

# Table of Contents

	PAGE
Article 1	AGREEMENT ..... 1
Article 2	INTENT AND PURPOSE ..... 1
Article 3	RECOGNITION ..... 1
Article 4	NON-DISCRIMINATION ..... 3
Article 5	UNION SECURITY ..... 3
Article 6	CHECKOFF ..... 5
Article 7	UNION LEAVE ..... 6
Article 8	UNION RIGHT TO INFORMATION ..... 7
Article 9	BULLETIN BOARD AND MEETING SPACE ..... 7
Article 10	WAGES AND CLASSIFICATIONS ..... 8
Article 11	UNIVERSITY BENEFITS, PROGRAMS AND POLICIES ..... 16
Article 12	WORKERS' COMPENSATION ..... 18
Article 13	MANAGEMENT BY THE UNIVERSITY ..... 18
Article 14	TRANSFER ..... 18
Article 15	HOURS AND OVERTIME ..... 19
Article 16	PROBATIONARY PERIOD ..... 23
Article 17	LAYOFF AND RECALL ..... 24
Article 18	REST PERIODS ..... 26
Article 19	CLOTHING AND EQUIPMENT/ ID ..... 26
Article 20	DISCIPLINE AND DISCHARGE ..... 27
Article 21	RULES AND REGULATIONS ..... 29
Article 22	JOB POSTING ..... 29
Article 23	EDUCATIONAL LEAVE AND TRAINING ..... 31
Article 24	SENIORITY ..... 31
Article 25	PAID TIME OFF ..... 32
Article 26	LEAVES OF ABSENCE ..... 36
Article 27	HOLIDAYS ..... 38
Article 28	GRIEVANCES ..... 39
Article 29	LABOR-MANAGEMENT MEETINGS ..... 41
Article 30	SAFETY AND HEALTH COMMITTEE ..... 42
Article 31	CONTRACTOR & SUBCONTRACTING ..... 43
Article 32	CORRECTION OF PAYCHECK ERRORS ..... 43
Article 33	EXTREME WEATHER ..... 44
Article 34	ESSENTIAL SERVICES (NON-WEATHER) ..... 48
Article 35	CAMPUS DINING EMPLOYEES ..... 49
Article 36	NO STRIKE, NO LOCKOUT ..... 50
Article 37	NEGOTIATIONS ..... 51
Article 38	TRANSLATION ..... 51
Article 39	TERM AND TERMINATION ..... 51
Appendix A	..... 53
Appendix B	..... 54



Article 1

**AGREEMENT**

THIS AGREEMENT made and entered into on July 1, 2024, by and between: THE TRUSTEES OF PRINCETON UNIVERSITY, a corporation of the State of New Jersey, having its principal office in the Borough of Princeton, in the County of Mercer, and the State of New Jersey (hereinafter referred to as the “University”) and SERVICE EMPLOYEES’ INTERNATIONAL UNION, LOCAL 175, AFFILIATED WITH THE AFL-CIO (hereinafter referred to as the “Union”).

Article 2

**INTENT AND PURPOSE**

It is the intent and purpose of the University and the Union, through the provisions of this Agreement, to foster and maintain a harmonious relationship between the University and those of its employees who now are, or shall become, members of the Union with respect to compensation, hours of work, and conditions of employment as herein provided.

Article 3

**RECOGNITION**

**Section 1.** The University, for the life of this Agreement, recognizes the Union as the Collective Bargaining Agent for those employees of the University in classifications listed below:

**ATHLETICS**

Athletics Facility Crewperson  
Lead Athletics Facility Crewperson

Lead Garde Manger  
Residential Food  
Service Worker  
Retail Food

**CAMPUS DINING**

Baker  
Baker’s Assistant  
Catering Cook  
Commissary Driver  
Commissary Expeditor Retail

Service Worker  
Senior Baker  
Catering Cook  
Senior Food Service Storekeeper  
Senior Food Service Worker  
Short Order Cook

Cook

Cook’s Assistant  
Food Service Worker  
Garde Manger (Catering)  
Kosher Cook  
Lead Kosher Cook

**FACILITIES**

*(Building Services)*  
Building Custodian<sup>1</sup>  
Custodian  
Custodian Floater

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<sup>1</sup> The Building Custodian position shall terminate from a position in the bargaining unit once employees employed as of June 30, 2024 separate from the University.

Custodian Lead  
Lead Building Custodian<sup>2</sup>  
Lead Mover  
Lead Sanitation Equipment Operator  
Mover  
Sanitation Equipment Operator  
Sanitation Worker  
Senior Storage Facility Operator  
Sexton  
Storage Facility Operator  
    Logistics Worker  
Surplus Coordinator  
Warehouse Attendant I  
Warehouse Attendant II

*(Grounds)*

Arborist I  
Arborist II  
Landscape I  
Landscape II  
Landscape III  
Landscape IV

*(Maintenance)*

HVAC Shop:  
HVAC Helper  
HVAC Mechanic  
HVAC Mechanic Apprentice  
HVAC Worker  
Lead HVAC Mechanic

*Plumbing Shop:*

Lead Plumber  
Plumber  
Plumber Apprentice  
Plumber Helper  
Plumber Worker

*Roof/Tin Shop:*

Lead Roofer Tinner  
Roofer/Tinner  
Roofer/Tinner Apprentice  
Roofer/Tinner Helper  
Roofer/Tinner Worker

*(Site Protection)*

Lock Shop:  
Locksmith  
Locksmith Helper  
Locksmith Worker

**MAIL SERVICES**

Lead Mail Specialist  
Lead Mail Carrier  
Mail Carrier  
Mail and Package Processor  
Mail Specialist

**PPPL**

PPPL Custodian  
PPPL Lead Custodian

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<sup>2</sup> The Lead Building Custodian position shall terminate from a position in the bargaining unit once employees employed as of June 30, 2024 separate from the University.

**Section 2.** In the event new titles are created in the bargaining unit during the term of the contract, they shall be included in the bargaining unit, and the University and the Union shall meet to negotiate the appropriate language and/or rate of pay.

Article 4

#### **NON-DISCRIMINATION**

Neither party to this agreement shall discriminate against any employee or applicant on the basis of sex, racial or ethnic background, age, religion, marital status, political views, sexual orientation or affectation, veteran status, or disability unrelated to job requirements. Complaints of such discrimination may be pursued in accordance with the appropriate grievance, mediation, or arbitration process as discussed and agreed upon between the parties. The Union President or Executive Board shall be informed of any complaints of discrimination against any member of the bargaining unit.

Article 5

#### **UNION SECURITY**

**Section 1A.** All regular employees (a regular employee being an employee filling a budgeted vacancy whose normal work schedule is half of full-time or more and is employed a minimum of eleven (11) pay periods per year with no limit placed on the term of employment) shall become members of the Union no later than the thirty-first (31st) business day following the beginning of such employment and thereafter maintain their membership in the Union in good standing as a condition of continued employment.

**Section 1B.** Casual and term employees, who have worked any thirty (30) business days in an SEIU local 175 represented bargaining unit position, shall become members of the Union with limited contract rights and thereafter maintain their membership in good standing as a condition of continued employment. Dues for this group of employees will be equal to the dues paid by regular employees. This will not apply to retirees working as card checkers.

**Section 2.** Casual employees, term employees, and temporary agency workers will be employed using the following guidelines:

**Section 2A.** Qualified regular employees in the same work unit are eligible and should be given the opportunity to fill temporary assignments before the department extends an offer to casual employees, term employees, or temporary agency workers, providing the temporary assignment does not require the employee to substitute for regular hours. If a regular employee has specialized skills, the department may choose to transfer that employee to fill the temporary position.

