

AGREEMENT

Policies for Support Staff at Bloomington

Indiana University and Communication Workers of America, CWA, Local 4730
July 1, 1994 - June 30, 1995

Indiana University and CWA, Local, 4730 are agreeable to the following items:

1. A 3% wage increase to all appointed Clerical and Technical staff at the Bloomington and Northwest campus employed as of November 30, 1994, retroactive to July 1, 1994, rounded to the nearest cent per hour. Those appointed Clerical and Technical staff who have left IU since July 1, 1994 with IU retired status will also receive the 3% retroactive increase.
2. Agree to a policy on flextime as contained in the attached policy: AAlternative Work Schedule Patterns.≡
3. Agree to revise the policy: AProblem-Grievance Resolution Procedure≡ to extend the time limits to file a grievance at Level One from five to ten working days and to provide that departments may designate a person to receive and respond to Level One grievances.
4. Agree that the Union may use Campus Mail for matters relating to University business as described in the attached policy.
5. Revise the AReduction In Force≡ policy to specify that the ACWA local union≡ for the affected campus will be notified in the event of a reduction in force.
6. Retitle AUnion/Administration Meetings≡ policy to AMutual Gains Meetings.≡
7. Agree that the University shall provide a one-time amount of \$7,000 to the Mutual Gains Committee for mutually agreeable projects, such as, books for staff taking courses, scholarships, or funding for training programs.
8. Provided that a minimum of 100 employees on the Bloomington campus and/or 25 employees at the Northwest campus sign an authorization, the University shall collect CWA-COPE PAC payments of any bargaining unit employment through payroll deductions upon the written order signed by the employee, and to pay the amount deducted to the CWA-COPE PAC. The attached Authorization Card will be used for this purpose.
9. In accordance with the terms of the attached letter, agree that the University will work cooperatively with the CWA with the goal of reducing or revising the number of classification levels and job titles on the Bloomington campus.

In addition to these nine items, the following documents are attached and are included in this agreement:

1. Policy on Alternative Work Schedules
2. Problem-Grievance Resolution Procedure (Changes Only)
3. Bulletin Boards/Campus Mail Policy
4. Reduction in Force Policy (Changes Only)
5. Mutual Gains Meetings Policy
6. CWA-COPE PAC Authorization Card
7. Letter of Understanding on Classification Plan
8. New Personnel Policy Manual Cover

November 23, 1994

This letter of agreement between Indiana University and the Communication Workers of America (CWA) will go into effect when signed by both parties at the bottom of the page.

Indiana University is committed to initiating a program to update the Clerical and Technical classification levels on the Bloomington campus. As a part of that initiative, the University will work cooperatively with the CWA and agrees to the following:

Within thirty (30) days after receipt of such information, the parties shall meet periodically (not less than twice a month) with the goal of reducing or revising the number of classification levels and job titles on the Bloomington campus.

The Union may request additional information during this process.

Indiana University and CWA agree that this is an important issue which needs to be addressed and will make the proposal available to those involved in the budgetary process prior to and during the development of any future budgets.

For Indiana University:

For Communication Workers of America: