

COLLECTIVE BARGAINING AGREEMENT

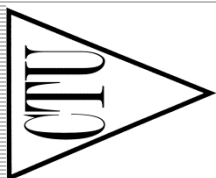
Between

MICHIGAN STATE UNIVERSITY

and

**CLERICAL-TECHNICAL UNION
OF
MICHIGAN STATE UNIVERSITY**

April 1, 2023 – March 31, 2027



Clerical-Technical Union

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ARTICLE 1

AGREEMENT

- I. This Agreement is made by and between the Board of Trustees of Michigan State University and the Clerical-Technical Union of Michigan State University and shall be effective from and after April 1, 2023, until and including March 31, 2027, with respect to all provisions of this Agreement except as specifically noted.
- II. The purpose of this Agreement is to set forth terms and conditions of employment, to establish the machinery for collective bargaining, and to promote orderly and productive relations between Michigan State University and its employees with the expectation that its implementation will enhance the ability of the University to serve its constituents.
- III. To the above end, it is the intent of the parties to abide by the terms of this Agreement at all times.

Clerical-Technical Union of MSU

MSU

Debra J. Bittner, President

Thomas Glasmacher, Interim Executive Vice
President for Administration

Kristen M. Rule, Vice President

Amy B. Holda, Interim Director
Office of Employee Relations

Michelle L. Jenkins, Secretary

Additional University bargaining team
members include:

Anna Strimpel, Employee Relations
Professional
Office of Employee Relations

Tracy D. Rich, Treasurer

Queen McMiller, Human Resources Manager
MSU Human Resources

Barbara A. Breedlove, Director

Deborah Hafke, HRIT Assistant Director
MSU Human Resources

Charles Tobey, SLE Employee Relations
Student Life & Engagement

Rosario R. Garcia, Director

Arlene Weismantel, Associate Dean
MSU Libraries

Signatures on File

Janet L. Hershberger, Director

Karin Root, Business Applications Analyst II
MSU Human Resources

Andrea N. Parker, Director

Toya Pruitt, Administrative Associate II/S
MSU Human Medicine

Andrea K. Rafferty, Director

Gary Foltz, Unit HR Administrator II
Veterinary Medicine

Erin Laudenslager, Unit HR Administrator II
Social Sciences

Stephen J. Stofflet, Director

Jan D. Wallace, Director

Cherylee Finney, Communications Specialist

Signatures on File

Sean Temple, Contract Administrator

James D. Nash, Labor Consultant

Nancy Harris Pearce Esq., Chief Negotiator
and Legal Counsel

Michael Weissman Esq., Legal Counsel

ARTICLE 2

DEFINITION OF TERMS

- I. Whenever the words University or Employer appear in this Agreement, they shall mean Michigan State University.
- II. Whenever the letters CTU of MSU or the word Union appear in this Agreement, they shall mean Clerical-Technical Union of Michigan State University.
- III. Promotion shall be considered the movement of an employee to a higher grade level.
- IV. A transfer shall be considered the lateral movement of an employee within the same grade level where there is no reduction of pay.
- V. Demotion
 - A. A voluntary demotion shall be considered the movement of an employee at their option to a lower grade level which may or may not provide a decrease in salary.
 - B. An involuntary demotion shall be considered the movement of an employee to a lower grade level and salary as determined by the Employer.
- VI. For the purpose of this Agreement, it is expressly understood and agreed by the parties hereto that introductory titles or headings preceding the articles set forth herein shall not be held to in any way affect the substance, meaning or intent of any of the terms or provisions of said articles contained in this Agreement.
- VII. Hours of Employment Status
 - A. Full-Time Employee - an employee who regularly works from 36 hours to 40 hours per week.
 - B. Three-Quarter-Time Employee - an employee who regularly works 26 hours per week but less than 36 hours per week.
 - C. Half-Time Employee - an employee who regularly works 20 hours but less than 26 hours per week.
 - D. Flexible Employee -- Full-time active employment for 9, 10, or 11 months per year with a prescheduled unpaid leave of absence with some benefits during the flex leave.
- VIII. Proportional Benefits

Provisions of this Agreement, unless specifically modified, shall be apportioned to persons assigned less than full-time in the following manner:

26 hours but less than 36 hours . . . 75%
20 hours but less than 26 hours . . . 50%

IX. Standby is a situation in which an off duty bargaining unit employee is officially advised and scheduled by the employee's supervisor to be available to return to work during a specified period of time.

X. Full-Time Equivalent (FTE) Service Months

A. Full-time equivalent (FTE) service months is defined as the cumulative full-time equivalent (FTE) months of service for University employment of 50.0% or greater. FTE service months will be used in determining eligibility for University benefits which require a service waiting period.

B. FTE service months will be credited each month as follows:

- a) 1.00 credit per month for full-time (90% - 100%) employees
- b) .75 credit per month for ¾ time (65% - 89.9%) employees
- c) .50 credit per month for ½ time (50% - 64.9%) employees

C. For new hires, terminations, percent of employment changes, etc., FTE service months will be credited based on an employee's status as of the 15th of the month.

D. Employees on paid and unpaid leaves of absence or layoff will continue to accrue FTE service months based on their percent of employment immediately prior to the leave/layoff.

E. Employees whose most recent hire date is before July 1, 2010, and meets the minimum retirement requirements will remain eligible to maintain group hospitalization and dental insurance and receive the Employer's proportional contribution.

F. If an employee, whose most recent hire date is prior to July 1, 2010, retires with 15 years of service and at least age 62, use the following FTE service month ranges to determine the employee's health and dental contribution during retirement.

	FTE SERVICE MONTHS		
	<u>½ Contribution</u> (50%-64.9%)	<u>¾ Contribution</u> (65%-89.9%)	<u>Full Contribution</u> (90%-100%)
Service Months	90.00 – 116.99	117.00 – 161.99	162.00 – 999.99

G. If an employee, whose most recent hire date is prior to July 1, 2010, retires with 25 years of service at any age, use the following FTE service month ranges to determine the employee's health and dental contribution during retirement.

	FTE SERVICE MONTHS		
	<u>½ Contribution</u> (50%-64.9%)	<u>¾ Contribution</u> (65%-89.9%)	<u>Full Contribution</u> (90%-100%)
Service Months	150.00 – 194.99	195.00 – 269.99	270.00 – 999.99

XI. The term "department" as used in Articles 17 and 18 of this Agreement shall mean a structural unit which is established by the University and shared with the Union.

ARTICLE 3

RECOGNITION

- I. Pursuant to and in accordance with all applicable provisions of Act 379 of the Michigan Public Acts of 1965, as amended, the Employer recognizes the Union as the exclusive representative for the purposes of collective bargaining with respect to rates of pay, hours of employment, and other conditions of employment for employees within the bargaining unit.
- II. The bargaining unit consists of all regular clerical and technical employees of Michigan State University whether salaried or hourly paid but excluding those clerical and technical employees who are regularly employed less than one-half ($\frac{1}{2}$) time or temporarily employed less than one-half ($\frac{1}{2}$) time or less than six (6) months or designated as assigned off-campus outside of the city limits of Lansing and East Lansing, also employees classified as administrative professional or health professionals, employees in recognized union or Association units, student employees, confidential employees, supervisory and executive employees, and all other hourly paid and salaried employees.

The bargaining unit described above also includes the College of Human Medicine headquarters in Grand Rapids, MI, the College of Osteopathic Medicine at Detroit Medical Center, College of Human Medicine Flint, and the College of Osteopathic Medicine at Macomb University Center.

Positions subject to remote work agreements will remain within the bargaining unit where said positions had been placed, or would have been placed, within the bargaining unit under this Article had the employee and unit not entered into a remote work agreement and the employee had worked at the otherwise applicable work location as assigned by the University. Positions subject to remote work agreements will remain outside the bargaining unit where said positions would have been outside the bargaining unit under this Article.

- III. The University agrees that it shall respect the Union's jurisdiction as described in this article. In the event any University department or portion of any department employing members of the Union's bargaining unit is reorganized or relocated, the following conditions shall prevail:
 - A. The University shall not unlawfully discriminate against bargaining unit employees in assigning or transferring personnel to facilities affected by a reorganization or relocation.
 - B. The University shall not create, sponsor or enter into any agreement with any other employer where the purpose of such transaction is to evade or circumvent the provisions of the Union's contract.
 - C. The University shall at all times treat a relocated department or portion of a department as covered by the Union's contract in the event bargaining unit employees or work is assigned at the new location as a result of the relocation where such new location or relocation is within the limits of Lansing and East Lansing.
 - D. In the event such new location or relocation is outside the limits of Lansing or East Lansing, the Union reserves the right to seek a determination from the Michigan

Employment Relations Commission concerning the bargaining unit placement, if any, for each relocated position.

ARTICLE 4

FAIR EMPLOYMENT PRACTICES

- I. The Employer and the Union are committed to a policy of non-discrimination on the basis of race, color, sex, religion, creed, national origin, age, political persuasion, sexual orientation, gender identity, marital status, and disability.
- II. The parties are mutually committed to promoting respect, civility, teamwork and empowerment in the workplace.

ARTICLE 5

PROBATIONARY AND TEMPORARY EMPLOYEES

I. PROBATIONARY EMPLOYEES

- A. New full-time employees shall be considered as probationary employees for the first 1040 working hours and six (6) months of their continuous employment. New three-quarter time employees shall be considered as probationary employees for the first 780 hours and six (6) months of actual work. New half-time employees shall be considered as probationary employees for the first 520 hours and six (6) months of actual work. When an employee successfully completes the probationary period, the employee shall be entered on the seniority list and shall rank for seniority from the date of hire. There shall be no seniority among probationary employees. A new employee, for the purposes of this paragraph, is someone newly hired or rehired by the University or upon initial entry into the bargaining unit from other University employment.
- B. The Union shall represent probationary employees for the purpose of collective bargaining in respect to wages, hours and other conditions of employment, but not for discharge or discipline.
- C. Before a probationary employee can be separated, the employee must be advised of their deficiencies in work performance or in conduct sufficiently in advance of the decision to terminate in order to allow the probationary employee reasonable time to improve.
- D. Following the successful completion of the probationary period, the employee shall receive a dated copy of their evaluation placed in the Official Personnel Folders.

II. TEMPORARY EMPLOYEES

- A. Employees filling temporary jobs lasting less than six (6) months shall not be members of the bargaining unit. These jobs need not be filled pursuant to the provisions of Article 17. There shall be no seniority for persons employed in temporary jobs lasting fewer than six (6) months.

- B. Employees filling temporary jobs lasting more than six (6) months shall become members of the bargaining unit, provided that there shall be no seniority or rights of recall. Upon entering the bargaining unit, employees filling temporary jobs shall receive at least the minimum pay for grade level 03, holiday pay, and shall comply with the provisions of Article 26.
- C. At the time when any temporary position is being filled, the temporary employee and the Union will be advised as to the anticipated date certain for the position's termination. A temporary appointment shall not be extended beyond six (6) months except when a temporary employee fills the position of a regular employee on leave of absence pursuant to Article 11.V.C.7., in which case the temporary employment may continue during the period of the leave of absence. If employment continues beyond six (6) months, employees shall begin to accrue vacation and sick leave. Except for the benefits provided for herein, temporary employees shall receive no other considerations.
- D. Successive temporary appointments to perform the same job shall not be used to circumvent the provisions of this Agreement.
- E. Should a temporary employee enter the bargaining unit and successfully complete a probationary period, the employee shall be given seniority retroactive to the employee's original employment date if there has been no unapproved break in service and the employee has worked at least twenty (20) hours per week.
- F. The Employer shall offer an Employer-designated Consumer Driven Health Plan to those temporary employees that meet the hourly requirements set forth in the Patient Protection and Affordable Care Act (PPACA). The plan design shall be determined by the employer.

ARTICLE 6

UNIFORMS

Employees may be required to wear uniforms for purposes of safety, health, or identification. If prescribed by the employing department, these uniforms will be supplied to the employee and maintained by the University. Employees may supply and maintain their own uniforms, if the uniforms meet Employer specifications.

ARTICLE 7

WORKING HOURS

I. General Provisions

A. Work Week

- 1. The normal work week for full-time employees shall consist of five (5) 8-hour days, exclusive of lunch periods, followed by two (2) consecutive days off. Office hours are normally from 8 a.m. until 5 p.m.

2. A different schedule of hours and staggered shifts may be maintained in some departments.
- B. In seven (7) day or twenty-four (24) hour operations, the work week may vary from that of other employees.
 - C. Operating units will be permitted to schedule less than one (1) hour lunch periods when this is the normal operating schedule of the bargaining unit employees of the operating unit.
 - D. Other operating units will be permitted to schedule less than one (1) hour lunch periods for individual employees by mutual agreement between the employee and the operating unit supervisor.
 - E. Operating units shall maintain a work schedule for bargaining unit employees. The schedule shall be established at least one (1) working day prior to the employee's consecutive days off.
 - F. When an employee's schedule is altered without sufficient notice, the employee shall be paid at the overtime rate for hours worked outside the original schedule.
- II. Shift Hours
- A. The first shift is any shift that regularly starts at or after 5 a.m. but before 1 p.m.
 - B. The second shift is any shift that regularly starts at or after 1 p.m. but before 9 p.m.
 - C. The third shift is any shift that regularly starts at or after 9 p.m. but before 5 a.m.
- III. Shift Differential
- A. Full-time employees who work on the second or third shift shall receive, in addition to their regular pay, seventy-five (75) cents per hour on the second shift and seventy-five (75) cents per hour on the third shift. Such differential is to be added to the total wages and does not increase the base rate of pay.
 - B. Part-time employees who work after 5 p.m., but before 9 p.m., shall receive a shift premium of seventy-five (75) cents per hour. Part-time employees who work after 9 p.m., but before 5 a.m., shall receive a shift premium of seventy-five (75) cents per hour. Shift premium will be paid for the actual hours worked on a shift.
- IV. Rest Periods
- A. Employees are permitted a rest period away from their workstations not to exceed fifteen (15) minutes during each half-day (4 hours) of work. Rest periods are scheduled by the supervisor and are to be taken at a time and in a manner that does not interfere with the efficiency of the work unit.
 - B. The rest period is intended to be a recess which is preceded and followed by an extended work period; thus, it may not be used to cover an employee's late arrival to work or early departure, nor may it be regarded as accumulative if not taken.

- C. An employee whose primary work assignment involves the use of a computer monitor shall be encouraged to take a fifteen (15) minute rest period each half day.

V. Reduction in Hours

In the event of the need for reduction in hours in a department, the department shall honor the principle of seniority in determining which employee(s) within the affected classification(s) will be subject to the hours reduction, provided the employee(s) can perform the work. Employees shall have the rights afforded in Article 17.V.A.6.

VI. Work/Life Balance

The University and the Union support a work/life balance. Employees may propose and departments may approve flexible or alternative work schedules that meet the operational needs of the department, do not generate overtime, do not impinge on other employees' contractual rights to use benefit time off and do not impinge on equal opportunity for flexible or alternative work schedules. The decision to approve, disapprove, or modify such requests shall be in the discretion of the Employer, but shall not be unreasonably denied in an arbitrary or a capricious manner.

ARTICLE 8

COMPENSATION PROGRAMS

- I. Wage increases on April 1, 2023, April 1, 2024, April 1, 2025, and April 1, 2026, will be based on the 2022 – 2025 Memorandum of Understanding between Michigan State University and the Coalition of Labor Organizations, which was separately ratified and signed by the Clerical-Technical Union of MSU.

II. Rate Schedule

The automatic progression level (APL) does not reflect a maximum pay rate an employee may earn. The APL does not limit additional base wage rates above the APL. Further compensation programs are detailed below.

Effective April 1, 2023

<u>Grade Level</u>	<u>Minimum</u>	<u>Automatic Progression Level</u>
3	12.98	16.21
4	13.73	17.11
5	14.59	18.24
6	15.78	19.70
7	17.02	21.24
8	18.38	22.95
9	19.86	24.81
10	21.45	26.80
11	23.16	28.88
12	25.02	31.23
13	26.97	33.72

III. Automatic Wage Progression

This section applies to employees whose pay rate is at or above the minimum pay rate but below the automatic progression level (APL).

- A. The wage progression from minimum to the APL shall be three (3) percent per year (or more based on performance in the sole discretion of the Employer) above current earnings.
- B. Wage progression increases shall be provided at one (1) year intervals on the employee's anniversary date.
- C. Automatic wage progression increments will not be provided to an employee in excess of the APL of the employee's grade level.
- D. The progression program can be suspended for an employee if their most recent performance evaluation indicates that the employee does not meet or exceed expectations. The Union shall be provided a monthly list of employees who receive a "does not meet expectations" evaluation.