**Section 2B.** Casual employees will be defined as those hired to work for a short term, usually less than five (5) months and less than 1000 hours in a year, to fill positions available due to absence or vacancy in budgeted positions. Casual workers working in bargaining unit positions will be paid at least the minimum pay rate specified for the position unless part of a special program (i.e., Summer Specials, Reunions) during which the employee will be paid the appropriate program rate. Casual employees, who have worked any thirty (30) business days in an SEIU local 175 represented bargaining unit position, will begin to pay Union dues equal to the current rate for regular bargaining unit employees. The initiation fee will be waived until hired as a regular employee. Dues collection will be handled by the SEIU with customary support from the Office of Human Resources.

While maintaining the University status of casual employees, dues-paying casual employees will have limited Union representation (up to the second step of the grievance procedure) and uniforms according to departmental policy.

**Section 2C.** Term employees will be defined as positions where the work is usually needed for a minimum of five (5) months, but normally not to exceed one (1) year. Term employees working in bargaining unit positions will be paid at least the minimum pay rate specified for the position unless part of a special program (i.e., Summer Specials, Reunions) during which the employee will be paid the appropriate program rate. Term employees who have worked any thirty (30) business days in an SEIU local 175 represented bargaining unit position will begin to pay Union dues equal the current rate for regular bargaining unit employees. The initiation fee will be waived until hired as a regular employee. Dues collection will be handled by the SEIU with customary support from the Office of Human Resources.

While maintaining the University status of term employees, dues-paying term employees will have the same Union representation rights as regular employees who are members of the bargaining unit.

**Section 2D.** Temporary agency workers will be defined as workers employed by a temporary agency and referred to the University by the temporary agency to fill positions available due to absence or vacancy in budgeted positions.

Temporary agency workers are not automatically considered essential employees, but may be deemed essential for a specific event (e.g., weather or non-weather) if the University needs more than regular employees to perform work. Temporary agency workers shall be offered overtime only after regular employees are offered the overtime first.

**Section 2E.** Departments with SEIU members that hire University casual employees, term employees, or temporary agency workers will notify the Union in writing after approximately thirty (30) business days if the department will extend the employment beyond thirty (30) business days.

**Section 3.** All employees covered by the Agreement who are members of the Union, and all employees covered by the Agreement who subsequently join the Union, shall maintain their membership in good standing as a condition of continued employment during the term of this Agreement.

**Section 4.** Management personnel who enter into a bargaining unit position after July 1, 1983 shall become a member of the Union within thirty-one (31) business days.

## ARTICLE 6

### CHECKOFF

**Section 1A.** The University agrees to deduct monthly Union membership dues from the pay of those employees who individually request in writing that such deductions be made. The Union shall provide written authorization to the Office of Human Resources. Amounts to be deducted shall be certified to the University in writing by the Union and the aggregate deductions from all employees shall be remitted to Local 175 together with a list of names of all employees for whom the deductions were made on or about the 15th day of the succeeding month after such deductions are made.

**Section 1B.** If a Union member authorizes a COPE contribution deduction, the University agrees to add the amount to the monthly dues deduction. COPE amounts authorized by a member are restricted to even dollar amounts and can be changed only once in a fiscal year. Any such amounts will be remitted as noted in Section 1A and are subject to the agreement in Section 3.

**Section 2.** Twice per contract year, the Union may change the amount of the monthly Union membership dues deducted from bargaining unit members' pay. The Union shall provide advance written notice to the Office of Human Resources and the Payroll Department.

**Section 3.** The Union agrees to indemnify and hold the University harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, action taken, or not taken by the University in compliance with the provisions of this article in reliance upon dues deduction and COPE deduction authorizations which have been furnished it.

**Section 4.** As applicable, the Union will be given an opportunity to speak with new employees to facilitate dues authorization.

**UNION LEAVE**

**Section 1.** The University, upon ten (10) working days' notice, shall permit two (2) paid work days per year, and a reasonable number of work days without pay, during the duration of this Agreement to be utilized by the Union officers and delegates (e.g. steward) for conventions, seminars, and other similar Union sponsored activity such as steward trainings. Such leaves will be approved providing there is no undue interference with the work requirements of the working unit.

**Section 2.** If a shop steward responds to a call from a bargaining unit member, the supervisor of the unit should give reasonable access to the employee or employees who may help to inform about or resolve an issue. The Union will be considerate of operational needs.

**Section 3.** The Union shall provide the Labor Relations Manager with a list of stewards on January 30th of each year. The list shall designate each steward's department. The Union can modify the list as needed at any time, and shall notify the Labor Relations Manager of any updates.

**Section 4.** A Union officer shall not spend more than six (6) hours per week (which time cannot be banked or carried forward) on Union business during work hours, unless the officer's supervisor provides permission for additional hours. "Union business" shall be defined as any time that a Union officer is not performing their University job and is acting in their Union role. Union officers shall make requests to their supervisor to utilize any work hours for Union business in advance, which requests can be denied for operational reasons or denied if the Union officer exceeded their allotted time for the week. Union officers are responsible for tracking their time spent on Union business during work hours each week in writing, and may be required to provide their time to their supervisor upon request. Certain meetings shall be excluded from the six (6) hour limitation and agreed upon by the parties in September of each year, but in no event shall officers exceed ten (10) hours per week on Union business during work hours without supervisory approval.

**Section 5.** Unless management seeks to invite all Union officers or a specific subset of Union officers, Union representation and management representation (excluding Human Resources representation and excluding an interpreter) shall be limited to one (1) management representative and one (1) Union representative of each party's choice in the following meetings:

- a. Investigative meetings where a Union member has been provided with Union representation

- b. Meetings where discipline is issued to a Union member
- c. Step one grievance meetings

ARTICLE 8

**UNION RIGHT TO INFORMATION**

**Section 1.** The University shall provide to the Union, upon written request, any information which is legally required for the Union to function as a collective bargaining representative of employees covered by this agreement.

**Section 2.** The University will provide the following reports to the Union President: departmental Uniform/Clothing Policy (annually), departmental essential employee lists (annually), SEIU staff changes (monthly), USEIU Union dues report (monthly), departmental seniority lists (quarterly), status of casual employees (monthly), job description changes (as applicable), all grievance procedure responses (each case), SEIU job postings (weekly), SEIU new-hire list (weekly), and SEIU membership report, which shall note employees on leave (monthly). Reports shall be sent to: The SEIU Union President and seiulocal175@princeton.edu via electronic mail unless otherwise requested. Additionally, the following reports shall also be sent to the Union Treasurer via electronic mail unless otherwise requested: USEIU Union dues report (monthly), SEIU membership report (monthly), SEIU new-hire list (weekly).

**Section 3.** An employee shall be allowed to review the employee's University personnel file, which is maintained by the Office of Human Resources, and the employee's departmental file in accordance with University and departmental procedure for such review. An employee, upon written request, may receive a copy of any item in the employee's file. An employee may comment on any evaluation or disciplinary material which appears in the employee's file, and such written comment shall be attached or otherwise referenced to the specific item. The Union may initiate discussion on any item in an employee's file and make a formal request that it be removed.

ARTICLE 9

**BULLETIN BOARD AND MEETING SPACE**

The University shall allow the Union to post official Union notices on bulletin boards in designated work areas mutually agreed upon by the Union and the University. These areas of bulletin boards agreed to shall be used and maintained by the local Union. Official Union notices shall include notices of meetings, elections, seminars, program information, training programs, and Union activities. Typically, the general membership meeting is held on the second Wednesday of each month at 4:30 p.m.

The University shall provide a listserv to be managed by the Union in accordance with University policy, including but not limited to the University's Office of Information Technology's Acceptable Use Policy, <https://itpolicy.princeton.edu>. The Union's email address is [seiulocal175@princeton.edu](mailto:seiulocal175@princeton.edu).

Subject to availability, Union representatives shall have access to a meeting area to meet with members of the bargaining unit, as required to enable them to ensure that this Agreement is being properly administered. A Union representative will obtain prior permission for such access, and for the timing and location of the meeting, in coordination with the Office of Human Resources or relevant department where the meeting will be held. The Union shall be responsible for any fees associated with utilization of the meeting space, with the exception of a contract ratification meeting, in which the University shall cover any fees for meeting space.

#### ARTICLE 10

### **WAGES AND CLASSIFICATIONS**

**Section 1A.** Effective retroactive to July 1, 2024 (or the date University biweekly increases are generally effective), bargaining unit members will receive a merit increase based on individual job performance reviewed from January 1, 2023 through December 31, 2023. The merit increase pool will be 4.2%.

Effective July 1, 2025 (or the date University biweekly increases are generally effective), bargaining unit members will receive a merit increase based on individual job performance reviewed from January 1, 2024 through December 31, 2024. The merit increase pool will be 3.0%, or the same percentage as the University merit pool, whichever is greater.

Effective July 1, 2026 (or the date University biweekly increases are generally effective), bargaining unit members will receive a merit increase based on individual job performance reviewed from January 1, 2025 through December 31, 2025. The merit increase pool will be 3.0% or the same percentage as the University merit pool, whichever is greater.

Effective July 1, 2027 (or the date University biweekly increases are generally effective), bargaining unit members will receive a merit increase based on individual job performance reviewed from January 1, 2026 through December 31, 2026. The merit increase pool will be 2.8% or the same percentage as the University merit pool, whichever is greater.

Effective July 1, 2028 (or the date University biweekly increases are generally effective), bargaining unit members will receive a merit increase based on individual job performance reviewed from January 1, 2027 through December 31, 2027. The

merit increase pool will be 2.8% or the same percentage as the University merit pool, whichever is greater.

**Section 1B.** Each employee will receive performance feedback from their immediate supervisor throughout the calendar year, in a private setting in which feedback will remain confidential except as needed to perform managerial functions; and along with the regular feedback, the appraisal process will include one formal interim appraisal during the review period which indicates how the year is going and discusses where the employee is in meeting the goals, and one formal summary performance appraisal which reviews the entire year and sets goals for the coming year. At each formal review the supervisor should provide the employee with a copy of the last review and a copy of goals/expectations/standards. SEIU employees will receive the interim appraisal by August 15th, and the final appraisal will be given by March 15th. Attendance will still be recorded until the end of the calendar year and may still affect the final appraisal rating. There should be at least four months between the interim appraisal and the final summary performance appraisal. Both meetings should be conducted according to University guidelines and should be documented based on the Labor-Management Committee guidelines. Any need for extending the agreed upon appraisal periods must be discussed and agreed upon within the Labor-Management Committee. No extension should go beyond 30 days after the agreed upon deadlines referred to in this paragraph.

To facilitate feedback discussions employees and supervisors should agree on goals and standards by which performance will be measured. Goals and standards should include acceptable professional behaviors as well as tasks. Changes in individual goals and standards must be discussed by the supervisor and employee. Any need for major changes in departmental or unit goals will be discussed with the Union prior to implementation.

Feedback meetings are between the supervisor and employee. The interim and final appraisals should be scheduled with reasonable notice to the employee. If, after the appraisal discussion, an employee has fundamental concerns about the appraisal, the employee may request a management review by the supervisor's manager. Prior to the review, the employee may also discuss the concerns with a Union representative who may request attendance at the review meeting. Performance appraisal decisions and ratings are not subject to the grievance procedure, however instances where the supervisor has not followed the procedure set forth above may be grieved. The parties agree that displeasure or dissatisfaction with the rating shall not be grieved.

Alleged failure to follow policy guidelines and process can be grieved beginning at the second step. The Labor-Management Committee will be responsible for reviewing the appraisal process each year and will make recommendations to University management to address any issues.

**Section 2A.** The wage range shall shift by 2% retroactive to July 1, 2024. Wage ranges shall increase by 2% on July 1, 2025, July 1, 2026, July 1, 2027, and July 1, 2028 and the new wage ranges shall be provided to the Union President each year.

**Section 2B.** Bargaining unit members with prior experience in a position may be hired above the minimum rate of the wage range.

Effective retroactive to August 1, 2024, the minimum pay rate shall be \$21.72 per hour. All job titles that have a starting rate of less than \$21.72 per hour, shall be increased to a minimum starting rate of \$21.72 per hour. Existing bargaining unit members on payroll on February 29, 2024, and who currently have a salary below \$21.72 per hour, shall have their pay rates increased to \$21.72 per hour plus a one-time 0.50% increase.

Effective retroactive to August 1, 2024, all starting salaries shall be adjusted so that the differences in pay between the minimum pay rates of each job title are maintained with the minimum increase to \$21.72 per hour. Salary midpoints and maximums shall also be adjusted to correspond with the \$21.72 per hour rate and keep the same differences in pay between midpoints and maximums. Existing bargaining unit members on payroll on February 29, 2024, whose pay rates fall below the new rate for their job title, shall have their pay rates increased to the new minimum for their job title plus a one-time 0.50% increase.

Effective retroactive to August 1, 2024, any bargaining member whose salary is within 10% of the new minimum for their job title, shall receive a one-time 1% compression increase.

Effective retroactive to August 1, 2024, any bargaining member who did not receive a minimum rate increase or compression increase and has fifteen (15) or more years of service, shall receive a one-time 1% increase.

Effective retroactive to August 1, 2024, the following is the salary range for each bargaining unit position:

<b>Title</b>	<b>Sal Plan /Grade</b>	<b>Min</b>	<b>Annual</b>	<b>Mid</b>	<b>Annual</b>	<b>Max</b>	<b>Annual</b>
<b>Athletics</b>							
Athletics Facility Crewperson	MSU331	\$27.15	\$56,472.00	\$31.25	\$65,000.00	\$35.35	\$73,528.00
Lead Athletics Facility Crew-person	MSU333	\$28.51	\$59,300.80	\$33.16	\$68,972.80	\$37.81	\$78,644.80
<b>Campus Dining</b>							
Baker	MSU060	\$22.80	\$47,424.00	\$26.27	\$54,641.60	\$29.74	\$61,859.20
Baker's Assistant	MSU040	\$22.16	\$46,092.80	\$24.48	\$50,908.00	\$26.79	\$55,723.20
Catering Cook	MSU067	\$23.40	\$48,672.00	\$26.95	\$56,045.60	\$30.49	\$63,419.20
Commissary Driver	MSU050	\$23.30	\$48,464.00	\$25.97	\$54,007.20	\$28.63	\$59,550.40
Commissary Expeditior Retail	MSU051	\$24.45	\$50,856.00	\$27.25	\$56,680.00	\$30.05	\$62,504.00
Cook	MSU061	\$23.30	\$48,464.00	\$26.83	\$55,796.00	\$30.35	\$63,128.00
Cook's Assistant	MSU040	\$22.16	\$46,092.80	\$24.48	\$50,908.00	\$26.79	\$55,723.20
Food Service Worker	MSU010	\$21.72	\$45,177.60	\$22.59	\$46,987.20	\$23.46	\$48,796.80
Garde Manger (Catering)	MSU040	\$22.16	\$46,092.80	\$24.48	\$50,908.00	\$26.79	\$55,723.20
Kosher Cook	MSU080	\$25.24	\$52,499.20	\$29.06	\$60,434.40	\$32.87	\$68,369.60
Lead Kosher Cook	MSU100	\$28.07	\$58,385.60	\$32.32	\$67,215.20	\$36.56	\$76,044.80
Lead Garde Manger	MSU100	\$28.07	\$58,385.60	\$32.32	\$67,215.20	\$36.56	\$76,044.80
Residential Food Service Worker	MSU041	\$22.16	\$46,092.80	\$24.99	\$51,979.20	\$27.82	\$57,865.60
Retail Food Service Worker	MSU041	\$22.16	\$46,092.80	\$24.99	\$51,979.20	\$27.82	\$57,865.60

