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**AGREEMENT**

**Between**

**CLEVELAND STATE UNIVERSITY**

**AND**

**SERVICE EMPLOYEES INTERNATIONAL UNION,  
DISTRICT 1199 WV/KY/OH,  
AFL-CIO**

STATEMENT OF WORK  
RELEASED BY SEIU  
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**July 1, 2001 through June 30, 2003**

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## ARTICLE I

### PURPOSE

This Agreement is entered into between Cleveland State University, hereinafter referred to as the "University" or the "Administration," and Service Employees International Union District 1199 WV/KY/OH, AFL-CIO, hereinafter referred to as the "Union," and constitutes a binding agreement between the parties.

This Agreement has as its purpose the promotion of positive relations between the University and the Union; the enhancement of mutual dignity and respect; the establishment of an equitable and peaceful procedure for the resolution of differences; and the clarification of certain rights, privileges and obligations of the parties together with certain working conditions.

## ARTICLE II

### RECOGNITION

Section 1. The University hereby recognizes Service Employees International Union District 1199 WV/KY/OH, AFL-CIO, as the sole and exclusive representative for the purpose of collective bargaining with respect to wages, benefits, hours, and other terms and conditions of employment for all members of the bargaining unit described below, pursuant to certification by the Ohio State Employment Relations Board (SERB) in Case No. 97-REP-10-0262 dated March 26, 1998.

Section 2. The bargaining unit shall consist of full-time professional employees and part-time professional employees with annualized full-time equivalent (FTE) of .5 or greater, including employees in temporary positions with a contract of one (1) year or longer duration or temporary employees in their current position for one year or longer. When appropriate to the position, FTE will be calculated by dividing the annually scheduled hours by 2080. The positions included in the bargaining unit are listed in Appendix A.

Section 3. Excluded from the bargaining unit are supervisors, management level employees, confidential employees, seasonal employees, casual employees, police, and students as defined in Ohio Revised Code 4117, classified employees, faculty, deans and part-time and temporary employees not described in Section 2 of this Article as included. The University shall create a list of non-bargaining unit professional positions no later than January 1, 2002 and shall send a copy of the list to the Union President and the District 1199 Union Representative. A copy of the list will be kept on file in the Department of Human Resources Development and Labor Relations.

Section 4. Unit Clarification. If the Union believes that bargaining unit work is being performed by non-bargaining unit employees, the Union shall submit a letter with the details to the Vice President for Human Resources Development and Labor Relations. The parties shall meet to discuss the matter within ten (10) working days of receipt of the letter. Prior to the meeting, the University shall provide the Union with documentation it has collected regarding the issue. If there is no satisfactory resolution within twenty (20) working days of the original

submission, unless the parties mutually agree to extend the time limits, the Union may petition the SERB for unit clarification.

Section 5. The Union retains the right to grieve or take other appropriate action if it believes the University is attempting to improperly erode the bargaining unit.

Section 6. Where used in this Agreement, the term "employee" includes all employees of the bargaining unit except where specifically stated.

Section 7. Whenever a male or female pronoun or adjective is used, it refers to persons of either sex.

### ARTICLE III

#### NON-DISCRIMINATION AND AFFIRMATIVE ACTION

Section 1. Both the University and the Union recognize their respective responsibilities for non-discrimination under Federal and State civil rights laws, fair employment practice acts, and other similar constitutional and statutory requirements. Therefore, both parties hereby reaffirm their legal and moral commitments not to discriminate with regard to race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, employee organization, veteran status or political organization.

Section 2. The Administration affirms its established policy of non-discrimination in employment (appointment, promotion, layoff, etc.). The Administration declares its determination to actively recruit, retain and promote qualified women and minorities.

The University agrees to provide the Union with a copy of the Affirmative Action report that is submitted to the Department of Labor.

Section 3. The University and the Union agree that sexual harassment is an offensive form of discrimination and agree that acts of sexual harassment are prohibited.

Section 4. Nothing in this Article shall preclude any member of the bargaining unit from protecting her or his rights to be free from unlawful discrimination pursuant to any Federal or State law which addresses discrimination directly, and without resort to the grievance and arbitration procedures contained in this Agreement except as provided in Section 6, below.

Section 5. Bargaining unit members shall be free to join or not to join the Union as they may choose, to process grievances and to exercise such other rights as they may have under Ohio Revised Code Section 4117.03.

There will be no reprisals of any kind, or threats thereof, taken against any employee by reason of her/his membership or non-membership in the Union, or participation or nonparticipation in any of its activities, or participation in the grievance procedure.

Section 6. The University and the Union agree that any claims of unlawful discrimination under federal and state civil rights laws and/or Fair Employment Practice Acts and any claims of

discrimination based on sexual orientation shall not be processed through the grievance procedure set forth in this Labor Agreement except as provided herein. Such claims shall be first discussed by the claimant with the University's Director of Affirmative Action as a means of achieving an informal resolution of the claim. If informal resolution is not possible, the claimant may file a formal written complaint with the University's Office of Affirmative Action. That Office will then conduct a thorough investigation and its findings, conclusions, and proposed action will be discussed with the claimant. A copy of the findings, conclusions, and proposed action will be forwarded to the University President. If the claimant is not satisfied with the resolution proposed by the Office of Affirmative Action the parties, by mutual agreement, may submit the issue to grievance mediation (See Article VIII, Section 3). If mediation does not resolve the matter or if the parties do not agree to mediation, relief may be sought through direct appeal to the University President within ten (10) working days of the receipt by the claimant of the findings, conclusions, and proposed action of the Office of Affirmative Action or following the conclusion of mediation, whichever is applicable.

At any stage in the presentation of a complaint, the complainant shall have the right to be accompanied, represented and advised by a representative of his or her own choosing from the Union or the University community. Complaints heard or meetings required under this procedure shall normally be held during working hours, unless otherwise expressly agreed by the Union and the University.

#### ARTICLE IV

##### NO STRIKE/NO LOCKOUT

Section 1. The Administration and the Union subscribe to the principle that any and all differences arising under this Agreement should be resolved by peaceful and appropriate means without any interruption of the University's programs and operations.

Section 2. The Union and its officials agree that so long as this Agreement is in effect, they shall not call, engage in, or assist in any way, any strike, sympathy strike, slowdown, stoppage of work, concerted effort not to meet classes, boycott, or any other concerted act that impedes the normal operation of the University.

Section 3. No member of the bargaining unit shall instigate or participate, directly or indirectly, in any strike, sympathy strike, slowdown, stoppage of work, concerted effort not to meet classes, boycott, or in any other concerted act that impedes the normal operations of the University.

Section 4. During the term of this Agreement, there shall be no lockout of members of the bargaining unit by the Administration.

Section 5. Any violation of Section 3 above will be just cause for disciplinary action in accordance with Article IX of this Agreement.

Section 6. The Union shall inform all members of the bargaining unit concerning their obligations under the provisions of this Article and the necessity of complying with those

obligations and shall further inform members of the bargaining unit that the Union does not sanction or approve of noncompliance with the provisions of this Article.

## ARTICLE V

### MANAGEMENT RIGHTS

Section 1. The Union recognizes the University as the body of authority vested exclusively with the right to manage and operate the University. The University shall have the right to take actions it considers necessary and proper to affect any management policy, expressed or implied, except as expressly limited under this Agreement. Nothing in this Article shall be construed to restrict or to limit any management authority.

Section 2. Except as limited by the terms of this Agreement, the University's management rights include, but are not limited to, the right to:

A. Determine matters of inherent managerial policy that include, but are not limited to, areas of discretion and policy such as the functions and programs of the University, standards of services, its overall budget, utilization of technology, and organizational structure;

B. Direct, supervise, train, evaluate, and hire employees;

C. Maintain and improve the efficiency and effectiveness of University operations;

D. Determine the overall methods, processes, means or personnel by which University operations are to be conducted; determine the University's goals, objectives, programs and services;

E. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote or retain employees;

F. Determine the size and composition of the workforce;

G. Determine the overall mission of the University as a unit of government;

H. Effectively manage the workforce; and

I. Take actions to carry out the mission of the University as a governmental unit.

Further, and only as limited under this Agreement, the University retains all rights, expressed and reserved, to do all things appropriate and incidental to any of its rights, powers, prerogatives, responsibilities, and authority, and in all respects to carry out the ordinary and customary functions of the University.



## ARTICLE VI

### CHECKOFF AND FAIR SHARE FEES

Section 1. The University will deduct any initiation fees and dues levied in accordance with the Constitution and Bylaws of the Union from the pay of members of the bargaining unit upon receipt from the Union of individual signed authorization cards executed by the member for that purpose and bearing his signature.

Section 2. The University's obligation to make deductions shall terminate automatically upon receipt of revocation of authorization within the thirty (30) day period prior to the termination of this contract or upon the termination of employment or transfer of an employee to a job classification outside the bargaining unit.

Section 3. All employees who are covered by this agreement and who are not members of the Union and who have been employed by the University for sixty (60) days or more shall pay a fair share fee not greater than the dues paid by members of the Union. Said fair share fee shall be paid by payroll deduction as provided in this Article.

Section 4. All authorized deductions will be made from the employee's pay on a regular monthly basis in the first and second paycheck of the month. The University shall deduct from the first and second paycheck of each month of each non-member of the recognized bargaining unit a fair share fee in an amount determined by the Union, but not greater than the amount of monthly Union dues. All deductions shall be transmitted to the Union no later than the 15<sup>th</sup> day following the end of the month in which the deduction is made together with a list of the members of the bargaining unit paying such dues or fees by payroll deduction, and upon receipt the Union shall assume full responsibility for the disposition of all funds deducted.

Section 5. The Union shall furnish the name, title, and address of the authorized person or organization to whom the authorized deductions shall be sent by the University.

Section 6. The Union shall indemnify and hold the University and any of its agents harmless against any and all claims, demands, suits, and other forms of liability that may arise out of, or by reason of action taken or not taken, by the University for the purpose of complying with any of the provisions of this Article or in reliance on any notice or authorization form furnished under any of the provisions of this Article.

Section 7. The Union will provide the University with packets of information about the Union to be distributed by the University at new employee orientation.

Section 8. Voluntary Payroll Deductions. Upon an employee's voluntary written assignment filed at least three (3) weeks in advance, the University agrees to deduct from the employee's wages on a regular basis, amounts due and payable to COPE, United Way, Community Shares, and other organizations currently recognized under University policy. The amounts so deducted shall be mailed or otherwise forwarded to the designated organization in a timely fashion as required.

It is expressly understood that the University shall assume no liability in connection with such voluntary deductions. All disputes and adjustments shall be matters to be resolved between the employee involved and the recognized organization.

The University shall not be held liable for any consequence of either failure to make an authorized deduction or any mistakes in connection therewith.

The employees agree to indemnify, defend and save the University harmless against any and all claims, demands, suits or other form of liability that shall arise out of or by reason of action taken by the University in reliance upon the voluntary authorization described in this Section 8.

The University, on the occurrence of one of the following, shall terminate any deduction described in this Section 8:

- (1) The death of the employee;
- (2) The termination of the employee's employment under this Agreement;

(3) Written request of the employee filed at least three (3) weeks in advance of the effective date of termination; in which case, the University will not be required to honor another voluntary assignment filed by the employee for a period of one (1) year from the date of termination.

## ARTICLE VII

### UNION REPRESENTATION

Section 1. Grievances. Union officers/stewards/delegates who desire to process grievances or conduct other union business during working hours shall contact their supervisor to make arrangements for the conduct of the Union business. Upon obtaining prior approval from the employee's supervisor, the officer or steward/delegate shall be permitted to investigate grievances or conduct union business during working hours without loss of pay. If an officer/steward/delegate abuses any or all of the privileges of this Section 1, such privileges shall be removed by the University.

Section 2. Release Time. In order to enable the Union better to discharge its duties and responsibilities as the exclusive bargaining agent, the University shall grant release time without loss of wages, benefits, or other privileges to bargaining unit members with the following conditions:

A. Requests for release time will require the prior approval of the employee's supervisor. Such requests shall not be unreasonably denied.

B. The Union President shall be permitted to use up to eight (8) hours per month of paid, non-cumulative release time for the conduct of Union business.

C. Once each contract year, a single four (4) hour training session may be scheduled by the Union which all stewards/delegates and officers may attend and for which they may be compensated. The Union shall notify the Vice President for Human Resources Development and Labor Relations, or designee, in writing, at least two (2) weeks in advance of the training of the date and time of the training and the names, departments and the names of the supervisors of the stewards/delegates and officers to be released to attend.

Section 3. Union Representatives. The University shall recognize up to twelve (12) officers and stewards/delegates for the purpose of administering the collective bargaining agreement and adjudicating grievances. The Union will inform the University of the identity of officers and stewards/delegates of the Union on an annual basis with updates as needed. The Union will provide the University with a list of alternate stewards/delegates who shall assume the duties and rights of stewards/delegates when the regular steward/delegate is absent or if a conflict of interest requires the regular steward/delegate to withdraw from the matter involved.

Section 4. Use of University Facilities. The Union shall be permitted reasonable use, to the extent permitted by law, of University facilities, services, and publications on the same basis and at the same cost as other recognized campus organizations.

Section 5. Union Office Space. The University shall provide furnished space at the University at no cost to the Union to be utilized by the Union for an office. The office shall be hard-wired for two (2) computer ports. The University shall provide free local phone service and equipment.

Section 6. Telecommunication. The Union shall be allowed to establish up to five (5) phone mail distribution lists through telecommunication services.

Section 7. Phone Mail. The University's phone mail system shall be made available on the Union's campus extension line.

Section 8. E-mail Account / Phone Listing. At no cost to the Union, the Chapter will be provided with: an E-mail account, a link for maintaining a web page accessible on the World-wide Web, a cable connection to the University computer network, and a listing of SEIU/District 1199 office telephone numbers in the University Faculty/Staff Directory with the name: "SEIU/District 1199."

Section 9. Faculty/Staff Directory. The Union shall be supplied with one copy of the University Faculty/Staff Directory annually.

Section 10. Bulletin Board. A secured bulletin board for the Union shall be provided at a location mutually agreed upon by the Union and the University.

Section 11. Parking Permits. The University shall provide faculty/staff daily parking permits to no more than two (2) Union business representatives.

Section 12. Agreement Copies. Copies of this Agreement shall be printed at the University's expense and distributed to all members of the bargaining unit. Upon hire, the University will provide each new employee in a bargaining unit position with a copy of this

Agreement. The University shall provide the Union with fifty (50) additional copies of the Agreement free of charge.

Section 13. Committees. Union representatives appointed to University committees shall receive paid release time for attendance at committee meetings scheduled during their regular work hours.

Section 14. Notification.

A. Upon execution of this Agreement and on a quarterly basis thereafter, the Union President shall be notified, in writing, of all new bargaining unit hires, including their name, date of hire, job classification, grade, salary, department, contract status, home address and phone number. In addition, the list shall include any promotions, demotions, and transfers (with the employees' previous and new classification, salary, contract status and work location); terminations and resignations; and leaves of absence.

B. Upon the execution of this Agreement, and each anniversary date thereafter, the University will give the Union a list of bargaining unit employees and their job classification, grade, status, salaries, hiring dates and seniority.

C. The Union will furnish the Vice President of Human Resources Development and Labor Relations with a list of Union officers and stewards/delegates on an annual basis with updates as needed.

Section 15. Information. The University shall provide to the Union President:

A. A copy of all position announcements for bargaining unit-positions as soon as the position announcement is approved for distribution.

B. One copy of the agenda and materials for all Board of Trustees meetings and Board committee meetings when they are distributed to other Board members. After minutes are approved, the Union President shall receive one copy of minutes for each Board or committee meeting.

C. One copy of the audited Annual Financial Report immediately upon release.

## ARTICLE VIII

### GRIEVANCE PROCEDURE

Section 1. It is mutually understood that the prompt presentation, adjustment, and/or answering of grievances is desirable in the interest of sound relations between the employees and the University. The prompt and fair disposition of grievances involves important and equal obligations and responsibilities, both joint and independent, on the part of the representatives of each party to protect and preserve the Grievance Procedure as an orderly means of resolving grievances.

Section 2. A grievance is a dispute concerning the wages, fringe benefits, hours, and

working conditions set forth in this Agreement or the interpretation and/or application of and/or compliance with any provision of this Agreement or University rules or policies. Any bargaining unit member or the Union may bring a grievance under this procedure. A grievance may be withdrawn by the Union at any time.

When such grievances arise, the following procedure shall be observed:

Step 1. An employee shall first present a grievance in writing to the employee's designated supervisor within ten (10) working days of the event upon which the grievance is based in order to achieve a resolution. The grievant may be accompanied by a Union representative at this Step 1 meeting. The designated supervisor shall respond in writing to the employee and the Union within seven (7) working days of the date of the Step 1 meeting. If a resolution is reached, the parties shall sign a mutual release indicating a settlement of the grievance. A resolution of a grievance at Step 1 shall not be precedent setting. The Department of Human Resources Development and Labor Relations ("Department of Human Resources" or "HRD") and the Union shall be notified of any Step 1 meeting and any subsequent adjustment by the designated supervisor if an HRD or Union representative was not present at the meeting. Such adjustments shall not be inconsistent with the terms of this Agreement. If the matter cannot be resolved through the Step 1 meeting process, the employee who wishes to pursue the grievance further shall follow the steps below.

Step 2. If the grievance is not resolved under the method set forth in Step 1, and the employee wishes to pursue it, a written appeal must be filed within ten (10) working days after receipt of the Step 1 response with both the designated representative in the Department of Human Resources and with the employee's Department Head or appropriate administrator. Within five (5) working days after the filing of the appeal, a meeting shall be held among the HRD representative, the Department Head, the grievant(s) and/or a Union representative. The HRD representative shall preside at the Step 2 meeting. The HRD representative shall issue a written decision to the grievant within seven (7) working days from the date that the meeting was held. A copy of said response shall be sent to the Union representative.

Step 3. If the grievance is not satisfactorily settled in Step 2, the grievant and/or the Union may file a written appeal with the University's Vice President for Human Resources Development and Labor Relations within five (5) working days after receipt of the Step 2 response. The Vice President shall schedule a meeting with the grievant and/or a Union representative within seven (7) working days after receipt of the appeal. The Vice President shall issue a written decision to the grievant within seven (7) working days from the date that the meeting was held. A copy of said response shall be sent to the Union representative.

In the event of a suspension or discharge, a grievance can be initially submitted by the Union or grievant to the Vice President for Human Resources Development and Labor Relations within ten (10) working days of the suspension or discharge.

Step 4. If the grievance is not satisfactorily settled in Step 3, the Union may submit the matter to arbitration by so notifying the Vice President for Human Resources Development and Labor Relations in writing within ten (10) working days after the next regularly scheduled Union Executive Board meeting, but no later than forty-five (45) calendar days after receipt of the Step 3 response.

Section 3. Mediation. The parties may mutually agree to pursue mediation of a grievance in accordance with the Rules of the Federal Mediation and Conciliation Service ("FMCS") or through a private mediator mutually appointed by the parties, within the forty-five (45) calendar day period at Step 4, prior to written notification by the Union to the Vice President for Human Resources Development and Labor Relations of the Union's intent to arbitrate. Such an agreement among the parties will be confirmed in writing. If mediation is utilized, the Union need not notify the Vice President of the Union's intent to arbitrate until twenty-one (21) calendar days after the conclusion of mediation.

A. If mediation through FMCS is pursued, the mediation will be pursued and conducted in accordance with the Rules of the FMCS in effect on the date that the request for mediation was sent. The mediation will be conducted within thirty (30) calendar days of the appointment of a mediator.

B. Any party may end mediation at any time after participation in the mediation process by giving written notice to the mediator and to the other party or parties. The mediator may withdraw at any time by giving written notice to the parties.

C. The fees and expenses of mediation, if any, will be borne equally by the University and the Union.

Section 4. Arbitration. The Union shall notify the University of its intent to appeal the grievance to arbitration. Upon written notice of the Union's intent to arbitrate a grievance, the parties shall proceed to arbitration pursuant to the following procedure.

A. Within sixty (60) calendar days of the ratification of this Agreement, the parties shall meet and submit names and resumes of potential arbitrators to jointly create a panel of six (6) arbitrators. The parties must agree on the list of arbitrators selected. Once per year during this Agreement, the parties will meet to review the panel of arbitrators and determine the continued use of the existing list of panel members. The parties shall endeavor to select arbitrators who will hold hearings within thirty (30) calendar days of their selection and who will render a decision within thirty (30) calendar days from the conclusion of the hearing.

B. Upon receipt of a notice to arbitrate, the arbitrator may be selected by mutual consent of the University and the Union from the panel. If the parties cannot agree, they shall choose an arbitrator by alternatively striking names from the panel until one (1) name remains as the arbitrator. The order of striking shall be determined by a coin toss. The arbitrator shall be notified as soon as possible of his selection and a hearing shall be held, if possible, within thirty (30) days of the arbitrator's confirmation that he has accepted the appointment as arbitrator. The arbitration procedure and hearing shall be governed by the American Arbitration Association's then applicable rules and regulations.

C. If the need for an arbitrator arises and the University and the Union have not selected an arbitration panel or are unable to select a panel, the American Arbitration Association shall submit up to three (3) panels of arbitrators to each party and the arbitrator will be chosen and the matter shall proceed in accordance with the Association's then applicable rules and regulations.

D. In the event a matter proceeds to arbitration, the arbitrator shall have jurisdiction only over the matter(s) submitted. The arbitrator shall have no authority to alter in any way the terms and conditions of this Agreement or University Rules or Policies.

E. The fees and other expenses of the arbitration and arbitrator shall be shared equally. Any University employee called as a witness by either side will continue to receive the regular rate of pay while attending such hearing for those hours the employee would have been scheduled to work.

Section 5. Final and Binding. The Grievance Procedure set forth herein shall be the exclusive method of reviewing and settling grievances between the University and the Union and/or between the University and an employee(s), and by invoking this procedure, the Union and the University waive the right to litigate or resolve such grievances in any other forum or by any other procedure. All decisions of arbitrators and all pre-arbitration grievance settlements reached by the Union and the University shall be final, conclusive, and binding on the University, the Union, and the employee(s) involved.