PROVIDED:

- 1. A performance improvement plan is put in place and is completed within the performance improvement plan period (90 days).
- 2. At the end of the performance improvement plan period the employee will receive the progression increment, effective with the beginning of the pay period nearest the end of the performance improvement plan period, unless the employee has been reevaluated and still does not meet or exceed expectations.
- 3. If at the end of the completed performance improvement plan the employee has been reevaluated and still does not meet or exceed expectations, then the employee shall be ineligible to receive a progression increment for the entire year, provided that any disputes concerning the employee's rating shall commence at Step Two of the grievance procedure and, in the event the employee's unsatisfactory performance rating is overturned in the grievance procedure, the employee shall receive the progression increment retroactive to the employee's anniversary date.

IV. Anniversary Date

- A. Employees entering the bargaining unit prior to October 1, 1983, shall retain their current anniversary date.
- B. Employees entering the bargaining unit on or after October 1, 1983, shall have the first of the month following their bargaining unit date as their anniversary date.

V. Additional Wage Increases and Lump Sum Payments

An employee may request and/or the employer may grant a base wage increase or lump sum payment for merit or other reasons deemed appropriate by the University. Examples

of 'other reasons' may include, but is not limited to, internal equity, external market, retention, performance of additional duties that does not meet the definition of 'higher-rated pay' (defined below in Section VI.), etc. Decisions to grant, or not to grant, an increase or lump sum payment shall be at the sole discretion of the employer.

VI. Work at a Higher-Rated Job

An employee who is temporarily assigned to a job in a higher grade to perform the usual duties and responsibilities of the job for ten (10) working days or more shall be paid an additional sixteen dollars (\$16.00) per working day.

VII. New Classifications and Rates

The rates for new classifications shall be in conformity with the rates for positions of similar kind or class. When a new classification is created, the pay rates for the new classification shall be fixed by the University and the Union shall be consulted prior to posting.

VIII. Promotions

- A. An employee promoted one (1) grade level shall receive a five (5) percent salary increase.
- B. An employee promoted two (2) or more grade levels shall receive a minimum of a ten (10) percent salary increase.

IX. Foreign Language Proficiency

Where verbal or written proficiency in a recognized foreign language is a substantial requirement for a position, the employee will have a minimum of 5% of their base rate of pay premium added to their base rate of pay. This premium may exceed the grade level maximum. Where an employee leaves the position with the language proficiency requirement, or the requirement is eliminated, the premium will be removed from the employee's rate of pay. This premium will be effective on or after the date of this agreement for those employees who can demonstrate that a bonafide language proficiency requirement exists for their positions (if such premium was not a previously included factor in determining their present bases).

X. Pay Schedule

Employees will be paid biweekly.

ARTICLE 9

OVERTIME

I. General Provisions

- A. The Employer and the Union recognize that on occasion it may be necessary for employees to work overtime. The Union agrees to cooperate with the Employer when these occasions arise.
- B. An employee shall be given as much advance notice of overtime as practicable.

- C. All overtime shall be divided as evenly as practicable within the same department and classification.
- D. Unless notice is provided as set forth in Article 7.I.E., an employee required to work before or after the employee's scheduled beginning time and ending time shall be paid at the prescribed overtime rate unless the schedule is mutually altered.
- E. Unless notice is provided as set forth in Article 7.I.E., schedules shall not be altered for the purposes of preventing payment of overtime. If mutually agreed, equivalent time off may be scheduled within the workweek. However, if scheduled outside the workweek, compensatory time shall be taken at time and one-half.

II. Overtime Rates

- A. Overtime pay shall be computed at one and one-half (1 ½) times the employee's base rate of pay.
- B. Overtime pay shall be given for any hours worked, in excess of forty (40) hours in a work week. For the purpose of computing overtime pay, all holiday hours paid will be considered time worked.
- C. Overtime pay shall not be paid more than once for the same time worked.

III. Call-in-Pay

- A. An employee reporting for emergency duty at the Employer's request for work which the employee had not been notified of in advance and which is outside of and not continuous with their regular work period shall be guaranteed at least three (3) hours' pay at the rate of time and one-half.
- B. When no work is available for an employee who reports for scheduled work, they will receive three (3) hours' pay at the employee's regular straight time rate.

IV. Standby

Employees assigned and scheduled to "standby" status shall be paid one-eighth ($\frac{1}{8}$) hour of pay at straight time or its equivalent in compensatory time (by mutual agreement) for every one (1) hour scheduled standby. Employees assigned to standby status are required to be available for duty by leaving word at their homes or with their supervisors where they can be reached by phone and be in a position to return to work immediately when called. Upon performance of work or return to work, such employees will not be eligible for call-in-pay as provided in Article 9, III., but shall be paid for the actual time worked at the rate of time and one-half ($1\frac{1}{2}$), or a minimum of two (2) hours, whichever is greater.

ARTICLE 10

ABSENCES

- I. When absent from work, the employee must make a reasonable effort to notify their supervisor of the reason one (1) hour prior to the beginning of the employee's shift. If the

absence is to continue beyond the first day, the employee must notify the supervisor on a daily basis unless otherwise arranged and specifically approved by the supervisor. Failure to comply with this provision for three (3) consecutive workdays is a voluntary termination.

- II. Absences with pay must be charged to personal leave, accrued vacation, or sick leave, whichever is appropriate. However, time off without pay not to exceed ten (10) working days in each fiscal year may be granted by the supervisor without affecting accrued vacation time or personal leave credits. For absences without pay exceeding ten (10) consecutive workdays, see Article 12.
- III. Absences due to transportation problems or to inclement weather when the University is not officially closed will require the use of either personal leave or vacation time.

ARTICLE 11

LEAVES OF ABSENCE WITH PAY

I. General Provisions

Leaves of absence with pay shall be granted to employees in the bargaining unit as provided below.

- A. An employee shall accrue sick leave credits and vacation credits during a leave of absence with pay, and the employee's benefits shall continue for the duration of the leave.
- B. All requests for non-medical leaves of absence shall be made initially with the employee's immediate supervisor and shall be subject to the approval of the unit administrator and MSU Human Resources.

All requests for medical leaves of absence shall be submitted to, and shall be subject to the approval of, MSU Human Resources. The employee shall also notify their supervisor of a request for medical leave of absence.
- C. Accrued leave time (vacation, personal and sick) will be taken and reported in tenths of an hour increments.
- D. Paid leave will be counted as continuous time worked for benefits.

II. Vacation Eligibility

The following schedule shows the monthly vacation accruals for full-time employees. (For part-time employees, see Article 2, Proportional Benefits.) Vacation time is credited at the end of each month.

A. Vacation Accruals

Service Months	Accrual	Annual Accrual	Special* Maximum Accrual
Completion of 6 months	48 hours		
7 th month through 60 th month	8 hours per month	96 hours	240 hours
61 st month through 120 th month	12 hours per month	144 hours	240 hours
121 st month	16 hours per month	192 hours	240 hours

*Employees are expected to take their annual accrual each year. The accrual cannot exceed the special maximum amount shown.

B. There shall be no vacation accrual in the following situations:

1. During an approved leave of absence without pay.
2. While on Regular Workers' Compensation.
3. During an extended military leave of absence (credit for service months is granted).
4. During a vacation period preceding termination.
5. Beyond the "Special Maximum Accrual."
6. While on layoff.

C. Method of Scheduling Vacation Days

1. The Employer is responsible for keeping the records of each employee's vacation account up to date.
2. An employee may use accumulated vacation leave at any time during the calendar year with permission of the supervisor(s). Said vacation to be scheduled as follows:
 - a. The employee may request, in writing, a vacation period more than sixty (60) days prior to the time that vacation period is scheduled to commence. In the event that an employee makes such a request, the department or division shall have thirty (30) days either to grant or deny the employee's requested vacation period. If the department or division does not act either to grant or deny the vacation period within thirty (30) days, the employee shall be entitled to take vacation on the date requested. Once granted, a department or a division may modify an employee's vacation period due to unanticipated circumstances. If the department or division denies the employee's request for vacation, the employee may then reapply for the scheduling of another vacation period.
 - b. The employee may request, in writing, a vacation period sixty (60) days prior to the time that vacation period is to commence. In the event that an employee makes such a request, the department or

division shall have thirty (30) days either to grant or deny the employee's requested vacation period. If the department or division does not act either to grant or deny the vacation period within thirty (30) days, the employee shall be entitled to take vacation time on the date requested. If the department or division denies the employee's request for vacation, the employee may then reapply for the scheduling of another vacation period.

- c. Employees who request vacation with less than sixty (60) days' notice to the department or division will take their vacation periods at a time mutually agreed upon by the employee and the department or division.

D. Other Provisions

1. Employees will receive their base rates of pay during vacation.
2. Vacation credits shall not be waived by an employee and additional pay received for working those days.
3. If any of the holidays stipulated in this Agreement should occur during an employee's scheduled vacation, the employee shall not be charged a vacation day for each holiday day.
4. If any employee experiences illness or accident during vacation time and is hospitalized or presents a physician's statement satisfactory to the Employer that they were under the care of a physician, the employee may submit an amended Report of Absence charging the vacation credits to their sick leave account.
5. An employee shall be allowed to use accrued vacation credits as sick leave or personal leave days when the employee's sick leave or personal leave accounts are exhausted.
6. If an employee is laid off, retired, or terminated for any reason, the employee shall be paid for any accrued vacation credits, except as provided in Article 18.III.

III. Holiday(s)

A. Schedule

April 2023 – March 2024		April 2024 – March 2025	
Memorial Day	May 29	Memorial Day	May 27
Independence Day	July 4	Independence Day	July 4
Labor Day	September 4	Labor Day	September 2
Thanksgiving	November 23	Thanksgiving	November 28
Thanksgiving	November 24	Thanksgiving	November 29
Christmas	December 25	Christmas	December 24
Christmas	December 26	Christmas	December 25
New Year's	January 1	New Year's	December 31
New Year's	January 2	New Year's	January 1
Dr. Martin Luther King, Jr. Day	January 15	Dr. Martin Luther King, Jr. Day	January 20

April 2025 – March 2026		April 2026 – March 2027	
Memorial Day	May 26	Memorial Day	May 25
Independence Day	July 4	Independence Day	July 3
Labor Day	September 1	Labor Day	September 7
Thanksgiving	November 27	Thanksgiving	November 26
Thanksgiving	November 28	Thanksgiving	November 27
Christmas	December 25	Christmas	December 24
Christmas	December 26	Christmas	December 25
New Year's	January 1	New Year's	December 31
New Year's	January 2	New Year's	January 1
Dr. Martin Luther King, Jr. Day	January 19	Dr. Martin Luther King, Jr. Day	January 18

- B. Employees who are required to work on any University designated holiday shall be paid at a rate of one and one-half (1 ½) times their base rate of pay plus holiday pay or, by mutual agreement, may be given compensatory time off at one and one-half (1 ½) times the number of hours worked plus holiday pay.
- C. An employee who is on vacation, sickness or disability leave with pay when a University designated holiday occurs will be paid for the holiday and no charge will be made against accrued vacation or sick leave credits.
- D. There will be no holiday pay when:
1. A holiday falls during a vacation period preceding termination (except when an employee is retiring).
 2. The employee is on a leave of absence without pay, on layoff, or on Regular Workers' Compensation.
 3. An employee is absent on an unpaid leave the day before or the day after the holiday(s) unless the absence is excused.

IV. Personal Leave Day(s)

Personal leave with pay is granted to regular employees with the approval of their supervisor for attending to personal matters. Leave is given during each fiscal year in accordance with the following schedule:

Employed on	Hours
July 1 through December 31	24
January 1 through March 31	12
April 1 through May 31	6
June 1 through June 30	0

No carryover of unused personal leave credits from one fiscal year to another shall be allowed.

V. Sickness and Disability Leave with Pay

A. Full-time employees accrue leave credits at the rate of four (4) hours for each two (2) weeks of service. Leave credits may be accumulated to a maximum of 1400 hours.

B. Usage

Sickness and Disability Leave with Pay may be used for the following purposes:

1. Personal illness or incapacity over which the employee has no reasonable control which prohibits the performance of the duties of the job. (For maternity leaves, see Appendix I.)
2. Absence from work because of exposure to contagious disease which, according to public health standards, would constitute a danger to the health of others by the employee's attendance at work.
3. To complete appointments for medical or dental care when it is not practicable to arrange such appointments for non-duty hours.
4. An employee may use accrued sick leave credits not to exceed eighty (80) hours in a fiscal year for the illness of a member of the immediate family (as defined under Article 11.VII.A.3. and 4.) or member of the household.
5. Accrued sick leave credits shall be used prior to receiving unpaid leave.
6. As otherwise consistent with the terms of this agreement, a leave of absence because an employee or an employee's family member (as defined in Article 11.VII.) is a victim of domestic violence or sexual assault shall be provided as set forth in the MSU Support Staff Policy & Procedure for sick leave.

C. Other Sickness and Disability Leave with Pay Provisions

1. Employees using leave during periods that include scheduled holidays will be paid their base pay for these holidays and will not be charged for a day of leave.
2. Employees who have exhausted their leave credits, but are still unable to return to work, may continue to receive their pay against unused vacation credits.
3. Employees returning to work may be required to obtain the approval of the University Physician, through a review of medical documentation, before reporting to the job.
4. An employee may be required to provide a statement from a physician or psychologist, in the event of suspicion of misuse of sick leave, before the payment of sick leave is approved. This provision shall not be arbitrarily invoked.

5. Employees must notify their supervisor when they are unable to report for work. (See section entitled "Absence.")
6. Employees on paid sick leave shall retain return rights to their positions.
7. A position temporarily vacated due to an employee's being granted leave of absence with return rights may be filled by non-bargaining unit employees for the duration of such leave. Employees filling positions on this basis do not receive seniority rights but shall be subject to Article 5.II.B.

D. Sickness and Disability Leave - Retirement Provisions

1. Employees meeting the minimum University retirement requirements as defined in Article 16 shall be paid for fifty percent (50%) of unused sick leave, not to exceed a maximum of fifty percent (50%) of 1,200 hours, as of the effective date of separation.
2. An employee who does not meet the minimum University retirement but has at least five (5) years, but less than ten (10) years of continuous service and has attained sixty-five (65) years of age at the time of separation, shall be paid fifty percent (50%) of unused sick leave as of the effective date of separation. An employee who does not meet the definition of University retirement but has at least ten (10) years of continuous service and has attained sixty-five (65) years of age at the time of separation, shall be paid one hundred (100%) percent of unused sick leave as of the effective date of separation, not to exceed a maximum of 1,200 hours.

VI. Extended Disability Leave

- A. Regular full-time employees with at least sixty (60) continuous FTE service months are eligible for extended disability leaves.
- B. Usage
 1. In cases which are expected to result in total disability lasting one hundred eighty (180) days or more, as defined in the LTD master contract, eligible employees will be granted extended paid disability leave for up to one hundred eighty (180) days from the last day worked. This leave will include the aggregate of accumulated sick, vacation and personal leave time credits to the extent these benefits have been accrued by the employee.
 2. The aggregate of all paid leave credits, when used for total disability, shall be exhausted before the LTD program begins. However, in no case will LTD benefits begin sooner than one hundred eighty (180) days from the date of disability.
 3. The Union acknowledges that an employee may enter into a repayment agreement with the University requiring the employee to repay the University all extended disability leave benefits paid if the employee does not receive long-term disability benefits. Such agreements shall include a statement that: Employee, at their option, may consult with Union or other representative prior to signing this agreement.

VII. Bereavement Leave

Regular employees will receive bereavement leave with pay to make necessary arrangements when a death occurs in the immediate family.

A. Time Allowed

1. One (1) day bereavement leave in the case of the death of the employee's or spouse's uncle, aunt, nephew or niece, or member of the employee's household. For the purpose of this Article, "aunt" and "uncle" shall include the spouse of the aunt or uncle.
2. Up to two (2) additional days of accrued vacation, personal leave or compensatory time may be used in the case of the death of a member of the employee's household.
3. Up to three (3) days bereavement leave in the case of the death of the employee's sister, brother, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, great-grandparent, grandparent-in-law, grandchild, half-brother, half-sister, stepbrother, stepsister, step-grandparent, or step-grandchild.
4. Up to four (4) days bereavement leave in the case of the death of the employee's spouse, OEI, child, stepchild, parent, stepparent, or parent-in-law.

B. Other Bereavement Leave Provisions

1. Bereavement leave may be taken during the period including the day of death and the day following the funeral but shall not exceed the time limits specified above.
2. Additional time, if required, may be granted in accordance with other leave policies.
3. Upon reasonable suspicion of misuse or abuse of leave, employees may be requested to produce reasonable evidence of their eligibility for bereavement leave (for example, death announcements, documentation from a funeral home, and/or proof of relationship).

VIII. Jury Duty

Regular employees who are called to serve on jury duty or to testify pursuant to court-issued subpoena will be compensated for the difference between pay for the jury duty and their base pay. An employee is expected to report for regular University duty when temporarily excused from attendance at court.

