequent payments to an employee from whatever the source will be made.

SECTION E. NOTICE AND PROOF OF SICKNESS OR INJURY

178 No sick pay shall be payable to an employee unless his/her department head is notified of the nature of the sickness or injury and the probable duration thereof as soon as possible, but in no event later than the beginning of his/her shift, except when the failure to notify is due to circumstances beyond the control of the employee.

179 In all cases on returning to work an employee claiming or having received sick pay must certify on a form provided by the University the following:

- 180 1. The nature of the sickness or injury which prevented him/her from working, including time, dates and circumstances, and whether or not under the care of a physician;
- 181 2. The amount of time lost from work in hours because of the sickness or injury;
- 182 3. The name of the person to whom advance notice was given, together with the time, or the reason notice was not given.

183 In the event that facts and circumstances indicate that the employee may not be eligible for sick pay as claimed, evidence of eligibility may be required. A physician's statement on a form provided by the University is such evidence, but will not be a mandatory requirement necessary to receive sick pay unless other evidence is not satisfactory or except as provided below.

184 Arbitrary failure to follow accepted medical practice shall be reason for discontinuing or withholding sick pay. If sickness or injury recurs frequently or regularly so as to raise a question about the employee's general state of health, or there is an arbitrary failure to follow accepted medical practice, the University may require the employee to see the employee's own physician and provide the University with a statement concerning his/her health problem, the treatment required and what can be expected. If the employee does not have a personal physician, the University will assist the employee in obtaining appropriate medical care.

185 The University may request a Sick Time Conference with an employee, the employee's supervisor, a representative of the University Personnel Office, the Bargaining Chairperson and the Chief Steward to discuss the employee's sick time usage and ability to work. Although not limited to the following, information discussed shall be of the type:

- 186
1. time lost from work due to sickness or injury;
 2. physician's evaluation(s);
 3. ability of employee to meet employment obligation of regular and reasonable attendance.

187 If the University requires an employee to be examined by a physician or physicians of its choosing with a report of the findings made to the University, that examination and report will be without cost to the employee.

SECTION F. PREVENTIVE MEDICAL AND DENTAL CARE APPOINTMENTS

188 A full-time employee or a part-time employee working thirty-two (32) or more hours in a calendar week, will be granted paid time off from his/her assigned schedule of work for a preventive medical or dental care appointment, including post-operative examinations and care, providing he/she gives his/her immediate supervisor written notice at least five (5) calendar days prior to the appointment, unless the appointment is scheduled by the University doctor. The written notice shall include the time and day of the appointment, the name of the doctor and the probable duration of the absence. A series of appointments may be included in the same notice. In the event that a doctor schedules a return appointment or post-operative examination or care which prevents giving the required notice, as much notice as possible based on the circumstances is required. In the event that the time of the appointment adversely affects the operation of his/her department, the employee will reschedule the appointment to a mutually convenient time. Notwithstanding the fact that such an absence is not the result of a sickness or injury within the meaning of this Article, the provisions of this Article shall apply.

SECTION G. SUPPLEMENTAL DISABILITY INCOME FOR
EXTENDED DISABILITY

- 188a A full-time employee who has at least two full years of continuous service and has received sick pay, as provided in this Article, for fifteen (15) consecutive work days (120 hours) will be eligible for up to not more than sixty (60) days (480 hours) of Supplemental Disability Income in the immediately following five (5) year period. This five (5) year period begins on the first day that the employee became eligible for Supplemental Disability Income.
- 188b This Supplemental Disability Income will be available to an eligible employee only for consecutive and contiguous work days of absence following an original fifteen (15) consecutive work days of absence for which sick pay provided by this Article has been received. Thereafter other accrued hours of sick pay are again used and paid.
- 188c A full time employee will have the full four hundred and eighty (480) hours of Supplemental Disability Income reinstated in full on the first day of the month following each successive five year period provided the employee is at work on that day. If the employee is not at work on that day, reinstatement will take place on the day the employee returns to active employment. In no case will the employee be eligible for more than four hundred and eighty (480) hours of Supplemental Disability Income in any five (5) year period.
- 188d Part-time employees normally scheduled to work eight (8) or more hours per calendar week will be eligible for Supplemental Disability Income on a basis which is directly proportionate to that of full-time employees. Those normally scheduled to work less than eight (8) hours per calendar week shall not be eligible for Supplemental Disability Income.

ARTICLE XXIII

HOLIDAYS

SECTION A.

- 189 The following holidays will be observed on the calendar day on which each falls, except that a holiday falling on Sunday will be observed on the following Monday and a holiday falling on Saturday will be observed on the preceding Friday:

- 190
1. New Year's Day
 2. Memorial Day
 3. Independence Day
 4. Labor Day
 5. Thanksgiving Day
 6. Day after Thanksgiving Day
 7. Christmas Day

190a Providing sufficient other employees capable of doing the work required are available, an employee may substitute up to three (3) days of his/her choice that are of greater personal significance than the designated Holidays for any three (3) of the designated Holidays within the calendar year in which the designated Holidays fall. A written request for such substitutions must be given to the employee's immediate supervisor on or before July 1 of each year.

SECTION B.

191 The holiday shall be the consecutive twenty-four (24) hour period starting with the employee's starting time on the calendar day on which the holiday is observed.

SECTION C.

192 Each full-time employee, other than an employee on layoff or on any leave of absence, shall receive eight (8) hours pay at his/her hourly rate plus shift or special schedule premium if applicable, for the holiday, provided the employee meets the following eligibility requirement:

193 He/she works his/her last scheduled work day prior to and his/her first scheduled work day following the holiday, unless his/her failure to work on either or both such days is excused because of (1) personal sickness or injury as provided in Article XXII, or (2) other extraordinary circumstances beyond the control of the employee which cannot be corrected in time for him/her to meet his/her employment obligation. An employee who is late, but finishes his/her schedule of work, meets the eligibility requirement.

SECTION D.

194 Each part-time employee normally scheduled to work eight (8) or more hours per calendar week, other than an

employee on layoff or on any leave of absence, who meets the eligibility requirement set forth in Section C. shall receive pay for the holiday determined by multiplying his/her hourly rate plus shift premium, if applicable, times his/her normal schedule of hours per calendar week divided by five. Those normally scheduled to work less than eight (8) hours per calendar week shall not receive pay for the holiday.

SECTION E.

195 In addition to the holiday pay as provided in Section C. or D., an employee who works on the holiday will be paid for the time worked at one and one-half times his/ her hourly rate and shift premium, if applicable. To the extent that an employee is paid pursuant to this Section, he/she shall not be paid an overtime premium under Section A. of Article X for the same time worked.

195a If an employee is regularly scheduled to work on Christmas Day, New Year's Day or Independence Day that falls on a Saturday or Sunday, and the employee is regularly scheduled off on the Friday or Monday of the observed holiday, then such an employee will be eligible to receive holiday pay based on the Saturday or Sunday that the holiday occurred only.

SECTION F.

196 An employee who fails to work on a holiday on which he/she is scheduled to work shall not receive holiday pay as provided in Section C. or D. unless his/her failure to work is excused because of (1) personal sickness or injury as provided in Article XXII, or (2) other extraordinary circumstances beyond the control of the employee which cannot be corrected in time for him/her to meet his/her employment obligation.

197 When an employee is scheduled to work on a holiday, he/she will be given at least seven (7) calendar days notice unless circumstances do not permit advance notice.

ARTICLE XXIV

SEASON DAYS

SECTION A.

- 198 Between the days observed as the Christmas Day and New Year's Day holidays (except for University Hospitals, between December 15 and January 15), there shall be four (4) Season Days which may be designated on an individual basis.

SECTION B.

- 199 Each Season Day shall be the consecutive twenty-four (24) hour period starting with the employee's starting time on the calendar day on which the Season Day is designated.

SECTION C.

- 200 Each full-time employee, other than an employee on layoff or on any leave of absence, shall receive eight (8) hours pay at his/her hourly rate plus shift or special schedule premium if applicable, for each Season Day for which the employee is not scheduled to work, provided the employee meets the following eligibility requirement:

- 201 The employee works the employee's last scheduled work day prior to and the first scheduled work day following the day observed as the Christmas Day and the New Year's Day holiday, respectively, unless his/her failure to work on either or both such days is excused because of (1) personal sickness or injury as provided in Article XXII, or (2) other extraordinary circumstances beyond the control of the employee which cannot be corrected in time for him/her to meet his/her employment obligation. An employee who is late, but finishes his/her schedule of work, meets the eligibility requirement.

SECTION D.

- 202 Each part-time employee normally scheduled to work eight (8) or more hours per calendar week, other than an employee on layoff or on any leave of absence, who meets the eligibility requirement set forth in Section C. shall receive pay for each Season Day for which the employee is not scheduled

to work, determined by multiplying his/her hourly rate plus shift premium, if applicable, times his/her normal schedule of hours per calendar week divided by five. Those normally scheduled to work less than eight (8) hours per calendar week shall not receive pay for the Season Days.

SECTION E.

203 An employee who works on a Season Day will be paid for the time worked at the employee's hourly rate and shift premium, if applicable. In addition and for each Season Day the employee works, an equivalent amount of time, not to exceed a total of thirty-two (32) hours shall be added to the employee's vacation accrual and, thereafter, shall be subject to the provisions of Article XXV.

SECTION F.

204 An employee who fails to work on a Season Day on which the employee is scheduled to work shall not receive the pay as provided in Section C. or D. unless his/her failure to work is excused because of (1) personal sickness or injury as provided in Article XXII, or (2) other extraordinary circumstances beyond the control of the employee which cannot be corrected in time for him/her to meet his/her employment obligation.

205 When an employee is scheduled to work on a Season Day, he/she will be given at least four (4) calendar days notice unless circumstances do not permit advance notice.

ARTICLE XXV

VACATIONS

SECTION A. ACCRUAL

206 1. Except as provided in 2. and 3. of this Section, full-time employees accrue paid vacation time as follows:

| 207 | <u>Seniority</u> | <u>Rate of Accrual Per Calendar Month</u> |
|-----|------------------------|---|
| | First 5 years | eight hours |
| | From 5 through 8 years | twelve hours |
| | Over 8 years | sixteen hours |

208 The increase in the rate of accrual shall be prorated for the initial month of completion of the required years of seniority, in accordance with paragraph 210 of the Agreement.

209 2. During the calendar month in which a full-time employee starts or ends employment, or starts or returns from any leave of absence, he/she shall accrue paid vacation time on a percentage basis of the rate of accrual in 1. above depending upon the day of the calendar month on which the event occurs as follows:

| 210 | Start of Employment or Return from Leave <u>of Absence</u> | End of Employment or Start of Leave <u>of Absence</u> |
|----------------------------------|--|---|
| <u>Day of Calendar Month</u> | | |
| One through ten | 100% | none |
| Eleven through twenty | 50% | 50% |
| Twenty-one through end | none | 100% |

211 3. Except as provided in 2. above, an employee shall not accrue any paid vacation time during any leave of absence or during any calendar month in which he/she is absent without pay for fifteen (15) or more work days. During any calendar month in which he/she is absent without pay or less than fifteen (15), but more than seven (7) work days, he/she shall accrue 50% of his/her accrual as provided in 1.

212 4. Part-time employees normally scheduled to work eight (8) or more hours per calendar week accrue paid vacation time on a basis which is directly proportionate to that accrued by full-time employees. Those normally scheduled to work less than eight (8) hours per calendar week shall not accrue paid vacation time.

213 5. Hours of vacation pay accrue and are recorded on the first day of each calendar month of employment.

214 6. No employee may accrue paid vacation time in excess of twenty-four (24) times his/her rate of accrual per calendar month.

SECTION B. ELIGIBILITY

- 215 No employee shall be eligible for paid vacation time, or receive pay in lieu of vacation time, before it accrues, or before completion of the probationary period.

SECTION C. PAY IN LIEU OF VACATION TIME

- 216 An employee will receive pay in lieu of paid vacation time (i.e., without taking actual time off from work) only after completion of his/her probationary period and then only under the following circumstances:
- 217 1. Retirement; or
2. Start of a leave of absence; or
3. Termination, for whatever the reason; or
4. Death, in which case a survivor will be paid.

SECTION D. PAY FOR ACCRUED VACATION TIME

- 218 1. Pay for vacation time shall be at the employee's hourly rate at the time vacation is taken, plus shift or special schedule premium, if applicable, times the number of hours of accrued paid vacation time scheduled and used.
- 219 Pay for vacation time shall be paid to the employee on his/her regular payday, except that an employee shall be paid for such vacation time in advance of his/her vacation on his/her regular pay day preceding the vacation, providing he/she is scheduled for five (5) or more consecutive vacation days (40 hours) and the payment in advance is requested in writing at least seven (7) calendar days prior to the pay day preceding the first day of such vacation.
- 220 2. Pay in lieu of vacation time shall be at the employee's hourly rate, at the time the event set forth in Section C. occurs, plus shift or special schedule premium, if applicable, times the number of hours of accrued vacation time.

SECTION E. SCHEDULING OF PAID VACATION TIME

- 221 Paid vacation time shall be scheduled to meet the work requirements of the University on a departmental basis with due consideration given to an employee's wishes as to time and duration in accordance with the following procedure:
- 222 1. Each department will post prior to March 1 and September 1 of each year and at such other times as may be established by a department any limitations concerning the scheduling of vacations, including the election to close down any or all of the operations of the department and schedule vacations during the close down period. Such limitations shall not include a limitation on the length of vacation of an individual employee to provide vacation for an employee with less seniority.
- 223 2. Employees will request vacation during the month of March and September for all scheduled vacation to be taken during the following May through October and November through April respectively unless a department established a procedure in which vacations can be requested on a more frequent basis, in which case vacations will be requested for those time periods.
- 224 3. Based upon these requests and within the time period established by a department, the department will schedule vacations in order of preference by classification on the basis of seniority.
- 225 4. Upon completion of the scheduling, the vacation schedule shall be posted during the last week of April and October or on a more frequent basis as established by the department, and may only be changed because of work requirements caused other than by the scheduling of vacations.
- 226 5. An employee who transfers from a department and who has not taken his/her scheduled and posted vacation loses his/her vacation preference. In such a case, he/she will be permitted to reschedule, consistent with the work requirements of his/her new department.