Section 6. Limitations. This grievance procedure shall not limit the right of any employee to present a grievance and have it adjusted without intervention of the Union, as required by the Ohio Revised Code Section 4117.03 (A) (5), as long as the adjustment is not inconsistent with the terms of this Agreement and provided that the Union shall have notice of and the opportunity to have a representative present at the final adjustment proceeding.

Section 7. General Provisions.

A. Any grievance that is not processed in a timely manner by the Union shall be considered withdrawn. Any grievance that is not processed in a timely manner by the University shall be deemed to have been appealed to the next step. However, the parties may, by mutual written agreement, waive any steps or any of the time limits of this Article. Requests for extensions of the time limits shall not be unreasonably denied by either party. The parties will accept facsimiles to meet any deadline herein specified.

B. Grievances may be processed by aggrieved employees during working-hours, with no loss of pay or benefits. Hearings and meetings held under this procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons entitled to be present to attend. Such meetings shall be held during working time with no loss of pay or benefits.

C. There shall be no retaliation or adverse action taken against any employee who files a grievance or participates in the grievance procedure, regardless of the outcome of the grievance.

D. Time limits referred to in this Article as "working days" shall be defined to be Monday through Friday, exclusive of Saturdays, Sundays, formal holidays recognized by the University, and periods when the University is officially closed for business.

E. The Union and the grievant will receive written copies of all notices and dispositions pertaining to a grievance.

F. If a grievance affects a group of members of the bargaining unit from more than one department, or if it arises from the actions of an authority higher than the grievant's designated supervisor, it may initially be submitted at Step 2.

## ARTICLE IX

### DISCIPLINARY ACTION

Section 1. The University shall not take disciplinary action against an employee without just cause.

Section 2. Disciplinary action will be based on an evaluation of all the facts including the nature and extent of the violation, previous conduct and possible extenuating circumstances. The University shall follow progressive discipline, which shall generally include: (1) first written warning; (2) second written warning; (3) suspension; and (4) termination. Although the University favors progressive discipline, nothing herein shall limit the right of the University to use any of the disciplinary steps, consistent with requirements of just cause, for any offense that is of such a serious nature that use of progressive discipline is not appropriate or warranted.

Section 3. Due Process. All employees shall have the right to Union representation at all steps of the disciplinary procedure. Beginning with the second written warning, an employee and the Union shall receive three (3) working days notice that a disciplinary meeting will take place. The written notification will state the nature of the problem and the proposed action, advise the employee of his right to have a Union representative present and set a date and time for the meeting. If the date and time are not mutually agreeable, the supervisor and the employee shall arrange another date and time. For suspensions and terminations, the Department of Human Resources Development and Labor Relations will notify the employee, the Union President and District 1199 Union Representative of the date and time of the meeting, and both the Vice President for HRD or HRD designee and Union President or designee shall be involved in the meeting. The District 1199 Union Representative also shall have the option of participating in the meeting. The Vice President for HRD or designee shall preside at the meeting. Normally, no discipline beyond the second written warning shall be imposed until after a disciplinary meeting, during which the employee and her/his Union representative shall have the opportunity to refute the charges.

In the event the Administration finds it necessary to remove an employee from University property before the three (3) day notice or meeting, the employee may be suspended with pay pending the conduct of the meeting, which shall be held within three (3) business days of the suspension at a time that is mutually acceptable to the parties involved.

Section 4. Employees have the right to appeal disciplinary actions through the grievance procedure as set forth in Article VIII. Employees subject to discipline, up to and including discharge, shall receive notification of disciplinary actions in writing. All employees shall have the right to attach a written rebuttal to all written disciplinary documents.

Section 5. Written disciplinary documents for offenses that were subject to progressive discipline under Section 2 above shall not be considered for purposes of discipline after eighteen



(18) months from entry provided no further discipline for a similar infraction has occurred since that incident.

## ARTICLE X

### PROBATIONARY PERIOD

Section 1. Effective July 1, 2000, all new employees shall be considered to be on probation for a period of one (1) year from the date of hire in a bargaining unit position. The probationary period may be extended by mutual agreement between the University and the Union. An employee may be discharged for any reason during the probationary period and such discharge shall not be subject to the grievance procedure.

A temporary employee in her/his current position who becomes a member of the bargaining unit after one (1) year in the same position, in accordance with Article II (Recognition), shall have time spent in such position credited toward satisfying the probationary period for the particular job involved.

Section 2. If an employee is discharged or quits while on probation and is later rehired, he/she shall be considered a new employee and subject to the above provisions.

Section 3. If possible, new employees shall receive a copy of their job description upon hire. New employees will receive training on job-related procedures and policies.

Section 4. During the probationary period, the employee shall receive at least one written evaluation from the supervisor at least ninety days before the end of the probationary period.

## ARTICLE XI

### PERSONNEL FILES

Section 1. All personnel files in the University are public information. The Department of Human Resources Development and Labor Relations is responsible for the creation, maintenance and coordination of the official University personnel files for bargaining unit employees. The official personnel file ("Personnel File") for each employee shall be maintained in the Department of Human Resources Development and Labor Relations. Individual employees' working files that are needed to carry out the day-to-day administrative functions of departments/colleges may be kept in the offices of the employee's Department and/or the Dean of the College. Upon written request, employees shall have access at reasonable times to their working files.

Section 2. To obtain access to her/his Personnel File, an employee shall make a written request to the Vice President for Human Resources Development and Labor Relations (Vice President of HR) or designee.

Section 3. Upon written request to the Vice President of HR or designee, any employee shall be given, at no cost, a copy of any item(s) contained within the employee's Personnel File within three (3) working days.

Section 4. If a document is to be inserted into the Personnel File and does not include in its distribution a copy of the document for the employee, a copy of the document shall be forwarded to the individual at the time the document is inserted in her/his file. There shall be no official disciplinary action documents in an employee's Personnel File that he/she has not had an opportunity to review and sign. No anonymous letters of commendation or complaint shall be placed or maintained in an employee's Personnel File.

Section 5. Employees have the right to add complimentary materials to their files at any time.

Section 6. An employee may attach a written response to any item in the employee's Personnel File or working files. The employee shall send such written response to the Vice President of HR for the Personnel File, and to the appropriate administrator for working files.

Section 7. Any request to see an employee's file(s) must be made in writing. An employee whose file has been requested by a third party shall be immediately notified in writing of the request. The request for access shall not be complied with until one (1) working day after the notification has been given to the employee whose file has been requested. A member of the Human Resources office shall be present whenever any person outside of the Human Resources office is examining a file.

Section 8. The official Personnel File for each employee will contain the following, if available:

- A. Letter of application and all materials requested or received by the University from persons other than the applicant in connection with the employee's original employment, including official academic transcripts;
- B. Offer of appointment and initial date of employment; employee's contracts, letters of continuation or letters of intent;
- C. Job description(s);
- D. Documents relating to position classification, grade, and length of time in position;
- E. Documents relating to promotions, reclassifications, or transfers;
- F. Documents pertaining to salary recommendations;
- G. Documents pertaining to the employee's professional activities and accomplishments;
- H. Performance evaluations and reviews;

- I. Information pertaining to extended leaves;
- J. Disciplinary records; and
- K. Information pertaining to separation from employment.

Section 9. Grievance files: Only the final written resolution, if any, of any grievance pursuant to Article VIII filed by an employee shall be included within the Personnel File.

Section 10. If an employee disputes the accuracy, relevance, timeliness, or completeness of the information contained in her/his Personnel File, he/she may request the Vice President of HRD to investigate the current status of the information. Such request shall be in writing and shall contain a concise statement as to why the employee believes such information to be inaccurate, irrelevant, untimely or incomplete. Within sixty (60) days, the Vice President shall undertake such investigation and shall notify the employee of the results of the investigation and the actions, if any, the University plans to take with respect to the disputed information. The Vice President shall delete any information that cannot be verified or is found to be inaccurate.

Section 11. Other files: Nothing in this policy precludes the maintenance and retention of individual information dealing with routine matters such as payroll records, fringe benefits, worker's compensation records, medical information, leaves of absence, I-9, and citizenship status records.

## ARTICLE XII

### LABOR/MANAGEMENT COMMITTEE

Section 1. A Labor/Management Committee shall be established to meet for a maximum of two (2) hours, on a monthly basis during the first year of the Agreement to discuss matters of mutual concern. After the first year, the meetings will be held every other month for one and one half (1 ½) hours unless otherwise mutually agreed. The parties shall mutually agree upon the time, date, and place of the meetings. At any time the parties may mutually agree that there is no need for the committee to meet or conversely that more frequent meetings are necessary.

Section 2. The Committee shall consist of not more than three (3) representatives appointed by the Union and three (3) representatives appointed by the University. By mutual agreement, an additional University representative, as well as a District 1199 Union representative, may participate in Committee meetings. Meetings shall be held during normal business hours, and all representatives who serve on the Committee shall do so without loss of pay or benefits.

Section 3. In order to call a meeting, either party must submit a written agenda describing the topics of discussion. In the event the Committee reaches a majority decision, it shall make recommendation(s) to the Vice President for Human Resources Development and Labor Relations or designee. Committee recommendations neither alter the provisions of this Agreement nor constitute continued negotiations on terms and conditions of employment.

## ARTICLE XIII

### PERFORMANCE EVALUATION

Section 1. An annual evaluation of each non-probationary employee shall take place prior to March 1<sup>st</sup> each year for the previous calendar year (January 1 – December 31) in order to provide performance feedback to the employee and to afford the employee the opportunity to ask questions and make suggestions concerning the employee's work or career development. If the employee's supervisor is unable to complete the evaluation by March 1<sup>st</sup>, the employee will be notified in writing; but in any event the evaluation will be completed no later than June 1. The evaluation may include a review of the employee's job description.

Section 2. Pursuant to current practice, the performance evaluation form shall be filled out by an employee's supervisor and the employee. The supervisor and the employee shall arrange to exchange concurrently the completed evaluation forms at least 24 hours before discussing the evaluation.

If an employee has been reassigned to a new supervisor within one month of the evaluation date, the new supervisor should consult with the previous supervisor in completing the evaluation if possible. If an employee receives approximately equal supervision from more than one person, those supervisors shall complete the evaluation together.

Section 3. The completed performance evaluation form will be discussed with the employee. At the time of the discussion, the employee shall have the opportunity to submit any supplemental materials that may aid the evaluation process. After being discussed with the employee, the evaluation shall be signed by both the supervisor and employee. The employee's signature will indicate only that the evaluation was received by and reviewed by the employee. A copy of the completed annual performance evaluation form will be furnished to the employee at the time the employee signs the form. The employee's signature does not indicate agreement with the content of the evaluation. The employee shall have the right to respond in writing to any written comments made on the employee's evaluation and to have those comments attached to the evaluation and included in the employee's official personnel file.

Section 4. The Labor/Management Committee shall review and make recommendations for revisions to the performance evaluation process and form. These recommendations shall be forwarded to the Vice President for HRD for approval no later than September 30, 2002. Any approved revisions to the performance evaluation process shall be implemented beginning in calendar year 2003.

Section 5. Peer Review of Librarians in the University Library. The administrative evaluation of librarians in the University Library shall include a peer review component, following procedures and frequency established by a committee composed of (2) two members appointed by the University and two (2) members appointed by the Union. A recommendation from this committee to the Director of the University Library regarding the procedures and frequency of peer review must be submitted to the Director of the University Library by March 31, 2002.

Section 6. Law Librarians. The administrative evaluation of Law Librarians shall be conducted by the bargaining unit member's supervisor as it has in the past. The Assistant

Directors of the Law Library and two (2) members of the bargaining unit in the Law Library appointed by the Union shall explore the possibility of including peer review in the total evaluation process for Law Librarians.

Section 7. Frequency of Peer Review. In no case shall any bargaining unit librarian be subject to a regularly scheduled peer review in a year when a bargaining unit librarian seeks a promotion in librarian rank.

## ARTICLE XIV

### JOB CLASSIFICATIONS

#### Section 1. New Job Classification.

A. The Union President or designee and the District 1199 Representative will be notified in writing of the creation of any new positions in the professional staff no later than thirty (30) calendar days prior to posting or advertising for the position. The notice shall include a position description. The University and the Union shall meet and discuss the inclusion and/or exclusion of such position within the bargaining unit and, if within the unit, to assess the appropriate salary grade.

B. If the new position is included in the bargaining unit and the University and the Union are unable to reach agreement on the appropriate salary grade within ten (10) University working days from the commencement of the discussions, the University shall establish a temporary rate and classification and will promptly notify the Union in writing. Thereafter, the Union can file a grievance to Step 3 of the grievance procedure. If the matter goes to arbitration, the Arbitrator shall have the authority to establish a new wage rate which shall be retroactive to the onset of the position, but only within the parameters of the current professional staff job classification system and market factors.

C. If the parties disagree on the inclusion of the position in the bargaining unit within ten (10) University working days from the commencement of discussion, either party may invoke proceedings with SERB as the exclusive method of resolving the issue of inclusion or exclusion of a new position to be included in the bargaining unit. Such a unit clarification petition to SERB shall be limited to the new position only. If SERB determines the new position to be included in the bargaining unit, the position shall then be reviewed for the appropriate salary grade as in Section 1.A and B, above.

#### Section 2. Official Job Description.

A. The University shall provide each employee and the Union a current copy of her/his official job description. Within fourteen (14) calendar days after receipt of the job description, an employee shall submit in writing any substantive disagreements about the job description to the employee's supervisor and the Union President or designee. After the Union President or designee collects the disputed items, it shall meet with the Vice President for Human Resources Development and Labor Relations (hereafter "HRD") or designee to review the disputed items.

B. Once a job description has been issued to an employee upon the conclusion of the review process in Section 2.A. above, the University will consult with the employee prior to revising the description.

C. The University will not, without the concurrence of the Union, add duties that are not related to the basic function and responsibility of a position. The Union will be notified in writing at least two weeks in advance of the proposed changes to a position.

D. Within thirty (30) calendar days of an employee's initial appointment, transfer, promotion or reclassification, the Vice President for Human Resources Development and Labor Relations shall provide an official job description to that employee.

E. Revisions in the duties of a position may result in the assignment of a position to a higher pay grade.

### Section 3.    Reclassification.

A. A request for reclassification may be submitted by an employee, the Union, and/or a supervisor/department head. A Reclassification Request Form must be submitted to the HRD and the Union President. The Request Form is available through HRD or at HRD's web page through the University's web site. The request shall be signed by the employee's supervisor indicating it has been reviewed. If the supervisor refuses to sign, the employee may forward the request to the HRD noting that the supervisor refused to sign. Effective January 1, 2002, requests for reclassification may be submitted at any time during the calendar year but only after the employee has performed the additional duties supporting the reclassification for at least four (4) months preceding the submission of the request.

B. A job audit and/or other investigation may also be conducted.

C. HRD and the Reclassification Review Committee shall use the Point Factor Evaluation Plan developed from the Peat Marwick Study in 1996, or a successor plan. The criterion upon which reclassification will be based is current job content. The point of comparison may be from the initial grading of the job or from the last reclassification. For example, changes in job duties, increases in job responsibilities and/or the restructuring of a position's duties shall be examined to decide if a position should be reclassified. A salary increase will be considered for those employees whose duties and/or responsibilities significantly increase but whose points do not result in a reclassification to a higher grade.

D. HRD will issue a written decision on the request to the employee, the Union President and the supervisor/department head within ninety (90) calendar days of receipt of the request. The written decision will include a written rationale for the decision and quote the contractual time limit for an appeal. The affected employee, the Union and/or the supervisor/department head may submit an appeal. A written appeal must be submitted to the Union President and the Director of Compensation for review within ten (10) University working days of the employee's receipt of the HRD's written decision. The Director of Compensation will immediately forward the appeal to the Union/Management Reclassification Review Committee (hereinafter the "Reclassification Review Committee") which shall review the reclassification and make its decision within thirty (30) calendar days after the receipt of the

appeal. A written decision and rationale shall be forwarded to the employee, the Union President, the supervisor/department head, and HRD within that time period.

1. The Reclassification Review Committee shall consist of two (2) Union and two (2) Management appointees who shall be voting members of the Committee.

2. The Reclassification Review Committee will also consist of one (1) alternate for each side, both of whom are normally non-voting members unless a regular member is not serving and must be replaced by the alternate, in which case the alternate then has voting rights as long as he/she serves in place of the regular member.

3. A Reclassification Review Committee member from the same department as the appealing employee will not vote on that employee's appeal, in which case Section 3.D.2, above, shall apply.

4. A majority decision of the Reclassification Review Committee shall be final and binding upon the employee, the Union and the University. If the Reclassification Review Committee is unable to reach a decision by a majority vote, the request shall be considered denied. If the Reclassification Review Committee is deadlocked, then the employee may submit a grievance at Step 3 of the Grievance Procedure.

E. The same position may be submitted for review no more than once in any twelve (12) month period by the same incumbent, the Union and/or his/her supervisor/department head. This twelve (12) month period begins with the first submission of a request.

F. Time limits addressed within this Article may be extended or waived with the mutual consent of the parties.

G. An employee promoted to a position in a higher salary grade will receive the salary adjustment effective on the first day in the new position. An employee who is reclassified or whose duties and/or responsibilities significantly increase but whose points do not result in a reclassification to a higher grade will receive the salary adjustment retroactive to the beginning of the pay period following the date the reclassification request is received in HRD.

H. Salary changes resulting from a reclassification are addressed in Article XVI, Salary, Section 5.

Section 4. The University agrees to notify the Union in writing and to solicit Union input when hiring consultants for job classification and reclassification projects that impact the bargaining unit.

## ARTICLE XV

### HOURS OF WORK

Section 1. The University recognizes that professional staff who are assigned to work within their positions more than forty (40) hours or more than five (5) eight hour days in a normal work week shall be entitled either to additional time off or to have their work schedules adjusted, or

both, to compensate such employees for such additional hours or days worked. This entitlement shall also apply to salaried part-time professional staff who are assigned to work additional hours within their positions beyond their normal schedule.

A. The policy and procedures for affording compensatory time to professional staff will be in accordance with Appendix B, Compensatory Time Policy for SEIU District 1199 Bargaining Unit Employees, and its attachments.

B. Where appropriate and feasible, each University department or college will submit to the Vice President for HRD a statement covering a procedure for adjustment of professional staff work schedules to accommodate those employees who customarily work more than forty (40) hours within their positions in a normal work week or for salaried part-time professional staff who are assigned to work additional hours within their positions beyond their normal work schedule.

Section 2. Adjustment of work schedules under this Article shall not be considered unless:

A. The affected employee customarily works more than forty (40) hours, or more than five (5) eight hour days in a normal work week; and

B. The department or college can reasonably accommodate flexible work schedules without interference or disruption of normal operations.

C. Where a professional staff employee's work schedule does not comply with subsection A above, nothing shall preclude an informal arrangement between the employee and supervisor for a flexible work schedule.

Section 3. Professional staff who work less than forty (40) hours in any workweek shall not have their salary docked; but their accumulated compensatory time, if any, may be docked accordingly.

Section 4.

A. Compensatory time under this Article shall be accumulated on an "hour for hour" basis in increments of .5 hours.

B. Any compensatory time accumulated under this Article must be used within one (1) year of the week it is earned or the time will be forfeited.

C. Any compensatory time accumulated and maintained in official University records prior to the effective date of this Agreement, April 26, 2000, must be used within two (2) years thereafter or the time will be forfeited.

D. The use of compensatory time shall be scheduled by mutual agreement between the employee and supervisor, with the supervisor's assent not being unreasonably withheld. However, compensatory time off shall not interfere with or impede normal departmental operations.



Section 6. Lunch Break. Employees are entitled to take a lunch break during their workday consistent with the operational needs of the department.

Section 7. Schedule Changes. In the event it becomes necessary to change a regular work schedule, the Union will be notified at least two (2) weeks in advance of the change except in emergencies.

## ARTICLE XVI

### SALARY

Section 1. Retroactive to July 1, 2001, employees with a continuous employment date on or before March 31, 2001, shall receive a 4.5% across-the-board base salary increase.

A. Effective July 1, 2001, the salary range for each salary grade effective July 1, 2000, shall be increased upward by 4.0% as shown in Appendix C, and employees whose salaries are below the new range shall have their salaries adjusted to the minimum of the appropriate salary grade prior to the application of any other salary increases.

B. Employees whose salaries exceed the maximum of their grade (redlined) shall receive their 4.5% increase in the form of a lump sum payment. If a portion of their increase is above the maximum of their salary grade, that portion shall be paid in a lump sum.

Section 2. Effective July 1, 2002, employees with a continuous employment date on or before March 31, 2002, shall receive a 4.0% across-the-board base salary increase.

A. The salary range for each salary grade shall be moved upward by 4.0% as shown in Appendix D, and employees whose salaries are below the new range shall have their salaries adjusted to the minimum of the appropriate salary grade prior to the application of any other salary increases.

B. Employees whose salaries exceed the maximum of their grade (redlined) shall receive their 4.0% increase in the form of a lump sum payment. If a portion of their increase is above the maximum of their salary grade, that portion shall be paid in a lump sum.

Section 3. Technology Positions

A. Retroactive to July 1, 2001, employees with a continuous employment date on or before March 31, 2001, shall receive a 4.5% across-the-board base salary increase.

1. Effective July 1, 2001, the salary range for each salary grade effective July 1, 2000, shall be increased upward by 4.0% as shown in Appendix E, and employees whose salaries are below the new range shall have their salaries adjusted to the minimum of the appropriate salary grade prior to the application of any other salary increases.

2. Employees whose salaries exceed the maximum of their grade (redlined) shall receive their 4.5% increase in the form of a lump sum payment. If a portion of their increase is above the maximum of their salary grade, that portion shall be paid in a lump sum.

B. Effective July 1, 2002, employees with a continuous employment date on or before March 31, 2002, shall receive a 4.0% across-the-board base salary increase.

1. The salary range for each salary grade shall be moved upward by 4.0% as shown in Appendix F, and employees whose salaries are below the new range shall have their salaries adjusted to the minimum of the appropriate salary grade prior to the application of any other salary increases.