The following will apply to jury duty pay or pay for testifying pursuant to court-issued subpoena:

- A. Employees serving on jury duty or testifying pursuant to court-issued subpoena, who are absent from work for eighty (80) continuous hours or less, will receive their regular pay and will not be required to submit proof of jury duty payment or

payment for testifying pursuant to court-issued subpoena to the University. They must, however, still submit proof of service to their supervisor.

- B. Employees serving on jury duty or testifying pursuant to court-issued subpoena who are absent from work for more than eighty (80) continuous hours will be required to submit proof of jury duty payment or payment for testifying pursuant to court-issued subpoena to their supervisor to facilitate the offset and adjustment of their regular, straight-time base pay by jury duty payments or payments for testifying pursuant to court-issued subpoena received from the court for the time exceeding eighty (80) continuous hours. They must also submit proof of service to their supervisor.

ARTICLE 12

LEAVES OF ABSENCE WITHOUT PAY

I. Leaves of Absence Without Pay Exceeding 10 Days

A. Eligibility

Regular employees who have completed probation are eligible for all categories of unpaid leave of absence. Regular employees who have completed 520 working hours of service but not probation are eligible for unpaid leaves of absence due to 1) sickness and disability, 2) parental, 3) childcare, and 4) other reasons deemed appropriate by the Employer.

B. Usage

Eligible employees, with the approval of their supervisors and MSU Human Resources, may be authorized to take unpaid leave for up to a maximum of two (2) years for the following:

1. Sickness and disability.
2. Settlement of an estate.
3. Serious illness of a member of the employee's family as defined under the Bereavement Leave provisions of this Agreement.
4. Employees who become parents of or who adopt a child shall be entitled to parental or adoption leave of up to three (3) months to commence on or before the date of birth or the date of adoption as determined by the employee.
5. Childcare when the employee is the parent or designated guardian.
 - a. Parent or guardian must provide evidence that the child needs special care.
 - b. Evidence demonstrating that only the parent or guardian can deliver this special care.

- c. Such special care would require absence from work.
 - 6. Governmental service, if elected to a full-time term of office and if holding an elective office. Subsequent elections shall extend this leave.
 - 7. Educational leave after two (2) years of employment. If requested by either party, grievances over this paragraph will be settled by expedited arbitration.
 - 8. To accompany spouse when spouse accepts University reassignment from MSU.
 - 9. Extended vacation after five (5) years of employment.
 - 10. Other reasons deemed appropriate by the Employer.
- C. All leaves of absence without pay shall be granted without loss of seniority. Contractual benefits or rights accumulated by an employee prior to the effective date of the leave shall be carried forward and credited to the employee upon return from leave.
 - D. Except as specifically provided for in Section III.B., no payments of any kind shall be made to or for an employee on any leave of absence without pay.
 - E. Except as specifically provided for in any of the following provisions, employees shall accrue neither sick leave credits nor vacation credits while on leaves of absence without pay, nor shall they have benefits continued for them for the duration of such leaves. The Employer shall allow an employee on a leave of absence without pay to continue benefit plans for which the employee is eligible and enrolled through the Employer's benefit plans, provided the employee is responsible for all premium payments.
 - F. All requests for leaves of absence without pay shall be made initially with the employee's immediate supervisor.
 - G. The Union shall be notified of all leaves of absence without pay granted to members of the bargaining unit.
 - H. Employees who intend to return to work before the termination of their leaves shall give reasonable notice to MSU Human Resources before returning.
- II. Returning from Leave of Absence Without Pay Exceeding Ten (10) Days
 - A. Sickness and Disability
 - 1. For sickness and disability leave of absence without pay, for a period of up to three (3) months, the employee's position shall not be considered as having been vacated and the employee shall be entitled to return to the position held at the commencement of the leave. However, in those departments which have additional positions in the same classification, performing the same or similar responsibilities, an employee returning from leave may be assigned to any of those positions which are vacant.

2. For a period in excess of three (3) months and up to a maximum of two (2) years, the employee shall have preference as defined in Article 17, Filling Vacant Positions, in filling the employee's position or an equivalent position that is vacant or will become vacant.

B. All Other Leaves of Absence Without Pay Exceeding Ten (10) Days

1. When a leave of absence without pay is granted immediately following a leave of absence for illness, paid or unpaid, one (1) additional month with return rights to the position shall be granted.
2. For all other leaves of absence without pay, for a period of up to one (1) month, the employee's position shall not be considered as having been vacated, and the employee shall be entitled to return to the position held at the commencement of the leave. For a period in excess of one (1) month and up to a maximum of two (2) years, the employee shall have preference, as defined in Article 17, Filling Vacant Positions, in filling the employee's position or an equivalent position that is vacant or will become vacant.

- C. A position temporarily vacated due to an employee's being granted leave of absence with return rights may be filled by non-bargaining unit employees for the duration of such leave. Employees filling positions on this basis do not receive seniority rights but shall be subject to Article 5.II.B.

- D. When an employee returns from leave, the employee shall receive all contractual wage increases granted during their absence.

III. Military Leave

A. Extended Service

Upon application, a military leave of absence without pay will be granted to employees of the unit. This applies to employees who are inducted through Selective Service or voluntary enlistment, or if the employee is called through membership in the National Guard or reserve component of the Armed Forces of the United States.

B. Short Tours of Duty

Employees who belong to the National Guard, United States Reserve Corps, or other federal or state recognized military organizations will be allowed up to fifteen (15) calendar days' leave of absence when ordered to active duty for training. In the event these employees are ordered to active duty by order of the President or Governor for the purpose of handling civil disorders, they will be allowed a maximum of ten (10) calendar days' leave of absence during a fiscal year. The Employer will pay the difference between the employee's military pay and base pay, if the employee's military pay is less. If the employee takes military leave during vacation, the employee will receive full pay.

ARTICLE 13

BENEFIT PLANS

The following sections are for understanding and clarification of the plans offered. Individual policies, certificates or brochures are provided at the time of employment or enrollment. Additional copies and complete detailed information concerning the benefit and retirement plans may be obtained from MSU Human Resources. Written notice of proposed changes to retirement benefit programs will be provided to CTU.

The University will continue to offer health benefits coverage in accordance with the 2022 MSU/Coalition of Labor Organizations Memorandum of Understanding. In the event the parties to the Health Care Memorandum of Understanding are unable to reach an agreement, either the Union or the Employer may demand to bargain individually regarding health benefits coverage upon expiration of the 2022 Memorandum of Understanding.

I. Optional Plans

Participation in the following benefit plans is optional, and eligible employees are covered if enrollment takes place within thirty (30) days of employment, during a scheduled Open Enrollment. Employee premiums, if any, are taken by payroll deduction.

A. Health Care Coverage

Health care programs for the life of this Agreement are subject to the 2022 Memorandum of Understanding between Michigan State University and the MSU Coalition of Labor Organizations (MSU/Coalition Memorandum) separately ratified and signed by the Clerical-Technical Union of Michigan State University.

1. Prescription Drug

- a. Prescription drug benefits shall be provided to employees represented by the Union, regardless of the University health plan in which they are enrolled, under a program administered by CVS Caremark or other administrator(s) as may be agreed to.
- b. The prescription drug program implemented pursuant to the agreement shall be as specified in the MSU/Coalition Memorandum.
- c. The appropriate premiums for the prescription drug program shall be paid by the University for full-time employees and proportionately for part-time employees.

2. Base and Optional Programs

- a. Subject to the MSU/Coalition Memorandum, the BCBS/PPO and BCN/HMO shall continue to be offered to employees. The University's contribution toward the cost of either program shall be the amount of the program having the lower rates in each plan year. This will be known as the base plan. In each of the aforementioned

plan years, the cost of the base plan shall be borne in accordance with the 2022-2025 MSU/Coalition Memorandum by the University for full-time employees and proportionately for part-time employees (in accordance with the conditions for part-time employees set forth below). Employees electing to enroll under a plan other than the base plan will receive the applicable University single, two-person or family base plan contribution toward the plan cost, with the difference, if any, payable by the employee through payroll deduction.

b. Health Plan Contribution for Part-time Staff

Subject to the MSU/Coalition Memorandum, part-time staff will continue to receive a proportional University monthly contribution for health insurance based on the single, two-person or family premium for the base plan, and the employee will pay the remaining premium through payroll deduction.

3. Coverage for Married Couples and Other Eligible Individuals

A married couple or Other Eligible Individual relationship must elect one of the options contained in the MSU/Coalition Memorandum.

The foregoing options remain subject to otherwise applicable conditions and limitations regarding eligibility and proportional benefits.

B. Employee-Paid Life Plan

1. If coverage is desired, the University will make available to employees an Employee-Paid Life Plan. The plan is entirely funded from employee premiums and rates are subject to future group experience. The plan is decreasing term coverage with no cash or loan value. Employees may select coverage up to ten (10) times their annual salary to a maximum of \$2,000,000. Benefits may also be selected for eligible dependents.
2. Participation in the program is optional. However, if enrollment does not take place within thirty (30) days of employment, the employee forfeits the right to participate at a later time without submitting satisfactory evidence of insurability.

C. Accidental Death and Dismemberment (AD&D)

1. If coverage is desired, employees must enroll for Accidental Death and Dismemberment coverage within thirty (30) days of their employment date or during a scheduled Open Enrollment.
2. Coverage may be selected for the employee and the family if desired.

II. Automatic Benefits

Participation in the following plans (when eligible) is automatic and at no cost to the employee.

A. Long-Term Disability Plan

1. A University paid long-term disability plan shall be provided for all regular full-time employees with at least twelve (12) FTE service months.
2. After a 180-day disability waiting period the long-term disability program provides for a continuation of the monthly wage equal to sixty percent (60%) of the monthly base salary, up to a maximum monthly benefit of \$15,000 (including any offsets stipulated by the carrier; e.g., benefits from Social Security or Workers' Compensation). The long-term disability program includes a three percent (3%) cost of living rider and a fifty dollar (\$50) per month minimum benefit.
3. Additionally, the LTD program shall pay the employee's normal contribution and the University's contribution to the MSU 403(b) Base Retirement Program.
4. If total disability starts before age 60, benefits continue until age 65, recovery or death, whichever occurs first. If total disability starts on or after age 60 but less than 65, benefits are paid for 4½ years, until recovery or death whichever occurs first. If disability occurs after age 65 but less than 69, benefits continue to age 70, recovery or death, whichever occurs first. If total disability starts at age 69 or over, benefits continue for one year, recovery or death, whichever occurs first. The LTD program shall include a three percent (3%) cost of living rider and a fifty dollar (\$50) per month minimum benefit.
5. The employee should contact MSU Human Resources for information as soon as it appears that the employee may be off work for 180 days or more.

B. Travel Accident Insurance

The Employer provides Travel Accident Insurance for employees while traveling on University business or an approved activity on or off campus. This coverage provides accidental death and dismemberment insurance in the principal amount of \$50,000.

C. Basic Life Plan

1. The Employer will provide a fully paid life plan to all regular full-time employees at the time of hire. Coverage is equal to one times the annual salary (hourly rate times 2,080) up to a maximum of \$50,000. Once eligibility for this benefit is established by the requirements described above, the benefit will be maintained proportionately.
2. Accrued vacation and compensatory time are in addition to the Basic Life Insurance payment.
3. Accrued sick leave hours shall be paid to the beneficiaries of employees who are vested for retirement, as defined in Article 16.VI., at the time of death, in the amount provided for in Article 11.V. D.1.
4. There shall be no payment for accrued Personal Leave.

5. The employee may designate a beneficiary if desired. If none is designated, the life insurance benefit payment shall be made to the beneficiary under the group life program if the employee is enrolled; otherwise, payment shall be made in one sum to the survivors in the first surviving class of those that follow: A) spouse; B) children; C) parents; or D) brothers and sisters. If none, survivor's payment will be made in one sum to the employee's estate.

D. Dental Care Coverage

1. A dental plan will be provided to all regular full-time employees and part-time employees on a proportional basis (see Article 2, Section VIII.).
2. Fees for the below mentioned services will be covered on a usual, customary, and reasonable basis with a fifty (50) percent co-payment.
 - a. Basic diagnostic, preventative, emergency palliative, restorative, oral surgery, endodontics, periodontics, and prosthodontics subject to a \$600 annual maximum per individual.
 - b. Orthodontics subject to a \$600 lifetime maximum per individual.
3. The dental program benefits will be provided consistent with the carrier's conditions and procedures.
4. Regular employees will have the option to select the managed dental care plan currently being offered. Information concerning the plan will be available through MSU Human Resources. Employees choosing this plan shall pay any premium cost greater than the premium cost of the plan described above.

III. Break in Service

A. Leave of Absence with Pay

If the employee's pay is being continued by the use of sick leave or vacation time, the normal premiums will continue to be deducted and the Employer will make its normal contribution toward the cost of health care coverage, dental insurance, and retirement.

B. Leave of Absence Without Pay

An employee granted an approved leave of absence without pay may continue in force all of the optional benefit plans by making the full contribution. Coverage may be continued by making cash payments for as long as the approved leave lasts. Payments for benefits to be kept in force should be made directly to Michigan State University and sent to MSU Human Resources no later than the first day of the month for which the payment is due. If benefits are not maintained, it will be necessary for the employee to contact MSU Human Resources within thirty (30) days of return to active status to re-enroll in lapsed coverages or wait for an Open Enrollment period before coverages can be reinstated. Contributions to retirement plans are suspended during the period of leave.

C. Layoff

1. The Employer will make its normal contribution toward the cost of the health care and dental coverage through the end of the month of the effective date of the layoff.
2. While on layoff, the employee may maintain the optional benefits by paying the full premium costs.

D. Termination

In case of termination, benefits will be affected as follows:

1. Health plan coverage, including prescription drug coverage, Employee Paid Life, Basic Employer Paid Life, and Accidental Death and Dismemberment (AD&D) benefits will continue in force until the end of the month.
2. The Long-Term Disability and Travel Accident coverages cease on the last day of active employment.
3. Dental plan coverage ceases at the end of the month in which the employee is terminated.
4. Employee Paid Life and Basic Employer Paid Life Plans may be converted, if desired, by contacting the company involved within thirty-one (31) days.
5. In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), most employees and/or their covered dependents losing coverage or eligibility have rights to continue their health and dental benefits for specified periods of time. Within thirty-one (31) days after COBRA eligibility ceases, the basic health plan may be converted to a direct pay plan by contacting the company involved. A conversion option is not available for the prescription drug or dental coverage.

ARTICLE 14

EDUCATIONAL ASSISTANCE PROGRAMS

I. General Provision for Educational Assistance

A. Eligibility

Full-time employees who meet the following provisions may apply for the Educational Assistance Program. Part-time employees are eligible on a proportional basis of their employment status.

1. Twelve (12) continuous FTE service months with the University are required by the day classes begin at the institution.
2. Admission as a student to the educational institution where the course(s) is/are to be taken.

3. Recommendation by the employee's department administrator or designee and approval by MSU Human Resources as to job relatedness as defined in the accompanying guidelines.
4. Submission of the appropriate application for approval to the department administrator or designee within the required deadlines. In the event the approved course(s) are unavailable at the time of registration, other appropriate course(s) may be substituted, and the application amended, subject to the recommendation of the department administrator or designee and approval by MSU Human Resources. For those employees seeking tuition waiver, see Section II.C.2. for different time submission requirements to obtain approval.

B. Guidelines for Educational Assistance Program

1. Purpose

The purpose is to provide employees an opportunity to gain knowledge and develop skills which will improve proficiency on the present job and/or enhance promotability to higher level jobs which are available within the University.

2. Determination of Job Relatedness

Courses, either with or without credit, are considered "job-related" when any of one (1) of the following primary goals is met:

- a. To improve skills and/or update the technology involved in the present work assignment;
- b. To provide knowledge, skills, and understandings which relate to more responsible, higher level University positions to which the employee may reasonably aspire;
- c. To complete the requirements for a high school diploma;
- d. To enhance basic skills in written and/or oral communications and/or mathematics;
- e. To enroll in a college degree program in which the entire curriculum is directly related to the field of the employee's current job assignment;
- f. To enroll in a college degree program in which the entire curriculum is designed to lead to more responsible University positions to which the employee may reasonably aspire; or
- g. To enroll in individual college courses which are directly related to the field of the employee's current job assignment, even though such courses might be components of a total degree program which is not related to the current job assignment.

3. Accredited Institutions

Course offerings are expected to be from those institutions accredited by generally recognized accrediting agencies and/or are listed in the Education Directory of the U.S. Department of Education. In addition, institutions approved under such government training programs as the G.I. Bill of Rights will also be recognized.

4. Employer Initiated Education and/or Training

a. In-service training and/or education may be required by the Employer for such purposes as informing employees of University procedures, improving the basic skills of employees, introducing new techniques or skills necessary to perform ongoing responsibilities, and the like. When employee participation in such programs is initiated by the Employer, it would not be subject to the provisions contained in the Educational Assistance Program.