Senior Baker	MSU100	\$28.07	\$58,385.60	\$32.32	\$67,215.20	\$36.56	\$76,044.80
Senior Catering Cook	MSU090	\$25.44	\$52,915.20	\$29.29	\$60,923.20	\$33.14	\$68,931.20
Senior Food Service Store-keeper	MSU050	\$23.30	\$48,464.00	\$25.97	\$54,007.20	\$28.63	\$59,550.40
Storekeeper	MSU030	\$22.53	\$46,862.40	\$24.23	\$50,398.40	\$25.93	\$53,934.40
Senior Food Service Worker	MSU040	\$22.16	\$46,092.80	\$24.48	\$50,908.00	\$26.79	\$55,723.20
Short Order Cook	MSU045	\$22.53	\$46,862.40	\$25.70	\$53,445.60	\$28.86	\$60,028.80
<b>Facilities</b>							
Building Custodian	MSU230	\$22.19	\$46,155.20	\$25.55	\$53,133.60	\$28.90	\$60,112.00
Custodian	MSU200	\$21.72	\$45,177.60	\$23.75	\$49,400.00	\$25.78	\$53,622.40
Custodial Floater	MSU200	\$21.72	\$45,177.60	\$23.75	\$49,400.00	\$25.78	\$53,622.40
Custodian Lead	MSU210	\$24.99	\$51,979.20	\$26.27	\$54,631.20	\$27.54	\$57,283.20
Lead Building Custodian	MSU280	\$24.99	\$51,979.20	\$26.27	\$54,631.20	\$27.54	\$57,283.20
Lead Mover	MSU340	\$26.70	\$55,536.00	\$31.49	\$65,488.80	\$36.27	\$75,441.60
Lead Sanitation Equipment Operator	MSU361	\$27.52	\$57,241.60	\$32.01	\$66,570.40	\$36.49	\$75,899.20
Mover	MSU315	\$25.45	\$52,936.00	\$29.30	\$60,944.00	\$33.15	\$68,952.00
Sanitation Equipment Operator	MSU360	\$26.47	\$55,057.60	\$30.48	\$63,398.40	\$34.49	\$71,739.20
Sanitation Worker	MSU310	\$25.15	\$52,312.00	\$28.97	\$60,257.60	\$32.79	\$68,203.20
Senior Storage Facilities Operator	MSU300	\$23.32	\$48,505.60	\$26.71	\$55,556.80	\$30.10	\$62,608.00
Sexton	MSU240	\$22.75	\$47,320.00	\$26.21	\$54,516.80	\$29.67	\$61,713.60
Storage Facility Operator	MSU215	\$22.80	\$47,424.00	\$26.27	\$54,641.60	\$29.74	\$61,859.20

Logistics Worker	MSU310	\$25.15	\$52,312.00	\$28.97	\$60,257.60	\$32.79	\$68,203.20
Surplus Coordinator	MSU340	\$26.70	\$55,536.00	\$31.49	\$65,488.80	\$36.27	\$75,441.60
Warehouse Attendant I	MSU205	\$21.72	\$45,177.60	\$24.38	\$50,700.00	\$27.03	\$56,222.40
Warehouse Attendant II	MSU372	\$30.82	\$64,105.60	\$35.49	\$73,808.80	\$40.15	\$83,512.00
Arborist I	MSU370	\$27.42	\$57,033.60	\$31.56	\$65,644.80	\$35.70	\$74,256.00
Arborist II	MSU371	\$32.16	\$66,892.80	\$37.05	\$77,053.60	\$41.93	\$87,214.40
Landscaper I	MSU015	\$21.72	\$45,177.60	\$23.66	\$49,202.40	\$25.59	\$53,227.20
Landscaper II	MSU016	\$23.08	\$48,006.40	\$25.48	\$52,998.40	\$28.85	\$60,008.00
Landscaper III	MSU017	\$24.56	\$51,084.80	\$27.96	\$58,146.40	\$31.35	\$65,208.00
Landscaper IV	MSU018	\$27.75	\$57,720.00	\$31.21	\$64,916.80	\$34.67	\$72,113.60
HVAC Helper	MSU310	\$25.15	\$52,312.00	\$28.97	\$60,257.60	\$32.79	\$68,203.20
HVAC Mechanic	MSU380	\$36.32	\$75,545.60	\$41.80	\$86,933.60	\$47.27	\$98,321.60
HVAC Mechanic Apprentice	MSU000	\$22.53	\$46,862.40	\$25.70	\$53,445.60	\$28.86	\$60,028.80
HVAC Worker	MSU372	\$30.82	\$64,105.60	\$35.49	\$73,808.80	\$40.15	\$83,512.00
Lead HVAC Mechanic	MSU390	\$37.39	\$77,771.20	\$43.15	\$89,752.00	\$48.91	\$101,732.80
Lead Plumber	MSU390	\$37.39	\$77,771.20	\$43.15	\$89,752.00	\$48.91	\$101,732.80
Plumber	MSU380	\$36.32	\$75,545.60	\$41.80	\$86,933.60	\$47.27	\$98,321.60
Plumber Apprentice	MSU000	\$22.53	\$46,862.40	\$25.70	\$53,445.60	\$28.86	\$60,028.80
Plumber Helper	MSU310	\$25.15	\$52,312.00	\$28.97	\$60,257.60	\$32.79	\$68,203.20
Plumber Worker	MSU372	\$30.82	\$64,105.60	\$35.49	\$73,808.80	\$40.15	\$83,512.00
Lead Roofer/Tinner	MSU390	\$37.39	\$77,771.20	\$43.15	\$89,752.00	\$48.91	\$101,732.80
Roofer/Tinner	MSU380	\$36.32	\$75,545.60	\$41.80	\$86,933.60	\$47.27	\$98,321.60

Roofer/Tinner Apprentice	MSU000	\$22.53	\$46,862.40	\$25.70	\$53,445.60	\$28.86	\$60,028.80
Roofer/Tinner Helper	MSU310	\$25.15	\$52,312.00	\$28.97	\$60,257.60	\$32.79	\$68,203.20
Roofer/Tinner Worker	MSU372	\$30.82	\$64,105.60	\$35.49	\$73,808.80	\$40.15	\$83,512.00
Locksmith	MSU380	\$36.32	\$75,545.60	\$41.80	\$86,933.60	\$47.27	\$98,321.60
Locksmith Helper	MSU310	\$25.15	\$52,312.00	\$28.97	\$60,257.60	\$32.79	\$68,203.20
Locksmith Worker	MSU372	\$30.82	\$64,105.60	\$35.49	\$73,808.80	\$40.15	\$83,512.00
<b>Print and Mail</b>							
Lead Mail Specialist	MSU263	\$23.98	\$49,878.40	\$27.83	\$57,876.00	\$31.67	\$65,873.60
Lead Mail Carrier	MSU265	\$24.27	\$50,481.60	\$28.23	\$58,718.40	\$32.19	\$66,955.20
Mail and Package Processor <sup>3</sup>	MSU265	\$31.25	\$65,000.00	\$33.65	\$69,992.00	\$36.00	\$74,880.00
Mail Carrier	MSU260	\$23.10	\$48,048.00	\$26.61	\$55,348.80	\$30.12	\$62,649.60
Mail Specialist	MSU262	\$23.71	\$49,316.80	\$27.44	\$57,064.80	\$31.16	\$64,812.80
<b>PPPL</b>							
PPPL Custodian		\$21.72	\$45,177.60	\$23.75	\$49,400.00	\$25.78	\$53,622.40
PPPL Lead Custodian		\$24.99	\$51,979.20	\$26.27	\$54,631.20	\$27.54	\$57,283.20

Wage ranges will increase by 2% in each of the first four (4) years (July 1, 2025, July 1, 2026, July 1, 2027 and July 1, 2028) of the contract. Current salary range tables are contained on the Human Resources website at <http://www.princeton.edu/hr/>.

<sup>3</sup> This position works twenty (20) hours per week and the rate is adjusted accordingly.

