

Agreement 2016-2019

Indiana University and CWA Local 4730 at Bloomington and Northwest

Effective July 1, 2016

With the approval of the Board of Trustees of Indiana University and by a vote of the membership of CWA Local 4730, IU Administration and CWA Local 4730 are agreeable to the following for the fiscal years 2016-17, 2017-18, and 2018-19:

1. Wage Adjustment:

Effective July 1, 2016: All Support Staff (SS) employees on the Bloomington and Northwest campuses covered by this agreement will receive a 2% increase in their current wage rate, rounded to the nearest cent per hour; except that Support Staff employees whose wage rate equals or exceeds the salary range for their position's classification will receive their increase in the form of additional pay in installments over the payrolls in the fiscal year.

In the 2016-17 and in 2017-18 wage re-openers, the parties agree to meet and discuss distribution of any funds allocated for wage increases.

2. Problem-Grievance Resolution for Support Staff covered by CWA, Local 4730:

Language will be included within Level Two of the Grievance Procedure to reflect that the respondent of the grievance *should* be someone other than an individual directly involved in the previous stage of the grievance process.

3. Position Classification/Reclassification:

UHR will notify CWA of *all* Support Staff position reclassifications; current policy only addresses reclassifications to Professional Staff positions.

Language to be included that allows the CWA president or designee at least one week to provide input to UHR regarding a reclassification which will be considered before final

determination.

4. Remove (Update) Approval Process In All Pay Policies:

Clarify language regarding all pay adjustments in all pay policies to better reflect the campus specific approval process(es) that all other employee groups follow (e.g. promotions, demotions, lateral transfers, etc.).

5. Adverse Weather:

The University agrees to review the university-wide Adverse Weather policy and consider the feedback from CWA Local 4730 with respect to the Missed Work section. For example, the University will consider including clarifying language that *encourages* supervisors to allow employees to make up time through flexible scheduling within the workweek.

6. Time off for Funerals and Bereavement

The University agrees to review the university-wide Time Off for Funerals and Bereavement policy and consider the feedback from CWA Local 4730 with respect to the manner in which employees may utilize the paid leave provision for Bereavement and Funerals. For example, clarify that funeral leave applies to both bereavement and attendance at a funeral service – this includes related services such as life celebrations. Further clarify that unused funeral leave can be used to attend services beyond one week after death.

7. Selection and Filling Positions:

Current policy requires management to provide an applicant of a CWA covered position vacancy the following information:

- The name of the employee selected,
- The employee's university seniority date,
- The basis for the selection, i.e., qualifications, seniority, other.

Language will be *adjusted* so that the above information will be provided by management, *upon request*, to CWA Local 4730.

8. Premium Pay:

Stand-by

Adjust policy language to require that employees on Stand-by must remain *immediately* accessible by phone.

Clarify policy language requiring departments to consult with *University Human Resources*, rather than Campus Human Resources, in determining what jobs are covered, what hours are covered, and the amount of the compensation for Stand-by time for the campus.

Temporary Pay

Clarify policy language to reflect that if a temporary assignment is expected to exceed one (1) year, then the Head of the Responsibility Center must approve the assignment and any special salary adjustment, which replaces chancellor, provost, or appropriate vice president approval.

9. Pay and Salary Settings:

Demotion:

Adjust language so that when an employee is demoted due to performance, qualifications, or corrective action, or when the employee voluntarily applies for or chooses another position, including as a result of a reduction in force, the employee may receive a greater decrease than the same relative position within the salary range of the new position in order to address internal equity with other employees within the unit performing same or similar work and having similar skills. Further, in circumstances when the employee voluntarily applies for or chooses another position as a result of reduction in force, the employee must additionally agree to the decrease different than the same relative position in the new range. Such decreases require campus HR approval.

Clarifying language will be included to appropriately reflect the necessary approval process, both university-wide and campus specific, for all pay adjustments.

10. Posting a Position Vacancy:

Current policy language provides that if another opening for the same job title, classification level, and position description occurs in the same occupational unit during the posting of the job or within 90 days the end date of the most recent job posting, the applicant pool from that posting may be used to make a selection for the new opening(s). Additional language to be *included* will allow the campus HR director to approve the use of an applicant pool beyond the 90 days for a reasonable business purposes.