

Collective Bargaining Agreement

between

The University of South Florida

and

Florida Public Employees Council 79
American Federation of State,
County and Municipal Employees
AFL-CIO

2008-2011

Preamble	Article 18 Learning Opportunities
Article 1 Recognition	Article 19 Contracting Out
Article 2 Definitions	Article 20 AFSCME Deductions
Article 3 Management Rights	Article 21 Wages
Article 4 Non-Discrimination	Article 22 Benefits
Article 5 AFSCME Activities	Article 23 No Strike
Article 6 Grievance Procedure	Article 24 Prevailing Rights
Article 7 Just Cause/Discipline	Article 25 Totality
Article 8 Layoffs/Recall	Article 26 Savings Clause
Article 9 Reassignment	Article 27 Duration
Article 10 Filling Vacancies	Article 28 Drug Testing
Article 11 Classification Review	Article 29 Workers' Comp
Article 12 Personnel Records	Article 30 Uniforms
Article 13 Health and Safety	Appendix A Classes In-Unit
Article 14 Performance Evaluation	Appendix B Dues Authorization Form
Article 15 Hours of Work	Appendix C Grievance Form
Article 16 On-Call/Call-Back	Appendix D Review Step 1
Article 17 Leave/Holidays	Appendix E Notice of Arbitration

PREAMBLE

This Agreement is between the University of South Florida Board of Trustees, hereinafter called the University, and the Florida Public Employees Council 79, affiliate of the American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter called AFSCME; and

WHEREAS, it is recognized by the University and AFSCME that the public policy of the State and the purpose of Part II, Chapter 447, Florida Statutes, http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0447/PART02.HTM is to provide statutory implementation of Section 6, Article 1 of the Constitution of the State of Florida, and to promote harmonious and cooperative relationships between public employers and their employees, both collectively and individually, and to protect the public by assuring, at all times, the orderly and uninterrupted operations and functions of the public employer; and

WHEREAS, it is recognized by the University and AFSCME that terms and conditions of employment of employees are contained in this Agreement and in the University Employment Regulations; and

WHEREAS, the above language is a statement of intent and therefore not subject to the grievance procedure as outline in [Article 6](#);

NOW, THEREFORE, in consideration of the mutual covenants herein contained the University and AFSCME do agree as follows:

[Back to the Top](#)

ARTICLE 1 RECOGNITION

1.1 Inclusions.

A. The Board hereby recognizes AFSCME as the exclusive representative for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees included in Certification No. 1508, issued on October 1, 2004 by the Florida Public Employees Relations Commission ("PERC") including classifications in Operational Services, Human Services, and Administrative and Clerical categories. In addition, the Board also recognizes AFSCME as the exclusive representative for all employees included in Certification No. 1587, issued on May 3, 2006 by PERC to include classifications in the Other Professional category.

B. This Agreement includes all full-time and part-time employees in the classifications and positions listed in Appendix A of this Agreement, except for those individuals filling full-time and part-time positions excluded pursuant to Section 1.2.

1.2 Exclusions. This Agreement specifically excludes persons in positions designated with managerial, confidential, temporary or emergency status, and all persons paid from Other Personal Services (OPS) funds.

1.3 Positions or Classes -- Unit Designation.

A. When a position is included in a bargaining unit, and the university determines that the position should be excluded from the unit due to its managerial or confidential status, the University shall notify the local AFSCME

president of such determination. AFSCME shall notify the University, in writing, within fifteen (15) days of receipt of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following such discussion, AFSCME disagrees with the bargaining unit designation of the position, it may request that the Florida Public Employees Relation Commission resolve the dispute of unit placement.

B. When the Board establishes a new Staff classification or revises an existing classification so that its bargaining unit designation is changed, the Board shall notify AFSCME regarding the bargaining unit status of the class. AFSCME shall notify the Board, in writing, within fifteen (15) days of receipt of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following such discussion, AFSCME disagrees with the bargaining unit designation of the class, it may request that the Florida Public Employees Relations Commission resolve the dispute through unit clarification proceedings.

[Back to the Top](#)

ARTICLE 2 DEFINITIONS

The terms used in this Agreement are defined as follows:

2.1 “AFSCME Staff Representative” means an individual employed by AFSCME and designated by AFSCME to represent employees pursuant to this Agreement.

2.2 “Board” means the University of South Florida Board of Trustees as established in Florida Statutes Title XLVIII, Chapter 1001.72.

2.3 “Chief Administrative Officer” means the President of the University of South Florida or her/his representatives.

2.4 “Days” means calendar days, excluding any day observed as a University holiday.

2.5 “Employee” means a member of a bargaining unit described in Article 1.

2.6 “Steward/AFSCME Employee Representative” means a USF employee who has been designated by AFSCME to investigate grievances and to represent grievants in grievances which have been properly filed under Article 6 of this Agreement, when AFSCME has been selected as the employee’s representative.

2.7 “Management Representative” means an individual designated to hear grievances on behalf of the University of South Florida.

2.8 “Permanent Status” is earned by an employee in a class, after successfully completing the specified probationary period for that class, which provides the employee with rights to remain in the class or to grieve adverse action taken against the employee while serving in that class. Once attained in any Staff class, permanent status is retained throughout continuous employment in the Staff pay plan at the University.

2.9 “Position” means a position in a classification included in the bargaining unit described in [Article 1](#).

2.10 “President of Council 79” or President of AFSCME Local 3342 includes his/her representatives.

2.11 “University” means the University of South Florida (USF).

2.12 “Staff” means the University Employees formerly known as “USPS” or the University Support Personnel System of the State University System.

[Back to the Top](#)

ARTICLE 3 MANAGEMENT RIGHTS

AFSCME agrees that the University has and will continue to retain, whether exercised or not, the right to determine unilaterally the purpose of the University and each of its constituent departments and programs, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations. It is the right of the University to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons, except as abridged or modified by the express provisions of this Agreement provided, however, that the exercise of such rights shall not preclude an employee from raising a grievance on any such decision which violates the terms and conditions of this Agreement.

[Back to the Top](#)

ARTICLE 4 NONDISCRIMINATION

4.1 Each employee has the right to a work environment free from unlawful discrimination and harassment. The University and AFSCME shall not discriminate against or harass any employee based upon race, color, sex, religion, national origin, age, veteran status, disability, sexual orientation, or marital status, nor shall the University or AFSCME abridge any employee rights related to AFSCME activity granted under Chapter 447, Florida Statutes. http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=

A. Definition of Sexual Harassment. Sexual harassment in the employment context includes unwelcome sexual favors, and other verbal or physical conduct of a sexual nature_ constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. Investigation of Charges of Discrimination. Charges of discrimination, including sexual harassment and those filed by employees against students, shall be promptly reviewed/investigated according to established University procedures. No employee reviewed/ investigated under such procedures shall be disciplined until such review is complete and a finding of discrimination has been issued.

4.2 Employees may avail themselves of the provisions of the Whistleblower's Act,(Section112.3187,Florida Statutes).

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0112/Sec3187.htm

4.3 AFSCME agrees to support the University's affirmative action efforts. University affirmative action efforts shall not be subject to review under the provisions of [Article 6](#), Grievance Procedure.

4.4 The local AFSCME President shall be provided, upon written request and without cost, a copy of the University's Affirmative Action Plan and any subsequent amendments.

4.5 Reasonable Accommodation

A. USF will not unlawfully discriminate against its employees on the basis of disability and will provide accessibility and reasonable accommodation to its employees with regard to any aspect of employment including fringe benefits, training, conferences, professional meetings and recreational/social activities sponsored by the University.

B. The employee has a right upon request to AFSCME representation for a meeting addressing reasonable accommodation under the ADA.

4.6 Appeal Process. An employee who wishes to appeal a determination of a complaint of discrimination issued by the Office of Diversity and Equal Opportunity may do so by exercising their right under the provisions of that University policy for appeal.

4.7 Training. The University will provide training on the non-discrimination and sexual harassment policy to employees.

[Back to the Top](#)

ARTICLE 5 AFSCME ACTIVITIES

5.1 Policy. The President of Council 79 shall be responsible for all decisions relating to employee representation activities covered by this Agreement and will handle those AFSCME activities which require action by or coordination with the CAO. The CAO will initiate contact with the President of Council 79 concerning matters which require action by, or coordination with, Council 79.

5.2 Designation and Selection of Representatives.

A. The President of Council 79 shall annually furnish to the Board, no later than July 1, a list of Stewards/AFSCME Employee Representatives, Local AFSCME Presidents, and AFSCME Staff representatives. This list shall include the social security number, class title, bargaining unit, and the name of employing university of each Steward/AFSCME Employee Representative and Local AFSCME President and the address and phone number of the AFSCME Staff Representatives. AFSCME shall notify the Board, in writing, of any changes to the Steward/AFSCME Employee Representative, Local AFSCME Presidents, and AFSCME Staff Representatives list within fourteen (14) days of implementation of such changes. The Board will not recognize any person as a Steward/AFSCME Employee Representative, Local AFSCME President, or AFSCME Staff Representative whose name does not appear on the list.

B. The President of Council 79 shall be authorized to designate employees to serve as Stewards/AFSCME Employee Representatives with no more than ten (10) employees designated at the University.

C. The University shall annually furnish no later than July 1 a list of Step 1 and Step 2 management representatives by name, title, and campus mailing address to the local AFSCME president, unless there have been no changes in the list from the preceding year.

5.3 Representative Access.

A. Representatives of AFSCME shall have access to the premises of the University in accordance with policies regarding public access to State property.

B. Stewards/AFSCME Employee Representatives, Local AFSCME Presidents, and AFSCME Staff Representatives may request access to premises

not available to the public under University policies. Such requests shall indicate the premises to be visited, the employees with whom the representative wishes to speak, the grievance being investigated, and the approximate length of time the representative will require such access. Permission for such access for the purpose of investigating an employee's grievance shall not be unreasonably denied and such access and investigation shall not impede University operations.

C. AFSCME shall have the right to use University facilities for meetings on the same basis as they are available to other university-related organizations.

D. The University may establish an account into which AFSCME may deposit funds that would be used to reimburse the University for services provided.

5.4 Printed Agreements. The Board will provide AFSCME a maximum of two hundred fifty (250) copies of the Agreement at no cost to AFSCME. For any copies in excess of this number, AFSCME shall bear one-half the cost of printing.

5.5 Bulletin Boards.

A. Where university-controlled bulletin boards are available, the University agrees to provide space on such bulletin boards for AFSCME use. Where bulletin boards are not available, the University agrees to provide wall space for AFSCME-purchased bulletin boards. The University shall make a reasonable effort to make such space available and accessible to employees.

B. The materials posted on the boards shall be restricted only to office AFSCME matters. No material shall be posted which is derogatory to any person or organization, or which constitutes election campaign material for or against any person or organization or faction thereof, except that election material relating to AFSCME elections may be posted on such boards.

C. Posting must be dated and approved by the local AFSCME President.

5.6 Regulations and Agendas.

A. The Board shall provide AFSCME with a copy of the following documents:

1. Agendas and minutes of the meetings of the Board of Trustees; and
2. Board regulations

B. The Board shall also provide AFSCME a computer account for purposes of accessing data in GEMS reflecting the annual salary increases provided to employees. Costs associated with AFSCME's use of such data shall be borne by AFSCME consistent with the costs charged others using GEMS.

C. The University shall provide the Local AFSCME President with a copy of its personnel regulations.

D. At least 21 days prior to the adoption or amendment of any university personnel regulation which will change the terms and conditions of employment for employees, the University will provide notice to AFSCME of its intended action, including a copy of the proposed regulation, a brief explanation of the purpose and effect of the proposed regulation, and the name of a person at the

University to whom AFSCME may provide comments, concerns, or suggested revisions. (This notice provision will not apply where a regulation is promulgated as an emergency regulation under the Board of Governors Regulation Development Procedure. AFSCME may provide written comments, concerns, or suggested revisions to the University contact person within 10 days of receipt of the notice. The University will consider and respond in writing to the comments, concerns, and suggestions of AFSCME within 10 days of their receipt by the University; such response will include the reasons for rejecting any suggested revisions. AFSCME may also use the consultation process described in Section 5.7 to discuss the proposed revisions to a university personnel regulation, however, AFSCME must request such consultation within 10 days of receipt of notice of the proposed regulation revision.

5.7 Consultation.

A. Consultation with Chief Administrative Officer. The Chief Administrative Officer shall meet with local AFSCME representatives to discuss matters pertinent to the implementation or administration of this Agreement, university actions affecting terms and conditions of employment unique to the University, or any other mutually agreeable matters. The meetings shall be held on a mutually convenient date. The party requesting consultation shall submit a written list of agenda items no less than one (1) week in advance of the meeting. The other party shall also submit a written list of agenda items in advance of the meeting if it wishes to discuss specific issues. The parties understand and agree that such meetings may be used to resolve problems regarding the implementation and administration of the Agreement, however, such meetings shall not constitute or be used for the purpose of collective bargaining. When AFSCME is the party requesting a consultation, AFSCME shall notify the Director of Human Resources of the proposed consultation, who will notify the Chief Administrative Officer.

B. If a consultation meeting is held or requires reasonable travel time during the working hours of any employee participant, such participant shall be excused without loss of pay for that purpose. Attendance at a consultation meeting outside of regular working hours shall not be deemed time worked.

5.8. Negotiations.

A. Parties and Location.

1. AFSCME agrees that all collective bargaining is to be conducted with University representatives designated for that purpose by the Board of Trustees. There shall be no negotiations by AFSCME at any other level.

2. Although negotiating meetings shall normally be held at the University, the Board and AFSCME may agree to meet elsewhere at a State University System facility or other location which involves no rental cost to the Board.

B. AFSCME Committee. AFSCME shall designate in writing not more than eleven (11) employees to serve as its Negotiation Committee. No more than two (2) Committee members shall be selected from one department and the selection

of such employees, and their attendance at negotiating sessions, shall not impede the operations of the University.

In the event that an employee designated as a Committee member is unable to attend AFSCME negotiations, AFSCME may send an alternate Committee member from the University.

C. Negotiation Leave

1. USF will grant 56 hours of paid Negotiation Leave per year commencing August 1, 2005 for the USF bargaining unit Negotiations Committee members for the purpose of attending negotiations sessions between USF and AFSCME.
2. No Committee member or alternate shall be credited for more than eight (8) hours for any day of negotiations, nor shall the time in attendance at such negotiating sessions be counted as hours worked for the purpose of computing compensatory time or overtime.
3. USF shall not reimburse the Committee members or alternate for travel, meals, lodging, or any expenses incurred while on paid negotiation leave pay.
4. AFSCME may distribute the 56 hours of leave per year as it desires to individual Committee members by notifying USF at the conclusion of the negotiations session of the identity of the members to whom Negotiation Leave should be provided and the number of hours to be distributed.
5. Committee members and alternates who are not given the right to paid Negotiation Leave shall have the right to request unpaid leave or use accrued annual leave for the purpose of attending negotiating sessions. Such leave shall not impede the operations of the University or be unreasonably denied.
6. Such Negotiation Leave as described and agreed to herein shall continue until the parties mutually agree in writing on a different arrangement.

5.9 Leave for Negotiating and Other AFSCME Activities.

A. Alternates who are not substituting for absent Committee members shall have the right to request unpaid leave or accrued annual or compensatory leave for the purpose of attending negotiating sessions. Such leave shall not impede the operations of the University or be unreasonably denied.

B. Employees shall have the right to request leave for the purpose of attending AFSCME conventions, conferences, meetings, and negotiating sessions. When such requests are denied, the supervisor shall provide such denial in writing.

[Back to the Top](#)

ARTICLE 6 GRIEVANCE PROCEDURE

6.1 General Provisions.

A. The Board and AFSCME encourage informal resolution of employee complaints. To that end, employees should present such complaints for review and discussion as soon as possible to the university representative who has authority to address the complaint. Such review and discussions should be held with a view to reaching an understanding which will resolve the complaint in a manner satisfactory to the employee, without need for recourse to the formal grievance procedure prescribed by this Article. If the complaint is not resolved by such informal discussion, the employee may proceed to file a grievance consistent with the provisions of this Article.

B. "Grievance" means a dispute filed with the University's Management Representative ("Step 1"), using Appendix C of this Agreement concerning the interpretation or application of a specific provision of this Agreement, except as exclusions are noted. The filing or pendency of any grievance under the provisions of this Article shall in no way impede or delay the right of the Board or university to take the action complained of; subject, however, to the final disposition of the grievance.

C. "Grievant" means an employee or group of employees who has/have filed a grievance in a dispute over a provision of this Agreement which confers rights upon the employee. AFSCME may file a grievance in a dispute over a provision of this Agreement which confers rights upon AFSCME. A grievance which involves grievants at two or more universities may be initiated by AFSCME at Step 2.

D. The resolution of a grievance prior to its appeal in writing to Step 3 shall not establish a precedent binding on the Board, the university, or AFSCME.

E. All grievances must be filed within thirty (30) days following the act or omission giving rise to the grievance or the date on which the employee knew or reasonably should have known of the event if that date is later. Only those acts or omissions and sections of the Agreement identified at Step 1 may be considered at subsequent steps.

F. The university and the Board shall not retaliate against any employee who participates in the procedures set forth in this Article.

G. If a Step 1 grievance meeting is held or requires reasonable travel time during the working hours of the grievant or any required participant, such person shall be excused without loss of pay for that purpose. Attendance at grievance

meetings outside of regular working hours shall not be deemed time worked.

H. Each grievance, request for review, and arbitration notice must be submitted in writing on the appropriate form attached to this Agreement as [Appendices C, D, and E](#), respectively. Appendices [C](#) and [E](#) must be signed by the grievant. One Appendix [C, D](#) or [E](#) may be filed in a grievance with more than one grievant, provided that the respective Appendix bears the signatures of all grievants. All grievance forms shall be dated when the grievance is received. Except for the initial filing of the grievance, if there is difficulty in meeting any time limit, an AFSCME representative may sign such forms for the grievant.

6.2 Representation.

A. A grievant who decides to use this grievance procedure shall, prior to the Step 1 meeting, choose whether to be represented by AFSCME. Where AFSCME representation is requested by an employee, the employee's grievance representative shall be selected by AFSCME from the list referenced in Section 5.2A, provided that the selection of an AFSCME President or Steward/AFSCME Employee Representative must be from the same local chapter as the grievant. AFSCME may reach agreement with the Chief Administrative Officer, and such agreement shall be binding on the employee.

B. When an AFSCME President or Steward/AFSCME Employee Representative is selected to represent a grievant, he/she may be allowed a reasonable amount of time off with pay to investigate the grievance and to represent the grievant at any Step of the grievance procedure which is held during regular work hours, subject to the following limitations:

1. The AFSCME President or Steward/AFSCME Employee Representative will not be allowed time off with pay to investigate his/her own grievance.

2. Time spent by the AFSCME President or Steward/AFSCME Employee Representative in investigating a grievance shall be the minimum amount of time necessary to perform the specific investigation involved.

3. Such time off with pay shall be subject to prior approval by the AFSCME President's or Steward/AFSCME Employee Representative's immediate supervisor; however, approval of such time off will not be withheld unless it impedes the operations of the unit to which the AFSCME President or Steward/AFSCME Employee Representative is regularly assigned.

C. If the grievant is not represented by AFSCME, the Management Representative shall timely notify AFSCME such that AFSCME is given reasonable opportunity to be present at meetings called for the resolution of the grievance. The processing of the grievance and any resolution will be in accordance with the procedures established in this Agreement.

D. AFSCME shall not be bound by a grievance decision in a grievance in which the grievant chose not to be represented by AFSCME.

6.3 Procedures.

A. Step 1.

1. The Management Representative shall schedule a meeting between

the grievant, the grievant's Steward/AFSCME Employee Representative, grievant's supervisor, and any other appropriate individual no sooner than seven (7) days and no later than fifteen (15) days following receipt of the grievance if no postponement is requested, or receipt of written notice that the grievant wishes to proceed with the Step 1 meeting if a postponement was previously requested. The grievant shall have the right to present any evidence in support of the grievance at this meeting. If the meeting does not result in resolution of the grievance, the Management Representative will proceed with processing the grievance and issuing a written decision, stating the reasons therefor, to grievant's Steward/AFSCME Employee Representative within thirty (30) days following the conclusion of the meeting, unless an extension has been granted. If an extension was granted, the decision shall be issued by the agreed upon date. A copy of the decision shall be sent to the grievant and to the Local AFSCME President if grievant elected not to be represented by AFSCME. The decision shall be transmitted by personal delivery with written documentation of receipt or by certified mail, return receipt requested.

2. Where practicable, the Management Representative shall make available to the grievant or grievant's Steward/AFSCME Employee Representative, documentation referenced in the Step 1 decision prior to its issuance. All documents referred to in the decision and any additional documents presented by the grievant shall be attached to the decision, together with a list of these documents. In advance of the Step 1 meeting, the grievant shall have the right, upon written request, to a copy of documents identified as relevant to the grievance.

3. In the absence of an agreement to extend the period for issuing the Step 1 decision, the grievant may proceed to Step 2 if the grievant's Steward/AFSCME Employee Representative has not received the written decision by the end of the 30th day following the conclusion of the Step 1 meeting.

B. Step 2.

1. If the grievance is not satisfactorily resolved at Step 1, the grievant may file a written request for review with the Chancellor within thirty (30) days following receipt of the Step 1 decision by grievant's Steward/AFSCME Employee Representative. The Chancellor and grievant's AFSCME Staff Representative shall schedule a meeting in Tallahassee for the purpose of reviewing the matter no sooner than seven (7) and no later than fifteen (15) days following receipt of the request for review.

2. The Chancellor shall issue a written decision, stating the reasons therefor, to grievant's AFSCME Staff Representative within thirty (30) days following the conclusion of the meeting. In the absence of an agreement to extend the period for issuing the Step 2 decision, AFSCME may proceed to Step 3 if the AFSCME Staff Representative has not received the written decision by the end of the 30th day following the conclusion of the Step 2 meeting. A copy of the decision shall be sent to the grievant and to AFSCME if the grievant elected not to be represented by AFSCME. The decision shall be transmitted by personal

delivery with written documentation of receipt or by certified mail, return receipt requested.

C Step 3 -- Arbitration.

1. If the grievance is not resolved at Step 2, AFSCME may appeal the decision to Arbitration on a Request for Arbitration Form within thirty (30) days after receipt of the decision.

2. The Board and AFSCME may, by written agreement, submit related grievances for hearing before the same arbitrator.

3. Selection of Arbitrator.

a. Within sixty days after ratification of this Agreement, the Board and AFSCME shall select an Arbitration Panel. The panel shall have eleven (11) members who are mutually selected by the Board and AFSCME to serve for the term of this Agreement. If agreement is not reached on one or more of the arbitrators, the remaining arbitrators shall be selected by alternately striking from a list until the required number of names remains. The list shall be compiled by each party appointing an equal number of persons. The party to strike first shall be determined by the flip of a coin.

b. Within thirty days after the Board's receipt of a notice of arbitration, the parties shall select an arbitrator to hear the case by alternately striking from the panel until one name remains. The party to strike first shall be determined by the flip of a coin. By mutual agreement, the parties may select an arbitrator who is not a member of the Arbitration Panel.

4. Arbitration hearings shall be held at times and locations agreed to by the Board and AFSCME, taking into consideration the availability of evidence, location of witnesses, existence of appropriate facilities, and other relevant factors. If agreement cannot be reached, the arbitration shall be held in the City of Tallahassee.

5. The arbitrator may fashion an appropriate remedy to resolve the grievance and, provided the decision is in accordance with his/her jurisdiction and authority under this Agreement, the decision shall be final and binding on the Board, AFSCME, the grievant(s), and the employees. In considering a grievance, the arbitrator shall be governed by the following provisions and limitations:

a. The arbitrator shall issue his/her decision not later than sixty (60) days from the date of the closing of the hearing or the submission of briefs, whichever is later.

b. The arbitrator's decision shall be in writing, and shall set forth the arbitrator's opinion and conclusions on the precise issue(s) submitted.

c. The arbitrator shall have no authority to determine any other issue, and the arbitrator shall refrain from issuing any statement of opinion or conclusion not essential to the determination of the issues submitted.

d. The arbitrator shall limit his/her decision strictly to the application and interpretation of the specific provisions of this Agreement.

6. The arbitrator shall be without power or authority to make any decisions:

a. Contrary to or inconsistent with, adding to, subtracting from, or

modifying, altering, or ignoring in any way the terms of this Agreement or the provisions of applicable law or rules or regulations having the force and effect of law; or

b. Limiting or interfering in any way with the powers, duties, and responsibilities of the State under its Constitution, applicable law, and rules and regulations having the force and effect of law, except as such powers, duties, and responsibilities have been abridged, delegated, or modified by the expressed provisions of this Agreement; or

c. Which have the effect of restricting the discretion of a Chief Administrative Officer as otherwise granted by law or the Rules of the Board of Regents or university unless such authority is modified by this Agreement; or

d. That are based solely upon a university past practice or policy unless such university practice or policy is contrary to law, the SUS Employment Rules or this Agreement .

7. The arbitrator's award may include a monetary award to the grievant(s); however, the following limitations shall apply to such monetary awards:

a. The award shall not exceed the amount of pay the employee would have earned at his/her regular rate of pay and shall not include overtime, on-call, or any other speculative compensation which might have been earned;

b. The award shall not exceed the actual loss to the grievant, and shall be reduced by replacement compensation received by the employee during the period of time affected by the award; and

c. The award shall not be retroactive to a date earlier than the date of the occurrence of the event giving rise to the grievance under consideration, and in no event more than thirty (30) days prior to the filing of the grievance.

8. The fees and expenses of the arbitrator shall be borne solely by the party who fails to prevail in the hearing; however, each party shall be responsible for compensating and paying the expenses of its own representatives, attorneys, and witnesses. If the arbitrator fashions an award in such a manner that the grievance is sustained in part and denied in part, the parties will evenly split the arbitrator's fee and expenses. AFSCME will not be responsible for costs of an arbitration to which it was not a party. Where a grievant is not represented by AFSCME, such grievant will be responsible for all fees, expenses, and costs associated with the arbitration to the same extent that AFSCME would have been responsible, if AFSCME had been a party to the arbitration.

6.4 Time Limits.

A. Failure to initiate or appeal a grievance within the time limits specified shall be deemed a waiver of the grievance.

B. Failure, at any Step of this procedure, to communicate the decision on a grievance within the specified time limit shall permit the grievant's representative to proceed to the next Step.

C. Claims of either an untimely filing or untimely appeal shall be made at

the Step in question.

D. The number of days indicated at each Step should be considered as a maximum, and every effort should be made to expedite the process. However, the time limits specified in any Step of this procedure may be extended by written agreement.

E. In the event that any action falls due on a Saturday, Sunday, or State or Federal holiday, the action will be considered timely if it is accomplished by 5:00 p.m. on the following business day.

6.5 Exceptions.

A. Nothing in this Article or elsewhere in this Agreement shall be construed to permit AFSCME or an employee to process a grievance (1) in behalf of any employee without his/her consent, or (2) with respect to any matter which is at the same time the subject of an action which has been filed by a grievant in any other forum, administrative or judicial. As an exception to this provision, a grievant may file an EEOC charge while the grievance is in progress when such filing becomes necessary to meet federal filing deadlines pursuant to 42 U.S.C. Section 2002e et seq.

B. An employee who has not attained permanent status can file only non-disciplinary grievances under this Agreement, which may be processed only at Step 1 without further appeal.

[Back to the Top](#)

ARTICLE 7 JUST CAUSE AND DISCIPLINARY ACTIONS

7.1 Policy

The University and AFSCME endorse the principle of progressive discipline. The purpose of this article is to provide a prompt and equitable procedure for disciplinary action taken with just cause. Supervisors shall provide privacy to the extent practicable when administering reprimands or conducting disciplinary actions. The employee's signature on the reprimand only indicates that the employee received a copy of the reprimand and not necessarily that the employee agrees with it.

7.2 Just Cause.

Disciplinary actions administered to permanent status employees may be taken only for just cause. Just cause shall be defined as: Incompetence or Misconduct.

7.3 Grievability.

- A. Suspensions, involuntary demotions, or involuntary reductions in base pay, and terminations administered to permanent status employees are subject to [Article 6](#), Grievance Procedure. A grievance filed for a disciplinary action taken as a result of alleged actions of an employee outside of the workplace may be placed on hold pending the outcome of any related legal proceedings for a period not to exceed six (6) months.
- B. Oral reprimands shall have no impact upon the substantial interest of the employee other than as a first step in progressive discipline. Oral reprimands shall not be grievable under the provisions of this Agreement. Documentation of an oral reprimand shall be limited to date of the reprimand and the subject of the reprimand. Oral reprimands shall not be used as a basis for later disciplinary actions against an employee provided the employee has maintained a discipline-free work record for at least one (1) year subsequent to the reprimand. Such oral reprimands shall be placed in a sealed envelope and marked "Expired" in accordance with Section 7.3(B) any time after that one (1) year period upon written request of the employee.
- C. Written reprimands shall be subject to the grievance procedure in [Article 6](#) but only through Step 2. If the written reprimand involves a substantial interest, the employee may grieve under the full provisions of the grievance procedure in [Article 6](#) within thirty (30) days of the date on which the employee knew or reasonably should have known of the event creating the substantial interest. Written reprimands shall not be used in later disciplinary actions against an employee if the employee has maintained a discipline-free work record for at least the subsequent two (2) consecutive years. Such written reprimands shall be placed in a sealed envelope and marked "Expired" in accordance with Section 7.3(C)" any time after that two (2) year period upon written request of the employee.
- D. The University's policies and procedures, or disciplinary guidelines are not grievable except to the extent that they are allegedly applied arbitrarily and capriciously.

7.4 AFSCME Representation.

- A. The employee has a right, upon request, to AFSCME representation during investigatory questioning that may reasonably be expected to result in disciplinary action and predetermination conferences.
- B. When an AFSCME representative is selected to assist an employee, the

representative may be allowed a reasonable amount of time off for this purpose, subject to the limitations provided in [Articles 5](#) and [6](#).

7.5 Disciplinary Entries in Personnel Files.

An employee shall be furnished with a copy of disciplinary entries placed in the employee's official personnel file and shall be permitted to respond in writing, and a copy of the response shall be placed in the employee's personnel file.

[Back to the Top](#)

ARTICLE 8 LAYOFFS AND RECALL

8.1 Layoffs.

A. When an employee is to be laid off, the University shall implement such layoff in accordance with procedures contained in SUS Employment Rule [6C-5.955\(2\)](#) and this Article. When circumstances permit, the University shall notify the local AFSCME President at least thirty (30) days in advance of a layoff.

B. The sole instance in which only one (1) employee will constitute a layoff unit is when the functions that the employee performs constitutes an area, program, or other level of organization at the University.

C. The University shall make a reasonable effort to locate appropriate alternate or equivalent employment for laid off employees within the University.

D. The notice to the employee of layoff shall include the effective date of layoff, the reason for layoff, a statement of recall rights and any appeal/grievance rights, including applicable filing deadlines.

E. Consistent with the procedures established for the University's Employee Assistance Program, employees participating in an EAP who receive a notice of layoff may continue to participate in that program for a maximum of ninety (90) days following the layoff, or as otherwise agreed to by the employee and the University.

8.2 Recall. Laid off employees shall be recalled in accordance with the procedures contained in SUS Employment Rule [6C-5.955\(2\)\(i\)](#). When a vacant position exists at the University in the same class in which the employee was laid off, the employee who has been laid off and who is not otherwise employed in an equivalent position shall be offered re-employment if the employee meets the special qualifications and relevant experience required for the vacant position. If the employee held permanent status in the class at the time of the layoff, the re-employment shall be with permanent status and the total retention points computed at the time of the layoff shall be restored to the employee.

[Back to the Top](#)

ARTICLE 9
REASSIGNMENT AND TRANSFER

9.1 Voluntary Reassignment

A. An employee with permanent status in the current class who meets all of the University eligibility requirements may apply for a change in assignment to a different position in the same class or in a different class having the same pay range maximum, different work unit, or different shift at the University according to University procedures. Prior to filling a vacancy, except by demotion or internal promotion, the University shall consider all applicable reassignment requests. When making a decision regarding the granting of a request for a reassignment, the University shall consider appropriate factors, including, but not limited to, the applicant's length of continuous University service, performance evaluations, work-related awards and achievements, relevant work experience, and education/training.

B. All employees who were interviewed shall be notified of the University's decision.

C. Employees who are reassigned under the provisions of this Article shall not ordinarily suffer a loss of pay as a result of such reassignment.

9.2 Involuntary or Administrative Reassignment

A. Nothing contained in this Agreement shall be construed to prevent the University, at its discretion, from effecting an administrative reassignment of any employee according to the needs of the University and in each case, the University will take into consideration the needs and circumstances of the employee prior to taking such action.

B. Whenever possible, prior to an administrative reassignment the position may be offered to a voluntary reassignment. In these cases, if no one volunteers, the position shall be filled by an employee who meets the necessary qualifications of the position.

C. Notice. An employee shall be given a minimum of fourteen (14) days notice prior to the University reassigning the employee. The parties agree, however, that the notice period shall not be required during an emergency or in other extraordinary conditions.

D. Employees who are administratively reassigned shall ordinarily not suffer a cut in pay.

9.3 Transfer

A. A transfer is the appointment of an employee from one geographic work location of the University to a different geographic work location of the University in excess of 50 miles from the employee's current work location.

B. Prior to a transfer, the position shall be offered to a voluntary transfer. If no one volunteers, the position shall be filled by an employee who meets the necessary qualifications of the position.