227 Vacations which are not scheduled and posted in accordance with the above procedure may be granted in the sole discretion of the University, provided it is requested in advance by the employee, except when extraordinary circumstances beyond the control of the employee cannot be corrected in time for him/her to meet his/her employment obligation, paid vacation time may be granted for the absence. Written supervisory approval or disapproval, as the case may be, shall be given to the employee within three (3) working days after the request for vacation is made.

228 At the request of an employee, an absence covered by Article XXII may be charged against accrued vacation time after all payments under Article XXII have been exhausted.

229 If a day observed by the University as a holiday as provided in Article XXIII occurs during an employee's vacation, he/she shall, if otherwise eligible for it, receive holiday pay and will not have that time off charged against accrued vacation time.

ARTICLE XXV-A

PERSONAL DISCRETION TIME

229a In the event a supervisor does not grant vacation under the provisions of paragraph 227 of Section E of Article XXV, the non-probationary employee may use personal discretionary time, provided the employee notifies the department head no later than the beginning of the employee's shift. Personal discretionary time is limited to not more than twenty-four (24) hours (twelve [12] hours for employees working half time or less) in a calendar year and not more than 1/3 of the hours in any one month. It is not available for the last scheduled work day prior to nor the first scheduled work day following a holiday or other time off, whether approved or not, except regularly scheduled days off. Hours used under this Article shall be charged to accrued vacation in not less than four- (4) hour increments. In no case will the provisions of this Article be available if it is being used for the purpose of a work stoppage.

ARTICLE XXVI

FUNERAL LEAVE PAY

230 In the event of the death of (1) an employee's spouse, or (2) a domestic partner with whom the staff member shares living accommodations and expenses, or (3) the son, daughter, parent, grandparent, brother, sister, grandchildren (or the spouse of any of them), of either the employee or his/her spouse or domestic partner or (4) any other related person living in the employee's household, an employee who attends the funeral or service shall be granted time off work with pay (maximum of eight [8] hours a day at his/her hourly rate plus shift or special schedule premium, if applicable). The amount of time off work with pay shall be only that which is required to attend the funeral or service and/or make necessary funeral or service arrangements, and (prior to or subsequent to the funeral or service) financial, custodial, or other necessary arrangements for surviving family member, but in no event shall it exceed three (3) work days.

231 If additional time off is needed, the employee may request the use of accrued vacation time.

232 In the event that an employee is on vacation, the provisions of this Article nevertheless shall apply.

ARTICLE XXVII

JURY AND WITNESS SERVICE

233 An employee who loses time off his/her assigned schedule of work because of jury duty service or to testify pursuant to a subpoena shall be paid for such time lost at his/her hourly rate plus shift or special schedule premium, if applicable. Jury duty and witness fees shall be offset against such pay. Except as otherwise provided in this Agreement, such jury duty and witness service shall be considered time worked. The employee shall furnish the University a written statement from the court showing the days of jury duty or witness service and the amount of jury duty or witness fees he/she was eligible to receive for each day. The employee will report for work when released from jury duty or witness service.

234 An employee who does not lose time from his/her assigned schedule of work, but who nevertheless has performed jury duty service or testified pursuant to a subpoena within the eight hour period immediately before the beginning of his/her shift, at his/her request, may have an amount of time off work equal to the time he/she was required to spend in court during that eight hour period. In such a case, the employee will be paid for this time off, with fees offset against such pay, in the same manner as if he had lost time from work.

235 An employee who is required to report for jury duty service or testify pursuant to a subpoena following completion of a shift which ends after midnight, will be excused from work at midnight and paid for such lost time at his/her hourly rate plus shift or special schedule premium, if applicable. Jury duty and witness fees shall be offset against such pay, in the same manner as if he/she had lost time from work while performing the jury duty or witness service.

235a None of the above provisions will apply to an employee who is a plaintiff, except for a plaintiff in a domestic dispute, whether testifying pursuant to a subpoena or not. Such an employee must make prior arrangements with the supervisor for either vacation or an excused absence without pay.

ARTICLE XXVIII

ANNUAL MILITARY DUTY

236 An employee who is a member of the Armed Forces Reserves or National Guard and who loses time from his/her assigned schedule of work to participate in annual military training, or for service required as a result of a civil disorder or other temporary emergency, shall be granted an excused absence from work, not to exceed fifteen (15) work days in any one calendar year. Such an employee will be paid for the time lost at his/her hourly rate plus shift or special schedule premium, if applicable. Armed Forces Reserves or National Guard base pay shall be offset against such pay. Except as otherwise provided in this Agreement, such service shall be considered time worked. The employee shall furnish the University with written evidence of service and the amount of base pay he/she was eligible to receive. If an employee requests and is scheduled for vacation during a period of

training or service, he/she shall not be eligible for the pay provided by this Article for that period of time for which he/she received vacation pay.

ARTICLE XXIX

LEAVES OF ABSENCE

SECTION A. MEDICAL

237 An employee with seniority who (1) is unable to work because of personal sickness or injury and (2) has exhausted sick pay under Article XXII and vacation payments under Article XXV shall be granted a leave of absence without pay upon request in writing and furnishing evidence of disability satisfactory to the University. Such request and evidence may be furnished by the Union or any other interested party. Medical leave may be taken in an intermittent basis or on a reduced effort schedule up to an absence totaling 12 weeks, but only when medically necessary and sick pay and vacation are exhausted. Medical leave may be taken on an intermittent basis or on a reduced effort schedule up to an absence totaling twelve (12) weeks but only when medically necessary and sick pay and vacation are exhausted.

238 The leave of absence shall be for the period of continuing disability, but not to exceed twelve (12) months, unless extended by the University. In no case, however, shall a leave and extensions exceed two years. To continue the leave of absence an employee must receive appropriate medical treatment and furnish satisfactory evidence of continuing disability. When necessary, physicians' opinions shall be the basis used to determine the question of appropriate medical treatment or evidence of continuing disability.

SECTION B. DISABILITY

239 Subject to, and consistent with, the University Disability Plan as provided for in Article XXXII, an employee who qualifies for disability benefits will be granted a leave of absence for an indefinite period.

SECTION C. PERSONAL

- 240 An employee with seniority may be granted a leave of absence without pay by the University for a period not to exceed six (6) months. The leave may be extended for additional periods, but in no case shall a leave and extensions exceed one year.

SECTION D. MILITARY

- 241 An employee entering the military service as (1) an inductee through the Selective Service System, or (2) a voluntary enlistee while having a 1-A selective service classification, or (3) a member of the Armed Forces Reserves or National Guard either pursuant to an order or call to active duty or active duty for training, or by volunteering during a period of national emergency, shall be granted a leave of absence without pay for the period of active duty or active duty for training, not to exceed four (4) years, plus additional time imposed by law and the period in which reinstatement must be requested as set forth in paragraph 248.

SECTION E. UNION

- 242 An employee with seniority who is elected or temporarily appointed to an elective office with the Union (Local 1583), Council 25 or the International Union, upon written request of the Chairperson of the Bargaining Committee of the Union, shall be granted a leave of absence without pay for the period of time for which elected or temporarily appointed.
- 243 An employee with seniority who is elected for regular employment with the Union (Local 1583), Council 25, or the International Union, upon written request of the Chairperson of the Bargaining Committee of the Union, shall be granted a leave of absence without pay for not more than a year. Upon written request of the Chairperson of the Bargaining Committee of the Union the leave will be extended for additional periods, but in no case shall a leave and extensions exceed two years.

SECTION F. UNION-EXCUSED ABSENCE

- 244 An employee with seniority who is elected or selected by the Union, upon the written request of the Chairperson of the Bargaining Committee, shall be granted an excused absence without pay for a period of time sufficient to attend conferences or conventions, provided, however, and except for executive officers of the Union, and chief stewards, not more than one employee from a department will be granted an excused absence at any one time. Provided further, no such request need be granted unless an oral or written request is received at least four (4) calendar days prior to the requested time off. An oral request must be confirmed in writing. For the purposes of this Section, Sections I. and J. of this Article shall not apply, but the excused absences shall be considered time worked except as otherwise provided in this Agreement.

SECTION G. CHILDCARE

- 245 Within the twelve (12) month period following the birth of the employee's child or the adoption or foster care placement of a child, an employee with seniority, upon written request, shall be granted a leave of absence without pay for not more than six (6) months. The leave may be extended for additional periods but in all cases a leave and extension must be completed by the end of one year from the date of the child's birth, adoption or foster placement.
- 245a "Child" is defined as a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person who is serving in the capacity of a parent and who is under the age of eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

SECTION H. FAMILY MEDICAL

- 245b An employee with seniority who is unable to work because s/he is needed to care for a seriously or chronically ill family member will be granted a leave of absence of up to twelve (12) weeks. The twelve (12) weeks is reduced by any medical or child care leave of absence taken in the current calendar year.

Family member is defined as the staff member's spouse or a domestic partner with whom the staff

member shares living accommodations and expenses; and without regard to their place of residence, the child, sibling, parent, grandparent, or other related individual whose care is the responsibility of the staff member, spouse, or domestic partner.

An employee will not be required to use vacation or personal discretion time prior to taking a Family Medical Leave of Absence.

SECTION I. EDUCATIONAL

- 246 An employee with seniority shall be granted an educational leave of absence without pay for the purpose of pursuing a formal full-time educational program. Such a leave shall be for a period of up to one (1) year and shall be renewable for additional periods of up to one (1) year, but in no case shall a leave and renewals exceed four (4) years or the employee's seniority, whichever period of time is the lesser. An employee on an educational leave of absence shall not be eligible for benefits under the Disability Plan. For the purposes of this Section, and notwithstanding Section A. of Article XVI, seniority shall not accrue during an educational leave of absence or any renewal, provided, however, after return to work from an educational leave of absence, Section A. of Article XVI shall become applicable. Upon return to work from an educational leave of absence, or any renewal, an employee shall not be eligible for a further educational leave of absence until the employee has worked for at least twelve (12) calendar months.

SECTION I. RETURN TO ACTIVE EMPLOYMENT

- 247 The University, at its option and without cost to the employee, may require that a physician or physicians of its choosing examine the employee before returning the employee to active employment.
- 248 In addition, and in order to be eligible to return to active employment, an employee returning from a military leave of absence must have a certificate of satisfactory completion of service and apply for reinstatement within ninety (90) days after release from duty.

- 248a In addition, and in order to be eligible to return to active employment, an employee returning from any leave of absence must provide at least fourteen (14) calendar days notice of the employee's intent to return from leave.
- 249 In addition, and in order to be eligible to return to active employment, an employee returning from a medical or childcare leave of absence must provide, at least fourteen (14) calendar days prior to the end of the leave, a statement from the employee's physician releasing the employee to return to work, except that this shall not apply in the case of a childcare leave of absence granted for an adoption.
- 250 Employees returning from initial child care, medical, or family leaves of absence which have not exceeded twelve (12) weeks will be returned to their former position or an equivalent position. At the conclusion of an initial child care, medical or family leave of absence which exceeded twelve (12) weeks a part-time employee eligible to return will be placed in their former department and classification; and if formerly eligible for health insurance, in an appointment of 20 hours or more; provided that the circumstances of the employee or the University have not changed so as to make this impracticable. In like manner, a full-time employee returning from a medical or childcare leave of absence which exceeded twelve (12) weeks will be placed in their former department, classification and full-time status. At the conclusion of any other leave of absence (excluding military leaves), employees will be placed at their former hourly rate of pay. In any case, placement will be consistent with seniority and ability to perform the work. In cases where a leave is not for a fixed period of time or when an employee returns prior to the expiration of any leave, or extension, the return to active employment shall be within the fourteen (14) calendar-day period after notice is given to the University. If the return is not timely the employee will be terminated, unless extraordinary circumstances beyond the control of the employee prevented the employee from returning as scheduled, except that continuation of the reasons that the employee was granted a leave shall not be an extraordinary circumstance. If the employee was able to (1) seek a leave extension prior to the leave expiration or (2) notify the University that the return would not be timely, but did not, this exception to termination shall not apply. Employees affected by this return shall be placed or laid off in accordance with the provisions of Section A. of Article XIX.

- 250a A Chief Steward, District Steward or Alternate Steward returning from a leave of absence shall have the option to be placed in the same job classification in the same Chief Steward Classification Grouping or Steward District in which he/she previously worked.

SECTION K. GENERAL CONDITIONS

- 251 During a leave of absence, an employee will not accrue vacation nor be eligible for any payments for time off work provided by this Agreement.
- 252 Subject to, and consistent with, the Group Health Insurance Plan, coverage may be continued during a leave of absence provided direct payment of the total premium is made through and as prescribed by the University, except as provided by the University Disability Plan.
- 252a Subject to and consistent with the Group Health Insurance C Plan and the Group Dental Assistance Plan coverage including University contributions will be continued for up to 12 weeks in each 12 month period for employees with 12 or more months of service during Child Care, Family Medical and Personal Medical leaves of absence. Eligibility for such coverage shall be renewed each January 1.
- 253 Subject to, and consistent with, the Group Life Insurance Plan, coverage may be continued during a leave of absence provided direct payment of the employee's portion of the premium is made through and as prescribed by the University, except as provided by the University Disability Plan.
- 254 During a leave of absence, both the University's and the employee's contributions to the Retirement Plan are discontinued, except as provided by the University Disability Plan, provided, however that subject to and consistent with the Retirement Plan, an employee on a leave of absence may continue active participation by making direct payment of any amount to TIAA-CREF, Fidelity or Calvert.
- 254a As a condition of being granted an extension of a Personal, Military, Childcare or Educational Leave of Absence, an employee must request an extension of the leave at least thirty (30) days prior to the expiration of the leave of absence.

- 255 Unless otherwise specifically provided for by this Agreement, seniority shall accumulate during a leave of absence and extensions.

SECTION L. SEASONAL LEAVE OF ABSENCE

- 255a Not more than eighty (80) Seasonal Leave of Absence positions may be established by the Housing, Recreational Sports, Athletics and Transportation departments to include a prearranged period of inactive employment of from three (3) weeks to four (4) months. An employee working in such a position will not receive University pay nor be eligible for unemployment compensation during the period of inactive employment. Such a regular job opening will be posted designating the appropriate periods of inactive employment. The provisions of Article XX, Promotions and Other Transfers and Article XIX, Reduction of the Working Force and Recall Procedures shall not be available for, or applicable to, any employee during the period of inactive employment. Vacation and sick pay accrual shall cease during the period of inactive employment and shall resume upon return to work. University contributions to health, dental, and life insurance will continue during the seasonal leave of absence and employee contributions to these plans (if any) will be deducted from the last paycheck prior to the seasonal leave.

