

WSU/ UAW STAFF ASSOCIATION LOCAL 2071
2018 Contract Negotiations

NEW 2018-2019 COLLECTIVE BARGAINING
ADJUSTMENTS (1 YEAR CONTRACT)

Note: All new language show as **bold; and
All deletions show as ~~strikethroughs~~

NEGOTIATED ADJUSTMENTS

EFFECTIVE AUGUST 1, 2018
(UNLESS DISIGNATED OTHERWISE)

WSU LABOR RELATIONS

Adjustment #1

TA'd 09/10/18

One (1) year Agreement- 2018-2019

Adjustment #2

TA'd 09/10/18

ARTICLE 1. RECOGNITION

A. SAME

B. Bargaining Unit Classifications:

Accompanist

Accounting Assistant
Accounting Assistant Gift Processing
Accounting Assistant, SR.
Accounting Clerk
Accounting Clerk, SR.
Accounting Specialist
Accounts Receivable Clerk
Admissions Clerk
Alumni Travel Assistant
Art Studio Supervisor
Audio-Visual Technician
Audio-Visual Technician, SR.

Biomedical Technologist
Bone Densitometer Technician
Bone Densitometer Technician, SR.
Broadcast Associate

Cashier

Cashier,LD

Cashier, SR.

Child Care Assistant
Communications Controller
Communications Controller, SR.
Computer Documentation Asst.
Computer Operator
Computer Operator, SR.
Computer Operator, LD.
Construction Records Specialist
Courier

Data Coordinator
Data Entry Clerk I
Data Entry Clerk II
Data Entry Coordinator
Data Entry Operator
Data Entry Operator, SR.
Data Resource Assistant
Data Specialist
Drafter

Electronics Technician
Electronics Technician, LD.
Electronics Technician, SR.
Environmental Safety Technician
Extension Program Supervisor

Family Support Aide

Graphic Artist
Graphic Arts Coordinator
Graphic Designer

Hazardous Materials Technician
Health Physics Assistant
Health Physics Specialist
Health Physics Technician
Human Resources Administrator

Imaging Clerk I
Imaging Clerk II
Imaging Clerk, SR.
Impact Sled Technician

Instrument Maker	Physical Science Technologist
Instrument Designer	Post Office Window Clerk
Instrument Designer, LD.	Production Controller
Instrument Technician	Program Specialist
Inventory Controller	Program Records Clerk I
	Program Records Clerk II
Laboratory Aide	Program Records Clerk, SR.
Laboratory Animal Supervisor	Pupillometry Technician
Laboratory Supervisor	
Laboratory Technician	Receptionist
Laboratory Technician, SR.	Records/Registration Clerk I
Library Clerk	Records/Registration Clerk II
Library Clerk, SR.	Records/Registration Clerk III
Lighting and Sound Technician	Registered Medical Assistant
	Research Technician
Mail Services Supervisor	Research Technologist
Material Controller	Reservation Coordinator
Material Controller, SR.	
Material/Mail Controller	Sculpture and 3D Studio Supervisor
Medical Assistant	Scene Shop Supervisor
Medical Fee Billing Assistant	Secretary I
Medical Office Assistant	Secretary 1- Upward Bound
Morgue Assistant	Secretary II
Mortuary Assistant	Secretary III
	Secretary IV
Network Control Operator	Self Instruction Assistant
	Self Instruction Coordinator
Office Clerk	Self-Instruction Coordinator, SR
Office Services Clerk I	Shipping/Receiving Coordinator
Office Services Clerk II	Storeskeeper
Office Services Clerk, LD.	Storeskeeper, SR.
Office Services Clerk, SR.	Student Records Clerk I
Ophthalmic Technician	Student Records Clerk II
	Student Records Clerk, LD.
Parking Command Center Controller	Student Records Clerk, SR.
Payment Expeditior	Supplies Clerk
Payroll Assistant	Switchboard Operator
Payroll Specialist	Switchboard Operator, Head
Payroll Specialist, SR.	
Parking Supervisor	Tape Library Controller
Personnel Clerk I	Technical Secretary II
Personnel Clerk II	Technical Secretary III
Personnel Specialist	Technical Secretary IV
Personnel Clerk, SR.	Technical Support Assistant
Pest Controller	Theatre Costumer
Photographer	Transfer Credit Processor

Veterinary Technician
Veterinary Technician Asst.
Veterinary Technician, SR.

Veterinary Technologist
Vivarium Technician

C. SAME.

D. Exclusion: It is also mutually agreed that the following personnel are excluded from the bargaining unit:

1. SAME.
2. SAME.
3. SAME.
4. SAME.
5. The following personnel are excluded from the bargaining unit subject to a maximum of twenty-one (21):
 - a. Secretaries to the Secretary of the Board of Governors;
 - b. Secretaries to any Vice President of the University;
 - c. Secretaries to any Assistant Vice President of the University;
 - d. Secretaries to the Associate Vice President for Academic Affairs;
 - e. Personnel in the University Budget Office;
 - f. Secretarial/clerical personnel in the Department of Internal Audit;
 - g. Secretarial/clerical personnel in the Department of Risk Management.
 - h. Secretary to the Chief in the Department of Public Safety.

