

Agreement 2013-2016

Indiana University and CWA Local 4730 at Bloomington and Northwest

Effective July 1, 2013

With the approval of the Board of Trustees of Indiana University and by a vote of the membership of CWA Local 4730, IU Administration and CWA Local 4730 are agreeable to the following for the fiscal years 2013-2014, 2014-2015, and 2015-2016:

1. *Wage Adjustment:*

- a. Effective July 1, 2013: All Support Staff (SS) employees on the Bloomington and Northwest campuses covered by this agreement will receive a 2% increase in their current wage rate, rounded to the nearest cent per hour; except that Support Staff employees whose wage rate equals or exceeds the salary range for their position's classification will receive their increase in the form of additional pay in installments over the payrolls in the fiscal year.
- b. In the 2014-15 and in 2015-16 wage re-openers, the parties agree to meet and discuss distribution of any funds allocated for wage increases.

2. Policy 4.2 Adverse Weather Conditions:

The policy will include *clarifying language* to reflect that emergency appointed employees will only receive additional pay/time-off (at time and one-half) for those hours they work while the campus is actually closed. Additional *clarifying language* will be included to accurately reflect that when a campus is closed, non-emergency appointed employees who report to work will be compensated at their regular rate of pay.

3. Policy 5.1 Work Schedule and Uniforms:

- a. Under the **Work Schedules** provisions, the policy will now recognize that an appointed employee's *scheduled day off*, currently noted in B(5), also includes "an approved scheduled vacation day."
- b. A new standalone Premium Pay policy will be created that will incorporate **Call Back/Call-in Pay** and **Stand-by Pay**.
- c. The **Call Back/Call-in Pay** provision will include the following *clarifying language*:

- i. employees will only receive this compensation once, regardless of the number of trips back to work within the same block of time;
 - ii. this pay is not applicable if the additional work/shift is scheduled in advance or when the employee is called in early for a scheduled shift or is required to stay after the end of a scheduled shift; and
 - iii. only time actually worked counts towards overtime determination.
 - d. The new standalone Premium Pay policy will provide for a **Shift Differential Pay** provision. Each campus, in consultation with Human Resources, will have the opportunity to offer shift differential pay where the campus deems it appropriate; the university will keep the union informed of any decision to utilize this provision on either the Bloomington or Northwest campus.

4. Policy 6.3 Corrective Action:

The policy will still reflect that when an employee is removed from the workplace for investigatory reasons, their time off will be with pay. However, additional language will be included to reflect:

- a. If the investigation is not completed within five (5) work days of the employee's removal, the campus Human Resources Office, in consultation with the department, will determine whether additional time off is required to complete the investigation and whether the additional time off will be with or without pay.
- b. Under certain circumstances and subject to University approval and maximum usage rules, the removed employee may be permitted to use accrued vacation or PTO during any of the additional time off without pay; and
- c. The university will notify CWA, within a reasonable time period, when an employee has been removed from the workplace, whether additional time is needed to complete the investigation, and whether additional time away from the workplace will be with or without pay.

5. Policy 9.4 Salary Decisions for Individual Employees:

- a. New language will allow for minimum salary increases of less than 5% for employees that are promoted *if* the promotion or reclassification creates an internal equity concern within the occupational unit *and* the employee gives his or her consent.
- b. A new "in range" policy provision will be included to allow salary adjustments when an employee undertakes significant and long term changes in his or her work responsibilities, the employee masters new skills, and the new responsibilities are documented; to be eligible, the employee's salary should be below the fourth quartile.

6. Policy 13.1 Voluntary and Involuntary Separations:

- a. The policy will include language that allows the university to require an employee to use accrued time off, compensatory time off, or time off without pay when an employee is provided notice of involuntary separation from the university or when the employee is removed from the workplace pending termination.

- b. Additional language will be added to the policy that allows the university to require an employee given notice of an involuntarily separation from the university for non-disciplinary reasons (ADA, RIF, etc.) to use accrued time off, compensatory time off, or time off without pay if it is necessary to address a legitimate job-related performance or behavior issue; supporting language will be included in the *Reduction in Force* policy (13.2).