**Section 2C.** The following schedule applies to the Plumber, Roofer/Tinner and HVAC Apprentices. The apprentice's initial starting salary on the wage schedule will be based on demonstrated incoming skill set, validated theoretical knowledge (formal education, participation in related apprenticeship program) and direct related work experience.

	FY25	6 months	FY26	Complete Year 1	6 months	FY27	Complete Year 2
<b>Apprentice Years 1 &amp; 2</b>	Starting Base Salary	6% Increase Jan 2025	Eligible MIP Pool July 2025	6% Increase Sept 2025	6% Increase January 2026	Eligible MIP Pool July 2026	6% Increase Sept 2026

	6 months	FY28	Complete Year 3	6 months	FY29	Complete Year 4
<b>Apprentice Years 3 &amp; 4</b>	6% Increase Jan 2027	Eligible MIP Pool July 2027	6% Increase Sept 2027	6% Increase Jan 2028	Eligible MIP Pool July 2028	Increase to minimum journey rate Sept 2028

\* Progression in the above wage schedule is based on satisfactory completion of required coursework and on the job training.

\* The percentage increase to minimum journey rate will vary based on initial starting salary and MIP pool increases.

**Section 3.** If an employee is temporarily transferred to a higher classification within the bargaining unit for at least one (1) hour of work, the employee will receive the minimum rate of pay for that classification, unless the employee's regular rate of pay is higher than the rate of pay of the position to which the employee is temporarily transferred, in which case, the employee shall receive a differential of 5% while performing the higher classification of work.

**Section 4.** Bargaining unit members who are promoted shall receive an appropriate pay increase, as determined by the Office of Human Resources.

**Section 5.** Custodians performing housekeeping assignments at a private residence will be paid the minimum pay for the Building Custodian position or 12% above the employee's Custodian pay, whichever is greater

**Section 6.** Roofers/Tinners shall receive an hourly premium of

\$3.50 for work performed on roofs more than one hundred (100) feet tall, with a pitch of three (3) to twelve (12) or greater.

**Section 7.** Bargaining unit members shall be paid an hourly premium of \$2.50 for work performed more than forty-five (45) feet from the contrivance, such as ladders, aerial lifts, or scaffolding on the exterior of buildings.

**Section 8.** Bargaining unit members who start their shift after 11:00 p.m. and work through 12:00 a.m., shall receive a shift differential pay of \$1.00 per hour from their start time through the end of their shift.

Article 11

## **UNIVERSITY BENEFITS, PROGRAMS AND POLICIES**

**Section 1.** For the duration of this Agreement, the University shall continue to provide the benefits or equivalent benefits that are provided for in University policy (unless discontinued by University policy), which includes, but is not limited to the following University programs, plans or policies:

1. Staff Educational Assistance Plan
2. Children's Educational Assistance Plan (Tuition Grant Program)
3. College Coach Program
4. Medical, Prescription, Dental and Vision Care Plans
5. Teladoc Telemedicine (if enrolled in a Princeton Medical Plan)
6. Hinge Health Virtual Physical Therapy (if enrolled in a Princeton Medical Plan)
7. Princeton University Retirement Plan
8. Princeton University Retirement Savings Plan
9. Faculty and Staff Housing
10. Continuing Education Program
11. Short Term Disability Plan
12. Long Term Disability Plan
13. Workers Compensation
14. Basic Life Insurance and Accidental Death and Dismemberment Insurance
15. Supplemental, Spousal and Child Life Insurance
16. Business Travel Accident Insurance
17. Excused Paid Absences
18. Bereavement Leave
19. Paid Family Leave
20. Military Leave
21. Military Reserve Training
22. Tiger and Spot Award Program
23. Backup Care Program
24. Employee Assistance Plan (EAP)

25. Employee Child Care Assistance Program (ECCAP)
26. Flexible Spending Accounts/Health Savings Account
27. Group Long Term Care
28. Revise Your Ride Benefits Program
29. Pre-Tax Commuter Benefits Program (Transit, Parking)
30. Voluntary Benefits (Critical Illness, Accident, Hospital Indemnity and Legal Services Plan)
31. 2nd MD – Expert Medical Opinion
32. My Health Coach
33. Castlight
34. MSK Direct Cancer Support
35. Health Advocate
36. CAPTRUST
37. Adoption and Surrogacy Benefits
38. Discounted University gym membership
39. Discounted University summer recreation children’s day camp

For detailed information including, but not limited to eligibility, benefits and plan requirements, contact the Office of Human Resources or refer to the policy on the Human Resources website at [www.princeton.edu/hr](http://www.princeton.edu/hr). The “Temporary Disability Wait Week” in the 2013-2018 contract, was eliminated in 2018 negotiations. If a member utilizes bundled time while waiting for a decision on their disability leave request, and the request is subsequently granted, the member’s bundled time shall be reinstated and the time credited towards the disability leave so as long as this remains University practice. The University will follow Workers’ Compensation Leave & Benefits Policy 3.1.1 on the Human Resources website at [www.princeton.edu/hr](http://www.princeton.edu/hr).

**Section 2.** The University reserves the right to make changes to the benefits, programs, and policies referenced in this contract. However, before any changes in the above benefits are made, the University shall notify and meet with the Union to discuss such changes. If the Union feels the change(s) violate local, state, or federal law, it may initiate a grievance at Step 3 of the grievance and arbitration procedure.

**Section 3.** All bargaining unit members shall be eligible for the Tiger Award Program administered by the University. The awards under the Tiger Award Program shall be issued according to managerial discretion and management retains the right to discontinue the Tiger Award Program at any time in accordance with Article 13. Normally the awards are not subject to the grievance procedure. However, instances where procedures (i.e., eligibility requirements, nomination and approval process) have

not been followed, may be grieved.

Article 12

### **WORKERS' COMPENSATION**

If an employee returns to work from a leave of absence due to a work-related injury during the first twenty-six (26) weeks from the date of injury, the employee will be guaranteed employment in the employee's classification, provided the employee is able to perform all duties of that classification.

If an employee ceases to be employed by the University after a workers' compensation leave, the employee's bundled time payout shall be consistent with University policy.

For detailed information, including eligibility and reporting requirements, contact the Office of Human Resources or refer to Workers' Compensation Leave & Benefits Policy 3.1.1 on the Human Resources website at [www.princeton.edu/hr](http://www.princeton.edu/hr).

Article 13

### **MANAGEMENT BY THE UNIVERSITY**

It is agreed that the operation of the University, including supervision of employees and their work, is a right of the University. Accordingly, subject to the terms and conditions of this Agreement, the making of reasonable rules to assure orderly and effective work; the determination of competency of employees and of what duties shall be performed by them; the hiring, transfer, promotion, demotion and layoff, discipline or discharge of employees for just cause without regard to Union membership; and the right within the framework of this Agreement to discuss personnel as distinguished from general terms and conditions of employment directly with employees are privileges of the University.

Article 14

### **TRANSFER**

**Section 1.** When an employee is to be permanently transferred, the Union must be given forty-eight (48) hours' notice and the Union may request to discuss the permanent transfer. A permanent transfer shall be defined as a transfer from one work unit to another work unit for a period of more than fifteen (15) consecutive days. This clause shall not be in effect for the time period established annually as summer break.

**Section 2.** If an employee is temporarily transferred to a higher classification within the bargaining unit for at least one (1) hour of work, the employee will receive the minimum rate of pay for that classification, unless the employee's regular rate of pay is higher than the rate of pay of the position to which the employee is temporarily transferred, in which case, the employee shall receive a differential of 5% while performing the higher

classification of work. Certain duties in Campus Dining overlap in job descriptions for more than one classification, e.g. the Food Service Worker and Residential Food Service Worker.

**Section 3.** If an employee is transferred within their job classification, the individual shall not receive a reduction in salary. If an employee is transferred for the convenience of the University to a lower classification, there shall not be a reduction in salary.