- E. SAME.
- F. SAME.
- G. SAME.
- H. SAME.
- I. SAME.

Adjustment #3

TA'd 09/10/18

ARTICLE 9. CONTINUED STUDY

- A. SAME.
- B. SAME.
- C. During the life of the 2005 to 2009 Agreement, Special Conferences relating to the University's nondiscrimination obligations under the contract and training needs may be requested by the Union with the Labor Relations Office together with the Office of Equal Opportunity. Special Conferences on this topic shall be limited to not more than twice per contract year and shall otherwise follow the requirements of paragraph B, above.

Adjustment #4

TA'd 09/10/18

ARTICLE 14. FRACTIONAL-TIME EMPLOYEES

- A. SAME.
- B. SAME.
- C. SAME.
- D. SAME.
- E. SAME.
- F. SAME.
- G. SAME.
- H. **Fractional-time Employees shall be e**Eligibility for tuition benefits in accordance with Article 46, **section B2**, Tuition Assistance Program, ~~B-2~~.

ARTICLE 19. PROMOTIONS AND TRANSFERS

A. Definitions:

1. **Promotion** -- A promotion shall be defined as a change to a higher salary level classification from a lower salary level classification which occurs through the standard posting process.

A reclassification shall be defined as a change from one classification to another as a result of the auditing process conducted by the ~~Department of Classification and Compensation~~ **Department**.

An Employee who is earning minimum, first step, second step or job rate prior to a promotion or reclass, and who is promoted or reclassified under this agreement shall receive a salary increase of not less than five percent (5%). In the event that such increase places the Employee between steps, s/he shall be compensated at the next higher step of the classification to which s/he was promoted or reclassified. In no event shall the Employee receive less than the minimum of the salary grade to which s/he was promoted or reclassified.

For promotions only, this provision shall allow departments with sufficient funding to provide a promotional increase to a step of more than 5%, but not beyond job rate.

Employees earning above job rate who are promoted or reclassified a single grade shall receive a five percent (5%) increase plus money to the next higher step if the increase places them between steps. Employees earning above job rate who are promoted or reclassified multiple grade levels shall receive a ten (10%) salary increase plus such additional compensation as may be necessary to place the employee at the job rate of the higher classification. In no event shall the Employee receive less than the job rate of the new classification to which s/he was promoted or reclassified.

In all cases, a salary provided at the higher rate is not to exceed the maximum of the higher classification.

The higher rate will be effective the first day of service in the higher classification from the date the position is reclassified or from the date of the grievance challenging the improper classification.

2. **Transfer** -- A transfer shall be defined as a change from one position to another position in the same classification, or a different classification in the same salary

grade. An Employee, who is not over maximum, and who is transferred under this Agreement shall not receive a salary change as a direct result of the transfer. However, departments may voluntarily agree to pay a salary over maximum for an employee who is already over maximum and exercises transfer rights. Otherwise, transfers do not exceed the maximum of the salary grade.

3. Fully Grant Funded Positions -- Effective January 1, 1993, those who bid into or are hired into 100% grant funded positions, are not eligible to displace other Employees in a reduction in force. These positions are bump-ineligible positions. Employees, who occupy a 100% grant funded position prior to January 1, 1993, have bumping rights from their current position only (grandfathered). Upon bidding to a new bump-ineligible position, those hired before January 1, 1993, would not have bumping rights. However, effective March 30, 1995 employees on bump ineligible positions who are laid off, may bump into a vacant position in their same classification or a lesser classification, providing they can perform the work, during their thirty (30) day period of layoff notice and for another sixty (60) days thereafter, while on lay-off. The vacancy-only bumping sequence shall follow the pattern set forth in Article 18 of the contract.
 4. 50% Or More Soft-Money Funded Bump Ineligible Positions -- Effective March 30, 1995, and subject to a University-wide cap of 25 positions, employees who take positions that are funded fifty (50%) or more on funds other than the general fund are bump ineligible. These positions will be specifically identified to the Union and will not be positions occupied by any current employee. They will be created upon there being a vacancy or as new positions.
- B. When it becomes necessary to re-adjust the work force within a college or division by the temporary internal reassignment of an Employee to a vacant position in another department, the highest bargaining unit seniority Employee of those who volunteer and meet the qualifications will be given first consideration to be reassigned. If there are no volunteers who meet the qualifications, the lowest senior Employee who meets the qualifications will be internally re-assigned. Exceptions may be made only if this procedure eliminates an Employee in a single Employee office or department. The Employee subsequently re-assigned pursuant to this procedure shall continue to earn department seniority in the department from which the Employee was re-assigned.
- C. The Employer shall have the opportunity to hire from the outside at Grade 4 and below, as set forth in Section D, below.

