

Indiana University and CWA Local 4730 Agreement
2004-2005 and 2005-2006

Indiana University Administration and CWA Local 4730 are agreeable to the following for the fiscal years 2004-2005 and 2005-2006.

1. Wage Adjustment, effective July 1, 2004:
 - a. Employees earning below \$25,000 per year will receive a \$625 increase in their base salary.
 - b. Employees earning \$25,000 or more per year will receive a 2.5% increase to their base salary.
 - c. All increases will be rounded to the nearest cent per hour.
 - d. If the increase will cause an employee's pay to exceed the maximum of the respective pay grade, or if an employee is currently paid in excess of the pay grade, then the employee will receive all or a portion of the increase in a lump sum.

□ In the 2005-2006 wage re-opener, the parties agree to meet to discuss the CWA Wage Progression Proposals delivered to the IU Representatives during the 2004-2005 negotiation sessions. The parties further agree to discuss any counter proposals prepared and offered by I.U. to determine the distribution of any funds allocated for wage increases.
2. Policy 2.1 (Policy 6.12 IUN) *Union Administration Relations* clarifies that paid union release time includes participation in joint conferences or to serve on committees when union participation is requested by an administrator, participation in corrective action and grievance meetings with management, and investigation and preparation of grievances. Incorporates provisions on union release time from the Articles of Cooperation into this policy.
3. Policy 2.3 (Policy 6.6 IUN) *Problem Grievance-Resolution Procedure*
 - a. Clarifies that an employee who wants to attempt to resolve a grievance through the Fair Treatment process will file the grievance and then request a hold until completion of the Fair Treatment process. This same provision is also placed in Policy 2.4 (Policy 7.8 IUN), *Statement on Fair Treatment in the Workplace*.
 - b. Provides opportunity for a meeting at Stage One and extends time for response to grievance if a meeting is held.
4. Policy 4.2 (Policy 5.5 IUN) *Adverse Weather Conditions* clarifies that the make-up work option is with supervisory approval.
5. Policy 6.3 (Policy 6.4 IUN) *Corrective Action*
 - a. Modifies the description of the corrective action steps to provide that any step involves a written warning (A verbal warning is no longer a step of corrective action.).

- b. Defines that a reasonable opportunity to obtain a union representative is within five work days. If more time is needed, UHRS will be consulted.
6. Policy 9.2 (Policy 3.1 IUN) *Preparing a Position Analysis Questionnaire (PAQ)* modifies Procedure Paragraph #4 to provide that the appropriate administrator must act upon a submitted PAQ in a reasonable time, and if authorized, forward to UHRS.
7. Policy 9.3 *Position Classification/Reclassification*, and Policy 9.4 *Salary Decisions for Individual Employees* clarifies that there will be no reduction in salary when an employee's position is reclassified to a lower level except when the employee's salary is outside the maximum of the new range.
8. Policy 10.1 (Policies 2.6 and 2.7 IUN) *Posting and Advertising a Position Vacancy*
 - a. Permits a department to use the applicant pool if within 90 days of the posting:
 - i. the position becomes vacant again
 - ii. another opening for the same job title, level, and description occurs in the same unit.
 - b. Modifies the posting procedure to provide three levels of listing a position in departments which have more than one Support Staff occupational unit. In such departments, a position may be listed in the occupational unit, in the department, or campus-wide.
 - i. For Northwest campus Policy 2.5, the vacancy may be listed within the department before it is listed campus-wide.
9. Policy 13.1 (Policy 6.5 IUN) *Voluntary and Involuntary Separations* modifies procedure to require that an employee who is involuntarily separated shall have unpaid wages paid within three work days upon request of the employee.
10. Policy 13.2 (Policy 2.12 IUN) *Reduction in Force* clarifies that an employee may exercise his or her right to bump the least senior employee in the same or lower classification level whose job the employee can perform at a full performance level.
11. Personnel Policy Manual will include page numbers and/or headers or footers.
12. I.U. will develop employee education opportunities regarding contributing additional savings to the university's tax deferred retirement savings plans. This initiative will cover the IU TDA Plan and the IU Retirement Savings Plan.