

2024-2025 Memorandum of Understanding Regarding Policies between Indiana University and AFSCME  
Service Local 1477-01

1. HR-08-30 – Corrective Action for Service Staff (Non-Exempt AFSCME Service Staff)
  - a. Any AFSCME-covered employee who is subject to workplace removal pending investigation will be placed on paid administrative leave if the investigation extends beyond ten (10) working days. Employees will be permitted to use vacation, compensatory time or holiday time to cover the first ten unpaid working days.
  - b. For avoidance of doubt, this commitment would not apply to any unpaid suspension issued as a form of discipline.
2. HR-06-30 – Overtime
  - a. Hours served on jury duty by non-exempt employees during scheduled, non-overtime working hours will be counted as “hours worked” for purposes of calculating overtime.
3. Shoes for Custodial Workers
  - a. On a non-policy basis, the university is willing to provide a \$100 shoe allowance to custodians. Shoes must be OSHA-approved and slip-resistant.
4. Baseball Caps & Spring Jackets for Grounds
  - a. The university will agree to provide baseball caps once per year to all facilities workers, and spring jackets once every four years for all facilities workers. These baseball caps and spring jackets will be provided through Cintas.