However, when the employee initiates the request to participate in such programs, provisions of the Educational Assistance Program, Article 14, will apply.

b. Employees and the Union will be encouraged to communicate in-service training needs and concerns to the Employer.

C. Released Time

When a course is not available during non-working hours, the employee may request released time with pay not to exceed five (5) hours per week to attend class. The department administrator or designee shall determine whether unit functions will allow such released time to be granted.

Exceptions to the five (5) hours per week released time for an employee to take a credit course offered during summer semester may be approved by the department administrator or designee and MSU Human Resources. When course-related materials are not available during non-working hours, the employee may request released time with pay not to exceed five (5) hours per week if it is shown that released time is required to satisfactorily complete the course. Total released time for both course and related materials shall not exceed five (5) hours per week.

II. Except as specifically provided below, all general provisions of Educational Assistance apply.

A. Tuition Reimbursement for Non-MSU Credit Courses

1. Approved applications for tuition reimbursement for non-MSU credit courses must be submitted to MSU Human Resources thirty (30) days prior to the scheduled starting date of classes at the institution. A grade of 2.0 or better is required for credit course to receive reimbursement.

2. The employee shall provide MSU Human Resources with evidence that they have successfully completed non-credit and non-MSU credit courses, proof of course costs (itemized statement, invoice or receipt) for non-credit

courses, and an Educational Assistance application within fifteen (15) working days of receipt of grades or successful course completion. A grade of 2.0 is required for credit courses, to receive reimbursement.

3. The Employer shall pay for approved course(s) which are successfully completed on the following basis:
 - a. For credit courses taken through Michigan based schools, the tuition fee up to one half ($\frac{1}{2}$) of the MSU undergraduate maximum level tuition rate per credit taken, not to exceed fourteen (14) semester credits per academic year.
 - b. Registration/matriculation fees, course fees, lab fees, books and other course materials charged by non-MSU institutions are the responsibility of the student.
 - c. For credit courses taken through online only and non-Michigan based schools, the tuition fee shall not be covered.
4. All employees applying for reimbursement under guidelines, Section I.B.2.b.,e.,g., must complete a "Career Objective Information" form. Once an accurate form is on record in MSU Human Resources, it need only be revised in the event of a change in the employee's career objective.
5. The University shall disapprove elective courses which are not directly related to an employee's current job assignment, the employee's next MSU career objective, or a requirement of a degree program.
6. If an employee is covered by benefits such as scholarship or fellowship aid, government aid, G.I. Bill Benefits, or similar assistance, payment will be made only for that portion of the tuition fee which exceeds the amount of those benefits.

B. Tuition Reimbursement for MSU Credit Courses

1. The Employer shall pay for approved course(s) which are successfully completed on the following basis:
 - a. For undergraduate credit courses taken through MSU, the tuition fee up to the MSU undergraduate maximum tuition rate per credit taken, not to exceed fourteen (14) semester credits per academic year.
 - b. For graduate credit courses taken through MSU, the tuition fee up to one-half ($\frac{1}{2}$) of the MSU graduate maximum tuition rate per credit taken, not to exceed fourteen (14) semester credits per academic year.
 - d. Registration fees, course fees, lab fees, books and other course materials charged by MSU are the responsibility of the student.

- e. For classes taken through MSU Lifelong Education, the tuition fee up to one-half ($\frac{1}{2}$) of the MSU Graduate Maximum Tuition Rate per credit taken, not to exceed nine (9) semester credits.

C. Tuition Waiver for MSU Credit Courses

ALL MSU CREDIT COURSES ARE PROCESSED THROUGH TUITION WAIVER.

1. CTU bargaining unit members who are eligible for educational assistance shall be eligible for a tuition waiver program. This tuition waiver program will be applicable only to those MSU courses enrolled in through the University's standard registration procedure. As a condition of tuition waiver, an employee must sign an agreement authorizing payroll deduction for the amount of tuition waived to be used in the event the employee does not successfully complete the course(s).
2. Employees interested in utilizing the tuition waiver program must submit their educational assistance application complete with department recommendation to MSU Human Resources thirty (30) days prior to the semester billing date set by the Fees and Scholarships Office. The application must be marked with a request for tuition waiver.
3. If the above timelines are met and the educational assistance application is approved, MSU Human Resources will forward a list of employees eligible for tuition waiver to the Fees and Scholarships Office and to the Union.
4. The tuition waiver amount will be reflected on the registration bill. Employees will be responsible for all charges in excess of:
 - a. For undergraduate level courses: the matriculation fee and charges in excess of the MSU undergraduate maximum tuition rate.
 - b. For graduate level courses: the matriculation fee and charges in excess of one-half ($\frac{1}{2}$) the MSU graduate maximum tuition rate.

The tuition waiver is for up to fourteen (14) credit hours per academic year. In the event the approved course(s) is/are unavailable at the time of registration, other appropriate course(s) may be substituted, and the application amended subject to the recommendation of the department administrator or designee and approval by MSU Human Resources. Employees must provide an amended Educational Assistance application to MSU Human Resources.

5. Employees who have had their tuition waived will authorize MSU Human Resources to verify completion of approved courses with Enrollment Services upon application for the waiver. In cases where tuition waivers are withdrawn (e.g., terminated employee, non-approved course, unsuccessful completion), the University will attempt to payroll deduct the waived tuition. If the University is unable to make collection through payroll deduction, the Union agrees to be responsible for the outstanding debt(s).

6. MSU Human Resources will supply the Fees and Scholarships Office with the total credits available for tuition waiver for eligible employees.
- D. Under no circumstance shall the combination of tuition reimbursement or waiver exceed fourteen (14) semester credits per academic year.
- E. Non-Credit Courses
1. Employees may apply for reimbursement and released time for non-credit courses.
 2. Only job-related non-credit courses which are offered through MSU Lifelong Education Programs (e.g., Continuing Education, Evening College), MSU Technology Services, Davenport College, Lansing Community College, High School Adult Education Programs, MSU Human Resources or other Employer approved educational training programs are reimbursable and/or subject to waiver.
 3. Part-time employees with twelve (12) FTE continuous service months shall be eligible for job-related non-credit courses which are offered only through the MSU Lifelong Education Programs (e.g., Continuing Education, Evening College), MSU Technology Services and MSU Human Resources which are held on the East Lansing Campus. Part-time employees shall not be eligible for released time.
 4. Non-credit course reimbursement will not exceed \$900 per academic year. Released time may be granted by the department for a non-credit course. Part-time employees shall not be eligible for released time.
 5. If non-credit courses are taken during the same academic year as credit courses, the total reimbursement and waiver will not exceed the total of the MSU graduate rate for up to fourteen (14) credit hours.
 6. Employees must submit their educational assistance application to MSU Human Resources prior to taking a non-credit course at other institutions to receive the reimbursement. Employees shall provide a verification of course completion (certificate from the course signed by the instructor or a form provided by MSU Human Resources signed by the instructor, or a copy of the official grade report) and proof of course costs for non-credit courses (cancelled check or receipt) within fifteen (15) working days of successful course completion or receipt of grade.
- III. Regular full-time employees with sixty (60) full-time equivalent service months are eligible under the Course-Fee Courtesy Policy as it is provided to the faculty of the University.
- IV. During the term of this Agreement, the parties shall have the option to meet and discuss the provisions of this article. Should either party desire to meet, it shall notify the other party by November 1.

ARTICLE 15

By Agreement of the parties, no content.

ARTICLE 16

RETIREMENT BENEFIT PROGRAMS

The following sections are for understanding and clarification of the programs offered. Complete detailed information concerning retirement benefits may be obtained from MSU Human Resources. Written notice of proposed changes to retirement benefit programs will be provided to CTU.

I. Retirement Benefits

Michigan State University sponsors the MSU 403(b) Retirement Plan for employees who meet the eligibility requirements. The plan is a defined contribution plan operated under Section 403(b) of the Internal Revenue Code. The MSU 403(b) Retirement Plan includes two different programs: The MSU 403(b) Base Retirement Program, which is either mandatory or voluntary based on eligibility requirements, and the MSU 403(b) Supplemental Retirement Program, which is voluntary.

II. MSU 403(b) Base Retirement Program

A. Eligibility and Participation

In accordance with the program's eligibility requirements as detailed in the 2009 plan document, as amended, for the MSU 403(b) Retirement Plan, regular employees are eligible for participation in the MSU 403(b) Base Retirement Program as follows:

1. The program is optional to employees under age 35 or over age 62 at the time of employment.
2. The program is required as a condition of employment for employees who have attained age 35.
3. Once required participation commences, the employee must continue contributing to the MSU 403(b) Base Retirement Program while employed at the University.

B. Contributions

1. The MSU 403(b) Base Retirement Program consists of a five percent (5%) employee contribution based on the employee's per pay period base wages and overtime, with the University's matching contribution of ten percent (10%) based on the same applicable pay.
2. All contributions to the MSU 403(b) Base Retirement Program are fully and immediately vested.

C. Vendor and Investment Options

Information regarding the agreed upon investment vendor(s) is available through MSU Human Resources. Employees may select an investment vendor to manage contributions.

D. Retirement for Employees Hired Prior to January 1, 1973

1. Effective January 1, 1973, the University Non-Contributory Retirement Program ceased to exist. However, to ensure that no employee lost credit for prior years of service, the following guidelines were established to provide that an employee will receive no less than what an improved plan formula would give the employee upon retirement.
2. Those persons employed prior to January 1, 1973, who were 55 years of age or older and/or had 25 years of service on January 1, 1973, could elect to remain subject to the improved University plan formula described below:
 - a. The formula governing the old retirement plan was improved by basing pensions on an amount equal to the highest three-year average earnings, multiplied by two percent (2%) for each year of service, with a \$3600 ceiling.
 - b. This new formula will be applied for each employee at retirement and will become the minimum received by the employee.
 - c. The annuity that could be purchased by MSU's contribution to the MSU 403(b) Base Retirement Program will be compared to the pension amount as computed in 1 above, and the employee will receive the larger of the two figures. Provided the employee meets the minimum retirement requirements, employee contributions (retroactive to January 1, 1973) will be available as an additional annuity.
 - d. Those employees aged 55 or over and/or those with 25 years of service not participating in the MSU 403(b) Base Retirement Program will have their retirement figured solely on the improved formula plus a ten percent (10%) addition added to the base pension prior to actuarial reduction or the selection of a survivor option.
 - e. Employees who "retire" without meeting the minimum provisions for vesting under the old plan; i.e., 62 years of age with 15 years of service or 25 years of service at any age (subject to normal actuarial and age deductions, if any), will receive a retirement benefit solely from the contributions made to the MSU 403(b) Retirement Plan.

III. MSU 403(b) Supplemental Retirement Program

A. Eligibility and Participation

Regular employees are eligible to participate in the MSU 403(b) Supplemental Retirement Program in accordance with the program's eligibility requirements as detailed in the 2009 plan document, as amended, for the MSU 403(b) Retirement

Plan. Employees may commence or modify participation in the program at any time.

B. Contributions

1. The MSU 403(b) Supplemental Retirement Program is fully funded by employee contributions on a pre-tax basis. Employees may change or cancel the amount of contribution at any time.
2. All contributions to the MSU 403(b) Supplemental Retirement Program are fully and immediately vested.

C. Vendor and Investment Options

Information regarding the agreed upon investment vendor(s) is available through MSU Human Resources. Employees may select an investment vendor to manage contributions.

IV. Enrollment Information

The MSU 403(b) Retirement Plan enrollment information and detail are available through MSU Human Resources and on the Benefits website.

V. Other Retirement Information

A. To be considered a retiree, an employee must meet one of the following minimum retirement requirements:

1. Has attained at least 62 years of age and has completed 15 years of service,

OR
2. Has completed 25 years of service at any age.

B. Employees hired prior to July 1, 2002, and meeting the minimum retirement requirements will remain eligible to maintain group health and dental care for the employee, spouse and dependents and receive the Employer's proportional contribution.

Employees hired prior to July 1, 2002, and meeting the minimum retirement requirements on or before January 1, 2009, and who identified an Other Eligible Individual prior to January 1, 2009, will be eligible to maintain group health and dental care for the Other Eligible Individual and receive the Employer's proportional contribution.

C. Retiree health care and dental plan coverage for regular employees hired on and after July 1, 2002, but prior to July 1, 2010.

1. Upon official retirement from MSU (age 62 with at least 15 years of service credit or 25 years of service credit at any age), an official retiree may then enroll (or continue enrollment) in the health care and dental plan coverage available to MSU retirees. MSU will contribute, only for the official MSU

retiree, 100% of the University contribution (excluding any Medicare premiums) toward the lowest cost MSU health care and dental plan. Enrollment in MSU health care and dental plan coverage may be continued for any eligible spouse, Other Eligible Individual and/or dependent(s) if the official MSU retiree pays the full applicable premium cost for the coverage.

2. In the event of the death of an official MSU retiree, or an employee who meets the requirements to be an official MSU retiree, the surviving spouse, Other Eligible Individual, and/or dependent(s), if any, may continue health care and dental plan coverage through MSU by paying the full applicable premium cost.

If there is no surviving spouse or Other Eligible Individual, eligible dependents may elect COBRA continuation coverage, if applicable.

The surviving spouse or Other Eligible Individual cannot subsequently add a new spouse or Other Eligible Individual and/or dependent(s) to their MSU health care and dental plan coverage.

- D. Employer contributions for retiree health and dental plan coverage are not provided for employees hired on or after July 1, 2010.

Retiree Access to MSU Health Care and Dental Plan

Upon official retirement from MSU (age 62 with at least 15 years of service credit or 25 years of service credit at any age), an official retiree may then enroll (or continue enrollment) in the health care and dental plan coverage available to MSU retirees at the employee's expense. Enrollment in MSU health care and dental plan coverage may be continued for any eligible spouse, OEI and/or dependent(s) if the official MSU retiree pays the full applicable premium cost for the coverage.

- E. Effective July 1, 2015, for benefits eligible employees hired on or after July 1, 2010 the University will, upon hire, contribute 0.5% (one-half percent) of the employee's retirement eligible earnings into a separate employer contribution account within the existing MSU 403(b) Retirement Plan on a pay period basis until one hundred twenty (120) vacation service months are reached; after one hundred twenty (120) vacation service months of service the University's contribution increases to 0.75% (three-quarter percent) of retirement eligible earnings.
 1. MSU's contributions will be deposited into a default investment fund initially at an MSU designated retirement vendor; the employee can redirect to fund(s) of their choice by selecting from core options available in the 403(b) Retirement Plan including the brokerage accounts. Additional information on the default and optional investments is available online.
 2. The accumulated account balance will become 100% vested immediately.
 3. The method used to calculate the one hundred twenty (120) vesting service months shall mirror the method used to determine vacation service months.

- F. Employees participating in the employee paid life plan at the time of retirement and who were enrolled prior to July 1, 1976, shall receive a \$2,000 life plan benefit fully paid by the Employer.
- G. Under no circumstances shall reemployed employees be eligible to receive the University contribution towards the group health and dental coverage in addition to the contributions to the separate employer contribution account described above.

ARTICLE 17

FILLING VACANT POSITIONS

I. General

- A. The University agrees to the principle of career development of its employees and will, in good faith, encourage career concepts of employment.
- B. Existing or newly created positions shall be filled under normal circumstances, by transfer or by promotion, provided that qualified and interested employees are available and they apply before the stipulated closing date of the position vacancy notice.
 - 1. An employee with less than two (2) years of University service shall be eligible for interdepartmental transfers or promotions upon completion of six (6) months in the employee's current position. This provision shall not apply to individuals placed in their current position pursuant to the bypass and/or bumping provisions of this Agreement.
 - 2. An employee with two (2) or more years of University service shall be eligible for interdepartmental transfers or promotions upon completion of three (3) months in the employee's current position. This provision shall not apply to individuals placed in their current position pursuant to the bypass and/or bumping provisions of this Agreement.
 - 3. A confidential employee with at least six (6) months of University seniority shall be eligible for transfers or promotions based upon the employee's University seniority.
 - 4. A University employee (who has completed probation in the bargaining unit) returning within twelve (12) months of the employee's appointment outside the bargaining unit shall be eligible for transfers or promotions based upon their University seniority date.
 - 5. An employee having University service less than the required number of months in their current position shall be eligible for intra-departmental transfer or promotion if there are fewer than four (4) applicants on the initial interview list.

Subject to the provisions above, an employee may apply for an available position as an external applicant.

II. Procedure

A. Vacancies of positions within the bargaining unit expected to last in excess of six (6) months will be posted for no less than five (5) working days except under the following conditions of preselection:

1. A bargaining unit member having sufficient years of service as specified below and who is agreeable to preselection for a position at a higher grade level may be eligible for certification to such a position upon proper application by the employing department.