Current Employees who wish to be considered for transfer or promotion to positions of Grade 4 or below, as set forth in Section D, below, shall submit a request in writing to the Employment Services Office. Seniority, **performance appraisals, and disciplinary records** will be considered in determinations made under this provision.

Employees who wish to be transferred or promoted to the job that is posted shall fill out a form to be provided by the Employment Services Office of the Division of Human Resources and return it to the Employment Services Office.

D. The University and Union agree that promotional opportunities for current Employees should be encouraged throughout the University. Promotion and transfers for all bargaining unit vacancies, above Salary Grade 4, shall be handled in the following manner:

1. The University shall publish and post all bargaining unit vacancies for at least seven (7) working days.
2. To inform Staff employees of posting information, there shall be at least one posting kiosk, computer or other web access device as determined by the University in each WSU building at which 2 or more staff employees are assigned. For buildings with more than 10 staff employees, there shall be two designated posting access devices. The University shall designate the location of such devices and provide access during normal business hours.

Where electronic or web-based postings are not available per the above standards, then paper notices shall be posted or otherwise made available in the college and/or division and such other locations as will help ensure adequate coverage for the bargaining unit.


3. A copy of the notice shall be sent to the Local Union President at the same time the distribution of notices is made.
4. The notice shall list the date of the posting, the date the posting expires, the department where the vacancy exists, the classification, the salary range, the basic function, responsibilities and specific qualifications of the job, whether the position is bump-ineligible (i.e., 100% grant funded or 50% or more funded from sources other than the general fund [soft money] as of 3/30/95), whether the job is full or part-time, whether the job is represented or non-represented and the control or budget number when available.
5. ~~Employees who wish to promote shall pass the general clerical skills test (GCST) effective for clerical positions posted on or after 8/01/02 (for specific GCST inception/historical information, See Article 19 of the 2001 Staff Association collective bargaining agreement). After taking the GCST, and Employee will be provided with a receipt indicating their test results. An employee who has passed the test need not pass it again. Employment Services will screen the applications in order to determine who meets the qualifications for the vacancy. This screening shall include passage of the general clerical skills test.~~
6. A seniority-ordered listing of qualified employees will be referred for interviews for the position.

7. The Employee with the most bargaining unit seniority from among all those who meet the specific qualifications for the posted position shall be transferred* or promoted except as allowed below. The specific qualifications shall reflect the performance requirements of the position. [*As used anywhere in this Article, employees seeking transfer need not take nor pass the test, but must be otherwise qualified.]
- a) Employees who apply for promotion/transfer* must meet requirements of the position and have acceptable performance history ~~and~~ attendance, **job knowledge, appropriate interpersonal skills (i.e. good customer service, professionalism) education and ability to perform the job with or without accommodation.** From among all of those who meet the above criteria, superior attendance, qualification, and seniority will be weighed equally, or along with seniority as set forth in b) below.
 - b) The department may select from among all bargaining unit candidates who apply the employee with the best attendance and qualifications, or it may choose a more senior employee than the one(s) with better attendance, providing that employee has better attendance than others who are more senior.
 - c) In determining what constitutes superior attendance, the department will consider the employee's attendance record for the twelve (12) month period prior to the closing date of the bid. Employees with less occasions of absence are regarded as having superior attendance. Where the number of occasions are equal, then the person with the less total hours of absences is regarded as having superior attendance.

Alternatively, the department may choose not to focus on attendance and make its selection on the basis of seniority **and other criteria listed in Section D a, above.**

All bargaining unit applicants not selected shall be notified confidentially within fifteen (15) days after the position is filled. Employees who make a request in writing, shall, within fifteen (15) working days, be given a written explanation of why they were not selected.

8. ~~Typing and Transcription tests for promotional level secretarial/clerical positions will be given once a month.~~ **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. 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.**

9. ~~Employees may not retake the test more than once every three months. Paid time for taking the test shall be at the discretion of the department head of the employee applying.~~
 10. It is recognized that any mandatory training is compensable time.
 11. It is understood that a situation where an existing job is upgraded, or reclassified, the Employee holding that position shall remain in the revised position.
 12. The Employer may fill a vacancy within a department, by promoting or reassigning an Employee within that department who meets the specific qualifications and has the highest bargaining unit seniority.
 13. In order to be considered eligible for promotional and transfer referrals Employees must have completed their six (6) month probationary period.
 14. Upon voluntary transfer an employee will not be considered for another voluntary transfer to any other position for a period of nine (9) months from the effective date of that action. Exceptions may be made by mutual agreement between the University, the Union and the Employee.
- E. The Employer shall have the right to hire qualified new Employees from outside the bargaining unit in the event qualified Employees in the bargaining unit do not make application.
- F. Any dispute concerning this Article shall be entered into the Third Step of the grievance procedure, except that a dispute primarily concerning a position communication (vacancy posting) shall be presented to the ~~Total Compensation & Wellness~~ Department, and be in accordance with the Second Step of the grievance procedure.
- 

ARTICLE 20. PROVISIONAL STATUS

- A. SENIORITY EMPLOYEES: ~~Effective 08-01-13, A~~ a seniority Employee who accepts a promotion, demotion, or a transfer within the bargaining unit, shall be placed on provisional status for **sixty (60)** ~~forty five (45)~~ calendar days with seniority accumulating.
1. An Employee placed on provisional status will have two (2) progress reports – the first will be done not later than the midway point of the **sixty (60)** ~~forty five (45)~~ calendar days, and the second prior to the end of the **sixty (60)** ~~forty five (45)~~ calendar day provisional period.
 2. During the provisional period, the Employer will provide and document training and instructional supervision, as applicable, so as to acclimate the Employee to departmental procedures.
 3. To aid placement efforts, the Employee shall be notified, in writing, of his/her successful completion of the provisional period or disqualification for the subject position, at least ten (10) calendar days prior to the end of the provisional period.
- B. The provisional status in excess of the established provisional periods may be extended by written mutual agreement among Employee, Employer and the Union.
- Provisional status shall not alter an Employee's benefits and entitlements provided in the Agreement.
- C. Upon completion of the provisional status period such Employee shall, in the following order:
1. Be removed from provisional status, or
 2. Be returned to such Employee's former position, or, if that position is no longer vacant,
 3. Be placed in a vacancy in such Employee's former classification. If more than one such vacancy exists, the Employee shall be assigned to the vacancy that has been vacant for the longest period of time, in order to maintain employment. If the Employee refuses the assignment, he/she shall be considered voluntarily terminated.

In the event that placement cannot be made pursuant to C.3. above, the Employer will attempt to place the Employee pursuant to Article 18 (Layoff & Recall) and shall begin with Section A.7 of that Article.

No reduction in salary below that of such Employee's former classification shall occur before that Employee is placed into a position pursuant to Article 18 or before thirty (30) days have expired, whichever occurs first. The thirty (30) day period shall begin on the date the Employee receives notice of completion of the provisional status period. An Employee not placed under these provisions shall be laid-off pursuant to Article 18.

- D. Grievance and arbitration procedures shall not be denied provisional Employees except that the Employer's decision to return a provisional Employee to such Employee's former position or former classification, as provided in C. 3. above, shall not be subject to grievance.
- E. Seniority, illnesses, vacation bank accrual and utilization shall not be affected by such provisional status.

Adjustment #7

TA'd 09/10/18

ARTICLE 21. PROMOTIONS AND TRANSFERS BETWEEN BARGAINING UNITS

- A. An Employee who is transferred or promoted from one bargaining unit whose contract contains this provision to another bargaining unit whose contract also contains this provision, shall be placed on provisional status for ~~six (6) months~~ **ninety days (90)**. During the ~~six (6) months~~ **ninety days (90)** provisional period, the Employee if unable to perform the work shall be returned by the Employer to such Employee's previous position, if available, or to such Employee's previous classification, if a suitable vacancy exists. If the Employee's previous position is not available, and if there is no suitable vacancy in the previous classification, the Employee shall have the opportunity to exercise the layoff provision in the contract.
- B. Grievance and arbitration procedures are available to provisional Employees; however, a provisional Employee's removal from the new classification during the provisional period for inability to perform the work and immediate or pending return to the previous position or classification under Section 1 of this Article shall not be subject to grievance or arbitration. An Employee who is discharged for just cause during the provisional period may grieve the discharge.
- C. A transfer or promotion between bargaining units whose contracts contain this provision shall not interrupt University service.
- D. A provisional Employee who is returned or an employee who elects to return within six (6) months to such employees previous classification shall return with the same status as such Employee had when the transfer was initiated, except that such Employee shall be credited with one-half (1/2) the

service (seniority) such Employee accumulated in the position to which such Employee was transferred or promoted. **Vacation accrual rate shall be determined according to prior bargaining unit accrual; credit shall be given for prior service toward eligibility for University Retirement Plan and Disability Income Program; and former illness bank at the time of departure from bargaining unit shall be restored.**

- E. Employees transferred or promoted shall receive the benefits of the new position while they are in that position. If an Employee who has earned vacation is transferred or promoted to a classification which does not have vacation, the Employee shall either use the vacation prior to the transfer or promotion or shall be paid for any accrued vacation.

Adjustment #8

TA'd 09/10/18

ARTICLE 29. RE-EMPLOYMENT WITHIN THE BARGAINING UNIT

- A. All former members of the bargaining unit, **who vacate the bargaining unit but remain an active employee**, who return to bargaining unit positions within three (3) years shall receive the following benefits:
 - 1. Vacation accrual rate shall be determined according to prior **bargaining unit** employment.
 - 2. Credit shall be given for prior service toward eligibility for the University Retirement Plan and Disability Income Program.
 - 3. Former illness bank remaining at the time of **departure from the bargaining unit termination** shall be reinstated.
- B. Former **bargaining unit** Employees shall be on a ~~six (6) month~~ probationary **ninety (90) day provisional** period and considered the same as new Employees except as provided in this Article.