C. Notice. The University shall make a good faith effort to give a minimum of thirty (30) days notice prior to the University transferring the employee. The parties agree, however, that these notice requirements shall not be required during an emergency or in other extraordinary conditions.

D. Employees who are transferred shall not ordinarily suffer a cut in pay.

[Back to the Top](#)

ARTICLE 10 METHOD OF FILLING VACANCIES

10.1 Filling Vacancies

A. The University shall fill a vacant position with the applicant who, in its judgment, is most qualified to perform the duties as described in the class specification, the position description, and in other documents describing the vacant position. The University shall also consider appropriate factors including, but not limited to, the applicant's length of University service, performance evaluations, work related awards and achievements, other relevant work experience, and education/training.

B. The filling of vacant positions should be used to provide career mobility within the Staff and should be based on the relative merit and fitness of the applicants.

10.2 Procedures.

A. Employees who have attained permanent status in their current class shall be eligible for the provisions of this Article.

B. Except where a vacant position is filled by demotion, change in assignment to a different position in the same class or in a different class having the same pay range maximum, or internal promotion, the University shall interview as least two of its employees who are eligible under this Section and who have met the advertised

requirements for the position, provided at least two have applied. If only one such employee applies, the employees shall be interviewed.

C. If an employee applied for the position but was not selected, that employee may file a grievance under [Article 6](#). The only issue to be addressed by such grievance is whether the University exercised its judgment in an arbitrary and capricious manner.

[Back to the Top](#)

ARTICLE 11 CLASSIFICATION REVIEW

11.1 Classification Changes.

When the University determines that a revision of a class specification for positions covered by this agreement is needed, and such revision affects the collective bargaining unit designation, it shall notify AFSCME in writing of the proposed change. AFSCME shall notify the University, in writing, within twenty one (21) days of receipt of the proposed changes, of any comments it has concerning the proposed changes and/or of its desire to schedule a consultation to discuss the proposed changes.

11.2 Position Description.

Each position shall have an accurate position description. Employees shall be given an opportunity to review and receive a copy of their position description.

11.3 Work in a Higher Classification.

An employee who is designated by the appropriate supervisor to perform temporarily a major portion of duties of a position in a higher classification than the employee's current classification shall be eligible for a pay increase for the period of time such duties are assigned, provided that such duties are performed for a period of more than twenty-two (22) workdays within any six (6) consecutive months.

11.4 Review of Assigned Duties.

When an employee alleges that regularly assigned duties constituting a significant portion of the employee's work time are duties not included in the employee's position description or the class specification to which the position is assigned, the employee may request a classification review by Human Resources, who shall render their decision within thirty (30) days. If the classification review meeting results in a reclassification, any pay adjustment shall be effective on the date of that decision. Shortage of funds shall not be used as the basis for refusing to reclassify the position.

[Back to the Top](#)

ARTICLE 12 PERSONNEL RECORDS

12.1 Use of Personnel Files.

A. There shall be only one official personnel file for each employee, which shall be maintained in the central Human Resources Office of the University unless a different location is approved by the Chief Administrative Officer. Duplicate personnel files may be established and maintained within the University. Such duplicate personnel files may contain part of all of the items filed in the official personnel file, but may not contain any items which are not filed in the official personnel file.

B. An employee has the right to review his/her official personnel file at reasonable times under the supervision of the designated records custodian and may attach a concise statement in response to any items therein. A copy of all performance-evaluative material placed in the employee's official personnel file shall be provided to the employee upon request.

12.2 Contents of Personnel Files.

A. Information in an employee's official personnel file shall refer only to matters concerning or affecting the employee's job or related to his/her University employment.

B. Where the Chief Administrative Officer, the courts, an arbitrator, or other statutory authority determines that a document has been placed in an employee's personnel file in error, such document will be removed from the official personnel file and duplicate personnel files. Should a document be determined to no longer be valid by the Chief Administrative Officer, the courts, an arbitrator, or other statutory authority, such document of the determination and a statement that it shall have no further consideration or bearing on future employment actions.

C. Expiration of Disciplinary Action. Upon the written request of the employee, documentation of an oral or written reprimand will be marked "EXPIRED" at the following times and under the following conditions (as used herein the term "EXPIRED" means the record of discipline shall be no longer be considered utilized, or have any effect for any future purposes whatsoever):

1. Oral Reprimands after one (1) year from the issuance, absent any further disciplinary action during that one (1) year period.

2. Written Reprimands after two (2) years from the issuance, absent any further disciplinary action during that two (2) year period.

D. Records of disciplinary action and University-related commendation and awards presented to an employee shall, where practicable, be placed in an employee's personnel file within sixty (60) days after the effective date of the action.

[Back to the Top](#)

ARTICLE 13
HEALTH AND SAFETY

13.1 The University shall make every reasonable effort to provide employees a safe and healthy work place. The University and AFSCME agree to work cooperatively toward reducing job-related injuries and Workers' Compensation costs by encouraging improved safety measures.

13.2 Safety Committee. The AFSCME local union president will appoint one employee to serve on the University-wide safety committee.

13.3 Employee Health and Safety.

- A. When the University requires an employee to use or wear health or safety equipment, such equipment will be provided by the University.
- B. Employees shall perform their duties in a safe manner and shall comply with the University's safety guidelines/procedures. Any employee becoming aware of a work related accident shall immediately notify the supervisor or the supervisor's designee of the area where the incident occurred.
- C. When an employee believes an unsafe or unhealthy working condition exists in the employee's work area or another area on campus outside of the employee's normal work area, the employee shall immediately report the condition to the employee's supervisor. An employee may also report the condition to a University administrator at the next highest level or directly to the Division of Environmental Health and Safety. The University shall investigate the report and respond to the employee in a timely manner. Where the employee's report was in writing, the response shall be in writing. An employee acting in good faith may refuse to accept an assignment when the employee has reasonable grounds to believe an unsafe or unhealthy working condition exists in the work area which poses an e immediate threat to the employee's well-being. Employees shall not suffer retaliation for reporting an unsafe or unhealthy working condition.
- D. The University will not ordinarily require employees to continuously perform repetitive keyboard motions at a video display terminal for a

period in excess of two (2) consecutive hours without an alternative work assignment or fifteen (15) minute rest period.

E. The University shall provide safety training as appropriate.

[Back to the Top](#)

ARTICLE 14 PERFORMANCE EVALUATIONS

14.1 Procedure.

A. An employee shall ordinarily be evaluated by his/her immediate supervisor who shall be held accountable for such evaluation. The evaluation may be reviewed but shall not be changed by a higher level administrator. The immediate supervisor shall be the person regularly assigned to direct the work of the employee, or, if unavailable, the person appointed by the chief administrative officer. The evaluator is primarily responsible for the timely evaluation of the employee.

B. The employee shall be provided with information regarding the basis of the evaluation and shall, upon written request, be provided a copy of any documents which were considered in completing the evaluation.

C. The evaluation shall be discussed with the employee, who shall be given the opportunity to respond.

D. The University will make a good faith effort to provide employees and supervisors with training in performance evaluation techniques.

14.2 Failure to Meet Performance Standards.

A. Where an employee who has attained permanent status in the class does not meet performance standards, the University shall develop a performance plan intended to correct performance deficiencies.

B. Such employee shall be granted, upon written request, an opportunity to discuss with an administrator at the next higher level concerns regarding the evaluation which rates the employee as not meeting performance standards.

C. The employee may be removed from his/her class no sooner than sixty (60) days after receipt of the improvement plan if adequate improvement in performance is not made.

14.3 Grievability. Performance evaluations shall be subject to [Article 6](#), Grievance Procedure, to the extent provided in this Section:

A. An employee with permanent status in the class who receives a performance evaluation of not meeting performance standards may grieve the evaluation but only through Step 2. The review of the grievance shall be solely to determine whether the performance evaluation was done in an arbitrary or capricious manner. Grievance reviewers shall not substitute their judgments regarding an employee's performance for that of the evaluator.

B. An employee with permanent status in the class who is demoted or

dismissed for an evaluation of not meeting performance standards may grieve the demotion or dismissal pursuant to the provisions of [Section 7.3A](#).

[Back to the Top](#)

ARTICLE 15 HOURS OF WORK

15.1 Workday/Workweek.

A. The normal workweek for each full-time employee shall be forty (40) hours.

B. The University retains the right to schedule its employees; however, the University will make a good faith effort, whenever practical, to provide employees with consecutive hours in the workday and consecutive days in the workweek.

15.2 Overtime.

A. The University is responsible for arranging the work schedule to minimize overtime. The assignment of overtime shall not be made on the basis of favoritism.

B. Work beyond the normal workweek shall be recognized in accordance with the provisions of SUS Employment Rules and the Fair Labor Standards Act. <http://www.dol.gov/esa/whd/flsa/>

C. Upon agreement of the employee and the University, non-exempt employees shall receive either compensatory leave or cash payment for overtime. If agreement cannot be reached, the University shall make cash payment for overtime worked.

15.3 Work Schedules.

A. Where rotations are being made in the employee's regular work schedule, the new shift, workdays, and hours, will be posted no less than ten (10) days in advance, and will reflect at least a two (2) workweek schedule; however, the University will make a good faith effort to reflect a one (1) month schedule. With prior written notification of at least three (3) workdays to the employee's immediate supervisor, employees may mutually agree to exchange days or shifts on a temporary basis. If the immediate supervisor objects to the exchange of workdays or shifts, the employee initiating the notification shall be advised that the exchange is not approved.

B. Where regularly assigned work schedules are rotated, the University will make a good faith effort to equalize scheduled weekend work among employees in the same functional unit whenever this can be accomplished without interfering with efficient operations. When an employee rotates to a different shift, the

employee shall receive a minimum of two (2) shifts off between the end of the current shift assignment and the beginning of the new shift assignment.

C. When an employee is not assigned to a rotating shift and the employee's regular shift assignment is being changed, the employee shall be given a minimum of ten (10) working days notice, in writing, of the proposed change. Additionally, when the change occurs, the employee shall receive a minimum of two (2) shifts off between the end of the current shift assignment and the beginning of the new shift assignment.

15.4 Rest Periods.

A. No supervisor shall unreasonably deny an employee a fifteen (15) minute rest period during each four (4) hour work shift. Whenever possible, such rest periods shall be scheduled at the middle of the work shift. However, it is recognized that many positions have a work location assignment that requires coverage for a full eight-hour shift, which would not permit the employee to actually leave his/her work location. In those cases, it is recognized that the employee can "rest" while the employee remains at his/her work location.

B. An employee may not accumulate unused rest periods, nor shall rest periods be authorized for covering an employee's late arrival or early departure from work.

[Back to the Top](#)

ARTICLE 16 ON-CALL AND CALL-BACK

16.1 On-Call Assignment.

A. "On-call" assignment shall be defined as any time when an employee is instructed in writing by management to remain available to work during an off-duty period. An employee who is so instructed shall be required to leave word where the employee may be reached by telephone or by other electronic signal device in order to be available to return to a work location on short notice to perform assigned duties.

B. In an emergency or other unforeseen circumstances, the University may verbally instruct an employee to be on-call for a period of not more than twenty-four (24) consecutive hours. The employee shall not be eligible for on-call payments in excess of the period for which verbal instructions are appropriate.

16.2 On-Call Payment.

A. On-call time is not compensable for purposes of computing overtime; however, travel time to and from work when called back is compensable time.