**Section 4.** The University shall make a reasonable effort to accommodate a voluntary transfer to a different shift and/or location in the same job title that has been requested by any employee in writing when there exists a job vacancy (that is posted or otherwise known), without being required to complete the interview process. If more than one bargaining unit member wants to move to the same shift and/or location, the member with the most seniority shall be permitted to voluntarily transfer.

Article 15

## **HOURS AND OVERTIME**

**Note: For Extreme Weather Overtime refer to Article #33.**

### **Section 1. Definitions.**

The regular work week shall be five (5) days (which may or may not be consecutive) of eight (8) hours each day, exclusive of an unpaid meal period of one-half (1/2) hour. The work week shall commence at 12:01 a.m., Monday, and end at 12:00 midnight Sunday. Monday is the first (1st) day of the workweek and Sunday is the seventh (7th) day of the workweek for pay and all other related purposes. Employees' regularly scheduled workdays may be any five (5) days from Monday through Sunday, as established by management.

Overtime is time worked over eight (8) hours in a day (for staff other than casual employees, temporary employees, term employees or Sextons) or time worked over forty (40) hours in a week (all employees).

Overtime may be either scheduled, unscheduled, or emergency. Scheduled overtime is when the department gives at least forty-eight (48) hours notification of sixth (6th) or seventh (7th) day overtime available work, or when the department gives notice regarding daily overtime work before the second half of the shift. Otherwise, the overtime will be deemed to be nonscheduled overtime. Emergency overtime is when a bargaining unit member must report to work as soon as possible.

Overtime may be either voluntary or involuntary. Voluntary overtime is when management utilizes the seniority list to offer an overtime opportunity and a member voluntarily accepts. Involuntary overtime is when management requires a member

to work overtime by inverse seniority when management's operational needs cannot be met through voluntary overtime.

**Section 2. *Changing a Regular Schedule.***

If an employee's work schedule (i.e. hours or days off) shall change, the employee shall be notified ten (10) business days in advance. The Sexton positions shall rotate weekends off, as long as there are a sufficient number of Sexton positions available to rotate.

It is agreed by both parties that work schedule changes (i.e. hours or days off) should not be made unreasonably and that even in emergency situations, sufficient notice, normally forty-eight (48) hours in advance of a scheduling change, should be given to employees whenever possible.

In the event that volunteers are not available, the selection of employees for schedule changes shall be made on the basis of inverse seniority.

**Section 3. *Overtime Distribution.***

Except for the Athletics Facility Crewperson positions, distribution of overtime shall be on a rotational basis by seniority within the job title in a work unit or work group, including the lead position where applicable. If all members in a particular job title in a work unit or work group decline the overtime opportunity, the overtime shall then be offered within the work unit or work group to other members qualified and capable of performing the work. When overtime is not filled on a voluntary basis, inverse seniority shall be applied to require the overtime work be performed on an involuntary basis. Given the nature of the Athletic Facility Crewperson positions, overtime for these roles shall be distributed based on regular work assignment and those assigned to work with a particular team sport, shall receive the overtime opportunities derived from that particular team sport.

Scheduled voluntary overtime offered but refused by an employee shall generally be counted as overtime worked for the purpose of determining the equitable distribution of overtime. When unscheduled voluntary overtime is offered with less than forty-eight (48) hours' notice or after the second half of the shift for daily overtime work, refusal by the employee will not alter the employee's position in the normal overtime rotation or reflect upon that employee's performance appraisal.

When scheduled or unscheduled overtime is required by inverse seniority on an involuntary basis, refusal shall potentially subject the employee to discipline and potentially affect their performance appraisal.

#### **Section 4. Overtime Guidelines.**

**4A.** Time worked in excess of eight (8) hours on a regularly scheduled workday will be paid at time and one half (1.5X) the employee's hourly rate (except for casual employees, temporary employees, or Sextons), or hours worked in excess of forty (40) hours in one defined workweek will be paid at time and one half (1.5X) the employee's hourly rate. There shall be no pyramiding of overtime.

**4B.** Sextons work a schedule of ten (10) consecutive days on and four (4) days off. Half of the ten (10) days are worked during the first week of the pay period and half are worked during the second week of the pay period. If a Sexton works any additional day in either week, i.e. the sixth (6th) day, the Sexton will earn pay at one and one half (1.5x) times the straight time rate. Employees that are similarly situated will be reviewed on a case by case basis; however, no employee shall be scheduled for ten (10) consecutive days as a regular schedule (i.e., Wednesday-Friday), unless the employee counters, with at least one (1) day off. This section shall not apply to department designated "black-out" periods, i.e., Reunions, Commencement, and Move-In and Move-Out.

**4C.** When scheduled overtime is canceled with less than forty-eight (48) hours' notice to the employee, the department will provide an opportunity for no less than two (2) hours of work on each scheduled day. If the opportunity for two (2) hours of work is not offered, the employee will be paid two (2) hours of overtime for each scheduled day. This section shall not apply to overtime that is connected to a University event that is moved to another date due to unforeseen circumstances.

**4D.** If an employee is temporarily transferred to a higher classification within the bargaining unit for at least one (1) hour of overtime work, the employee will receive the minimum rate of pay for that classification, unless the employee's regular rate of pay is higher than the rate of pay of the position to which the employee is temporarily transferred, in which case, the employee shall receive a differential of 5% while performing the overtime higher classification work.

**4E.** Required overtime at the end of the workday will have a guaranteed minimum of one (1) hour at the appropriate premium rate.

**4F.** Union members who are Volunteer Firefighters shall have their training time and time fighting fires considered as productive time and used in the calculation of overtime.

**Section 5. *Emergency Overtime (Call-Back or On-Call Work Assignment).***

**5A.** Any employee(s) of this collective bargaining unit who is *required* to come back to work on an emergency basis, after the employee has completed the employee's regularly scheduled workday and after the employee has left the premises, shall be entitled to one (1) hour of travel time at their straight time rate (this hour shall be considered paid time for overtime purposes) and two times (2.0X) their hourly rate of pay for all hours worked with a guaranteed minimum of two (2) hours of work time. This section shall *not* apply to voluntary scheduled or unscheduled overtime, or employees who are called in to begin work prior to the start of their shift and work continuously.

**5B.** For emergency call-in requirements, departments may establish an emergency roster. The roster shall be posted and those employees who place their name on the roster must work. If there are no volunteers on the roster, the supervisor will select on the basis of inverse seniority. This roster is separate from the on-call status referenced in Section 5C. Rather, the roster is considered supplemental staffing in the event that more than the one (1) on-call employee referenced in Section 5C is needed. Employees who are called into work from the emergency roster and voluntarily accept the overtime, or are involuntarily required to work the overtime by inverse seniority, will be paid at two times (2.0X) their hourly rate of pay for all emergency on-call hours actually worked, plus one (1) hour of travel time at their straight time rate. Notwithstanding Section 5A, if an employee is called back to work voluntarily or involuntarily by seniority, after the employee has completed the employee's regularly scheduled workday and left the premises, and is performing the same work as an employee then working from the emergency roster, the employee shall also receive two times (2.0x) their hourly rate of pay, plus one (1) hour of travel time at their straight time rate.