ARTICLE 34. ILLNESS DAY PLAN

- A. It is understood that the Illness Bank is intended to compensate Employees for illness. The Employer reserves the right and discretion to establish attendance standards, to institute discipline, and to require verification of absence when deemed appropriate.
- B. Regular full-time Employees shall receive illness days as follows:
1. Illness days shall accrue at the rate of .85 for each pay period completed without loss of pay.
 2. Illness days shall accrue to 200 days.
 3. Utilization of illness days requires three (3) months of continuous service.
 4. Illness days may be utilized for purposes of rehabilitative treatment or therapy which is required as a direct result of an injury or illness. It is understood that written verification from the attending physician as to the need for such treatment or therapy as well as the schedule for same, must be provided in advance by the Employee.
- C. It is not the policy of the Employer to arbitrarily penalize Employees through the imposition of economic sanctions for occasional days off due to illness which do not abuse the purpose of the illness bank, but it is understood that chronic absenteeism beyond the Employee's control may not meet Employer standards. It is also not the policy of the Employer to interpret each day of an extended illness, e.g., five (5) days off with flu, as five (5) separate occurrences, but rather as one (1) occurrence consisting of five (5) illness days used.
- D. Illness benefits are a type of insurance coverage; however, in addition to excused absence for personal illness, days may be used during the twelve (12) month contract year for the special needs listed below and charged to the illness bank.
1. Death of a member of the immediate¹ family (up to five (5) consecutive working days per contract year). However, if an Employee experiences more than one

¹Immediate family shall be defined as: Husband, wife, father, mother, brother, sister, son, step-son, daughter, step-daughter, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law. Aunts, uncles, nieces, nephews, cousins, shall be considered members of the immediate family only if living in the Employee's immediate household.

instance of death of a member of the immediate family and has used some or all of the above five (5) days, the Employee shall be able to draw from vacation or Any Purpose Days for a total of five (5) consecutive working days.

2. **Any Purpose Days** Employees who have completed nine (9) months of service may use up to five (5) days during the contract year for any personal reason other than that listed in Sec. 1. above, (e.g., observance of a religious holiday, a scheduled medical or dental appointment, etc.). Such days are to be taken in **minimum of half day** ~~full-day~~ increments. Any Purpose Days are not intended to be used as an extension of the holiday or vacation provisions of the Collective Agreement. Except in emergency situations, such days are not to be used on a consecutive basis unless operational needs permit and prior approval of the Supervisor is received. Such ~~days~~ **time** will not be approved after a previous request for time off (for the same day) has been denied. Any Purpose Days shall be scheduled in advance, whenever possible. However, notwithstanding the foregoing, two of the five days shall require notice to the Supervisor or designee by end of the shift one full work day (e.g. by end of shift Monday, to take Wednesday off; by end of shift Thursday, to take Monday off) prior to taking the day for the employee to be eligible for pay.

An Employee requested to explain unscheduled usage may choose to keep personal information confidential without forfeiting any benefits.

E. REPORTING ABSENCE DUE TO ILLNESS:

1. An Employee is to report absence due to illness to such Employee's Supervisor or designee as soon as possible and in any event, not later than thirty (30) minutes after the start of the regular scheduled work period. If it is impossible to notify the Supervisor within this time, notification must be given within the scheduled work period of the first day of absence. **How the employee is to report their absence will be determined by the Employee's Supervisor.** Acceptable evidence of such impossibility to notify the Supervisor must be presented to receive illness benefits.

Employees on an approved Family Medical Leave, may be authorized by their Supervisor to contact an approved designee as soon as possible and in any event, not later than thirty (30) minutes before the start of their regular scheduled work period. Due to the constant change in technology the Supervisor may designate the method for notification.

2. For day shift Employees of the University Libraries, who have either public contact positions or who must open their building or area (as determined by supervision), the reporting of absence must be to the supervisor or designee, ~~[if using an answering machine, it shall be a single line phone or reliable voicemail]~~ and must be not later than thirty minutes before the scheduled start time. An Employee assigned to the afternoon shift at the University Libraries must report absence to

such Employee's supervisor or designee at least one (1) hour before that Employee's shift is scheduled to start.

3. Failure to report absence due to illness on each day is considered unauthorized absence and can result in loss of pay for the day. Longer intervals between calls may be established by the Supervisor if it is determined that the Employee will be off for an extended period for an extended period (and the employee's immediate supervisor is in written agreement).
 4. Absence due to illness may require verification by medical authority including one designated by the Division of Human Resources, if so requested by the Administrative Head of the unit.
 5. Notification of a requirement of medical verification will be given to the Employee in written form, with a copy to the Local Union President. Such notification will state the reason(s) for requiring medical verification. If the Employee feels that such requirement is unreasonable, a grievance may be filed at the First Step of the grievance procedure.
- F. For Employees hired prior to September 18, 1986, after completion of five (5) years of continuous full-time service upon resignation from the University, the Employee shall be paid one-quarter (1/4) of the accumulated Illness Bank up to a maximum of pay for fifteen (15) days, providing that the Employee has given the Employer two (2) weeks notice of intent to separate. However, any Employee hired on/after September 18, 1986, shall not be entitled to the payout of the Illness Bank upon resignation.
- G. Upon death, if the deceased Employee had ten (10) or more years of service, the surviving spouse, children, or estate, shall be paid one-half (1/2) of the accumulated Illness Bank up to a maximum of pay for thirty (30) days.

ARTICLE 38. VACATION

- A. SAME.
- B. SAME.
- C. SAME.
- D. SAME.
- E. SAME.
- F. For new Employees, vacation will be accrued from the first full pay period after the date of hire and shall be credited as of ~~10/1/2000~~, at the end of four (4) months, none prior thereto. Thereafter, vacation days shall accrue at the end of each pay period for which the Employee does not exceed one (1) hour of absence without pay.
- G. SAME.
- H. SAME.
- I. SAME.
- J. SAME.

ARTICLE 43. RETIREMENT

- A. SAME.
- B. SAME.
- C. SAME.
- D. SAME.
- E. ~~The retirement right of Employees who had been employed by the Employer prior to July 1, 1958, and who have elected to remain under the Detroit School Employees Retirement System (DSERS) shall continue and shall be governed by the provisions of the Resolution of the Board of Governors adopted on February 17, 1966 (Proceedings, pp. 1242-1244).~~

ARTICLE 46. TUITION ASSISTANCE PROGRAM

- A. SAME.
- B. SAME.
- C. SAME.
- D. SAME.
- E. SAME.
- F. ~~The application forms will be available at the Total Compensation & Wellness Office Department,~~ as well as any additional information that may be necessary.
- G. SAME.
- H. SAME.
- I. SAME

ARTICLE 47. SALARIES

A. Salaries for Employees in the classifications covered by this Agreement shall be in accordance with Appendices A, B, C, D, & D-1. The salary range for each classification covered by this Agreement shall be in accordance with Appendix E.

B. Salary Increases:

It is mutually understood that: This arrangement shall have no bearing on any other WSU bargaining unit, and shall not create any additional bargaining rights for this, or any other WSU union.

2018 – 2019 Effective the pay period including the date of ratification of the Agreement by the union a 2% ATB increase to the base salary of bargaining unit members; steps funded. Plus an additional 0.5% to base salary , only for those bargaining unit members who achieved at least a Fully Satisfactory (FS) overall rating during the WSU Performance Evaluation Process for bargaining unit members of the 2017/2018 assessment period of which ends in July of 2018.

ARTICLE 47. SALARIES:

Salary Range	Minimum	1st Step	2nd Step	Job Rate	Maximum
1	\$23,223	\$24,773	\$26,322	\$27,870	\$34,837
2	\$24,963	\$26,625	\$28,291	\$29,955	\$37,443
3	\$27,074	\$28,878	\$30,682	\$32,486	\$40,611
4	\$29,548	\$31,519	\$33,488	\$35,457	\$44,322
5	\$29,587	\$31,559	\$33,533	\$35,503	\$44,377
6	\$31,424	\$33,522	\$35,615	\$37,710	\$47,138
7	\$32,485	\$34,654	\$36,819	\$38,986	\$48,730
8	\$33,392	\$35,621	\$37,847	\$40,074	\$50,091
9	\$35,727	\$38,110	\$40,491	\$42,872	\$53,593
10	\$35,969	\$38,367	\$40,765	\$43,162	\$53,956
11	\$38,501	\$41,067	\$43,632	\$46,198	\$57,750
12	\$40,002	\$42,668	\$45,336	\$48,001	\$60,002
13	\$42,705	\$45,550	\$48,398	\$51,244	\$64,054
14	\$44,849	\$47,841	\$50,829	\$53,820	\$67,274

Adjustment #14

TA'd 09/10/18

APPENDIX E
Classifications Represented by the Staff Association

Classification	Salary Grade
Accompanist	11
Accounting Assistant	04
Accounting Assistant, Gift Processing	04
Accounting Assistant, SR.	07
Accounting Clerk	02
Accounting Clerk, SR.	03
Accounting Specialist	10
Accounts Receivable Clerk	03
Admissions Clerk	01
Alumni Travel Assistant	04
Art Studio Supervisor	11
Audio-Visual Technician	05
Audio-Visual Technician, SR.	06
Biomedical Technologist	10
Bone Densitometer Technician	03
Bone Densitometer Technician, SR.	04
Broadcast Associate	08
Cashier	03
Cashier, LD	05
Cashier, SR.	04
Child Care Assistant	07
Communications Controller	09
Communications Controller, SR.	10
Computer Documentation Asst.	08
Computer Operator	06
Computer Operator, SR.	08
Computer Operator, LD.	09
Construction Records Specialist	09
Courier	02
Dance Media & Production Coordinator	12
Data Coordinator	04
Data Entry Clerk I	01
Data Entry Clerk II	02
Data Entry Coordinator	07
Data Entry Operator	01
Data Entry Operator, SR.	02