ARTICLE XXX

GROUP LIFE INSURANCE

- 256 During the term of this Agreement and consistent with the terms of the Group Life Insurance Plan, the following will be provided and maintained:

257 Amount of Insurance and Monthly Employee Contribution for Full-Time Employees, Both in Accordance With the Following Age Brackets:

| <u>Full Time Annual Rate</u> | <u>Up to but not including Age 30</u> | <u>Age 30 to 39 Inclusive</u> | <u>Age 40 to 49 Inclusive</u> | <u>Age 50 to 64 Inclusive</u> |
|------------------------------|---------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 9,500 but less than 11,500 | 33,000 3.30 | 33,000 4.95 | 28,000 7.00 | 22,000 8.80 |
| 11,500 but less than 13,500 | 39,000 3.90 | 39,000 5.85 | 33,000 8.25 | 26,000 10.40 |
| 13,500 but less than 16,500 | 48,000 4.80 | 48,000 7.20 | 40,000 10.00 | 32,000 12.80 |
| 16,500 but less than 19,500 | 57,000 5.70 | 57,000 8.55 | 48,000 12.00 | 38,000 15.20 |
| 19,500 but less than 22,500 | 66,000 6.60 | 66,000 9.90 | 55,000 13.75 | 44,000 17.60 |
| 22,500 but less than 25,500 | 75,000 7.50 | 75,000 11.25 | 63,000 15.75 | 50,000 20.00 |
| 25,500 but less than 29,500 | 87,000 8.70 | 87,000 13.05 | 73,000 18.25 | 58,000 23.20 |

258 From age 65 to 70, a full-time employee's amount of insurance reduces gradually to \$4,000.00 in accordance with the Insurance Plan.

ARTICLE XXXI

HEALTH INSURANCE

259 The Group Health Insurance Plan shall be as provided by the University. During the term of this Agreement no less than the Michigan Blue Cross/Blue Shield and the United of Omaha Major Medical schedule of hospital and medical benefits in effect at the execution date of this Agreement will be provided and maintained. Prior to the execution date of this Agreement the Union had the opportunity to have explained the hospital and medical coverage available from the various organizations during the term of this Agreement and from which an employee can select coverage. In the event of any changes in the coverage from any of the organizations, the Union will be notified prior to the effective date of the change.

260 The University will contribute up to \$283.40 per month toward the cost of the group health care coverage offered by the University and the employee will contribute \$113.36 per month for full family coverage if the total premium for full family coverage does not exceed \$396.70 per month. If the total premium exceeds or is less than \$396.70, the \$283.40 and the \$113.36 shall change to reflect one half the increase or decrease. However, the University contribution toward any group health care coverage selected shall not exceed the contribution toward premiums of the Blue Cross/Blue Shield and United Major Medical plans for one person, two persons, or full family coverage.

261 In addition, and if the University increases its monthly contribution for University employees not represented by a Union, the University will increase its contributions for employees in this bargaining unit in the same manner and to the same extent.

262 If, during the term of this Agreement, a federal or state law is enacted which requires the payment of taxes or premiums to either the federal or state government or another entity for hospital or medical benefits for employees, the University may make such adjustments in the schedules of benefits provided by this Article to avoid duplication of benefits. In addition, any such taxes or premiums paid by the University shall be included in the total dollar limitation provided in this Article.

262a The Group Dental Assistance Plan shall be as provided by the University. During the term of this Agreement no less than the United Benefit Life Insurance Company schedule of dental benefits in effect at the execution date of this Agreement will be provided and maintained. In the event of any changes in the benefits, the Union will be notified prior to the effective date of change.

262b If, during the term of this Agreement, a federal or state law is enacted which requires the payment of taxes or premiums to either the federal or state government or another entity for dental benefits for employees, the University may make such adjustments in the schedule of benefits provided by this Article to avoid duplication of benefits. In addition, any such taxes or premiums paid by the University shall be included in the total dollar limitation provided by this Article.

ARTICLE XXXII

TRAVEL ACCIDENT INSURANCE

263 During the term of this Agreement and consistent with the terms of the Travel Accident Insurance Plan, the following, without cost to an employee, will be provided and maintained:

- 264 1. The amount of the principal sum of insurance for full-time employees shall be \$50,000, or five (5) times hourly rate times 2,080, whichever is more, except as the amount may be reduced proportionately by a catastrophic accident.
- 265 2. The principal sum will be paid for loss of life or any two members (hand, foot, or sight of one eye).
- 266 3. One-half the principal sum for loss of any one member.
- 267 4. Disability benefits.

ARTICLE XXXIII

DISABILITY PLAN

268 During the term of this Agreement and consistent with the terms of the Disability Plan, the following, without cost to

an employee, will be provided and maintained:

- 269 1. An eligible full-time employee shall receive a disability income which shall be 50% of the employee's monthly base income (hourly rate times 2,080 divided by twelve [12]) or \$1,200.00 per month, whichever amount is less.
- 270 2. In the event that cash benefits are received from other sources as set forth in the Plan, the disability income set forth in 1. above shall be adjusted so that the combination of disability income and cash benefits of other sources shall not exceed:
- A. 75% of the employee's gross monthly base income; or
 - B. the employee's net monthly base income (gross monthly base income minus the employee's regular retirement, health insurance, federal income tax, state income tax, life insurance, and FICA deductions) whichever amount is less. Deductions will be calculated using the employee's actual dependency status.
- 271 3. For each month that a disability income is received, Retirement Plan, Group Life Insurance, and Health Insurance Plan contributions shall be made by the University, if and when applicable as provided in the Disability Plan.

ARTICLE XXXIV

RETIREMENT PLAN

- 272 During the term of this Agreement and consistent with the terms of the Retirement Plan, the following will be provided and maintained:
- 273 1. The University will contribute an amount equal to ten (10) percent of an employee's earnings each month and the employee will contribute an amount equal to five (5) percent of the employee's earnings each month, or
- 274 2. At the option of the employee, age thirty-five (35) or older, the University will contribute an amount equal to five (5) percent of an employee's social security base

earnings each month and the employee will not contribute. When earnings are in excess of the social security base, 1. above shall apply.

ARTICLE XXXV

LONGEVITY PAY

SECTION A. ELIGIBILITY

275 An employee will be eligible for annual longevity pay in accordance with Section B. of this Article if (1) the employee received pay as an employee in the calendar year preceding the year of payment and (2) except as provided in Section D., the employee is still an employee on June 30 in the year of payment.

SECTION B. SCHEDULE OF PAYMENTS

276 Longevity pay shall be based on seniority as of June 30 in the year of payment and shall be computed as a percentage of Form W-2 gross earnings for the calendar year preceding the year of payment, but not to exceed the first \$9,500.00, in accordance with the following schedule:

277

| | Percentage of Form W - 2 Gross Earnings not to Exceed \$9,500.00 |
|--|--|
|--|--|

Seniority-----

| | |
|-----------------------------------|----|
| 6 or more, but less than 10 yrs. | 2% |
| 10 or more, but less than 14 yrs. | 3% |
| 14 or more, but less than 18 yrs. | 4% |
| 18 or more, but less than 22 yrs. | 5% |
| 22 or more, but less than 26 yrs. | 6% |
| 26 or more yrs. | 8% |

SECTION C. PAYMENT DATE

278 Longevity pay to an eligible employee shall be paid no later than July 31 in the year of payment.

SECTION D. RETIREMENT OR DEATH

- 279 If an eligible employee retires or dies, the employee or a survivor, as the case may be, shall nevertheless be entitled to the longevity pay based on the employee's seniority at the time of retirement or death.
- 280 Such longevity pay shall be prorated on the basis of completed calendar months of service from the preceding June 30 to the date of retirement or death.

ARTICLE XXXVI

TUITION REFUND PROGRAM

SECTION A. ELIGIBILITY

- 281 An employee will be eligible to receive a tuition refund as provided in Section C. of this Article if (1) the employee has more than six months seniority at the time of enrollment in an educational course approved by the University at, or through, an educational or training institution approved by the University and (2) the employee has successfully completed the educational course and (3) the employee was on the active employment rolls throughout this entire period. Approvals must be authorized prior to enrollment. "Successful completion" means a final transcript grade of "C" or better for credit courses and a certificate of satisfactory completion for a non-credit course.
- 282 An "educational course," within the meaning of this Article, is one which either (1) is job-related or (2) prepares the employee to enroll in one that is job-related. The term "job-related" includes preparation for potential promotion as well as improvement in currently utilized skills and knowledge.

SECTION B. AMOUNT OF REFUND

- 283 An eligible full-time employee will receive a tuition refund of not more than seventy-five percent (75%) or six hundred (\$600.00) per term, whichever amount is less, for the cost of tuition paid by the employee. In no case shall an employee receive a tuition refund in excess of twelve hundred dollars (\$1,200.00) for courses taken in any twelve (12) month period. However, an eligible part-time employee whose normal schedule of work is at least twenty (20) hours per

calendar week, but less than forty (40) hours per calendar week, will receive a tuition refund proportional to that received by a full-time employee.

SECTION C.

284 Educational courses under this program are to be taken during non-working hours.

ARTICLE XXXVII

HEALTH AND SAFETY

SECTION A.

285 The University shall continue to provide for the health and safety of employees during the hours of their employment. In this regard the University will receive and consider written recommendations with respect to unsafe conditions or other health and safety ideas from any employee or the Union.

286 A Joint Health and Safety Committee of University and Union representatives shall meet at least once a month for a regularly scheduled meeting to discuss unsafe conditions, health and safety ideas. At least one calendar week prior to the meeting, the University and/or the Union shall submit an agenda of matters to be discussed to the other party. If no such agenda is submitted, there shall be no meeting. If the Joint Health and Safety Committee feels that an investigation should be made concerning a particular practice or rule that affects the health and safety of employees, one regular Union member and one regular University member shall be designated to promptly investigate and thereafter report their findings to the Joint Health and Safety Committee which may make an appropriate recommendation to the University. The University shall respond in writing to the Joint Health and Safety Committee within seven (7) calendar days after receipt of any recommendation requesting action. Nothing in this section shall preclude or limit the University from conducting its own investigations and taking whatever action it deems necessary at any time. Representatives of the Union, not to exceed four (4), who have been designated as regular members of the Joint Health and Safety Committee shall not suffer loss of time or pay when absent from their assigned schedule of work while attending a meeting or participating in an

investigation for the Joint Health and Safety Committee. The University and the Union shall exchange a list of its regular members. The other party shall be notified promptly in writing of any changes in its members.

SECTION B.

- 286a It is recognized and understood by the Union and the University that some of the work performed by employees in this bargaining unit involves potential hazards and risks inherent in the work itself.
- 286b A working condition, procedure, operation or process will not, for the purpose of this Article, be considered unsafe if the work and the methods, practices and procedures required to perform it are in conformance with established and accepted industry practices and procedures and with recognized and accepted safety standards and protocols.
- 286c Whenever an employee alleges that an unsafe condition exists on a work assignment to which he/she has been assigned, and the unsafe condition could with reasonable certainty cause serious physical harm or disabling illness or injury, the employee shall immediately contact his supervisor. If the supervisor agrees that an unsafe condition exists, the supervisor will reassign the employee to other work until the unsafe condition is corrected. If correction is not made by the supervisor, or if the supervisor is not certain of the seriousness of the condition, the supervisor will contact the department head (or equivalent level of supervision) who will, if facts and circumstances warrant, contact the University Department of Occupational Safety and Environmental Health for investigation and determination of what action, if any, is necessary to correct the unsafe condition. Until the department head (or equivalent level of supervision) has reviewed the alleged unsafe condition, the employee will be reassigned to other work or, in the alternative, not be required to proceed with the work assignment. In the event that the department head (or equivalent level of supervision) disagrees with the employee's allegation and after explanation to the employee, the employee (who may nevertheless be required to perform the assignment) may immediately request the Chief Steward who may immediately file a grievance at Step Two of the Grievance Procedure. Such a grievance hearing will be scheduled as promptly as reasonably practicable, but in no event later than the next two (2) working

days. Should an investigation by the University Department of Occupational Safety and Environmental Health be deemed necessary in accordance with the above procedure, the employee will not be required to proceed with the work assignment until such investigation and determination is completed.

- 286d It is understood and agreed that the Union, consistent with Article III, Section A., does not condone any abuse of the provisions of this Section, and that an employee who intentionally makes false claims or refuses to perform a work assignment when no unsafe condition exists shall be subject to discipline.

SECTION C.

- 287 An employee who is injured during the employee's hours of employment shall report the injury to the employee's immediate supervisor as soon as possible. If the injury is to the extent of doctor's or hospital care, arrangements will be made by the University to provide transportation to University Hospital, if practicable, otherwise to another medical facility. The injured employee shall be paid at the employee's hourly rate of pay, plus shift premium, if applicable, for the time lost from work, provided the employee returns to work and finishes out the shift following treatment, unless on doctor's orders the employee is told not to return to work, in which case the employee's pay shall cease on completion of treatment. In no event, however, shall the employee be paid for time beyond the quitting time of the scheduled shift or for any overtime hours.

ARTICLE XXXVIII

DISCIPLINE

SECTION A.

- 287a All decisions on any disciplinary actions for employees with seniority shall be made on the basis of whether or not there is just cause.

SECTION B.

- 287b In taking disciplinary action, the University shall not take into account any prior incidents which occurred more than two (2) years previously.

SECTION C.

287c When the University intends to order an employee to leave work for disciplinary reasons, the employee's steward shall be notified by the University and without loss of time or pay, be afforded the opportunity to be present and hear the reasons, and thereafter be afforded the opportunity to consult with the employee for a reasonable period of time at a place provided by the University before the employee leaves the premises, provided, however, if the immediate removal of the employee from University premises is necessary or if the employee is not otherwise available, such opportunity to be present and thereafter consult need not be afforded. In the event immediate removal is necessary, the University, within the shift, shall notify the Union of the incident. If the steward is not present before the employee leaves work, the steward shall hear the disciplinary reasons upon arrival. It is understood that this Section does not prevent the suspension of the employee or notice to the employee of the disciplinary action taken before the arrival of the steward or notice to the employee that the steward has been called. It is also understood that the steward is present as an observer only and that the grievance procedure is the appropriate procedure to review the merits of the disciplinary action taken.

