

TABLE OF CONTENTS

(by page number)

ARTICLE I: REPRESENTATION

A. Recognition and Coverage.....	1
B. Agreement.....	2
C. Grievances and Arbitration.....	3
D. Union Security.....	6
E. Union Representatives	9
F. No Strike-No Lockout.....	10
G. University Facilities.....	10
H. Data.....	10
I. Bulletin Boards.....	11
J. Use of Interdepartmental Mail.....	11
K. Union Label.....	11
L. Special Conferences.....	11

ARTICLE II: STAFF

A. University Seniority.....	11
B. Work Preservation.....	12
C. Workers' Rights.....	13
D. Equality of Treatment.....	13
E. Search.....	14
F. Vehicles.....	14
G. Transportation.....	14
H. Food.....	15

ARTICLE III: EMPLOYMENT, CLASSIFICATIONS AND TRAINING

A. Job Openings.....	15
B. Job Classifications.....	18
C. Training and Development.....	21

ARTICLE IV: HOURS AND PREMIUM PAY

A. Changes in Regular Schedule.....	22
B. Workday.....	23
C. Workweek.....	24
D. Overtime and Callback Work.....	25
E. Standby Duty and Beeper Duty.....	26
F. Pyramiding of Premiums.....	26

ARTICLE V: LEAVES

A. Holidays.....	26
B. Vacations.....	27
C. Sick Leave.....	29
D. Other Leaves.....	30

ARTICLE VI: PAY

A. Payment of Wages..... 34
B. Pay Plan..... 35
C. Cost of Living Escalator..... 37
D. Premiums..... 38

ARTICLE VII: WORKING CONDITIONS

A. Health and Safety..... 38
B. Uniforms, Equipment, and Protective Equipment..... 40

ARTICLE VIII: UNIVERSITY BENEFITS

..... 41

ARTICLE IX: SEPARATION FROM THE JOB

A. Layoffs..... 43
B. Discipline, Suspension and Separation..... 46

ARTICLE X: MANAGEMENT FUNCTIONS

..... 47

SIDELETTERS

..... 49

APPENDIX A-1

A. Job Classification and Pay Range Assignment by JCC

APPENDIX A-2

A. Job classification and Pay Range Assignment by Job Classification Title

APPENDIX B

Salary Ranges

APPENDIX C

Inactive Job Classifications and Pay Range Assignments

APPENDIX D

Semi-Monthly Stewards' Log

INDEX (by paragraph number)

- Abuse and misuse of sick leave, 209
- Access to work areas, 65-68
- Accident reports, 73
- Accrual, sick leave, 203
- Accrual, vacation, 191-198, 216
- Additional data, 73-74
- Addresses, authorized, 11
- Advance vacation pay, 253
- Affirmative action, 93
- Affirmative action committee, 93A-C
- Agreement, 7-11
 - amendment, 9
 - exclusive, 7
 - term, 8
- Alternate steward, 61-63
- Amendment to agreement, 9
- Apprenticeship program, 151-152
- Arbitration
 - calendar, 43A
 - decision, 31-35
 - expense, 36
 - hearing, 30
 - of classification, 142
 - of range assignment, 137
 - procedure, 27-36
 - scheduling, 28-29
 - special committee, 43A
- Arbitrator, selection, 27
- Authorization of dues
 - deduction, 53-54
- Automobile insurance, 315
- Bank deposit, 244
- Bargaining unit, 1
- Beeper pay, 186A
- Benefit improvements, 317
- Benefits, 300-317
- Benefits while on leave, 219
- Bereavement leave, 230
- Bid form, 110
- Blood donations, 208
- Breaks, 160-165
 - clean-up, 165
 - meal, 160-163
 - meal, working on, 162
 - rest, 164
- Buckets, shift, 168
- Bulletin boards, 75
- Bumping, 323-326
- Bumping groups, 326
- Bus, shuttle, 99
- Calendar, arbitration, 43A
- Callback, 185
- Cap, vacation, 199
- Certification of stewards, 64
- Changes in schedules, 153-159
- Changes, classification, 134-137
- Check off of dues, 52-60
- Childbirth leave, 219-222

- Civil emergency leave, 237
- Classification changes, 134-137
- Classification grievances and arbitration, 136-137
- Classification policy, 122-123