2. Employees whose salaries exceed the maximum of their grade (redlined) shall receive their 4.0% increase in the form of a lump sum payment. If a portion of their increase is above the maximum of their salary grade, that portion shall be paid in a lump sum.

C. Effective November 1, 1999, the University established a separate salary scale for the technology positions in the Information Services and Technology (IS&T) Department. Employees in those positions were placed on that scale in the appropriate salary grade. Such employees received all salary entitlements based on those salary scales. Effective July 1, 2001, technology employees listed in Appendix G are moved to the technology scale in Appendix E. If their salaries, after the application of the 4.5% and 4.0% increases, respectively, are still below the minimum for their salary grade, their salaries shall not be increased to the minimum unless any requests for equity adjustments are approved by the Vice President for Human Resources Development and Labor Relations or designee.

Section 4. Lateral Changes in Position. Effective July 1, 2001, an employee who transfers from one position to another position in the same salary grade shall suffer no loss in pay. A salary increase will be considered for those employees whose duties and/or responsibilities significantly increase but whose points do not result in a promotion to a higher grade.

Section 5. Pay upon Promotion or Reclassification.

A. A promotion constitutes advancement to a job with greater duties and responsibilities in a higher salary grade or in the same salary grade and/or an upward position classification change where the degree of skill, effort and/or responsibility is significantly greater than the previously occupied position. Effective July 1, 2001, an employee who moves to a position in a higher salary grade by virtue of promotion, reclassification or other means, or is eligible for an in-grade promotion, shall receive an increase of not less than 3% through 10% in base pay but not less than the minimum of the new salary range, whichever is greater. Additional increases, up to 5%, can be approved by the University President upon the recommendation of the Vice President for HRD. The move to a higher salary grade or salary increases under this Section 5 will not affect the employee's entitlement to any other increases in compensation that may be applicable.

B. An employee promoted to a position in a higher salary grade will receive the salary adjustment effective on the first day in the new position. Effective July 1, 2001, an employee who is reclassified or who receives an in-grade promotion will receive the salary

adjustment retroactive to the beginning of the pay period following the date the reclassification request is received in HRD.

Section 6. If an employee is demoted or applies for and receives a position in a salary grade lower than the one currently held, and if the employee's current salary is above the maximum of the lower position's salary range, then the employee's salary will be reduced to the maximum of the lower salary grade's range, effective on the first day in the position. Otherwise, the employee's salary will remain the same. The move to a lower salary grade will not affect the employee's entitlement to any other increases in compensation that may be applicable.

Section 7. Market Adjustments. In order to maintain market competitiveness or to aid in the recruitment or retention of employees, it may be necessary for the University to adjust salaries. Such adjustments will be based on survey data or other facts documenting the threat to retention or inability to recruit at current salary levels. Both the University and the Union may propose such adjustments in accordance with O.R.C. § 4117. The University, at least ten (10) days prior to initiating any action under this Section, shall provide the Union President or designee with supporting documentation for proposed market adjustments.

Section 8. Equity Adjustments. An equity adjustment is a special salary action to correct an inequity that cannot be corrected within the normal salary guidelines. This adjustment is used to react to sudden shifts in the competitive market where the hiring rate of a new candidate may cause an internal inequity. Consequently, an adjustment may be applied to individual bargaining unit members or a specific classification affected by the inequity. The University, at least ten (10) days prior to initiating any action under this section, shall provide the Union President or designee with supporting documentation for proposed equity adjustments and shall satisfy its obligations under O.R.C. § 4117.

Section 9. Additional Compensation.

A. Compensation is permitted for additional professional services that are offered or required by the University.

B. All such services and participation shall be in addition to and exclusive of the regularly assigned duties and responsibilities performed by the employee and as described in the current job description of record.

C. No employee may receive additional compensation if the additional services occur in what would be defined and/or perceived by the supervisor as falling within the employee's regularly scheduled working hours, unless the employee requests and is granted the use of flexible scheduling, compensatory time, vacation time, or leave without pay.

D. Compensation.

1. Full-time, 9 or 10 month contract employees who teach and who accept a summer and/or intersession teaching assignment shall be paid as per the summer and intersession provisions of this contract. Full-time, 12-month professional staff members who have a summer and/or intersession teaching assignment as part of their regular job duties and who accept an overload course(s) shall be paid for the overload course(s) as per the summer and/or intersession compensation provisions of this contract. Twelve-month employees who do not have a regular

summer and/or intersession teaching assignment as part of their official job duties may teach a summer and/or intersession course(s) beyond their 40-hour week. Such employees shall be paid for those courses as per the summer and/or intersession compensation provisions of this contract.

2. Employees may teach course(s) in either their home department or in another department at the University, up to a maximum of six (6) credit hours per semester beyond their regular teaching assignment for any given semester, except summer and intersession, and shall be paid for said course(s) at the rate then current in that department to which the employee is entitled by virtue of qualifications, experience, and length of service to the University, if applicable. Such assignment(s) is considered an overload, and requires that the home department be informed and approve of the additional assignment(s). Such approval shall not be unreasonably withheld. Any grievance regarding the withholding of such approval shall be commenced at Step 3.

3. In all circumstances and at all times, an employee may choose not to accept the overload course(s).

4. Employees may provide services other than teaching a course(s), beyond their 40-hour week in either their home department or in another department at the University that are not functionally related to the requirements of their regular positions and shall be paid at the rate determined by the Director of Compensation, in consultation with the department administrator in the department where the service(s) is performed. Such assignment(s) requires that the home department be informed and approve of the additional assignment(s). Such approval shall not be unreasonably withheld. Any grievance regarding the withholding of such approval shall be commenced at Step 3.

#### Section 10. Librarians.

A. There are four (4) job ranks for University Library Librarians and Law Librarians: Assistant Librarian (salary grade 6), Senior Assistant Librarian (salary grade 6), Associate Librarian (salary grade 7), and Librarian (salary grade 8). These ranks are described in Appendix H, Procedure and Qualifications for Appointment and Promotion of Bargaining Unit Librarians in Rank.

B. Each University Library Librarian shall be assigned a rank no later than November 30, 2001, and each Law Librarian shall be assigned a rank no later than December 31, 2001. Such assignment shall be retroactive to July 1, 2001. Librarians shall be assigned a salary grade based upon their librarian rank as described in Section 10.A, above, and Appendix H, Procedure and Qualifications for Appointment and Promotion of Bargaining Unit Librarians in Rank. Librarians whose salaries are below the new range of the salary schedule effective July 1, 2001, as shown in Appendix C, shall have their salaries adjusted to the minimum of the appropriate salary grade prior to the application of the base salary increases described in Section 1, above. Librarians receiving a promotion in librarian rank shall receive a base salary promotion increment according to the following schedule, after the addition of any other negotiated base salary increases:

- |   |         |
|---|---------|
| 1. Assistant Librarian (salary grade 6)<br>to Senior Assistant Librarian (salary grade 6) | \$2,000 |
|---|---------|

- |    |  |         |
|----|--|---------|
| 2. | Senior Assistant Librarian (salary grade 6)<br>to Associate Librarian (salary grade 7) | \$3,000 |
| 3. | Associate Librarian (salary grade 7)<br>to Librarian (salary grade 8)                  | \$4,000 |

C. Thereafter, in October of any year, Assistant Librarians, Senior Assistant Librarians, and Associate Librarians may apply for promotion to the next higher rank in accordance with the procedures outlined in Appendix H. Librarians are also eligible to apply for promotions, reclassifications and in-grade promotions in accordance with Article XIV of this Agreement.

D. Librarian Rank and Salary Grade: Librarians at the librarian rank of Assistant Librarian and Senior Assistant Librarian are placed at Salary Grade 6; librarians at the librarian rank of Associate Librarian are placed at Salary Grade 7; librarians at the librarian rank of Librarian are placed at Salary Grade 8. As a result of a reclassification, the salary grade of a librarian may be higher than the grade of the corresponding librarian rank. When a librarian at a salary grade higher than the grade of the corresponding librarian rank receives a promotion to the next librarian rank, the librarian receives the monetary award specified in Article XVI, Section 10.B, above, but retains the current salary grade.

Section 11. The University shall notify employees of all applicable changes in wages, including retroactive pay, by year.

## ARTICLE XVII

### INSURANCE

Section 1. The University shall offer full-time employees ("employees") with appointments of six (6) months or longer all health, life and disability benefits that meet or exceed those coverages in effect as of July 1, 2001.

Section 2.

A. For the term of this Agreement, the University shall pay the entire cost of the Kaiser Health Care Plan

B. For the plan year July 1, 2001 through June 30, 2002 only, employees selecting one of the SuperMed Select Plans shall be responsible for the following level of contributions:

Traditional Plan

Single -- \$57.00

Family -- \$135.00

Value Plan

Single -- \$32.00

Family -- \$75.00

After June 30, 2002, employees shall be responsible for the level of employee contributions in effect on June 30, 2002, plus one-half (1/2) of all increases in the SuperMed Plans' premium rates after June 30, 2002.

C. Employees selecting the Medical Mutual of Ohio – Traditional Plan shall co-pay \$5 for Generic and \$10 (if no Generic exists or if Dispensed As Written (DAW) for medical necessity by physician) for Brand retail purchases of prescription drugs. The Mail Order co-payment by employees shall be \$10 for a 90-day supply of Generic and \$20 (if no Generic exists or if Dispensed As Written (DAW) for medical necessity by a physician) for a 90-day supply of Brand. If the Generic equivalent does exist and the employee purchases the Brand, the employee shall pay the difference between the Brand and Generic in addition to the co-pay.

D. Employees selecting the Medical Mutual of Ohio – Value Plan, shall co-pay \$8 for Generic retail purchases of prescription drugs. If no Generic exists or Dispensed As Written (DAW) for medical necessity by a physician, the employee shall pay \$15 for Formulary Brand and \$22 for Non-Formulary Brand. The Mail Order co-payment by employees shall be \$15 for a 90-day supply of Generic, and if no Generic exists or Dispensed As Written (DAW) for medical necessity by a physician, \$30 for a 90-day supply of Formulary Brand and \$45 for a 90-day supply of Non-Formulary Brand. If the Generic equivalent of a Brand does exist and the employee purchases the Brand, the employee shall pay the difference between the Brand and the Generic in addition to the co-pay.

E. The University shall maintain the University-wide Health Care Committee for the purposes as outlined in Article 19, Section 19.4 of the 2000-2003 Collective Bargaining Agreement between the University and the AAUP. The representatives of the Union will recommend that the Health Care Committee research the health insurance benefits offered by the State of Ohio to its employees for the purpose of determining the University's ability to participate in the State of Ohio's health plans. If such recommendation is accepted, the Health Care Committee should conclude such research and recommendations on or before February 1, 2002 so that the notification requirements for any proposed changes in health insurance benefits can be completed prior to the implementation of any changes effective July 1, 2002. Union participation in the Health Care Committee shall not be construed to be a waiver of the Union's right to negotiate with respect to changes, if any, in health insurance benefits as provided for in this Agreement.

Should the Health Care Committee determine to recommend modification, deletion or replacement of any of the University's health insurance benefits, such recommendations will be subject to joint negotiations between the Unions representing University employees (the SEIU, the AAUP, the CWA and the FOP, "the Unions") and the University. Any tentative agreements reached between the parties will be subject to approval by the Union.

F. In the event that the University desires to make changes in health insurance benefits in effect as of July 1, 2001, as recommended by the Health Care Committee, it shall

notify the Union in writing no less than 120 days prior to the effective date of the proposed changes. Within 30 days after receipt of written notice, the Unions may jointly notify the University of their desire to reopen negotiations on the subject of health insurance benefits. If the Unions decline to negotiate over the recommendations of the Health Care Committee, there will be no changes in the health insurance plans in effect at that time.

If the University and the Unions agree to negotiate, they shall bargain in good faith for a period of 30 days following receipt of a notice to reopen. At any time during this 30-day period, the parties may request by mutual agreement that the State Employment Relations Board (SERB) of the Federal Mediation and Conciliation Service (FMCS) appoint a mediator to assist the parties. Any tentative agreements reached between the University and the Unions will be subject to approval by the Unions. If the University and the Unions cannot reach tentative agreement, the negotiations will end and there will be no changes in the health plans in effect at that time.

G. District 1199 reserves the right to negotiate issues not covered in the joint agreement between the Unions as they apply to its Collective Bargaining Agreement and constituencies.

H. Cost increases should encourage efficient and reasonable use of health care and promote wellness (i.e., as in generic substitutes, mail-order prescriptions, and preventive care). The University will endeavor, within budgetary constraints, to educate the employees about these matters. The Health Care Committee may assist the University in the development, content and format of programs that address these issues.

I. The University shall pay the full premium cost of the dental benefits.

J. The University shall pay the full premium cost of the "Basic" vision plan. For the "Opt-Up" vision plan, full-time employees shall pay the difference between the premium cost of the "Opt-Up" plan and the "Basic" plan.

K. If during the life of this Agreement any state university in Ohio extends paid benefits to same-sex domestic partners, Cleveland State University will, as promptly as possible, extend its spousal benefits to the same-sex domestic partners of bargaining unit employees. The University shall negotiate with the Union concerning the implementation of these benefits. The granting of such benefits by the University must be consistent with all other provisions and limitations of this Agreement and with applicable laws and regulations.

Section 3. Full-time employees who elect to waive medical coverage shall receive an annual payment of \$700 within thirty (30) calendar days of the end of the plan year. The employee must provide proof of coverage from another source. The election must be made in writing to the Director of Benefits during the annual open enrollment period. An employee who elects no medical insurance coverage subsequently may elect to participate in the insurance plan during that year, subject to the rules of the carrier, if the employee has had a change in status as defined by Section 125 of the Internal Revenue Code. Upon election to participate in coverage, the employee waives eligibility for the annual cash payment.

Section 4. Life Insurance.

A. The University shall provide employees the following life insurance coverages:

1. Basic group term life insurance coverage equal to one and one-half (1-½) times base annual salary, subject to a minimum coverage level of \$10,000 and a maximum coverage level of \$50,000, and an equal amount of Accidental Death and Dismemberment insurance. All benefit provisions are subject to the terms and conditions set forth in the Plan Certificates.

2. Effective January 1, 2002, Business Travel Accident Insurance, which contains the following benefits:

a. Repatriation Benefit, subject to a maximum coverage level of \$10,000.

b. Family Transportation Benefit, subject to a maximum coverage level of \$1,000.

c. Business Travel Accident Benefit for an amount equal to two (2) times base salary, subject to a maximum coverage level of \$100,000.

All benefit provisions are subject to the terms and conditions set forth in the Plan Certificates.

B. The University will provide the option for employees to purchase, on an after-tax basis, voluntary group term life insurance up to an additional \$300,000 for themselves, up to \$150,000 for their spouses, and \$5,000 dependent life insurance for their eligible dependent children. All benefit provisions are subject to the terms and conditions set forth in the Plan Certificates.

Section 5. Flexible Spending Accounts (FSA). The University will make available to employees Medical and Dependent Care Flexible Dependent Care Spending Accounts which allow employees to set aside funds on a pre-tax basis to pay eligible unreimbursed medical and dependent care expenses during the plan year. The maximum allowable FSA per annum is \$5,000 for the Medical Reimbursement Plan and \$5,000 for the Dependent Care Reimbursement Plan.

Section 6. Disability Insurance. The University shall continue to provide a disability insurance plan fully paid by the University. After a 90-day waiting period, the plan pays up to 60% of an employee's base salary, up to a maximum of \$5,000 per month, if the employee is unable to work due to injury or illness. These benefits are reduced by any amount received from PERS, STRS and Social Security. The plan also provides deposits to a retirement annuity.

Section 7. Employee Assistance Plan. The University shall continue to provide an employee assistance plan fully paid by the University and shall make it available to all employees and their household members.



## ARTICLE XVIII

### PART-TIME EMPLOYEES

#### Section 1. Benefits Eligibility.

A. Part-time employees may enroll in the following benefit plans:

1. Single and Family Health Care Coverage (HMO Plan only)
2. Medical Flexible Spending Account
3. Dependent Care Assistance Plan
4. Voluntary Group Life Insurance

B. Part-time employees who choose to enroll in these plans will pay the full cost for their participation.

Section 2. Employee Assistance Plan. The University shall provide an employee assistance plan fully paid by the University and shall make it available to all part-time employees and their household members.

Section 3. Definition of Part-time Employee for Benefits Eligibility. For purposes of this Article, a part-time employee is defined as an employee with an appointment of six months or longer in a permanent or funds available position who regularly works twenty (20) or more hours per week but less than forty (40) hours per week.

## ARTICLE XIX

### PAY DAYS, PAYCHECKS, AND PAYROLL PROCEDURES

Section 1. Pay Frequency. Employees on a nine-month academic year may elect to be paid in twenty-four (24) or eighteen (18) equal installments. Employees on a ten-month academic year may elect to be paid in twenty-four (24) or twenty (20) equal installments. Twelve (12) month employees are paid in twenty-four (24) equal installments. Paychecks shall be deposited directly into an employee's bank or credit union account. The University reserves the right to change the current payroll cycle to a bi-weekly process, and shall inform the Union, in writing, at least thirty (30) calendar days prior to such change.

Section 2. Voluntary 403(b) Plans. Employees may participate in a tax-sheltered annuity option plan by authorizing the University to make a payroll deduction from each participating employee's paycheck and to make the payment to the registered annuity carrier selected by the employee. Employees may select any of the registered qualified companies offering these plans and may change companies at their own discretion, subject to the rules and regulations of the carriers, the University and the Internal Revenue Code. The University will select and retain annuity carriers based on employee participation.

Section 3. Retirement Plan Participation. All employees of the University come under the provisions of the Public Employee Retirement System (PERS) or the State Teachers' Retirement System (STRS). The University and the Union agree to abide by any and all rules

and regulations now in effect or subsequently enacted by PERS or STRS. The University shall pick up the PERS or STRS contribution for each employee on a pre-tax basis. Eligible employees may elect an alternate retirement plan (ARP) in accordance with the Ohio Revised Code.

Section 4. Purchase of Past Service Credit (PERS/STRS). Employees may request the University to purchase eligible past service credit through payroll deduction for STRS or PERS on either an after-tax or pre-tax basis, according to the employee's election, and subject to the rules of STRS or PERS and the Internal Revenue Code.

## ARTICLE XX

### HOLIDAY OBSERVANCE

Section 1. Holidays. Employees are entitled to ten (10) paid holidays. They are:

New Year's Day	Martin Luther King Day
Presidents' Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans' Day
Thanksgiving Day	Christmas Day

The Administration may establish alternative days of observance for the following holidays:

Martin Luther King Day	Presidents' Day
Columbus Day	Veterans' Day

Section 2. Payment. Holiday pay is defined as straight time payment for a holiday whether worked or not. Holiday pay is included in calculations of active pay status. All full-time employees shall receive eight (8) hours of holiday pay for the holidays in Section 1 above. Pay shall be prorated for part-time employees. Part-time employees shall be paid for the number of hours they would normally be scheduled to work on the holiday.

Section 3. Employees who are required to report to work on holidays will be paid at the rate of one and one half (1 ½) times the regular rate of pay for all hours worked in addition to the holiday pay.

## ARTICLE XXI

### VACATION LEAVE

Section 1. Vacation Leave. Full-time employees earn vacation leave at the rate of 1.83 days a month or a total of twenty-two (22) workdays per year, prorated for the nine month or ten month academic year. Employees appointed to a part-time position of one-half time or more will earn vacation leave on a prorated basis.

Full-time employees on a nine month or ten month academic year who are issued a supplemental summer contract are not required to use vacation during the summer semester.

Section 2. Scheduling. Vacation leave shall be available to employees to the extent earned. Employees shall schedule their vacations after consultation with and approval by their supervisor. Whenever possible, vacation shall be scheduled at the preference of the employee.

Section 3. Holidays. When a holiday occurs during vacation leave, employees receive holiday pay in accordance with Article XX, (Holiday Observance), for the holiday; the pay is not charged to vacation leave.

Section 4. Maximum Accumulation. Vacation leave accumulation may not exceed 44 days at any time within a fiscal year. On June 30 each year, employees may carry over a maximum of thirty (30) days (240 hours) of accumulated vacation leave to the next fiscal year. The Vice President for Human Resources Development and Labor Relations or designee may grant exceptions to the vacation leave carryover limitation at his/her discretion.

Upon termination of employment, employees are entitled to pay for up to a maximum of twenty-two days.

Section 5. Notice. The University will continue to provide a statement of an employee's accumulated vacation.

Section 6. Professional Staff Employees Who Teach. Full-time professional staff employees who teach who are academic year employees will not be eligible to earn and accrue vacation leave. Such employees are expected to be in attendance during the academic year to perform teaching and appropriate academic duties in accord with established requirements of the University.

## ARTICLE XXII

### PAID LEAVES

Section 1. Sick Leave. Sick leave with pay is a benefit available during absence due to personal illness; injury; medical confinement or disability; medical, dental or optical examinations; for the illness of or medical attention for a member of the immediate family; to cover a period of quarantine required by exposure to a contagious disease; or for the death of a member of the immediate family of the employee. For purposes of this Article, immediate family includes mother, father, brother, sister, spouse, daughter, son, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, stepparents, step children, legal guardian, or other person who stands in place of a parent.

A. Accrual Sick leave will accumulate at the rate of 1.25 days (ten hours) for each month of service, without limit, and including periods of vacation and sick and other paid leave. Sick leave accumulation is pro-rated for nine and ten month academic year appointments. Employees on less than full-time status shall receive sick leave credits proportionate to the percent of time or hours worked as compared to full-time employees.

B. Notification and Certification. For planned absences, consistent with Section 1 of this Article, the employee must notify the appropriate supervisor and gain prior approval. For unanticipated absences consistent with Section 1 of this Article, sick leave with pay shall be granted, provided the employee has reported the absence to the office of the department chairperson or supervisor prior to the beginning of duty, or as soon as practicable, except in case of an emergency. Employees failing to comply with sick leave notification procedures or who abuse sick leave may be subject to discipline.

The University reserves the right to require medical certification in cases of planned or unanticipated absence and prolonged or repeated absence. The University ordinarily will not require such a certificate in the case of illness or injury of less than three (3) days' duration. The University may also require medical certification as evidence of the employee's fitness to return to work.

