

# **Indiana University and CWA, Local 4730, Bloomington and Northwest, Agreement 2006-2007 and 2007-2008**

Pending ratification by CWA Local 4730 and approval by Indiana University Board of Trustees, IU Administration and CWA Local 4730 are agreeable to the following for the fiscal years 2006-2007 and 2007-2008.

## **1. *Wage Adjustment:***

- A. Effective July 1, 2006: Staff covered by this agreement at Bloomington and Northwest will receive the following increase amounts based on their placement in the attached 2005-06 salary schedules for Bloomington and Northwest pay range on June 30, 2006 and time in their current position.
- Staff whose current pay rate falls within the first or second quartile of any pay range with:
    - Less than three (3) years in the position will receive a 2.75% increase.
    - Equal to and more than three (3) years and less than seven (7) years in the position will receive a 3.5% increase
    - Equal to and more than seven (7) years in the position will receive a 3.7% increase
  - Staff whose current pay rate falls within the third quartile of any pay range will receive a 2.5% increase
  - Staff whose current pay rate falls within or beyond the fourth quartile of any pay range will receive a 2.2% increase.
    - 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.
- B. In the 2007-08 wage re-opener, the parties agree to meet and discuss distribution of any funds allocated for wage increases.

2. Policy 2.5 *Employee Files: Personnel and Medical:* Modify Paragraph C.1. to clarify that the determination of timeliness must reflect any policy or practical deadlines that the employee, his/her representative or the university must meet.

## **3. Policy 5.2 *Alternative Work Schedules:***

- A. Modify Paragraph A.4. to provide that alternative work schedules are subject to discussion under Policy 2.4, Statement on Fair Treatment in the Workplace.
- B. Modify Procedure 5.2, inserting new paragraph 6, to provide that supervisors will review alternate work schedules at least annually to determine if the schedules still meet the policy criteria or when the circumstances, which led to the schedule, change.

4. Policy 5.3 Overtime, Section H: Modify the section increasing the maximum accumulation of compensatory time off from 40 hours to 80 hours; requiring payment of compensatory time for balances in excess of 80 hours as of November 1; and at that time continuing to provide employees the option of receiving payment for balances between 40 and 80 hours.
5. Policy 13.1 Voluntary and Involuntary Separations: Revises the separations policy to distinguish involuntary separations due to poor performance or discipline from involuntary separations for such non-disciplinary reasons as when the employee can no longer perform the essential functions of the position, no reasonable accommodation has been found for an ADA covered situation or loss of a position due to a Reduction in Force. Also requires final written notices of separation to be cleared with the campus Human Resources office before distribution to the employee.
6. Adopt the combined personnel policies for Support Staff at Bloomington and Clerical/Technical staff at Northwest as developed through the joint CWA-Management committee:
  - A. Adopt at Northwest, the Bloomington Support Staff Policies, Performance Appraisal (6.1); Performance Improvement Plan (6.4); and Salary Decisions for Individual Employees (9.4).
  - B. Adopt the changes as discussed during negotiations to policies, Attendance, Absences, and Personal Emergency (4.1); Adverse Weather Conditions (4.2); and Injury on the Job (7.2).
7. Before the revised manual is published in print and on the web, the occupational unit list shall be jointly reviewed and updated.