

9/30/95

Collective

Agreement

Between



Wayne State University

and



INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL 547 A, B, C, E, & H  
AFL-CIO

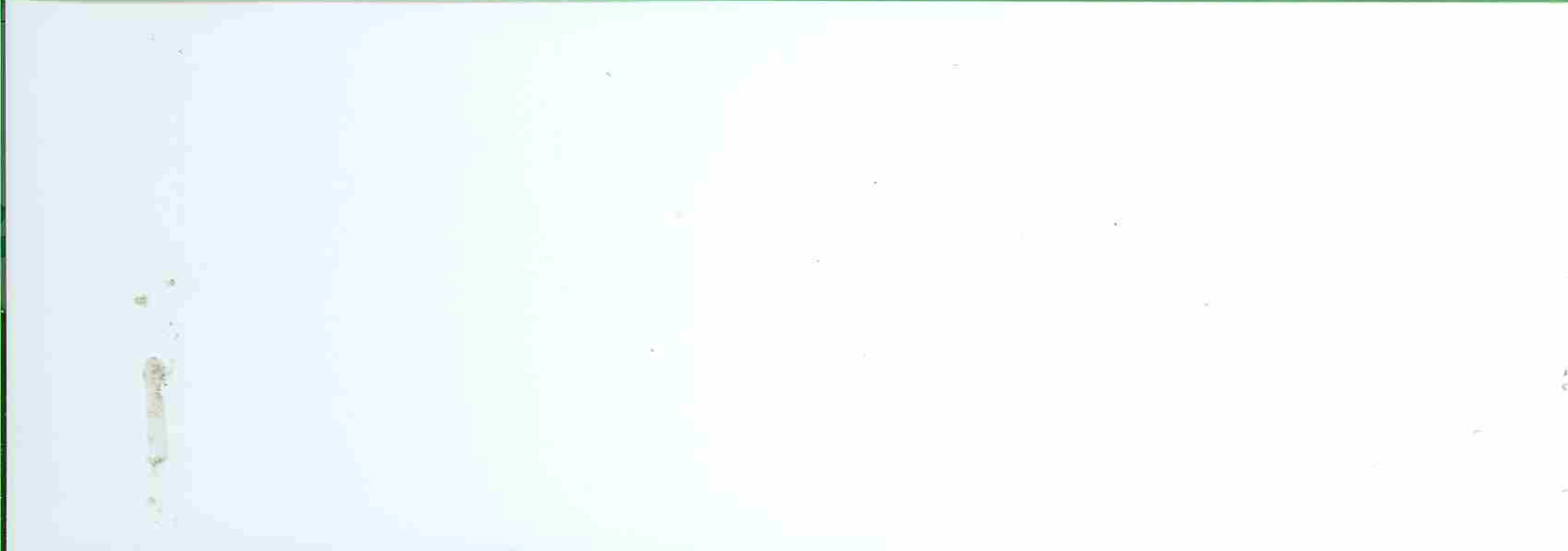
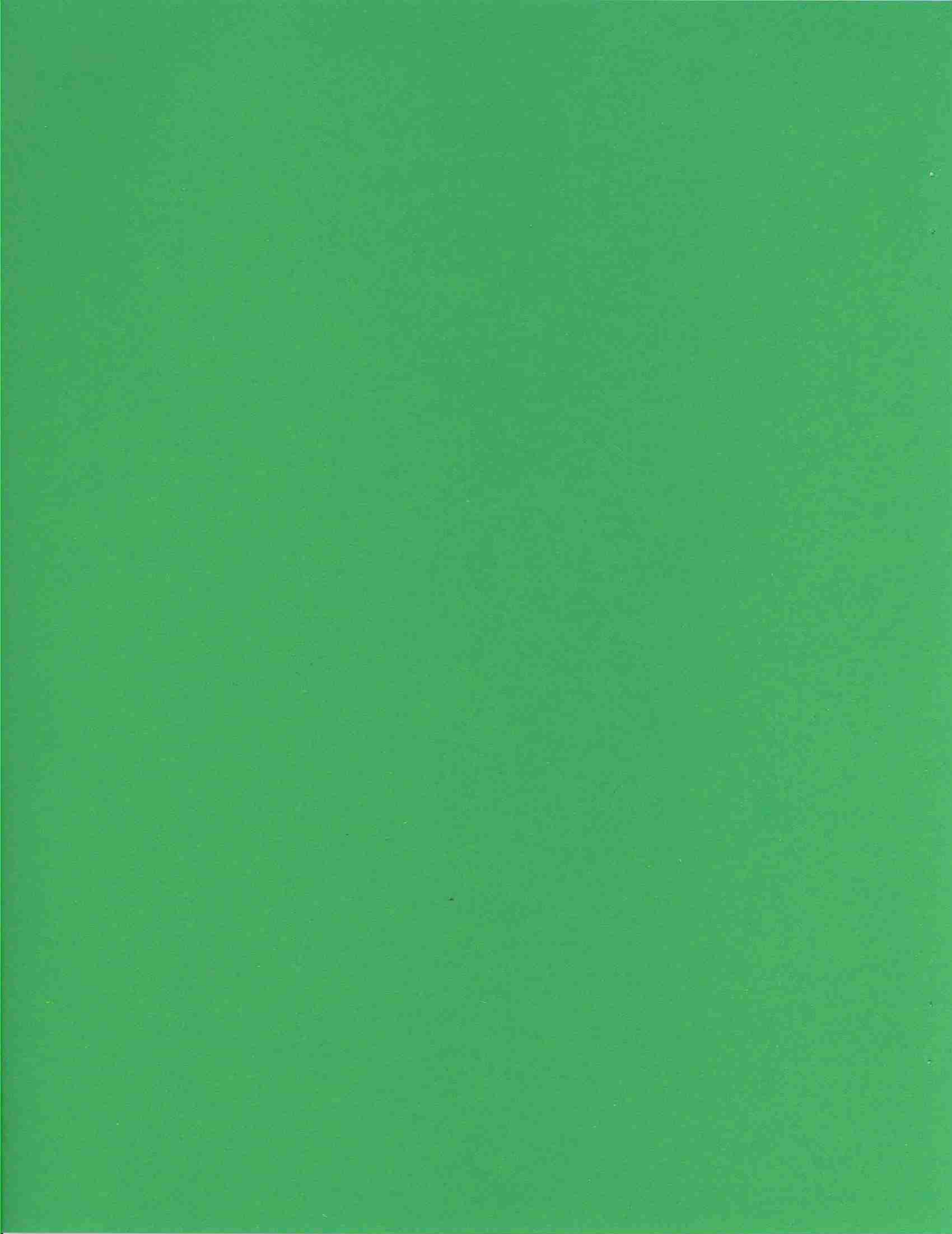


(SUPERVISING ENGINEERS)

OCTOBER 1, 1992 - SEPTEMBER 30, 1995

Wayne State University

LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University



*Collective  
Agreement*

*Between*



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*and*



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(SUPERVISING ENGINEERS)

OCTOBER 1, 1992 - SEPTEMBER 30, 1995

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## **AGREEMENT**

THIS AGREEMENT is entered into as of October 1, 1992 between the Board of Governors of Wayne State University (hereinafter referred to as the "Employer") and the International Union of Operating Engineers, (Supervising Engineers) Local #547, A, B, C, E, & H - AFL-CIO (hereinafter referred to as the "Union").

## GENERAL PURPOSE

The intent and purpose of this Agreement is to preserve and promote harmonious relationships and cooperation between the Employer and Union.

## ARTICLE (1) RECOGNITION

The Employer recognizes the Union as the sole and exclusive collective bargaining agency governing wages, hours, and working conditions for the Supervising Engineers employed by the Employer excluding all other Employees, and Student Assistants.

## ARTICLE (2) NON-DISCRIMINATION

The Employer and the Union both recognize their responsibilities under Federal, State and local laws pertaining to fair employment practice.

## ARTICLE (3) MANAGEMENT RIGHTS

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:

- A. 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 force.
- B. The right to determine the work to be done and the standards to be met by Employees covered by this Agreement.
- C. 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.
- D. 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.