- Classification review, 139-140
- Classification specifications, 133, Appendix A
- Classification titles and codes, 132 Appendix A
- Classification, dual, 138
- Classifications, job, 121-142
- Clean-up time, 165
- Close family, 207
- COLA, 272-276
- Committee, affirmative action, 93A-C
- Committees, local safety, 283-287
- Committees, university, 239
- Communications, 11
- Compensatory time off, 184
- Conferences, special, 78
- Confirmation of sick leave, 210
- Confirmation, court leave, 233
- Continuity of service, 81
- Cost of living escalator, 272-276
- Costs, arbitration, 36
- Courses, approved training, 145
- Court leave, 231-233
- Court leave, confirmation, 233
- Coverage, unit 1-6
- Daily overtime, 179
- Data, 72-74
- Data, additional, 73-74
- Data, monthly, 72
- Decision, arbitration, 31-35
- Deduction authorization, 53-54
- Deduction, dues, 49, 52-58
- Deduction, fees, 49, 52-58
- Demotion pay, 270
- Deposit of pay check, 244
- Descriptions, job, 123-129
- Determination of grievance, 25
- Development and training, 143-152
- Disability benefits,
 - work connected, 225
- Disability leave, 224-229
- Disability leave, long-term, 228-229
- Discharge, 330-339
 - just cause, 330
 - steward notification, 331-336
 - trial period, 120
 - unsatisfactory performance, 333-336
- Discipline, role of steward, 331-332, 335
- Discipline, suspension and separation,
 - 330-339
- Discrimination, 92

- Donating blood, 208
- Double-time pay, 277
- Driver's license, 98
- Dual classifications, 138
- Dues, check off, 52-60
- Dues deduction authorization, 53-54
- Dues deduction, 49, 52-58
- Dues, non-payment, 50
- Dues, union membership, 44-46, 52-60
- Duty, light, 260
- Early vacation pay, 249-252
- Eating rooms, 102
- Education leave, 240
- Emergency, 179
- Emergency draw, 253
- Employment, classification, training, 103-152
- Equality of treatment, 92-93
- Equipment, 295-299
- Errors in overtime assignment, 182
- Evidence of illness, 210
- Exclusive agreement, 7
- Expedited arbitration, 36A
- Expenses of arbitration, 36
- Extension of leaves, 213
- Facilities, new, 5
- Facilities, university, 70-71
- Family, close, 207
- Family leave, 223
- Fees deduction, 49, 52-58
- Fees, union membership, 44-46, 52-60
- Fixed-term employees, 2A, 330
- Food, 102
- Form, bid, 110
- Formal grievance, 18-26
- Functions, steward, 61A
- Funeral leave, 230
- Garden plots, 316
- Garnishments, 246-248
- Grievance,
 - classification, 136, 141
 - definition, 14-16
 - formal, 18-26
 - union, 16
 - workers, 15
- Grievance procedure, 12-43
 - determination, 25
 - purpose, 12
 - referral, 23
 - representation, 40
 - response, 22
 - review meeting, 24
 - step one, 17

- step two, 18-26
- timeliness, 17,20, 26
- Grievant's rights, 39-40
- Health and Safety, 278-294
- Health insurance, 300
- Hearing, arbitration, 30
- Higher paid assignments, 258-259
- Hire date, 79
- Hiring preferences, 105-110
- Hiring, 115-117
- Holidays, 188-194
- Holiday pay, 189
- Holiday work pay, 194
- Holidays on days off, 192
- Holidays, working on, 193
- Homeowners insurance, 315
- Hours and premium pay, 153-187
- Hours worked, 181
- ID mail, 70, 76
- Illness in the family, 207
- In-hire date, 262
- Indefinite layoffs, 321-329
- Infant care leave, 223
- Initial step assignments, 262-270
- Insurance, 226, 300-315
 - disability, 226
 - health, 300
 - homeowners, 315
 - medical, 300
 - travel, 315
- Interdepartmental mail, use of, 70, 76
- Investigatory interview, 331
- Job classifications, 121-142
- Job descriptions, 123-129
- Job openings, 103-120
- Job openings, definition, 104
- Job posting, 112-114
- Jobs outside of the Bargaining Unit, 6
- Jury duty, 231
- Just cause, 330
- Label, union, 77
- Layoffs, 318-329
 - indefinite, 321-339
 - notice, 321
 - permanent, 321-329
 - preference, 105-106
 - seasonal, 319
 - selection for, 322-326
 - severance pay, 328
 - temporary, 319
- Leave, 188-241
 - bereavement, 230
 - childbirth, 219-222
 - civil emergency, 237
 - court, 231-233
 - disability 224-229
 - educational, 240
 - family, 223
 - long-term disability, 228-229

- maternity, 219-223
- military, 235-236
- other, 213-241
- pay, 214
- personal, 241
- public service and civic, 238
- requests, 213
- sick, 203-212
- unpaid, 191
- vacation, 196-202
- voting, 234
- Liability, limit, 42
- License, driver's, 98
- Light duty pay, 260
- Limits, shift, 168
- Limits, sick leave accrual, 204
- Limits, vacation accrual, 199
- Local safety committees, 283-287
- Lockout, 69
- Log, steward, 61B, Appendix D
- Long-term disability leave, 228-229
- Lower-paid assignments, 257
- Lunch breaks, 160-163
- Mail, ID, 70, 76
- Make-up time, 174A
- Management functions, 340
- Maternity leave, 219-223
- Maximum vacation accrual, 199
- Meal breaks, 160-163
- Meal breaks, working on, 162
- Meals on overtime, 163
- Medical insurance, 300
- Meeting facilities, 71
- Meeting, grievance review, 24
- Military leave, 235-236
- Minimum overtime, 183
- Monthly data, 72
- New facilities, 5
- New hire meeting with union representative, 48
- No lockout, 69
- No strike, 69
- Non-discrimination, 92
- Non-payment of dues, 50
- Non-university employees, work by, 87-90
- Non conversion of sick leave, 212
- Notice
 - layoffs, 321
 - overtime and standby, 174
 - renegotiations,????
 - sick leave, 211
 - termination, 337
 - trial period, 120
- OJT, 149-150
- On duty meal breaks, 162
- On-the-job training, 149-150
- Other leaves, 213-241
- Overtime,

- daily, 179
- errors in, 182
- hours worked, 181
- minimum, 183
- weekly, 180
- Overtime and callback work, 174-185
- Overtime meals, 163
- Overtime pay, 277
- Overtime scheduling, 174-178
- Owl shift pay, 277
- Parking, 100-101
- Part-time employees, 2
- Pay, 242-277
 - advance, 253
 - beeper, 186A
 - demotion, 270
 - double-time, 277
 - emergency, 253
 - holiday work, 194
 - holiday, 189
 - light duty, 260
 - minimum, 271
 - overtime, 277
 - owl shift, 277
 - premium, 277
 - severance, 328
 - special, 253
 - standby, 186
 - supertime, 277
 - swing shift, 277
 - temporary, 256-259
 - transfer, 269
 - vacation, 249-252
- Work outside of classification,
256-259
- Pay check deposit, 244
- Pay check garnishments, 246-248
- Pay days, 242-243
- Pay disputes, 254
- Pay plan, 255-277
- Pay ranges, 255-261
- Pay rates, 255, Appendices A, B
- Pending grievance, 43A
- Pension plan, 304-307
- Permanent layoffs, 321-329
- Personal leave, 241
- Personal time off, 241
- Personnel records, 338-339
- Picketing, 69
- Polygraphs, 116
- Posting not required, 104
- Posting, job, 112-114
- Preference
 - hiring, 105-110
 - layoff, 105-106
 - promotion, 107
 - transfer, 108
- Premium pay, 277

Premium pyramiding, 187
Premium, beeper, 186A
Premium, standby, 186
Privacy, 94
Probation period, 118-120
Procedure, arbitration, 27-36
Prohibited shifts, 171
Promotion pay, 268
Promotion preference, 107
Provisions, seperability, 10
PTO, 241
Public service and civic leave, 238
Pyramiding of premiums, 187
Quick shift, 172
Reclassification, pay on, 268-270
Reclassification to non-unit positions, 6
Recognition, unit, 1-6
Records, 338-339
Reduction in hours, 327
Reduction in force, 318
Reemployment preference, 105-109
Referral of grievance, 23
Regular schedules, 153-159
Regular shifts, 168
Regular staff definition, 2
Regular workday, 166
Regular workweek, 167
 Release time for steward duties, 61A, 61B
Repayment of severance pay, 329
Reports, accident and industrial illness, 73
Representation, grievance, 40
Representatives, union, 61-68
Reprimands, 338-339
Required training, 143
Response, grievance, 22
Rest breaks, 164
Restrictions, shift, 171-173
Retirement plan, 304-307
Review meeting, grievance, 24
Review, classification, 139-140
Rights of grievant, 39-40
Rights, workers, 91
Rotating shifts, 173
Safety committees, 283-287
Safety rules, 282
Safety, 278-294
Schedules, changes, 153-159
Schedules, regular, 153-159
Scheduling
 arbitration, 28-29
 overtime, 174-178
 standby, 174-178
 vacations, 200-202
SDI, 226
Searches, 94
Seasonal layoffs, 319
Security, union, 44-60