APPENDIX E	
(continued)	
Classification	Salary Grade
Data Resource Assistant	07
Data Specialist	04
Electronics Technician	09
Electronics Technician, LD.	11
Electronics Technician, SR.	11
Environmental Safety Technician	10
Extension Program Supervisor	10
Family Support Aide	02
Graphic Artist	09
Graphic Arts Coordinator	13
Graphic Designer	11
Hazardous Materials Technician	06
Health Physics Assistant	03
Health Physics Technician	03
Health Physics Specialist	08
Human Resources Administrator	10
Imaging Clerk I	01
Imaging Clerk II	02
Imaging Clerk, SR.	03
Impact Sled Technician	11
Instrument Maker	09
Instrument Designer	14
Instrument Designer, L.D.	14
Instrument Technician	08
Inventory Controller	06
Laboratory Aide	02
Laboratory Animal Supervisor	12
Laboratory Supervisor	07
Laboratory Technician	03
Laboratory Technician, SR.	04
Library Clerk	02
Library Clerk, SR.	03
Lighting and Sound Technician	11

APPENDIX E	
(continued)	
Classification	Salary Grade
Mail Services Supervisor	12
Material Controller	06
Material Controller, SR.	08
Material/Mail Controller	09
Medical Assistant	04
Medical Fee Billing Assistant	04
Medical Office Assistant	04
Morgue Assistant	04
Mortuary Assistant	03
Network Control Operator	08
Office Clerk	01
Office Services Clerk I	02
Office Services Clerk II	03
Office Services Clerk, LD.	04
Office Services Clerk, SR.	04
Ophthalmic Technician	07
Parking Command Center Controller	04
Payment Expeditor	04
Payroll Assistant	04
Payroll Specialist	10
Payroll Specialist, SR.	11
Parking Supervisor	10
Personnel Clerk I.	03
Personnel Clerk II	04
Personnel Specialist	10
Personnel Clerk, SR.	07
Pest Controller	04
Photographer	11
Physical Science Technologist	11
Post Office Window Clerk	03
Production Controller	06
Program Specialist	07
Program Records Clerk I	02
Program Records Clerk II	03
Program Records Clerk, SR.	04
Pupillometry Technician	03

APPENDIX E	
(continued)	
Classification	Salary Grade
Receptionist	01
Records/Registration Clerk I	03
Records/Registration Clerk II	05
Records/Registration Clerk III	08
Registered Medical Assistant	07
Research Technician	04
Research Technologist	11
Reservation Coordinator	07
Scene Shop Supervisor	
	11
Sculpture and 3D Studio Supervisor	11
Secretary I	02
Secretary I – Upward Bound	02
Secretary II	03
Secretary III	04
Secretary IV	07
Self Instruction Assistant	03
Self Instruction Coordinator	06
Self Instruction Coordinator, Sr.	08
Shipping/Receiving Coordinator	09
Storeskeeper	06
Storeskeeper, SR.	08
Student Records Clerk I	02
Student Records Clerk II	03
Student Records Clerk, LD.	07
Student Records Clerk, SR.	04
Supplies Clerk	05
Switchboard Operator	01
Switchboard Operator, Head	02
Tape Library Controller	
	05
Technical Secretary III	04
Technical Secretary IV	07
Technical Services Clerk	03
Technical Services Clerk	04
Technical Support Assistant	11
Theatre Costumer	11
Transfer Credit Processor	07
Veterinary Technician	
	07
Veterinary Technician Asst.	03
Veterinary Technician, SR.	12
Veterinary Technologist	13
Vivarium Technician	02

APPENDIX F
JOB GROUPINGS

Veterinary Technician, SR.-T*

Veterinary Technician
Veterinary Technician Assistant
Veterinary Technologist
Laboratory Animal Supervisor
Laboratory Supervisor
Laboratory Technician, SR.
Laboratory Technician

Laboratory Aide
Biomedical Technologist

Bone Densitometer Technician
Bone Densitometer Technician, SR.
Morgue Assistant
Mortuary Assistant
Pupillometry Technician
Research Technician
Vivarium Technician

Graphic Artist-T*
Graphic Designer
Graphics Arts Coordinator

Computer Operator, LD.-T*
Computer Operator, SR.
Computer Operator
Computer Document Assistant
Network Control Operator
Production Controller
Tape Library Controller

Audio-Visual Technician, SR.-T*
Audio-Visual Technician

Instrument Designer LD. T*
Instrument Designer
Instrument Maker
Instrument Technician

Imaging Clerk I-C*

Imaging Clerk II
Imaging Clerk, SR.