SECTION D.

288 The University shall notify the Chairperson of the Bargaining Committee or his/her designated representative, prior to discharging an employee. Thereafter, and prior to final decision by the University, the Union shall have the opportunity to review the case with the University provided such review is requested by the Union within two (2) calendar days after notification by the University of such proposed action.

289 The University shall give the Chairperson of the Bargaining Committee, or his/her designated representative written notification of any disciplinary action taken which involves a disciplinary layoff or discharge, including a copy of any written notification to the employee and letters of reprimand and disciplinary layoff, if any, involved in the decision, within five (5) calendar days after the action is taken.

290 The review shall be held within two (2) calendar days after request by the Union. The employee and the employee's immediate supervisor and one other University employee (not necessarily in the bargaining unit) named by the Union who may be in possession of relevant facts will be at the review unless this requirement would not permit the review to be held within the two (2) calendar day period because of the unavailability of the employee or the absence from work of the supervisor, provided however, the University and the Union may arrange for another mutually agreeable time. In addition, the employee and each representative of the Union, not to exceed two (2), who lose time from the assigned schedule of work while attending such a review, shall not suffer loss of time or pay provided permission is received from the employee's immediate supervisor to leave work and the employee reports back to the immediate supervisor when the review has been completed.

291 In the event that an employee is suspended from employment pending a decision as to the extent of the disciplinary action to be taken, if any, the suspension will be no longer than is necessary to gather sufficient facts to make the decision. In the event a suspension lasts for fourteen (14) or more calendar days and a decision has not been made, the Union may request a meeting with the University to discuss the employee's status. If at that meeting the Union requests a decision, the University will take disciplinary action within the next two (2) calendar days based on the information available to the University at that time.

SECTION E.

292 A grievance which (1) concerns a disciplinary layoff or discharge of a non-probationary employee, and (2) alleges that no just cause in fact existed, or that the disciplinary action was taken arbitrarily and was clearly excessive, may be processed through the Grievance and Arbitration Procedures provided it is submitted in writing at Step 3 within seventy-two (72) hours after receipt by the Union of the University's written notification of the disciplinary action. Failure to submit a written grievance by the Union on behalf of the employee within the seventy-two (72) hour period shall constitute a waiver of all claims concerning such disciplinary layoff or discharge.

SECTION F.

- 293 If any grievance alleging a violation of this Article should be taken to Arbitration, the arbitrator's authorization shall be limited to the fact question of whether there was just cause and as follows:
- 294 1. If the arbitrator finds there was just cause, he/ she may modify the disciplinary action taken only if it:
- a. was taken arbitrarily or
 - b. was excessive; otherwise he/she must affirm it.
- 295 2. If he/she finds there was no just cause, he/she shall nullify the disciplinary action taken.

SECTION G.

- 296 Whenever time limits are used in this Article, actual receipt or a postmark, if mailed, will control.

ARTICLE XXXIX

GRIEVANCE PROCEDURE

SECTION A. UNION REPRESENTATION

- 297 Employees shall be represented by the Union in the grievance procedure as follows:
- 298 1. One steward and one alternate steward for each shift, geographic area, facility or department (hereinafter called district) set forth in Appendix C. Each steward and alternate steward shall be an employee with seniority working within the district he/she represents.
- 299 No steward or alternate steward shall be assigned to a work location outside of the district he/she represents except as provided by Article XIX, in which case Section C. of Article XIX shall be applicable.
- 300 The alternate steward shall only represent an aggrieved employee when the steward is absent from work.

- 301 When both the steward and the alternate steward are absent from work, the aggrieved employee shall be represented by a steward, from one other district where there is a steward on the shift made known to the University as provided in paragraph 313.
- 302 When no steward or alternate steward from the aggrieved employee's district, or no steward or alternate steward from one other district is available, the aggrieved employee may be represented by the Chief Steward who represents the classification to which his/her position is assigned.
- 302a If the Chief Steward is not available, the Chairperson of the Bargaining Committee will be called. In such a case the Chairperson will either represent the employee or identify another who will represent the employee.
- 303 When a steward has a grievance, he/she shall be represented by the alternate steward if he/she so requests.
- 304 2. One chief steward for each combination of classification groupings for employees of the Ann Arbor Campus as set forth in Appendix C. Each chief steward shall be an employee with seniority assigned to one of the classifications the chief steward represents.
- 305 In addition there shall be a chief steward for employees working in the Medical Center and a chief steward for employees in the rest of the bargaining unit at the Ann Arbor Campus. Each such chief steward shall be an employee with seniority working within the area the chief steward represents and on a shift which starts on or after 12:00 p.m.
- 306 One chief steward for employees working at the Dearborn Campus. The chief steward shall be an employee with seniority working at the Dearborn Campus.
- 307 One chief steward for employees working at the Flint Campus. The chief steward shall be an employee with seniority working at the Flint Campus.

- 308 When a chief steward has a grievance, he/she shall be represented at Step Two of the grievance procedure by the chief steward working nearest to him/her if he/she so requests, or in the alternative, the Chairperson of the Bargaining Committee may begin such a grievance at Step Three.
- 309 3. The Chairperson of the Bargaining Committee or his/her designated representative(s) who shall be employee(s) with seniority.
- 310 4. The University and the Union shall on the request of either party meet to redistrict by mutual agreement, including an increase or decrease in the number of stewards. In the event the parties cannot agree, the question of adequate representation shall be decided by an arbitrator based on the presentation of the facts and arguments of the parties.
- 311 5. A district steward or Chief Steward, while on leave of absence, may represent employees in the grievance procedure as set forth in this Article with mutual consent of the University and the Union. In such an event, the steward's or Chief Steward's time shall be unpaid.

SECTION B. UNIVERSITY REPRESENTATION

- 312 The University will be represented in the grievance procedure as follows:
1. The immediate supervisor of the aggrieved employee;
 2. The department head, or equivalent level of supervisor (or designated representative), of the aggrieved employee;
 3. The University Review Committee.

SECTION C.

- 313 The Union shall furnish the University Review Committee with a list of the stewards, alternate stewards, chief stewards and executive officers. Any changes in the list shall be reported promptly to the University Review Committee in writing.

314 The University shall furnish the Union with a list of its department heads, or equivalent level of supervisor, and their office location and the members of its Review Committee. Any changes in the list shall be reported promptly to the Union in writing.

SECTION D. EMPLOYEE GRIEVANCE

315 A grievance is defined as a disagreement, arising under and during the term of this Agreement, between the University and any employee concerning (1) the employee's employment and (2) the interpretation and application of the provisions of this Agreement. Such a grievance may be submitted only by the aggrieved employee in accordance with the procedure set forth in Section G., except that the Chairperson of the Bargaining Committee or his/her designated representative in the Chairperson's absence, may submit a grievance on behalf of an aggrieved employee, beginning at Step Three of the grievance procedure, provided the grievance is submitted within the fifteen (15) calendar day period following the day on which the aggrieved employee had knowledge of the facts giving rise to the employee's grievance and the aggrieved employee refuses to process his/her grievance. Such a grievance by the Chairperson of the Bargaining Committee or his/her designated representative, in addition to the requirements of paragraph 322, must set forth the reasons the employee refuses to process the grievance.

SECTION E. GROUP GRIEVANCES

316 In the event that employees have a group grievance, it shall be sufficient if one employee or their steward or chief steward submits the grievance on behalf of all named and similarly affected employees. A group grievance shall be only one in which the fact questions and the provisions of the Agreement alleged to be violated are the same as they relate to each and every employee in the group. Such group grievances shall begin at that step of the grievance procedure where all affected employees have a common supervisor.

SECTION F. UNION GRIEVANCES

317 A Union grievance is defined as a disagreement, other than one which can be processed under Section D. or E. above,

arising under and during the term of this Agreement, between the University and the Union concerning the interpretation and application of the provisions of this Agreement on a question which is not an employee grievance.

- 318 In the event that the Union has a grievance, it shall begin at Step Three of the grievance procedure, provided the grievance is submitted within the fifteen (15) calendar day period following the day on which the Union had knowledge of the facts giving rise to the grievance. Such a grievance shall be submitted by the Chairperson of the Bargaining Committee or the Chairperson's designated representative, on behalf of the Union.

SECTION G. PROCEDURE

- 319 The following grievance procedure shall be the means for resolving grievances:

STEP ONE - PRE-GRIEVANCE RESOLUTION

- 320 An employee promptly should notify the employee's immediate supervisor that he/she may have a grievance. A pre-grievance meeting for resolution of the potential grievance shall be scheduled with the employee, district steward and immediate supervisor as promptly as practicable, but in any event during the employee's next eight (8) regular working hours following the request, or at any other time if mutually convenient, provided that the request for the meeting is made within the fifteen (15) calendar day period following the day on which the employee had knowledge of the facts giving rise to the potential grievance. Before the meeting, the district steward, at the steward's request, shall have the opportunity to discuss the concerns with the employee and with other employees in his/her district, one at a time, in possession of facts relevant to the potential grievance, for a reasonable period of time at a place provided by the immediate supervisor.
- 320a If the potential grievance is not resolved at the time of the meeting or within one (1) mutual working day following the meeting, and upon written request by the involved employee on a form provided by the University, the employee's immediate supervisor will make the necessary arrangements to schedule a hearing of the potential grievance with the Chief

Steward and the employee's Department Head (or designated representative) to be held within five (5) working days.

Prior to the meeting, the Chief Steward, at the Chief Steward's request, shall have the opportunity to discuss the potential grievance with the employee, the employee's district steward, and other employees in the employee's district, one at a time, in possession of facts relevant to the potential grievance for a reasonable period of time at a place provided by the immediate supervisor.

The purpose of the meeting is to discuss the potential grievance and to engage in problem-solving in an attempt to reach a mutually agreed to resolution

STEP TWO - GRIEVANCE SUBMISSION

321 If no resolution is reached, the Chief Steward may immediately reduce the grievance to writing and submit to the Department Head or designated representative for further investigation and a written response.

322 The grievance shall be dated and signed by the aggrieved employee and shall set forth the name of the steward, the facts, including dates, and provisions of the Agreement that are alleged to have been violated and the remedy desired.

323 The grievance shall not be considered submitted until the written grievance is received at the office location, as designated in paragraph 314, of the employee's department head (or equivalent level of supervision). At the time the grievance is received it shall be dated and a copy returned to the aggrieved employee. The District Steward, Chief Steward and Union office also shall be provided with a copy.

STEP THREE - FINAL REVIEW

324 If the aggrieved employee does not receive a satisfactory written answer, or if the employee does not receive a written answer, within the ten (10) working day period following the day his/her written grievance was submitted to the department head (or equivalent level of supervision), or the designated representative, or following the hearing, whichever time is later, the Chairperson of the Bargaining Committee or his/her designated representative may submit

the written grievance to the University Review Committee for written answer, provided it is submitted within the ten (10) calendar day period following the day of receipt of an unsatisfactory answer at Step Two.

325 Upon receipt of the written grievance, the University Review Committee shall set a place and time during working hours, or outside of working hours if mutually convenient within the next seven (7) calendar day period for a hearing of the grievance with the Chairperson of the Bargaining Committee, or the Chairperson's designated representative, and at the option of the Chairperson, or the Chairperson's designated representative, the aggrieved employee, the employee's chief steward and/or a Council 25 representative.

326 In such a case the University Review Committee shall notify the Chairperson of the Bargaining Committee and make arrangements for the employee's chief steward and/or the employee, if presence is requested as provided above, to be present for the oral presentation. Before the hearing of the grievance and if the employee's chief steward is not present, the Chairperson of the Bargaining Committee, or his/her designated representative, at his/her request, shall have the opportunity to discuss the grievance with the aggrieved employee and with other employees, one at a time, in possession of facts relevant to the grievance, for a reasonable period of time at a place provided by the University Review Committee.

327 The written answer will be issued within the forty-five (45) calendar day period following the date of the Step Three hearing, except in the case of a grievance involving a discharge, the time period shall be thirty (30) calendar days.

327a A written answer regarding an employee who has been placed into the bargaining unit with retroactive pay and benefits, will specify the following:

1. Employee name
2. Department
3. Former classification and new classification
4. Seniority date
5. Effective date of change
6. Former rate of pay and new rate of pay

7. Number of hours of back pay
8. Total amount of back pay earned
9. Number of hours of sick and vacation accrual.

SECTION H. INVESTIGATION BY INTERNATIONAL AND COUNCIL REPRESENTATIVES

328 Upon request to the University Review Committee, a representative of the International and a representative of Council 25 who will represent an employee in the grievance or arbitration procedures, may visit the University for the purpose of preparing the case for presentation.

329 During such a visit, the representatives of the International or Council 25 may view any area of the University relevant to the grievance with the Chairperson of the Bargaining Committee. A representative of the University, at its option, may accompany the parties. In addition, the International and/or Council 25 representatives and the Chairperson of the Bargaining Committee may privately interview employees, one at a time, in possession of facts relevant to the grievance. The interviews shall be held at a place provided by the University and for a reasonable period of time.

330 During any such visit, the representatives shall not in any way interfere with the orderly and efficient operation of the University.

SECTION I. PAY, TIME LIMITS AND ADJUSTMENT

331 An employee who loses time from his/her assigned schedule of work in the manner provided for in this Article shall do so without loss of time or pay.

332 A steward, alternate steward, chief steward, or the President of the Union (or the Union President's designated representative) will be granted a necessary and reasonable amount of time off from his/her assigned schedule of work, without loss of time or pay, while directly involved in the manner provided at the appropriate step of the grievance procedure for the following activities:

1. Oral presentation,
2. Reducing the grievance to writing,

3. Discussion of grievance with the employee and other employees, or
4. Hearing.

333 Such union representatives and other employees shall receive permission from their immediate supervisor to leave their work, but must report back to their immediate supervisor when their part in the grievance handling has been completed.

334 If the aggrieved employee or the Union, as the case may be, does not submit the employee's grievance to Step Two or Step Three of the grievance procedure within the prescribed time limit, the grievance shall be considered settled on the basis of the University's answer at Step One or Step Two, as the case may be, except the University Review Committee may extend the time limit for submission to Step Three, providing the extension is requested by the aggrieved employee or the Union before the time limit ends.

335 The Chairperson of the Bargaining Committee, the aggrieved employee and the employee's chief steward shall all receive a copy of all written answers.

