

AGREEMENT

Policies for Support Staff at Bloomington

Indiana University and Communications Workers of America, CWA, Local 4730 Bloomington Campus
Effective July 1, 1996

Indiana University and CWA, Local 4730 Bloomington Campus are agreeable to the following issues:

1. **Wage Adjustment.** 4% increase, rounded up to the nearest cent, to all appointed clerical and technical staff on the Bloomington campus effective on July 1, 1996.
2. **Reduction in Force Order of Layoff. Policy 2.12** Amend Section V.(C.) 4. to minimize the number of employees who will be displaced from their positions as a result of bumping due to a permanent reduction in force while still maintaining bumping rights where they exist.
3. **Restoration of University Seniority. Policies 5.12 and Policies 2.11** Amend Section B. of Policy 5.12 to provide that employees who voluntarily separate may have their University seniority restored, subject to certain delineated conditions, if they are rehired within eighteen (18) months, previously fifteen (15) months. Such employees no longer must return to the same position or department in order to qualify for this University service restoration. Rather, they are eligible if they are rehired into any appointed position in the same functional classification on the Bloomington campus. Policy 2.11 Section A. is also modified to denote these changes.
4. **Temporary Work Assignments. Policy 2.15** Sections A.1. and B are amended to clarify that temporary pay adjustments are obligatory, rather than discretionary, whenever an employee is assigned to perform the work in a higher classification and fulfills all of the conditions set forth in this policy.
5. **Work Week and Record Keeping. Policy 2.8** Section A. is modified to insert previously agreed upon language into this policy concerning the employee=s right to maintain time and attendance records.
6. **Adverse Weather. Policy 5.5** Amend Section 1 to clarify that employees shall have the option of using accrued leave time whenever adverse weather conditions create extreme travel hazards for staff members traveling to and from the workplace.
7. **Process for Advertising Positions and Notification of Candidates and Union. Policies 2.5 and 2.6.** Add a new section to Policy 2.5 which provides that the Human Resources Department will provide Union officials with a copy of all job listings posted in accordance with the requirements of sections A.1. and A.3. of this policy. Amend Section 8 of Policy 2.6 to provide that the Union will be notified of the successful applicant for job listings, and candidates interviewed and not selected will receive written notification why they were not selected. Additionally Section 9 of Policy 2.6 will be amended to confirm the practice of transferring employees to their new position within two weeks of the date of notification or the effective date of the position opening, whichever is later, unless the department head of the receiving department agrees to a longer period of time.
8. **Retirement Status. Policy 4.3** Section D. is amended to change the age and service requirements for Indiana University retirement status.
9. **Wage Progression.** Indiana University agrees that as continuation of the Classification and Compensation Project, CWA, Local 4730 will be involved in the process of establishing a wage progression plan for the clerical and technical employees that they represent on the Indiana University Bloomington campus.

Accepted and agreed:

COMMUNICATION WORKERS OF AMERICA

_____ (Date) _____ (Date)

_____ (Date) _____ (Date)

INDIANA UNIVERSITY

_____ (Date) _____ (Date)

_____ (Date) _____ (Date)

INDIANA UNIVERSITY



HUMAN RESOURCES
MANAGEMENT

MEMORANDUM

TO: Barbara Lentz
President, CWA, Local 4730

FROM: *Maurice Smith*
Maurice Smith
Director of Human Resources--Bloomington

DATE: June 13, 1996

SUBJECT: Back Support Belts and EAP

I wish to confirm that in addition to the points specifically contained in the IU/CWA agreement for July 1, 1996, the University also responded to two additional issues.

Auxiliary Enterprises will provide two back support belts for each Halls of Residence dormitory office and in the IMU for employees to use. They will also schedule Environmental Health and Safety to provide training to employees on the proper use of the belts. The University will discuss doing the same with the department heads in Admissions, Art Museum and Electronics.

We also announced that an Employee Assistance Program (EAP) will be in place before the end of the year. The University Benefits Office is currently putting together the final components of the program and will communicate to all staff the elements of the program this fall.

cc: Doug DeFrain
Jack Spencer

400 East Seventh Street
Bloomington, Indiana
47405

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