<u>MINIMUM EMPLOYEE SERVICE</u>	<u>ELIGIBLE FOR PRESELECTION INTO GRADE LEVELS</u>
12 months	5, 6
18 months	7, 8
24 months	9 and above

2. The preselection form shall include the classification, title, department, name and seniority date of the pre-selected candidate. Upon approval by MSU Human Resources, the position shall be exempt from posting. The Union shall be notified of such an appointment three (3) working days prior to implementation.

B. All posted positions shall clearly state the requirements to be used for selection purposes and the name of the department. A copy of the posting shall be made available to the Union under current on-line procedures, or such alternate procedures as are mutually agreed upon.

C. Employees interested in a specific posting must notify MSU Human Resources of their interest by submitting the appropriate information requested to the Human Resources website before the closing date of the Position Vacancy Notice.

III. Interviews

A. Where available, up to eight (8) CT applicants meeting the posted qualifications and having the greatest University seniority shall be included on the initial interview list.

1. Candidates on an initial interview list who:

- a. Withdraw from consideration prior to being interviewed,
- b. Fill a different vacancy after applying for the vacancy in question, or
- c. Decline a good faith offer to fill the vacancy

may be replaced on the initial interview list on a one-for-one basis. Replacement applicants added under this paragraph may be other employees.

2. Additional external applicants may be included on the initial interview list.

3. Candidates on an interview list who:
 - a. Withdraw from consideration after being interviewed,
 - b. Fill a different vacancy after applying for the vacancy in question, or
 - c. Decline a good faith offer to fill the vacancy

may be replaced on the interview list on a one-for-one basis.

- B. CT applicants making up the initial interview list who have not withdrawn may be interviewed in any order. The employer shall interview all CT applicants on the initial interview list prior to making a selection.
- C. If no selection is made from these employees, written reasons for non-selection are to be submitted to MSU Human Resources by the department administrator.
- D. If the reasons for non-selection are acceptable to MSU Human Resources, the written reasons shall be shared with the affected employee(s) and the Union.
- E. An employee shall be placed on the initial interview list for no more than five (5) vacancies per posting and shall prioritize the vacancies for which they wish to be considered in that posting. A pool posting shall count as an application for one position.
- F. The employer may fill vacancies through a pool posting that will have multiple openings behind a single main posted advertisement for a vacancy within a structural unit. A pool posting will contain information as to the total number of openings available under the single posting. Pool postings may state the classification, rate of pay, location(s), shift(s), minimum qualifications, and starting time(s).

Pool posting interviews shall be conducted in accordance with the provisions in this Section.

IV. Other Provisions

- A. If a vacancy has been posted, it may be withdrawn and reposted if the classification or requirements of the position are changed. If a vacancy has been posted and withdrawn and the classification and requirements are unchanged, the names originally submitted for the filling of the vacancy shall be resubmitted if the vacancy is reposted within 120 days of the original posting. If any of the employees are no longer interested or available for the position, the list may be supplemented under the outlined procedures so that the total names submitted are consistent with the defined procedure. If the vacancy is reposted after 120 days of the original posting, it will be considered a new posting.
- B. An employee will be given reasonable "time off" from their job for the purpose of interviewing for another University position and/or taking qualifying examinations, if such arrangements are made in advance with the employee's supervisor(s). It shall be understood that the department considering an employee for transfer or

promotion may contact the employee's current department for an evaluation of the employee's performance in the employee's current position.

- C. Where special physical requirements pertain to a position to be filled, the Employer may request that the applicant take a fitness-for-duty examination, the results of which are approved by the University Physician.
 - D. Employees who have applied for the position but were not selected shall be notified of their non-selection by MSU Human Resources under current on-line procedures or such alternate procedures as are mutually agreed upon.
 - E. A position upgraded by reclassification shall be considered a vacancy subject to all the provisions above unless the incumbent is qualified and has performed the duties, based on which the position was reclassified, for a minimum of 256 working hours and is not serving a probationary or trial period. In that case, the incumbent shall be retained in the reclassified position.
 - F. Employees receiving less than satisfactory performance evaluations, written reprimands and/or suspensions may be restricted from applying for vacant positions by MSU Human Resources, provided that the employee and the Union shall be notified whenever MSU Human Resources elects to invoke this restriction.
- V. Conditions for Bypassing the Procedure
- A. The procedure for filling a vacancy shall be bypassed for persons holding the following priority status and meeting the requirements for the position and who is capable of performing the duties of the position:
 - 1. Employees who at their own or the Employer's discretion terminate a trial period prior to the conclusion of 520 working hours shall have preference for any vacancy at their former grade levels or at the discretion of the Employer at their current grade levels and as provided under the trial period section below.
 - 2. Employees on leave drawing Workers' Compensation benefits for any position at their former or lower compensation grade levels, the duties of which they are able to perform, provided that during their absence they did not become subject to layoff.
 - 3. Employees returning from an approved sick or disability leave of absence without pay provided that during their absence they did not become subject to layoff.
 - 4. Employees eligible for recall from layoff or to prevent the imminent layoff from another position.
 - 5. Employees returning from approved personal leaves without pay provided that during their absence they did not become subject to layoff.
 - 6. Employees whose positions are changed from full-time to part-time. In the event of the need for reduction in hours in a department, the department shall honor the principle of seniority in determining which employee(s)

within the affected classification(s) will be subject to the hours reduction, provided the employee(s) can perform the work.

- B. Employees shall not be required to accept a bypass opportunity to a vacant position in a represented work location other than the current work location (i.e. College of Human Medicine at Grand Rapids, College of Osteopathic Medicine at Detroit Medical Center, College of Osteopathic Medicine at Macomb University Center, College of Human Medicine Flint, or the City of Lansing/East Lansing Campus). Should a bypass opportunity at another represented work location be offered and rejected by the employee, no further bypass opportunity at another represented work location shall be offered for that represented work location during the remaining recall period.
- C. Employees promoted out to a position in another bargaining unit and returning before the end of the probationary period may be bypassed to a vacant CT position.
- D. A position reclassified from another bargaining unit will be permitted to be placed into the CT bargaining unit, along with any incumbent, if the incumbent has been in the position at least two years or longer.
- E. MSU Human Resources shall meet with the Union within five (5) working days of the Union's request regarding an employee eligible for bypass to discuss placement options available to the employee under the terms of this agreement. Absent mutual agreement, any one employee shall only be the subject of one meeting.

VI. Trial Period

- A. An employee promoted, demoted or transferred shall begin a trial period consisting of 256 working hours.
- B. Prior to the expiration of this period, the employee at their discretion, or at the discretion of the Employer, may be returned to the employee's former position, if the position is vacant.
- C. When a trial period is terminated and if the employee's former position is not vacant, the University will, within ten (10) working days, place the employee in a vacant position for which the employee is qualified at their former grade level or current grade level at the discretion of the Employer. The employee shall be interviewed by MSU Human Resources prior to a decision in regard to assigning the employee in a vacant position.
- D. If no vacancy exists, the employee shall be entitled to their former position.
- E. If the employee's former position has been eliminated, this shall be considered a reduction in the work force in the department from which the employee promoted or transferred, and the employee shall be subject to the provisions of Article 18.

VII. Requalification Period

A bypassed employee returning from unpaid leave or from layoff shall begin a 520-working hours requalification period. The requalification period may be terminated at the discretion

of the employee or by the Employer for failure to meet reasonable expectations. Failure to complete the requalification period will return the employee to their former status of unpaid leave or layoff and eligibility for bypass. Termination of a second requalification period will return the employee to their former status of unpaid leave or layoff, making the employee subject to the normal selection procedures. The Employer shall provide an opportunity for reasonable job orientation/training to enable an employee to meet expectations in the position during the requalification period.

VIII. Access and Review of Procedure

Records pertaining to the filling of a vacant position shall be retained for at least twenty (20) working days following notice of those interviewed or the starting date of the selected employee. Except for records containing personal data of other employees, individuals who were actually interviewed for a position and/or a representative of the Union may review the records at a time and place mutually agreeable to the employee, the Union, and MSU Human Resources.

ARTICLE 18

LAYOFFS

I. General Provisions

Layoff is defined as a reduction in the work force. The Employer agrees that a layoff shall never take place for punitive purposes. The Union will be given the opportunity to discuss the circumstances with the Employer prior to the effective date of the layoff. Where practicable, the Employer will attempt to reassign rather than lay off.

- A. For purposes of layoff, University seniority shall apply.
- B. Among probationary employees, seniority shall not apply. A probationary employee in the grade level in the department shall be laid off before an employee with seniority is laid off provided the seniority employee is capable of performing the work.

II. Procedures

A. Departmental

- 1. The first employee to be laid off shall be the employee within the department with the least University seniority in the grade level where the layoff is to occur.
- 2. An employee subject to layoff shall be entitled to any vacancy in their current grade level provided they are capable of performing the duties of the position.
- 3. It shall be assumed throughout this article that an employee can perform the duties of a position if the employee is able to do so within a training period of not more than 256 working hours. The employee shall not be entitled to a vacancy or to replace another employee if more than 256 working hours of training are required.

4. The employee subject to layoff shall at their own discretion have the right to remain in their current department by accepting a voluntary demotion to a vacant position in which the employee is capable of performing the work.

B. University

1. If no vacancy exists in a lower grade level, or if the employee elects not to accept a position at a lower grade level in the department where the layoff is to occur, the employee shall take a vacant position outside of the department at the same grade level or, at the employee's discretion, a position at a lower grade level for which the employee is capable of performing the work.
2. If no vacancy at the same grade level is available, or the employee does not accept a position at a lower grade level, the employee subject to layoff may exercise their seniority within the current administrative division (Academic or Operational as identified in Appendix III) of the University and replace the least senior employee in the same grade level where the employee is capable of performing the work.
3. The least senior employee at a grade level who is subject to layoff shall be entitled to any vacancy at the next lower grade level, the duties of which the employee can perform. If no vacancy is available, the employee shall have the right to exercise their seniority over the least senior employee in the next lower grade level or levels, the duties of which the employee can perform.

C. The employee thus replaced may exercise their seniority to fill another vacancy or replace another employee in the above manner.

D. An employee subject to layoff shall be deemed to have voluntarily resigned if the employee refuses a position at the same grade level as their current position.

E. The Employer agrees that an employee and the Union will have fifteen (15) working days' notice, in writing, prior to layoff. An employee's accrued vacation leave may not be used in lieu of the fifteen (15) working days' notice.

F. Positions becoming available shall be offered to employees under preference established in Article 17.V.A.4., Filling Vacant Positions, and employees laid off shall be recalled in order of greatest seniority as defined in Article 20, providing they are capable of performing the duties of the position. Employees laid off shall also have the right to accept a recall to a position at a lower level if they are capable of performing the duties of the position.

1. Notice of recall shall be sent to the laid-off employee at the employee's last address of record as recorded in the Employee's Official Personnel Folder by registered or certified mail, return receipt requested.
2. Positions to be filled shall be offered to laid-off employees who are qualified. An employee so notified must indicate their acceptance of recall within five (5) working days after receipt of notification from the Employer.

The employee must report to work within eleven (11) working days after receipt of the notice.

3. Failure to receive recall notice within fourteen (14) calendar days from the date of mailing or return of recall notice as undeliverable, whichever is later, will result in termination.
- G. Employees shall not be required to exercise their rights under Article 18, Section II.B.2. or Section II.C. (bumping rights) in a represented work location other than their current work location (i.e., College of Human Medicine headquarters at Grand Rapids, College of Osteopathic Medicine at Detroit Medical Center, College of Osteopathic Medicine at Macomb University Center, College of Human Medicine Flint, or the City of Lansing/East Lansing Campus).
- H. Failure to accept recall from layoff or report for work provided the position offered was at the classification or comparable compensation grade level which the employee held at the time of layoff, terminates seniority, recall rights, and employment with the Employer.
- I. Failure to be restored to duty from layoff for a period of time equal to University seniority or two (2) years, whichever occurs first, shall terminate the employee's seniority, recall rights, and employment with the Employer.

III. Temporary Layoffs

In the event of circumstances beyond the Employer's control, temporary layoffs of five (5) or fewer days in a contract year may be scheduled provided that the Employer provides thirty (30) days' notice and works with Union representatives to explore alternatives to a layoff within that period. If no workable alternatives are found, the layoff may proceed without regard to the provisions of Article 18 and Article 11.II.D.6. The application of this provision shall not be undertaken independently by individual units. Whenever temporary layoffs occur, an employee may not be laid off again until eleven (11) months have elapsed from the date of the last day of the preceding layoff.

IV. Limited-term Employees

- A. Limited-term employees who are hired in or voluntarily change to limited-term positions, not to be less than 180 days, shall be eligible for all University benefits. Limited-term employees who are given a written termination date (CTU will receive a copy) at the time of hire or change of position, are not subject to the procedures specified in Section II.
- B. Limited-term employees whose appointment is not continued or is ended before the termination date will receive severance pay of one (1) normal week's pay for each year of University service to a maximum of five (5) weeks. The first year shall be based upon a minimum of ten (10) months service. Monies due will be paid as salary continuances until the maximum is reached or the employee is reemployed. Benefits shall not be continued past the termination date of the limited-term appointment, except as required by law.
- C. No severance payment is applicable to those leaving the University because of retirement, industrial injury, illness, resignation, or discharge.

- D. If reemployed in a limited-term position, employees shall retain credits for all salary continuances not used.
 - E. Persons changing from these types of positions to non-limited term positions are no longer subject to the provisions of this section.
 - F. The University may convert a limited-term position to a regular position at its discretion.
 - G. Each limited-term appointment shall be restricted to up to five (5) years duration. A limited-term appointment may be extended for up to a three (3) year period. If the employer chooses to maintain the position after five (5) years plus extensions totaling three (3) years, the position shall be converted to a regular position.
 - H. Limited-term employees shall be provided a forty-five (45) day notice of non-renewal or early termination of a limited-term appointment.
 - I. An individual in a limited-term position whose position is not continued or is ended early shall be permitted to apply as a University candidate for vacant positions for the length of the employee's service to a maximum of two (2) years following the end of the limited-term appointment. Limited-term employees are not eligible for bypass interview opportunities.
 - J. The University shall be limited to no more than 200 limited-term positions at any given time.
- V. Other Provisions
- A. For the purpose of layoff, Union Executive Board members not to exceed eleven (11) shall be deemed to have greater seniority than other employees within their grade levels or lower grades in all classifications if they are capable of performing the duties.
 - B. For the purpose of layoff, Union Representatives not to exceed forty (40) shall be deemed to have greater seniority than other employees within their grade levels or lower grades in all classifications in their representation units if they are capable of performing the duties.
 - C. An employee recalled from layoff status shall receive all contractual increases given during the period of layoff.
 - D. An employee recalled from layoff status who receives a promotion shall receive the appropriate promotional increase (Article 8.VII.) based on the rate of pay the employee is earning at the time of return.
 - E. Employees while on layoff status will be permitted to fill temporary and/or on-call assignments on the following basis:
 - 1. The employee must notify MSU Human Resources that they are willing and available for part-time.
 - 2. MSU Human Resources will attempt to facilitate the placement of the employee in available assignments.

3. Work in a temporary or on-call assignment will not be considered a return from layoff status and the employee will be considered to remain on layoff status.
 4. Time worked in a benefit eligible temporary assignment that is expected to last in excess of thirty (30) days shall result in the earning of service credit, benefits and seniority.
 5. Time worked in an on-call assignment shall not result in the earning of service credit, benefits or seniority.
 6. At the conclusion of the temporary or on-call assignment the employee will continue on layoff status in accordance with Article 18.
- F. An employee changing positions resulting in a lower grade level due to layoff shall:
1. Receive no greater than a three percent (3%) reduction in the employee's base rate of pay if demoted one (1) grade level.
 2. Receive no greater than a five percent (5%) reduction in the employee's base rate of pay if demoted two (2) grade levels.
 3. Receive no greater than a two percent (2%) per grade level reduction in the employee's base rate of pay if demoted more than two (2) grade levels.
 4. Receive the reduction in pay based on the employee's rate of pay at the time of return.
 5. Be required to have their base rate of pay within the range of the new grade level.

ARTICLE 19

WORKERS' COMPENSATION

- I. The Employer, in accordance with the State law, provides Workers' Compensation if an employee is injured in the course of employment by providing for continuation of a portion of the employee's wages. Workers' Compensation benefits will be supplemented by accrued sick leave credits until they are exhausted to maintain regular gross income. When accrued sick leave credits are exhausted, the employee may elect to use accrued vacation and/or personal leave credits to supplement Workers' Compensation benefits.
- II. Workers' Compensation benefits begin after seven (7) calendar days of time lost from work. After ninety (90) calendar days of employment, the Employer will waive the seven-day statutory waiting period and will continue the employee's full pay for the one-week period.
- III. Injuries arising out of and in the course of employment must be reported to the employee's immediate supervisor and medical evaluation sought from the physician designated by the University Physician. Necessary medical services shall be determined by the physician designated by the University Physician for a compensable injury.