SECTION J. LIABILITY

336 Except as otherwise specifically provided or limited, the University shall not be liable on a grievance claiming back wages or other financial reimbursement for any of the following periods:

- 337 1. The period prior to forty-five (45) calendar days prior to the time a satisfactory oral answer is received at Step One or the period prior to sixty (60) calendar days prior to the time the written grievance is submitted at Step Two or is submitted as required at another step of the grievance procedure.
- 338 2. The period between the first date the arbitrator is available for an arbitration hearing and the date of hearing, when the first date is rejected by the Union.

SECTION K. WITHDRAWAL OF GRIEVANCE

339 A grievance which has been submitted may be withdrawn by the Union at any step of the grievance

procedure without prejudice to the position the Union may take in handling another grievance.

ARTICLE XL

ARBITRATION

SECTION A. SUBMISSION TO ARBITRATION

339a The Union, at its discretion, may be represented by an outside advocate in selecting arbitrators and hearing dates; and in assigning and presenting arbitration cases.

340 A grievance as defined in this Agreement, which is properly submitted to Step Three of the grievance procedure and is within the jurisdiction of the arbitrator, may be submitted to arbitration by the Union if the aggrieved employee does not receive a satisfactory written answer, or if the employee does not receive a written answer within the forty-five (45) calendar day period (thirty [30] calendar day period for a grievance involving a discharge) following the date of the employee's Step Three hearing, provided the Union gives written notice to the University Review Committee within the twenty-eight (28) calendar day period following the day of receipt of an unsatisfactory answer at Step Three. Such notice shall identify the grievance and the issue and state the provisions of the Agreement involved. If no such notice is given within the applicable twenty-eight (28) calendar day period, the grievance shall be considered settled on the basis of the Step Three answer.

SECTION B. SELECTION OF ARBITRATORS

341 Following the written notice to the University Review Committee, the University and the Union may attempt to select an arbitrator. If an arbitrator is not selected by mutual agreement within the seven (7) calendar day period following receipt of the written notice, unless extended by mutual agreement, then within the next seven (7) calendar days only, unless extended by mutual agreement, the arbitrator shall be selected on a blind draw from a panel of arbitrators mutually agreed to by the University and the Union. In the event an arbitrator does not accept selection, the blind draw will be repeated until an arbitrator is designated. This panel of arbitrators from which the blind draw is made may be changed from time to time by mutual agreement of the parties.

342 If at any time the panel is reduced to less than two (2) and the parties cannot agree on new panel members, either the University or the Union, or both, within the next seven (7) calendar days only, may request the American Arbitration Association to submit a list of five (5) qualified arbitrators, none of whom may be in the employment of the University. If one of the five (5) arbitrators on the list is not mutually agreeable, then the arbitrator shall be selected from the list by alternately striking names, beginning with the Union until one name remains. The remaining person shall act as the arbitrator.

343 The arbitrator selected shall be for a single grievance unless the parties mutually agree otherwise.

343a In the event that the University and the Union request and receive a date or dates from an Arbitrator without a specific case assigned, the University and the Union will promptly assign a case or cases to the offered date. Discharge cases which have not previously been assigned to a hearing date will be automatically assigned in order of discharge date unless the University and the Union agree otherwise. Whenever practicable, assignment of cases and changes therein should be confirmed in writing.

SECTION C. TERMS AND CONDITIONS OF ARBITRATION

344 Every grievance submitted to an arbitrator for decision shall be subject to the following terms and conditions:

345 1. The University and the Union may arrange mutually agreeable terms for a pre-hearing conference to consider means of expediting the hearing by, for example, reducing the issue or issues to writing, stipulating facts and authenticating proposed exhibits.

346 2. The arbitrator shall not have any authority to add to, subtract from, or otherwise modify any of the terms of this Agreement.

347 3. Except as otherwise provided and limited by this Agreement, no grievance claiming back wages shall exceed the amount of wages the employee otherwise would have earned less any remuneration or payment the employee may have received during the employee's

period of suspension from employment with the University.

- 348 4. An employee who loses time from work during the employee's assigned working hours when testifying during an arbitration hearing shall do so without loss of time or pay.
- 349 5. 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.
- 350 6. The fees and expenses of the arbitrator, shall be shared equally by the University and the Union, except that if the Union does not receive a written answer or the written answer is not postmarked within the forty-five (45) calendar day period (thirty [30] calendar day period for a grievance involving a discharge) following the date of the Step Three hearing, unless extended by mutual agreement of the parties, and the Union gives written notice for arbitration of the grievance as provided in Section A., the University will pay the full fees and expenses of the arbitrator if the grievance is sustained by the arbitrator. If the University or the Union request postponement of a scheduled hearing date for a specific case, the requesting party will pay the full fees and expenses of the arbitrator if their position is not sustained by the arbitrator.
- 351 7. Either the University or the Union may arrange at its own expense, unless the parties mutually agree to share the expense, for a court reporter to record and/or transcribe the hearing. The transcript, or a copy of the transcript, shall be available to the Arbitrator. In the event that the party which did not arrange for the court reporter wishes a copy of the transcript, the cost of the court reporter and transcripts shall be shared equally.

ARTICLE XLI

SPECIAL CONFERENCE

- 352 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.

353 All Special Conferences shall be arranged through the Bargaining Chairperson, or his/her designated representative and a designated representative of the University Personnel Office.

354 Representatives of the Union and employees not to exceed six (6) shall not suffer loss of time or pay when absent from their assigned schedule of work for the purpose of attending a Special Conference.

355 Conferences may be attended by representatives of Council 25 and the International.

356 It is understood that Special Conferences shall not be for the purpose of continuing collective bargaining negotiations, nor, in any way, to modify, add to or detract from the provisions of this Agreement, nor to change or alter the rights of either the University or the Union under the terms of this Agreement.

ARTICLE XLII

MISCELLANEOUS

SECTION A.

357 It is not the University's intention to have work regularly and customarily performed by employees in the bargaining unit performed on University operated premises by sources outside the University during the term of this Agreement.

358 In the event a decision is made to have work regularly and customarily performed by employees in the bargaining unit performed on University operated premises by a source outside the University, no employee in the bargaining unit shall suffer a loss of base wages as a result of such a decision.

SECTION B.

359 It is not the University's intention to have students perform work regularly and customarily performed by employees in the bargaining unit to the extent that student employment erodes the proportion of such work being done by employees in the bargaining unit.

360 Work regularly and customarily performed by an employee shall not be performed by a student employee or temporary employee to the extent that it results in the employee's layoff or removal from a classification. Neither shall an employee be required to take a vacation to permit employment for a student employee or temporary employee. If any such incident occurs the employee shall be compensated for any loss in base hourly rate, plus shift or special schedule premium, if applicable.

361 When a student employee or temporary employee has not been scheduled for work, he/she shall not be called to do the work which otherwise would have been performed by an employee in the bargaining unit on an overtime basis by extending his/her shift. If such an incident occurs the appropriate employee shall be compensated as if the employee had worked this overtime.

362 A position filled by a full-time employee which becomes open will not be split into two or more part-time positions in order to provide employment for a student employee, unless the position cannot be filled with an employee on a full-time basis. It is understood that this commitment does not obligate the University to establish full-time positions from part-time positions.

363 Except for Section B. of this Article, the employment of a student employee shall not violate any provision of this Agreement.

SECTION C.

364 Work regularly and customarily performed by an employee shall not be performed by a supervisor to the extent that it results in the employee's layoff or removal from a classification. If any such incident occurs the employee shall be compensated for any loss in hourly rate, plus shift or special schedule premium, if applicable.

365 In addition and in the event that a supervisor is performing work normally and customarily performed by employees in the bargaining unit on a regular and recurring basis for more than eight (8) hours in a calendar week, the University will either reduce the hours of such work or assign the supervisor to a classification in the bargaining unit, provided, however, that this paragraph shall not apply to seasonal operations or remote locations. The application of any requirement of this paragraph will not violate any provision of Article XX or XXI.

ARTICLE XLIII

WAIVER

366 The University and the Union acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the University and the Union for the life of this Agreement each voluntarily and unqualifiedly waives the right, and agrees the other shall not be obliged, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

ARTICLE XLIV
TERM OF AGREEMENT

367

This agreement shall become effective and shall remain in full force and effect until and including July 31, 1997, when it shall terminate. This agreement shall not be extended beyond July 31, 1997, except by written consent of the parties. If either party desires to amend or modify this agreement, written notice to that effect shall be given to the other party not less than 60 or more than 90 days prior to July 31, 1997.

368

Executed the 25th day of August, 1994.

The Regents of the University
of Michigan

American Federation of
State, County and
Municipal Employees
AFL-CIO, Local 1583












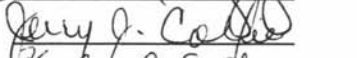


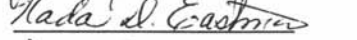











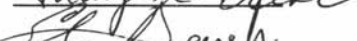


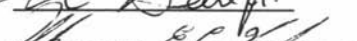


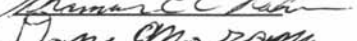












APPENDIX A
WAGE SCHEDULES

- 369 Effective the beginning of the pay period starting on July 31, 1994, the wage schedule shall be as shown in Schedule A.
- 370 Effective with the beginning of the bi-weekly pay period starting on July 30, 1995, the wage schedule shall be as shown in Schedule B.
- 371 Effective with the beginning of the bi-weekly pay period starting on July 28, 1996, the wage schedule shall be as shown in Schedule C.
- 372 On the effective date, non-probationary employees will be increased to the Job Rate.
- 372a Probationary employees will be paid not less than the Minimum Probationary Rate nor more than the Job Rate and will be increased to the Job Rate at the beginning of the first pay period following completion of their probationary period.
- 372b Each full-time employee who is a full-time employee on July 30, 1995, will receive a one-time lump sum gross wage payment as shown in Schedule B for the pay grade to which their classification is assigned.
- 372c Each part-time employee normally scheduled to work eight (8) or more hours per calendar week who is an employee on July 30, 1995, will receive a pro rata one-time lump sum gross wage payment based on the employee's appointment at that time.
- 372d Such one-time wage payments in Schedule B will be paid the 27th bi-weekly pay period following ratification.

WAGE SCHEDULE A

| 373 | <u>Pay Grade</u> | <u>Minimum Probationary Rate Range</u> | <u>Job Rate</u> |
|-----|------------------|--|-----------------|
| | 01 | 5.26 | 9.42 |
| | 02 | 5.50 | 9.74 |
| | 03 | 5.76 | 10.07 |
| | 04 | 6.04 | 10.43 |
| | 05 | 6.46 | 10.98 |
| | 06 | 6.86 | 11.50 |
| | 07 | 7.46 | 12.28 |
| | 08 | 7.93 | 12.89 |
| | 09 | 8.52 | 13.67 |
| | 10 | 8.98 | 14.27 |
| | 11 | 9.45 | 14.88 |
| | 12 | 9.93 | 15.50 |
| | 13 | 10.37 | 16.06 |

WAGE SCHEDULE B

| 374 | <u>Grade</u> | <u>Minimum Probationary Rate Range</u> | <u>Job Rate</u> | <u>One-Time Payment</u> |
|-----|--------------|--|-----------------|-----------------------------|
| | 01 | 5.26 | 9.71 | \$196.00 |
| | 02 | 5.50 | 10.04 | 203.00 |
| | 03 | 5.76 | 10.37 | 209.00 |
| | 04 | 6.04 | 10.74 | 217.00 |
| | 05 | 6.46 | 11.31 | 228.00 |
| | 06 | 6.86 | 11.85 | 239.00 |
| | 07 | 7.46 | 12.65 | 255.00 |
| | 08 | 7.93 | 13.27 | 268.00 |
| | 09 | 8.52 | 14.08 | 284.00 |
| | 10 | 8.98 | 14.70 | 297.00 |
| | 11 | 9.45 | 15.33 | 310.00 |
| | 12 | 9.93 | 15.96 | 322.00 |
| | 13 | 10.37 | 16.54 | 334.00 |

WAGE SCHEDULE C

| 375 | <u>Pay Grade</u> | <u>Minimum Probationary Rate Range</u> | <u>Job Rate</u> |
|-----|------------------|--|-----------------|
| | 01 | 5.26 | 10.00 |
| | 02 | 5.50 | 10.34 |
| | 03 | 5.76 | 10.68 |
| | 04 | 6.04 | 11.07 |
| | 05 | 6.46 | 11.65 |
| | 06 | 6.86 | 12.20 |
| | 07 | 7.46 | 13.03 |
| | 08 | 7.93 | 13.67 |
| | 09 | 8.52 | 14.50 |
| | 10 | 8.98 | 15.14 |
| | 11 | 9.45 | 15.79 |
| | 12 | 9.93 | 16.44 |
| | 13 | 10.37 | 17.04 |

