

2021-2022 Memorandum of Understanding between Indiana University and AFSCME Service Local 1477-01

1. Wage Increase
  - a. See May 19, 2021, Union Wage Increase document
2. HR-12-50 – Union-Administration Relations
  - a. Email usage – Union may utilize university email to conduct limited university business, with authorization from IUHR Employee Relations, and in line with procedures for using Campus Mail. Usage must be consistent with the Conditions for Cooperation and university policies, including, IT-07, Privacy of Electronic Information and Information Technology Resources.
  - b. Currently, employees who participate in approved trainings off-shift must take the time without pay or may adjust their schedule with mutual agreement from their supervisor. Effective July 1, for approved trainings, employees who participate in the training outside of their regular shift will have their next day schedule adjusted to permit a late arrival or earlier departure. This applies only if they are scheduled to work the next day.
  - c. The president or designee is already permitted, per policy, to attend orientation when one is held and SM employees are present. Due to the COVID-19 pandemic, orientations are currently conducted virtually. Management is willing to work with the union to develop a solution so the president or designee can meet with new Service employees when applicable.
3. HR-06-30 – Overtime
  - a. Compensatory time payout – The mandatory payout date for excess compensatory time, as defined in HR-06-30, will change from January to the first pay period after November 1.
4. HR-05-120 – Vacation
  - a. Previously, employees with six or fewer months of service were not eligible for a payout of accrued, unused vacation time upon separation. Effective March 2021, the university has changed the policy to reflect that employees will be eligible for a payout of accrued, unused vacation time upon separation regardless of their length of service in compliance with all other requirements of HR-05-120.
5. Organ Donor Leave Policy
  - a. The university intends to implement an organ donor leave policy, providing time off for certain organs and other transplants.
6. HR-01-30 – Posting a Position Vacancy
  - a. The applicable AFSCME Service local president will be informed if the university intends to waive a posting for an AFSCME Service job. Additionally, the university may inform the applicable AFSCME local president when the university intends to waive a posting for other non-exempt job within the Service career path.
7. HR-03-50 – Premium Pay
  - a. Stand-by Pay – Currently, employees at South Bend represented by AFSCME Local 1477-01 who are in stand-by status receive \$1.50 per hour (OC1). Effective July 1, the university will move all employees represented by AFSCME Local 1477-01 to \$2.00/hour for time spent in stand-by status (OC2).
8. HR-06-50 – Uniforms and Personal Protective Equipment

- a. The allowance of safety shoes and/or boots, as defined by HR-06-50, will increase from \$160 to \$180. The university will ensure this is provided annually to employees in qualified positions. When needed due to wear and tear caused by the employee's university job, management may replace the safety shoe and/or boot at their discretion sooner than one year.
  - b. The university provides certain uniform and PPE for various positions based on recommendations made by the university's Environmental Health and Safety office (EHS) and adopted by the campus joint safety committee. Parties agree to have a new assessment conducted by EHS. This process will include Custodial Services' positions. The joint safety committee will meet and review the recommendations and reach joint agreement on uniform and PPE to be provided by the university.
9. University-wide Policies
- a. Regarding the union's suggestions for changes to the Time Off for Funerals and Bereavement (specifically changing 3 days to 5 for immediate family) and Vacation policies, these policies have a university-wide scope and affect employees other than those represented by AFSCME Service Local 1477-01. However, management appreciates the union's suggestions that may have a positive effect on employees of Indiana University. In that spirit, management will take forward the union's suggestions to university leadership for their consideration.