

2021-2022 Memorandum of Understanding between Indiana University and AFSCME Service Local 832

1. Wage Increase
  - a. See May 10, 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.
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 a donor leave policy, providing time off for certain organs 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 jobs within the Service career path.
8. HR-06-50 – Uniforms and Personal Protective Equipment
  - a. The annual allowance of safety shoes and/or boots, as defined by HR-06-50, will increase from \$160 to \$180.
9. HR-03-50 – Premium Pay
  - a. Call-Back – Taking a phone call or responding to an email is 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 per FLSA regulations.

- b. Emergency Rest Time – Management and the union agree to form a joint committee comprised of equal representation to make appropriate changes to clarify the purpose of and language in the ERT section of the Premium Pay policy.

10. University-wide Policies

- a. Regarding the union's suggestions for changes to IU retiree benefits and Income Protection, these policies have a university-wide scope and affect employees other than those represented by AFSCME Service Local 832. 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.