- E. 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 (4) PROBATION

- A. An Employee is a "probationary Employee" for six (6) months of continuous employment. However, periods of absence from work shall not be counted toward completion of the probationary period.
- B. There shall be no seniority among probationary Employees. Upon completion of the probationary period, the Employee will acquire seniority from his/her date of hire.
- C. The Union shall represent probationary Employees for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment, except no matter concerning the discipline, lay off, or termination of a probationary Employee shall be subject to the grievance and arbitration procedures.
- D. The probationary period of an Employee may be extended by mutual agreement between the parties pending licensing.

#### ARTICLE (5) WORKING HOURS AND OVERTIME

- A. Regular Work Week: The regular work week shall consist of five (5) regularly scheduled eight (8) hour work days within a seven (7) day (Monday thru Sunday) work period for a total of forty (40) hours per week. The two (2) remaining days within the seven (7) day work period shall be known as "off days" and shall, within the limits of reasonable operating procedure, be scheduled consecutively. The first scheduled "off day" within the period shall be designated as the sixth and the second scheduled "off day" shall be designated as the seventh day.
- B. Work Day: The work day shall begin at 7:00 a.m. and extend to 7:00 a.m.
- C. Shift Premium: Employees working a shift other than the day shift Monday through Friday (day shift which starts between the hours of 5:00 a.m. to 9:00 a.m.) shall be paid twenty (20) cents per hour premium pay for all hours worked.

D. Overtime: Time and one-half (one hundred and fifty percent (150%) of the hourly rate will be paid for hourly rated Employees as follows:

1. All hours worked over eight (8) in one work day, except if such time is worked on a seventh day.
2. All hours worked over forty (40) in one work week except if such time is worked on a seventh day.
3. All hours worked on shifts starting within eight (8) hours of the quitting time of an Employee's previous shift, except those hours worked on the seventh day.
4. Double time (two hundred percent (200%) of the hourly rate will be paid for hourly rated Employees as follows:

All hours worked on a seventh day.

E. Regular Overtime: No Employee shall have his/her regular previously scheduled shift or days off changed for the purpose of avoiding proper overtime payment.

F. Paid sick leave, holidays, or vacation will be treated as days worked in computing weekly overtime.

G. A work schedule has been established for engineers. Necessary and reasonable modifications may be made after consultation with the Employee and the Union. It is the goal of the parties to minimize modifications of established schedules while insuring proper coverage and meeting the needs of the University. The Union shall be given reasonable prior notice (not less than two weeks) and the need for said change shall be demonstrated.

In the event the parties cannot agree as to the necessity for the change, the Employer will have the right to institute the change and the Union will have the right to grieve the issue under the terms of the grievance procedure.

#### ARTICLE (6) DISTRIBUTION OF OVERTIME

A. If an Employee is off on vacation or off due to illness, upon return to work, he/she must work one full shift before being eligible to work overtime. There shall be one (1) overtime list. This list will be a campus-wide overtime list rotated on the basis of overtime hours worked. In order for an Employee on the list to be



eligible to work overtime in a given area, the Employee must be qualified to perform the work available. Employees are encouraged (with the Supervisor's knowledge) to familiarize themselves with the various buildings and areas in order to be deemed qualified to carry out the necessary assignments when overtime hours are available.

- B. When an Employee cannot work overtime for a valid reason, he/she shall be charged for those overtime hours, just as if he/she has worked. If an Employee cannot be contacted, his/her position on the list remains the same. If no one within the specific overtime group can be reached, the overtime will go to any licensed Engineer covered by this Agreement. Minimum call in time is four (4) hours at the proper overtime rate.
- C. Funerals, jury duty and excused absences without pay will be covered by campus relief person, double covered or, after one (1) week of absence, paid overtime.
- D. An Employee after the third (3) consecutive refusal of overtime, will be dropped from the overtime list for a period of six (6) months; after which the Employee may request in writing, reinstatement on the overtime list.

#### ARTICLE (7) UNION RIGHTS AND SECURITY

To the extent that the laws of the State of Michigan permit, it is agreed that:

- A. The Employer will not aid, promote, or finance any labor group or organization which purports to engage in collective bargaining, involving the Employees covered by this Agreement, for the duration of this Agreement, or any extensions thereof. Nothing contained herein shall be construed to prevent any individual Employee from presenting a grievance and have the grievance adjusted without intervention of the Union, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Union has been given opportunity to be present at such adjustment. The Union may initiate its own grievances for protection and maintenance of this Agreement.
- B. The University agrees to notify all new Employees in classifications covered by this Agreement that the "Union" is the sole bargaining representative for their respective classifications.

- C. 1. Employees covered by this Agreement who at the time it becomes effective, were members of the "Union" shall be required as a condition of continued employment to maintain their membership in the "Union", or to pay service fees equal to the membership dues in accordance with the By-laws of the "Union" for the duration of this Agreement and any extensions thereof.
- 2. Employees in the Bargaining Unit who are not members of the "Union" at the time this Agreement becomes effective, shall be required as a condition of continued employment to become members of the Union for the duration of this Agreement, on or before the tenth (10th) day after the thirtieth (30th) day following such effective date, or pay service fees equal to the membership dues in accordance with the By-laws of the "Union" for the duration of this Agreement and any extension thereof.
- D. Employees hired, rehired, reinstated or transferred into the Bargaining Unit after the effective date of this Agreement shall be required as a condition of continued employment to become members of the "Union", or to pay a service fee equal to the membership dues, on or before the tenth (10th) day after the thirtieth (30th) day following the beginning of their employment in the unit.
- E. The University shall be notified in writing by the "Union" of any Employee in the Bargaining Unit who is thirty (30) days in arrears in payment of membership dues, or service fees. Employees who fail to comply with this requirement shall be released by the University within thirty (30) days of such notice.

**ARTICLE (8) UNION DUES, INITIATION FEES AND SERVICE FEES**

- A. Payment by Check-Off: Employees shall tender the initiation fee and monthly membership dues and any voluntary authorized assessment or a service fee equivalent to dues by signing the Authorization for Check-Off or Dues form, or a comparable service fee form.
- B. Check-Off Forms: During the life of this Agreement and in accordance with the terms of the form of Authorization of Check-Off Dues, the Employer agrees to deduct Union membership dues and voluntary assessments levied in accordance with the Constitution and By-laws of the Union from the pay of each Employee who executes or has executed an "Authorization for Check-Off of Dues" form or a comparable service fee form.

- C. The Employer shall not be responsible for checking off or collecting dues or service fees during periods of leaves of absence for which the Employee received no pay from the Employer.
- D. It shall be the duty of the Employer at the time of hire to provide the Employee with the Check-Off Form and inform the Employee of his responsibility to pay Union dues or an equivalent service fee.
- E. The Employer shall notify the Union within ten (10) days of any Employee hired, rehired, reinstated, or transferred into the Bargaining Unit, and will furnish the Union, no later than the tenth (10) of the month, a listing of all Union dues or service fees deducted for the previous month showing the name, file number, pay code, and amount deducted from all members of the Bargaining Unit, including additions and deletions since the last listing with explanation of changes.
- F. The University shall not be liable to the Union by reason of the requirements of this section for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by Employees.
- G. The Union shall indemnify and hold the University harmless from any liability which might arise because of the improper deduction of money from an Employee's pay made in accordance with this Article. It shall be the responsibility of the Employee to obtain appropriate refund from the Union.

#### ARTICLE (9) REPRESENTATION

- A. Employees covered by this Agreement may be represented by the Steward and designated assistant Stewards whose identity shall be made known to the University.
- B. The Steward, during working hours, without loss of time or pay, may investigate and present grievances to the Employer, after arrangements have been made with the Supervisor. This privilege shall not be abused.
- C. Any new Employee shall be made known to the Steward upon starting to work to be added to the Steward's record.

- D. For purposes of attending meetings, such as fringe benefits and safety, the Bargaining Unit may be allowed to have a representative excused from work in order to attend such meetings, provided operational needs permit. Release from work will not be unreasonably denied.