C. Transfers/Other Public Service. If an employee transfers from one department of the University to another, from the University to another Ohio Public Agency, or from another State of Ohio Agency to Cleveland State University, accumulated sick leave credits will transfer insofar as allowed by law. Proof of sick leave credits must be furnished to the University in writing by the former employer of the employee transferring credits from another State of Ohio employer.

D. Coordination with Holidays. When a holiday occurs during a period of paid sick leave, the employee receives regular holiday pay; the time is not charged to sick leave.

E. Exhaustion of Sick Leave Balance. If an absence is due to sickness and extends beyond accumulated sick leave, the employee may request vacation, with the supervisor's approval. An employee may also be eligible for the Sick Leave Bank in accordance with Section 2, below. Leave without compensation may be requested in accordance with Article XXIII (Unpaid Leaves).

F. Disability. If the disability due to sickness extends beyond three (3) months, eligible employees may apply for disability benefits.

G. Sick Leave Prior to Agreement. All unused sick leave accumulated prior to the effective date of this Agreement shall be available for use by the employee.

H. Balance Tracking. The University will continue to provide a statement of accumulated sick leave.

I. Recordkeeping. The University shall be responsible for establishing and maintaining procedures for recording the use of sick leave.

Section 2. Sick Leave Bank (SLB). A sick leave bank (SLB) shall be provided for employees. The purpose of the SLB is to provide additional sick leave to members of the SLB who have exhausted accumulated sick leave and otherwise qualify for it. The Administration shall maintain the SLB for employees who elect to join.

A. A full-time employee who elects to join the SLB must have accumulated at least eighty (80.0) hours of sick leave. A part-time employee must have accumulated an amount

proportionate to the percent of time or hours worked in a two-week period as compared to a full-time employee. A full-time employee joins the SLB by directing, in writing, the contribution of ten (10.0) hours of the member's accumulated sick leave into the SLB. A part-time employee joins the SLB by directing, in writing, the contribution of an amount proportionate to the percent of time or hours worked as compared to a full-time employee. Membership in the SLB continues until the employee leaves the university or until there is a call for SLB donations and the employee does not properly respond to the call. Sick leave time donated to the SLB is not refundable.

B. All employees shall be notified by HRD at the annual enrollment period each September of the existence of the SLB and shall be provided the opportunity to become members after becoming qualified for membership, as described in Section 2.A, above.

C. Qualified employees may enroll into the Sick Leave Bank during September of any calendar year.

D. When the time available in the SLB becomes less than five (5) hours times the number of SLB members, a donation of an additional five (5.0) hours of sick leave shall be called for from all SLB members who have at least eighty (80.0) hours of accumulated sick leave (prorated for part-time employees). SLB members who have fewer than eighty (80.0) hours of accumulated sick leave (prorated for part-time employees) shall be exempt from this call for donations. A member who has at least eighty (80.0) hours of accumulated sick leave (prorated for part-time employees) and who does not make a called-for donation shall cease membership in the SLB.

E. Any member who has fewer than eighty (80.0) hours of accumulated sick leave (prorated for part-time employees) and who anticipates the need for more sick leave than he/she has available may submit a request to the SLB committee for the transfer of sick leave time from the SLB to the member. The request shall be reviewed by the SLB committee and the committee's decision, by majority vote, shall be binding. Decisions by the SLB committee may not be grieved.

F. The SLB committee shall consist of three (3) representatives appointed by the Union and one representative each from the Office of the Provost and Senior Vice President and the Office of Human Resources Development and Labor Relations.

G. The maximum length of time available to any member from the SLB in response to an application is one hundred and sixty (160) hours (prorated for part-time employees). Additional extensions may be made if the sick leave time transferred in response to an application proves to be insufficient up to a total of three hundred and twenty (320) hours (prorated for part-time employees) in a twelve (12) month period. At no time may the SLB committee transfer more sick leave time from the SLB than is available in the bank.

H. Time from the SLB may be granted because of absence due to non-chronic conditions, catastrophic accident or illness, and primary caretaking for a member of the immediate family. Conditions caused by incidents covered by workers' compensation are not eligible for SLB time.

I. Employees applying for time from the SLB must also apply for disability benefits, if eligible.

Section 3. Annual Military Reserve Duty. Employees who participate in military reserve programs are entitled to leaves of absence without loss of pay for a period or periods not to exceed thirty-one (31) days per calendar year.

Section 4. Judicial Leave. Leave with pay is granted when an employee is called for jury duty or is subpoenaed to testify as a witness before any court or governmental hearing body. Service as an expert witness shall be considered to be in the same category as outside employment and shall be subject to the limitations specified in Article XXXIV (Consulting and Extramural Employment).

## ARTICLE XXIII

### UNPAID LEAVES

Section 1. Special Leave. Employees may apply for and may be granted a leave of absence without pay for such reasons as study, research, professional employment, vacation, or other personal or professional reasons not specifically covered by the Agreement. The employee shall continue to accrue seniority while on a special leave of absence.

#### Section 2.

A. Medical Leave. An employee who is injured, physically incapacitated, or unable to work for other reasons of a medical nature may apply for and shall be granted an unpaid medical leave of absence. The duration of such leave shall be a maximum of six (6) months after an employee has exhausted all her/his accumulated paid sick leave. Any FMLA leave that an employee is granted shall run concurrently with a medical leave of absence. Additional medical leave may be granted at the discretion of the University. The University may require proof of illness or injury. The employee shall continue to accrue seniority while on medical leave.

B. Disability Leave. An employee who has exhausted her/his accumulated sick leave, may, if physically incapacitated for the duties of her/his position, request a disability leave for a period not exceeding three (3) years, provided the employee meets the medical standards for disability as defined by PERS, STRS and/or Social Security. The University may require medical verification of the disability. The employee shall continue to accrue seniority while on disability leave.

C. Physician Examination. When requested, the employee must submit a satisfactory physician's statement prior to being granted a medical or disability leave, except in cases of emergency. The University may also require medical certification as evidence of fitness to return to work. The University reserves the right to require a second opinion by a doctor of the University's choice who has expertise in diagnosis of and treatment of the employee's disability as to the necessity of the requested leave of absence. The second opinion shall be at the University's expense. If there is a conflict between the doctors' opinions, the selected doctors shall appoint a third doctor acceptable to both whose opinion as to the need for a leave

shall control. The expenses of the third doctor shall be borne equally by the employee and the University.

D. In addition to FMLA leave, where applicable, employees may apply for and may be granted an unpaid parental leave of absence for childbirth or adoption; or a serious illness or long-term personal emergency of the employee's child; or for the serious illness of an immediate family member as defined in Article XXII (Paid Leaves). Leave of absence requests for illness in the immediate family are subject to medical verification.

**Section 3. Family and Medical Leave Act (FMLA).** The University shall meet and comply with the requirements of the Family and Medical Leave Act of 1993 ("FMLA") and regulations issued pertaining thereto. The University retains the right to implement regulations and/or technical corrections as necessary.

A. Nothing in this collective bargaining agreement shall be construed as limiting an employee's eligibility for or entitlement to leave pursuant to the Family and Medical Leave Act of 1993. Nothing in the FMLA and regulations issued pertaining thereto shall reduce or eliminate the benefits provided by the terms of this Agreement.

B. Definitions.

Eligible Employee: Employees who have been employed at the University for at least twelve (12) months, and who have worked for at least 1,250 hours in the previous twelve (12) months.

Child Care Leave: Leave of Absence necessitated by placement of a son or daughter with the Eligible Employee for adoption or foster care for a maximum of twelve (12) weeks. Leave must be taken within twelve (12) months of the event. Leave may be taken intermittently or on a reduced schedule with the permission of the University.

Family Medical Leave: Leave of absence necessitated by care of the Eligible Employee's spouse, son, daughter, or parent with a serious health condition. Leave may be taken intermittently or on a reduced schedule only if the schedule is needed for medical reasons. A health care provider's statement is required and must contain certification of the family member's condition, the necessity of the intermittent or reduced schedule that the Eligible Employee is needed to care for the family member, and an estimate of the amount of Leave time needed.

Leave: A Child Care, Family Medical, Medical, or Parental/Child Care Leave of Absence provided by this Family and Medical Leave Policy which will be unpaid except to the extent accrued sick time and/or accrued vacation time must be used by the Eligible Employee in accordance with this policy.

Medical Leave: Leave of absence necessitated by a serious health condition that makes the Eligible Employee unable to perform the functions of the position. Leave may be taken intermittently or on a reduced schedule only if the schedule is needed for medical reasons. A health care provider's statement is required and must contain certification of the employee's condition, the necessity of the intermittent or reduced schedule, that the Eligible Employee is

unable to perform the functions of his or her job, and an estimate of the amount of Leave time needed.

Parent: The biological parent of an employee or an individual who stood in place of a parent to an employee when the employee was a son or daughter.

Parental/Child Care Leave: The medically verified Leave of Absence needed for birth and for the care of the son or daughter immediately following birth for a maximum of twelve (12) weeks. Leave must be taken within twelve (12) months of the birth. Leave may be taken intermittently or on a reduced schedule with the permission of the University.

Serious Health Conditions: An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Son or Daughter: A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in place of a parent, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

Spouse: A husband or wife under the law of the State of Ohio.

C. An Eligible Employee is entitled to:

1. Twelve (12) weeks of Leave in a 12-month period under certain circumstances. Except to the extent that accrued sick time and vacation time must be used as described herein or the employee elects to use compensatory time, the Leave is unpaid. During unpaid Leave, the University will not contribute to retirement plans. While full-time Eligible Employees are entitled to twelve (12) workweeks of Leave (60 working days), part-time Eligible Employees are entitled to a prorated number of days equal to their part-time schedule, e.g., an Eligible Employee who works three (3) days/week is entitled to thirty-six (36) Leave days. Unused Leave cannot be carried over from year to year.

The 12-month period of FMLA Leave is considered a "rolling year" in which the effective date of the Leave triggers the beginning of the 12-month period. For instance, if an Eligible Employee takes twelve (12) weeks of Leave beginning on March 1, more Leave would be available beginning the following March 1.

2. Take the Leave all at once or, if medically necessary, intermittently or on a reduced schedule. Leaves described below in Sections C.3.a and C.3.b shall not be taken by an Eligible Employee intermittently or on a reduced Leave schedule without the written consent of the Department Head or Dean, the Department of Human Resources Development and Labor Relations, and the appropriate Vice President or Provost.

3. Leave due to the following:

a. Birth of a son or daughter of the Eligible Employee and to care for the son or daughter (Parental/Child Care Leave). Leave must be taken within twelve (12) months of the birth. Medical documentation is required.



An Eligible Employee is required to use all accrued vacation time for all or any part of the 12-week period of such Leave. Accrued sick time may not be used.

For Leave due to the Medical condition of the mother, see Section C.3.d below (Medical Leave).

b. Placement of a son or daughter with an Eligible Employee for adoption or foster care (Child Care Leave). Leave must be taken within twelve (12) months of the placement. Legal documentation is required.

An Eligible Employee is required to use accrued vacation time for all or any part of the 12-week period of such Leave. Accrued sick time may not be used.

c. Care of an Eligible Employee's spouse, son, daughter, or parent with a serious health condition (Family Medical Leave). Leave may be taken intermittently or on a reduced schedule only if the schedule is needed for medical reasons.

A health care provider's statement is required and must contain certification of the employee's or the family member's condition, the necessity of the intermittent or reduced schedule (if applicable), that the Eligible Employee is needed to care for the family member, and an estimate of the amount of Leave time needed. If the University doubts the validity of the certification, it may require, at its own expense, the opinion of a second health care provider designated or approved by the University.

An Eligible Employee is required to use all accrued sick time and accrued vacation time for all or any part of the 12-week period of such Leave.

d. A serious health condition that makes the Eligible Employee unable to perform the functions of the position (Medical Leave). Leave may be taken intermittently or on a reduced schedule only if the schedule is needed for medical reasons.

A health care provider's statement is required and must contain certification of the Eligible Employee's condition, the necessity of the intermittent or reduced schedule (if applicable), the inability of the Eligible Employee to perform the functions of his or her job, and an estimate of the amount of Leave time needed. If the University doubts the validity of the certification, it may require, at its own expense, the opinion of a second health care provider designated or approved by the University.

An Eligible Employee is required to use all accrued sick time and accrued vacation time for all or any part of the 12-week period of such Leave.

D. Resolution of Conflicting Opinions. In any case in which the second opinion described in Sections C.3.c and C.3.d above differs from the original medical certification provided by the Eligible Employee, the University may require, at its own expense, that the Eligible Employee obtain a third medical opinion from a health care provider approved by both the Eligible Employee and the University. That third opinion shall be final and binding on both the Eligible Employee and the University.

E. Foreseeable Leave with Timely Notice. Eligible Employees generally must give at least thirty (30) days notice of intention to take Leave when the precipitating event is foreseeable such as a birth, adoption, or planned medical treatment.

Eligible Employees are required to make a reasonable effort to schedule a foreseeable Leave so as not to disrupt unduly the operations of the University.

F. Foreseeable Intermittent Leave or Leave on a Reduced Schedule. If an Eligible Employee requests an Intermittent Leave or a Leave on a reduced schedule under Sections C.3.c and C.3.d above, the University may require the Eligible Employee to transfer temporarily to an available alternative position with equivalent pay and benefits that better accommodates recurring periods of Leave.

G. Leave for Husbands and Wives Who Are Both Eligible Employees. Spouses who are both employed by Cleveland State University are eligible for a combined total of twelve (12) workweeks of Leave (for birth, placement, or to care for a single sick parent) which they can split between them. However, each spouse is entitled to twelve (12) full workweeks of Leave for his or her own illness or to care for a sick child or spouse.

H. Maintenance of Health Benefits. The University will continue coverage under the Eligible Employee's group health plan(s) (medical, dental, vision, medical reimbursement account) for the duration of the twelve (12) workweeks at the level and under the conditions coverage would have been provided if the Eligible Employee had continued in employment continuously during the Leave.

I. Payment for Health Benefits. The Eligible Employee must continue to pay the employee's share of the premium payments. If an Eligible Employee fails to remit his or her share of the premium payments during the Leave period, coverage will be terminated.

See Section K below for an Eligible Employee's responsibility for payment of the entire premium for failure to return from Leave.

J. Extending Approved Leave Beyond Twelve (12) Week Leave. Those Eligible Employees whose conditions or obligations persist beyond the 12-week Leave period may apply for leaves of absence according to this Article XXIII (Unpaid Leaves). The twelve (12) workweek FMLA Leave will be counted toward any total Extended Leave which is approved.

K. Return From Leave.

1. An Eligible Employee who takes Leave shall be entitled upon return from such Leave:

a. to be restored to the same position of employment held by the Eligible Employee when the Leave commenced; or

b. to be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

If a substitute professional staff instructor(s) needs to be hired to cover an Eligible Employee's Leave, it will be within the University's discretion to not return the Eligible Employee to teach course(s) during an academic semester. Such Eligible Employee shall perform other duties as assigned in the interim.

If a layoff occurs during the period of Leave, an Eligible Employee on Leave shall receive the same rights, upon return to work, as other employees under this Agreement.

2. Eligible Employees will not be entitled to accrual of any employment benefits during the period of unpaid Leave.

3. If the Eligible Employee fails to return from Leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the leave or for circumstances beyond the Eligible Employee's control, the University may recover from the Eligible Employee the premiums paid by the University for continuously maintaining group health coverage.

4. The University may require certification from a health care provider that an Eligible Employee on a Medical Leave is able to return to work from such Medical Leave.

L. All terms which are not defined in this Section 3 (Family and Medical Leave Act) shall have the same meaning as those terms are defined in the Family and Medical Leave Act.

Section 4. Military Service Leave. The provisions of State and Federal Law shall prevail for all aspects of military leave, including request for and return from such leave.

Section 5. Candidacy for Public Office. An employee may run for or accept public office under the following conditions:

A. The employee shall in all cases submit a full statement of any proposed campaign activities and of the responsibilities of the office which may be assumed to the Vice President of Human Resources Development and Labor Relations.

B. When, in the judgment of the University, those activities and responsibilities will conflict with the professional obligations of the employee, a written application for reduced levels of employment and compensation or for special leave without pay shall be submitted to the Vice President of Human Resources Development and Labor Relations at least ninety (90) days before the assumption of said activities or responsibilities.

Section 6. Union Leave.

A. With the permission of the University, a leave of absence without pay and without loss of seniority or benefits will be granted where possible to those employees who are elected or selected by the Union to conduct Union business. Such permission will not be unreasonably withheld; however, the employee and/or the Union shall make the request at least forty-eight hours (48) prior to the date the leave is to commence. Every effort will be made by the Union to give as much advance notice as possible. It is understood that a maximum of ten (10) employees will be granted such leaves per year. Annually, up to ten (10) employees may be granted such a

leave, and cumulatively such leaves shall not exceed thirty (30) working days per year; no such leave shall exceed five (5) consecutive work days. These leaves shall not interfere with the necessary operations of the University. Moreover, it is agreed that approved leaves taken by the Local Union President under this procedure shall not be limited to five (5) consecutive work days and shall not be considered for purposes of calculating the thirty (30) day limitation.

B. An employee with at least one (1) year of service who accepts full-time assignment with the Union by election, appointment, or hire shall be granted a leave of absence without pay and not to exceed one (1) year for said assignment without loss of seniority. Upon application in writing, said leave may be extended for an equal period of time. Not more than one (1) employee may be on such a leave at any one (1) time.

Section 7. General Provisions for Unpaid Leaves.

A. All leaves without pay are granted at the discretion of the Vice President of the Department of Human Resources Development and Labor Relations, or designee. Applications for such leaves must be submitted to and approved by the employee's supervisor, unit head, and Vice President or Provost prior to being submitted to the Department of Human Resources Development and Labor Relations. Except as otherwise specified in this Article, requests for non-emergency leave should be submitted at least one (1) month prior to the beginning of the leave date.

B. An unpaid leave of absence is not considered a break in seniority, and additional seniority shall continue to accrue. During an approved unpaid leave of absence, the employee will not accumulate vacation leave, sick leave, or holiday time. An employee may request an extension of any unpaid leave of absence in writing to her/his appropriate administrator.

C. The employee shall notify the University of her/his expected date of return from an unpaid leave of absence without pay. Upon completion of such leave, the employee is to be returned to the position formerly occupied, or to an equivalent position if the employee's former position no longer exists, at the same rate of pay including any increases that would have accrued if the employee had been on the job. If a layoff occurs during the period of leave, the employee on leave shall receive the same rights upon return to work as other employees under this Agreement.

D. The University will continue to pay its share of all group insurance benefits consistent with the procedure set forth in this Agreement during an unpaid leave of absence such that said group coverages are continued through the end of the calendar month in which the employee last actually worked or was on paid leave status, whichever is later. Beginning with the first day of the calendar month immediately following the month in which the employee last actually worked or was on paid leave status, whichever is later, the employee shall be responsible for paying for insurance benefits consistent with the provisions of COBRA for such period of time as the employee is eligible for COBRA coverage.

E. The University shall continue Basic Life Insurance coverage for an employee who becomes disabled according to the provisions of PERS, STRS, or Social Security for a period not to exceed three (3) years.

## ARTICLE XXIV

### EMERGENCY CLOSING

Section 1. When an emergency is declared by the President of the University or designee, pursuant to the University's emergency closing policy, employees in the affected part(s) of the University who are scheduled to work will receive their regular compensation for any straight-time hours they are not permitted to work due to such closing.

Section 2. Employees in the affected part(s) of the University who are required to work when other employees are excused due to the declared emergency shall be compensated at straight time for all hours worked. In addition, such employees shall receive their regular compensation for the hours they are scheduled to work, not to exceed eight (8) hours.

## ARTICLE XXV

### SENIORITY

Section 1. Seniority for a full-time employee (including academic year employees) or part-time employee shall be that employee's uninterrupted length of continuous service from the original date of hire with the University. Following ratification of this Agreement, seniority for a part-time employee shall be prorated in accordance with full-time equivalency. Temporary employees in their current positions who become members of the bargaining unit after one year in those positions, in accordance with Article II (Recognition), shall be credited with seniority from the date of hire in the temporary positions.

Section 2. Seniority shall be broken when an employee:

- A. Quits or resigns;
- B. Is discharged for just cause;
- C. Is laid off more than eighteen (18) months;
- D. Is absent without notice for three (3) consecutive work days unless failure to give notice is beyond the reasonable control of the employee;
- E. Fails to report for work when recalled from layoff within five (5) work days from the date on which the University delivers the employee notice via certified mail (to such employee's last known address as shown on the University's records) unless an employee requests within this five (5) day period additional time, up to ten (10) work days, to report. Employees are responsible for notifying the University of any change in their addresses.

Section 3. Seniority will continue to accrue during time spent on an approved leave of absence or on a layoff/recall list.

Section 4. An employee who resigns and is rehired not more than one year following the date of resignation shall retain seniority accrued prior to resignation but shall not accrue seniority between resignation and rehire.

Section 5. Among those with the same length of continuous service, seniority shall be based on the date of hire. If the date of hire is the same, the flip of a coin shall be used to determine seniority.

Section 6. Following ratification of this Agreement, time spent in non-bargaining unit supervisory/administrator positions shall not be credited for seniority purposes. Any employee who leaves the bargaining unit for such a position and who subsequently returns to a bargaining unit position shall have his or her previous bargaining unit seniority reinstated.

Section 7. The President, Vice President, Secretary, and the Chief Steward/Grievance Chair of the Union shall be deemed the most senior employees in the bargaining unit during their terms of office.

## ARTICLE XXVI

### POSITION CHANGES AND POSTING

Section 1. Subject to the provisions of Article XXVII, when a bargaining unit position vacancy occurs or a new bargaining unit position is created and the University decides to fill that position, the University shall post a notice of the opening. The notice shall be posted for a minimum of ten (10) working days on the Human Resources Development and Labor Relations' four (4) job boards on campus:

- A. Outside Fenn Tower, Room 201;
- B. Near elevators, first floor, Rhodes Tower;
- C. Across from elevators, second floor, University Center; and,
- D. College of Urban Studies.

Section 2. The University shall send a duplicate copy of the posting to the Union President. All postings will be dated. The posting shall specify the position's title, the department or work unit where the position is assigned, the pay grade assigned, the salary range, the minimum qualifications for the position, and a brief description of the job duties. Employees may obtain a position description by calling the Department of Human Resources Development and Labor Relations.

Section 3. All application material timely filed will be reviewed by the University.

Section 4. Bargaining unit position vacancies and new positions shall be awarded on the basis of qualifications. "Qualified" shall be defined as meeting all the necessary qualifications for the position to perform the required work. In determining whether an applicant is qualified, the University shall give consideration to ability, aptitude, skill, experience, qualifications as

stated on the position vacancy notice, and such other criteria as it usually considers in filling any vacancy. The determination of qualifications is the responsibility of the University.

Insofar as it is consistent with the process described in the University's Affirmative Action Policy, the following procedure shall be adhered to.

A. When a bargaining unit vacancy occurs or a new bargaining unit position is created, the affected department shall adhere to Search Committee guidelines as established in the University's Affirmative Action Policy. The make-up of the Search Committees is subject to approval by the Affirmative Action Office.

B. Bargaining unit employees shall be represented on Search Committees. Employees shall inform the department head of their interest in serving on a Search Committee. At least one (1) bargaining unit employee who is knowledgeable regarding the duties and responsibilities of the vacant position ("eligible bargaining unit employee") shall be appointed to the Search Committee. It is the intent of the parties that reasonable efforts be made not to appoint the same eligible bargaining unit member to successive Search Committees.

C. Subject to paragraph (D), below, the Search Committee shall receive and review all application materials that are submitted timely. The Search Committee, in consultation with the Affirmative Action Office, shall reach agreement on which candidates to interview and to recommend for final selection. The Search Committee's Chair shall assume responsibility for all reports and documentation. The Chair of the Search Committee shall forward the Committee's recommendation(s) to the appropriate administrator.

D. The University reserves the right to maintain within its HRD Planning Program a Standing Committee consisting of HRD Planning Managers who will assume some of the initial screening responsibilities of a Department Search Committee for a specified college or division. In such instances involving a bargaining unit vacancy, at least one (1) eligible bargaining unit employee as described in Section 4.B, above, and who is knowledgeable regarding the duties and responsibilities of the vacant position shall be part of the initial screening responsibilities. Any such actions by the Standing Committee shall meet University requirements as defined in the Affirmative Action Policy regarding the search process. The HRD Planning Manager and the eligible bargaining unit employee shall typically refer two (2) to five (5) final candidates to the hiring department.

E. If an employee applies for a posted position and is determined by the University search process to be the most qualified, the employee shall be awarded the position over outside applicants. Further, if more than one employee applies for a posted position and if their qualifications are determined by the University to be relatively equal, then the employee with the most seniority shall be awarded the position. The University's determination as to relative qualifications shall be conclusive in the absence of a showing that such determinations were arbitrary or capricious.

F. The appropriate administrator shall assume responsibility for obtaining approvals from the Director of Compensation regarding an appropriate grade and salary.

G. The HRD Planning Manager shall notify qualified bargaining unit applicants in writing that they have not been offered the position within thirty (30) calendar days of the date

on which the candidate offered the position has verbally accepted the position. The start of the grievance timeline for an employee who wishes to file a grievance based on the selection of the candidate shall be ten (10) calendar days after the date on the letter informing the employee that he or she was not awarded the position.

Search Committee chairs will endeavor, insofar as it is practicable, to notify qualified bargaining unit applicants as described above in this Paragraph G. In these circumstances, if a bargaining unit applicant is not sent a letter, the grievance timeline will commence when the applicant becomes aware that a candidate accepted a position, but no later than sixty (60) days after a candidate has accepted the position.

H. An employee who is not selected may meet with a designated member of the HRD to discuss the reasons for not being offered the position. At the request of the employee, a representative of the Union may be present at the meeting.

I. An employee awarded a position through the bidding and posting procedures shall be transferred to that position within twenty-one (21) calendar days of the date the employee is notified of the awarding of the position unless the department heads otherwise agree to a shorter period.

J. An employee awarded a position under these provisions shall be allowed a trial period of thirty (30) calendar days, beginning with the first day in the new position. If during the trial period it is determined that an employee is not satisfactorily performing the work, the employee shall be reassigned to her/his former position. In addition, an employee may elect to return to her/his former position within such trial period. An employee who is reassigned or elects to return to her/his former position will be paid at her/his former regular rate of pay plus any regular wage increases that would have been received by such employee in the former position, during the time the employee was in the new position.

Section 5. Employees who are within an original probationary period or trial period are ineligible for inclusion in a pool of candidates to fill a vacancy.

Section 6. Nothing in this article shall be construed to require the University to declare that a position vacancy exists; to create a position vacancy; or to create a new position.

## ARTICLE XXVII

### LAYOFF, BUMPING, RECALL

Section 1. Layoff. When the University determines that a reduction in force becomes necessary due to lack of funds, for purposes of efficiency, or lack of work in a department(s), the University shall:

A. Determine which positions(s) shall be laid off and notify the Union and the affected employee(s) in accordance with the following:

1. Where possible, the University shall give written notice of a potential layoff to the affected employee(s) and the Union ninety (90) calendar days in advance of the



effective date. The employee(s) and the Union shall be given written notice of an actual layoff no fewer than thirty (30) calendar days in advance of the effective date.

2. The written notice shall include the reasons for the layoff(s), the effective date of the layoff(s), and a reference to the employees' rights under this Article and Article VIII (Grievance Procedure).

3. Prior to the ninety (90) or thirty (30) calendar day notice, the University shall meet and confer with the Union to discuss alternatives to layoffs. The Union's comments and ideas given to avoid the layoff will be considered before making a final decision. Prior to this meeting, the University shall provide the Union with a current seniority list, the reason for the reduction in force and a copy of the departmental budget(s).

4. A copy of the seniority list indicating the names of all bargaining unit employees, classification, and grade will be posted on the Department of Human Resources Development and Labor Relations' bulletin boards across campus and a copy shall be sent to the Union.

B. The University shall maintain a layoff list and shall supply this list to the Union once a month, if applicable. The list shall contain employee names, dates of layoff, classifications, and dates of recall.

#### Section 2. Layoff Procedure.

A. Once the University determines the need for a layoff exists, it shall employ the following procedure:

1. The University shall first seek volunteers for a voluntary layoff in the affected department(s). The University shall first lay off non-bargaining unit temporary employees with the same job classification and within the department(s) where the layoff(s) occurs. The University shall then lay off probationary employees with the same job classification and within the affected department(s).

2. If further reductions are required, employees in the affected job classification(s) shall be laid off in the inverse order of seniority, provided that the remaining employees are immediately qualified to perform the required work. For purposes of layoff, bumping, and recall, qualified shall include ability, aptitude, skill, experience, and qualifications as stated in the job description. Part-time employees shall be laid off before full-time employees, and part-time employees cannot bump full-time employees. Similarly, temporary employees cannot bump regular or funds available employees, regardless of seniority.

3. Student employees shall not be used to perform significant components of the position of a laid off employee.

4. The University shall make available to laid-off employees, prior to their layoff date, job and career advising and information on benefits. Upon request, the University shall provide reasonable access to personal computers, typewriters, and copiers for use in preparing resumes and cover letters. Employees shall also have access to EAP services during this time period to deal with any stress-related issues.

5. If the work force is to be reduced, it shall be accomplished by layoff and not by any hours reduction. Only by agreement between the appropriate parties can the regular hours of employees be reduced.

6. If a layoff occurs during a period of unpaid leave, the employee on leave shall receive the same rights under this Agreement upon return to work as other employees.

7. Any employee scheduled to be laid off from his/her present job may elect to be transferred into a posted vacant bargaining unit position for which the employee is immediately qualified to perform the required work.

8. Seniority will continue to accrue up to eighteen (18) months during time spent on layoff, and the employee shall retain all seniority accumulated prior to layoff.

### Section 3. Bumping Procedure.

A. Full and part-time positions which are funded from state appropriations, general fees, tuition, or auxiliary funds are designated as "hard-funded" University positions. An employee scheduled to be laid off from his/her present job in a hard-funded position with seven (7) or more years of seniority is eligible to bump. An employee scheduled to be laid off from his/her present job in a hard-funded position with less than seven (7) years of seniority is ineligible to bump and shall be laid off.

B. Full and part-time positions which are dependent for funding from grants, contracts, and sales of educational services are designated as "funds available" positions. An employee scheduled to be laid off from his/her present job in a funds available position with ten (10) or more years of seniority is eligible to bump. An employee scheduled to be laid off from his/her present job in a funds available position with less than ten (10) years of seniority is ineligible to bump and shall be laid off.

C. Employees may not bump those who have more seniority.

D. An affected employee who is eligible to bump may bump the least senior employee in a position for which the affected employee is immediately qualified to perform the required work:

1. In the same classification in the same department.
2. In a different classification in the same salary grade in the same department.
3. In the same classification and same salary grade in a different department.
4. In a different classification in the same salary grade in a different department if the employee has worked in that classification at any time prior to the employee's assignment to his/her current position.

In the event that the employee's previous position(s) has experienced a title change since the employee held the position(s), the employee and at least one representative from the University

and at least one representative from the Union shall review the employee's previous job history to determine the employee's previous position(s).

E. If the affected employee who is eligible to bump is not able to bump in the same salary grade, the employee shall be laid off, except under the following circumstances, when such employee may bump into a lower salary grade.

1. Subject to Sections 3:A. and 3:B. above, an employee may bump the least senior employee in a position within the next lower salary grade for which the affected employee is immediately qualified to perform the required work:

- a. If the employee has fifteen (15) or more years of seniority; or
- b. If the employee is within five (5) years of eligibility for retirement according to PERS or STRS. An employee who is qualified for retirement according to PERS or STRS is not eligible to bump into a lower salary grade; or
- c. If the affected employee has worked in that classification at any time prior to the affected employee's assignment to his/her current position. In the event that that the employee's previous position(s) has experienced a title change since the employee held the position(s), the employee and at least one representative from the University and at least one representative from the Union shall review the employee's previous job history to determine the employee's previous position(s).

F. An employee who declines to transfer into a vacancy or to exercise his/her right to bump, or who is unable to do so, shall be laid off.

Section 4. Recall

A. Laid-off employees or employees who have bumped will have recall rights for up to eighteen (18) months starting from the last day of work in the job classification held prior to the initial layoff, transfer, bump, or reduction in hours, provided they are immediately qualified to perform the required work.

B. Whenever, in the judgment of the University, it is necessary to increase the work force in a department following a layoff, employees will be recalled in order of seniority, i.e., the most senior employee will be recalled first, provided that the recalled employee is immediately qualified to perform the required work.

1. University-authorized new or vacant positions shall first be offered, in seniority order, to the most senior pre-layoff job classification incumbent who, as a result of layoff, had exercised his/her seniority to bump laterally within a salary grade or into a position in a lower salary grade. Recall or reinstatement will continue in order of seniority.

2. Subject to the eligibility provisions in Section 2.A.2. above, if a vacancy occurs in a lower grade level, it is the employee's option to accept that position if the employee is immediately qualified. If the employee chooses to accept the lower level position, the employee will be removed from the recall list.

3. Employees may choose to remain on the recall list rather than accept recall to a non-comparable position (i.e., in terms of hours, grade, salary, and benefits). An employee who is offered a position in her/his former job classification and who refuses the offer shall not be entitled to further recall rights.

C. An employee has five (5) workdays from receipt by certified mail of a notice of recall to return to work. However, if an employee requests additional time during this five (5) day period, the employee will have up to ten (10) workdays to report.

D. Seniority will continue to accrue up to eighteen (18) months during time spent on layoff, and the employee shall retain all seniority accumulated prior to layoff.

E. The University shall not hire new employees in bargaining unit positions as long as there are still eligible employees on the recall list who are immediately qualified to perform the work in the affected job classification and are willing to be recalled to said classification.

F. An employee who is recalled to his/her classification shall be compensated at his/her former salary plus any additional increase provided during the layoff period. An employee who is recalled to his/her former salary grade shall be compensated at his/her former salary plus any additional increase provided during the layoff period. An employee recalled to a lower salary grade classification shall be paid at his/her former salary plus any additional increase provided during the layoff period, unless it is higher than the maximum of the lower salary grade range, in which event the maximum salary at the lower salary grade range will apply. If and when the provisions of this paragraph are implemented, the placement of an employee in a classification different from his or her previous classification will not establish a basis for any future salary inequity issues.

Section 5. The University will continue to pay its share of all group insurance benefits consistent with the procedure set forth in this Agreement during a layoff such that said group coverages are continued through the end of the calendar month in which the employee last actually worked, or was on paid leave status, whichever is later. Beginning with the first day of the calendar month immediately following the month in which the employee last actually worked or was on paid leave status, whichever is later, the employee shall be responsible for paying for insurance benefits consistent with the provisions of COBRA for such period of time the employee is eligible for COBRA coverage. An employee on layoff may convert her/his group basic life insurance benefit to an individual policy at her/his full cost according to the terms and conditions stipulated by the insurer in the Plan Certificate. A laid off employee may elect to "port", or convert to an individual policy at her/his full cost, voluntary group life insurance coverage according to the terms and conditions specified by the insurer in the Plan Certificate.

## ARTICLE XXVIII

### TEMPORARY TRANSFERS

Section 1. The University retains the right, as modified by the terms set forth in this Article, to temporarily transfer employees.

Section 2. All temporary transfers from one job classification to another job classification shall not exceed forty-five (45) workdays except:

- A. To fill a need caused by an employee being on sick or other approved leave of absence;
- B. To provide vacation relief scheduling; or
- C. To fill a need during the period pending the permanent filling of such vacancy.

Section 3. If the University temporarily transfers an employee to another job classification, the employee shall:

- A. Receive her/his regular salary if the salary grade for such other classification is the same as or lower than the employee's salary grade;
- B. Receive the employee's regular salary during the first seven (7) calendar days of the transfer to a position in a higher salary grade. Beginning with the eighth (8<sup>th</sup>) calendar day, the employee shall be paid in the higher salary grade at the rate which results in not less than a 5% increase in base pay but not less than the minimum of the higher salary range, whichever is greater.

Section 4. A temporary transfer shall not exceed six (6) months without the agreement of the affected employee. At the request of the employee, a representative of the Union may be present at the meeting in which an extension is discussed.

Section 5. The University's right to transfer shall not extend to transferring an employee into a vacancy which would otherwise be filled by bidding or recall from layoff.

## ARTICLE XXIX

### SUBCONTRACTING/CONTRACTING OUT

Section 1. It is not the intent of the University to contract out or subcontract bargaining unit work for reasons other than to create greater efficiencies or to improve operational effectiveness as provided for in Article V, Management Rights. Prior to a decision being made to subcontract/contract out work, the Union shall be given, upon request, the opportunity to meet with the University and to discuss what options/alternatives may be available to maintain the work in the bargaining unit. The Union shall have a reasonable period of time, not to exceed thirty (30) days following the meeting, to provide alternatives to the University's intended action.

Section 2. The University shall give the Union a minimum of sixty (60) calendar days advance written notice of its intent to contract out work.

Section 3. In addition to the above, the Union shall have the right, upon request, to negotiate the impact of the intended actions of the University to subcontract/contract out bargaining unit work.

Section 4. In the event of a dispute, relating to the terms of this Article, the Union shall have the right to file a grievance pursuant to Article VIII.

## ARTICLE XXX

### WORKLOAD

#### Section 1. Workload of Professional Staff Who Do Not Teach.

A. The University reserves the right to determine work assignments for each position. The distribution of work assignments will be made based upon consideration of classification level, employee qualifications, and organizational needs.

B. If an employee believes that her/his workload is excessive, the employee shall meet with her/his supervisor to resolve the issue. At the request of the employee, a Union representative may be present at the meeting.

C. If the workload issue remains unresolved, the employee may take the issue to the Vice President for Human Resources Development and Labor Relations or designee. At the request of the employee, a Union representative may be present at the meeting.

#### Section 2. Workload of Professional Staff Who Teach.

A. The maximum teaching load for a full-time professional staff member shall not exceed sixteen (16) credit hours per semester (four (4) four-credit hour courses per semester or equivalent course assignments not to exceed 32 semester credit hours per academic year).

B. Authorized class sizes shall be determined by the Dean or her/his designee only after consultation with the professional staff members of the affected department. Only the professional staff member or the Dean or her/his designee can authorize an overload to any of her/his sections.

C. Adjustments in a professional staff member's instructional assignment may be made by a chairperson to encourage the initiation of a special project, to acknowledge a continuing record of scholarly or creative achievement, or to discharge administrative functions.

D. Upon request of the professional staff member and approval of the chairperson, reduced instructional assignments for a maximum of one (1) year may also be made at no reduction in pay in order to encourage professional development.

Section 3. Additional Compensation. Employees may provide additional professional services that are offered or required by the University as described in Article XVI, Section 9, Additional Compensation.

## ARTICLE XXXI

### OFF-CAMPUS WORK ASSIGNMENTS

Section 1. A member of the bargaining unit may, in consultation with the appropriate administrator(s), be given an off-campus assignment as part of his/her regular workload.

Section 2. Employees shall be reimbursed for the use of their personal vehicles when the distance traveled to an alternative site of instruction and/or services is greater than their normal commute to the central campus. Reimbursement for mileage, parking fees, and tolls shall be made in accordance with standard University policies governing travel. If inclement weather or other hazardous conditions prevail, then the employee shall also be reimbursed for hotel and meal expenses in accordance with standard University travel policy.

Section 3. Any instruction and/or services offered off-campus for academic credit shall be approved through the same procedures required for approval of on-campus offerings. All expenses for copying (i.e., syllabi, examinations, or other course materials) off-campus work assignments shall be borne by the University.

## ARTICLE XXXII

### TEACHING AND PUBLISHING

Section 1. Employees, where applicable, are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

Section 2. Employees writing articles outside the scope of their job duties may identify themselves as employees of the University and may mention the University in such articles or publications, provided that the employees indicate that the articles or publications are written in their individual capacities and not as employees of the University, and further indicate that the University is not responsible for the contents of their articles or publications.

## ARTICLE XXXIII

### PATENTS AND COPYRIGHTS

Section 1. Preamble This Article relates to Intellectual Property, meaning any copyrightable property, meaning any copyrightable or patentable matter, including but not limited to: books, texts, articles, monographs, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and work papers, lectures and lecture notes, musical and/or dramatic compositions, unpublished audiotapes and cassettes, computer programs and software, live video photographs, and other works of art.

Section 2. Policy For the purposes of this Agreement, the definitions, disclosure, and review process and general policies relating to patents and copyrights contained in the 2000-

2003 AAUP collective bargaining agreement or its successor, as they relate to bargaining unit employees, will be fully incorporated herein.

## ARTICLE XXXIV

### CONSULTING AND EXTRAMURAL EMPLOYMENT

Section 1. The University recognizes the value, for its personnel, for the University, and for the community, of many types of consulting and other external employment experiences which enhance the professional competency of the individual and bring credit, not only to the employee, but to the University as well. Therefore, with appropriate approval, activities are permitted that may render valuable service to business, industry, professional groups, local, state, and federal governments.

Section 2. No employee shall be permitted to undertake any extramural employment during scheduled hours of employment without prior written approval.

Section 3. No employee shall use the name, symbol, or address of Cleveland State University in any extramural employment agreement. University staff, facilities, equipment, and materials may be used for such purposes only with the express written consent of the University and according to explicit terms for reimbursement.

## ARTICLE XXXV

### SUMMER SCHOOL/INTERSESSION

Section 1. Summer and Intersession Assignments. Summer and intersession teaching assignments shall be determined on the basis of the programmatic needs of departments and programs.

Within the scope of departmental or programmatic need, written procedures will be developed in each department or program so as to provide an equitable opportunity for full-time professional staff members who wish to teach summer or intersession assignments.

Section 2. Summer and Intersession Salary. Effective July 1, 2001, a bargaining unit employee shall be compensated for intersession teaching at the rate of \$1,200 per semester credit hour. For summer school in 2002, a bargaining unit employee shall be compensated at the rate of \$1,200 per semester credit hour. Each intersession and/or summer thereafter, this amount shall be increased by the same percentage as the increase in the base salary for the same year that the intersession and/or summer teaching assignment occurs. It is understood that no employee shall earn less than he or she earned, per course, in FY '01.



## ARTICLE XXXVI

### TRAINING AND PROFESSIONAL DEVELOPMENT

Section 1. The University will endeavor, within budgetary constraints, to provide opportunities that promote continuing education, training, and upgrading of employees. Training and Professional Development is a shared responsibility, and it is intended that these opportunities will enable employees to increase their knowledge and skill, enhance their promotional opportunities and advance their career goals.

Section 2. The Union may advise and consult with the Department of Human Resources Development and Labor Relations on the possible development, content, and format of career advancement programs, courses, and workshops that may be available to the employees. In the event the University introduces significant new equipment or technological change to an existing position or classification, the University shall provide appropriate training within the constraints of its budget for the incumbent(s) in order that they can properly use the equipment required by the specific position.

Section 3. In order to notify employees of staff development opportunities, appropriate job-related materials pertaining to staff professional development (i.e., announcements of conferences, research opportunities, etc.) will be available to each employee in the relevant job assignment area.

Section 4. Upon receiving supervisory approval, an employee who is required to hold a license, registration, or certification as a condition of employment shall be allowed to attend professional meetings or conferences in order to secure or maintain the necessary license, registration, or certification. The employee shall schedule attendance consistent with the operational needs of the department. The University shall pay the cost of any license, registration, or certification that an employee is to hold as a condition of employment at the University. The University shall also pay the membership costs for professional associations an employee is required to join in order for the University to maintain accreditation as deemed necessary by the University.

Section 5. The University recognizes the benefits of professional staff participation as presenters at professional meetings, as officers of professional organizations, participants in community service organizations, and as recipients of awards. Supervisors may permit attendance at meetings or conferences where such attendance does not interfere with unit operations. Supervisors may also provide financial support for these activities.

Section 6. The University agrees to work with the Union to seek outside funding for a District 1199 Staff Career Development Program.

## ARTICLE XXXVII

### TUITION REMISSION

Section 1. Eligibility. Full-time employees shall receive tuition remission benefits for courses taken at the University as described in this Article.

Section 2. Description. The University will cover instructional and general fees (this does not include miscellaneous fees such as those listed in the University Bulletins and other similar fees) for up to six (6) semester hours of undergraduate or graduate courses per semester or fees for continuing education courses up to the equivalent cost of six (6) undergraduate credit hours per semester. If the employee takes fewer than six (6) credit hours per semester (graduate or undergraduate), the University will also cover continuing education fees up to the cost of the unused credit hours at the undergraduate rate. Any unused credits may not be "banked." Application and transcript fees are the responsibility of the employee. The University will not cover fees for employees to participate in the College of Business "AMBA" or "EMBA" programs.

Section 3. Application/Information. Employees who choose to participate in the Tuition Remission program must follow the University's application and enrollment procedures. Applications for the Tuition Remission program may be obtained from the Department of Human Resources Development and Labor Relations and tax information will be provided at that time.

Section 4. Release Time. An employee who wishes to attend a job-related course which is available only during working hours may be excused from work with the supervisor's approval. Job-related courses are those which, in the judgment of the employee's department head, will contribute significantly to the maintenance or improvement of the employee's job performance. Work schedules may be adjusted to permit employees to attend courses. Such adjustments shall not be unreasonably denied.

Section 5. Effective January 1, 2002, regular employees appointed at 50% FTE or more shall receive tuition remission benefits as described in Section 2 of this Article. In addition, employees may utilize this benefit in accordance with Section 4, above, and on a space-available basis.

## ARTICLE XXXVIII

### STUDENT FEE AUTHORIZATION PROGRAM

Section 1. Eligibility and Description. The student fee authorization program at Cleveland State University is an educational assistance program for spouses and eligible dependent children of full-time employees. Fee remission as described in this Article will be provided for full instructional and general fees charged for enrollment in credit courses by undergraduate students and for half of the total instructional and general fees charged for enrollment in credit courses by graduate and professional students. Benefits apply only to the in-state portion of any fee. The Student Fee Authorization Program may not be used for Continuing Education Courses, AMBA, or EMBA Programs.

Section 2. Application/Information. Employees' spouses and eligible dependents who choose to participate in the Student Fee Authorization Program must follow the University's application and enrollment procedures. Applications for the Student Fee Authorization Program may be obtained from the Department of Human Resources Development and Labor Relations and tax information will be provided at that time.

Section 3. Eligibility of Spouses and Children

For spouses or dependent children to be eligible for participation, an employee must have at least two (2) years of continuous full-time service with the University since the most recent hire date (if more than one). Eligibility is determined as of the first day of the session for the course(s) desired. The University will cover only the cost of fees for spouses and dependent children of employees who are eligible for the program on the first day of the session.

Eligible dependents include the spouse of a qualifying employee or children who are financially dependent on the qualifying employee. A financially dependent child is one who currently meets the Internal Revenue Service dependency definition and is being claimed on the qualified employee's federal income tax return for the current year.

Eligible spouses and children receiving any form of financial aid through the University or other governmental agencies will receive fee remission under this policy only to the extent that no cash disbursement of this benefit results from multiple awards. Financial aid regulations governing the Fee Authorization Program are available in the Financial Aid Office.

Section 4. Benefit. - An eligible spouse or child may participate in the program for a total of 144 semester credit hours or two (2) academic degrees, whichever is less.

In the event of the divorce of a qualifying employee, eligibility is continued for the spouse for a period of up to two (2) years, as long as the qualifying employee remains in full active status at Cleveland State University.

Section 5. Changes in Employment Status.

A. In the event of a qualifying employee's death, eligibility will be continued for a spouse and/or children regardless of their registration status at that time.

B. With ten (10) years of service, in the event of a qualifying employee's retirement or total disability (under PERS, STRS or Social Security), eligibility will be continued for a spouse and/or children regardless of their registration status at that time.

C. If an appointment is continued at less than full-time, or if a leave of absence without pay is granted, eligibility is continued for two (2) full semesters beyond the date of the change in status. If an appointment is terminated as a result of a reduction of the workforce, benefits are extended for a period of two (2) full semesters for those who have been attending Cleveland State University during the two (2) academic terms immediately preceding the layoff. In the event of any other termination of active service with the University, the Fee Authorization Program eligibility ceases.

## ARTICLE XXXIX

### HEALTH AND SAFETY

Section 1.        Safe Working Environment.    The University and the Union agree that the safety of all employees is a matter of utmost importance. It is the responsibility of the University to provide safe working conditions, equipment, and work methods for its employees. The University agrees to continue to comply with health and safety standards provided for in applicable state and federal statutes.

Section 2.        Safety concerns may be brought to the attention of the Labor-Management Committee for consideration as necessary. Recommendations by the Labor-Management Committee will be promptly considered by the University.

Section 3.        The University will discuss with the Union any complaint or recommendation concerning safety and health.

Section 4.        All employees shall, as soon as practicable, report unsafe working conditions or equipment to their supervisors. Any employee involved in an accident shall report the accident and any injury sustained according to University procedures. The employee and the supervisor shall, as soon as practicable, fill out an accident report on the form provided by the University, which must include the names of all witnesses to the accident. A copy of the accident report will be given to the employee when it is filed.

Section 5.        Equipment and Electronic Technology Guidelines.    The University will give due consideration to health and safety issues, including ergonomics, in the use of its equipment and electronic technology.

Section 6.        Grievances which involve hazardous conditions that could result in bodily harm will begin at Step 2 of the Grievance Procedure.

## ARTICLE XL

### RETIREMENT AND RESIGNATION

Section 1.        Notice of Resignation.        An employee planning to resign shall give written notice of intent to her/his immediate supervisor and to the appropriate administrator at least thirty (30) days-before voluntary resignation. The employee may give fewer than thirty (30) days' notice with prior approval from her/his supervisor.

Section 2.        Notice of Retirement.        An employee planning to retire should give written notice of intent to retire to her/his immediate supervisor and the Department of Human Resources Development and Labor Relations at the earliest date possible, but not less than thirty (30) calendar days before termination of service.

Section 3. Separation from Employment.

A. An employee, upon separation from employment with the University, may donate up to an additional twenty-five (25) hours of sick leave to the Sick Leave Bank.

B. Sick Leave Pay Out.

1. At the time of retirement, employees with ten (10) or more years of service with the State of Ohio will be compensated for not more than one-fourth (1/4) the value of accrued but unused sick leave. The maximum payment shall be 240 hours. The rate of pay will be based on an employee's rate of compensation at the time of retirement. Acceptance of such payment shall eliminate all accumulated sick leave credit. Payments shall be deposited according to the employee's most recent payroll direct deposit instructions.

2. Upon the death of an employee, the sick leave pay out in subsection B. 1. above will be paid to the employee's beneficiary or estate.

C. Vacation Pay Out. Accumulated but unused vacation time up to a maximum of twenty-two (22) days will be paid upon termination of employment, retirement, or death. Payments shall be deposited according to the employee's most recent payroll direct deposit instructions.

**ARTICLE XLI**

**ASSOCIATE OF THE UNIVERSITY STATUS**

Section 1. Qualifications. Appointment to Associate of the University status may be granted to distinguished retiring professional staff employees, exclusive of those eligible for emeriti faculty rank, pursuant to the procedures set forth below.

Section 2. Procedures for Appointment. Nominations/applications for appointment may be made by any member of the university community and are contingent upon the following criteria:

A. Ten (10) or more years of full-time service to Cleveland State University (CSU).

B. Submission of credentials and major professional accomplishments at CSU that represent distinguished service to CSU.

C. Favorable recommendations of the employee's supervisor.

Section 3. Nominations/applications are submitted to the Department of Human Resources Development. Additional supporting materials and information may be requested.

If the Department of Human Resources Development concurs that Associate status be granted, it shall forward its recommendations to the President, who shall recommend to the Board of Trustees all nominees whom the President deems acceptable.

Section 4. Privileges. Associates of the University shall be issued a current identification card and shall be entitled to listings in the CSU Bulletin and telephone directory, mailings of appropriate materials, use of such University facilities as the gym and library, access to the University's Internet provider, and such other privileges as the President may designate.

## ARTICLE XLII

### DISTANCE EDUCATION

Section 1. Preamble. This Article relates to distance education, meaning a formal education process in which the instruction occurs when student and the employee(s) who teaches are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ audio, video, or computer technologies. The initiative for distance education courses/programs may come from either the employee(s) who teaches or the administration, but the actual development of such courses/programs will be mutually agreed between the employee(s) who teaches and the appropriate administrator(s).

Section 2. Control of the Curriculum.

A. The provisions of Article 32 shall apply to distance education.

B. Methods of instruction and course materials are under the control of the employee(s) assigned to develop and/or teach the distance education course. For team-taught or interdisciplinary courses, the employee(s) involved should share this responsibility.

C. Distance education courses (or modifications thereto) shall comply with all of the standard practices, procedures, and criteria which have been established for traditional courses including, but not limited to, employee involvement at the level of course development and approval, selection of a qualified employee(s) to teach the course, pedagogical determinations about appropriate class size, and oversight of all final course offerings by the appropriate education committee to ensure conformity with previously established traditions of course quality and relevance to programs.

Section 3. Intellectual Property.

A. If the University provides extraordinary assistance (including compensation as indicated below) in the creation of distance education courses, the materials created shall be considered University-supported work.

B. If the University-supported distance education materials are subsequently externally marketed, it is understood that the creator(s) and the University will share in any net revenue, based upon an agreed-upon revenue sharing arrangement, with no restrictions on the use of such revenue.

C. The University shall not use such University-supported distance education materials for non-commercial educational purposes without prior written consent of their creator(s).

D. Such University-supported distance education materials shall not be used in circumstances that compete with the University without the prior written consent of their creator(s) and the University.

Section 4. Workload and Compensation.

A. Class Size. Determination for class size for a distance education class should comply with the standard practices, procedures, and criteria of the University, including the level of support (e.g., graduate assistants) that could be made available to employees engaged in distance education.

B. Preparation. Employees who agree to perform the initial development of a distance education course or who agree to revise extensively a course for distance education delivery shall be entitled to appropriate compensation, to be consistent with University policy and to be agreed upon in advance among the employee(s) and the appropriate administrator(s). Acceptance of compensation constitutes an understanding that at least three additional sections of the course will be offered in an appropriate sequence over the next several years and that the employee(s) will serve as instructor(s) or will train other employees to teach the course. Possible forms of compensation are as follows:

- (1) an appropriate course load reduction in an academic term or terms as agreed upon by the employee(s) who teaches and the administration;
- (2) an appropriate one-time cash payment in the form of a course development grant, if such grants are available (to be paid upon completion of the development of the course).

C. Travel Reimbursement. Employees shall be entitled to travel reimbursement for travel directly and necessarily related to the distance education assignment in accordance with applicable University guidelines. Travel reimbursement shall be agreed to by the employee(s) and the appropriate administrator(s) prior to the employee(s) beginning to develop or to teach the distance education course.

Section 5. Support Services. During both the development and delivery of distance education coursework, the University shall ensure that appropriate technology, software, equipment, and personnel are identified and in place and shall provide appropriate training for employees, consistent with the need of the employees and the availability of University resources and services for that purpose.

## ARTICLE XLIII

### REORGANIZING/RESTRUCTURING

Section 1. The University reserves the right to reorganize or restructure. In the event that the University plans to reorganize or restructure a department/college that impacts bargaining unit employees, it shall give the Union President written notification of the possibility of such changes no later than ninety (90) days in advance of the proposed effective date.

Section 2. If such reorganizing or restructuring results from the University President reasonably anticipating the existence of an imminent financial crisis, then the University shall provide written notification to the Union President no later than sixty (60) days in advance of the proposed effective date.

## ARTICLE XLIV

### COMMITTEES/TASK FORCES

The Union has the option of making appointments to committees/task forces with University community representation regarding matters that impact the wages, benefits, and working conditions of the bargaining unit. It is understood that the work of a committee/task force is advisory. It is not the purpose of the committee system to supplant the collective bargaining process.

## ARTICLE XLV

### MISCELLANEOUS

Section 1. Library. Routine interlibrary loan of materials needed for teaching or scholarship/research requested through the CSU Libraries will be available free of cost to employees.

Section 2. Parking Facilities. Employees who wish to use the University parking facilities may obtain a parking permit for a fee from the University. Annual permits will be sold to employees on a cash or payroll deduction basis. Employees shall be subject to all parking rules and regulations.

A. The amount of parking fee increases, if any, shall be uniformly applied to employees, students, staff and administrators.

B. Income from parking fees shall be used only to support parking facilities and operations, including maintenance and new construction.

C. The Union shall be informed of any proposed changes in parking fees at least one semester in advance, and the Administration shall discuss any proposed changes in fees with the Union.



Section 3. Recreation Facilities. Employees shall have use of University recreational facilities subject to all University rules and regulations, including applicable user fees.

A. Income from recreation fees shall be used only to support recreation facilities and operations.

B. The Union shall be informed of any proposed changes in recreation fees at least one semester in advance, and the Administration shall discuss any proposed changes in fees with the Union.

Section 4. Provision and Use of University Postage. The Administration shall provide postage for employees to mail materials related to scholarly, professional, or instructional activities related to University business. Employees shall not use University postage to mail materials of a personal nature.

Section 5. Conflict of Interest. No employee shall have any unlawful interest in a public contract prohibited by Section 2921.42 of the Ohio Revised Code.

## ARTICLE XLVI

### LEGAL PROTECTION

The University shall provide legal representation to employees who are defendants in civil actions arising out of their employment, at their request, subject to the Ohio Attorney General's approval and in accordance with Ohio Revised Code Sections 109.361 and 109.362, which provide reasons an employee may and may not receive legal protection.

The University shall also indemnify and hold harmless employees from liability arising out of their employment by paying any judgments, other than judgments for punitive or exemplary damages, or as otherwise prohibited in Ohio Revised Code Section 9.87.

## ARTICLE XLVII

### SUCCESSORSHIP

This Agreement shall be binding and inure to the benefit of each of the parties hereto.

Provided that there is no statutory impediment or prohibition, in the event that the control of the operations or facilities of the University transfers to another entity, the successor entity shall be bound by this Agreement and be required to recognize the Union with respect to the facilities and bargaining unit personnel of the University at the time of completion of such transaction.

The Union shall be given written notice of such transactions no later than thirty (30) calendar days prior to the consummation of same.

## **ARTICLE XLVIII**

### **SAVINGS PROVISION**

If any provision of this Agreement conflicts with the provision of any applicable federal or state statute, or Executive Order having the effect of law, now in force or hereafter enacted, the remainder of the Agreement shall remain in full force and effect unless the parts so found to be void or illegal are wholly inseparable from the remaining portions of this Agreement. The Administration and the Union will meet within thirty (30) calendar days after the conflict in law/statute is brought to the formal attention of the parties for the purpose of negotiating new language in that provision which will meet their requirements and that of the law.

## **ARTICLE XLIX**

### **DURATION**

This Agreement shall be in full force and effect from July 1, 2001 through and including June 30, 2003. This Agreement shall be renewed automatically for successive one (1) year periods unless either party serves written notice to the other of an intent to reopen negotiations on this Agreement no later than sixty (60) days prior to the date of expiration.

IN WITNESS WHEREOF, the parties have hereunto set their hands this 27 day of March, 2002.

CLEVELAND STATE UNIVERSITY

SERVICE EMPLOYEES  
INTERNATIONAL UNION,  
DISTRICT 1199, AFL-CIO,  
CLEVELAND STATE CHAPTER

By: David G. Hill  
David G. Hill  
Chairman, Board of Trustees

By: David Regan  
David Regan  
District 1199 President

By: Michael Schwartz  
Michael Schwartz  
President

By: Gail E. Marredeth  
Gail E. Marredeth

By: Sonali B. Wilson  
Sonali B. Wilson  
Secretary to the Board of Trustees

By: Paula L. Bloch  
Paula L. Bloch

By: Joseph S. Nolan  
Joseph S. Nolan  
Vice President

By: Barbara L. Grigsby  
Barbara L. Grigsby

By: Diane W. Hanlon  
Diane W. Hanlon

By: Andrea F. LoPresti  
Andrea F. LoPresti

By: Robert M. Martel  
Robert M. Martel

By: Robert W. Walter  
Robert W. Walter

By: Peggy Iorzewski  
Peggy Iorzewski  
Administrative Organizer

## APPENDIX A

The following list of bargaining unit positions represents a good faith effort by the Union and the University to list all the positions currently within the SEIU 1199 bargaining unit at Cleveland State University. It is intended to be inclusive and thus will include positions still on record but not necessarily filled at this time. Further, it is possible that there may be several titles for the same position since the University is still in the process of converting position titles to a more consistent format. This is an evolving list and is subject to change. The University will continue to keep the Union informed of changes to the bargaining unit as provided for elsewhere in this contract.

<b>POSITION TITLE</b>	<b>GRADE</b>	<b>DEPARTMENT</b>
Admissions Officer 1	03	Admissions Office
Admissions Officer 2	04	Admissions Office
Coordinator, Admissions Information	05	Admissions Office
Coordinator, Adult Student Recruitment	05	Admissions Office
Coordinator, Information Specialist	04	Admissions Office
Coordinator, Special Programs	04	Admissions Office
Coordinator, Web Services	05T	Admissions Office
Enrollment Services Counselor	04	Admissions Office
Administrative Assistant	03	Advanced Manufacturing Center
Administrative Coordinator	04	Advanced Manufacturing Center
Grant Specialist	05	Advanced Manufacturing Center
Research Assistant	04	Advanced Manufacturing Center
Teaching Specialist	06	Advanced Manufacturing Center
Prospect Research Associate	05	Advancement Services
Prospect Research Officer	05	Advancement Services
Prospect Research Specialist	04	Advancement Services
Systems Administrator	06T	Advancement Services
Alumni Program Officer	05	Alumni Affairs
Administrative Assistant	03	Art Department
Administrative Coordinator	04	Art Department
Assistant Manager, Art Gallery	04	Art Department
Academic Advisor	05	Arts & Sciences Advising
Assistant Dean	06	Arts & Sciences Advising
Coordinator, Academic Advising	05	Arts & Sciences Advising
Administrative Assistant	03	Arts & Sciences Computer Labs
Manager, A & S Computer Services	07T	Arts & Sciences Computer Labs
Microcomputer Specialist	04T	Arts & Sciences Computer Labs
Coordinator, Sales	05	Athl. Promo., Tkts., Mktg., Adv.
Athletic Marketing Coordinator	05	Athletics Administration
Athletic Marketing Manager	06	Athletics Administration
Compliance Coordinator	05	Athletics Administration
Coordinator, Athletic Compliance	05	Athletics Administration
Accountant	05	Auxiliary Services
Administrative Assistant	03	Biology, Geology, Environ Sci.
Animal Care Specialist	03	Biology, Geology, Environ Sci.
Laboratory Manager	06	Biology, Geology, Environ Sci.
Research Technician	02	Biology, Geology, Environ Sci.

<b>POSITION TITLE</b>	<b>GRADE</b>	<b>DEPARTMENT</b>
Coordinator, Administrative Services	04	Black Studies
Coordinator, African-American Cultural Center	04	Black Studies
Account Analyst	04	Bursar's Office
Accountant	05	Bursar's Office
Administrative Assistant	03	Bursar's Office
Business Analyst	07	Bursar's Office
Student Loan Specialist	03	Bursar's Office
Coordinator, Career Planning Services	05	Career Services Center
Coordinator, Career Services Program	05	Career Services Center
Systems Developer	05	Center for Teaching Excellence
Administrative Coordinator	04	Chemical Engineering
Administrative Coordinator	04	Chemistry Department
Laboratory Coordinator	03	Chemistry Department
Laboratory Manager	06	Chemistry Department
Research Technician	02	Chemistry Department
CLASS Program Administrator	04	CLASS Program
Administrative Assistant	03	Cnsl., Admin, Supv., Adult Learn
Administrative Assistant	03	College of Arts & Sciencs, Dean
Administrative Coordinator	04	College of Arts & Sciencs, Dean
Development Officer & PR Officer	06	College of Arts & Sciencs, Dean
Program Coordinator	06	College of Arts & Sciencs, Dean
Scheduling Specialist	05	College of Arts & Sciencs, Dean
Academic Advisor	05	College of Business Admn., Dean
Computer Technician	03T	College of Business Admn., Dean
Coordinator, MBA Program	06	College of Business Admn., Dean
Administrator, MBA Program	06	College of Business Admn., Dean
Program Administrator, MBA Program	06	College of Business Admn., Dean
Development Officer	06	College of Business Admn., Dean
Graphic Design Specialist	04	College of Business Admn., Dean
Manager, Computing Services	06T	College of Business Admn., Dean
Academic Advisor	05	College of Education, Dean
Administrative Assistant	03	College of Education, Dean
Administrative Coordinator	04	College of Education, Dean
Assistant Director, GCEDC	07	College of Education, Dean
Coordinator, Computer Lab	04T	College of Education, Dean
Coordinator, Program & Budget	06	College of Education, Dean
Coordinator, Program & Professional Devel.	06	College of Education, Dean
Coordinator, Student Personnel Services	06	College of Education, Dean
Development Officer	06	College of Education, Dean
Education Technologist	05T	College of Education, Dean
Instructional Specialist	05	College of Education, Dean
Manager, Student Support Services	07	College of Education, Dean
Program Coordinator	06	College of Education, Dean
Programmer Analyst 2	06T	College of Education, Dean
Project Coordinator	05	College of Education, Dean
Registration Specialist	03	College of Education, Dean
Service Learning Coordinator	05	College of Education, Dean
Student Personnel Specialist	05	College of Education, Dean

<b>POSITION TITLE</b>	<b>GRADE</b>	<b>DEPARTMENT</b>
Computer Systems Specialist	06T	College of Engineering, Dean
Development Officer	06	College of Engineering, Dean
Electronic Specialist	04T	College of Engineering, Dean
Engineering Technician	04	College of Engineering, Dean
Laboratory Maintenance Specialist	03T	College of Engineering, Dean
Manager, Engineering Student Program	06	College of Engineering, Dean
Model Maker	04	College of Engineering, Dean
Sr. Electronic Specialist	05T	College of Engineering, Dean
Administrative Coordinator	04	College of Graduate Stds., Dean
Administrative Assistant	03	College of Law
Microcomputer/LAN Specialist	05T	College of Law
Network Administrator	06T	College of Law
Administrative Coordinator	04	College of Law, Dean
Assistant Director, Career Plan Law	06	College of Law, Dean
Communications Coordinator	05	College of Law, Dean
Development Officer	06	College of Law, Dean
Financial Aid Administrator	05	College of Law, Dean
Financial Aid Officer	07	College of Law, Dean
Student Admissions Recruiter	04	College of Law, Dean
Student Records Officer	05	College of Law, Dean
Administrative Assistant	03	College of Urban Affairs, Dean
Administrative Coordinator	04	College of Urban Affairs, Dean
Desktop Specialist	03	College of Urban Affairs, Dean
Director, Advancement	07	College of Urban Affairs, Dean
Director, College Development	07	College of Urban Affairs, Dean
Editor	05	College of Urban Affairs, Dean
Event/Space Coordinator	04	College of Urban Affairs, Dean
Forum Media Systems Specialist	04	College of Urban Affairs, Dean
Grants Specialist	05	College of Urban Affairs, Dean
Microcomputer Specialist	04T	College of Urban Affairs, Dean
Research Assistant	04	College of Urban Affairs, Dean
Research Associate	06	College of Urban Affairs, Dean
Research Scientist	08	College of Urban Affairs, Dean
Research Specialist	03	College of Urban Affairs, Dean
Special Project Assistant	03	College of Urban Affairs, Dean
Systems Manager	07T	College of Urban Affairs, Dean
Urban Univ. Program Liaison	05	College of Urban Affairs, Dean
Coordinator, Collegiate Instruction	07	Collegiate Studies
Coordinator, Disability Services	06	Collegiate Studies
Coordinator, ESL Program	06	Collegiate Studies
Counseling Specialist	05	Collegiate Studies
Teaching Specialist	06	Collegiate Studies
Tutor	01	Collegiate Studies
Administrative Coordinator	04	Communication Department
Digital Media Coordinator	05	Communication Department
Manager, Broadcast & Computer Engineering	07	Communication Department
Administrative Assistant	03	Conference Services
Coordinator, Conference Services	05	Conference Services

<b>POSITION TITLE</b>	<b>GRADE</b>	<b>DEPARTMENT</b>
Administrative Coordinator	04	Continuing Education
Assistant Program Director	05	Continuing Education
Direct Sales Associate	01	Continuing Education
Equipment Specialist	02	Continuing Education
Manager, Operations	06	Continuing Education
Program Assistant	05	Continuing Education
Program Director	06	Continuing Education
Program Director, Nursing	06	Continuing Education
Teaching Specialist	07	Continuing Education
Accountant	05	Controller's Office
Senior Accountant	06	Controller's Office
Administrative Coordinator	04	Counseling Center
Clinical Counselor	06	Counseling Center
Counselor	06	Counseling Center
Psychologist	07	Counseling Center
Psychology Assistant	06	Counseling Center
Administrative Assistant	03	Ctr. for Environ Sci., Tech, Pol.
Administrative Coordinator	04	Ctr. for Environ Sci., Tech, Pol.
Environmental Educator	04	Ctr. for Environ Sci., Tech, Pol.
Research Assistant	04	Ctr. for Environ Sci., Tech, Pol.
Coordinator, Computer Lab	04	Curriculum & Foundations
Coordinator, Urban Fellows	06	Curriculum & Foundations
Instructional Media Specialist	04T	Curriculum & Foundations
Supervisor, Printing	04	Duplicating Department
Coordinator, Creative Writing	06	English Department
Coordinator, Publications/Activities	04	English Department (Poetry Ctr.)
Administrative Coordinator	04	Enrollment Services, Dean
Administrative Coordinator	04	Financial Aid Office
Coordinator, Center for Financial Aid Research	04	Financial Aid Office
Data Administrator	06T	Financial Aid Office
Financial Aid Administrator	05	Financial Aid Office
Information Service Coordinator	04	Financial Aid Office
Microcomputer/LAN Specialist	05	Financial Aid Office
Student Financial Aid Administrator	03	Financial Aid Office
Student Loan Officer	03	Financial Aid Office
Administrative Assistant	03	Food Services Department
Manager, Contract Administration	07	Food Services Department
Viking Card Manager	06	Food Services Department
Academic Coordinator, PT Clinic Educ.	07	Health Sciences
Administrative Assistant	03	Health Sciences
Coordinator, HCOP	05	Health Sciences
Fieldwork Coordinator	06	Health Sciences
Advanced Practice Nurse	06	Health Services
Nurse Practitioner	06	Health Services
Supervisor, Health Services Center	07	Health Services
Administrative Assistant	03	History Department
Administrative Coordinator	04	History Department
Academic Consultant	04T	Information Services & Technol.

POSITION TITLE	GRADE	DEPARTMENT
Administrator PS Security	05T	Information Services & Technol.
Business Analyst	07T	Information Services & Technol.
Developer	06T	Information Services & Technol.
Functional Analyst	06T	Information Services & Technol.
Functional Business Analyst	07T	Information Services & Technol.
Help Desk Consultant	05T	Information Services & Technol.
Microcomputer/LAN Specialist	05T	Information Services & Technol.
Network Support Specialist	06T	Information Services & Technol.
Office Coordinator	05	Information Services & Technol.
Programmer Analyst 1	05T	Information Services & Technol.
Programmer Analyst 2	06T	Information Services & Technol.
Scheduler	04T	Information Services & Technol.
Software Systems Programmer	08T	Information Services & Technol.
Sr. Developer	07T	Information Services & Technol.
Sr. Microcomputer/LAN Specialist	06T	Information Services & Technol.
Sr. Network/Telecommunications Specialist	08T	Information Services & Technol.
Sr. Software Systems Programmer	09T	Information Services & Technol.
Supervisor, Computer Operations	04T	Information Services & Technol.
Systems Administrator	06T	Information Services & Technol.
Systems Analyst 2	07T	Information Services & Technol.
Systems Analyst 3	08T	Information Services & Technol.
Systems Developer	06T	Information Services & Technol.
Systems Security Administrator	05T	Information Services & Technol.
Technical Trainer	05T	Information Services & Technol.
Technology Trainer	05T	Information Services & Technol.
Telecommunications Specialist	04T	Information Services & Technol.
Web Design Specialist	05T	Information Services & Technol.
Institutional Research Analyst	05	Institutional Research
Programmer Analyst 1	05	Institutional Research
Programmer Analyst 2	06T	Institutional Research
Research Analyst	05	Institutional Research
Assistant Engineer	04	Instructional Media Services
Equipment Specialist	04	Instructional Media Services
Graphic Arts Specialist	04	Instructional Media Services
Manager, Instructional Media Services	07	Instructional Media Services
Media Systems Specialist	04	Instructional Media Services
Multimedia Production Specialist	04	Instructional Media Services
Office Coordinator	05	Instructional Media Services
Photographer	03	Instructional Media Services
TV Specialist	04	Instructional Media Services
Associate Director	06	International Services
Coordinator, Study Abroad	05	International Services
International Student Advisor	05	International Services
Student Advisor	05	International Services
Coordinator, Equipment	04	Intramural Athletics
Cataloging Manager	06	Law Library
Head Reference Services	07	Law Library
Librarian, Acquisitions/Serials	06	Law Library



<b>POSITION TITLE</b>	<b>GRADE</b>	<b>DEPARTMENT</b>
Librarian, Cataloging	06	Law Library
Librarian, Circulation/Faculty Services	06	Law Library
Librarian, Education Program	06	Law Library
Librarian, Faculty Services	06	Law Library
Librarian, Government Information	06	Law Library
Librarian, Government Information Reference	06	Law Library
Librarian, Media Reference	06	Law Library
Librarian, Reference	06	Law Library
Librarian, Serial	06	Law Library
Network Administrator	06T	Law Library
Supervisor, Law Library	04	Law Library
Systems Librarian	06	Law Library
Unix/Network Administrator	07T	Law Library
Administrative Assistant	03	Main Library
Archivist	06	Main Library
Business Information Specialist	00	Main Library
Coordinator of Reference	00	Main Library
Coordinator, Electronic Information	00	Main Library
Coordinator, FACM	00	Main Library
Librarian	00	Main Library
Librarian, Business/Economics	00	Main Library
Librarian, Business/Social Science	00	Main Library
Librarian, Document Delivery	00	Main Library
Librarian, Education	00	Main Library
Librarian, Health Sciences	00	Main Library
Librarian, Humanities/Music	00	Main Library
Librarian, Research Automation	00	Main Library
Librarian, Social Work	00	Main Library
Librarian, Special Collections	00	Main Library
Library Research Officer	00	Main Library
PR & Fund Raising Coordinator	04	Main Library
Project Archivist	03	Main Library
Teaching Specialist	06	Marketing Department
Manager, Mathematics	06	Mathematics Department
Athletic Assistant	01	Men's Basketball
Academic Advisor	05	Minority Affairs, VP
Coordinator, Multicultural Program	04	Minority Affairs, VP
Coordinator, Special Projects/Community Serv.	04	Minority Affairs, VP
Manager, Training & Student Development	07	Minority Affairs, VP
Research Associate	06	Minority Affairs, VP
Retention Analyst	05	Minority Affairs, VP
Administrative Assistant	03	Music Department
Administrative Coordinator	04	Music Department
Audio Engineer	04	Music Department
Keyboard/Instrument Technician	03	Music Department
Office Coordinator	05	Music Department
Student Recruiter	04	Music Department
Academic Advisor	05	New Student Center

<b>POSITION TITLE</b>	<b>GRADE</b>	<b>DEPARTMENT</b>
Coordinator, Freshman Orientation	05	New Student Center
Coordinator, Mentoring Program	05	New Student Center
Coordinator, New Student Center/Asst. Omb.	05	New Student Center
Manager, Career Planning Services	06	New Student Center
Manager, Mentoring Program	06	New Student Center
Administrative Assistant	03	Nursing Department
Nursing Clinical Associate	06	Nursing Department
Recruiter/Advisor	05	Nursing Department
Coordinator, Grant & Research	06	Office of Research & Econ. Dev.
Director, Corporate/Foundation Grants Develop.	08	Office of Research & Econ. Dev.
Grants Budget Analyst	05	Office of Research & Econ. Dev.
Grants Coordinator	03	Office of Research & Econ. Dev.
GRC Information Specialist	04T	Office of Research & Econ. Dev.
Sponsor Information Specialist	04	Office of Research & Econ. Dev.
Energy Conservation Analyst	06	Plant Administration
Engineering Designer	04	Plant Administration
Manager, Space & Inventory	05	Plant Administration
Administrative Assistant	03	Provost's Office
Administrative Coordinator	04	Provost's Office
Editorial Assistant	03	Provost's Office
Online Course & Materials Designer	05T	Provost's Office
Web Design Specialist	05T	Provost's Office
Administrative Coordinator	04	Psychology Department
Communications Account Rep	05	Public Relations/Publications
Coordinator, Special Events	06	Public Relations/Publications
Graphic Designer	05	Public Relations/Publications
Photographer	03	Public Relations/Publications
Sr. Communications Account Rep	06	Public Relations/Publications
Sr. Graphic Designer	06	Public Relations/Publications
Sr. Photographer	05	Public Relations/Publications
Supervisor, Production	04	Public Relations/Publications
Assistant Registrar	05	Registrar's Office
Assistant Registrar/Schedule Coordinator	05	Registrar's Office
Systems Coordinator	05T	Registrar's Office
Assistant Field Coordinator	07	Social Work Department
Program Coordinator	06	Social Work Department
Research Assistant	04	Social Work Department
Project Coordinator	05	Sociology Department
Research Interviewer	02	Sociology Department
Administrative Assistant	03	Specialized Instructional Prgs.
Administrative Coordinator	04	Specialized Instructional Prgs.
Program Coordinator	06	Specialized Instructional Prgs.
Administrative Assistant	03	Speech & Hearing Department
Administrative Coordinator	04	Speech & Hearing Department
Clinical Assistant	03	Speech & Hearing Department
Clinical Coordinator	07	Speech & Hearing Department
Clinical Supervisor	06	Speech & Hearing Department
Coordinator, Sports Information	05	Sports Information

<b>POSITION TITLE</b>	<b>GRADE</b>	<b>DEPARTMENT</b>
Sports Information Assistant	03	Sports Information
Assistant Athletics Trainer	04	Sports Medicine
Associate Athletics Trainer	05	Sports Medicine
Head Athletics Trainer	06	Sports Medicine
Administrative Assistant	03	Student Affairs
Administrative Coordinator	04	Student Affairs
Coordinator, Greek Affairs	04	Student Life
Coordinator, Student Leadership	05	Student Life
Coordinator, Student Organizations	05	Student Life
Engineering Technician	03	Student Life
Manager, Wellness Center	06	Student Life
Media Specialist	06	Student Life
Office Coordinator	05	Student Life
Student Activities Coordinator	05	Student Life
Student Judicial Officer	05	Student Life
Student Media Specialist	06	Student Life
Program Coordinator	06	Student Teaching
Communications Facility Specialist	07	Telecommunications Department
Telecommunications Analyst	03T	Telecommunications Department
Administrative Assistant	03	Univ. Relations & Development
Proposal Writer	05	Univ. Relations & Development
Construction Coordinator	07	University Architect
Construction Engineer	07	University Architect
Designer	03	University Architect
Fiscal Officer	06	University Architect
Staff Architect	08	University Architect
Academic Advisor	05	University Studies, Dean
Athletic/Academic Advisor	05	University Studies, Dean
Coordinator, Athletics/Academic Advising	05	University Studies, Dean
Coordinator, Athletic Advising	06	University Studies, Dean
Coordinator, Tutorial Services/Data Collection	06	University Studies, Dean
Counseling Specialist	05	University Studies, Dean
Office Coordinator	05	University Studies, Dean
Academic Support Specialist	05	Urban Center
Administrative Assistant	03	Urban Center
Communications Coordinator	05	Urban Center
Community Information Specialist	04T	Urban Center
Coordinator, Community Outreach	04	Urban Center
Editorial Assistant	03	Urban Center
GIS Specialist	05T	Urban Center
Programmer Analyst	05	Urban Center
Programmer Analyst 3	07	Urban Center
Project Manager	06	Urban Center
Research Assistant	04	Urban Center
Research Associate	06	Urban Center
Research Specialist	03	Urban Center
Sr. Training Specialist	05	Urban Center
Sr. Programmer/Analyst	07T	Urban Center

<b>POSITION TITLE</b>	<b>GRADE</b>	<b>DEPARTMENT</b>
Administrative Assistant	03	Urban Child Research Center
Coordinator, Community Outreach	04	Urban Child Research Center
Editor	05	Urban Child Research Center
Project Assistant	04	Urban Child Research Center
Research Associate	06	Urban Child Research Center
Academic Program Specialist	04	Urban Studies
Academic Support Specialist	05	Urban Studies
Administrative Coordinator	04	Urban Studies
College Recruiter, TOPS Liaison	05	Urban Studies
College Registrar, Urban	04	Urban Studies
Graduate Program Coordinator	06	Urban Studies
Internship Coordinator	05	Urban Studies
Office Coordinator	05	Urban Studies
Project Manager	06	Urban Studies
Research Assistant	04	Urban Studies
Research Associate	06	Urban Studies
Sr. Training Specialist	05	Urban Studies
Assistant Director, Residence Life	04	Viking Hall
Manager, Business	06	Viking Hall
Administrative Coordinator	04	Women's Comprehensive Program
Education Specialist	06	Women's Comprehensive Program
Office Coordinator	05	Women's Comprehensive Program
Program Assistant	03	Women's Comprehensive Program
Program Specialist	04	Women's Comprehensive Program
Project Administrator	03	Women's Comprehensive Program
Tutor	01	Women's Comprehensive Program

**APPENDIX B**

**CLEVELAND STATE UNIVERSITY**

**Department of Human Resources Development and Labor Relations**

**TITLE:** Compensatory Time Policy for SEIU District 1199 Bargaining Unit Employees

**PURPOSE:** To establish guidelines for the accrual, use and tracking of compensatory time for employees covered by the SEIU District 1199 bargaining unit agreement.

**EFFECTIVE DATE:** April 26, 2000

**POLICY:** Any full-time SEIU District 1199 Bargaining Unit employee of Cleveland State University who is authorized to work in his or her position more than forty hours or more than five eight-hour work days in a normal work week is entitled to compensatory time at a rate of one hour for each hour of overtime worked, or to have his or her work schedule adjusted, or both, to compensate such employee for the additional hours or days worked. This policy shall also apply to any salaried part-time SEIU District 1199 Bargaining Unit employee who is assigned to work in his or her position additional hours beyond his or her normal schedule.

**DEFINITION:** Work week: Sunday through Saturday

**GUIDELINES:**

If an employee finds it necessary to work in his or her position more than his or her normal work week schedule as explained in this policy on page one ("normal work week schedule"), the employee will inform his or her department head as soon as possible beforehand on the Compensatory Time Request Form (see Appendix B-1). When reporting compensatory time, the employee shall record the compensatory time earned or used. The department head will keep a record of the time accrued and expended on the Record of Compensatory Time Earned and Taken form (see Appendix B-2). A copy of the Record of Compensatory Time Earned and Taken form must be sent to the Department of Human Resources Development and Labor Relations ("HRD") for each pay period in which an employee earns or uses compensatory time. All original documents will remain within the originating department and be subject to review.

Normally, compensatory time must be pre-approved by an employee's supervisor. In those circumstances in which an accurate estimate of the compensatory time to be incurred cannot be predicted, the employee shall inform the supervisor as soon as he or she can determine the actual amount of compensatory time that was needed to perform the required work. Where there may be a dispute over the amount of compensatory time that is needed to complete a task or tasks, a next higher level supervisor shall decide such time. When possible, the proposed compensatory time shall not be unreasonably denied, and may even be increased upon the approval of the next higher level supervisor.

If an employee finds that he or she must unexpectedly work beyond his or her normal work week schedule and has not sought approval and/or is unable to locate a person authorized to grant

approval, he or she will follow the same procedure as above, declaring post facto on the Compensatory Time Request Form the number of hours worked overtime. Disputes shall be resolved by the next higher level supervisor.

Where the appropriate department head authorizes an employee's work week to exceed the normal work week schedule, resulting in the accrual of compensatory time, employees and supervisors should, when feasible, make arrangements to have at least one other person stationed near the employee working overtime.

Employees may work from their homes on weekends or holidays, where possible, following the procedures above.

If a department head has reason to believe that the policy is being abused and has documented the abuse, then disciplinary action may be taken.

#### **Compensatory Time vs. Vacation Leave:**

Employees who have earned compensatory time should take such time off prior to using vacation leave. However, this does not apply when an employee's vacation balance is approaching his or her maximum annual vacation leave carry-over (240 hours). In this case, the employee would be allowed to use his or her vacation leave first in order to avoid being penalized by losing vacation leave.

#### **Accrual and Usage:**

- Compensatory time shall be accrued on an "hour for hour" basis in increments of .5 hours.
- Compensatory time may be accrued up to a maximum of 160 hours.
- No more than 40 hours of earned compensatory time may be accumulated in any pay period.
- All accrued and unused compensatory time must be used within the 12-month period following the week during which the overtime occurred or it will be forfeited.
- Accrued and unused compensatory time available prior to the effective date of this policy must be used within two years of the effective date of this policy (i.e., April 26, 2000); otherwise it will be forfeited. Each department shall track the usage of this compensatory time.
- Compensatory time will not be prorated between departments in a joint staffing situation. The department that authorizes compensatory time will be solely responsible for the internal record keeping, the transmittal of information to HR, and the use of an employee's accrued time.

### **Promotion, Transfer, or Termination:**

If an employee is promoted, transferred to another department, or changes from bargaining unit to non-bargaining unit status, the employee must be allowed to use all accrued compensatory time before leaving or, with agreement of the new department, must be allowed to use such time within one year of the accrual; otherwise it will be forfeited.

Upon separation (resignation, retirement, voluntary termination) the employee shall be allowed to use the unused balance of compensatory time or it will be forfeited.

### **USAGE PROCEDURES:**

1. The staff member must secure prior written approval from the supervisor before compensatory time can be used.
2. An employee must use compensatory time during his or her regularly scheduled workweek.
3. An employee who has accrued compensatory time and who has requested the use of such time shall be permitted by the employee's supervisor to use such time within a reasonable period after making the request, if the use of the compensatory time does not unduly disrupt the normal operations of the department.

### **RECORDKEEPING:**

It is the responsibility of supervisors to familiarize themselves with the necessary reporting obligations to enable them to consistently administer this policy. Accurate record keeping and appropriate supporting documentation of overtime hours and compensatory time credited and taken is mandatory. Departmental administrators shall be responsible for assuring that compensatory time balances do not become excessive.

1. Departments must document compensatory time approved, accrued, and used, consistent with the other provisions of this policy. Each department shall:
  - a. Maintain internal records that indicate exactly when and how an employee worked in a given workweek.
  - b. Maintain appropriate supporting documentation for each grant of compensatory time off made to any employee.
2. Departments must complete (both the employee and the department head) a Compensatory Time Request Form. A copy is attached as Appendix B-1 to this policy statement. Copies are also available by calling HR at 687-3636.

Departments should submit the Record of Compensatory Time Earned and Taken Form (see Appendix B-2) to HR (Fenn Tower, Room 201) at the end of each pay period.

APPENDIX B-1

Department of \_\_\_\_\_  
**Compensatory Time Request Form**

To: \_\_\_\_\_  
Supervisor (please print)

From: \_\_\_\_\_  
Employee (please print)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<p>This is to request your authorization to work overtime:</p> <p>Date(s): _____</p> <p>Number of Hour(s): _____</p> <p>Reason: _____</p> <p>Signature: _____</p>	<p>This is to request your approval to use previously earned compensatory time:</p> <p>Date(s): _____</p> <p>Number of Hour(s): _____</p> <p>Signature: _____</p>
---	---

Approved

Denied

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Directions:**

- Secure signatures of both the employee and the authorizing agent.
- Retain original in departmental files, available for review.
- Provide employee with copy if requested.
- Forward copy to the Department of Human Resources Development and Labor Relations, Fenn Tower, Room 201.



**APPENDIX B-2**

**Record of Compensatory Time Earned and Taken**

Pay Period Begin Date: ____ / ____ / ____				Pay Period End Date: ____ / ____ / ____				
Name/ID	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total
<b>Authorized by:</b> _____						<b>Date:</b> _____		

**APPENDIX C**

**Salary Ranges for Cleveland State University  
Professional Staff Employees Covered by  
SEIU/District 1199**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>1</b>	\$ 18,304.00	\$ 23,816.00	\$ 30,264.00
	\$ 8.80	\$ 11.45	\$ 14.55
<b>2</b>	\$ 20,800.00	\$ 27,040.00	\$ 34,320.00
	\$ 10.00	\$ 13.00	\$ 16.50
<b>3</b>	\$ 23,608.00	\$ 30,680.00	\$ 39,000.00
	\$ 11.35	\$ 14.75	\$ 18.75
<b>4</b>	\$ 26,832.00	\$ 34,840.00	\$ 44,200.00
	\$ 12.90	\$ 16.75	\$ 21.25
<b>5</b>	\$ 30,472.00	\$ 39,624.00	\$ 50,336.00
	\$ 14.65	\$ 19.05	\$ 24.20
<b>6</b>	\$ 34,632.00	\$ 45,032.00	\$ 57,200.00
	\$ 16.65	\$ 21.65	\$ 27.50
<b>7</b>	\$ 39,416.00	\$ 51,168.00	\$ 65,000.00
	\$ 18.95	\$ 24.60	\$ 31.25
<b>8</b>	\$ 44,720.00	\$ 58,136.00	\$ 73,840.00
	\$ 21.50	\$ 27.95	\$ 35.50
<b>9</b>	\$ 50,856.00	\$ 66,040.00	\$ 83,824.00
	\$ 24.45	\$ 31.75	\$ 40.30

**Effective July 1, 2001**  
**Ranges above reflect annual (full time, 12 month rates)**  
**and hourly rates.**

**APPENDIX D**

**Salary Ranges for Cleveland State University  
Professional Staff Employees Covered by  
SEIU/District 1199**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	\$19,032.00 \$9.15	\$24,752.00 \$11.90	\$31,408.00 \$15.10
2	\$21,632.00 \$10.40	\$28,080.00 \$13.50	\$35,672.00 \$17.15
3	\$24,544.00 \$11.80	\$31,928.00 \$15.35	\$40,560.00 \$19.50
4	\$27,872.00 \$13.40	\$36,192.00 \$17.40	\$45,968.00 \$22.10
5	\$31,720.00 \$15.25	\$41,184.00 \$19.80	\$52,312.00 \$25.15
6	\$36,088.00 \$17.35	\$46,800.00 \$22.50	\$59,488.00 \$28.60
7	\$40,976.00 \$19.70	\$53,248.00 \$25.60	\$67,600.00 \$32.50
8	\$46,592.00 \$22.40	\$60,528.00 \$29.10	\$76,856.00 \$36.95
9	\$52,936.00 \$25.45	\$68,744.00 \$33.05	\$87,256.00 \$41.95

**Effective July 1, 2002**

**Ranges above reflect annual (full time, 12 month rates)  
and hourly rates.**

**APPENDIX E**

**Salary Ranges for Cleveland State University  
Professional Staff Employees Covered by  
SEIU/District 1199  
Technology Scale**

<b>Grade</b>	<b>Minimum</b>		<b>Midpoint</b>		<b>Maximum</b>	
<b>1</b>	\$	20,800.00	\$	27,040.00	\$	34,320.00
	\$	10.00	\$	13.00	\$	16.50
<b>2</b>	\$	23,608.00	\$	30,680.00	\$	39,000.00
	\$	11.35	\$	14.75	\$	18.75
<b>3</b>	\$	26,832.00	\$	34,840.00	\$	44,200.00
	\$	12.90	\$	16.75	\$	21.25
<b>4</b>	\$	30,472.00	\$	39,624.00	\$	50,336.00
	\$	14.65	\$	19.05	\$	24.20
<b>5</b>	\$	34,632.00	\$	45,032.00	\$	57,200.00
	\$	16.65	\$	21.65	\$	27.50
<b>6</b>	\$	39,416.00	\$	51,168.00	\$	65,000.00
	\$	18.95	\$	24.60	\$	31.25
<b>7</b>	\$	44,720.00	\$	58,136.00	\$	73,840.00
	\$	21.50	\$	27.95	\$	35.50
<b>8</b>	\$	50,856.00	\$	66,040.00	\$	83,824.00
	\$	24.45	\$	31.75	\$	40.30
<b>9</b>	\$	56,992.00	\$	75,920.00	\$	98,696.00
	\$	27.40	\$	36.50	\$	47.45

**Effective July 1, 2001  
Ranges above reflect annual (full time, 12 month rates)  
and hourly rates.**

**APPENDIX F**

**Salary Ranges for Cleveland State University  
Professional Staff Employees Covered by  
SEIU/District 1199  
Technology Scale**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>1</b>	\$21,632.00 \$10.40	\$28,080.00 \$13.50	\$35,672.00 \$17.15
<b>2</b>	\$24,544.00 \$11.80	\$31,928.00 \$15.35	\$40,560.00 \$19.50
<b>3</b>	\$27,872.00 \$13.40	\$36,192.00 \$17.40	\$45,968.00 \$22.10
<b>4</b>	\$31,720.00 \$15.25	\$41,184.00 \$19.80	\$52,312.00 \$25.15
<b>5</b>	\$36,088.00 \$17.35	\$46,800.00 \$22.50	\$59,488.00 \$28.60
<b>6</b>	\$40,976.00 \$19.70	\$53,248.00 \$25.60	\$67,600.00 \$32.50
<b>7</b>	\$46,592.00 \$22.40	\$60,528.00 \$29.10	\$76,856.00 \$36.95
<b>8</b>	\$52,936.00 \$25.45	\$68,744.00 \$33.05	\$87,256.00 \$41.95
<b>9</b>	\$59,280.00 \$28.50	\$79,040.00 \$38.00	\$102,752.00 \$49.40

**Effective July 1, 2002**  
**Ranges above reflect annual (full time, 12 month rates)**  
**and hourly rates.**

**APPENDIX G**

**TECHNOLOGY POSITIONS TO BE INCLUDED IN IS&T SALARY SCALE**

<b>Name</b>	<b>Position Title</b>	<b>Grade</b>	<b>Department</b>
Barker,James W	Electronic Specialist	04T	College of Engineering, Dean
Blaszczak,Dale R	Systems Administrator	06T	Advancement Services
Bliss,Sharon A	Community Info Specialist	04T	Urban Center
Carrington,Paul	Micro/Lan Specialist	05T	College of Law
Conley,Elizabeth L	Web Design Specialist	05T	Provost's Office
Cyran,Ellen J	Sr. Programmer/Analyst	07T	Urban Center
Dajko,Sheryl L	Microcomputer Specialist	04T	College of Urban Affairs, Dean
Decoulo,Dennis	Instr. Media Specialist	04T	Curriculum & Foundations
Domanski,Eric	Network Administrator, Law	06T	College of Law
Dregely,Louis T	Computer Systems Specialist	06T	College of Engineering, Dean
Emond,Gary A	Computer Technician	03T	College of Business Admn, Dean
Gooden,Otis C	Mgr., Computing Services	06T	College of Business Admn, Dean
Greytak,Linda L	Programmer Analyst 2	06T	College of Education, Dean
Haver,Scott R	Mgr., A & S Computer Svcs.	07T	Arts & Sciences Computer Labs
Kaddah,Ali D	Laboratory Maint. Specialist.	03T	College of Engineering, Dean
Karol,Paul D	Online Crse/Matls Designer	05T	Provost's Office
Lamb,Leroy J	MicroComputer Specialist	04T	College of Urban Affairs, Dean
Malonis,Paul A	Comm'n Facilities Specialist	07T	Telecommunications Department
Martel,Robert M	Systems Manager	07T	College of Urban Affairs, Dean
Maynard,Daniel C	Unix/Network Administrator	07T	Law Library
McNamara,Brian A	GIS Specialist	05T	Urban Center
Nasara,Abubakar M	Education Technologist	05T	College of Education, Dean
Nevelos,Nicole	Telecommunications Analyst	03T	Telecommunications Department
Ong,Angel	Data Administrator	06T	Financial Aid Office
Robinson,Muriel T	Systems Coordinator	05T	Registrar's Office
Rothrock,Robert F	Network Administrator, Law	06T	Law Library
Roundtree,Anthony C	Coordinator, Web Services	05T	Admissions Office
Sell,Christine M	GRC Information Specialist	04T	Office of Research & Econ-Dev
Stoessner,Bruce A	Sr. Electronic Specialist	05T	College of Engineering, Dean
Su,Sean W	Programmer Analyst 2	06T	Institutional Research
Walker,George R	Coordinator, Computer Lab	04T	College of Education, Dean
Yee,Yiu-Man	Microcomputer Specialist	04T	College of Urban Affairs, Dean

## APPENDIX H

### **Procedure and Qualifications for Appointment and Promotion of Bargaining Unit Librarians in Rank**

#### **a) Procedure for Appointment to all Librarian Ranks**

The librarian members of the Search Committee shall constitute a Personnel Action Committee (PAC) for the purpose of recommending a librarian rank for each candidate that the Search Committee recommends for the position.

#### **b) Procedure for Promotion to all Librarian Ranks**

The Personnel Action Committees for Promotion (PAC-Ps) shall be responsible for making recommendations on candidates applying for promotion.

##### **1) Membership:**

- a) There shall be a separate PAC-P for each candidate applying for promotion.
- b) Each committee shall consist of three Librarians.
- c) Only Librarians shall serve on PAC-Ps.
- d) A majority of members of each PAC-P must be of the same or higher rank as the rank requested by the candidate.
- e) Each PAC-P shall include both administrative and bargaining unit Librarians.
- f) Law Library PAC-Ps shall be composed of a majority from the Law Library. University PAC-Ps shall be composed of a majority from the University Library.
- g) One member of each PAC-P shall be from the other library.
- h) The direct supervisors of the candidate for promotion shall not be eligible to serve on the PAC-P considering that candidate.
- i) The directors of the University and Law libraries are not eligible to serve on a PAC-P.

##### **2) Election of PAC-Ps:**

- a) PAC-Ps will be established only when there are candidates seeking promotion.

- b) The candidate's home library will elect all the PAC-P home library members.
  - c) Once membership criteria for the non-home (visiting) library PAC-P member are established, the home library director will request from the visiting library director that a conforming librarian be elected. If there is only one conforming librarian this librarian will be appointed to serve.
  - d) The PAC-P members will be elected from among the eligible librarians who have stated their willingness to serve.
  - e) In the event of conflict of interest or schedule conflicts due to vacation or sick leave, an alternate shall be elected.
  - f) Upon election of the PAC-P, it will elect a chair and receive the promotion dossier with supporting materials from the library director.
  - g) In the event that there are no eligible candidates from the visiting library who are able to serve, the balance of the PAC-P members shall be elected from the home library.
- 3) Recommendations:
- a) The PAC-P will receive the candidate's promotion dossier with supporting material from their library director after the election of the PAC-P. Each candidate's dossier will include: resume, self-evaluation, and administrative evaluations. Letters of reference are optional. Other supporting documentation may be included.
  - b) The PAC-P shall review the candidate's promotion dossier and supporting material and make a decision by majority vote to recommend promotion or not. The PAC-P may request additional letters of reference or supporting documentation. The PAC-P's recommendation with rationale will be forwarded to the candidate's library director for evaluation. A minority opinion with rationale may also be provided.
  - c) The director of the University Library will forward the promotion dossier with supporting materials, the PAC-P's recommendation and rationale, and his/her recommendation and rationale to the provost.
  - d) The director of the Law Library will forward the promotion dossier with supporting materials, the PAC-P's recommendation and rationale, and his/her recommendation and rationale to the dean of the Law School who will then forward it to the Provost with his/her recommendation and rationale.
  - e) The Provost will approve or deny promotion for each candidate after reviewing all the material provided. In the case of a decision resulting in



no promotion, the provost shall provide in writing a rationale for this denial to the library directors and the Law School Dean.

- f) Copies of the recommendations with rationales will be supplied to the candidate at every step of the procedure.
- g) Candidates for promotion may withdraw their application at any step in the procedure.

4) Timeline:

- By October 1: Notification by candidates of their applications for promotions to their library director. A promotion dossier with supporting materials must accompany notification.
- By October 8: Election of PAC-Ps.
- By October 15: Election of PAC-P chairs by PAC-P members.
- By October 16: Library Directors submit promotion dossier with supporting material to PAC-P chairs.
- By October 20: PAC-Ps begin review of candidates' applications for promotion.
- By December 1: PAC-Ps forward recommendations with rationale to library directors.
- By January 15: Law Library Director forwards dossiers and recommendations with rationales to Dean of Law School.
- By January 25: Dean of the Law School and University Library Director forward recommendations with rationales and dossiers to provost.
- By February 15: Provost forwards recommendations to University President.
- By April 15: Appropriate administrative officials notify the candidates of the final decision with respect to promotion.

Should any of the above dates in a given year fall on a University holiday, emergency closure, or a weekend, the due date will become the next immediate business day.

From candidates who have been reviewed in accordance with the procedures outlined above, the President shall recommend to the Board of Trustees acceptable candidates for promotion.

5) **Grievances and Disagreements:**

Within ten working days of receipt of the final decision, the candidate may initiate at Step 3 the CSU/SEIU District 1199 Grievance Procedure on the basis that the denial of promotion was demonstrably arbitrary, discriminatory, capricious or in violation of procedures established in the CSU/SEIU District 1199 Agreement.

c) **Qualifications for Librarian Ranks**

Appointment to or promotion within librarian ranks shall be on the basis of merit and without regard to race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, employee organization, veteran status or political organization. Librarians are expected to perform according to the highest standards of ethics and responsibility. The primary mission of librarians includes the selection, organization, management, and provision of information resources and services, as well as performing research and providing instruction on the use of these resources. Assignments also include the management of human, fiscal, and technological resources. Duties assigned to each librarian are found in individual position descriptions. Good performance of these assigned duties is the threshold for promotion. In addition each librarian is expected to participate in a combination of scholarly, professional, and service activities of her/his choice. The cumulative effect of the performance of assigned duties and of scholarly, professional and service activities will be used to develop the recommendation of the PAC-P for promotion.

1) **Assigned Duties may include:**

- a) **Collection development and management**
- b) **Reference & information service and research support**
- c) **Cataloging, database management, and organization of information resources**
- d) **Instruction on library use, resources, and research**
- e) **Management of library units/activities and supervision of personnel**
- f) **Contributions to library planning and decision-making**
- g) **Application of current advances in librarianship and information technology**
- h) **Library systems, hardware, software and information technology**
- i) **Liaison activities with individual faculty or assigned departments**

2) **Scholarly, Professional, and Service Activities may include:**

- a) **Academic Coursework and Degrees**

- b) Awards
- c) Attendance at Conferences and Workshops
- d) Participation in Professional Organizations
- e) Consultantships
- f) University Service
- g) Publications
- h) Community Service
- i) Presentations
- j) Mentoring of Colleagues
- k) Teaching

**d) Librarian Ranks**

1) Assistant Librarian

Assistant Librarian is an entry-level rank. An Assistant Librarian is appointed to this rank upon evidence that he/she holds a master's degree in library science from a school accredited by the American Library Association or its equivalent, exhibits good *promise* as a librarian, and *potential* for achievement in scholarly, professional, or service activities.

2) Senior Assistant Librarian

Appointment or promotion to the rank of Senior Assistant Librarian shall be based on evidence of *full competence* in performing assigned duties. The librarian will have demonstrated an *exploration* of scholarly, professional, or service activities and the ability to incorporate these activities into the work experience to enrich performance. Librarians will normally have at least two (2) years of professional experience before being appointed or promoted to this rank.

3) Associate Librarian

Appointment or promotion to the rank of Associate Librarian shall be based on *superior* performance of assigned duties. The librarian will have a record of *significant participation* in the areas of scholarship, professional, or, service activities at the local or regional level and will have demonstrated the ability to incorporate these activities into the work experience. Librarians will normally have at least five (5) years of professional experience before being appointed or promoted to this rank.

4) Librarian

Appointment or promotion to the rank of Librarian shall be based on evidence of *sustained excellence* in the performance of assigned duties. The Librarian will have a record of *significant contribution* in the areas of scholarship, professional, or service activities such that the cumulative effect of these contributions will reflect a leadership role at the regional or national level. Librarians will normally have at least eight (8) years of professional experience before being appointed or promoted to this rank.

## APPENDIX H-1

### EXAMPLES OF SCHOLARLY, PROFESSIONAL, AND SERVICE ACTIVITIES

Each librarian is expected to participate in a combination of scholarly, professional, and service activities. Activities that enhance the librarian's job performance and/or support the mission of the libraries or the University will receive the greatest consideration. Activities that are assigned to the librarian are considered Assigned Duties and are not considered under the category of Scholarly, Professional, and Service Activities. Following is a list of examples of scholarly, professional, and service activities. The examples listed under each activity are not intended to be all-inclusive. The examples listed under each activity are listed in order of complexity. For librarians to advance through the ranks, the overall level of complexity of their scholarly, professional, and service activities must increase. Prior to making an application for promotion, librarians are encouraged to seek advice from librarians already at the rank they are seeking.

#### Scholarly Activities:

##### Academic Coursework and Degrees:

- College level coursework
- Certificate, license
- Master's Degree
- Doctoral Degree

##### Awards:

- Unsolicited letters of commendation

##### Publications:

- Book review
- Report of conference presentation
- Several reviews
- Article
- Solicited Article
- Article in referred journal; chapter in book; editor of column; other substantive writing
- Monograph
- Seminal work

##### Library and Scholarly Presentations at Local, Regional, & National Levels:

- Poster session
- Panel membership
- Conference presentation

##### Teaching:

- Team-taught workshop instructor
- Teaching one session of a class
- Workshop leader
- University course

Professional Activities at Local, Regional, & National Levels:

Participation in job-related professional organizations:

- Membership in an organization
- Attendance at professional conference
- Membership on a committee or equivalent
- Leadership position: local, regional, national
- Elected position: local, regional, national

Consultantships:

- Solicited services provided as a consultant
- Substantial and considerable solicited services provided as a consultant

Mentoring of Colleagues:

- Informal mentoring
- Short-term mentoring organized through a professional organization
- Long-term mentoring organized through a professional organization

Service Activities:

Awards:

- Letters of commendation

Consultantships:

- Solicited services provided as a consultant
- Substantial and considerable solicited services provided as a consultant

University Service:

- Contributions to University programs, such as a mentoring program
- Participation on University committees or other formal groups
- Leadership position on University committees or other formal groups
- Demonstrated substantial contribution to the University

Community Service:

- Participation in one or more community organizations
- Leadership or demonstrated evidence of effectiveness community organization(s)
- Recognized major leadership in a community organization

Presentations:

- Presentations on behalf of the University (e.g. recruitment at high schools)
- Presentations to the community (e.g. Speakers Bureau)

**APPENDIX H-2**

**COMPENSATION**

The University will continue to fund librarian promotions from "central" funds. The base salary of librarians receiving a promotion in Spring, 2001 will be augmented by amounts equivalent to the promotion amounts for faculty:

To Librarian	same amount as faculty promoted to Professor
To Associate Librarian	same amount as faculty promoted to Associate Professor
To Senior Assistant Librarian	same amount as faculty promoted to Assistant Professor

The amount for promotions in subsequent years is subject to negotiation between CSU and S.E.I.U.

**APPENDIX H-3**

**LIBRARIANS LACKING RANK**

Upon acceptance of the *Procedure for Appointment and Promotion of Librarians in Rank*, each library director will obtain a current resume from each of the unranked Librarians. The director will then assign to each Librarian ranks based on the qualifications for Librarian ranks.

The following individuals are currently subject to this one time procedure to assign initial rank:  
Law Library: Denise Carpenter; Schuyler Cook; Nancy Hanacek; Leslie Pardo; Laura Ray; Marie Rehmar; and Yuezeng Shen.

Any librarian dissatisfied with the initial rank assignment may apply for promotion at the next immediate promotion cycle following the procedure outlined above.



**SIDE LETTER**

**TO:** Supervisor

**FROM:** Vice President  
Department of Human Resources Development and Labor Relations

**SUBJECT:** Monthly District 1199 Executive Board Meetings

**DATE:**

Pursuant to Article VII of the Agreement between the University and District 1199, members of the Union's Executive Board will be attending monthly meetings that may be scheduled during working hours. Every effort should be made to accommodate and rearrange the work schedules of such employees so that they will be able to attend such meetings.

Thank you.

cc: Union President

**SIDE LETTER OF AGREEMENT**

**SEARCH COMMITTEES – HRD PLANNING PROGRAM**

**JULY 1, 2001**

The following is an agreement between Cleveland State University and SEIU District 1199:

The University agrees that during the life of this Agreement, the assumption by the HRD Planning Managers of some of the initial screening responsibilities of Department Search Committees shall be limited to the College of Urban Affairs and the Division of University Studies.

In general, HRD shall notify, and consult with, the Union if any colleges or divisions are added to the HRD Planning Program.

**SIDE LETTER OF AGREEMENT**  
**EQUITY REVIEW SUBCOMMITTEE**

The following is an agreement between Cleveland State University and SEIU District 1199:

The Labor/Management Committee will appoint a subcommittee to conduct a classification equity review of bargaining unit positions and shall recommend possible changes or alternatives to the current system. The Equity Review Subcommittee shall submit its recommendations to the Administration and Union Executive Board no later than six (6) months prior to the expiration of the collective bargaining agreement. The recommendations are subject to negotiations between the University and the Union.