APPENDIX B

CLASSIFICATION TITLES AND PAY GRADES

| 376 Classification Title | Pay Grade | Classification Code |
|---------------------------------------|--------------|------------------------|
| Aide Anesthetist | 04 | 96018 |
| Aide Animal | 04 | 93018 |
| Aide Audio-Visual | 03 | 91018 |
| Aide Galley Food Service | 02 | 94198 |
| Aide Laboratory | 04 | 93038 |
| Aide Medical Procedures | 04 | 96087 |
| Aide Nurse I | 03 | 96058 |
| Aide Nurse II | 04 | 96068 |
| Aide Nurse III Burn Care | 05 | 96078 |
| Aide Nurse III- Intensive Care | 05 | 96082 |
| Aide Nurse III- Orthopedic Care | 05 | 96080 |
| Aide Operating Room | 04 | 96086 |
| Aide Psychiatric | 03 | 96188 |
| Aide Teacher | 03 | 96028 |
| Aide X-Ray | 04 | 96098 |
| Attendant Ambulance | 09 | 96038 |
| Attendant Animal | 03 | 93028 |
| Attendant Entrance | 03 | 96048 |
| Attendant Laboratory | 02 | 93048 |
| Attendant Linen | 03 | 95038 |
| Attendant Linen Service | 05 | 95048 |
| Attendant Locker Room | 03 | 91028 |
| Attendant Parking | 03 | 97018 |
| Attendant Patient Equipment | 05 | 96050 |
| Attendant Patient Visitor Entrance | 04 | 97020 |
| Attendant Service Station | 04 | 97038 |

| Classification Title | Pay Grade | Classification Code |
|---------------------------|-----------|---------------------|
| Baker I | 03 | 94018 |
| Baker II | 05 | 94028 |
| Baker III | 07 | 94038 |
| Baker IV | 08 | 94048 |
| Baker Hospital I | 07 | 94020 |
| Baker Hospital II | 08 | 94030 |
| Baker Production I | 04 | 94058 |
| Baker Production II | 07 | 94068 |
| Baker Production III | 08 | 94078 |
| Binder Book I | 03 | 95138 |
| Binder Book II | 07 | 95148 |
| Binder Book III | 09 | 95158 |
| Botanical Prep | 05 | 93068 |
| Checker Laundry | 03 | 95058 |
| Chef Assistant | 07 | 94130 |
| Classifier Laundry | 03 | 95068 |
| Cleaner Kitchen | 03 | 94088 |
| Cleaner Fixture & Wall | 04 | 97098 |
| Cleaner Venetian Blind | 04 | 97108 |
| Clerk Postal I | 04 | 98018 |
| Clerk Postal II | 06 | 98028 |
| Clerk Postal III | 07 | 98038 |
| Cook I | 03 | 94098 |
| Cook II | 05 | 94108 |
| Cook III | 07 | 94118 |
| Cook IV | 08 | 94128 |
| Cook Hospital I | 03 | 94100 |
| Cook Hospital II | 05 | 94110 |
| Cook Hospital III | 08 | 94120 |
| Cook Metabolic | 08 | 94138 |
| Custodian I | 01 | 97118 |
| Custodian Unit | 02 | 97120 |
| Custodian II | 03 | 97128 |
| Custodian III | 04 | 97138 |
| Cutter Meat I | 08 | 94148 |
| Cutter Meat II | 10 | 94158 |
| Cutter Meat III | 11 | 94168 |

| Classification Title | Pay Grade | Classification Code |
|----------------------------------|--------------|------------------------|
| Deckhand | 03 | 93128 |
| Dispatcher I | 04 | 97196 |
| Dispatcher II | 06 | 97198 |
| Dispatcher III | 07 | 97194 |
| Feeder Folder Laundry | 01 | 95078 |
| Gardener I | 05 | 93078 |
| Gardener II | 07 | 93088 |
| Groundskeeper I | 04 | 97208 |
| Groundskeeper II | 07 | 97218 |
| Housekeeper | 04 | 97148 |
| Housekeeper President's House | 05 | 97149 |
| Helper Refuse Truck | 04 | 97206 |
| Keymaker | 05 | 97156 |
| Loader Incinerator | 04 | 97125 |
| Locksmith | 10 | 97160 |
| Machinist I | 08 | 97258 |
| Machinist II | 11 | 97268 |
| Mechanic Auto I | 09 | 97048 |
| Mechanic Auto II | 11 | 97058 |
| Mechanic Elevator Maintenance | 10 | 97278 |
| Mechanic Heavy Equip | 13 | 97060 |
| Mechanic Laundry Plant | 12 | 97290 |
| Mechanic Maintenance I | 07 | 97288 |
| Mechanic Maintenance II | 09 | 97298 |
| Mechanic Meter & Gate | 10 | 97028 |
| Messenger | 01 | 96108 |
| Mounter Plant I | 03 | 93058 |
| Mounter Plant II | 04 | 93060 |
| Mover I | 06 | 97318 |
| Mover II | 09 | 97328 |

| Classification Title | Pay Grade | Classification Code |
|-------------------------------------|-----------|---------------------|
| Operator Bus | 07 | 97068 |
| Operator Camera II | 11 | 95170 |
| Operator Duplicator | 05 | 95208 |
| Operator Finish Machine I | 08 | 95218 |
| Operator Finish Machine II | 10 | 95228 |
| Operator Hospital Communications I | 07 | 97200 |
| Operator Hospital Communications II | 09 | 97204 |
| Operator Laundry Machine | 05 | 95088 |
| Operator Letterpress | 10 | 95248 |
| Operator Microfilm I | 04 | 98058 |
| Operator Microfilm II | 09 | 98048 |
| Operator Microfilm III | 10 | 98068 |
| Operator Motor Vehicle | 06 | 97078 |
| Operator Refuse Truck | 07 | 97220 |
| Operator Transit Coach | 08 | 97080 |
| Operator Offset Press I | 08 | 95268 |
| Operator Offset Press II | 10 | 95278 |
| Operator Offset Press III | 11 | 95288 |
| Operator Offset Press IV | 12 | 95290 |
| Operator Offset Press Feeder | 09 | 95270 |
| Operator Press | 09 | 95478 |
| Presser Laundry | 02 | 95098 |
| Printer Production I | 04 | 95308 |
| Printer Production II | 06 | 95318 |
| Printer Production III | 08 | 95328 |
| Processor Film I | 03 | 96148 |
| Processor Film II | 05 | 96158 |
| Processor OR Instrument I | 05 | 96198 |
| Processor OR Instrument II | 06 | 96196 |
| Processor Instrument/ Sterilizer | 04 | 96138 |

| Classification Title | Pay Grade | Classification Code |
|--|--------------|------------------------|
| Repairer/Refinisher Auto Body | 12 | 97065 |
| Repairperson Machine | 11 | 97270 |
| Seaman Able Bodied | 09 | 93108 |
| Service Extinguisher | 06 | 97378 |
| Ship Steward | 09 | 93118 |
| Specialist Ambulance Communications | 08 | 97202 |
| Stockkeeper I | 04 | 95428 |
| Stockkeeper II | 06 | 95438 |
| Stockkeeper III | 08 | 95448 |
| Stripper I | 09 | 95348 |
| Stripper II | 11 | 95358 |
| Trainee Maintenance Mechanic | 07 | 97287 |
| Trainee Meter & Gate | 10 | 97027 |
| Trainee Tree Trimmer | 09 | 97237 |
| Transporter Patient | 02 | 96118 |
| Trimmer Tree I | 09 | 97238 |
| Trimmer Tree II | 11 | 97248 |
| Upholsterer I | 08 | 97338 |
| Upholsterer II | 10 | 97348 |
| Upholsterer III | 11 | 97358 |

| Classification Title | Pay Grade | Classification Code |
|--------------------------------|--------------|------------------------|
| Washer Window | 06 | 97178 |
| Weigher Loader Laundry | 05 | 95128 |
| Worker Athletic Facility I | 04 | 97216 |
| Worker Athletic Facility II | 07 | 97304 |
| Worker Finishing | 03 | 95398 |
| Worker Food Service | 01 | 94188 |
| Worker Garment I | 02 | 95108 |
| Worker Garment II | 04 | 95118 |
| Worker Parking Maintenance | 06 | 97214 |
| Worker Psych Care | 07 | 96178 |

CLASSIFICATION TITLES

BY PAY GRADE

377 **PAY GRADE 01**

Custodian I
Feeder Folder
Laundry

Messenger
Worker Food Service

378 **PAY GRADE 02**

Aide Galley Food
Service
Attendant Laboratory
Custodian Unit

Presser Laundry
Transporter Patient
Worker Garment I

379 **PAY GRADE 03**

Aide Audio-Visual
Aide Nurse I
Aide Psychiatric
Aide Teacher
Attendant Animal
Attendant Entrance
Attendant Linen Service
Attendant Locker Room
Attendant Parking
Baker I
Binder Book I

Checker Laundry
Classifier Laundry
Cleaner Kitchen
Cook I
Cook Hospital I
Custodian II
Deckhand
Mounter Plant I
Processor Film I
Worker Finishing

380

PAY GRADE 04

Aide Anesthetist
Aide Animal
Aide Laboratory
Aide Medical Procedures
Aide Nurse II
Aide Operating Room
Aide X-Ray
Attendant Patient
Visitor Entrance
Attendant Service
Station
Baker Production I
Cleaner Fixture & Wall
Cleaner Venetian Blind

Clerk Postal I
Custodian III
Dispatcher I
Groundskeeper I
Housekeeper
Helper Refuse Truck
Loader Incinerator
Mounter Plant II
Operator Microfilm I
Printer Production I
Processor Instrument/
Sterilizer
Stockkeeper I
Worker Athletic
Facility I
Worker Garment II

381

PAY GRADE 05

Aide Nurse III
Burn Care
Aide Nurse III
Intensive Care
Aide Nurse III
Orthoped Care
Attendant Linen Service
Attendant Patient
Equipment
Baker II
Botanical Prep
Cook II
Cook Hospital II
Gardener I

Housekeeper
President's House
Keymaker
Operator Duplicator
Operator Laundry
Machine
Processor Film II
Processor OR
Instrument I
Weigher Loader
Laundry

382

PAY GRADE 06

Clerk Postal II
Dispatcher II
Mover I
Operator Motor
Vehicle
Printer Production II

Processor OR Instru-
ment II
Service Extinguisher
Stockkeeper II
Window Washer
Worker Parking
Maintenance

383

PAY GRADE 07

Baker III
Baker Hospital I
Baker Production II
Binder Book II
Chef Assistant
Clerk Postal III
Cook III
Dispatcher III
Gardener II
Groundskeeper II
Mechanic
Maintenance I

Operator Bus
Operator Hospital
Communications I
Operator Refuse
Truck
Trainee Maintenance
Mechanic
Worker Athletic
Facility II
Worker Psych Care

384

PAY GRADE 08

Baker IV
Baker Hospital II
Baker Production III
Cook IV
Cook Hospital III
Cook Metabolic
Cutter Meat I
Machinist I

Operator Finish
Machine I
Operator Offset
Press I
Operator Transit
Coach
Printer Production III
Specialist Ambulance
Communications
Stockkeeper III
Upholsterer I

| | | |
|------|--|---|
| 385 | PAY GRADE 09 | |
| | Attendant Ambulance Binder Book III Mover II Operator Hospital Communications II Operator Microfilm II Operator Offset Press Feeder Operator Press | Mechanic Auto I Mechanic Maintenance II Seaman Able Bodied Ship Steward Stripper I Trainee Tree Trimmer Trimmer Tree I |
| 386 | PAY GRADE 10 | |
| | Cutter Meat II Locksmith Mechanic Elevator Maintenance Mechanic Meter & Gate Operator Finish Machine II Operator Letter Press | Operator Microfilm III Operator Offset Press II Trainee Meter & Gate Upholsterer II |
| 387 | PAY GRADE 11 | |
| | Cutter Meat III Machinist II Mechanic Auto II Operator Camera II Operator Offset Press III | Repairperson Machine Stripper II Trimmer Tree II Upholsterer III |
| 388 | PAY GRADE 12 | |
| | Mechanic Laundry Plant Operator Offset Press IV | Repairer/Refinisher Auto Body |
| 388a | PAY GRADE 13 | |
| | Mechanic Heavy Equip. | |

APPENDIX C

STEWARD DISTRICTS AND CHIEF STEWARD CLASSIFICATION GROUPING

STEWARD DISTRICTS

389 Area A - North Campus

- A-1 North Campus Commons, Chrysler Center, Bursley Hall, School of Music, Vera Baites Houses, Northwood Apartments I, II, III, IV, V; Architecture and Design, North Campus Intramural Building, IST Building, University Printing, Library Storage and Bindery, Bentley Library.
- A2 - Laundry, Property Control, Incinerator, North Campus Grounds, Highway Safety Research Institute, and all other North Campus Buildings.
- A3 - Radrick Farms, Radrick Golf Course, Botanical Gardens.

*One afternoon steward for A1 through A3.

390 Area B - Medical Campus

- B1 - Main Hospital Floors B2, B1, 1.
- B2 - Main Hospital Floors 2, 3, 4, 5.
- B3 - Main Hospital Floors 6, 7, 8, 9.
- B4 - Taubman Cntr, MPOB, CPH, CFOB, Mott/Women's/ Holden, Simpson, Towsley, Med Cntr Parking Struc & Lot, SPH I and II.
- B5 - Buhl Research Center, Catherine Street Parking Structure, Kresge Med Research, MHRI, Radiation Ther Lab (special projects bldg), Speech Clinic, Victor Vaughn, Kresge Med Research II, Kresge Hearing Research, Neuro-Science, Taubman Med Library, Med Sci I and II, Lab Animal Med Unit, Nursing School.

B6 - Kellogg Eye Center, Turner, Riverview, University Hospital Education Center, and all other buildings on the Medical Campus.

* One afternoon steward for (B1 through B4 and B6)

**One night steward for (B1 through B6)

391 Area C - Central Campus

- C1 - Mary Markley, Alice Lloyd, Observatory, Couzens, Mosher Jordan, Stockwell, CCRB, Women's Athletic Building, Margaret Bell Pool, Oxford Housing, Arboretum.
- C2 - Dental Building, Health Service, Fletcher Street Parking Structure, Power Center, Plant Service Building, Heating Plant, North University Building, North Hall, Museums Annex, Museum Building, Michigan League, Frieze Building, Rackham Building, Modern Languages Building, Social Work Annex, Thayer Street Parking Structure, Burton Tower, Hill Auditorium, Lane Hall.
- C3 - Area bounded by State Street, North University, Washtenaw, Forest, and South University; East Quadrangle; Area Bounded by State Street, South University, Forest, and Hill; South Quadrangle; Michigan Union; West Quadrangle; Area bounded by State Street, Liberty, Fifth Avenue, and Madison, including Fourth Street and Williams Street Buildings; All other Central Campus Buildings.

391a Area D - Stadium Area

- D1 - Transportation, Plant Bldg. and Annex, Old General Stores Bldg., University Press Warehouse, Administrative Services Bldg., Data Systems Center, Heavy Equipment Garage.
- D2 - All Stadium Area Athletic Bldgs., Fletcher Hall, Revelli Hall, Intramural Bldg., Coliseum, Hospital Stores Warehouse (Dock 3).
- D3 - Food Stores, General Stores, Chemical Stores.

391b Area E - Dearborn Campus

E1 - Dearborn Campus

391c Area F - Flint Campus

F1 - Flint Campus

* One afternoon steward for (C1 through C3 and B5),

**One night steward for (C1 through C3), (E1).

392 Notwithstanding the provisions of Article XXXIX and in the
event that a grievance arises in any district not set forth above,
Union representation shall be as follows:

393 1. The aggrieved employee may have an employee, if any
at his/her work location, represent him/her at Step
One.

394 2. Thereafter, if he/she reduces his/her grievance to
writing, he/she shall send one copy to the attention of
the Bargaining Chairperson and another copy to the
University Review Committee and at the request of the
Union a hearing shall be scheduled as provided at Step
Three of the Grievance Procedure.