#### ARTICLE (10) STRIKES

- A. The Union recognizes that strikes by public Employees are prohibited Act 336, Public Acts of 1947, as amended by Act 379, Public Acts of 1965, and agrees that it will comply with said Act as well as all other laws affecting this Agreement.
- B. The University reserves the right to take appropriate action where Union activities result in interference with any operation of the University, up to and including discharge, subject to provisions governing disciplinary actions as contained in this Agreement.

#### ARTICLE (11) DISCIPLINE/DISCHARGE

- A. When the Employer feels disciplinary action is warranted, such action must be taken within five (5) working days of the date it is reasonable to assume that the Employer became aware of the conditions giving rise to the discipline.
- B. Any Employee who is discharged or disciplined shall be given written notice specifying the reason for discharge or discipline. The Union shall be furnished a copy of all such notices.
- C. Employees shall be subject to immediate dismissal for just cause. Examples of just causes which may result in immediate dismissal, although not an exclusive list, are: drunkenness, dishonesty and insubordination.

#### ARTICLE (12) INCOME DISABILITY PROGRAMS

- A. Effective 30 days following the University's notification to TIAA, participation begins after the Employee has completed three (3) years of regular full-time employment on the active payroll. Eligibility for benefits is determined in accordance with the terms stipulated by the carrier.

B. Employees shall be entitled to full pay during periods of extended disability for the number of days accrued in their Illness and Vacation Banks. Any unused vacation remaining at the end of the sixth month of continuous disability will be paid to the Employee in full. For the number of unused days remaining in the Illness Bank at the end of the sixth month of continuous disability, the Employee will be paid the difference between the daily rate and the amount paid by the insurance carrier.

C. Short-Term Disability

1. Upon exhaustion of the Illness Bank and Vacation Bank in less than six (6) months, the Employee shall be paid 50% of his/her base salary in effect at the time of disability (not to exceed \$750 per month) provided sufficient medical verification is available to indicate the Employee may qualify for Long-Term Disability benefits. These payments will continue through the last day of the sixth month of continuous absence.
2. Short-term Disability benefits may not exceed six (6) months in any twelve (12) month period.
3. There will be no change in the Major Medical Insurance premium deductions.
4. Compensation received from Workers Compensation and Social Security shall be deductible from Short-term Disability benefits.
5. If the Employee is in the University Retirement Programs, deductions and contributions shall continue based on the Short-term Disability salary.

D. Long-Term Disability

1. The University shall provide a Long-term Disability insurance program which will be administered in accordance with the terms stipulated in the insurance contract. The decision of the carrier is not grievable to the University.
2. The monthly benefit for eligible Employees will be paid starting the first of the month following six (6) months of continuous disability. Benefits will be paid as long as the disability continues or until the Employee reaches age sixty-five (65).

However if the disability commences after the Employee reaches age sixty (60), the benefits will continue for five (5) years or until the Employee reaches age seventh (70), whichever occurs first.

3. The monthly benefit, including any disability benefits from Social Security and/or Workers' Compensation, will be equal to sixty percent (60%) of the Employee's basic salary up to a maximum benefit of Two Thousand Dollars (\$2,000) per month. For Employees who become eligible to receive benefits under this provision after 1/1/93, the income benefit will be subject to an increase of 3% each year during disability.
4. The monthly benefit shall not be less than \$50.
5. The Employer will pay the full cost of the basic and supplemental life insurance coverage. Medical coverage will be subsidized by the Employer at the same rate as is provided to active Employees if the Employee desires coverage.
6. If the Employee is in the University (TIAA) Retirement Plan, the insurance carrier will pay the annuity premium in accordance with the provisions of the Plan. The premiums will be based on the individual's basic monthly salary at the time disability begins, and shall be 15% of the said monthly salary.

#### ARTICLE (13) LEAVES OF ABSENCE

##### A. Illness Leave

Leave for health reasons will be granted for periods up to one year. The Employee may return to his/her position, or a similar one, upon approval of the University Health Service. If an illness or disability is deemed serious enough to interfere seriously with the Employee's work, the University may initiate a mandatory sick leave to cover the period of illness or disability.

##### B. Military Leave

1. Unpaid leave for long-term service is granted with full re-employment rights specified by law.

2. Short-term: Regular Employees who belong to the National Guard, Officers Reserve Corps, or similar military organizations will be allowed the normal seventeen (17) day leave of absence in any one given instance when ordered to active duty or for training. The Employer will pay the difference between these Employees' military pay and regular pay if such short-term military leave is taken and charged to his/her vacation.

C. Leave for Union Business

1. Members of the Union elected to Local Union positions or selected by the Union to do work which takes them from their employment with the Employer may, at the written request of the Union, be afforded a leave of absence for a period not to exceed one (1) year (subject to review and renewal) or the term of office, whichever may be shorter, and upon their return shall be re-employed with accumulated seniority.
2. A member of the Union selected to attend or serve on committees beneficial to University business, may be allowed casual time off without loss of time or pay upon written request and which approval shall not be unreasonably withheld.
3. One member of the Union elected to attend a county, state or national convention may, with prior approval be allowed time off without loss of time or pay to attend such conventions.

D. Personal Leave of Absence

Leaves of absence without pay up to three (3) months may be granted in cases of exceptional need for those Employees who have acquired seniority under this Agreement. Leaves may be granted for such reasons as settlement of an estate, serious illness of a member of the Employee's family, temporary termination of the Employee's work, child care, or an extended trip, but not for the purpose of obtaining employment elsewhere. Leave of absence for like causes may be extended for additional three (3) month periods, but the total leave time shall not exceed one (1) year.

## ARTICLE (14) GRIEVANCE PROCEDURE

- A. Should differences arise between the University and the Union during the term of this Agreement, an earnest effort shall be made to resolve such differences promptly and the following procedure shall be adhered to:
1. The time elements in the steps can be shortened or extended by mutual agreement.
  2. Working days shall be those days the Supervisor is available to receive the grievance.
- B. A Union grievance is a difference between the Employer and the Union concerning (1) working conditions or (2) the interpretation or application of any provision of this Agreement and may be processed directly to Step 2 of the Grievance Procedure.
- C. Any Employee grievance or Union grievance not presented for disposition through the grievance procedure in five (5) working days of the occurrence of the condition giving rise to the grievance, or within five (5) working days of the date it is reasonable to assume that the Employee became aware of the conditions giving rise to the grievance, unless the circumstances made it impossible for the Employer, or for the Union, as the case may be, to know prior to that date that there were grounds for such a claim, the grievance shall not hereafter be considered a grievance under this Agreement.
- D. A grievance concerning alleged safety hazards may be processed directly to Step 3.
- E. If the grievance is not answered in a timely manner under Step 1, 2, or 3, it may be processed to the next progressive step of the grievance procedure.
- F. Grievance Steps

Step 1. An Employee having a grievance shall present it orally to his/her Supervisor. In the event the Employee desires that his/her Steward be present, he/she shall make his/her request through the Supervisor, and the Supervisor shall send for the Steward.

Step 2. In the event the grievance is not settled orally by the Supervisor, the Employee shall submit the grievance, in writing, to the department head or his/her designated representative, within three (3) working days from the oral presentation on forms (at least three (3) copies) provided by the Employer. The Employee and the



Steward shall sign the grievance. The grievance must indicate (1) a statement relating the facts upon which it is based and citing the alleged violation(s) of this Agreement, and (2) the remedy or correction requested. The department head, or his/her designated representative shall give his/her decision, in writing, within five (5) working days. The decision rendered by Management shall be final and the case shall be considered settled on the basis of the Employer's decision unless the grievance is appealed in writing to the designated representative for Labor Relations within five (5) working days after Management has rendered its decision.

Step 3. If the grievance is not satisfactorily resolved at Step 2, the decision may be appealed to the designated representative for Labor Relations, and a meeting will be promptly arranged within three (3) working days from receipt of appeal of the department head's decision in Step 2. A written decision shall be rendered within ten (10) working days after the meeting. The decision rendered by Management shall be final and the case shall be considered settled on the basis of the Employer's decision, unless the grievance is appealed to the Executive Director of Employment Relations of the University, or his/her designated representative in writing within five (5) working days after Management has rendered its decision.

Step 4. If the grievance is not resolved at Step 3, it shall be presented to the Executive Director of Employment Relations, or his/her designated representative within five (5) working days after receipt of the Step 3 disposition. The Executive Director of Employment Relations, or his/her representative, will give a written disposition to the Union within fifteen (15) calendar days from receipt of the appeal.

G. Arbitration. Any unresolved grievance which relates to the interpretation, application, or enforcement of a provision of this Agreement or any written supplementary Agreement, and which has been fully processed through the last step of the grievance procedure may be submitted to arbitration by either party in strict accordance with the following:

1. The arbitration proceeding shall be conducted by an Arbitrator to be selected by the Employer and the Union within seven (7) working days after notice has been given. If the parties fail to select an Arbitrator, the Michigan Employment Relations Commission shall be requested by either or both parties to provide a panel of five (5) Arbitrators.

Both the Employer and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first name; the other party will then strike one name. The process will be repeated and the remaining person shall be the Arbitrator.

2. The Arbitrator shall be empowered to rule on all disputes pertaining to the interpretation or application of this Agreement, provided however, that he/she shall have no power to add to, subtract from, nor modify any terms of this Agreement nor any other Agreement made supplementary hereto.
3. Any case appealed to the impartial Arbitrator on which he has no power to rule shall be turned back to the parties without decision.
4. The decision and findings which must be reached within thirty (30) calendar days after the arbitration hearing has convened shall be final and binding upon the parties hereto, and there shall be no strike, slowdown, curtailment or interruption of operation, or lockout as a result of such decision.
5. The cost of the impartial Arbitrator will be borne equally by the University and the Union.
6. Each party shall be responsible for compensating its own witnesses.

H. Expedited Arbitration:

Should either the University or the Union indicate that a particular grievance or dispute is of such a nature as to require expeditious determination, said party may waive the Arbitration procedure as set forth (in paragraph G.) above and request that the grievance or dispute be submitted to Expedited Arbitration.

Under this process the parties shall mutually agree to select an Arbitrator on an ad-hoc basis within seven (7) working days from the date that the request for Arbitration is made. Failure to mutually select an Arbitrator within the above stated time period will require the parties to (within three (3) days thereafter) alternately strike Arbitrators from a panel of 5 Arbitrators to be mutually agreed upon at the close of negotiations.

ARTICLE (15) SENIORITY, LAYOFF AND RECALL, TRANSFER AND PROMOTIONS

- A. Seniority: The Steward shall have top seniority for purpose of bidding on open shift only.

In the event of being relieved or replaced as Steward, the Steward shall be allowed to bump back to any position within his/her classification and proper seniority status.

In the event a job is eliminated for any reason, the man/woman, or men/women involved in the cutback shall have the right to displace persons with less seniority in this classification.

- B. Layoff and Recall: Should a layoff be necessary of a seniority Employee from a position in a classification covered by this Agreement, the Employer agrees to provide the Union, in writing, with two (2) weeks notice of layoff. The Employee with the least seniority in the classification shall be laid off or have the right to displace the least senior Employee having less seniority in a lower classification in the same series covered by this Agreement.

- C. Transfer and Promotions: Transfers within a classification shall be made on the basis of seniority within the classification. All requests for transfers shall be honored before promotions are made. Promotions within the unit shall be made on the basis of seniority and qualifications within the classification. During the term of this Agreement, any change in present qualifications for promotion shall be mutually agreed upon.

1. Requests for transfer shall be made on forms provided by the University.
2. The Employee with the highest seniority within classification requesting a transfer, shall be transferred automatically to the open position of his/her highest preference. (Note: Duplicate copy of transfer request must be filed with the Union).
3. Upon the decision to fill a position, all vacancies will be posted by the University. All vacancies shall then be filled in the above manner, until all vacancies are filled. All transfers shall be filled as expeditiously as possible. (Note: There shall be no transfers acted upon during the prime vacation, twelve (12) week period - June to September.)

An Employee who has been transferred to another shift, or promoted, shall not exercise additional transfer rights within twelve months from the date of the transfer or promotion.

4. Notice of all newly created positions in existing classifications shall be posted on Employees' bulletin boards within fifteen (15) days of the opening; and the Employees shall be given fifteen (15) days time in which to make application to fill the new position. The senior Employee within that classification who makes application shall be transferred to fill the new position. Newly created positions are to be posted in the following manner: the place of work, the hours to be worked, and the classification. (Note: promotions shall be made whenever a vacancy occurs or a new position is created. This shall apply at all times. Prime vacation period, June to September, is no exception.)
5. The University shall establish a registration list so that Operating Engineers can register their acquisition of a new license. When a promotion is available the Employer shall give the Engineer with the oldest registration date priority for such promotion. If no Engineer has registered his/her license so as to qualify for said promotion, the Employer may make a commitment to hire from outside the bargaining unit. Once a commitment to hire has been made, subsequent registration of a license shall not void such commitment.
6. Any man promoted from Operating Engineer to Assistant Shift Supervisor or Shift Supervisor shall continue to accumulate seniority as an Operating Engineer. In the event of layoff, demotion or cutback, an Assistant Shift Supervisor or a Shift Supervisor who was previously in the Operating Engineers unit will be allowed to displace the Employee having the least seniority in the Operating Engineer classification in which he/she had highest prior seniority.
7. A person whose bid is accepted for a newly created position in a new building may be held, at the discretion of the Employer, in that position for a minimum of twelve (12) months from date of assignment.

**ARTICLE (16) WORK DUTIES AND RESPONSIBILITIES**

The Shift Supervisor, under the direction of the Director of the Physical Plant, or his/her designated representative, is in charge of and responsible for the work performance of the Assistant Shift Supervisor and for the supervision of Operating Engineers. The Assistant Shift Supervisor is responsible for the supervision of Operating Engineers.

The Director of the Physical Plant or his/her designated representative may, in the absence of the Shift Supervisor, temporarily assign an Assistant Shift Supervisor to a Shift Supervisor position. When an Assistant Shift Supervisor is assigned to the position of a Shift Supervisor for eight (8) hours or more, he/she shall receive the higher pay rate for hours worked in the higher classification.

When buildings are in normal operation and staffed with regularly scheduled Engineers during assigned hours, a Supervising Engineer shall be on duty.

**ARTICLE (17) VACATION**

- A. The Vacation Table listed below shall apply to all Employees represented by Local 547. It is exclusive of "paid holidays" or any special days off with pay designated by the President.

<u>Length of Service</u>	<u>Annual Vacation</u>	<u>Maximum Accrual</u>
0 thru 4 years	12 days	23 days
5 thru 10 years	15 days	23 days
11 thru 15 years	20 days	23 days
16 or more years	23 days	23 days

The maximum accrual is 23 days.

- B. 1. Vacation time off shall be in accordance with the operational needs of the Department and scheduled with the Supervisor.
2. Upon two (2) weeks written notice, extended vacations are allowed throughout the entire year, provided proper relief can be attained. Summer vacation will be divided into four (4) periods of three (3) weeks each, from June to September.

Periods to be posted by March 15, and all requests must be turned in by April 15. Approval of vacation schedules shall be made by May 1 of each year.

3. Choice of vacation will be governed by:
    - a) Bargaining Unit seniority.
    - b) Available coverage.
  4. Vacations of less than five (5) days are allowed, provided coverage is available and at least twenty-four (24) hours written notice is submitted to the Supervisor. Exceptions may be made by mutual agreement between the Employee and Supervisor. Release for such vacation time shall not be unreasonably withheld.
- C. Supervising Engineers will double-cover shift assignments for vacation absence.
- D. Vacation allowance shall be credited at the end of six (6) months of service. Thereafter, vacation days shall accrue at the end of each pay period completed without loss of pay, except that two (2) hours or less of excused personal absence without pay in two consecutive pay periods shall not affect the accrual.
- E. Employees who leave the University after six (6) months of continuous full-time service shall be paid for their unused accumulated vacation days as of the date of termination of employment.
- F. If a pay day falls during an Employee's vacation of two (2) weeks or more, an advance check may be requested in writing from the Payroll Office in accordance with established procedures provided:
1. There is a sufficient vacation bank as of the last pay period prior to the date of request for advance payment.
  2. The written request must be submitted to Payroll at least ten (10) work days prior to date of issuance of advance check.
  3. Compensation time, personal business days, and floating holidays will be considered as vacation for the purpose of obtaining an advance check.
- G. At the time of layoff, a bargaining unit member who has an accumulated vacation bank, shall have such bank frozen and paid out in a lump sum following the effective date of layoff.

ARTICLE (18) MEDICAL INSURANCE

- A. 1. Medical insurance is available to Employees through contracts and agreements executed by the Employer with Blue Cross/Blue Shield, BlueCare Network, Health Alliance Plan, OmniCare, SelectCare, and DMC CARE, effective February 1, 1993. An Employee may maintain coverage under only one (1) plan. The Employer shall provide a subsidy of payment of full cost for the Employee's insurance (except for out-patient mental health) based upon the cost of Blue Cross/Blue Shield insurance rates. However, as of June 30, 1986, Wayne State University shall subsidize forty percent (40%) of any increase(s) in the cost of Blue Cross/Blue Shield coverage which become effective after that date.
2. Coverage between the effective date of this Agreement and March 1, 1993, will be in accordance with the provisions of the 1989-1992 Agreement.

Effective March 1, 1993, and until August 31, 1993, the University shall provide a subsidy payment equal to the full cost of the bargaining unit member's insurance for single, two-party or family coverage for coverage with DMC CARE, Health Alliance Plan, SelectCare, OmniCare, or Blue Care Network.

The University shall provide a subsidy payment equal to the average cost of single subscriber coverage of the five HMO/PPO's, less \$5 per month, to Employees enrolled as single subscribers in Blue Cross/Blue Shield of Michigan. The University shall provide a subsidy payment equal to the cost of two-party coverage of the five HMO/PPO's, less \$50 per month, to Employees enrolled as two-party subscribers in Blue Cross/Blue shield of Michigan. The University shall provide a subsidy payment equal to the average cost of family coverage of the five HMO/PPO's, less \$90 per month, to Employees enrolled as family subscribers in Blue Cross/Blue Shield of Michigan.

Effective September 1, 1993, the University shall provide a monthly subsidy payment based upon the monthly subsidy payment for each respective HMO/PPO, from March 1, 1993 to August 31, 1993, for single coverage, plus 70% of the actual dollar increase for each respective HMO/PPO plan's single coverage. The University shall provide a subsidy payment based upon the subsidy payment, for each

respective HMO/PPO, from March 1, 1993 to August 31, 1993, for two-party coverage, plus 70% of the actual dollar increases for each respective HMO/PPO plan's two-party coverage.

The University shall provide a subsidy payment for family coverage, for each respective HMO/PPO, based upon the subsidy payment from March 1, 1993 to August 31, 1993, less \$30 per month, plus 70% of the actual dollar increase for each respective HMO/PPO plan's family coverage. The university shall provide a subsidy payment based upon each respective subsidy payment from March 1, 1993 to August 31, 1993, for single, two-party, or family coverage, plus 70% of the average cost increase for the five HMO/PPO's, for Blue Cross/Blue Shield of Michigan.

The five HMO/PPO's used in the provision for calculations are: DMC CARE, Health Alliance Plan, SelectCare, OmniCare, and Blue Care Network.

3. Employees are eligible for coverage beginning the first day of the month coinciding with or next following the date of employment. An Employee wishing coverage under one of the plans, must file application within the first month of employment. In the event the Employee fails to apply within the first month, he/she will be required to comply with the terms stipulated by the insurance carrier to obtain coverage.
4. The deductible amount under the major medical insurance program will be Fifty (\$50.00) Dollars for individuals, with the maximum deductible for family coverage, One Hundred (\$100.00) Dollars.
5. A change in health insurance carrier shall not result in a change in coverage.
6. Effective October 1, 1989 (or as soon thereafter as the University can effect the change), bargaining unit members shall have the option of continuing coverage under one of the Plans provided by the Employer or of dropping coverage provided that the Employee is covered under an alternative health insurance plan (i.e. coverage under a spouse's plan), and specifically requests such an option in writing and documents the alternative coverage.



An Employee who forgoes coverage under a University plan will receive from the University Sixty Dollars (\$60.00) per month in lieu of medical insurance coverage.

An Employee who elects not to be covered under a University plan and subsequently desires such coverage will be required to wait for such coverage until the first (1st) day of the month following ninety (90) days after application or until the next open enrollment period, depending upon the plan's requirements. The exceptions to this waiting period are:

- a) The death of a spouse or other person with whose insurance plan the Employee maintains coverage,

and

- b) The Employee's divorce from his/her spouse and Employee maintained coverage under his/her spouse's medical insurance.

Where one of the exceptions listed above (death or divorce) occurs and the Employee is able to provide sufficient documentation thereof, the Employee may make application for coverage under one of the University plans and coverage will be effective on the first (1st) day of the month following application.

B. Health Insurance Reopener

Either party may reopen the contract in its third year for health insurance changes only, by sending the other party a certified letter not later than 9/26/94, setting forth this demand. The letter shall be sent to the University's Labor Relations Department or to Local 547's home office.

**ARTICLE (19) RETIREMENT**

- A. Effective October 1, 1986, an Employee who has been employed for two (2) full years by the Employer and is twenty-six (26) years of age shall be eligible for voluntary participation in the retirement program established with Teachers Insurance And Annuity Association and the College Retirement Equities Fund (TIAA/CREF) and/or Fidelity Investments.

- B. The Employee shall contribute Five (5%) percent of his/her regular salary and the Employer shall contribute a total of Ten (10%) percent of his/her regular salary beginning with date of employment after July 1, 1966 to an account in the Employee's name established with TIAA/CREF and/or Fidelity Investments.
- C. The Employee may also deposit, within the limits established by tax laws, additional money with TIAA/CREF and/or Fidelity Investments.
- D. Upon termination of employment prior to retirement, an Employee having less than five (5) years of contribution to TIAA/CREF and/or Fidelity Investments, or who has less than \$2,000.00 on deposit, is entitled to a full refund of the Employee's contribution.
- E. The retirement right of Employees who had been employed by the Employer prior to July 1, 1958, and who have elected to remain under the Detroit School Employees Retirement System (DSERS) shall continue and shall be governed by the provisions of the Resolution of the Board of Governors adopted on February 17, 1966 (Proceedings, pp. 1242-1244).
- F. A retiree shall be defined as an Employee who retires from the University, and
1. Has participated in the WSU Retirement Program for at least five (5) years or has at least ten (10) years of University service
- and
2. Has attained the age of fifty-five (55).
- G. Retirees shall be entitled to the following benefits provided the retiree notifies the Employer in writing of the intent to retire at least two (2) weeks prior to the date of retirement.
1. Life insurance (currently \$2500) coverage with the premium paid in full by the Employer.
  2. Continued Group medical coverage providing the retiree pays the full monthly retiree premium.
  3. Payment for one-half ( $\frac{1}{2}$ ) of the accumulated Illness Bank up to a maximum of thirty (30) days pay.
  4. Accrued vacation as of the last day worked will be paid to the Employee in a lump sum.

- H. In the event that additional retirement investment options are offered to a substantial number of bargaining units at the University, the same investment options will be offered to this unit.

**ARTICLE (20) LIFE INSURANCE**

- A. Group term non-contributory life insurance will be \$25,000.00 for all full-time Employees covered by this Agreement. Additional amounts of supplemental life insurance may be purchased at subsidized rates by election of Option #2 or #3 below. A modified subsidized rate structure for the purchase of supplemental life insurance will be effective after October 1, 1968.

Option #1: \$25,000 non-contributory insurance only.

Option #2: \$25,000 non-contributory insurance plus supplementary insurance equal to one times annual salary.

Option #3: \$25,000 non-contributory insurance plus supplementary insurance equal to two times annual salary.

- B. Employees shall have the privilege of conversion of the remaining amount of their group life insurance to any standard policy issued by the insurance company without physical examination.

**ARTICLE (21) DENTAL INSURANCE**

The Employer shall provide dental care coverage to all nonprobationary Employees and their dependents, in the bargaining unit.

**ARTICLE (22) JOB AUTHORITY RELATIONSHIP**

- A. In recognition of the need for continuity of service and safety of students, staff, and the public, it is understood and agreed that operation of all physical plant equipment, including, but not limited to all steam, water, air and electrical lines leading to and from the various heating, ventilating, air conditioning, and equipment rooms and their associated and related equipment (fans, motors, pumps, compressors, water heaters, switches, valves, coils, condensers, etc.) are the direct responsibility of the Engineer. It is recognized that this language operates only as a guide

and does not limit future job assignments which fall within appropriate job responsibility.

- B. As such, it is further understood and agreed that any work performed in buildings presently staffed by Operating Engineers on the aforesaid lines and related equipment shall be correlated with the Engineer and if necessary, cleared through proper lines of supervision.

**ARTICLE (23) RE-EMPLOYMENT AFTER RESIGNATION**

- A. Former staff members who return to full-time, regular University employment within three (3) years, shall be granted certain prerequisites, provided two (2) weeks written notice had been given at the time of resignation:
  - 1. Vacation accrual shall be figured according to prior full-time service.
  - 2. Tuition assistance (see Tuition Assistance Program) shall be immediately available provided full-time service equals at least three (3) months, and the Employee's new hire date is prior to the beginning day of classes for the given semester.
  - 3. Credit shall be given for prior full-time service towards eligibility for the University Retirement Plan and Disability Income Program.
  - 4. Sick day bank remaining at time of termination shall be reinstated.
- B. Former Employees shall be on a six-month probation and considered the same as a new Employee except as provided in this Article.

**ARTICLE (24) HOLIDAYS**

- A. The following shall be recognized as official paid University holidays:

Independence Day	(July 4)
Memorial Day	(Observed)
Labor Day	
Thanksgiving and the day after	
Christmas Day	(December 25)
New Year's Day	(January 1)

and for Employees who have completed the probationary period one (1) additional holiday per fiscal year on a

date to be selected by the Employee and to be approved and granted by the Supervisor upon receipt of at least two (2) weeks notice if the needs of the University permit. If the Employee's original selection is not approved, another date within the fiscal year shall be mutually agreed upon.

- B. Holidays shall be the actual calendar holiday and shall be celebrated on that day. If a holiday falls on an Employee's regular day off, the Employee shall receive a compensatory day off with pay.
- C. The holiday shall be the shift starting with the Employee's starting time on the calendar day on which the holiday is observed.
- D. To be eligible for holiday pay, the Employee must work his/her last scheduled work day prior to and his/her first scheduled work day following the holiday, unless failure to work on either or both days is excused time off with pay in accordance with illness and vacation provisions.

#### ARTICLE (24-a.) CHRISTMAS/NEW YEAR'S CLOSURE

- A. Christmas/New Year's Closure is defined as the period from December 25 through January 1. Employees will be given time off their regularly scheduled work days with pay during Christmas/New Year's Closure. An Employee required to work on any scheduled work day(s) during this period, other than those days designated as official holidays, will be given compensatory time off on a straight time basis at a later date.

At the discretion of the University, an Employee may receive additional pay, on a straight time basis, in lieu of compensatory time.

- B. Employees scheduled to work during Christmas/New Year's Closure will receive advance notice as soon as possible, but not less than a 14 day notice, except when it is necessary to replace Employees previously scheduled, or in the event of a situation which may be considered an emergency.

When it is necessary to replace an Employee previously scheduled to work, the first Employee to be called in as a replacement will be given compensatory time off on a one and a half time basis at a later date even though more than one (1) Employee may be called in as a replacement.

An Employee who has been scheduled off during Christmas/New Year's Closure and is later called in to work, shall receive compensatory time off on a time and one-half basis for all hours worked at a later date.

At the discretion of the University, an Employee called in under the circumstances described above may receive additional pay, in lieu of compensatory time.

- C. The University will identify whether compensatory time or additional pay (or the option to choose) will be provided prior to scheduling employees to work during that period.

#### ARTICLE (25) PHYSICAL EXAMINATIONS

Physical examinations shall be given at the University Health Service, by appointments arranged through the University Personnel Office under the following conditions:

1. Prior to assignment or placement on income disability, Employees may be required to satisfactorily complete a physical examination.
2. A physical examination may be required for current University Employees:
  - a) After an illness of ten (10) or more consecutive working days\*
  - b) After surgery\*
  - c) After hospitalization\*
  - d) After being off the payroll for more than twenty (20) consecutive working days for any reason other than vacation.
  - e) After being off work due to any occupational injury/illness.
  - f) Prior to mandatory sick leave.

\* For absence as stated in Points 2-a, 2-b, 2-c, a Physician's Report on Illness of Employee must be completed by the individual's physician before a return-to-work physical examination can be scheduled.

3. A mandatory physical examination at University expense may be scheduled in cases where the Supervisor/foreman or Department Head has reason to believe that an Employee is suffering from physical and/or mental illness or disability sufficiently serious to affect such person's ability to properly fulfill his/her assigned duties and responsibilities.

#### ARTICLE (26) JURY DUTY

1. The University shall provide to the Employee called for jury duty or appearance in court required by subpoena, the difference between the fee paid by the court and his/her regular salary during the period served. It shall also credit to the Employee's retirement fund the University's contribution against the court fee, provided the Employee matches it with his/her standard contribution.
  - a) The Employee may, if he/she wishes, charge any of this time to his/her vacation bank and retain the court fee.
2. To request University pay for the difference between payment by the court and the University salary, the staff member shall:
  - a) Bring the court summons to the University Personnel Office.
  - b) Sign an affidavit that court fees he/she receives will be turned over to the University.
  - c) Bring court checks and court Time Report to the University Personnel Office when his/her court duty is terminated.
3. To charge jury duty or other required court appearances to vacation, the Supervisor shall send Form 10-618, the Payroll Exception Report, to the Payroll Department, listing dates of absence and reason for absence.

Note: If the staff member is excused from court appearance for any work day(s) during the period of court duty, he/she shall report for work at his/her University assignment.

**ARTICLE (27) ILLNESS BANK**

A. Regular full-time Employees shall accumulate illness days as follows:

1. Illness days shall accrue at the rate of .65 (5.21 hours) for each pay period completed without loss of pay except that two (2) hours or less of excused absence within the pay period will not affect the accrual.
2. The Illness Bank shall accrue to 200 days.
3. Utilization of illness days requires six (6) months of continuous full-time service.

B. Illness benefits are a type of insurance coverage, however, in addition to excused absence for personal illness, days may be used for the special needs listed below and charged to the Illness Bank:

1. Death of a member of the immediate family\* (up to five (5) consecutive working days).
2. Quarantine required as a result of exposure to a communicable disease.
3. Emergency care of a member of the immediate family\* (up to two (2) consecutive working days).
4. Attendance at the funeral of a person not in the immediate family (up to one (1) working day).
5. An emergency (non-scheduled) medical or dental appointment (up to one-half ( $\frac{1}{2}$ ) day).
6. Employees who have completed nine (9) months of service may use up to two (2) additional days during the fiscal year for any personal reason other than those listed above (e.g., observance of religious holiday, a scheduled medical or dental appointment, etc.).

\* Immediate family shall be defined as: Husband, wife, father, mother, brother, sister, son, daughter, grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law. Aunts, uncles, nieces, nephews, cousins, and grandchildren shall be considered members of the immediate family only if living in the Employee's immediate household.



C. Reporting Absence Due to Illness:

1. An Employee is to report absence due to illness to his/her Supervisor as soon as possible and in any event not later than two (2) hours before the start of the regular scheduled work period. If it is impossible to notify the Supervisor within this time, notification must be given within the first half hour of the scheduled work period. Failure to present acceptable explanation of such impossibility to notify Supervisor may result in loss of illness benefits.
2. Failure to report absence due to illness on each day is considered unauthorized absence and can result in loss of pay for the day. Longer intervals between calls may be established by the Supervisor if it is determined that the Employee will be off for an extended period.
3. Absence due to illness may require verification by medical authority including one designated by the University Personnel Office, if so requested by the Administrative Head of the Unit.

D. After completion of five (5) years of continuous full-time service upon resignation from the University, the Employee shall be paid one-quarter ( $\frac{1}{4}$ ) of the accumulated Illness Bank up to a maximum of pay for fifteen (15) days providing that the Employee has given the University two weeks notice of intent to separate. However, any Employee hired on/after December 1, 1986 shall not be entitled to the payout of the Illness Bank upon resignation.

E. An Employee who participated in a Wayne State University retirement program for five (5) years and retires from said program after attaining age fifty-five (55), shall be paid at the time of retirement one-half ( $\frac{1}{2}$ ) of the accumulated Illness Bank up to a maximum of pay for thirty (30) days. For purposes of this benefit, retirement under Social Security after five (5) years of continuous service shall also apply.

F. Upon death, if the deceased Employee had ten (10) or more years of service, the surviving spouse, children, or estate, shall be paid one-half ( $\frac{1}{2}$ ) of the accumulated Illness Bank up to a maximum of pay for thirty (30) days.

ARTICLE (28) TUITION ASSISTANCE PROGRAM

A. To encourage staff members to further their formal education, the University has established a Tuition Assistance Program which provides payment of tuition for a maximum of two classes during each of the Fall and Winter semesters and one class during the Spring/Summer semester. Tuition assistance will apply to tuition fees only; incidental fees which may be charged are the responsibility of the Employee.

B. It is the responsibility of the Employee's Dean or Director to determine and certify eligibility of said staff member by signing the Tuition Assistance Application form.

It is the responsibility of the Director of Staff Benefits to authorize and issue the Tuition Fee Credential Card, after reviewing and approving a signed Employee Tuition Assistance Application submitted by the student Employee.

C. Admission to a degree program in the University, academic advising, registration, payment of fees, etc., shall be administrated by the respective College and service offices responsible for these functions.

D. Tuition Fee Credential Cards shall be issued for courses elected in any school or College of Wayne State University. Tuition Fee Credential Cards for non-credit courses offered by Wayne State University, shall be issued only if the Director of Staff Benefits or designee, has given prior approval of the course(s) as being "job related."

E. Eligibility:

1. All full-time regular Employees on the Wayne State University payroll, as of the last day of final Registration.
2. College admission requirements are met.
3. Courses must be taken after normal working hours, unless the Dean/Division Head verifies:
  - a) The course is offered only during working hours.
  - b) The Supervisor is able to arrange adequate coverage of the position.

c) Time taken off is charged to vacation or additional hours are worked to make the time up (working during the lunch period will not satisfy this make-up arrangement).

4. Employees must not fail the class.
5. Employees must remain on regular payroll status during the term of Tuition Assistance. Any Employee who is terminated, leaves employment with the University during the term of Tuition Assistance, not including layoff or leave of absence, fails to successfully complete any courses(s) in which they enroll or who fails to withdraw in accordance with the policy of the Registrar's office, will thereby forfeit their Tuition Assistance and be required to reimburse the University promptly for the appropriate amount of tuition and any other applicable fees. Failure to remit the proper amount will render the Employee ineligible for continued participation in the Tuition Assistance Program.

Additional information regarding the Tuition Assistance Program is available from the Department of Staff Benefits.

#### ARTICLE (29) WAGES

1st Year: 1.0% bonus plus 2.0% ATB - Effective 10/1/92.

2nd Year: 1.0% bonus plus 2.0% ATB - Effective 10/1/93.

3rd Year: 1.0% bonus plus 2.0% ATB - Effective 10/1/94.

<u>Classification</u>	<u>Effective 10-1-92</u>	<u>Effective 10-1-93</u>	<u>Effective 10-1-94</u>
Assistant Shift Supervisor	\$ 22.70	23.15	23.61
Shift Supervisor	23.86	24.34	24.83

The University shall contribute \$0.05 per hour to the Operating Engineers Apprenticeship Trust Fund under the terms of the trust indenture.

**ARTICLE (30) EMERGENCY CLOSURE**

Due to the nature of the work assignment and the importance of maintaining the operations of the University, members of the bargaining unit are expected to report to work despite a weather or other emergency which might prohibit access to the University by other employees or students.

When the University closes before the start of a shift, Employees who report to work will receive his/her regular rate of pay in accordance with the provisions of this Agreement, plus compensatory time, calculated at the straight time rate, for all hours worked during the closure.

When the University closes after the start of a shift Employees shall remain at their work assignment but shall receive compensatory time, calculated at the straight time rate, for all hours worked after the designated closure.

Employees who fail to report to work during the emergency shall be compensated, or not compensated, in accordance with University policy.

**ARTICLE (31) TERMINATION & CHANGE**

This Agreement shall remain in full force and effect from the date of signings until September 30, 1995, and thereafter shall be renewed from year to year unless any party hereto shall notify the other party in writing at least ninety (90) days prior to any anniversary date of this Agreement. Such written notice shall be sent by registered or certified mail to the other party. However, the Union may reopen negotiations as of June 30, of any year, for the purpose of reviewing any economic changes by giving the Employer ninety (90) days written notice prior to said date.

ARTICLE (32) SAVINGS CLAUSE

If any provision of this Agreement shall be found to be contrary to Federal or State law, that portion only shall be deemed null and void and such a determination shall not affect any other portion of this Agreement.

Wayne State University

International Union of  
Operating Engineers,  
Local 547, A, B, C, E, & H,  
AFL-CIO  
(Supervising Engineers)

Rud Kryter

Pip Sallop

Tom Pymon

Dreg Stenowski

Edward A. Everett

Jennifer L. Rudan

Clark P. Wilby

[Signature]

Gail McCallers

Dave Ivers

Dated: June 22, 1993

LETTER OF AGREEMENT #1

WAYNE STATE UNIVERSITY

October 27, 1989

Mr. Philip Schloop  
International Union of  
Operating Engineers, Local 547  
24270 W. Seven Mile Road  
Detroit, Michigan 48219

Re: Apprenticeship Program

Dear Mr. Schloop:

In continuing recognition of the value and benefits derived from the Joint Multi-Employer Apprenticeship Program with Local 547, I.U.O.E., the University agrees to maintain its participation in the program during the life of this Agreement by continuing to have one (1) apprentice on the campus at all times as part of the program.

University participation will continue to be in accordance with the following provisions:

1. The University will designate a representative to work with the Joint Apprentice Committee in the implementation of this program.
2. The Joint Apprenticeship Committee will provide an apprentice selection process which will be effective in meeting the University's affirmative action goals:
3. Each apprentice will be indentured to the participating employer who will become the apprentice's "Employer of Record."
4. The Joint Apprentice Committee will ensure that all apprentices receive a minimum of twenty-five (25%) percent of their on-the-job experience with a participating employer other than the Employer of Record.
5. Wages and Benefits shall be the responsibility of the Employer of Record based on the following provisions:

LETTER OF AGREEMENT #1

WAYNE STATE UNIVERSITY  
(continued)

- A. Wages: 5% steps every six months starting at 60% to maximum 90% of an hourly rate to be determined each year of the contract.
- B. Benefits: Benefits for apprentices hired by Wayne State University shall be in accordance with the provisions of the Collective Bargaining Agreement for all other employees.
- C. Working Hours:
- 40 hour week plus classroom experience.
  - Apprentices to be compensated at their straight time rate for classroom work.
- D. Tuition and Books: Apprentice must self pay \$50.00 per term, per class tuition and provide own books and materials.
6. Current University employees may apply and be given consideration in the Apprenticeship Program.
7. The parties will meet as necessary toward the proper implementation of these provisions.

Very truly yours

Brenda R. Malone  
Asst. Vice President  
Labor Relations

**LETTER OF AGREEMENT #2**

**WAYNE STATE UNIVERSITY**

October 27, 1989

Mr. Philip Schloop  
International Union of  
Operating Engineers, Local 547  
24270 W. Seven Mile Road  
Detroit, Michigan 48219

Re: Education Committee

Dear Mr. Schloop:

The parties recognize the need for well trained personnel, who will be versatile in their skills and equipped to handle changing technology. Accordingly, an Education Committee consisting of two representatives each from the University and the Union, will be formed to advise the University on training needs.

The Committee shall provide a report at least annually of its activities and recommendations. It shall meet at mutually agreed upon times and will be compensated for its scheduled meetings during work hours.

Sincerely,

Brenda R. Malone  
Asst. Vice President  
Labor Relations



LETTER OF AGREEMENT #3

WAYNE STATE UNIVERSITY

October 27, 1989

Mr. Philip Schloop  
International Union of  
Operating Engineers, Local 547  
24270 W. Seven Mile Road  
Detroit, Michigan 48219

Re: Tuition Assistance Program - Graduate Courses

Dear Mr. Schloop:

Modifications to the Internal Revenue Code have required that Graduate tuition benefits be considered as taxable income to the Employee.

The University has accommodated this requirement and will continue to administer the Tuition Assistance Program in a manner that is in compliance with the code.

Very truly yours,

Brenda R. Malone  
Asst. Vice President  
Labor Relations

**LETTER OF AGREEMENT #4**

**WAYNE STATE UNIVERSITY**

March 6, 1984

Mr. Philip Schloop, Business Manager  
International Union of  
Operating Engineers, Local 547  
13020 Puritan  
Detroit, Michigan 48227

Re: Martin Luther King's Birthday - Holiday

Dear Mr. Schloop:

During the course of negotiations between Local 547 and the University, discussions were held regarding the above-captioned subject matter.

The University hereby agrees that should Martin Luther King's birthday be incorporated as a recognized holiday for any represented University employee, then said holiday shall be extended, in the same manner, to members of the Local 547 bargaining units.

Sincerely,

Brenda R. Malone  
Contract Administrator

LETTER OF AGREEMENT #5

WAYNE STATE UNIVERSITY

November 19, 1986

Mr. Philip Schloop  
International Union of  
Operating Engineers, Local 547  
24270 W. Seven Mile Road  
Detroit, Michigan 48219

Re: Medical Examinations

Dear Mr. Schloop:

The University, in furthering its commitment to a safe and healthy work environment for employees, agrees to provide annual Medical Examinations to employees represented by Local 547, Operating Engineers, at the University's expense subject to the following conditions:

- The employee must regularly work in areas with toxic or carcinogenic chemicals, radioactive materials, biohazards or research animals.
- The employee must request the medical examination. Only employees who maintain health insurance coverage under Blue Cross/Blue Shield (or its successor major medical plan) are eligible for these medical exams since employees maintaining coverage under the HMO's are entitled to physical exams at no charge as part of their insurance coverage.
- The cost to the University for such medical examination shall not exceed the going contract rate for that service with the University Health Center.

Very truly yours

Brenda R. Malone  
Contract Administrator

**LETTER OF AGREEMENT #6**

**WAYNE STATE UNIVERSITY**

October 27, 1989

Mr. Philip Schloop  
International Union of  
Operating Engineers, Local 547  
24270 W. Seven Mile Road  
Detroit, Michigan 48219

Re: Medical Insurance

Dear Mr. Schloop:

In response to concerns raised by the Union during these negotiations regarding Medical Insurance, the University agrees as follows:

- During the terms of this Agreement, the Union may exercise the option of withdrawing from the University's Medical Insurance plan and covering its members under an alternative Union Insurance plan. Should the Union exercise this option, it may do so one (1) time during the term of this Agreement and must notify the University, in writing, of its intent. Such written notice shall include the name(s) of the alternative insurance carrier(s), and the level or type of insurance selected by each bargaining unit member. The University will make every effort to implement this change as soon as possible after notification. Recognizing the need for substantial University programming modifications in order to accommodate this change, the parties will meet, if necessary, to discuss the specific details regarding the remission of amounts due. The University will maintain employees under its own plan until such time as the change is effected.
- The University's contribution to any alternative insurance plan will not exceed the average of the University subsidy amounts paid under the existing University plans. Further, the University's contribution will not exceed the total cost of the alternative medical coverage if those premiums happen to be less than the average University subsidy amount.

**LETTER OF AGREEMENT #6**

**WAYNE STATE UNIVERSITY**  
(continued)

- Employees who retired prior to the effective date of the alternative coverage will not be affected by the change.
- Employees will continue to have the option of receiving \$60.00 per month in lieu of medical coverage pursuant to the terms of Article (18) (E) if they opt to forego insurance coverage under the alternative Union Medical Insurance plan.

Very truly yours,

Brenda R. Malone  
Asst. Vice President  
Labor Relations

LETTER OF AGREEMENT #7

WAYNE STATE UNIVERSITY

March 6, 1984

Mr. Philip Schloop, Business Manager  
International Union of  
Operating Engineers, Local 547  
13020 Puritan  
Detroit, Michigan 48227

Re: Michigan Disability Compensation Act

Dear Mr. Schloop:

During the course of negotiations, the Union expressed considerable concern over the University's interpretation of an amendment to the Michigan Disability Compensation Act.

The University hereby agrees to return to the practice of charging an employee's illness bank for compensable absences under the Act only to the extent necessary to maintain the employee's regular earnings.

Sincerely,

Brenda R. Malone  
Contract Administrator

LETTER OF AGREEMENT #8

WAYNE STATE UNIVERSITY

October 27, 1989

Mr. Philip Schloop  
International Union of  
Operating Engineers, Local 547  
24270 W. Seven Mile Road  
Detroit, Michigan 48219

Re: Overpayments

Dear Mr. Schloop:

In the event that an Employee is overpaid by the University, such Employee is required to repay the University promptly the amount of the overpayment.

It is understood that, where no dispute exists as to the overpayment of as to the amount owing, the University may recoup the overpayment through payroll deductions. Nothing contained in this letter shall preclude the parties from making alternate arrangements to repay the amount owing.

Sincerely,

Brenda R. Malone  
Asst. Vice President  
Labor Relations

LETTER OF UNDERSTANDING #9

WAYNE STATE UNIVERSITY

March 6, 1984

Mr. Philip Schloop, Business Representative  
International Union of  
Operating Engineers, Local 547  
13020 Puritan  
Detroit, Michigan 48227

Re: Work Duties and Responsibilities  
Article 16: Supervising Engineers

Dear Mr. Schloop:

During the course of negotiations, the Union expressed concern over the assignment of Supervisors during "off" hours.

While it is the University's right to determine Supervisory staffing needs during such "off" hours, the University will assign supervision when significant activity exists on campus.

The University hereby agrees that should concerns develop in this area, the parties will meet expeditiously in an effort to resolve the matter.

Very truly yours,

Brenda R. Malone  
Contract Administrator



LETTER OF UNDERSTANDING #10

WAYNE STATE UNIVERSITY

December 23, 1992

Mr. J. David Ivers  
International Union of  
Operating Engineers, Local 547  
24270 W. Seven Mile Road  
Detroit, Michigan 48219

RE: TRAINING

Dear Mr. Ivers:

The Union shall provide Engineers with training in refrigeration repair, and CFC licensing. The Employer and Union shall determine a schedule for training up to ten (10) Engineers during the first year of the Agreement. The University will make its facilities available for the training.

Respectfully,

Gail McCullers  
Contract Administrator

This conforms to  
our agreement.

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J. David Ivers

LETTER OF UNDERSTANDING #11

WAYNE STATE UNIVERSITY

December 23, 1992

Mr. J. David Ivers  
International Union of  
Operating Engineers, Local 547  
24270 W. Seven Mile Road  
Detroit, MI 48219

RE: SMOKE-FREE CAMPUS

Dear Mr. Ivers:

It is agreed that the University may establish a committee comprised of representatives of the University and of each bargaining unit for the purpose of studying the needs for, the feasibility of, and the cost projections for, a smoke-free campus. The committee may also invite other individuals to participate in its deliberations.

This committee shall begin to meet by \_\_\_\_\_ 1993, and shall present a report to the bargaining agents and to the University by May 1, 1993.

Respectfully,

Gail McCullers  
Contract Administrator

This conforms to  
our agreement.

\_\_\_\_\_  
J. David Ivers

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