B. When approved as provided herein, an employee who is required to be on-call shall be compensated by payment of a fee in an amount of one dollar (\$1.00) per hour for each hour such employee is required to be on-call.

C. An employee who is required to be on-call on a Saturday, Sunday, or University holiday will be compensated by payment of a fee in an amount equal to one-fourth (1/4) of the University's hourly minimum for the employee's calls for each hour such employee is required to be available.

D. If an on-call period is less than one (1) hour, the employee shall be paid for one hour.

16.3 Call-Back

A. If an employee is called back to perform work beyond the employee's scheduled hours of work for that day, the employee shall be credited with the greater of the actual time worked, including time to and from the employee's home to the assigned work location, or two (2) hours.

[Back to the Top](#)

ARTICLE 17 LEAVES OF ABSENCE/HOLIDAYS

17.1 Leaves. Employees may be granted leaves of absence as provided in SUS Employment Rule [6C-5.920](#).

17.2 Leave to Supplement Workers Compensation Benefits. An employee is eligible to use paid leave to supplement Workers Compensation benefits in accordance with SUS Employment Rule [6C-5.920\(16\)](#).

[Back to the Top](#)

ARTICLE 18 LEARNING OPPORTUNITIES

18.1 The University and AFSCME recognize the importance of employee career development in order to provide for employee training which will improve competencies and productivity.

- A. The University will make reasonable efforts to continue existing training and development programs and to develop new programs where the University considers such programs to be beneficial.
- B. The University will make good faith efforts to provide newly-hired employees with an orientation period to explain procedures, policies, standards and performance expectations of the employee, and to provide in-service development programs for employees. The University will also provide information to increase employee awareness of sexual harassment.

- C. Where Supplemental Vocational Training Programs are available through State community colleges, the University shall make a reasonable effort to use this resource to provide training opportunities.
- D. In accordance with the University's established policies and procedures, an employee may be allowed administrative leave or work time for the purpose of attending short courses, institutes, and workshops which will improve performance in or gain new skills relevant to their current position.
- E. The University may assign employees to attend training and development courses.
- F. The University shall provide employees with appropriate in-service training in new technology, systems, equipment and business practices where the employee is required to use such in their current positions, except where such competencies are a requirement for entry into the position.
- G. The University shall provide reasonable written notice to AFSCME when discontinuing a career development program which includes a salary increase component.

18.2 Employee Tuition Program. The University will accommodate employees seeking to take courses under the University's Employee Tuition Program, including providing flexible work schedules to accommodate such course enrollment whenever practicable. After a full-time employee has successfully completed his/her 6 month initial probationary period, the employee shall be allowed to enroll in up to 6 credit hours per semester of tuition fee waiver courses in accordance with the University's Employee Tuition Program.

18.3 GED Programs. Where GED programs exist, the University shall make reasonable efforts to provide employees with flexible work schedules to accommodate participation in such programs.

18.4 Grievability. The University and AFSCME understand that nothing in this Article precludes or in any way limits or restricts the University's right to develop, implement, or otherwise manage training or apprenticeship of its employees. Therefore, any claim by an employee or AFSCME concerning this Article shall not be subject to the Grievance Procedure of this Agreement.

[Back to the Top](#)

ARTICLE 19 CONTRACTING OUT

19.1 Prior to issuing a request for proposal or bid (such as, but not limited to RFP or ITN for contracting-out work which will result in the layoff of employees, the University will notify the local AFSCME president. The local AFSCME president may then discuss the impact of the proposed contracting-out on affected employees by scheduling a consultation with the Chief Administrative Officer within ten (10) days of receiving the notice.

19.2 The University shall include in the request for proposals for contracting-out such work, in addition to any other requirements to be considered, provisions which:

A. require the proposers to offer to employ affected employee(s) having permanent status for a period of 120 days after the start of the contract with equivalent pay and health-care insurance, subject to termination during this period only for just cause, and provide reasonable training during this period to increase the employee's opportunity for employment beyond the 120 days; and,

B. require the proposers to provide information regarding the coverage and cost of any health-care insurance which will be provided to any affected employee employed by the proposer.

19.3 The University shall not ordinarily contract-out work which will result in the layoff of employees where the results of a request for proposal or bid do not indicate a cost savings to the University during the term of the proposed contract.

19.4 The affected employees, in consultation with the local AFSCME president, may submit a proposal in response to the University's for proposals or bid. Such proposal shall be submitted in the form and manner as required for all proposers.

19.5 The University shall make reasonable efforts to place affected employees in other University positions prior to layoff. The University shall provide out placement and counseling services to affected employees.

19.6 If an affected employee is laid-off as a result of the University contracting-out their work, such employee may file a grievance under [Article 6](#). The only issue to be addressed by such grievance is whether the University complied with the provisions of this Article.

[Back to the Top](#)

ARTICLE 20 AFSCME DEDUCTIONS

20.1 Deductions and Remittance.

A. The University will deduct AFSCME membership dues in an amount established by AFSCME and certified in writing by the President of Council 79 to the University, and make other deductions from employee's pay for those employees who individually make such request on the deduction authorization form provided by AFSCME included as Appendix B. Employee transfers or

promotions within the bargaining unit shall not require the submission of new forms.

B. The dues and other authorized deductions shall be made on the employee's regular payroll basis and shall begin with the first full pay period following receipt of the authorization form. The dues and other authorized deductions shall be remitted by the University to the AFSCME State Office within thirty (30) days after the deductions are made, or as soon thereafter as possible. Accompanying each remittance shall be a list of the employees from whose salaries such deductions were made and the amounts deducted. When an employee returns from an approved unpaid leave status, dues deductions shall continue if that employee had previously submitted a deductions authorization form.

C. AFSCME shall notify the University in writing of any changes in its dues at least thirty (30) days prior to the effective date of such change.

20.2 Insufficient Pay for Deduction.

In the event an employee's salary earnings within any pay period are not sufficient to cover dues and other authorized deductions, it will be the responsibility of AFSCME to collect its dues and other authorized deductions for that pay period directly from the employee.

20.3 Termination of Deduction.

The University's responsibility for deducting dues and other authorized deductions shall terminate automatically upon either: (1) thirty (30) days written notice from the employee to the University's Human Resources Office revoking that employee's prior deduction authorization, (2) the termination of employment, or (3) the transfer, promotion, or demotion of the employee out of the bargaining units.

20.4 Indemnification.

AFSCME shall indemnify, defend, and hold the Board, University, the State of Florida, and their officers, officials, agents, and employees harmless against any claim, demand, suit, or liability (monetary or otherwise) and for all legal costs arising from any action taken or not taken by the Board, University, the State, or their officers, officials, agents, and employees in complying with this Article. AFSCME shall promptly refund to the University any funds received in accordance with this Article which are in excess of the amount of deductions which the University has agreed to deduct, provided that such unauthorized dues deductions are reported to AFSCME Council 79 by the University within one hundred and twenty (120) days of the occurrence.

20.5 Exceptions.

The University will not deduct any AFSCME fines, penalties, or special assessments from the pay of any employee.

[Back to the Top](#)

ARTICLE 21 - WAGES

21.1 Lump Sum Bonuses

A. The University will provide cash funding for a lump sum bonus payable to each eligible employee.

B. The bonus payment will be in accordance with the following schedule:

- 1) Employees whose annual base salary is \$45,000 or less shall receive a lump sum payment equivalent to \$2,000 (less applicable taxes).
- 2) Employees whose annual base salary is greater than \$45,000 shall receive a lump sum payment equivalent to \$1,500 (less applicable taxes).

C. Eligibility

- 1) Must have been employed at USF in an established position on or before January 2, 2008 and continually employed at the time of payment.
- 2) Must have performance of at least "satisfactory", as indicated by the official HR records.
- 3) Any employee with less than a 1.0 FTE will receive a prorated amount based on their FTE.

D. Payment. The bonus will be issued within 60 days of ratification by the University of this Agreement.

E. All bonuses paid under this Article shall be paid independent of any additional increases or bonuses provided by the Legislature in the fiscal year 2008/2009.

[Back to the Top](#)

ARTICLE 22 BENEFITS

22.1 Current Employees.

A. State Employee Health Insurance Program. The University and AFSCME support legislation to provide adequate and affordable health care insurance to all employees.

B. Employee Assistance Programs. The following guidelines are applicable to the University's Employee Assistance Programs (EAP):

1. When an employee's EAP participation is designated in conjunction with the employer to improve job performance, then some limited time for participation, as described in University policy, shall be counted as time worked.
2. In requesting and being granted leave to participate in a University EAP, an employee, for the purpose of maintaining confidentiality, need reveal to their supervisor only the fact of such EAP participation.
3. Neither the fact of an employee's participation in an EAP, nor information generated by participation in the program, shall be used as a reason for discipline under [Article 7](#), or as evidence of a performance deficiency within the evaluation process referenced in [Article 14](#), except for information relating to an employee's failure to participate in the EAP consistent with the terms to which the employee and the University have agreed.

C. Child Care Programs. The University will make available information to employees about University child care programs.

22.2 Retired Employees.

A. Employees who retire under the Florida Retirement System shall be eligible, upon request, to receive on the same basis as other employees the following benefits at the University from which they retired, subject to University regulations and policies.

1. Retired employee identification card;
2. Use of the University Library (i.e., public rooms, lending and research service); and
3. Placement on designated University mailing lists.

B. In addition, fees may be charged retired employees for the following, and/or access granted to them on a space available basis:

1. Use of University recreational facilities;
2. A University parking decal; and
3. Course enrollment of retired employees sixty (60) years or older who meet Florida residency requirements, without payment of fees, on a space available basis, in accordance with Section 1009.26(4), Florida Statutes.

[Back to the Top](#)

ARTICLE 23 NO STRIKE

23.1 No Strike.

A. During the term of this Agreement, neither AFSCME nor its officers or agents or any employee, for any reason, will authorize, institute, aid, condone, or engage in a slowdown, work stoppage, or strike; interfere with the work and statutory functions or obligations of the State; or engage in any other activities which are prohibited in Section 447.283(6), Florida Statutes.

B. AFSCME agrees to notify all of its local offices and representatives of their obligation and responsibility under this Article and for maintaining compliance with the constitutional and statutory prohibition against strikes. AFSCME further agrees to notify employees of these responsibilities, including their responsibility to remain at work during any interruption which may be caused or initiated by others.

23.2 Remedies.

A. The University may discharge or discipline any employee who violates the provisions of this Article and AFSCME shall not use the Grievance Procedure on such employee's behalf; however, if the issue is whether the employee engaged in activities prohibited by this Article, AFSCME may elect to represent the employee in such grievance through the Grievance Procedure.

B. Nothing contained herein shall preclude the University from obtaining judicial restraint and damages in the event of a violation of this Article.

[Back to the Top](#)

ARTICLE 24 PREVAILING RIGHTS

All pay and benefits provisions published in the University's Employment Regulations which are not specifically provided for or modified by this Agreement or by the Legislature shall be in effect during the term of this Agreement.

Any claim by an employee concerning the application of such provisions shall not be subject to the [Grievance Procedure of this Agreement](#), but shall be subject to the method of review prescribed by the University's Employment Regulations or other appropriate administrative or judicial remedy.

[Back to the Top](#)

ARTICLE 25 TOTALITY OF AGREEMENT

25.1 Limitation

The Board and AFSCME acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to present demands and proposals with respect to any and all matters lawfully subject to collective bargaining, and that all of the understandings and agreements arrived at by the Board and AFSCME thereby are set forth in this Agreement and that it shall constitute the entire and sole Agreement between the parties for its duration.