395 3. If both the University and the Union agree it advisable,
arrangements will be made to have the aggrieved
employee present at the hearing.

CHIEF STEWARD

CLASSIFICATION GROUPING

396

Chief Steward I - Maintenance

| | |
|----------------------------------|----------------------------------|
| Aide Audio-Visual | Mechanic Maintenance II |
| Auto Body Repair/ ...Refinish | Mechanic Maintenance Trainee |
| Keymaker | Mechanic Meter & Gate |
| Locksmith | Mechanic Meter & Gate Trainee |
| Machinist I | Mover I |
| Machinist II | Mover II |
| Mechanic Auto I | Repairperson Machine |
| Mechanic Auto II | Service Extinguisher |
| Mechanic Elevator Maintenance | Upholsterer I |
| Mechanic Heavy Equip | Upholsterer II |
| Mechanic Laundry Plant | Upholsterer III |
| Mechanic Maintenance I | Worker Parking Maintenance |

397

Chief Steward II - Food & Nutrition

| | |
|-----------------------|---------------------|
| Aide Galley Food Serv | Cook I |
| Baker I | Cook Hospital I |
| Baker Hospital I | Cook II |
| Baker II | Cook Hospital II |
| Baker Hospital II | Cook III |
| Baker III | Cook Hospital III |
| Baker IV | Cook IV |
| Baker Production I | Cook Metabolic |
| Baker Production II | Cutter Meat I |
| Baker Production III | Cutter Meat II |
| Chef Assistant | Cutter Meat III |
| Cleaner Kitchen | Worker Food Service |

398 Chief Steward III - Aides & Attendants

| | |
|-------------------|-----------------------|
| Aide Anesthetist | Attendant Ambulance |
| Aide Animal | Attendant Animal |
| Aide Laboratory | Attendant Entrance |
| Aide Medical Proc | Attendance Laboratory |
| Aide Nurse I | Messenger |
| Attendant Patient | Messenger |
| Visitor Entrance | OR Instrument Proc I |

Aide Nurse II
Aide Nurse III-
Burn Care
Aide Nurse III-
Intensive Care
Aide Nurse III-
Orthopedic Care
Aide Operating Room
Aide Teacher
Aide X-Ray

OR Instrument Proc II
Processor Film I
Processor Instrument
Sterilizer
Psychiatric Aide
Specialist Ambulance
Communications
Transporter Patient
Worker Psych Care

399 Chief Steward IV - Service & Cleaning

Attendant Linen
Attendant Linen Service
Checker Laundry
Classifier Laundry
Cleaner Fixture & Wall
Cleaner Venetian Blind
Custodian I
Custodian II
Custodian III
Custodian Unit

Feeder Folder Laundry
Housekeeper
Housekeeper Pres House
Loader Incinerator
Operator Laundry Machine
Presser Laundry
Weigher Loader Laundry
Window Washer
Worker Garment I
Worker Garment II

400 Chief Steward V - Grounds, Gardeners,
Transportation & Stores

Attendant Locker Room
Attendant Parking
Attendant Patient
Equipment
Able-bodied Seaman
Attendant Service
Station
Clerk Postal I
Clerk Postal II
Clerk Postal III
Deckhand
Dispatcher I
Dispatcher II
Dispatcher III
Gardener I

Mounter Plant I
Mounter Plant II
Operator Bus
Operator Hospital
Communications I
Operator Hospital
Communications II
Operator Motor Vehicle
Operator Refuse Truck
Operator Transit Coach
Preparator Botanical
Ship Steward
Stockkeeper I
Stockkeeper II
Stockkeeper III

Gardener II
Groundskeeper I
Groundskeeper II
Helper Refuse Truck

Trimmer Tree I
Trimmer Tree II
Trimmer Tree Trainee
Worker Athletic Facility I
Worker Athletic Facility II

401 Chief Steward VI - Printing

Binder Book I
Binder Book II
Operator Letterpress
Binder Book III
Operator Camera II
Operator Duplicator
Operator Finish
Machine I
Operator Finish
Machine II
Operator Offset
Press Feeder
Operator Microfilm I

Operator Microfilm II
Operator Microfilm III
Operator Offset Press I
Operator Offset Press II
Operator Offset Press III
Operator Offset Press IV
Operator Press
Printer Production I
Printer Production II
Printer Production III
Stripper I
Stripper II
Worker Finishing

APPENDIX D

POSTING AREAS

402 Regular job openings occurring in the posting area will be posted in that posting area. Each of the following geographic areas shall be a separate posting area.

- A. Ann Arbor Campus
- B. Dearborn Campus
- C. Each other separate geographic area shall be a separate posting area.

APPENDIX E
CLASSIFICATION SERIES

| 403 | Classification Title | Pay Grade |
|-----|-------------------------|--------------|
| | Attendant Animal | 03 |
| | Aide Animal | 04 |
| | Attendant Laboratory | 02 |
| | Aide Laboratory | 04 |
| | Aide Nurse I | 03 |
| | Aide Nurse II | 04 |
| | Aide Nurse III | 05 |
| | Baker I | 03 |
| | Baker II | 05 |
| | Baker III | 07 |
| | Baker IV | 08 |
| | Baker Hospital I | 07 |
| | Baker Hospital II | 08 |
| | Baker Production I | 04 |
| | Baker Production II | 07 |
| | Baker Production III | 08 |
| | Binder Book I | 03 |
| | Binder Book II | 07 |
| | Binder Book III | 09 |
| | Custodian I | 01 |
| | Custodian Unit | 02 |
| | Custodian II | 03 |
| | Custodian III | 04 |
| | Cleaner Kitchen | 03 |
| | Cleaner Fixture & Wall | 04 |
| | Cleaner Venetian Blind | 04 |
| | Washer Window | 06 |

| Classification Title | Pay Grade |
|--------------------------|--------------|
| Worker Food Service | 01 |
| Aide Galley Food Service | 02 |
| Cook I | 03 |
| Cook II | 05 |
| Cook III | 07 |
| Cook IV | 08 |
| Cook Hospital I | 03 |
| Cook Hospital II | 05 |
| Cook Hospital III | 08 |
| Cutter Meat I | 08 |
| Cutter Meat II | 10 |
| Cutter Meat III | 11 |
| Clerk Postal I | 04 |
| Clerk Postal II | 06 |
| Clerk Postal III | 07 |
| Dispatcher I | 04 |
| Dispatcher II | 06 |
| Dispatcher III | 07 |
| Feeder Folder Laundry | 01 |
| Worker Garment I | 02 |
| Worker Garment II | 04 |
| Presser Laundry | 02 |
| Checker Laundry | 03 |
| Classifier Laundry | 03 |
| Attendant Linen Service | 05 |
| Operator Laundry Machine | 05 |
| Weigher Loader Laundry | 05 |
| Gardener I | 05 |
| Gardener II | 07 |
| Groundskeeper I | 04 |
| Groundskeeper II | 07 |

| Classification Title | Pay Grade |
|-------------------------------------|--------------|
| Machinist I | 08 |
| Machinist II | 11 |
| Mechanic Auto I | 09 |
| Mechanic Auto II | 11 |
| Mechanic Heavy Equip | 13 |
| Mechanic Maintenance I | 07 |
| Mechanic Maintenance II | 09 |
| Machine Repairperson | 11 |
| Mounter Plant I | 03 |
| Mounter Plant II | 04 |
| Mover I | 06 |
| Mover II | 09 |
| Operator Finish Machine I | 08 |
| Operator Finish Machine II | 10 |
| Operator Hospital Communications I | 07 |
| Operator Hospital Communications II | 09 |
| Operator Press | 09 |
| Operator Offset Press I | 08 |
| Operator Offset Press Feeder | 09 |
| Operator Offset Press II | 10 |
| Operator Offset Press III | 11 |
| Operator Offset Press IV | 12 |
| Operator Microfilm I | 04 |
| Operator Microfilm II | 09 |
| Operator Microfilm III | 10 |
| Operator Camera | 11 |
| Printer Production I | 04 |
| Operator Duplicator | 05 |
| Printer Production II | 06 |
| Printer Production III | 08 |

| Classification Title | Pay Grade |
|-----------------------------|--------------|
| Processor Film I | 03 |
| Processor Film II | 05 |
| Processor OR Instrument I | 05 |
| Processor OR Instrument II | 06 |
| Stripper I | 08 |
| Stripper II | 11 |
| Stockkeeper I | 04 |
| Stockkeeper II | 06 |
| Stockkeeper III | 08 |
| Trimmer Tree I | 09 |
| Trimmer Tree II | 11 |
| Upholsterer I | 08 |
| Upholsterer II | 10 |
| Upholsterer III | 11 |
| Worker Athletic Facility I | 04 |
| Worker Athletic Facility II | 07 |

APPENDIX F

Grievance Procedure

- 404 The forms illustrated in this Appendix are provided by the University and, after discussion with the Union, may be subject to change.

The University of Michigan
EMPLOYEE GRIEVANCE

Date _____ AFSCME
Grievance # _____

Employee Name _____ SS # _____
Department Name _____ Department Head Name _____
Immediate Supervisor _____

Work
Job Title _____ Schedule: From: _____ am/pm To: _____ am/pm
M Tu W Th F Sa Su
(Circle appropriate days)

Employee's Statement of Grievance (including facts, dates, provisions of the agreement violated, and the remedy desired).

Employee's Signature _____ Chief Steward _____
Name

Date Received by Department Head _____

Department Head's Decision _____

Date Given to Employee _____ Department Head's Signature _____

Copy to: Appropriate Human Resources Office
District Steward Employee
Chief Steward AFSCME Local 1583

AFSCME

EMPLOYEE REQUEST FOR CHIEF STEWARD

Employee _____ District
Name Steward _____
Name

Job Title _____ Work Schedule _____

Pre-grievance resolution meeting date _____

Supervisor
Name _____ Department _____

Date _____ Employee Signature _____

Date Received _____ Supervisor _____
Signature

STEP TWO SCHEDULING

You are scheduled to attend a Step Two meeting of a potential grievance.

Chief Steward _____

Date _____ Time _____

Location _____ Requesting
Department _____

Name of Department Head/designated representative _____

If for some reason you cannot attend this hearing, please notify Employee Relations at 763-2387 or your department as soon as possible.

Copy to: Employee
Employee Supervisor
Department

AFSCME

NOTIFICATION TO CHIEF STEWARD

Employee _____ District
Name _____ Steward _____
Name

Job Title _____ Work Schedule _____

Pre-grievance resolution meeting date _____

Supervisor
Name _____ Department _____

STEP TWO SCHEDULING

You are scheduled to attend a Step Two meeting of a potential grievance.

Chief Steward _____

Date _____ Time _____

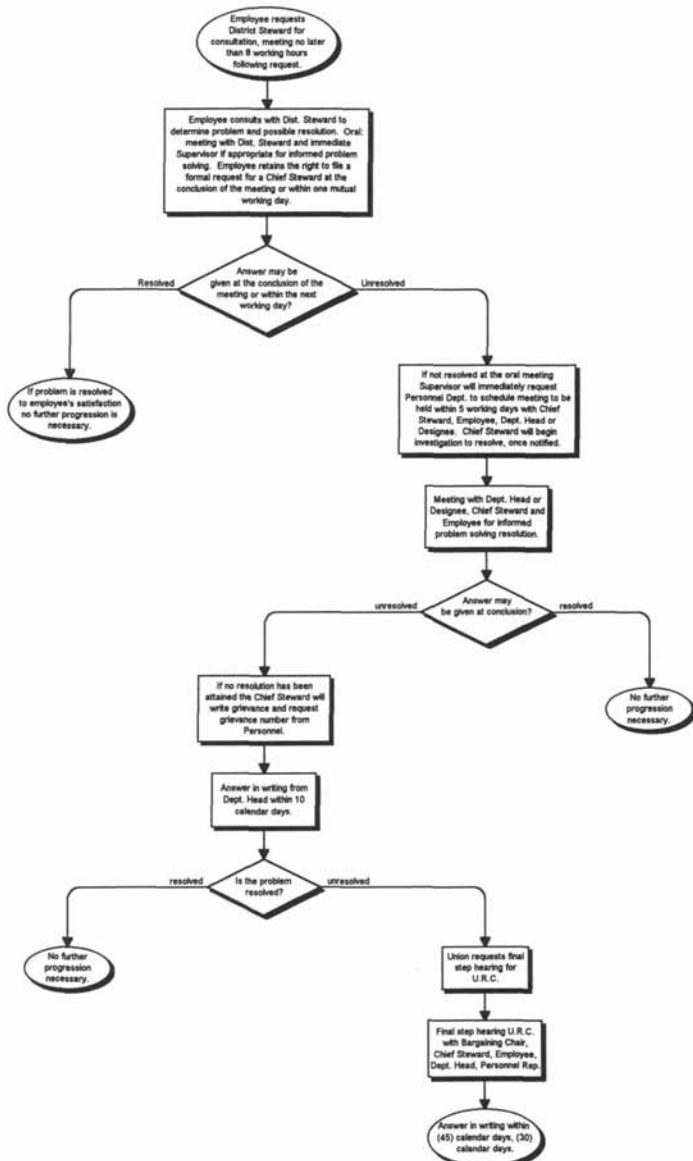
Location _____ Requesting
Department _____

Name of Department Head/designated representative _____

If for some reason you cannot attend this hearing, please notify Employee Relations at 763-2387 or the employee's department as soon as possible.

I received this information on _____
Date Signature

GRIEVANCE PROCEDURE SUMMARY



MEMORANDUM OF UNDERSTANDING
MISCELLANEOUS

405 This confirms our agreement that:

- 406 1. Notwithstanding the provisions of Article X, Overtime, and at the
option of the majority of employees in each group, the University
may provide compensatory time off rather than pay for employees
assigned to Great Lakes Research and Student Publications.
- 407 2. Where currently in effect for an employee, a uniform and/or
maintenance, if any, will continue to be provided.
- 408 3. Where an employee is required to take meals provided during
his/her assigned schedule of work, he/she will not be charged for
meals when he/she is absent from work.
- 409 4. No employee will be required to furnish his/her own tools or
equipment.
- 410 5. If there is a pay shortage in an employee's check of four (4) hours or
more, at the request of the employee the correct payment will be
made by the University not later than the end of the first working
day of the University's payroll department following the day the
employee's immediate supervisor is notified of the shortage. Pay
shortages for less than four (4) hours will be corrected and paid on
the next regular payday.
- 411 6. While rules, regulations, and requirements may vary within the
University, no such rule, regulation or requirement shall be
contrary to terms of this agreement nor shall any such rule,
regulation or requirement be administered in an arbitrary or
capricious manner.
- 412 7. In the event that the application of a rule, regulation or requirement
results in disciplinary action, the reasonableness of such rule,
regulation or requirement shall be subject to review in the
grievance and arbitration procedures as it relates to just cause.

- 413 8. In addition, the arbitrary or capricious administration of a rule, regulation or requirement, including the use of non-relevant personal factors, as distinguished from employment related factors, shall be subject to review in the grievance and arbitration procedure.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:  By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING

WORK SCHEDULES

- 414 During the term of this Agreement, the parties at the initiative of either party will endeavor to develop a mutually agreeable method to study alternative work schedules with the intent, if mutually agreeable, that in applying the terms of Paragraph 41 to employees in Hospital Housekeeping who are currently scheduled to work every weekend, any other combination of eight hours each excluding the lunch period provided in Section B. if not paid, which permits a Saturday and Sunday off every other weekend will be considered a regular schedule.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:  By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING

APPLICATION OF ARTICLE XIX

415 This confirms our agreement that the application of the provisions of Article XIX shall not be on a bargaining unit wide basis but that the application shall be separate for each of the following areas:

1. Ann Arbor Campus
2. Dearborn Campus
3. Flint Campus
4. Each other separate geographic area

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:  By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING

CHAIRPERSON OF THE BARGAINING COMMITTEE-PAY

- 416 If the Chairperson of the Bargaining Committee elects to take a full-time excused absence from work rather than a leave of absence, the Chairperson nevertheless will be paid for 80 hours in a bi-weekly pay period for 26 bi-weekly pay periods per annum. It is understood that such time paid is for time spent in investigating grievances at Step Three, Step Three hearing, disciplinary hearings, conferences, and the preparation for hearings, conferences, and arbitration. It is further understood that the hours of pay referred to above shall be neither increased nor decreased during the term of this Agreement, even though hours spent in the foregoing areas are more or less than the hours for which paid.
- 417 It is further understood that, in the event of such full-time excused absence, the University shall pay fringe benefit premiums to the same extent as a full-time employee.
- 418 The Chairperson of the Bargaining Committee shall be paid at the job rate of pay grade thirteen (13).
- 419 In the event, however, the Chairperson ceases to perform the functions set forth in this Memorandum or designates a representative when otherwise available (sickness, vacation, other short term absences and overlapping commitments covered by this Memorandum excepted), after notice to the Union and a reasonable opportunity to remedy the situation, the pay shall cease until the situation is remedied.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By: George L. Carter By: Louis J. J.

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING
TRANSFERS BETWEEN POSTING AREAS

420 This confirms our agreement that an employee in one of the posting areas as set forth in Appendix D. may make known to the University in writing that he/she wishes to be considered for a "regular job opening" in another posting area if such an opening is posted. Such a notification shall include the classification and the starting time or times and department or departments if these are essential factors. In such a case, this employee will be considered along with bidders by the same standard set forth in Section D. of Article XX, provided his/her written notification is received prior to the end of the posting period for that "regular job opening."

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By: By:

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING
SPECIAL INDIVIDUAL RATES AS A RESULT
OF CHANGES IN CLASSIFICATIONS AND
PAY GRADE ASSIGNMENTS UNDER PRIOR AGREEMENTS

421 This confirms our agreement that:

Employees assigned to a classification in Appendix B. of this Agreement which has a lower pay grade than that of the classification to which they were last assigned under the agreement executed on March 7, 1974, will remain in the higher pay grade despite the fact that these classifications are now assigned to a lower pay grade or they are assigned to a new or different classification which has a lower pay grade. Such employees will remain in the higher pay grade as long as they remain in the classification to which they were assigned on the execution date (March 24, 1977) of the prior agreement or until they are offered assignment to a classification for which they have the necessary qualifications as defined in Article XX, and which is within their classification series, or for Custodian II's to the Maintenance Mechanic classification series and the Offset Press Attendant to the Finishing Machine Operator classification series, and which classification has the same or higher pay grade than the pay grade in which they have remained. Such an offer of assignment must be in the employee's same geographic area (Ann Arbor, Flint, or Dearborn).

422 The offering of an assignment to a classification which has the same or higher pay grade shall not violate a provision of Article XX.

423 The employees who remain affected by the application of the March 24, 1977, Memorandum and this Memorandum shall be set forth in a separate memorandum.

424 In addition, the remaining employee, now classified as Dispatcher I, covered by the Memorandum of March 7, 1974, shall continue to be covered by the provision of that Memorandum.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By: George R. Costa By: Lewis J. [Signature]

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING
EXPERIMENTAL TRAINING PROGRAM

- 425 The University and the Union agree that it is in the best interest of the parties and the employees represented by the Union to undertake an experimental on-the-job training program as a means of providing employees with the requisite skills in order to qualify them for promotions which become available. In this connection, the parties agree that the training classification established will be consistent with the needs of the University and/or the desirability of making classifications available to minorities and women where they either are not now found or are limited in number to such an extent as to reflect a lack of previous opportunity to gain requisite skills.
- 426 Whenever a training classification is established, the position will be posted throughout a posting area as set forth in Appendix D. for ten (10) calendar days. The posting will set forth the purpose of the training program, the classification for which employees are to be trained, the rate of pay during the training program, and the department in which the training is to take place. The Union will be sent a copy of the posting. Following the posting, selection will be based on the seniority of the employees who have the basic qualifications to perform the work of the classification for which they are to be trained. For the purposes of this training program, basic qualifications means that the records of the University or other knowledge made known to the University indicates the reasonable certainty that the employee will be able to perform competently the full range of duties of the classification upon completion of the training provided by this program. Notwithstanding the above seniority requirement among all the bidders, minority and women employees based on their respective seniority, may be selected when the classification for which training is to be provided does not include women or minorities or where they are limited in number to such an extent as to reflect a lack of previous opportunity to gain requisite skills. The Union will be sent a listing of the bidders and their seniority dates and the name of the employee selected.
- 427 In the event that some or all of the training is provided outside the employee's regular schedule of work, his/her schedule of work may be adjusted so that the training takes place during hours paid at the regular hourly rate. In any event, time spent in training, including classroom time, shall be paid time.

- 428 An employee in the training program shall be paid initially \$1.00 per hour less than the job rate of the classification for which he/she is to be trained, or his/her current hourly rate of pay, whichever is the higher. Three months thereafter the employee shall receive an additional 10 cents per hour and 15 cents per hour at the next two (2) three- (3) month intervals and 20 cents per hour at the next two (2) three- (3) month intervals, until his/her hourly rate reaches 20 cents per hour less than the job rate for the classification for which he/she is being trained. He/she shall remain at that rate until completion of the training program, when he/she shall receive the job rate.
- 429 Upon successful completion of training, the employee will be assigned to the classification for which he/she has been trained, Article XX notwithstanding.
- 430 If it is decided that the employee's progress in developing the requisite skills is unsatisfactory, he/she shall be assigned, consistent with his/her seniority, to the classification to which he/she was assigned immediately preceding assignment to the training classification, or to one of comparable status and hourly rate of pay.
- 431 The supervisor responsible for the training will prepare reports every three (3) months, and more often if needed, on the employee's progress. A copy of this report will be sent to the University Personnel Office and the Chairperson of the Bargaining Committee.
- 432 The University and the Union will meet quarterly in special conference to evaluate this program and explore possibilities of further development unless mutually agreed that no conference is necessary. In this connection, a discussion of the University's projection of needs, together with an analysis of promotions and new hires, will take place semi-annually. In every case, a conference will be held prior to establishing a training classification under this program. The Union will be provided a current listing of employees assigned to training classification, notification of successful completion, and subsequent assignment and notification of any removal from the training program.
- 433 In addition and apart from this program, the University and the Union agree that another method of qualifying employees for promotion is to permit periodic, but controlled, performance of duties of classifications assigned to higher pay grades. In such a case, and provided the name of the employee who is periodically so assigned is made known to the Union in advance of the performance, the provision of Article XV shall not be applicable nor shall a misclassification result.

- 434 In the event that the University establishes a training program for classifications not covered by the collective bargaining agreement and an employee in this collective bargaining unit is selected for training, he/she shall be assigned, consistent with his/her seniority, to the classification in the bargaining unit to which he/she was assigned immediately preceding assignment to the training program, or one of comparable status and hourly rate of pay, if the University decides that the employee's progress in developing requisite skills is unsatisfactory.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:  By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING

UNION ORIENTATION

- 435 New employees will be afforded the opportunity to attend a Union orientation. This orientation shall be at the option of the employee, and in a location provided by the University. The Bargaining Chairperson shall conduct the orientation which shall not exceed one hour. The orientation shall not occur during or interfere with the regular schedule of work of the employees and shall be unpaid. A representative from the University may be present.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:  By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING

SICK AND VACATION ACCRUAL

- 436 Unless otherwise provided, an employee may request from their supervisor or other designated University representative, their vacation and sick time balance. In addition, the University agrees not to post employee vacation and sick time balances.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:  By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING
PRE-ARBITRATION GRIEVANCE INVESTIGATIONS

- 437 During the term of this Agreement, both parties agree to an experimental procedure for the investigation of grievances prior to submission to arbitration, the intent of which is to reduce the number of grievances submitted to arbitration.

The Chief Stewards, not to exceed six (6) will be granted time off from their assigned schedule of work without loss of time or pay for a maximum of four (4) hours per week, for the sole purpose of investigating grievances subsequent to receipt of a written answer at Step Three of the Grievance Procedure and prior to submission of such grievances to arbitration.

Either the Union or the University may cancel this procedure on seven (7) days notice to the other party.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By: 

By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING
PRESCRIPTION DRUG RIDER

438 The University agrees to provide and maintain during the term of this Agreement, a two dollar (\$2.00) Co-Pay Prescription Drug Rider to begin on or before September 1, 1981, that is no less than the Michigan Blue Cross/Blue Shield plan.

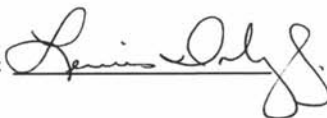
For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:



By:



Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING

SAFETY SHOES

- 439 The University shall reimburse employee(s) for the actual costs of safety shoes provided by the employee(s), not to exceed \$45.00 per employee, only when required to be worn by the University and upon receipt of satisfactory evidence of purchase. Such safety shoes provided by the employee(s) must meet University specifications as to style and material and/or applicable safety standards established by federal or state laws or regulations.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:  By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING
ALLEGED MISCLASSIFICATION OF AN EMPLOYEE

440 The University and the Union agree to the following experimental procedure:

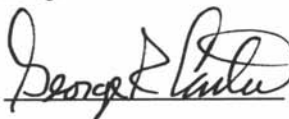
If the Chairperson of the Bargaining Committee disagrees with a determination that an employee is not misclassified, an on-site visit to the job will be arranged for the Chairperson of the Bargaining Committee upon the Chairperson's request to a designated representative of the University Personnel Office. A representative of the University, at its option, may accompany the Chairperson.

Either the University or the Union may cancel this procedure on seven (7) days' notice to the other party.

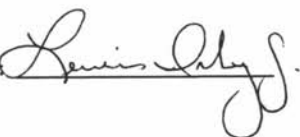
For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:



By:



Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING
TECHNOLOGICAL CHANGE

- 441 In order for the parties to be informed concerning matters of mutual interest regarding technological change, the Union and the University agree to establish a Technological Change Information Committee, to be comprised of five representatives from each party. The Committee will schedule meetings on a monthly basis. At least one calendar week prior to the meeting, the University and/or the Union shall submit an agenda of matters to be discussed to the other party. These matters may include concerns regarding the utilization and reorientation of employees affected by such changes. If no such agenda is submitted, there shall be no meeting.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:  By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING

CHILD CARE

- 442 In the event the University conducts a study of Child Care Programs, the Union will be given an opportunity to provide input. Upon completion of any such study, the University will hold a Special Conference with the Union to report the findings and results.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By:  By: 

Date: August 25, 1994

MEMORANDUM OF UNDERSTANDING

HEALTH INSURANCE

- 443 In addition to the current health care programs offered by the University, the University will offer a Blue Cross/Blue Shield Comprehensive Major Medical program where the full family coverage premium does not exceed the University's contribution.

It is understood that to accomplish this, the offered program may change from time to time.

For the Regents
of the University
of Michigan

For Local 1583,
AFSCME

By: 

By: 

Date: August 25, 1994

UM to AFSCME
New 7/25/94

MEMORANDUM OF UNDERSTANDING

Work Schedule Option and Overtime Pay

444

It is understood and agreed that upon arrangements acceptable to the Union and the University and notwithstanding the provisions of Section A of Article VIII and Section A of Article X, a normal schedule of work can consist of ten (10) hours per day and forty (40) hours per week.

In such a case, any employee or employees involved shall not be eligible for the daily overtime premium provided in Section A of Article X until such time as the hour calculation exceeds ten (10) hours in a day.

For the Regents of
the University of Michigan

By: George B. Carter
George B. Carter

For AFSCME Local 1583

By: Lewis Irby
Lewis Irby

Date: 8/25/94

UM to AFSCME
8/12/94

MEMORANDUM OF UNDERSTANDING

445

The University and the Union agree that as soon as practicable, but no later than ninety (90) days following the execution of this Agreement, the University will conduct a review of the work performed by employees in the classification of Custodian II in the Hospital heat recovery/incinerator operations as "waste handlers"; of a new job classification proposed by the Union to be Offset Press Operator V; and of new job classification of "Assistant Locksmith" proposed by the Union, in order to determine the appropriate pay grade assignments for such positions. In addition, the University and the Union agree to meet and continue discussions of changes previously proposed by both parties to certain Maintenance Mechanic II, Machine Repairperson and Laundry Plant Mechanic position(s).

For the Regents of
the University of Michigan

By:



Date:

8/25/94

For AFSCME Local 1583

By:



1994

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
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1997

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| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | | | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 24 | 25 | 26 | 27 | 28 | | | % 25 | 26 | 27 | 28 | 29 | 30 | |

| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | % 24 | 25 | 26 | 27 | 28 | 29 | |

| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | |

| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | |

