

Personnel Policies for Support Staff

Represented by CWA, Local 4730 at Bloomington and Northwest

Agreement 2008-2010

Effective July 1, 2008

Indiana University and CWA Local 4730 Agreement Bloomington and Northwest 2008-09 and 2009-10

Subject to the approval of the Board of Trustees of Indiana University and a vote of the membership of CWA Local 4730, Indiana University Administration and the Officers of CWA Local 4730 are agreeable to the following provisions effective July 1, 2008 for the employees represented by Local 4730.

1. Wages
 - A. Effective July 1, 2008, appointed CWA covered Staff at Bloomington and Northwest will receive a 3.5% increase. If the increase amount would 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 2009-10 wage re-opener, the parties agree to meet and discuss distribution of any funds allocated for wage increases.
2. Introduction

Add a statement clarifying that employees in their new evaluation period are covered by the policies in the policy manual unless otherwise specified within the individual policy.
3. Union-Administration Relations

Add paragraph H providing CWA representation on joint committees as agreed in November 1993.
4. Policy 5.1 Work Schedules, Hours and Uniforms

Modify paragraph D to provide that by mutual agreement between the employee and the supervisor, an employee can work more than six consecutive hours without an unpaid lunch break.
5. Policy 5.1 Work Schedules, Hours and Uniforms

Add new paragraph H to provide premium pay of one hour's pay for every eight hours an employee is on-call when certain criteria are met.
6. Policy 6.3 Corrective Action

Add to paragraph A.2, new subparagraph (b) stating, "The employee and/or the designated union representative shall upon request, receive information or an explanation concerning the legitimate reason(s) for invoking formal corrective action."

7. Policy 7.1 Health and Safety
In paragraph A.3 add new subparagraph (a) stating that, “No department head or administrator or supervisor shall prevent or attempt to dissuade an employee from seeking assistance or information concerning workplace health and safety issues.”
8. Policy 7.1 Health and Safety
Modify paragraph G to provide no loss of pay for **up to five days** (formerly only a portion of a workday) for employees who were scheduled to work and were unable to work solely due to the adverse working condition. Clarifies adverse working conditions, and employee work assignments and pay when adverse working conditions encompass a single building, a portion of the campus or the entire campus.
9. Policy 9.3 Position Classification/Reclassification
In Procedure 9.3, Paragraph 2, add new subparagraph (b) stating that, “The manager or supervisor and the incumbent shall act promptly in preparing the PAQ and communicate openly concerning the status of the request.”
10. Policy 9.4 Salary Decisions for Individual Employees and Policy 10.2 Rules and Guidelines for Filling Positions
Lateral Moves: In Policy 9.4, paragraph D.2, and in Policy 10.2, paragraph C.1.a, modify the language to provide that an employee may receive a pay adjustment when moving laterally to another position under certain circumstances.
(Attachments)
11. Policy 9.4 Salary Decisions for Individual Employees and Policy 10.2 Rules and Guidelines for Filling Positions
Demotions: In Policy 9.4, modify paragraph E.3.a., to eliminate the provision requiring a typical salary reduction of five percent and in Policy 10.2, modify paragraph D.1, providing that under some circumstances a salary reduction may occur.
(Attachments)
12. Policy 9.4 Salary Decision for Individual Employees
Modify paragraph H.5 to provide an employee a temporary pay increase up to 25% depending on the extent of the duties of the higher level position being performed.
13. Policy 10.1 Posting and Advertising a Position Vacancy
Modify paragraph A.2 and Procedure 10.1, paragraph 5, to require departments at Bloomington to consult with UHRS Employment Services when listing a position including an internal listing.
14. Income Protection (Sick Time and Other Uses)
Modify the title of this policy to include “Other Uses”; modify paragraph G.1.b to clarify that other uses are not limited to the examples listed and to consult with campus human resources when questions arise.
15. Policy 13.2 Reduction in Force
 - A. Modify paragraph B.1.c, to add subparagraph (1) clarifying that a reduction in force is not an appropriate action for responding to employee performance issues.
 - B. Modify Paragraph H to provide another level of consideration of RIF candidates for

vacancies: in addition to being considered first for vacancies in the occupational unit from which the employee was laid off, the laid off employee will also be given priority consideration for vacancies in other occupational units within the department or responsibility center (RC).
(Attachment)