



**WAYNE STATE  
UNIVERSITY**

Employee and Labor Relations  
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Detroit, MI 48202  
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**2019 P&A Contract Negotiations**

**Proposal #: 5**

**Article: 2 — Union Rights**

**Proposed: 10/31/2019**

**ARTICLE (2) UNION RIGHTS**

- A. The University hereby agrees that all Employees of the University, in accordance with Article 1 of this Agreement, shall have the right to freely organize, join and support the Union for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. The Employer undertakes and agrees that it will not directly or indirectly discriminate against any Employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Union, his/her participation in any activities of the Union or collective professional negotiations with the University or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment. Any concern raised by the Union regarding this provision of the Collective Bargaining Agreement may be the subject of a Special Conference as outlined in Article 10 of this Agreement, but shall not limit any right to refer the matter to the appropriate step of the Grievance Procedure.
  
- B. The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining involving the Employees covered by this Agreement, for the duration of the Agreement, or any extensions thereof. Nothing contained herein shall be construed to prevent any individual Employee from presenting a grievance and having the grievance adjusted without intervention of the Union, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Union has been given opportunity to be present at such adjustment. The Union may initiate its own grievances for protection and maintenance of this contract.
  
- C. The Employer agrees to furnish to the Union in response to reasonable requests available information concerning the financial resources of the University, and such other available information as will assist the Union in developing intelligent, accurate, informed and

constructive programs on behalf of the Employees, together with information which may be necessary for the Union to process any grievance or complaint.

- D. The Employer recognizes the responsibilities imposed on the Union and will grant permission and a reasonable amount of time to the authorized representatives of the Union to meet with representatives of the University for the purpose of bargaining, or to investigate and present grievances as provided in the Grievance Procedure. The Union Representative shall give his/her Administrative Unit Head as much advance notice as possible of date, time, and purpose of such needed released time. The privilege of authorized Union personnel leaving their work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the handling of such business.

In addition to the time off to meet with representatives of the University as specified above, the Union President will be given a total of ten (10) hours off per week with pay to transact affairs of the Union, and the Financial Secretary of the Local Union will be given a total of four (4) hours off per calendar month with pay to transact affairs of the Union. In addition, up to twelve (12) additional members of the Union will be granted two (2) hours off per month with pay to attend not more than 2 meetings per month. Advanced notice of 1 week must be given. The Union will provide a current list of Employees eligible to attend the monthly meetings. Any alleged abuse by either party with respect to the amount of time or the number of authorized representatives of the Union involved will be a subject for a Special Conference of representatives of the Employer and the Union.

- ~~E. The Union shall have a representative on the Fringe Benefits Study Committee which concerns itself with such matters as insurance, parking, retirement, policies and procedures, and on other committees mutually agreed upon. It is understood that such committee cannot bind the University or the Union to any agreement arrived at by such committees. When such matters as insurance, parking, retirement, policies and procedures, or any other terms and conditions of employment relative thereto are being reviewed and changes are contemplated, proposed changes will be shared with the Union so it can confer regarding the impact of the new or changed matter. It is understood that such discussions cannot bind the University or the Union to any agreement.~~

- F. There shall be no additional payments of any kind to any Employee for time devoted to grievance handling after working hours unless such a grievance meeting is requested by the University.



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## 2019 P&A Contract Negotiations

**Proposal #: 6**

**Article: 8 — Grievance Procedure**

**Proposed: 11/18/2019**

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### ARTICLE (8) GRIEVANCE PROCEDURE

A. Any grievance or dispute which may arise between the parties involving the application, meaning, or interpretation of this Agreement shall be settled in conformity with the following established Grievance Procedures:

A grievance not processed to the next progressive step of the Grievance Procedure within the specified time limits, shall be considered settled pursuant to such last step answer or withdrawn without prejudice (W.W.P.). Such action shall not prejudice the Union on any future similar grievances. A grievance withdrawn in accordance with this paragraph may be reinstated by the International Union at the Third Step of the grievance procedure. Financial liability, if any, shall date only from the date of such reinstatement.

**STEP 1.** Any Employee having a grievance, or one designated member of a group having a grievance, after first having notified the immediate supervisor of his/her grievance, may at his/her option discuss the matter directly with his/her supervisor or call his/her Union Representative for the purpose of attempting to adjust the grievance with the supervisor.

**STEP 2.** If the matter is unresolved, or the aggrieved is not satisfied with the results of Step 1, within five (5) working days following Step 1 the Union Representative shall put the grievance in the mutually agreed to format, and submit to the Administrative Head of the Unit involved or his/her designee. The grievance shall state the nature of the grievance, the provision(s) alleged to have been violated, the adjustment sought, and the name(s) of the Employee(s) grieved.

The Administrative Head or his/her designee shall hold a meeting with the Union Representative and the grievant within five (5) working days of receipt of the written grievance. A written disposition of the hearing shall be submitted to the Union Representative within five (5) working days of the hearing. Any grievance not appealed in writing from an answer at Step 2 to Step 3 of the Grievance Procedure within five (5) working days after such answer, shall be considered settled on the basis of the last answer and not subject to further review. No matter shall be subject to the grievance procedure unless it is presented in writing by the Union within twenty (20) working days following its occurrence, or within twenty (20) working days of the date it is reasonable to assume that the Employee became aware of it.

**STEP 3.** If the grievance is not resolved at Step 2, it shall be presented by the Union to the Labor Relations Department or its designee within five (5) working days after the answer given at Step 2. A meeting shall be called within five (5) working days of receipt of the appeal. Representatives of the University, not to exceed three (3) in number, will meet with representatives of the Union, not to exceed three (3) in number. Additional persons may be present by mutual agreement. A written disposition of the hearing shall be submitted to the Union Representative within five (5) working days of the hearing. Any grievance not appealed from Step 3 within five (5) working days of such answer shall be considered settled on the basis of the last answer and not subject to further review. If satisfactory settlement is not reached, the matter may be mediated or appealed to arbitration.

#### B. Pre-arbitration

If the grievance has not been resolved in the foregoing steps and the Union desires to carry it further, the matter may, by mutual agreement, thereupon be referred to a Pre-arbitration Hearing by appealing the grievance within five (5) working days of the answer given at Step 3. The Pre-arbitration Hearing shall be held within ten (10) working days after the appeal or as mutually agreed. The Pre-arbitration Committee shall consist of at least two (2) representatives selected by the Employer and at least two (2) representatives selected by the Union. Additional persons may be present by mutual agreement. In the event the Pre-arbitration Committee above described is unable to arrive at a mutually acceptable solution to the grievance, then the Employer's and the Union's representatives on the Pre-arbitration Committee shall jointly submit the dispute to arbitration under the Voluntary Labor Arbitration Rules, then obtaining, of the American Arbitration Association. If the Employer or Union representatives refuse to join in such submission, either may demand arbitration, thus unilaterally invoking the process. The arbitration process shall not be invoked unless the submission or demand is received by the American Arbitration Association within fifteen (15) working days after the Pre-arbitration meeting.

#### Mediation

As an alternative method of resolving disputes, the parties may, by mutual agreement, proceed to external mediation through the Michigan Employment Relations Commission, within 20 days of receiving the Step 3 decision. The Mediator shall be chosen by mutual agreement. Recommendations or decisions submitted by the Mediator are non-binding. At the conclusion of mediation, but within 20 days of the recommendation or decision reached by the mediator, either party may file for arbitration. In the absence of mutual agreement for external mediation, the Union may request arbitration within 40 calendar days of the Step 3 meeting by filing a written notice with the American Arbitration Association with a copy of the request to the University.

#### C. Arbitration

Any unresolved grievance which relates to the interpretation, application, or enforcement of a provision of this Agreement, or any written supplementary Agreement, and which has been fully processed to the last step of the Grievance Procedure, may be submitted to arbitration in strict accordance with the following:

1. The American Arbitration Association shall be requested by either or both parties to provide a panel of five (5) arbitrators. Both the Employer and the Union shall have the right to strike two (2) names from the panel. The University and the Union shall on alternate grievances strike the first name. On the first grievance submitted to arbitration under this Contract the Union will strike the first name and the process will be reversed for subsequent grievances.
2. Should either the University or the Union indicate that a particular grievance or dispute is of such a nature as to require expeditious determination, said party may waive the Arbitration procedure as set forth above and request that the grievance or dispute be submitted to the American Arbitration Association for processing for said grievance in accordance with the American Arbitration Association's Expedited Labor Arbitration Procedures within fifteen (15) calendar days after the Step 3 grievance decision is issued.

~~Under this process the parties shall mutually agree to select an Arbitrator on an ad hoc basis within seven (7) working days from the date that the request for Arbitration is made. Failure to mutually select an arbitrator within the above stated time period will require the parties to (within three (3) days thereafter) alternately strike arbitrators from the following panel:~~

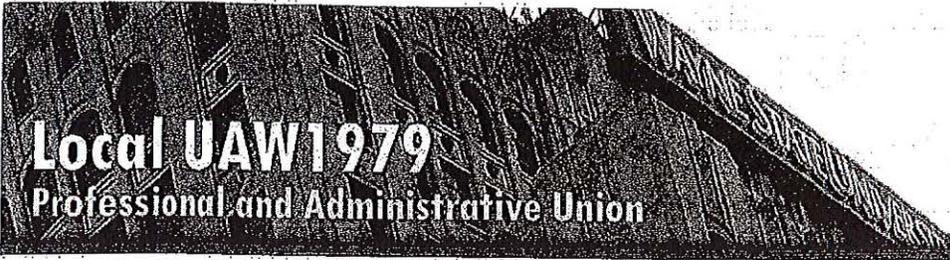
- a. ~~William Daniel~~
- b. ~~Benjamin Kerner~~
- c. ~~Robert A. McCormick~~
- d. ~~Stanley T. Dobry~~
- e. ~~Mark Glazer~~

3. The jurisdictional authority of the arbitrator is defined and limited to the determination of any grievance which involves a controversy concerning compliance with any provision of this Agreement and is submitted to him/her consistent with the provisions of this Agreement. The arbitrator shall have no power to add to, or subtract from, or modify, any of the terms of the Agreement.
4. The award of the arbitrator shall be based exclusively on evidence at the arbitration hearing.
5. There shall be no appeal from an arbitrator's decision. It shall be final, exclusive and binding to the Union, on all the Bargaining Unit Employees, and on the University. The Union will discourage any attempt by any Bargaining Unit Employee, and will not cooperate with any Bargaining Unit Employee, in any appeal to any court or labor board from a decision of the arbitrator.
6. The University, in no event, shall be required to pay back wages for more than thirty (30) working days prior to the date a written grievance is filed. In the case of a pay shortage of which the Employee could not have been aware before receiving his/her pay, any adjustment shall be retroactive to the beginning of the pay period covered by such pay, if the Employee files his/her grievance within thirty (30) working days after receipt of such pay. All claims for back wages shall be limited to the amount of wages that the Employee otherwise would have earned, less any unemployment compensation, or wages for personal services that he/she may have received from any source during the period in question.

7. The decision of the arbitrator in any case shall not require a retroactive wage adjustment in any other case except in the case of representative cases when there is mutual agreement.
8. The arbitrator shall be requested to issue his/her decision within thirty (30) days after the conclusion of testimony, argument, and submission of briefs.
9. Expenses of the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses, except that two (2) Union representatives who are Employees of the University will be provided time off with pay from their regular work day to attend the arbitration proceedings. If either party desires a verbatim record of the proceedings, it may cause such a record to be made providing it pays for the record.

D. Departmental/Unit-Wide Grievances

1. Grievances involving a complete department, division or unit may be initiated at Step
  2. In the event that the Union has a grievance, it shall begin at Step 3 of the Grievance Procedure. Such a grievance shall be submitted by the Union President, his/her designated representative, on behalf of the Union. A Union grievance is defined as a disagreement arising under and during the term of this Agreement between the University and the Union concerning the interpretation and application of the provisions of this Agreement on a question which is not an Employee grievance nor an Employee group grievance. In the event of dispute on the application of this paragraph, the parties will discuss the dispute and by mutual agreement, initiate the grievance at the appropriate step of the grievance procedure.
- E. A grievance not answered by the University within the specified time limit may be referred by the Union to the next step of the grievance procedure.
- F. Nothing in this Agreement shall limit the right of the Employer to temporarily fill any position pending the resolution of a grievance or to exercise any other right of management.
- G. By mutual agreement, extension of time limits may be granted.
- H. TAPING/RECORDING It is understood by all parties that grievance meetings [and other employer-employee meetings] are not to be taped or otherwise recorded, unless the prior written consent of both parties has been obtained.



P&A

### Counter to WSU 12

Countered 11/18/2019

#### ARTICLE (13) PROGRESSIVE CORRECTION PROCEDURE

##### A. Progressive Correction Procedure

If an Employee, in the considered judgment of the supervisor, is not meeting the responsibilities of his/her position, or is in violation of reasonable professional standards and principles held normative for fellow Employees, the following progressive correctional steps shall be taken:

##### 1. Verbal Notification

The supervisor shall hold a private conference with the Employee for the purpose of discussing job performance deficiencies or unacceptable professional standards and principles. Coaching, which requires specific suggestions on performance improvement, is strongly encouraged prior to formal written notification under Section 2. Additional conferences may be held if the supervisor or Employee feel such will ensure mutual understanding and desired correction.

##### 2. Official Written Notification

a) If the Employee's job performance or professional standards and principles do not improve to an acceptable degree within a reasonable period following conference(s), the Employee shall be given, in a meeting with the supervisor, a written notice of his/her unacceptable and uncorrected deficiencies. The written notification shall include the supervisor's specific suggestions and a timetable for expected corrections, including at least one follow-up meeting. The written notice shall be signed by both the supervisor and the Employee. The Employee's signature shall indicate only that the Employee has read the notice but does not represent concurrence or non-concurrence with the content of such notice. The Employee may, at his/her option, notify the Union of such written notification. The signed letter of notification will be handled as described in (b) and (c) which follow.

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Additional conferences may be held if the supervisor or Employee feel such will ensure mutual understanding and desired correction.

b) The Employee may request representation by the Union at the progressive correction meeting with the supervisor for the purpose of ensuring completeness of understanding of the unresolved problem and corrective efforts made-to-date.

c) If the matter remains unresolved after the progressive correction meeting, the Employee shall be afforded the opportunity to append his/her written position with respect to the problem to the supervisor's letter of notification for joint submission to the Labor Relations Department and the ~~Employment Service Center~~ Human Resources.

d) Such official written notification, together with the Employee's optional response to same, shall be removed from the file after the follow-up meeting, if in the supervisor's judgment the performance is no longer deficient, or no later than two (2) years of non-repetitive job deficiency necessitating such an official written notification. Supervisors are encouraged to remove disciplinary action before the two years, if the problem performance has been adequately resolved.

#### B. Suspension/~~Dismissal~~Discharge Proceedings

Only after progressive corrective procedures (Section A, above) have been followed may suspension/~~dismissal~~discharge proceedings be initiated ~~on the recommendation of the appropriate supervisor to the Labor Relations Department, or its designated representative, who shall take~~ by taking the following action:

1. Hold a meeting with the principals in attendance, to discuss the allegation and give the employee an opportunity to respond. ~~together with~~ Union representatives shall be in attendance if requested by the subject Employee.

2. Notify the Employee and the Union of the suspension or ~~dismissal~~discharge and provide written reason(s).

3. If an Employee is not suspended/~~dismissed~~discharged, all written materials relative to the case ~~must be removed immediately from all personnel files on the Employee.~~

4. If suspension/~~dismissal~~discharge is to be invoked, the Employee and Union must be notified of the effective date of suspension/~~dismissal~~discharge.

5. If suspension is invoked, all written materials relative to the case must be removed from all personnel files on the Employee after two (2) years from date of suspension provided no further action relative to the matter is pending.

### C. Immediate Suspension/~~Discharge~~

1. For any act(s) that represent a threat to life, person, or property, or for just cause, an Employee may be immediately suspended/~~discharged~~ by the ~~Labor Relations Department~~ Human Resources or its designate the employee's immediate supervisor. In such cases the ~~Labor Relations~~ Human Resources Department or its designate the immediate supervisor will take the following steps:

a) Notify the Employee and the Union of the suspension/~~discharge~~ as soon as possible.

b) ~~In instances of suspension-~~Hold a meeting with the principals in attendance, to discuss the allegations and give the employee an opportunity to respond, within five (5) working days of the completion of the investigation. ~~together with~~ Union representatives shall be in attendance if requested by the subject Employee, ~~within two (2) working days of the suspension action or such other agreed upon date.~~

e) ~~In instances of discharge hold a meeting, if requested by the Employee, within two (2) working days of the discharge action. The Employee will exercise his/her option with respect to Union representation.~~

2. ~~If the Employee is not suspended/dismissed, all written materials relative to the case will be removed from all personnel files of the Employee.~~

### D. Grievance Proceedings for Suspension/~~Dismissal~~Discharge

All ~~dismissal~~discharge and suspension actions must be appealed in writing and signed by the Employee at Step 3 of the Grievance Procedure (defined in Article 8) within five (5) working days after written notice of decision.

E. Any employee (with live disciplinary action on his/her record), who is absented from the workplace for more than 180 continuous calendar days, shall have the life of the most recent disciplinary action(s) (per unique charge) frozen, until his/her return to work.

F. If the Employee is not suspended or discharged, all written materials relative to the case will be removed from all personnel files of the Employee.

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G. It is the objective of Wayne State University to keep all personnel files confidential.

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**2019 P&A Contract Negotiations**

**Proposal #: 9**

COMP 10/24/19

**Article: 26 — Meal Allowance for Overtime Worked**

[Signature] 10/24/2019

**Proposed: 10/24/2019**

**ARTICLE (26) MEAL ALLOWANCE FOR OVERTIME WORKED**

- A. A cash meal allowance of ~~\$3.50~~7.00 shall be provided whenever an Employee works more than two (2) hours overtime in a given day, excluding time taken from meals.
- B. In order to qualify for the cash meal allowance the overtime must be properly authorized.
- C. A meal allowance shall not be provided when an Employee works continuously for two (2) hours or more following his normal work day without taking time off for a meal.

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**2019 P&A Contract Negotiations**

**Proposal #: 1**

**Article: 27 — Pay Periods**

**Proposed: 9/24/2019**

**ARTICLE (27) PAY PERIODS**

The University may modify the payroll periods to bi-weekly or semi-monthly. The Union shall be provided at least 60 days' notice and the opportunity to discuss the impact. These discussions may include topics such as, DTCU Michigan First Credit Union, United Way, Parking, Cash-in-lieu of medical insurance, retirement, adjustments for holidays, and number of days in a pay period. These topics may not be all inclusive.

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**2019 P&A Contract Negotiations**

**Proposal #: Counter to Union's Salary Proposal**

**Article: 56 — Salaries**

**Proposed: 11/21/2019**

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**ARTICLE (56) SALARIES**

Effective the pay period including the ratification date of this agreement, a 2.5% ATB increase to the base salary of bargaining unit members; steps funded. During the term of this 2019-2020 contract only, the Employer will not include performance-based increases, in the total calculation of salary increases.

**Updated 2020 P&A Salary Schedule**

<b>Grade</b>	<b>Minimum</b>	<b>1st Step</b>	<b>2nd Step</b>	<b>Job Rate</b>	<b>Max. Salary</b>
16	73,558	78,463	83,365	88,269	110,335
15	65,720	70,098	74,482	78,862	98,579
14	59,009	62,947	66,879	70,813	88,518
13	53,262	56,813	60,366	63,917	79,896
12	48,294	51,511	54,834	57,950	72,441
11	44,115	47,059	49,998	52,939	66,174
10	40,285	42,968	45,654	48,339	60,423
9	36,975	39,439	41,904	44,368	55,460

Updated 2020 P&A IT Salary Schedule

Pay Grades	Minimum	1st Step	2nd Step	Job Rate	Maximum
16	92,638	98,812	104,989	111,165	138,956
15	81,433	86,861	92,287	97,717	122,147
14	71,843	76,631	81,424	86,212	107,764
13	63,626	67,867	72,107	76,351	95,439
12	56,530	60,296	64,068	67,833	84,791
11	50,552	53,921	57,292	60,661	75,826
10	45,073	48,075	51,083	54,086	67,611
9	40,343	43,031	45,720	48,412	60,511



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**2019 P&A Contract Negotiations**

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**Proposal #: 14**

**Article: 57 — Classification/Compensation System—Salary Administration Principles**

**Proposed: 10/31/2019**

**ARTICLE (57) CLASSIFICATION/COMPENSATION SYSTEM --SALARY ADMINISTRATION PRINCIPLES**

A. Positions included in the Hay classification system are assigned to an appropriate salary grade. Each Hay salary grade has a minimum, job rate and maximum. The job rate is 96% of the mid-point of the range. Additionally, there are two intermediary steps between minimum and job rate. (To identify step amount - divide the difference between the minimum and job rate by three (3)).

B. 1. Employees will be placed on the salary range appropriate to their classification hire date. To achieve this, effective August 1, 1993, Employees will be moved to the step appropriate for their classification hire date.

2. For the purposes of implementation only, time spent on unpaid leaves of absence will be counted as time served in the classification held prior to the beginning of the leave.

3. ~~Beginning August 1, 1993~~ Effective upon ratification of this agreement, step adjustments will be awarded to ~~these eligible~~ Employees who receive a fully satisfactory (fully satisfactory per 1992 review point) or above better on their most recent performance evaluation. All Eligible (Fully Satisfactory or better) Employees earning below between minimum and job rate will move to the next step appropriate for their classification hire date given a fully satisfactory performance evaluation on August 1 of each following year. The appropriate salary step shall be determined by the classification seniority of the incumbent. ~~As an example, for employees with two full years of classification seniority as of August 1 of the contract year, the appropriate step is step 2. For employees with more than one year of Classification seniority but less than two years classification seniority as of August 1 of a contract year, the appropriate~~

~~step is step 1. One step a year for each year of satisfactory service in classification, supported by the annual performance evaluation form.~~

Exception: For employees in entry-level positions, management may move their salary up to two steps (not to exceed job rate) within 30 days upon successful completion of a six-month probationary period, subject to joint review and approval by Human Resources and Labor Relations the employee's supervisor. Entry-level is defined as the lowest level position in a job classification sequence containing two or more levels. Employees who have their probationary period extended are ineligible for this post-probationary period increase.

4. The decision to postpone or defer a step increase for an Employee with less than satisfactory performance is at the University's discretion. Such decision is not subject to grievance challenge. Should such an employee receive at least a fully satisfactory evaluation the following year, the employee will receive a one-step increase instead of a two-step increase.

C. Unless specifically negotiated otherwise, steps move upward with any upward movement of the salary schedule due to the amount of any across-the-board (ATB) granted.

D. Progression from job rate to maximum will occur by annual across-the-board and merit increases only. There will be no progression beyond the maximum.

E. Employees at maximum will receive any annual ATB and merit increases with merit awards paid in a lump sum and not added to base salary. Employees above the maximum and who fall within their respective salary range as a result of the ATB to the range shall receive only that portion of the ATB that brings them to the new maximum of their respective range.

F. Employees above maximum will not be entitled to receive ATB increases, but will be eligible for increases which would be paid in a lump sum payment, not added to their base pay.

G. Employees participating in the retirement plan, at the time the lump sum payment is made, will have the normal University contribution to retirement based on that lump sum and will be required to make appropriate employee contribution from that lump sum.

H. New hires placed into vacant bargaining unit positions will be offered a salary that would place them on a step (i.e., minimum, first step, second step, job rate) in the salary range for their classification.

For classifications designated as high demand by the Division of Human Resources, or for individuals with specialized skills, departments may hire at a point up to the midpoint of the merit range, i.e., halfway between job rate and the maximum.

I. In the event a bonus is awarded to all persons represented by the bargaining unit, all Employees, including those above maximum, will be entitled to receive the bonus.

J. Employees who receive transfers (i.e., same classification and/or salary schedule and grade) will maintain their current salary provided it does not exceed the maximum of their classification.

K. All Employees, including those above maximum, may be entitled to receive bonuses at the University's discretion in recognition of special responsibilities or performance. These discretionary bonuses, include, but are not limited to presidential awards.

L. Performance related compensation, i.e., merit increases and bonuses (including, but not limited to presidential awards) is not subject to grievance challenge. Those rated at or above a Full Satisfactory overall rating are eligible to be considered for performance related compensation.

M. If additional dollars become available for merit during the life of the Agreement, the University may establish a merit pool for distribution at its discretion.

N. Employees currently represented by the Bargaining Unit, who, pursuant to the Hay Study would be placed into classifications that will not be represented by P&A, will remain in the Bargaining Unit in the revised classification, provided that they continue to hold such classification. At the point that such positions become vacant, personnel newly placed into such positions will no longer be represented by the Bargaining Unit.

O. Revised Compensation Principles & IT Study

1. For classifications designated as high demand by the division of human resources, or for individuals with specialized skills, departments may hire at a point up to the midpoint of the merit range, i.e., half-way between job rate and the maximum.

2. To retain employees with critical skills, or to reward employees who have completed what their department regards as critical projects or periods of particularly challenging work, with appropriate central concurrence, a line department may provide merit increases, bonuses or other non-benefit compensations adjustments at times other than the effective date of a contract year.

3. The university, acting through the division of human resources and the labor relations office, may modify upward the range for a classification upon 15 days' notice to the union. This shall not change any other terms of the agreement.



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**2019 P&A Contract Negotiations**

**Proposal #: 4**

**Article: 63 — Absence Call-In Procedure, Due to Illness**

**Proposed: 9/24/2019**

[Signature]  
EJE, 10/4/19

An employee is to report absence due to illness to the supervisor or designee(s) as soon as possible. As direct contact with supervisors may not always be possible, departments should enact alternative reliable contact methods, (i.e., e-mail, voice-mail, etc.) or alternative live contact for use in such cases.

[Signature]  
10/4/19

Absence notice shall require the following elements:

[Signature]  
10/4/19

- A. Specify the expected duration of the absence, if more than one day. Where the duration is unknown and a health care provider has not yet been consulted, the employee must call in each day to the supervisor.
- B. Specify how the employee wants the time coded. A longer than daily interval between calls is appropriate, providing that the employee has confirmed absence for a particular period based upon medical documentation (and the employee's immediate supervisor is in written agreement).
- C. Specify whether medical documentation has been submitted to Human Resources, or when it will be submitted to Human Resources or the supervisor.

[Signature]  
10/4/2019

Communication with ~~the Employment Services Center~~ Human Resources does not satisfy the University's absence notification requirement. It is a basic WSU (and universal) expectation that employees, not ~~Employment Services~~ Human Resources, will notify their immediate supervisor of any variances from their established work schedule. FMLA application/approval does not relieve an employee of that responsibility.



*ADP*  
*11-11-19*  
*TAJ*

## P&A Counter to WSU Proposal #11

Countered 11/11/2019

### LOA 21 — Printing of the Agreement

UAW P&A Local 1979 Bargaining Team 2019

Professional & Administrative Union  
5057 Woodward Ave., Suite 2222  
Detroit, MI 48202

*CAF*  
*Edg*

*B 11/11/19*  
*E 11/11/19*

*J.D.S 11/11/19*  
*CTS 11/11/19*

RE: Distribution of the Agreement

- A. Copies of the Agreement will be distributed electronically and made available on the WSU Labor Relations website.
- B. The Union shall receive twenty-five (25) printed copies of the Agreement for its internal use.

*(UAW)*  
*11/11/2019*

**Local UAW 1979**  
Professional and Administrative Union



**P&A**

*ADD*  
*11-11-19*  
*TAS*  
*CAF*

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Countered 11/11/2019

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*Edgar*

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11/11/19

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*WU* 11/11/2019

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