25.2 Obligation to Bargain

The Board and AFSCME during the term of this Agreement voluntarily and unqualifiedly waive the right, and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter whether or not referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement.

25.3 Modifications. Nothing herein shall preclude the parties from mutually agreeing to alter, amend, supplement, delete, enlarge, or modify any of the provisions of this Agreement in writing.

[Back to the Top](#)

ARTICLE 26
SAVINGS CLAUSE

26.1 If any provision of this Agreement is in conflict with State or federal laws or regulations by reason of any court action or existing or subsequently enacted legislation, or if the appropriate governmental body having amendatory power to change a law, rule, or regulation which is in conflict with a provision of this Agreement fails to enact or adopt an enabling amendment to make the provision effective in accordance with Section 447.309(3), Florida Statutes, http://www.leg.state.fl.us/STATUTES/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0447/SEC309.HTM&Title=->2008->Ch0447->Section%20309#0447.309 then such provision shall not be applicable, performed, or enforced, but the remaining parts or provisions of this Agreement shall remain in full force and effect for the term of this Agreement.

26.2 If any provision of this Agreement is found to have the effect of causing the University to be denied funds otherwise available through federal funding, such provision shall not be applicable, performed, or enforced.

26.3 If a provision of this Agreement is rendered invalid, as specified above, the parties shall meet and bargain for the purpose of renegotiating that provision.

[Back to the Top](#)

ARTICLE 27
DURATION

27.1 Term.

- A. This agreement shall be effective on the date of ratification by both parties and shall remain in full force and effect through the thirtieth day of June, 2011. Wages and up to three (3) per side articles shall be subject to renegotiation in year two (2009/2010) and in year three (2010/2011) of this Agreement. Renegotiations shall begin no later than February 15 of each respective year.
- B. Negotiations for a successor Agreement shall begin no later than October 1, 2010. In the event that the Board and AFSCME fail to secure a successor Agreement prior to the expiration date of this Agreement, the parties may agree in writing to extend this Agreement for any period of time.

27.2 Emergencies. If the Governor determines that civil emergency conditions exist, including, but not limited to, riots, civil disorders, hurricane conditions, or similar catastrophes, the provisions of this Agreement may be suspended by the

CAO during the time of the declared emergency, provided that wages and benefits shall not be suspended.

[Back to the Top](#)

ARTICLE 28 DRUG TESTING

28.1 The University agrees to consult with AFSCME prior to implementing any new drug testing requirements for employees.

28.2 An employee directed to submit to a drug test based on reasonable suspicion may confer with the AFSCME Employee Representative provided that it does not unreasonably delay the testing process.

[Back to the Top](#)

Article 29 WORKERS' COMPENSATION

29.1 Policy

The University shall provide employees who have a work-related illness or injury benefits as defined under Workers' Compensation Law F.S. 440.

http://www.leg.state.fl.us/STATUTES/index.cfm?App_mode=Display_Statute&URL=Ch0440/titl0440.htm&StatuteYear=2008&Title=%2D%3E2008%2D%3EChapter%20440

29.2 Light Duty or Modified Job

The department may modify the job functions to provide light duty assignment for the employee. If appropriate duties cannot be found within the employee's department, a temporary work assignment will be sought within the University.

[Back to the Top](#)

ARTICLE 30 UNIFORMS

30.1 Employees required to wear uniforms shall have them supplied to them by the University at no cost to the employee, except as noted in this article.

30.2 Uniforms issued will be the property of the University and will be returned (as University property) upon an employee's separation from the position requiring a uniform.

30.3 Where advisory committees are used to recommend the selection of uniforms, at least one employee from the division and/or department that will be required to wear the uniform will serve on that advisory committee.

30.4 Employees reserve the right to opt for an approved alternative fabric for the uniform selected, if available. If there is a difference in cost between the selected fabric and an approved alternative fabric, the employee will be responsible for the difference in costs.

30.5 Required uniforms will be replaced at no cost to the employee, except as noted in Section 30.4 of this article, in accordance with a regular schedule determined by the University. When the University determines that uniforms need repair or replacement, such repair or replacement will be at no cost to the employee, except as noted in this article, as long as there is no evidence of negligence or misuse. Requests for replacement or repair of uniforms should be addressed in a timely fashion and not unreasonably denied.

30.6 The particular style of the uniform will be determined by the University in accordance with the specific functions, safety considerations, and customer service requirements of the position. The employee's safety, comfort, and Florida climate will be taken into consideration during the selection process. When appropriate to the function, practicable and safe, employees may choose between long pants, skirts, or shorts (if available from the vendor). Any cost deferential from the standard uniform selected by the University will be assumed by the employee.

30.7 University-issued uniforms will be worn only when performing University-approved services and when executing assigned job duties. Employees are allowed to wear uniforms during normal commute to and from work, rest periods and lunch breaks. Employees may also wear uniforms while attending sanctioned on-campus events/classes.

[Back to the Top](#)

SIGNATURE PAGE

APPENDIX A

Classifications and Positions in the Bargaining Unit

CLASS CODE	CLASS TITLE
2200	Academic Program Specialist
3212	Accounting Assistant
3230	Accounting Specialist
2202	Administrative Clerk

2204	Administrative Specialist
1104	Admissions Evaluator
4764	Alumni Program Specialist
6563	Assistant Marine Captain
2105	Assoc. Application Developer
1419	Benefits Representative
5033	Biological Scientist
3708	Biomedical Illustrator
3642	Biomedical Photographer
4601	Broadcast Engineering Technologist
3790	Broadcast Production/Program Asst
1116	Budget Planning Specialist
3231	Building & Security Assistant
3228	Building Access Technician
6484	Building Construction Inspector
6438	Cabinet Maker
8203	Campus Security Officer
3206	Cashier
5043	Chemist
2210	Client Services Assistant
2796	Collections Specialist
3732	Communications & Mktg. Spec.
5935	Community Outreach Caseworker
2064	Computer Hardware Repair Spec.
7230	Control/Alarm System Tech
1422	Copy Editor
6526	Custodial Worker
1115	Customer Service Assoc Retail
4714	Development Specialist
6366	Driver/Courier
6444	Electrician
5009	Electron Microscope Manager
4326	Employment Specialist
1111	Enrollment Mgmt Assistant
4274	Enrollment Mgmt Specialist
1414	Environ Health & Safety Spec
2205	Executive Administrative Spec.
1109	Financial Aid Assistant
1106	Financial Aid Specialist
2814	Fine Arts Production Specialist
3211	Fiscal & Business Assistant
3213	Fiscal & Business Specialist
6394	Groundskeeper
3210	Head Cashier
5125	Health Physicist
6368	Heavy Equipment Operator

2051	Help Desk Systems Support Spec
6445	High Voltage Electrician
1112	Human Resources Assistant
1006	Human Resources Representative
5875	Human Services Program. Specialist
3227	HVAC Controls Specialist
3208	HVAC Refrigeration Mechanic
2050	Info Tech Support Specialist
2209	Insurance Specialist
4762	Intellectual Property Spec
6399	Irrigation Technician
1426	Laboratory Animal Supervisor
4712	Laboratory Animal Technician
6390	Laborer Supervisor
4275	Lead Enrollment Mgmt Spec
3238	Lead Media Resources Specialist
2036	Lead Telecom Tech Specialist
4303	Library Assistant
4304	Library Specialist
5599	Licensed Practical Nurse
3209	Mail Clerk
6374	Maintenance & Repair Worker
6466	Maintenance Technician
6561	Marine Cook/Deckhand
6556	Marine Engine Specialist
6552	Marine Mechanic
2206	Media Publishing Specialist
3726	Media Resources Specialist
3727	Media Technologist
5518	Medical Assistant
2198	Medical Education Program Specialist
5666	Medical Records Specialist
5032	Medical Technician
5602	Medical Technologist
3202	Mover
2053	Network & Server Support Specialist
4300	Office Equipment Technician
0716	Office Manager
4753	Operations Technician
5576	Ophthalmic Photographer
6426	Painter
8401	Parking Enforcement Specialist
3236	Payroll Specialist
3201	Plant Maintenance Mechanic
3203	Plant Operator
6441	Plumber

8412	Police Communication Specialist
8413	Police Communication Supervisor
8411	Police Services Assistant
6554	Port Engineer
3232	Postal Services Representative
1306	Preschool Teaching Assistant
1423	Property Control Specialist
5578	Pulmonary Technician
0809	Purchasing Specialist
8700	Radiation Control Technician
3207	Receptionist
6405	Recreational/Facility Specialist
1429	Recycling Specialist
4608	Rehabilitation Engineering Technician
4705	Research Engineering Technologist
3199	Research Machinist
4706	Research Support Specialist
4715	Research Technician
5045	Senior Chemist
5127	Senior Health Physicist
0918	Shipping and Receiving Clerk
5035	Senior Biological Scientist
3645	Senior Biomedical Photographer
6527	Senior Custodial Worker
6395	Senior Groundskeeper
4763	Senior Intellectual Property Spec
4713	Senior Laboratory Animal Technician
8402	Senior Parking Enforcement Specialist
0815	Senior Purchasing Agent
3198	Senior Research Machinist
0921	Senior Shipping & Receiving Clerk
5598	Senior Licensed Practical Nurse
2201	Staff Assistant
2199	Student Services Program Specialist
4282	Teaching Laboratory Specialist
2035	Telecom Technical Specialist
0261	Telephone System Operator
2211	Test Item Banker
3783	Traffic Specialist
1110	Training Support Specialist
6367	Transit Bus Driver
2054	User Applications Specialist
6540	Vehicle & Equipment Mechanic
6545	Vehicle Field Inspector
6584	Voice & Data Communication Specialist

[Back to the Top](#)

APPENDIX B

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL
EMPLOYEES AFSCME DUES AUTHORIZATION FORM

I authorize the University to deduct from my pay, starting with the first full pay period commencing not earlier than seven days from the date this authorization is received by the University, membership dues and other authorized deductions of the American Federation of State, County and Municipal Employees (AFSCME) as established from time to time by AFSCME in accordance with its Constitution, and as certified to the Board by AFSCME. Furthermore, I understand that such dues will be paid to AFSCME.

This authorization shall continue until either (1) revoked by me at any time upon thirty days written notice to the University Human Resources Office; (2) my transfer or promotion out of an AFSCME represented bargaining unit; (3) termination of employment; or (4) revoked pursuant to Section 447.507, F.S.

Signature _____ Date _____

Printed Last Name Middle Initial First Name

University

Department or Work Location Job Title/Classification

Home Address - Street Home Phone

City, State Zip Ded. Code County Class Local
For AFSCME Use Only

(See page 2)

APPENDIX B (Continued)

I authorize the University to deduct from my pay, starting with the first full pay period commencing not earlier than seven days from the date this authorization is received by the University contributions to the AFSCME political action fund (PEOPLE) in the amount of _____, and I direct that the sum so deducted be paid over to AFSCME. Such deductions are voluntary and do not represent Board or University support of the objectives or actions of the fund.

This authorization shall continue until either (1) revoked by me at any time upon thirty (30) days written notice to the University Human Resources Office, and AFSCME; (2) my transfer or promotion out of an AFSCME bargaining unit; (3) termination of employment; or (4) revoked pursuant to Section 447.507, F.S.

By signing this form, I authorize the University to release my Social Security number to AFSCME in reporting deductions.

Date

Employee's Signature

Printed Name (Last) _____ (MI) _____ (First)

Department

University

[Back to the Top](#)

STATE UNIVERSITY SYSTEM OF FLORIDA
Board of Regents-AFSCME

APPENDIX C
GRIEVANCE

GRIEVANT NAME: _____

UNIVERSITY: _____

DEPT/DIV: _____

OFFICE PHONE: _____

STEWARD/AFSCME EMPLOYEE REPRESENTATIVE
NAME: _____

UNIVERSITY: _____

DEPT/ DIV: _____

OFFICE PHONE: _____

OFFICE ADDRESS: _____

All university communications shall go to the Steward/AFSCME Employee Representative at the above address.

STATEMENT OF GRIEVANCE -- must cite the specific Articles and Sections of the Agreement allegedly violated and the specific acts or omissions giving rise to the allegations:

REMEDY SOUGHT:

(APPENDIX C continued)

III. AUTHORIZATION

I will be represented in this grievance by: (check one - representative must sign on appropriate line):

____ AFSCME _____

____ Myself _____

____ Other _____

I have read and understand Section 6.5A of the current Agreement between the Board and AFSCME.

Signature of Grievant(s) Date

(The grievance will not be processed unless signed by the grievant.)

The Step 1 decision shall be transmitted to grievant's Steward/AFSCME Employee Representative by personal delivery with written documentation of receipt or by certified mail, return receipt requested. A copy of this decision shall be sent to grievant and the local AFSCME Chapter if grievant elected not to be represented by AFSCME.

[Back to the Top](#)

STATE UNIVERSITY SYSTEM OF FLORIDA
Board of Regents-AFSCME

APPENDIX D
REQUEST FOR REVIEW OF STEP 1 DECISION

GRIEVANT
NAME: _____

UNIVERSITY: _____

DEPT/DIV: _____

OFFICE PHONE: _____

AFSCME STAFF
REPRESENTATIVE NAME:

UNIVERSITY: _____

DEPT/ DIV: _____

OFFICE PHONE: _____

OFFICE ADDRESS: _____

All university communications should go to the grievant's AFSCME Staff Representative at the above address.

DATE OF STEP 1 DECISION: _____

DATE STEP 1 DECISION WAS RECEIVED BY GRIEVANT'S
STEWARD/AFSCME EMPLOYEE REPRESENTATIVE:

Provisions of Agreement allegedly violated as specified at Step 1:

APPENDIX D (Continued)

I hereby request that the Chancellor or representative review the decision made in connection with the attached grievance for the following reason(s):

REMEDY SOUGHT:

Signature of Grievant(s) or AFSCME Representative and Date

I am represented in this grievance by (check one - representative should sign on appropriate line):

AFSCME _____

Myself _____

Other _____

A copy of the following documents must be attached to this Request at the time of its filing with the Chancellor or representative:

1. Appendix C - Original grievance form filed with the University.
2. Step 1 Decision, if issued by University.
3. All attachments to Step 1 Decision, as required in Section 6.3.

This request should be sent to:

OFFICE OF HUMAN RESOURCES
BOARD OF REGENTS, STATE UNIVERSITY SYSTEM OF FLORIDA
325 W. Gaines St., Rm. 1614
Tallahassee, Florida 32399-1950

The Step 2 decision shall be transmitted to grievant's AFSCME Staff Representative by personal delivery with written documentation of receipt or by certified mail, return receipt requested. Copies of this decision shall be sent to grievant, the university Management Representative, and to the President of Council 79 if grievant elected not to be represented by AFSCME.

[Back to the Top](#)

STATE UNIVERSITY SYSTEM OF FLORIDA
Board of Regents-AFSCME

APPENDIX E
NOTICE OF ARBITRATION

The American Federation of State, County, and Municipal Employees (AFSCME) or Grievant (if not represented by AFSCME) hereby gives notice of intent to proceed to arbitration in connection with the decision of the Chancellor dated _____ and received by the President of Council 79/Grievant on _____ in this grievance of:

NAME: _____

BOR FILE NO: _____

The following statement of issue(s) before the Arbitrator is proposed:

Signature of AFSCME Representative or Grievant(s) and Date

Appendix E (Continued)

I hereby authorize AFSCME to proceed to arbitration with my grievance. I also authorize AFSCME and the Board of Regents or its representatives to use, during the arbitration proceedings, copies of any materials in my evaluation file pertinent to this grievance and to furnish copies of the same to the arbitrator.

Signature of Grievant(s) (if represented by AFSCME) Date

(This request for arbitration will not be processed unless signed by grievant.)

This notice should be sent to:

OFFICE OF HUMAN RESOURCES
BOARD OF REGENTS, STATE UNIVERSITY SYSTEM OF FLORIDA
325 W. Gaines St., Rm. 1614
Tallahassee, Florida 32399-1950

[Back to the Top](#)

6C-5.920 BENEFITS AND HOURS OF WORK.

(1) Benefits made available to Faculty, A&P, and USPS include paid and unpaid leave, holidays, State- and University-sponsored insurance programs, and retirement. Under the FMLA, OPS employees may be eligible for unpaid leave. Benefits and hours of work requirements shall be administered consistent with the following provisions.

(2) Each employee is expected to work the number of hours in the employee's established workweek unless on approved leave. Benefits shall be provided proportionate to the time on the payroll.

(3) The minimum workweek is 40 hours for full-time employees. Holiday pay (maximum of eight hours) and paid leave are not considered overtime and are paid at the employee's regular pay rate. Approved leave may be adjusted to ensure an employee's workweek will not exceed 40 hours.

(4) Compensatory leave shall consist of the following types and such unused leave shall be transferred or paid as follows.

(a) Overtime compensatory leave is provided in lieu of payment for overtime for nonexempt USPS employees at the rate of one and one half times the total hours worked beyond 40.

1. Overtime shall be paid no later than the end of the following pay period, unless accrued as overtime compensatory leave.

2. Unused overtime compensatory leave shall be transferred unless the USPS employee's nonexempt designation changes to exempt and such leave shall be paid at the employee's regular rate of pay.

(b) Regular compensatory leave shall be provided to a USPS exempt employee for work beyond 40 hours on an hour-for-hour basis. The University may transfer or pay for unused regular compensatory leave with the approval of the Chief Administrative Officer.

(c) Special compensatory leave is provided to USPS as follows.

1. Special compensatory leave is provided to compensate an employee for a State holiday when the employee observed the holiday and worked 40 hours the week during which the holiday occurred; the holiday falls on the employee's regularly scheduled day off; or the employee is required to work the holiday.

2. Special compensatory leave is provided to compensate an employee for

administrative leave for jury duty or court appearance provided in Section (14)(a) and (b) below when the employee worked 40 hours the week during which the jury duty or court appearance occurred.

3. Special compensatory leave is provided to employees required to perform essential duties during an emergency closing for the hours worked during the closing.

4. The Chief Administrative Officer may elect to pay an employee for a part or all accrued special compensatory leave at any time. If the employee separates or transfers to another University, the employee shall be paid for all unused special compensatory leave at the employee's regular rate of pay.

(5) An employee shall be paid proportionate to the time in pay status for all holidays designated for State employees.

(6) Leave shall be accrued while in pay status and shall be credited on the last day of that pay period or, in the case of separation, on the last day the employee is on the payroll.

(7) During approved unpaid leave for parental, foster care, medical, or military reasons, an employee may use accrued leave to continue the contributions to State benefits and other expenses.

(8) Unless agreed otherwise, an employee shall be employed in the same or similar status upon completion of the approved leave period. While on paid leave, an employee may not be employed elsewhere unless the requirements for outside activity and extra State compensation have been met.

(9) Sick leave accrual for full-time employees shall be as follows with proportionate accrual for less than full-time.

	Hours Accrued During Pay Period	
	Monthly	Biweekly
Faculty	8.667	4
A&P	8.667	4
Ex. Service	10.833	5
USPS	8.667	4

(a) Sick leave shall be accrued before use unless available through a sick leave pool. There is no maximum on the amount of sick leave that can be accrued. Sick leave accrued prior to October 1, 1973, shall be used prior to any sick leave accrued after that date.

(b) Sick leave is authorized for the following purposes:

1. The employee's personal illness, injury, exposure to a contagious disease, a disability where the employee is unable to perform assigned duties, or appointments with health care providers.

2. The illness, injury, appointments with health care providers, or death of a member of the employee's family.

(c) Notice of absence due to illness, injury, disability, or exposure to a contagious disease, shall be given on the first day of absence.

(d) All unused sick leave accrued in another SUS or State plan for which payment has not been received shall transfer provided no more than 31 days have elapsed between employment or if reemployed by the SUS within 100 days.

(e) An individual who resigns from a governmental entity within Florida and is employed in the USPS within 31 calendar days, may transfer up to 480 hours of accrued unused sick leave. Such leave shall be transferred as follows: 80 hours upon date of hire and 80 hours upon the completion of each succeeding year. Accrued sick leave from a governmental entity for Faculty and A&P shall transfer as provided in reciprocal agreements with other governmental entities.

(f) Upon separation, an employee with 10 or more years of service shall be paid for one-eighth of all unused sick leave accrued prior to October 1, 1973, and for one-fourth of unused sick leave up to a total of 480 hours accrued after October 1, 1973, in accordance with Section 110.121, F.S. Upon reemployment by the SUS within 100 days or upon recall by the University within one year, all unpaid sick leave shall be restored and any sick leave paid at time of separation shall be restored upon repayment. An employee with less than 10 years of service shall not be paid for any unused sick leave and such leave shall be forfeited unless reemployed by the SUS within 100 days or recalled by the University within one year.

(10) Annual leave for full-time employees shall be as follows with proportionate accrual for less than full-time. An academic year (39 weeks) employee, a Developmental Research School employee, and an employee appointed for less than 9 months shall not accrue annual leave. Hours of accrual for USPS is based on years of creditable service and such service shall be awarded as one month of service credit for each calendar month that the employee is on the salaried (non-OPS) payroll of a University or other State agency or during authorized unpaid leave.

Hours Accrued During	Pay Period		Year End Maximums	Maximum Transferable	Maximum Payment
	Monthly	Biweekly			
Faculty	14.667	6.769	352	352	352
A & P	14.667	6.769	352	352	352
Ex. Service	20	9.195	480	480	480
USPS (Months of Service)					
0--6	8.667	4	240	240	0
7--60	8.667	4	240	240	240
61 to 120	10.833	5	240	240	240
Over 120	13	6	240	240	240

(a) Annual leave shall be accrued prior to use unless annual leave is advanced by the Chief Administrative Officer.

(b) Employees may accrue annual leave in excess of the year end maximum during a calendar year. Employees with accrued annual leave in excess of the year end maximum as of December 31, shall have any excess converted to post October 1, 1973 sick leave on an hour-for-hour basis on January 1 of each year. The employee may retain hours in excess of the year end maximum with the approval of the Chief Administrative Officer.

(c) The maximum annual leave, accrued in another SUS University or State plan for which payment has not been received, shall transfer provided no more than 31 days has elapsed between employment.

(d) An individual who resigns from a governmental entity within Florida and is employed in the USPS within 31 calendar days, may transfer up to 240 hours of accrued unused annual leave. Such leave shall be transferred as follows: 40 hours upon date of hire and 40 hours upon the completion of each succeeding year. Accrued annual leave from a governmental entity for Faculty and A&P shall transfer as provided in reciprocal agreements with other governmental entities.