- IV. Persons on leave drawing Workers' Compensation benefits shall, for a period of six (6) months, be entitled to their position upon return, provided they are physically able to perform the duties of their position. If they are physically unable to perform the duties of this position for the period they are drawing Workers' Compensation benefits and have not retired, they shall have priority (Article 17.V.A.2., Filling Vacant Positions) on any position at their current or lower compensation grade level, the duties of which they are able to perform.
- V. Persons supplementing their Workers' Compensation benefits per Section I shall be entitled to full benefits as if actively employed.
- VI. An employee who is receiving regular Workers' Compensation for a period in excess of six (6) months shall receive, at the employer's expense, life, health and dental coverage for the period covered by Workers' Compensation. If it is determined by MSU Human Resources that the injured employee will be off work in excess of six (6) months, the above benefit may be implemented upon such determination without requiring premium payments from the affected employee.

ARTICLE 20

SENIORITY

- I. When an employee successfully completes the probationary period, seniority shall be determined from the date of hire at the University.
- II. An employee granted a leave of absence shall retain their seniority until the employee's return to active employment in accordance with Section IV, Paragraphs G, H, I and J below:
- III. An employee on layoff shall retain seniority until recall.
- IV. Seniority rights of an employee shall cease for any of the following reasons:
 - A. Voluntary resignation.
 - B. Retirement.
 - C. Termination for cause.
 - D. Failure to accept recall from layoff, provided the position offered was at the classification or comparable compensation grade level which the employee held at the time of layoff.
 - E. Failure to be restored to duty from layoff for a period of time equal to University seniority, or two (2) years, whichever occurs first.
 - F. Failure to accept a position offered through the bypass procedure.
 - G. If an employee overstays a leave of absence of less than two (2) years by more than five (5) working days of the termination of the leave, without providing a

reasonable explanation to their immediate supervisor, the employee's seniority rights shall cease, and the employee shall be considered to have resigned.

- H. If an employee overstays a two (2) year leave of absence by more than five (5) working days of the termination of the leave, without providing a reasonable explanation to their supervisor, the employee's seniority rights shall cease, and the employee shall be considered to have resigned.
- I. An employee who gives notice of intention to return to work no more than five (5) working days after termination of the leave, and is not placed in a position, will have their seniority continued in accordance with the following schedule:

<u>University seniority</u>	<u>Return Rights after Maximum Two (2) Year Leave</u>
0 up to 2 years	Length of University Seniority
2 up to 5 years	2 years
5 up to 10 years	3 years
10 up to 15 years	4 years
15 up to 20 years	5 years
20 or more years	6 years

When the return rights provided for above are exhausted, an employee will be terminated.

- J. An employee on leave of absence because of receiving benefits under Workers' Compensation or long-term disability, shall have their seniority continue for up to a total of six (6) years. If the employee does not return to work, for any reason, within six (6) years, the employee will be terminated.
- V. An employee returning within twelve (12) months or less of the employee's termination from University employment or transfer to a position outside of the bargaining unit shall receive credit for all past seniority upon successful completion of a 256-hour trial period.
- VI. With proper documentation, employees with breaks in service of less than one (1) year will be granted credit for all past seniority on application to MSU Human Resources.

ARTICLE 21

OFFICIAL PERSONNEL FOLDER(S)

Each employee shall have the right, upon request, to examine the content of their own Official Personnel Folder(s), the only exclusion being confidential pre-employment credentials of an evaluative nature.

- I. The employee shall make an appointment with the responsible managerial personnel to examine their Official Personnel Folder(s). Managerial personnel shall be present when the employee examines their Official Personnel Folder(s), and the employee may be accompanied by a representative of the Union if the employee so desires. The employee may designate in writing their desire to have a representative of the Union examine the employee's file in their absence in a disciplinary matter, and the designated representative shall be allowed to examine the Official Personnel Folder(s).

- II. No official report nor any derogatory statement about an employee of which the employee would not normally have a copy or be aware shall be filed in the employee's Official Personnel Folder(s), unless the employee is provided a dated copy. The employee, for cause shown, has the right to submit a statement(s) concerning negative evaluative reports for inclusion in the Official Personnel Folder(s). Brief statements may be submitted for inclusion in the employee's Official Personnel Folder(s).
- III. Except as provided in Section IV below, upon an employee's written request to MSU Human Resources, any records of disciplinary action which occurred more than eighteen (18) months prior to the request shall be removed from the Official Personnel Folder(s), if the employee's performance has been satisfactory within the past eighteen (18) months. This section may not be used to remove performance evaluations from the Official Personnel Folder(s).
- IV. Upon an employee's written request to MSU Human Resources, any records of disciplinary action arising from violations of the University Policy on Relationship Violence and Sexual Misconduct (RVSM) and Title IX Policy and/or the Anti-Discrimination Policy which occurred more than six (6) years prior to the request shall be removed from the official personnel folder(s) if the employee has no violations of the RVSM and Title IX and/or Anti-Discrimination Policies within the past six (6) years where:
 - 1. The employee has not committed additional violations of the University Relationship Violence and Sexual Misconduct and Title IX Policy and/or the Anti-Discrimination Policy,

AND

 - 2. The employee can demonstrate they have completed training and education (beyond that otherwise required by the University of all employees) approved by the University to help prevent a recurrence of misconduct.

This section may not be used to remove performance evaluations from the official personnel folder(s).

Disciplinary actions arising out of conduct investigated under the RVSM and Title IX and/or Anti-Discrimination policies, but which do not violate those policies shall not be subject to this paragraph.

This section shall only apply to records of disciplinary action which were issued on or after April 1, 2019.

ARTICLE 22

DISCIPLINARY ACTION, SUSPENSION, AND TERMINATION

- I. When disciplinary action or suspension is necessary, the following procedures shall be adhered to:
 - A. A supervisor shall discuss the employee's infraction of rules or policies with the employee. The supervisor may place a notation of the discussion in the employee's Official Personnel Folder.

- B. A supervisor shall have the option to reprimand the employee orally or in writing. If the employee is reprimanded in writing, a copy of the reprimand shall be given to the employee and a copy may be placed in the employee's Official Personnel Folder. Such a written reprimand may include a warning that further infraction(s) may result in suspension or discharge. At the employee's request, a copy of the reprimand shall be sent to the Union.
- C. A supervisor shall have the option in case of continued infraction(s) to suspend the employee, provided the employee has been reprimanded previously. The Employer has the option in case(s) of serious violation of policy, rule, or regulation to suspend an employee without prior oral or written reprimands as stipulated in subsections below.
 - 1. If the Union desires a hearing on a suspension in addition to or in place of the initiation of a grievance, it shall notify the Director of Employee Relations within two (2) working days of the suspension. Three (3) representatives of the Employer and three (3) representatives of the Union shall meet within two (2) working days of receipt of notification in an attempt to resolve the issue unless mutually agreed otherwise. The supervisor and/or the grievant shall be permitted to attend this meeting at the request of either party.
 - 2. The length of a suspension shall be determined by the Employer to fit the offense and the offending employee(s).
 - 3. Notice of suspension shall be in writing and set forth the reason(s) for and length of the suspension(s). The letter of suspension may include a warning that any further violation(s) may result in termination of the employee.
 - 4. The letter shall be given to the employee and the Union, and a copy shall be placed in the employee's Official Personnel Folder.
 - 5. A grievance on a suspension shall begin at Step Three of the grievance procedure.
 - 6. The suspension of the employee may be immediate or delayed at the option of the Employer.

II. An employee shall be subject to termination for adequate and just cause.

- A. If the Union desires a hearing on a termination in addition to or in place of the initiation of a grievance, it shall notify the Director of Employee Relations within two (2) working days of the termination. Three representatives of the Employer and three representatives of the Union shall meet within two (2) working days of receipt of notification in an attempt to resolve the issue, unless mutually agreed otherwise. The supervisor and/or grievant shall be permitted to attend this meeting at the request of either party.
- B. A grievance on a termination shall begin at Step Three of the grievance procedure.
- C. The termination of the employee may be immediate or delayed at the option of the Employer.

ARTICLE 23

GRIEVANCE PROCEDURE

I. Definition of Grievance

A grievance is defined as a disagreement, arising under and during the term of this Agreement, concerning the interpretation and application of the provisions of this Agreement.

II. Group Grievance

In the event that employees have a group grievance, the Union Representative shall submit the grievance on behalf of all named and similarly affected employees. A group grievance shall be only one in which the fact(s) in question and the provisions of the Agreement alleged to be violated are the same as they relate to each and every employee in the group. When the affected group is contained within one department, college, or division, the grievance shall be initiated at Step Two of the grievance procedure. Any other group grievance shall begin at Step Three.

III. Oral Step

An aggrieved employee should promptly notify their immediate supervisor that they have a grievance. The employee may, at their option, discuss the matter directly with the supervisor or may request a representative of the Union to be present for the purpose of attempting to adjust the grievance.

IV. Formal Grievance Procedure

A. Step One

1. If the aggrieved employee does not receive a satisfactory oral answer, or if the employee does not receive any answer at the Oral Step within three (3) mutual working days following the day of oral presentation, the aggrieved employee may reduce the grievance to writing and submit it to the appropriate supervisor.
2. A grievance must be submitted in writing within fifteen (15) working days of the occurrence of the condition(s) giving rise to the grievance, or within fifteen (15) working days of the date it is reasonable to assume that the employee(s) should reasonably have become aware of the condition(s) giving rise to the grievance, or within three (3) working days following the Oral Step, whichever is latest, in order for the matter to be considered a grievance under this Agreement.
3. The grievance shall be submitted on forms provided by the Union, dated and signed by the aggrieved employee(s) and shall set forth the facts, dates, and provisions of the Agreement that are alleged to have been violated and the remedy desired. At the time the grievance is received, the supervisor or designee shall sign and date a copy, which shall be returned to the grievant. A meeting shall be held if requested by either party.

4. In the event the immediate supervisor or designated representative does not answer the grievance within ten (10) working days, the grievance may be appealed to the next higher step of this grievance procedure within five (5) working days after the expiration of the applicable time limit.
5. In the event the answer of the supervisor or designated representative is unacceptable to the grievant, the grievance may be appealed to the next higher step of this grievance procedure. Any grievance not appealed within five (5) working days after such answer shall be considered settled on the basis of the written answer of the supervisor or designated representative and shall not be subject to further appeal and/or review.

B. Step Two

1. If the grievant is not satisfied with the disposition of the grievance at Step One, the grievant may appeal the grievance to the administrative head of the unit or their designee within five (5) working days after the date of the answer. Such appeal shall be in writing as in Step One and shall state the reason(s) why the Step One disposition is not satisfactory.
2. Within ten (10) working days after receipt of such request for appeal, the administrative head or the grievant's designee shall hold a meeting with the grievant in an attempt to resolve the alleged grievance. Only persons directly related to the grievance shall be present at the meeting. The grievant may be represented by the Union. Representatives of the Employer and the Union shall not exceed three (3) in number respectively (including the grievant and the supervisor).
3. Within five (5) working days following conclusion of such meetings, the administrative head or the grievant's designee shall provide the grievant with a written disposition of the grievance.
4. Any grievance not appealed within five (5) working days after such answer shall be considered settled on the basis of the written answer of the administrative head or the grievant's designee and shall not be subject to further appeal and/or review.

C. Step Three

1. If the grievant is not satisfied with the disposition of the grievance at Step Two, the grievant may appeal the grievance to the Director of Employee Relations within five (5) working days after the date of the answer. Such appeal shall be in writing as in Step One and shall state the reason(s) why the Step Two disposition is not satisfactory.
2. Within ten (10) working days after receipt of such request for appeal, the Director of Employee Relations or their designee shall hold a meeting with the grievant in an attempt to resolve the alleged grievance. Only persons directly related to the grievance shall be present at the meeting. Representatives of the Employer and the Union shall not exceed four (4) in number respectively (including the grievant and supervisor). Three (3) of the Union representatives including the grievant may be active employees.

3. Within five (5) working days following conclusion of such meeting(s), the Office of Employee Relations shall provide the grievant with a written disposition of the grievance.
4. Any grievance not appealed within ten (10) working days after such answer shall be considered settled on the basis of the written answer of the Office of Employee Relations or designated representative and shall not be subject to further appeal and/or review.
5. Classification grievances may be advanced to Step Three only by the Union. The Office of Employee Relations or its designee will have six (6) weeks to respond with a summary of its findings. At the request of either party, a meeting will be held.

D. Step Four

In the event of an unsatisfactory decision or no decision, the Union may submit the grievance to arbitration.

1. The Union will notify the Employer of its decision to arbitrate within ten (10) working days of the expiration of the decision time limit placed on Step Three. Following notification, the Union and Employer will attempt to select an arbitrator.
2. If the parties fail to select an arbitrator within ten (10) working days after notification, the Union will submit a demand for arbitration to the American Arbitration Association within five (5) working days with a copy of the demand to the Employer.
3. The American Arbitration Association shall be requested by either or both parties to provide a panel of ten (10) arbitrators. The parties shall attempt to select an arbitrator from this list within ten (10) working days. If there is no selection from the list, the American Arbitration Association shall appoint an arbitrator.
4. The rules of the American Arbitration Association shall apply to all arbitration hearings. The arbitrator shall be requested to issue their decision within thirty (30) days after the conclusion of testimony argument and submission of briefs. The decision of the arbitrator will be final and binding on all parties, and judgment therein may be entered in any court of competent jurisdiction.
5. The process of expedited arbitration, under the rules of the American Arbitration Association, may be utilized by mutual written agreement of the Employer and the Union on a case-by-case basis. The arbitrator need submit only the conclusion and award in writing.
6. Fees and authorized expenses of the arbitrator shall be shared equally by the University and the Union. Verbatim transcripts of the proceedings shall be secured only with the prior mutual consent of the parties, in which case all expenses will be equally borne except for transcribed copies which shall be paid for by the requesting party.

7. The arbitrator shall have no authority to add to, subtract from, alter, change or modify any of the provisions of this Agreement. The decision of the arbitrator shall be limited to only the question(s) submitted to the arbitrator.
8. The arbitrator shall not substitute their judgment for that of the Employer where the Employer's judgment and actions are based upon reasonable cause and do not violate the written provisions of this Agreement. The arbitrator shall not render any decision which would require or result in an action in violation of public statutes. The arbitrator may make no award which provides the employee compensation greater than would have resulted had there been no violation.
9. The Employer, in no event, shall be required to pay back wages for more than thirty (30) calendar days prior to the date a written grievance is filed. However, in the case of a pay shortage (other than one resulting from misclassification) of which the employee could not have been aware before receiving their pay, any adjustment shall be retroactive to the beginning of the pay period in which the shortage occurred, if the employee files a grievance within thirty (30) working days after the employee becomes aware of such shortage. 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 additional or new wages for personal services that the employee may have received from any source during the period in question.
10. The arbitrator shall have no authority to establish wage and salary scales, rates on new or changed jobs, to change any wage or salary rate, or to change classification descriptions.
11. Excluded from arbitration are disputes and unresolved grievances concerning merit increases beyond the normal increases.
12. If a grievance is appealed to arbitration and the arbitrator finds no authority to rule on such case, the matter shall be returned to the parties without decision or recommendation on the merits of the case.

E. Restitution/Reinstatement

1. Should a decision be rendered at any step of the grievance procedure that the employee was unjustly discharged, demoted, or suspended without reasonable and just cause, the Employer agrees to reinstate the employee to the employee's former position effective the date of the discharge, demotion, or suspension.
2. Computation of any back wages or benefits, if appropriate, must include offsets for unemployment insurance, Workers' Compensation and benefits, and wages earned with other employers during the computation. A decision may be rendered to reinstate the employee without back compensation or benefits.

F. Other Provisions

1. The grievant may request at any or all steps of this grievance procedure, the assistance of a representative of the Union.
2. Grievances shall be processed as rapidly as practicable. The number of working days indicated at each level shall be considered as maximum and substantive and every effort shall be made to expedite the grievance process. Time limits in the steps may be shortened or extended by mutual written agreement of both parties.
3. Failure of the grievant to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and bar further action or appeal. Failure of the Employer to render a decision on a grievance within the specified time limits shall permit its appeal by the grievant to the next step.
4. Steps of the grievance procedure may be waived in writing by mutual agreement of both parties. The grievant may withdraw a grievance at any step of the procedure. Grievances so withdrawn shall not be reinstated.
5. The Employer and the grievant may adjust a grievance without the involvement of the Union, provided the adjustment is not contrary to any of the provisions of this Agreement.
6. Written classification grievances must be accompanied by position description information on a questionnaire to be provided to the employee and completed by the employee.

