

2019-2020 Memorandum of Understanding between Indiana University and CWA Represented Staff

1. Wage Increase
 - a. See 5/21/19 Union Wage Increase document
2. HR-08-70 – Performance Appraisal (CWA)
 - a. The current language used for CWA represented staff employees was created to align with the former wage progression formula which has not been in existence since prior to 2002. The new approach to ‘Performance at IU’ is ongoing and collaborative, and focused on regular and meaningful discussions between the supervisor and the employee that includes feedback and development. The university will engage the union in ongoing discussions as performance management continues to evolve.
3. HR-01-10 – Establishing a Staff Position
 - a. It was brought to our attention that the requirement that CWA covered positions may not require a degree without IUHR approval was removed from current policy. This was previously agreed to and will now be placed in the policy.
4. HR-03-30 – Pay and Salary Setting
 - a. New Hire (4.c) – Set the starting wage up to the third quartile of the pay range. This is dependent upon other factors already stated in policy, including an employee’s qualifications, internal equity, and budget (including the RC’s fiscal status).
 - b. As currently stated in the policy statement, and now restated for clarification, the fiscal status of the RC will be considered when making decisions regarding pay and salary.
 - c. Promotion (5.d.vi) - The maximum increase is to the same relative position within the new salary range (i.e., the percentage difference between the pay ranges involved) or up to the third quartile of the new range, whichever is higher.
5. HR-12-60 – Union-Administration Relations
 - a. Email usage – Discussed that the union’s usage of IU email accounts for union business must be consistent with the Conditions for Cooperation and university policies, including, IT-07, Privacy of Electronic Information and Information Technology Resources.
6. Job Framework
 - a. Discussed the Job Framework expected to be effective October 2020. Project will have an impact on policy language, which we will continue to discuss with the union.
7. Occupational Unit Seniority
 - a. Occupational unit seniority will be replaced by university seniority.
8. HR-05-120 – Vacation Time
 - a. Discussed the ability for supervisors, at their discretion, to authorize the use vacation time in circumstances where staff do not have sufficient accrued income protection time to cover unscheduled absences, so long as the employee has no active, formal or informal, discipline for attendance.