

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

1. Wage Increase
 - a. See May 13, 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.
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 organ and other transplants.
6. Corrective action concerns
 - a. Management and AFSCME Locals 832 and 1477 agree to form a joint committee comprised of equal representation to continue discussions regarding the unions' concerns over language used by management in corrective actions.
7. 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.
8. HR-06-50 – Uniforms and Personal Protective Equipment
 - a. The annual allowance of safety shoe and/or boot, as defined by HR-06-50, will increase from \$160 to \$180.
9. HR-03-50 – Premium Pay
 - a. Sunday Premium – The university will reinstate Sunday Premium for time worked between 12:00 am and 11:59 on Sundays, paid at a rate of pay equal to one and one-quarter the hourly rate.

- b. Stand-by Pay – The university will move all employees represented by AFSCME Local 1477 to the OC2 code (\$2.00/hour for time spent in stand by status).
 - c. Call-Back – Taking a phone call or responding to an email are not considered call-back under the Premium Pay policy. However, non-exempt employees must be compensated for this time at their regular rate of pay or overtime as applicable. University will remind all supervisors and managers that any non-exempt employee who takes a work call or responds to a work email outside of their regular work shift for more than a de minimis time period, typically defined as seven or more minutes using the university time system, must be paid for this time in accordance with FLSA regulations.
10. HR-09-30 – Problem-Grievance Resolution for Non-Exempt AFSCME Service
- a. Procedures 2.c. shall be updated to read, “Grievances that may be appealed to Stage 4, arbitration, are limited to complaints alleging a violation of an employment related rule, regulation, or policy; or a grievance alleging that an employee has been suspended without pay or separated without just cause. Grievances over corrective action below the level of suspension without pay are excluded from appeal to Stage 4.” Procedures 2.d. shall be removed from the policy.
11. Concerns regarding Zone movement within CFS Skilled Trades
- a. Management and the union agree to meet and come to mutual consensus regarding the CFS Skilled Trades’ Zone reassignment procedure.
12. University-wide Policies
- a. Regarding the union’s suggestions for changes to IU retiree benefits, Income Protection, Vacation, and university-wide holidays, these policies have a university-wide scope and affect employees other than those represented by AFSCME Service Local 1477. 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.