

Indiana University and CWA, Local 4730 Agreement  
2002-03 and 2003-04

Policies for Support Staff Employees at Bloomington

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Indiana University Administration and CWA Local 4730 are agreeable to the following for the fiscal years 2002-03 and 2003-04

1. Wage adjustment:
  - A. Effective July 1, 2002, the 2.5% budgeted wage allocation will be distributed across the board.
  - B. Effective July 1, 2003, the budgeted wage increase allocation will be distributed using the following wage plan: the first part of the plan is an across-the-board distribution based on the CPI. The distribution of any funds remaining will be negotiated. Should the parties not agree on distribution of remaining funds, the funds will be distributed on an across-the-board basis.

This wage plan replaced the Wage Progression Plan as previously provided in Policy 8.2. The parties agreed to establish a committee comprised of members from both CWA 4730 and the university to attempt to reach an agreement on the distribution of any funds remaining after the CPI based distribution.
2. Performance Appraisal, Policy 6.1 – Removed all language pertaining to “Merit Pay Plan” and “merit justification”. Supervisors continue to be required to conduct annual performance appraisals of Support Staff employees using steps 1, 2, and 3 of Procedure 6.1.
3. Statement on Fair Treatment in the Workplace, Policy 2.4 – Clarification that any settlements including settlement offers to resolve a dispute under this policy cannot be used in any subsequent grievance. Added a provision currently in Policy 2.3, Problem – Grievance Resolution Procedure, to Policy 2.4, allowing a waiver of grievance time limits pending completion of the Fair Treatment complaint process.
4. Policy Against Sexual Harassment, Policy 3.3 – Language added emphasizing that examples included in Appendix A are not exhaustive.
5. Overtime, Policy 5.3 – Revised Paragraph A.1 to emphasize that employees will not be expected to work overtime except when absolutely necessary as determined by supervisor and that supervisors are to plan and schedule the work so it can be performed within regularly scheduled work hours.
6. Corrective Action, Policy 6.3 – Added provision in Procedure, paragraph 1, that it is the responsibility of the supervisor to notify an employee when a meeting may lead to discipline.
7. Health and Safety, Policy 7.1:
  - A. Under paragraph B.1, added new paragraph d.: A supervisor of a Safety Committee member is encouraged, when work requirements permit, to release the Safety Committee member to

- investigate a safety complaint. The Safety Committee member is expected to conduct such an investigation in an expeditious manner and return to work as soon as possible.
- B. Under Procedure, revised paragraph 3 to permit filing of an Unsafe Working Conditions Report or a Safety Suggestion Report with the Environmental Health and Safety Department and the IU/CWA Safety Committee, and reversed the order of paragraphs 2 and 3.
8. Injury on-the-Job, Policy 7.2 – Revised paragraph B.1. to state that for the first 40 regularly scheduled work hours of disability in a calendar year in which an employee is unable to work as the result of an on-the-job injury, the university will provide the employee's full salary at the regular pay rate.
9. Salary Decisions, Policy 9.4:
- A. Added a provision to paragraph B.2.c, to provide that departments will provide justification upon request to University Human Resources to start a new hire's salary above the first quartile.
- B. Under Procedure, revised paragraph 2, to state that a request for an equity adjustment should be based on one or more of the listed criteria.
10. Fee Courtesy, Policy 11.4 – Under Paragraph C, added new paragraph 7, to inform employees that if an Incomplete (I) is received that the employee may file an extension in accordance with rules of the Registrar's Office.
11. Vacation, Policy 12.7:
- A. Under Paragraph D, revised paragraph 5 and moved up as paragraph 2, to provide that supervisors will honor vacation time requested six or more months in advance unless the supervisor has received excessive numbers of requests for the same time period or the requested time off is for a known peak work period. Renumbered subsequent paragraphs.
- B. Eliminate Paragraph E, which required the university to notify each Support Staff annually of the total vacation accumulation and the number of hours available for use during the calendar year. The information is now contained on the employees' biweekly pay stubs.
12. Time Off for Funeral/Bereavement, Policy 12.10 – Revised paragraph A.1 to provide that an appointed employee will be granted up to three working days with pay within one week from date of death of the following relatives; however, if the funeral is held outside of the one week period, any remaining unused time may be used to attend the funeral service.