(e) An employee who separates from employment shall be paid for all unused annual leave hours up to the year end maximum allowed for the pay plan. Upon reemployment by the SUS within 100 days or upon recall by the University within one year, all unpaid annual leave shall be restored and any annual leave paid at time of separation shall be restored upon repayment. Upon entering into the Deferred Retirement Optional Program (DROP), employees may elect to be paid up to the year end maximum of their unused annual leave.

(f) Upon transfer from an annual leave-accruing position to a non leave-accruing position, the employee shall be paid for unused annual leave, unless the employee elects to retain all unused annual leave, for up to two years.

(11) Compulsory leave provisions shall be consistent with the following.

(a) Medical certification by an approved health care provider may be required.

(b) Notice shall be provided to the employee identifying duration of the leave, the conditions for return to the position, and whether such leave shall count toward FMLA entitlements.

(c) The employee may be allowed to use paid leave during compulsory leave to continue the contributions to State benefits and other expenses.

(d) Unless agreed otherwise, an employee shall be employed in the same or similar status upon completion of the approved leave period and upon receipt of medical certification.

(e) Employees who fail to meet the conditions of the compulsory leave or who fail to obtain medical certification and are unable to perform duties may be offered part-time employment, placed on unpaid leave or have such leave extended, requested to resign, or be dismissed for inability to perform the duties of the position.

(12) Employees are provided with twelve workweeks of Family and Medical Leave within a 12-month period in compliance with the Family and Medical Leave Act (FMLA) of 1993 (Public Law 103-3) and the Final Regulations of the Family and Medical Leave Act of 1993 (29 CFR Part 825). The 12-month period is defined as the fiscal year (July 1 – June 30). All employees are eligible including OPS employees who have worked at least 12 months (these need not have been consecutive) and who have worked at least 1250 hours in the 12-months prior to the leave. Faculty, A&P, and USPS employees may use paid leave for an FMLA event and such shall be counted toward the entitlement.

(13) Employees shall be provided with up to six months unpaid parental leave during which time the employee may use paid leave when the employee becomes a biological or adoptive parent. Parental leave shall begin two weeks prior to the expected date of the child's arrival unless otherwise approved by the Chief Administrative Officer.

(14) Employees are provided paid administrative leave as follows and shall not cause the full-time employee to exceed 40 hours during the workweek. Administrative leave is not accrued.

(a) Administrative leave for jury duty shall not exceed the number of hours in the employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court. If the jury duty does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours served

on jury duty and such leave shall be granted on the next scheduled work shift. Any jury pay shall be retained by the employee.

(b) Administrative leave shall be provided to an employee summoned as a witness in a matter not involving personal interests. Administrative leave shall not be provided to an employee serving as an expert witness. Witness pay shall be retained by the employee.

(c) Administrative leave for athletic competition in Olympic events shall be provided in accordance with Section 110.118, F.S.

(d) Administrative leave up to two days shall be provided to a USPS employee upon the death of a family member.

(e) Administrative leave shall be provided for official emergency closing of University facilities. Special Compensatory leave shall be provided to USPS employees required to perform essential services during the emergency closing. Only employees scheduled to work during the time of the emergency closing shall be provided leave.

(f) The Chief Administrative Officer may provide administrative leave for Florida Disaster Volunteers in accordance with Section 110.120, F.S.

(g) The Chief Administrative Officer may grant up to two days of administrative leave for civil disorder or disaster for an employee who is a member of a volunteer emergency response team.

(h) The Chief Administrative Officer may provide administrative leave up to two hours for voting in public elections.

(i) The Chief Administrative Officer may place an employee under investigation on leave up to the length of the investigation.

(j) The Chief Administrative Officer may place an employee on administrative leave between the notice of reduction in pay, suspension, or dismissal and the effective date of such action.

(k) The Chief Administrative Officer may place an employee on administrative leave when the employee's presence in the workplace may result in damage to property, or injury to the employee or others.

(15) Military leave and reemployment rights shall be provided to Faculty, A&P, and USPS employees consistent with Federal and State laws.

(16) Workers' Compensation benefits for an injury compensable under the Florida Workers' Compensation Law shall be provided consistent with the following.

(a) An employee shall remain in full pay status for a period up to a maximum of forty (40) hours without being required to use accrued leave credits. If, during that period, the employee receives Workers' Compensation benefits then the employee shall reimburse the University the amount of the benefits. Such reimbursement shall not include payments for expenses related to medical, surgical, hospital, or nursing treatment or payments of disability losses.

(b) An employee may elect to use paid leave to supplement Workers' Compensation payments up to the employee's regular salary.

(c) The period of paid or unpaid job-related disability leave shall be in accordance with Chapter 440, F.S.

(d) An employee who was injured in the workplace, may be returned to alternate duty consistent with established University policies or procedures.

(e) If at the end of the leave period, an employee is unable to return from leave to work full-time and perform the duties of the position, the Chief Administrative Officer may offer the employee a part-time appointment, place the employee on unpaid leave or extend the leave status, request the employee's resignation, or terminate the employee from employment.

(17) All eligible Faculty and A&P employees are enrolled in the Optional Retirement Program (ORP) unless employees elect to participate in the Florida Retirement System. All other employees participate in the Florida Retirement System, except those who remain in the State and County Officers and Employees Retirement System or the Teachers Retirement System.

Specific Authority 240.209(1), (3)(f) FS. Law Implemented 110.117-110.122, 115.14, 216.011(1)(x), 240.209(1), (3)(f), 250.48, Chapters 121 and 440 FS. History-- New 1-24-96, Amended 8-17-99.

[Back to the Top](#)

6C-5.955 Separations From Employment and Layoff.

(1) Separations from employment shall be administered consistent with the following provisions.

(a) An employee who resigns from employment shall not have any rights of appeal.

(b) An employee who is absent without approved leave for three or more consecutive workdays shall be considered to have abandoned the position.

(c) The Chief Administrative Officer may dismiss an employee for just cause in accordance with University rules, policies or procedures.

(d) OPS and USPS employees without permanent status in any class may be separated from employment at any time without any requirements of notice or reason and without rights of appeal.

(e) Nontenured or nonpermanent Faculty and A&P whose appointments expire after receiving notice of nonrenewal or nonreappointment or whose appointment expires without the requirement of a written notice of nonreappointment may be separated without further notice.

(2) Layoff shall be administered consistent with the following provisions.

(a) Employees may be laid off at any time as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs, or functions; curtailment or abolishment of one or more programs or functions; shortage of work; or a material change of duties. The Chief Administrative Officer shall notify the appropriate employee organizations when layoffs are to take place.

(b) The layoff unit may be at an organizational level such as a campus, division, college, school, department, area, program, or other level of organization as the Chief Administrative Officer deems appropriate. In designating the makeup of the layoff unit, the Chief Administrative Officer may consider the special qualifications and relevant experience required for specific positions and exclude such positions from layoff. USPS time-limited positions shall be excluded from the layoff unit.

(c) A tenured Faculty or permanent status employee shall not be laid off if there are nontenured/nonpermanent status employees in comparable positions in the layoff unit. Those employees will be retained who, in the judgment of the Chief Administrative Officer, will best contribute to the mission and purpose of the University when taking into account the employee's length of continuous University service and other appropriate factors.

(d) The Chief Administrative Officer shall make a reasonable effort to locate appropriate alternative/equivalent employment for laid-off employees, first within the University and second within the SUS.

(e) The following employees do not have layoff rights.

1. A Faculty or A&P employee appointed for less than one academic year or appointed to a visiting appointment;
2. A Faculty or A&P employee appointed to a position funded from contracts and grants, auxiliaries or local funds;
3. A Faculty or A&P employee whose appointment expires after receiving timely notice of nonrenewal/nonreappointment;
4. A Faculty or A&P employee whose appointment expires without the requirement of a written notice of reappointment, including an employee serving on an appointment without a fixed term or an employee on a multi-year contract;
5. A USPS employee without permanent status in any class;
6. A USPS employee appointed to a contract and grant, auxiliary or local funds position which has been designated time-limited.
7. An OPS employee.

(f) Within the layoff unit, USPS employees with permanent status in the affected class shall be ranked on a layoff list based on retention points derived from length of service and evaluations. Employees who work less than full-time shall have their retention points determined in proportion to the time worked. Layoff rights extend only to employees who meet the specific qualifications and equivalent FTE of the position regardless of their placement on the layoff list. Retention points shall be computed as follows:

1. One point for each month of continuous employment in the USPS including service in the Career Service if employed in the SUS on or before June 30, 1986.
2. One point for each month of service meeting performance standards and two points for each month of service with exemplary performance.

3. The period of leave for active military service in accordance with Chapter 115, F.S., shall count as continuous employment and shall be considered to be at the same level of performance as last evaluated.

4. Any period of service prior to July 1, 1996, not covered by an evaluation including periods of service during which no formal employee evaluation programs existed, shall be computed as meeting performance standards. After July 1, 1996, performance will be computed as previously evaluated in the absence of a current evaluation.

5. No retention points shall be granted for a month in which the employee was not on the payroll.

6. After totaling the retention points, layoff shall be in order, beginning with the employee with the fewest points.

7. When two or more employees have the same total retention points, preference for retention shall follow the order of the longest University service in the class, the longest SUS service, Veterans' preference, and as determined by the Chief Administrative Officer.

(g) Employees are to be informed of layoff as soon as practicable. Where circumstances permit, all employees are to be provided at least 30 calendar days notice. However, a USPS employee with permanent status shall be given no less than 14 calendar days notice of layoff or in lieu thereof, two weeks pay at the employee's current regular hourly rate, or a combination of notice and pay. A notice of layoff shall be sent to the employee by certified mail, return receipt requested, or delivered in person to the employee.

(h) Within seven calendar days after receiving the notice, the USPS employee shall have the right to request a change in assignment or, if not available or the employee's preference, a demotion in lieu of layoff to a position in a class in which the employee held permanent status, or to a position in a class in which the employee has not held permanent status if the employee has previously held permanent status in a higher or equal level class within the series. Appointment to positions in lieu of layoff is conditioned on the employee meeting the specific qualifications for the position.

(i) Employees with layoff rights who are laid off shall have recall rights at the University from which laid off as follows.

1. Faculty and A&P employees have recall rights for one year following layoff. Employees shall be offered reemployment/recall rights in the same or similar position for which they meet the special qualifications and relevant experience. (For out-of-unit faculty and out-of-unit A&P employees at the New College of the

University of South Florida, the offer of reemployment shall be limited to the same or similar position at the New College.)

2. USPS employees have recall rights for one year following layoff. When a vacancy occurs or a new position is established in the same class within the same layoff unit from which the employee was laid off, the employee with the highest number of retention points and who meets the specific qualifications for the position, shall be offered reemployment.

3. Reemployment offers shall be made to USPS employees laid off in the order of their total retention points. Reemployment of such employees may be with permanent status in that class at the discretion of the Chief Administrative Officer.

4. An employee who refuses offer of reemployment shall forfeit further recall rights.

Specific Authority 240.209(1), (3)(f) FS. Law Implemented 240.209(1), (3)(f), 240.227(1), (5), and (19), 447.209 FS. History--New 1-24-96, Amended 8-17-99.

[Back to the Top](#)