

A/P CONTRACT CHANGES 2018-2021

Executive Summary

- Wage increase will be 2% to base salary and a one-time payment of \$500 in Year 1, a 2% increase to base salary in Year 2, and a 2% increase to base salary in Year 3. Revenue-Sharing Compensation Plan has been continued from the last contract.
- A/P positions were moved to career level banding structure from a pure market range structure in October 2017. Articles related to bumping and pay were therefore updated to reflect this change.
- Language related to temporary assignments was updated to reflect discretion in the percentage of additional pay provided. Previous contract required payment of 10% additional salary no matter what the additional responsibilities were. We now have discretion to pay between 5% and 10%.
- Other language changes relate to clarifications, updates to reflect current policies and/or current practices, and revisions to align more closely with other staff collective bargaining agreements when appropriate.

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ARTICLE	SUBJECT	CHANGE
1 – General Provisions	1.11 Non-Discrimination	Modified language to replicate the NMU Non-Discrimination policy revised since the last contract.
	1.12 Employment of Relatives	Added the definition of immediate family for clarification.
	1.13 Personnel Files	Clarified that personnel files can be accessed electronically or through an appointment with Human Resources.
3 – Union Membership, Fees, and Payroll Deductions	3.3	Added language to clarify that the Union or the employee can submit the Dues Decision Form to the Payroll department. This reflects current practice.
	Dues Authorization Form	Added the Union Dues Decision Form directly into the contract to replicate other staff CBAs.
5 – Union Representation	5.1 Representation	Added language that Union stewards are not able to investigate and present his/her own personal grievance.
6 – Grievance Procedure	6.4	Added language that requires the Union to provide a copy of the grievance form to Human Resources when provided to a manager.
	6.7 Binding Arbitration	Clarified that the Head of Human Resources or designee must be provided written notice when the Union submits a grievance to binding arbitration (rather than just notice to the “University”).
7 – Reduction of Work Force – Layoff/Recall	7.4 Bumping Procedures	Revised the layoff and order of bumping language based on the A/P position classification system implemented in October of 2017. Bumping now based on examining positions in the same level and then lower level career bands.

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10 – Promotions, Transfers, and Reorganizations	10.8 Temporary Assignment	Changed the additional pay received for temporary assignments from a set 10% addition to a discretionary “5% to 10%” additional pay for the duration of the temporary assignment.
11 – Position Description and Pay Decisions	11.1 Position Classification Committee	Defined the Position Classification Committee – membership, function, limitations
	11.3 Pay Definitions	Clarified definition of position match and process of matching positions to comparable positions using external salary survey data.
	11.4 Pay Decisions	Revised language as a result of the new A/P position classification structure. Pay increases are based on movement within a career band or movement to a higher level career band, as well as market range, for the position.
13 – Workday and Workweek/Overtime Pay	13.3 Exemption Status and Overtime	Added language that employees will be notified of their Exempt/ Non-Exempt status if it changes.
	13.3.5 Exemption Status and Overtime	Clarified the compensatory time carryover/payout process during a transfer to another department.
14 – Consulting, Outside Employment, and Conflict of Interest	14.2 Consulting Activities and Outside Employment	Added that employees may not use University resources to engage in consulting activities or outside employment.
16 – Leaves	16.2.4 Family and Medical Leave Act (FMLA) Leave	Clarified FMLA language and added that FMLA runs concurrently with other forms of paid leave.
	16.2.5 Seasonal Leave	Removed. Seasonal leaves are no longer relevant.

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ARTICLE	SUBJECT	CHANGE
17 – Benefits	17.3 Short-Term Disability 17.10 Retirement 17.12 Bookstore Discount	Clarified short-term disability language. Changed TIAA-CREF to TIAA. Revised language regarding employee discounts to align with Barnes & Noble bookstore contract.
19 – Wages	19.1 Wages 19.1.4 Revenue-Sharing Compensation Plan	Year 1: 2018-2019 – 2% increase to base wages + \$500 one-time payment Year 2: 2019-2020 – 2% increase to base wages Year 3: 2020-2021 – 2% increase to base wages Continued the Revenue-Sharing Compensation Plan of a cash bonus equal to one-half of one percent (0.50%) of base salary to be paid to each eligible employee for each one percent (1%) increase in enrollment. This cash bonus will be paid, if applicable, for FY19, FY20, FY21.
30 – Termination or Modification		Updated the dates for the term of this agreement to October 1, 2018 – September 30, 2021.
Memorandum of Understanding (MOU)	Regarding Article 11 – Position Classification Committee and update pay structure	Removed. The A/P position classification project was completed and implemented in October 2017.
Letter of Agreement (LOA)	Salary Range for Business Community Support Coordinator	Added. LOA allows the Business Community Support Coordinator position in the Broadcast and Audio-Visual Services department to be less than the career level salary band because the compensation package includes a sales commission.