Accounting Clerk, SR.-C*
Accounting Clerk
Accounting Assistant, SR.
Accounting Assistant, Gift Processing
Accounting Assistant
Accounting Specialist
Accounts Receivable Clerk
Cashier, Sr.
Cashier

Medical Fee Billing Assistant
Payroll Assistant

Payroll Specialist
Payroll Specialist, SR.
Payment Expeditor

Secretary I-C*

Secretary II
Secretary III
Secretary IV
Office Clerk
Office Services Clerk, LD.
Office Services Clerk, SR.
Office Services Clerk I
Office Services Clerk II
Personnel Clerk, SR.
Personnel Clerk I
Personnel Clerk II
Personnel Specialist

Program Specialist
Admissions Clerk
Alumni Travel Assistant
Data Coordinator
Extension Program Supervisor
Library Clerk, SR.
Library Clerk

APPENDIX F
JOB GROUPINGS
(Continued)

Electronics Technician, LD.-T*	(Continued Clerical Job Grouping from previous page - <u>below</u>)	
Electronics Technician, SR.		
Electronics Technician		
Hazardous Materials Technician-T*	Program Records Clerk, SR. – C* Program Records Clerk I Program Records Clerk II Medical Office Assistant Reservation Coordinator Self Instruction Asst. Self Instruction Coordinator Records/Registration Clerk I Records/Registration Clerk II Records/Registration Clerk III Student Records Clerk, LD Student Records Clerk, SR Student Records Clerk I Student Records Clerk II Technical Secretary III Technical Secretary IV Transfer Credit Processor	
Health Physics Assistant		
Health Physics Technician		
Health Physics Specialist		
Inventory Controller-T*		
Material Controller, SR.		
Material Controller		
Material/Mail Controller		
Shipping/Receiving Coordinator		
Storeskeeper, SR.-T*		
Storeskeeper		
Supplies Clerk		
Courier-C*		
Data Entry Clerk I-C*	Data Entry Clerk I-C* Data Entry Clerk II Data Entry Coordinator Data Entry Operator, SR. Data Entry Operator Data Resource Assistant Data Specialist	
Data Entry Clerk II		
Data Entry Coordinator		
Data Entry Operator, SR.		
Data Entry Operator		
Data Resource Assistant		
Data Specialist		
Communications Controller, SR.-T*		Communications Controller, SR.-T* Communications Controller
Communications Controller		
Switchboard Operator, Head-C*		Switchboard Operator, Head-C* Switchboard Operator Receptionist
Switchboard Operator		
Receptionist		

** -T = Technical (all jobs in grouping, except where noted)* -C = Clerical/administrative (all obs in grouping)

APPENDIX F
JOB GROUPINGS
(Continued)

Stand Alones

Art Studio Supervisor -T	Parking Command Center Controller - C
Broadcast Associate - T	Parking Supervisor – C
Child Care Assistant - C	Pest Controller – C
Construction Records Specialist - C	
Dance Media & Production Coordinator - T	
Drafter - T	Photographer – T
Environmental Safety Technician - T	
Family Support Aide – C	Physical Science Technologist - T
Human Resources Administrator - C	Post Office Window Clerk - C
Impact Sled Technician – T	Registered Medical Assistant – T
Lighting and Sound Technician -T	
Mail Services Supervisor -T	Scene Shop Supervisor – T
Medical Assistant - T	Sculpture and 3D Studios Supervisor - T
	Technical Services Clerk - T
	Technical Support Assistant – T
Ophthalmic Technician – T	Theatre Costumer - T

For purposes of administering pay-in-lieu aspect of
Christmas/New Year's Closure compensation

** -T = Technical (all jobs in grouping, except where noted)* -C = Clerical/administrative (all
obs in grouping)

Adjustment #8

TA'd 09/10/18

New Supplemental Letter of Agreement #36

WAYNE STATE UNIVERSITY

September 10, 2018

Sandra Sumner, President
UAW Staff Association, Local 2071
2441 W. Grand Blvd., Ste. #206
CWA- Communications Workers of America
Detroit, MI 48208

RE: Participation in WSU Comprehensive Compensation Study

Dear Ms. Sumner:

The parties hereby agree that, the results of the Hay Classification Study that was performed many years ago, require an update. To that end, the UAW Staff Association, Local 2071 Bargaining Unit shall participate in a new comprehensive, campus-wide WSU Compensation Study of all WSU job classifications. Participation will commence after the ratification of the 2018 collective bargaining agreement, and will continue until its completion.

Prior to the commencement of the study, the University's representative will schedule a meeting with the Executive Board of the UAW Staff Association, Local 2071 to describe the process and allow the Board to raise questions and concerns regarding any part of the process.

Classifications identified as appropriately placed within Staff Association shall be placed into the bargaining unit. Employees currently represented by Staff Association, who, pursuant to the WSU Compensation Study would be placed into classifications that will not be represented by Staff Association, will remain in Staff Association in the revised classification, provided the employee continues to hold such classification. At the point that such positions become vacant, employees newly placed into such positions would no longer be represented by the bargaining unit.

The University will notify the Union in writing at least twenty one (21) days prior to the proposed implementation and give Staff Association an opportunity to provide input on the proposed changes. Disputes regarding the proposed removal of classifications from Staff Association shall be discussed and if not resolved submitted directly to step 3 of the grievance procedures which could ultimately end in arbitration.

Respectfully,

Lauri Washington, Director
Labor Relations

This conforms to our agreement.

Sandra Sumner, President, Staff Association UAW Local 2071