- Selection for layoffs, 322-326
- Selection of arbitrator, 27
- Seniority, university, 79-83
- Separability of provisions, 10
- Separation during trial period, 120
- Separation from the job, 318-339
- Separation, 330-339
- Severance pay, 328
- Severance pay, repayment, 329
- Shift
 - assignments, changes in, 153-159
 - buckets, 168
 - change, 171
 - limits, 168
 - pay, 280
 - restrictions, 171-173
- Shifts
 - quick, 172
 - prohibited, 171
 - regular, 168
 - rotating, 173
 - voluntary, 169
- Shuttle bus, 99
- Sick leave, 203-212
 - abuse and misuse, 209
 - amount, 203
 - confirmation, 210
 - for maternity leave, 221
 - nonconversion, 212
 - notice, 211
 - use of vacation, 227
 - use, 205-209
- Slow downs, 69
- Special conferences, 78
- Special draw, 253
- Specifications, Classifications, 133,
 - Appendix A
- Staff development, 143-150
- Staff pension plan, 304-307
- Staff, 79-102
- Staff, reductions in, 318
- Standby duty, 186-187
- Standby premium, 186
- Standby scheduling, 174-178
- State disability insurance, 226
- Step assignment on promotion or transfer, 268-269
- Step one of grievance procedure, 17
- Step progression, 263-267
- Step two of grievance procedure, 18- 26
- Steward certification, 64
- Steward functions, 61A
- Steward log, Appendix D
- Steward presence, 17, 23, 331-332, 335
- Steward release time, 61A, 61B
- Steward substitution, 63
- Steward units, 61, Appendix C
- Steward, alternate, 61-63
- Strike, 69

- Subpoenas for witness duty, 232
- Substituting for stewards, 63
- Supertime pay, 277
- Suspension, 330-339
- Swing shift pay, 277
- Tax-deferred annuity program, 308
- Telephones, use of, 70
- Temporary assignments, 256-261
- Temporary layoffs, 319
- Temporary pay, 257-261
- Term of agreement, 8
- Terminal vacation, 199
- Termination, 330-339
- Termination, in trial period, 120
- Termination, notice of, 337
- Tests, 117
- Three shift changes, 173
- Time limits, 41
- Time off for personal business, 241
- Time off for training programs, 147-148
- Time off, compensatory, 184
- Timeliness, grievances, 17, 20, 26
- Tools and equipment, 296
- Trainee rates, 265-267
- Training and development, 143-152
- Training programs, required, 143
- Training programs, time off, 147-148
- Training programs, voluntary, 144-146
- Training, on the job, 149-150
- Training, required, 143
- Transfer pay, 269
- Transfer preference, 269
- Transfer step assignments, 268-269
- Transportation, 99-101
- Travel insurance, 314
- Travel time, 164
- Trial period vacation, 196
- Trial period, 118-120
- Tuition benefits, 311
- Uniforms, equipment and protective equipment, 295-299
- Union "bug", 77
- Union representatives, 61-68
- Union security, 44-60
- Unit coverage, 1-6
- Unit definition, 1
- Unit recognition, 1-6
- Units for stewards, 61, Appendix C
- University committees, 239
- University facilities, 70-71
- University liability, limit, 42
- University, seniority, 79-83
- University vehicles, 95
- Unpaid leave, 191
- Use of sick leave, 205-209
- Use of vacation, 199
- Vacation, 196-202
 - accrual, 191-198, 216
 - after exhaustion of sick leave, 227
 - cap, 199
 - during trial period, 196
 - leave, 196-202

- maximum, 199
- pay, 249-252
- scheduling, 200-202, 202A
- terminal vacation, 199
- use, 199
- VDI, 226
- Vehicles, 95-98
- Vending machines, 102
- Vesting, pension plan, 305
- Voluntary shifts, 169
- Voluntary training programs, 144-146
- Voting leave, 234
- Wages, 242-254
- Walk-throughs, release time, 281
- Warnings, written, 338-339
- Weekly overtime, 180
- Witness duty, 232
- Work by non-university employees,
87-90
- Work on temporary layoff, 320
- Work outside of classification, 256-259
- Work preservation, 84-90
- Work-connected disability benefits, 225
- Workday, 160-166
- Workday, regular, 166
- Workers compensation, 225
- Workers grievance, 15
- Workers rights, 91
- Workers, definition, 4
- Working conditions, 278-299
- Working on holidays, 193
- Working on meal breaks, 162
- Workweek, 167-173
- Workweek, regular, 167
- Written job descriptions, 124-129
- Written warnings, 338-339