ARTICLE 24

COMMUNICATIONS

- I. The Employer shall make available to the Union upon reasonable request in writing, and within reasonable time, available public statistical, financial, and personnel information and reports related to the operation of the University when such information is necessary in the representation of employees or implementation of this Agreement, provided that nothing included herein is intended to require the Employer to present information in forms other than those determined by the Employer or required by law. When the Employer deems necessary, a reasonable charge may be assessed to the Union for such materials. When these materials are readily accessible to the Union, they need not be produced by the Employer.
- II. The Employer shall furnish to the Union on a monthly basis a list of employees in the bargaining unit consisting of names, departments, classifications, dates of employment and pay rates.
- III. The Union shall provide the Employer with a list of Union officers, committee members, and jurisdictional districts to which they are assigned. The Employer shall be notified immediately of any subsequent changes.

- IV. Employees shall be responsible for notifying MSU Human Resources within five (5) working days, of changes in their names, addresses, telephone numbers, and any other information which the Employer may legally request. Periodically the Employer shall provide the Union with employee's home addresses and telephone numbers.
- V. The Employer shall maintain electronic copies of the agreement on its website and employees shall be permitted to print a copy of the agreement at the workplace.
- VI. The Union shall be permitted use of University facilities for regular and special business meetings of the Union, provided the Union conforms to all regulations established by the Employer.
- VII. The Employer shall provide the Union with mail privileges through the Employer's Campus Mail Service in the following manner:
 - A. The Union shall deliver the mail to Campus Mail Services in conformity with established policy.
 - B. The Union shall be charged at a rate as required by United States Postal Service standards for the offered mail piece. The Employer shall notify the Union of any United States Postal Service rate changes or changes in design standards.
 - C. There shall be a per piece handling charge mutually agreed to by the Union and the Employer.
- VIII. The University agrees to provide the Union with four (4) campus restricted phone lines. One (1) line shall be paid for by the University and three (3) lines shall be paid for by the Union.
- IX. Within three (3) months of a new employee's hire date, fifteen (15) minutes of release time will be made available for the new employee and a designee of the Union to meet. Such meeting shall be scheduled with the appropriate supervisor with forty-eight (48) hours' notice.

ARTICLE 25

REPRESENTATION AND RELEASED TIME

- I. The Employer shall recognize, for purposes of bargaining on released time, no more than eight (8) employees as the Negotiating Team.
- II. Union representatives may be granted reasonable released time for investigating and/or adjusting grievances, or, at the request of the Employer for other matters pertaining to this Agreement.
- III. The Employer shall recognize any authorized representatives of CTU for the purpose of participating in negotiations and the handling of other matters under this Agreement.
- IV. The President of the Union, or their designee, and a minimum of two (2) employees in the bargaining unit shall be granted released time for the purpose of meeting with the Director

of Employee Relations or their designee for special conferences for the discussion of important matters pertaining to labor relations.

- A. Arrangement for these conferences shall be made at least two (2) working days prior to the requested meeting unless otherwise mutually agreed to by the Employer and the Union.
 - B. An agenda shall be submitted at the time the arrangements for the conference are made, and items to be discussed in the conference shall be confined to those items on the agenda unless otherwise mutually agreed to by the Employer and the Union.
 - C. These meetings shall not be for the purpose of continued negotiations of this Agreement but may be convened for the purpose of clarification and implementation of this Agreement.
- V. The President of CTU shall be authorized 100 percent released time to carry out the responsibilities of their office. When the Union President relinquishes their office, they shall have the right to return to the same classification in their former unit that the President held immediately prior to becoming Union President. The rate of pay for a Union President who is relinquishing that office and returning to employment in their former unit shall be the rate of pay that prevailed for their job immediately prior to assuming the office of Union President (with applicable progression and general adjustments occurring during their absence from the unit).

If a position in the Union President's classification no longer exists in their former unit, then the President shall have full rights under Article 18 of the Contract.

- VI. The Vice President and the Treasurer shall be authorized up to a total of twenty-five percent (25%) released time each to carry out the responsibilities of their offices.
- VII. Employees who are elected or appointed officials of the Union will be granted released time for Union training.
- A. For the purpose of released time, the number of Union representative positions may not exceed forty (40). The total aggregate number of working hours of released time for these employees shall not exceed 320 hours in any one (1) month. Individual Union Representatives may not be released in excess of eight (8) hours per month. The Employer must receive notice of individuals and released time to be used at least ten (10) working days prior to the commencement of the training program.
 - B. For the purpose of released time, the number of Executive Board members may not exceed eleven (11). The total aggregate number of working hours of released time for these employees shall not exceed ninety (90) hours per month. Individual Board members may not be released in excess of sixteen (16) hours per month. The Employer must receive notice of individuals and released time to be used at least two (2) working days prior to the commencement of the meeting or training program.
 - C. The total aggregate number of working hours of released time for Union representatives and Executive Board members shall not exceed 2720 hours per

contract year. There shall be no carryover of unused hours from one (1) year to the next.

VIII. Released Time Bank

- A. On February 1 of each year, the released time bank shall be replenished to 450 hours.
- B. The use of released time bank hours will be determined by the Union President or designee(s) for the conduct of Union business. Time off in the utilization of released time bank hours shall not exceed eight (8) hours per month per employee. Exceptions to this may be made by the mutual agreement of the Employer and the Union; such hours may be used by designated Union members, Union representatives and Executive Board members and shall at all times be paid for at the straight-time, base rate.
- C. Requests for use of released time bank hours shall be made by the Union President or designee(s) to the Director of the Office of Employee Relations at least ten (10) working days prior to the date on which the employee is to be released. Requests for released time bank hours will not be honored when made directly to departments.

IX. Election and Ratification Released Time

- A. Employees may receive released time, not to be charged against the primary and secondary released time banks, to monitor and/or participate in elections for the Executive Board.
- B. Such released time shall be subject to the following conditions:
 - 1. Released time shall be granted for this purpose once annually.
 - 2. Released time shall not exceed eight (8) hours per employee.
 - 3. The number of employees released for this purpose shall not exceed fifteen (15).
- C. Released time requests for ratification meetings shall be handled on an ad hoc basis and shall not be charged against the primary and secondary released time banks.

X. Two (2) members of the bargaining unit selected by the Union shall be reassigned to Union duties.

- A. The Union shall reimburse the Employer within fifteen (15) days of billing for all costs, wages, and benefit payments.
- B. Upon fulfillment of Union duties, the aforementioned employees may return to their former grade levels with all benefits and wages that would have been accrued during their reassignment to Union duties. In returning to work, employees who have been reassigned for two (2) years or less shall be entitled to bypass the procedures for Filling of Vacant Positions, Article 17.V.A.5. Employees who have been reassigned for a period over two years shall follow the normal provisions for Filling Vacant Positions and shall not have any priority status under the Agreement.

ARTICLE 26

UNION SECURITY

I. Membership

Employees in the bargaining unit may voluntarily elect to tender to CTU union dues as set forth in the Constitution of the Clerical-Technical Union of Michigan State University.

II. Checkoff

A. MSU Human Resources, at the time of hire, rehire, reinstatement or transfer of an employee into the bargaining unit, shall apprise the prospective member of this Article's provisions and shall present to the employee an Application for Membership and an authorization for Checkoff of Dues, such forms to be provided by the Union.

If the employee desires to join CTU, the employee shall complete both the Application for Membership and the Authorization Card for Checkoff of Dues and return them, along with the initiation fee, to the CTU financial officer.

B. During the life of this Agreement, the Employer agrees to deduct membership dues or service fees from the pay of each employee who executes or has executed the Authorization for Checkoff of Dues.

C. The initial deduction of any employee shall not begin unless the Authorization for Checkoff of Dues and the certification of the CTU's financial officer as to the amount of the periodic Union dues or service fees have been delivered to the Employer's Payroll Department at least six (6) working days prior to the affected payday.

D. All monies deducted by the Employer shall be remitted to the CTU's financial officer once each month by the 20th calendar day of the month following the month in which deductions were made together with a list of current employees showing the amount of Union dues or service fees deducted from each employee.

E. In cases where a deduction is made which duplicates a payment already made to CTU by an employee, or where a deduction is not in conformity with the Constitution of the Union, refunds to the employee shall be made by CTU.

F. The Employer shall not be liable to CTU by reason of Section B of this Article for the remittance or payment of any sum other than that constituting actual deductions made from the pay earned by the employee.

G. The Employer shall not, during the life of this Agreement, deduct dues or service fees from employees for any organization other than the Union without CTU's written permission.

H. CTU shall protect and save harmless the Employer from any and all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with this Article.

III. Revocation Cards

The University will notify the Union monthly of the names of employees transferred outside the bargaining unit. Such employees shall cease to be subject to dues/service fees deductions at such time as they sign dues revocation cards at the Union office.

ARTICLE 27

UNION RIGHTS AND RESPONSIBILITIES

- I. Pursuant to the powers and authority of the Employer under the Constitution of the State of Michigan, the University hereby agrees that all employees of the University who may be appropriately included in the bargaining unit represented by the Union 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 aids and protection. The Employer agrees it will not directly or indirectly discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reasons of the employee's membership in the Union, the employee's participation in any activities of the Union or collective professional negotiations with the University, or the employee's institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- II. 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. Nothing contained herein shall be construed to prevent an individual employee from presenting a grievance and have the grievance adjusted without intervention of the Union, if the adjustment is not inconsistent with the terms of this Agreement, provided the Union has been given the opportunity to be present at such adjustment. The Union may initiate a grievance as pertaining to Rights of the Employer Article for protection and maintenance of this Agreement.
- III. The Union shall maintain its University account in accordance with University agency account policies.

ARTICLE 28

RIGHTS OF THE EMPLOYER

- I. Except as specifically abridged, delegated, granted, or modified by terms of this contract, the Employer shall retain all rights to exercise customary and regular functions, duties, and responsibilities of management, including, but not limited to, the right to hire, establish and change work schedules, set hours of work, establish, eliminate or change classifications, assign, transfer, promote, demote, lay off employees, and for just cause to discipline and discharge employees and otherwise maintain an orderly, effective and efficient operation, the control of its properties and the maintenance of order and efficiency of the workforce, and complete authority to exercise those rights and powers, including, by way of illustration but not by way of limitation, the exclusive right and authority:
 - A. To determine the type, kind, and schedule of services to be rendered and the work to be performed by employees covered by this agreement;

- B. To make all financial decisions, including decisions concerning all accounting, bookkeeping, and other record keeping methods and procedures;
 - C. To determine the number, location, or relocation of facilities, buildings, and rooms;
 - D. To purchase services from others; and
 - E. To determine the amount and type of supervision.
- II. Further, the Employer retains supervision of all operations, methods, processes, means and personnel by which work will be performed and the right to determine and change the work to be done and the standards to be met by employees. The Employer may require employees to have a fitness-for-duty examination as directed by the University Physician. The Employer, for cause, may direct an employee to go on leave but not for disciplinary action. It is further understood that management shall not use its right to unfairly and illegally discriminate against an employee, group of employees, or the Union.
- III. In addition, the Employer shall have the right to make reasonable rules and regulations and change such rules and regulations as it may from time to time deem necessary and which are not in violation of this Agreement. If after publication and transmittal to the Union of rules and regulations, the Union has not processed a grievance alleging unreasonableness within ten (10) working days, the rules and regulations shall no longer be grievable. Thereafter, grievances related to rules and regulations shall be limited to their enforcement and penalties therefrom.
- IV. The Employer and the Union expressly agree that, except as abridged by this agreement, all powers, rights, and authority of the Employer are reserved by the Employer, and that the Employer retains sole and exclusive control over any and all matters concerning operation, management, and administration of the University.

ARTICLE 29

NO-STRIKE, NO-INTERFERENCE, AND NO-LOCKOUT

- I. The Union recognizes that strikes by public employees are prohibited by Act 336, Public Acts of 1947, as amended by Act 379, Public Acts of 1965, and agrees that it will comply with said Act.
- II. The Union and its officials will not cause, support, or condone, nor shall any employee or employees take part in any action against or any interference with the operations of the University during the term of this Agreement.
- III. The University shall not conduct a lockout of bargaining unit employees during the course of this Agreement.

ARTICLE 30

SCOPE OF THE AGREEMENT

- I. The Employer and the Union acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- II. No provision of this Agreement, or any supplement thereto, nor the right of either the Employer or the Union under the terms of the Agreement shall be changed or altered in any way unless such change or alteration is agreed to in writing between the Employer and the Union.
- III. This Agreement shall supersede any rules, regulations, practices, or contracts inconsistent with its terms, unless mutually adjusted in writing by the Employer and the Union.
- IV. Such an adjustment between the Employer and the Union shall be made only after the Employer and the Union have agreed in writing that a particular program cannot be designed to comply with specific provisions of this Agreement.
- V. The written adjustment between the Employer and the Union shall specify which provisions of this Agreement shall be adjusted and how they shall be adjusted.
- VI. Any such adjustment shall apply only to the programs specifically mentioned therein.
- VII. In the event that any provisions of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provisions shall be void and inoperative. However, all other provisions of this Agreement shall continue in effect, and the parties shall meet for the purpose of rewriting the voided and any other directly affected provisions and those provisions only.
- VIII. Negotiations to modify, alter, amend, renegotiate, or change, or any combination thereof, the provisions of this Agreement shall begin no later than sixty (60) days nor earlier than ninety (90) days prior to the expiration of the Agreement.
- IX. Letters of Agreement, Letters of Understanding, and other memoranda reaffirmed as of the date of this Agreement shall remain in effect for the term of this Agreement unless otherwise agreed to by the parties.

ARTICLE 31

SAFETY

- I. The University and the Union shall cooperate for the purpose of eliminating accidents and health hazards. The University shall make reasonable provisions for the safety and health of its employees during their hours of employment. The University, the Union and the employees recognize their obligations and/or rights under existing Federal and State laws with respect to safety and health matters.

- II. The Union's Safety Committee shall continue to meet on a monthly basis with representatives of MSU DPPS, Environmental Health and Safety, University Engineer and Employee Relations for the purpose of having continuing dialogue on safety issues.

ARTICLE 32

EMPLOYEE ASSISTANCE PROGRAMS

Without detracting from the existing rights and obligations recognized in other provisions of this Agreement, the Employer and the Union agree to referring and encouraging employees having social-emotional afflictions to participate in a coordinated program directed to objectives of employee assistance. Upon request, employees shall be provided management released time to attend up to six (6) Employee Assistance Program appointments annually.

ARTICLE 33

FLEXIBLE APPOINTMENTS

- I. A flexible appointment involves full-time active employment for 9, 10, or 11 months per year with a prescheduled unpaid leave of absence with some benefits equivalent to full-time appointments, subject to the conditions set forth hereinafter.
- II. The department administrator shall identify in writing to MSU Human Resources the position(s) appropriate for flexible appointments, and shall include the following information:
 - A. The position number, classification, name of incumbent (if any).
 - B. How the position will be structured as a flex appointment (i.e., 9, 10 or 11 months), including a description of the work to be reduced in the case of a proposal to convert an existing full-time position to a flexible position.
 - C. A description of the budgetary impact (i.e., efficiencies, wage savings, etc.) that conversion of the position is expected to achieve.
- III. The Union shall be provided notice of each request to establish or convert an existing full-time position to a flexible appointment and afforded an opportunity to provide input to MSU Human Resources.
- IV. The designation of a position as a flexible appointment must, to take effect, be approved by MSU Human Resources after receiving input from the affected employee.
- V. A flexible appointment may only be approved in order to achieve budgetary savings in the affected department.
- VI. Flexible appointments shall not be created for the purpose of transferring the entire responsibilities of those positions to persons who are not employed in the bargaining unit. The entire job of an employee on flex leave shall not be performed by persons who are not employed in the bargaining unit.

- VII. An incumbent shall not be laid off or downgraded in order to create or as the result of the creation of a flexible position.
- VIII. Once a position is officially designated as a flexible appointment, only flexible appointments are permitted.
- IX. Once approved, a flexible position shall maintain that designation until the department administrator submits a request, which must be approved by MSU Human Resources, that the position be designated otherwise, provided the Union is notified.

The conversion of a filled, flexible position to a full-time position, shall not take effect until a date not less than three (3) months after the conversion is approved, absent the assent of the incumbent.

A flexible appointment may be modified in accordance with this paragraph.

- X. In filling vacancies for flexible appointments, the flexible leave period shall be indicated on the posting.
- XI. For the term of the present agreement, no more than 100 positions in the bargaining unit may be designated as flexible appointments. This number may be exceeded by mutual agreement between the Union and the Employer.
- XII. Positions may be designated as flexible appointments only in one of the following circumstances:
 - A. with the voluntary assent of the incumbent in the position;
 - B. in filling a vacancy in an existing position; or
 - C. in filling a vacancy in a new position.
- XIII. Flexible appointees shall be considered regular employees.
- XIV. Unpaid leaves for flexible appointees shall be prearranged as part of the flexible appointment, and shall occur for periods of one month or more, up to a maximum of three months (in increments of one month).
- XV. A flexible appointee is required to signify their voluntary concurrence with the appointment and/or modification and the position's period(s) of unpaid leave. At the time when this form is presented, the employee shall be advised in writing of the length of time of the unpaid flex-leave, and the time or times when the unpaid flex-leave will be taken.
- XVI. The flexible appointee's benefit eligibility during active employment status and unpaid flex-leave shall be as follows:
 - A. The employee will receive the full University contribution toward health and dental plans.
 - B. The employee will receive long-term disability and expanded life coverage, subject to all current eligibility requirements. (Employees otherwise eligible for long-term disability continue their eligibility during periods of flex-leave as well as during periods of scheduled active employment. However, long-term disability benefit

payments do not begin during the flex-leave. The employee's base salary for the period of active employment prior to the flex-leave will be used to determine long-term disability benefits.)

- C. The employee may maintain optional group life and optional accident coverage. Prior to a flex-leave, advance deductions for applicable employee contributions for health, life and accident coverage are automatically taken to cover the flex period. In the event that insufficient notice of flex-leave is received, MSU Human Resources will bill the employee for these amounts.
 - D. Educational assistance is available, subject to all other eligibility requirements.
 - E. Personal leave days will be credited as provided for in Article 11, Section IV.
 - F. Full service credit is given toward retirement, benefit eligibility waiting periods and vacation service months.
 - G. Paid leave accruals are proportional. Flex employees accrue leave as full-time employees during periods of active full-time employment. During a flex-leave, paid leave will not accrue and may not be utilized.
 - H. During active full-time service, the employee receives the University's contribution to the MSU 403(b) Base Retirement Program based on regular wages. No University contributions are made while the employee is on a flex-leave with benefits.
 - I. All salary-related benefits (paid leave, employee paid life, 403(b) base retirement contributions, long-term disability, expanded life insurance, extended disability and longevity) are based on the employee's annual base wages.
- XVII. Flex-leaves may begin during a probationary or trial period. However, the time spent on the flex leave will not count toward completion of the probationary or trial period.
- XVIII. Employees may work for other employers or for the University in other jobs while on flex-leave.
- XIX. Flexible appointees receive their base wages during the period of active service and no salary during periods of flex-leave.
- XX. Employees will not be eligible for unemployment compensation benefits during periods of unpaid flex-leave, provided that the University has provided reasonable assurance that they will be employed after the flex-leave.
- XXI. Employees returning from flex-leave are assigned to their previously held positions, unless the circumstances of the University change to the extent that a position no longer exists. A flexible appointee affected by a layoff is covered by the layoff provisions of the Collective Bargaining Agreement. A flexible appointee who is affected by a layoff shall be given written notice as soon as practicable, but not less than that which is stipulated in the Agreement.
- XXII. Disagreements in the interpretation or application of this Article shall be subject to the grievance procedure and shall be processed at Step Three. Unresolved disagreements may be submitted for ad hoc expedited arbitration.

APPENDIX I

MATERNITY LEAVE

- I. Upon request, an employee shall be granted a leave of absence up to one (1) month prior to the projected delivery date provided the employee has presented a physician's statement which indicates said date. This leave shall run concurrently with any leave under the Family Medical Leave Act.
- II. Leave of absence for pregnancy granted in excess of one (1) month prior to the projected delivery date will require medical certification of the employee's inability to perform the duties of the employee's position.
- III. The employee shall be allowed to remain on leave of absence for a period of eight (8) weeks following the actual delivery date without further medical certification.
- IV. Extensions of a leave of absence beyond the eight (8) week period require medical certification.

APPENDIX II

JOB TITLES AND GRADES

- I. The following FLSA Non-Exempt classifications and grades are those in effect.
- II. The classification and the classification description for each job in effect as shown below shall continue in effect unless
 - A. the Employer changes the job content (requirements of the job as to training, skill, responsibility and/or working conditions),
 - B. the job is terminated by the Employer or not occupied during a period of one (1) year, or
 - C. the existing grade levels are changed by mutual agreement.
 - D. The Employer shall notify the Union in writing of its intent to conduct structural unit reviews and provide the results of such reviews, internal or otherwise, that relate to Union classifications.

GRADE 3

Cashier Clerk I
Store Service Assistant I

Office Assistant I

GRADE 4

Clerk/Receptionist I
Telephone Receptionist

Technical Assistant I

GRADE 5

Accounting Clerk I
Data Entry Operator I
Library Assistant I

Copy Center Operator I
Editorial Assistant I
Secretary I

GRADE 6

Cashier Clerk II
Clerk/Receptionist II
Histology Technician I
Mail Processor II
Residential & Hospitality Services Assistant I
Typist-Production

Child Care Assistant
Exhibits Technician I
Laboratory Aide
Office Assistant II
Technical Assistant II
Veterinary Assistant

GRADE 7

Copy Center Operator II	Data Entry Operator II
Data Integrity Assistant I	Health Care Assistant
Information Systems Operator	Health Care Representative
Library Assistant II	Mail Processor III
Medical Receiving Assistant	Parking Office Service Assistant
Purchasing Expediter I	Pharmacy Technician I
Residential & Hospitality Services Assistant II	Reservation Agent
Specimen Processing Assistant	Secretary II
Veterinary Laboratory Technologist I	Typist-Technical

GRADE 8

Accounting Clerk II	Collection Assistant
Dairy Production Technician	Data Integrity Assistant II
Editorial Assistant II	Enrollment Services Assistant I
Health Care Assistant/Leader	Health Information Technician
Human Resources Assistant	Health Care Representative/Leader
Laboratory Preparation Technologist	Management Educ Ctr Asst Program Coord
Medical Billing Assistant I	Parking Office Service Assistant/Lead Worker
Payroll Assistant I	Pharmacy Technician II
Pharmacy Technician/Leader	Printing Services Assistant
Purchasing Expediter II	Research Technologist I
Research/Instructional Equipment Technician	Residential & Hospitality Serv Asst/Lead
Simulation Assistant I	Store Service Assistant II
Systems Assistant I	Technical Assistant III
Unit Payroll Assistant	Veterinary Assistant II

GRADE 9

Analytical Laboratory Technologist	Art Shop Coordinator
Botanical Technologist I	Collection Accounts Coordinator I
Collection Coordinator I	Computer Operator II
Customer Service Representative	Cytogenetic Laboratory Technologist I
Digital Services Technician I	Editor I
Health Information Technician/Leader	Histology Technician II
Human Anatomy Dissector	Human Anatomy Preparation Technician
Information Technician I	Library Assistant III
Licensed Practical Nurse	Massage Therapist
Medical Billing Assistant II	Mechanical Detailer
Medical Records Technician	Medical Laboratory Technician
Office Assistant III	Museum Specimen Preparation Technologist
Printing Services Assistant/Lead Worker	Physical Therapy Assistant
Programmer I	Production Assistant
Recording Production Technician I	Radiographer I
Systems Assistant II	Secretary III
University Operator	Training Program Developer I
Purchasing Expediter III	

GRADE 10

Audiovisual Technician	Collection Accounts Coordinator II
Collection Coordinator II	Curriculum Assistant I
Digital Services Technician II	Dispatcher
Enrollment Services Assistant II	Enrollment Services Credit Evaluation Assistant
Information Technician II	Licensed Practical Nurse/Lead Worker
Medical Aesthetician	Mechanical Designer/Detailer
Office Assistant IV	Office Coordinator I
Photographer	Payroll Assistant II
Programmer II	Piano Tuner Assistant
Service Center Specialist I	Simulation Assistant II
Research Technologist II	Television Production Technician
Ultrasonographer I	Unit Services Assistant
Veterinary Technician I	Videography Technician
Biotechnician	Research Administrator Assistant
FRIB Physical Security Coordinator	

GRADE 11

Academic Program Coordinator	Assistant Preparator
Computer Repair Technician/Group Leader	Instructional Media Coordinator
Nursery Technologist	Office Coordinator II
Radiographer II	Radiographer/Group Leader
Services Center Specialist II	Television Studio Coordinator
Ultrasonographer II	University Computer Network Technician
University Computer Repair Technician	Veterinary Technician II
Piano Technician	

GRADE 12

Scientific Instrument Facilities Professional	Telecommunications Engineering Technician
Two-Way Radio Biomedical Equipment Technician	University Repair and Network/Group Leader

APPENDIX III

ADMINISTRATIVE DIVISIONS

For purposes of Article 18.II.B.2. the parties understand and agree that all employees shall be included in either the Operational or Academic Administrative Divisions outlined below. In addition, the Union shall receive written notice of any modification to the Operational or Academic Administrative Divisions. The University agrees, upon request, to meet with the Union to discuss placement of new Colleges, Offices, Programs or other entities into the Administrative Divisions.

1. OPERATIONAL DIVISION (Support Units)

- A. Office of the President
- B. Provost and Executive Vice President for Academic Affairs
- C. Executive Vice President for Health Sciences
- D. Executive Vice President for Administration and Chief Information Officer
- E. Senior Vice President, Chief Financial Officer and Treasurer
- F. Senior Vice President for Student Life and Engagement
- G. Senior Vice President for Government Relations
- H. Vice President and University Spokesperson
- I. Vice President for Marketing, Public Relations and Digital Strategy
- J. Vice President for Strategic Initiatives
- K. Vice President & Chief Diversity Officer
- L. Vice President for Research and Innovation
- M. Vice President and Director for Intercollegiate Athletics
- N. Vice President for Public Safety & Chief of Police
- O. Vice President and General Council
- P. Vice President for University Advancement

2. ACADEMIC DIVISION (Degree-granting Colleges)

- A. College of Agriculture and Natural Resources
- B. College of Arts and Letters
- C. Eli Broad College of Business and Graduate School of Management
- D. College of Communication Arts and Sciences
- E. College of Education
- F. College of Engineering
- G. College of Human Medicine
- H. James Madison College
- I. Lyman Briggs College
- J. College of Law
- K. College of Music
- L. College of Natural Science
- M. College of Nursing
- N. College of Osteopathic Medicine
- O. Residential College in the Arts and Humanities
- P. College of Social Science
- Q. College of Veterinary Medicine

APPENDIX IV
LETTERS OF AGREEMENT

Letter of Agreement
Between
Michigan State University,
The Employer
and
Clerical–Technical Union of Michigan State University,
The Union

The parties agree that employees working at WKAR-TV will be covered by the following overtime provision:

1. When a crew member is on location, the crew member will be paid time and one-half (1 ½) for all hours worked over twelve (12) hours on Monday through Friday.
2. When a crew member is on location, the crew member will be paid time and one-half (1 ½) for all hours worked over ten (10) hours on Saturday and Sunday.

FOR THE UNIVERSITY

FOR THE UNION

Amy B. Holda, Interim Director
Office of Employee Relations

Debra J. Bittner, President
Clerical-Technical Union of MSU

Date _____ *

Date _____ *

* Modified by date and signatories only.

LETTER OF AGREEMENT
Between
Michigan State University,
The Employer,
And
Clerical–Technical Union of MSU,
The Union.

The Union and the Employer share the goal of identifying ways in which MSU can promote diversity and inclusion across campus. Support of participation in Dr. Martin Luther King, Jr. celebration activities is one way to meet this goal.

The Employer agrees to encourage flexibility for employees who desire to participate in sponsored events to celebrate Dr. Martin Luther King, Jr. Day as well as other opportunities to increase sensitivity to diversity and inclusion.

FOR THE UNIVERSITY

FOR THE UNION

Amy B. Holda, Interim Director
Office of Employee Relations

Debra J. Bittner, President
Clerical-Technical Union of MSU

Date _____ *

Date _____ *

*Modified by date and signatories only.

LETTER OF AGREEMENT
Between
Michigan State University,
The Employer,
And
Clerical–Technical Union of MSU,
The Union.

An Employee may revoke voluntary checkoff authorization at any time by submitting notice on a mutually agreed upon authorized form to the Employer’s Payroll Office and Union via US mail. Such forms shall be processed within thirty (30) days of receipt.

At such time as binding legal precedent establishes that window periods, annual revocations or other similar conditions are permissible in the State of Michigan, the Employer will agree to reopen the contract to negotiate over this issue, with the expectation that any modification would provide an orderly transition.

FOR THE UNIVERSITY

FOR THE UNION

Amy B. Holda, Interim Director
Office of Employee Relations

Debra J. Bittner, President
Clerical-Technical Union of MSU

Date _____ *

Date _____ *

* Modified by date and signatories only.

LETTER OF AGREEMENT
Between
Michigan State University,
The Employer,
And
Clerical–Technical Union of MSU,
The Union.

The Union and the Employer agree to meet during the term of this agreement for purposes of research and discussion of a paid time off donation bank policy.

FOR THE UNIVERSITY

FOR THE UNION

Amy B. Holda, Interim Director
Office of Employee Relations

Debra J. Bittner, President
Clerical-Technical Union of MSU

Date _____ *

Date _____ *

*Modified by date and signatories only.

LETTER OF AGREEMENT
Between
Michigan State University,
The Employer,
And
Clerical–Technical Union of MSU,
The Union.

The Union and the Employer agree to meet over the length of the contract to review current, revised, and newly established position descriptions as they relate to Fair Labor Standards Act (FLSA) exempt and non-exempt provisions.

FOR THE UNIVERSITY

FOR THE UNION

Amy B. Holda, Interim Director
Office of Employee Relations

Debra J. Bittner, President
Clerical-Technical Union of MSU

Date _____ *

Date _____ *

* Modified by date and signatories only.

Letter of Agreement
Between
Michigan State University, the Employer
And
Clerical-Technical Union of MSU, the Union

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. Such program shall include the following provisions:

EFFECTIVE DATE

The program shall become effective with leaves commencing on or after July 1, 2023.

ELIGIBILITY

To be eligible for paid parental leave, employees must meet the following criteria:

- Have been continuously employed with Michigan State University for at least twenty-four (24) consecutive months prior to commencement of the leave.
- Have worked at least 1,250 hours during the twelve (12) consecutive months immediately preceding the date the leave would begin.
- Be a full-time regular employee (part-time, temporary employees and on-call are not eligible for this benefit).
- Meet one of the following:
 - Have given birth to a child; or
 - Have adopted a child under the age of 18, become a legal guardian, or become a foster parent of a child under the age of 18; or
 - Are the spouse of a person who has given birth to a child; or
 - Are the spouse of a person who has adopted a child under the age of 18, become a legal guardian, or become a foster parent of a child under the age of 18.
- This program applies to a child that is newly added to the household through adoption, guardianship, or foster care and not a child who is already a member of the household.
- An employee will not receive more than six (6) weeks for leaves of paid parental leave in any twelve (12)-month period, regardless of whether more than one birth, adoption, guardianship, or foster care placement occurs.

AMOUNT, TIME FRAME, AND DURATION OF PAID PARENTAL LEAVE

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling twelve-month (12-month) period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that twelve-month (12-month) time frame.
- Paid parental leave is compensated at 100% of the employee's regular, straight-time pay. Paid parental leave will be paid on a bi-weekly basis on regularly scheduled payroll dates.
- Parental leave is intended to be taken as a single, continuous block of time.
- Paid parental leave shall be taken within twelve (12) months of the qualifying event.

- Upon termination of the individual's employment at Michigan State University, the employee will not be paid for any unused paid parental leave for which the employee was eligible.

COORDINATION WITH OTHER POLICIES

- Paid parental leave will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child or due to adoption or foster care, the leave will be counted toward the twelve (12) weeks of available FMLA leave per a twelve-month (12-month) period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed twelve (12) weeks during the twelve-month (12-month) FMLA period.
- Michigan State University will maintain all employer paid benefits for which employees would otherwise be eligible during the paid parental leave period just as if they were taking any other university paid leave such as paid vacation leave or paid sick leave. Employees will remain responsible for any employee premiums, contributions or other normally required costs.
- If a University holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

REQUESTS FOR PAID PARENTAL LEAVE.

- In cases of a birth, an employee must submit a letter from a physician stating the projected delivery date.
- An employee who will experience another qualifying condition for the use of parental leave must submit appropriate documentation of the grounds for the use of leave (e.g., date of placement or adoption).
- The employee will provide MSU Human Resources and their supervisor with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave. If the leave was not foreseeable, notice must be given as soon as possible.

FOR THE EMPLOYER:

FOR THE UNION:

Amy B. Holda, Interim Director
Office of Employee Relations

Debra J. Bittner, President
Clerical-Technical Union of MSU

Date _____

Date _____

Letter of Agreement
Between
Michigan State University, the Employer
And
Clerical-Technical Union of MSU, the Union

Should the employer grant an increase and/or an improvement to non-credit educational benefits (currently at \$900) to the APA or APSA bargaining units during the life of this agreement, it shall automatically be granted to CTU.

FOR THE EMPLOYER:

FOR THE UNION:

Amy B. Holda, Interim Director
Office of Employee Relations

Debra J. Bittner, President
Clerical-Technical Union of MSU

Date: _____

Date: _____

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