**5C.** For emergency call-in requirements, departments may establish an emergency rotational on-call status employee. The emergency on-call status employee shall be considered an essential services employee for extreme weather, as described in Article 33. An employee on emergency on-call status, shall receive eight (8) hours of additional pay for every week that they are on emergency on-call status, except that in lieu of such eight (8) hours of additional pay, the employee, with supervisory approval, shall receive eight (8) hours of compensatory time, which time must be used within the two (2) weeks succeeding the last day of the week that the employee was on emergency on-call status. An employee on emergency on-call status on a per

day basis, shall receive one (1) hour of additional pay for every day (24 hours) that they are on emergency on-call status, or in lieu of such one (1) hour of additional pay, the employee, with supervisory approval, shall receive one (1) hour of compensatory time for that emergency on-call day, which time must be used within two (2) weeks of the emergency on-call date. Time in an emergency on-call status, and compensatory time, is not considered productive time and will not be counted towards the computation of overtime. Employees who are called in to work will be paid at two times (2.0X) their hourly rate of pay for all emergency on-call hours actually worked, plus one (1) hour of travel time at their straight time rate. Notwithstanding Section 5A, if an employee is called back to work, voluntarily or involuntarily by seniority, after the employee has completed the employee's regularly scheduled workday and left the premises, and is performing the same work as the on-call employee who is also working, the employee shall also receive two times (2.0x) their hourly rate of pay, plus one (1) hour of travel time at their straight time rate.

**Section 6. Overtime Meal Allowance.**

Employees required to work by the University on a nonscheduled basis for a period of three (3) hours beyond or prior to the normal shift will receive a meal provided by the University at a reasonable time or shall be paid the reasonable cost of a meal.

**Section 7. End of Year Events.**

When employees are required to report for work on the Saturday and Sunday prior to Commencement, they will be guaranteed six (6) hours of work.

Employees who are required to remain at work during late openings, early dismissals, and/or closures due to end of year events, shall be entitled to two times (2.0x) their regular base rate of pay for all hours worked during the declared event (i.e., Commencement, Class Day, etc.) time.

**Section 8. Blackout Periods.**

Departments that have "black-out" periods, i.e., Reunions, Commencement, and Move-In, that limit the use of paid time off and require employees to perform work during the Memorial Day and Labor Day holidays shall inform employees who are required to work on those days at least two (2) weeks (calendar) in advance of the holidays. The employee will be scheduled for at least their regular number of work hours on the holiday.

**PROBATIONARY PERIOD**

The first ninety (90) calendar days of employment with the

University in a bargaining unit role, based on the employee's date of hire into the role, shall be considered a probationary period. Existing employees of the University who are hired or transferred into an SEIU bargaining unit role, shall not be required to serve a probationary period. If an employee moves from one job title to another job title within the SEIU bargaining unit, even if the move is to a higher classification, the employee shall not be required to serve a probationary period.

If the employee is determined unsatisfactory at any time during the probationary period, the employee may be terminated. Disciplinary action, including termination during the probationary period, shall not be subject to the grievance procedure. However, when there is a possibility that an employee may not successfully complete the probationary period, the department shall notify the Union President in writing in a timely manner. This does not preclude the department from taking action, including termination of employment. Notification will be given in writing to a Union shop steward affiliated with particular department upon termination.

In certain specific situations the University and the Union may agree to extend a probation period by up to ninety (90) days. Examples of such situations may include but not be limited to when the employee or a supervisor is unavoidably out of the workplace, consequentially shortening the time for evaluation, or if management has not satisfied the process outlined in the above paragraph, or management believes an extension will benefit the employee.

#### Article 17

### **LAYOFF AND RECALL**

**Section 1.** In the event that a layoff becomes necessary, the University must notify the Union President and Executive Board no less than forty-five (45) days before the layoff occurs in special circumstances, but will honor a seventy-five (75) day notification period under most circumstances. In the special circumstance situations a seniority list of all bargaining unit employees must be posted on all units' bulletin boards thirty (30) days before layoff. In all other situations the list will be posted forty-five (45) days before layoff. This list must include date of hire, job classification, department seniority, and bargaining unit seniority by inverse order of hire. Regular employees shall be laid off in inverse order to that in which they were hired in affected classification by department seniority.

**Section 2.** In the event of a layoff, the department will not retain casual/hourly or temporary employees in specific job categories where bargaining unit employees are affected. If such

a need arises, the University will discuss it with the Union prior to the layoff. When rehiring takes place no casual or hourly employee will be hired into affected areas until the recall list has been exhausted.

**Section 3.** The Union and the University agree that layoffs are inherently destructive to the stability of the employment relationship. Therefore, the parties agree that at least forty-five (45) days prior to any layoff, the University shall provide the Union with notice of any proposed layoff, including information from which the Union can determine that the proposed layoffs are being conducted in accordance with Article 17.4. The parties shall then meet in an attempt to avoid the proposed layoff, or any part of it by alternative means such as, but not limited to, transfers, schedule changes, alternate vacation schedules, etc., it being fully understood that the final determination regarding layoff remains with the University.

**Section 4.** If a layoff is of indeterminate length and there is no guarantee of return to employment, and the affected employee has been employed for thirty-one (31) days or more, the employee shall receive notice or pay in lieu of such notice in accordance with the existing University policy schedule.

**Section 5.** When rehiring takes place, those regular employees laid off last shall be rehired first, provided that each such employee shall accept the rehiring within three working days after notice sent by certified mail with return receipt and shall report for work within fourteen (14) days after notice that the employee will be rehired, and no new employee shall be hired until that list of qualified former employees has first been exhausted. Based on the physical requirements of the position to which an employee is being recalled into, a POPES exam may be a minimum prerequisite to employment. If an employee is recalled back into the same position from which they were laid off, the employee will not be required to undergo a POPES exam.

**Section 6.** The Union shall provide the University with a list showing the current Officers and Shop Stewards by January 31<sup>st</sup> of each year. No employee on this list shall be laid off because of lack of seniority during their term of office, but, except for this provision, Officers of the Union shall have the same status under this Agreement as all other Union members.

**Section 7.** In the event a job or title is eliminated, the employee affected will bump the least senior employee within the same classification. If this is not possible, if qualified, the employee will bump the least senior employee in the job category within the department at the closest hourly rate. In a situation in which this process causes operational ineffectiveness, the Union

and department will meet to discuss an appropriate alternative. Based on the physical requirements of the position into which an employee is bumping, a POPES exam may be a minimum prerequisite to employment.

Article 18

### **REST PERIODS**

Employees may take a rest period of not more than twenty (20) minutes for each full day of work (8 hours) and not more than ten (10) minutes for a half day of work (4 hours). This time may be scheduled by supervisors as a single break or divided between two (2) ten (10) minute breaks. Supervisors may reschedule the breaks as needed and provide reasonable notice in the absence of exigent circumstances. If an employee wants to change their assigned break time, they should consult with their supervisor. A rest period may not be used to cover an employee's late arrival to work or early departure, nor may it be regarded as accumulative if not taken during the shift.

Article 19

### **CLOTHING AND EQUIPMENT/ ID**

**Section 1.** Each employee shall comply with all University requirements for the use of protective clothing and equipment in the performance of the assigned duties. Failure to conform to these requirements including those which are based on, but not limited to, the Federal Occupational Safety and Health Act of 1970 and subsequent amendments will result in progressive discipline.

**Section 2.** Employees are required to wear uniforms and have their equipment and ID available during all working hours and to maintain the uniform, ID, and equipment in a manner consistent with professional standards. If employees do not wear their uniform or do not maintain standards, Management shall ask the employee to rectify the deficiency immediately without compensation or face disciplinary action. Should an employee forget, damage or lose their I.D., this should be reported immediately to the management who shall ask the employee to rectify this matter in accordance with the accepted contract and University guidelines.

**Section 3.** Departments within the SEIU bargaining unit will establish guidelines to properly outfit, equip, and identify staff. Printed guidelines regarding uniform / ID policy will be posted and made available to the president or designee of the Union. Uniforms, ID and equipment that are damaged or worn will be replaced at no charge to the employee. Departments are to provide the Union with a copy of the policy each year by October 1.

**Section 4A.** All employees required to wear steel toe/ composite toe safety shoes shall be reimbursed up to two hundred dollars (\$200) per year for the purchase of the shoes upon submission of a receipt. Employees may choose to visit the shoe-mobile and select shoes with the same limit. The reimbursement amount will be reviewed on July 1st of each year and adjusted if appropriate.

**Section 4B.** Because slip resistant shoes are a requirement for many employees, they will be provided to designated employees annually (during the fiscal year) by the contracted purveyor. Regular employees will receive two pairs of shoes, and term and casual employees will receive one pair of shoes. Employees with special shoe needs due to medical reasons may purchase shoes on their own and they will be reimbursed up to one hundred dollars (\$100) per pair for the calendar year for two pairs of shoes. Union membership and management will participate in the selection of the shoe styles during the spring semester each year. Management reserves the right to request a copy of the receipt prior to reimbursement. Boots used for work during inclement weather will be offered as part of the departmental uniform policy.

**Section 4C.** The University will replace required shoes that are damaged, according to standards established by the Department.

**Section 4D.** For departments that provide clothing and/or shoe allowance(s) (instead of providing shoes and clothing directly), the departments shall increase the yearly allowance, according to the consumer price index, for the term of this contract.

**Section 4E.** Additional clothing and equipment needs shall be reviewed and may be approved by management.

## Article 20

### **DISCIPLINE AND DISCHARGE**

**Section 1.** The University retains the right to discipline and discharge an employee for just cause. Management will advise an individual of the purpose of an investigatory or pre-disciplinary meeting which may result in disciplinary action against the person. Management will invite a Union representative to such an investigatory or pre-disciplinary meeting and prior to the meeting starting, will require the employee to sign a waiver if the employee refuses such representation. Disciplinary action that does not involve an investigation by the Office of Human Resources or another department, will generally be issued within ten (10) business days after management is aware that an infraction may have occurred. If the issuance of discipline will exceed ten (10) business days due to extenuating circumstances, management will notify the Union and indicate the reason that

discipline will be issued after ten (10) business days. In the event that the Union is not notified that discipline will be issued after ten (10) business days, the lack of notice could be a procedural error sufficient to overturn the discipline. In all cases, discipline will be issued within a reasonable time period after the infraction occurs. Discipline issuance will also be handled in such a way as not to cause embarrassment to the employee. Typically, disciplinary meetings occur when management has enough information about an occurrence and has decided discipline is necessary. In most cases, management has also considered an appropriate level of discipline. With the exception of an occurrence involving special circumstances, management will notify the Union of the occurrence, the facts as known, when the meeting will take place, and the anticipated action which will be taken prior to the actual disciplinary meeting. This in no way restricts management's right to hold disciplinary meetings as needed without Union representation when emergency circumstances prevail.

**Section 2.** The normal disciplinary procedure for employees who have completed their probationary period shall be an oral warning, written warning, suspension, and discharge. However, in the event of a major infraction on the part of the employee or employees, the University may begin the disciplinary process at any step including discharge/termination.

1. Oral warning, first level of normal disciplinary process, management will generally keep a written record of this.
2. Written warning, second-level of the normal disciplinary process.
3. Suspension, third level of the normal disciplinary process, generally the suspension will be paid. The determination of whether a suspension is paid or unpaid will be based on a number of factors including the nature and seriousness of the violation and relationship to previous disciplines.
4. Discharge/termination, final level of the progressive discipline process. A representative from the Office of Human Resources shall attend a discharge/termination.

**Section 3A.** Any use of the four levels of discipline listed in Section 2 shall be documented with copies to the individual, the Office of Human Resources, and the Union. Disciplinary actions shall not be referred to after eighteen (18) months for purposes of progressive discipline. Departments, other than Human Resources, shall not retain records of discipline beyond eighteen (18) months.

**Section 3B.** If an employee with active discipline is laid-off

or on leave longer than two (2) weeks while the discipline is in effect (18 months) and then is recalled/rehired/returned from leave, the discipline remains in effect when the employee returns to work so that the discipline covers a total eighteen (18) month work period.

**Section 4.** Time off without pay for disciplinary suspension will normally be taken within five (5)-business days of the decision to suspend unless other special circumstances require that the five (5) day period be extended.

**Section 5.** When an employee is placed on administrative leave pending an investigation, the employee shall be given a brief written statement (copy to the Union) setting forth the reasons for the administrative leave, within five (5) business days after the administrative leave takes place. This written statement shall not limit management's right or the Union's right, to use additional or supplemental information not contained in the initial statement, to determine the appropriate disciplinary action to be taken. The University shall inform, the Union of the reasons for any discipline or discharge.

Article 21

## **RULES AND REGULATIONS**

The University may promulgate reasonable rules and regulations, provided such rules and regulations are not inconsistent with any of the provisions of this agreement. The Union requests that they be notified in writing in advance of changes to University rules and regulations. The Union may request the University meet and discuss any of the proposed changes prior to implementation. Should the Union consider any such proposed rule or regulation in conflict with this agreement, it may be subject to the grievance procedure.

Article 22

## **JOB POSTING**

**Section 1.** When a vacancy occurs in a job classification covered by the Agreement, the department shall post the vacancy for a minimum of fourteen (14) calendar days, unless another bargaining unit member transfers into the vacancy in accordance with Article 14, Section 3. Applicants from this pool will be considered based on their ability to fulfill the work-related requirements for the position, which may include a POPES requirement.

**Section 2.** The Union President and Executive Board shall receive a copy of all SEIU job postings from the Office of Human Resources. The Union President and Executive Board shall be informed in writing by the department of substantive changes in job duties, qualifications, and job descriptions. The Departments,

Office of Human Resources, Union President and Executive Board, shall review job descriptions every four (4) years to confirm they are up-to-date.

**Section 3.** When final internal and external candidates for bargaining unit positions are considered equivalent according to established criteria, special consideration may be given to current bargaining unit members. When regular bargaining unit members are the sole final candidates for promotion for a bargaining unit position, the University will recognize the seniority principle.

The seniority principle is defined as follows: When qualifications such as ability, training, skill, dependability and work record (such as attendance records, letters of commendation or discipline, performance appraisals, etc.) are considered equal, the University will give preference to the employee having the longest length of service with the University. (Length of service shall mean continuous service from the last date of hire.) Consistent with this section, participation in training programs shall be a factor for consideration in decisions regarding promotions. Effective July 1, 2024, when multiple members' hire dates are the same, the more senior member shall be the member with the first ID number. Prior to July 1, 2024, seniority ties were broken by last name in alphabetical order and shall continue to be determined in that manner.

**Section 4.** Bargaining unit members are required to participate in post-offer, pre-employment physical capacity exams ("POPES") during the hiring process for an identified set of University positions, some of which are within the bargaining unit. The exam will be administered by a third-party organization that specializes in the testing. If a bargaining unit member applies for one of the identified positions, the employee will be subject to the same process as any other candidate. If the employee does not pass the exam for the offered position, the employee will still be able to work in the employee's current job.

**Section 5.** New University employees shall remain in their current position six (6) months past the probationary period before being eligible to apply for a job opening in another University department. Intradepartmental changes (i.e., schedule) are subject to a waiting period of ninety (90) days past the probationary period. Intradepartmental promotions are subject only to the 90-day probationary period. Mutual waivers from this requirement must be in writing and submitted to the Office Human Resources.

**Section 6.** An employee who returned to work after a work-related injury to a classification other than the employee's regular

classification, shall be given preference when bidding on a posted vacancy in the employee's regular classification, provided he/she can perform all the duties of the classification, this may include a Functional Capacity Exam ("FCE") requirement.

Article 23

## **EDUCATIONAL LEAVE AND TRAINING**

**Section 1.** When there is a direct or reasonable relationship to the present job assignment, paid time off for the purpose of taking courses may be granted by the department head, upon the recommendation of the immediate supervisor. The work requirement of the work unit and the relationship of the course to the present job assignment will be major considerations as to whether paid time off shall be granted.

**Section 2A.** Departments may require that employees complete training. Employees shall receive on-the-job training from management to stay abreast of changes in job requirements within a reasonable amount of time following the change in the job requirement and not to exceed sixty (60) days after the change. Excluding apprentices, if a manager assigns a new employee to be trained by a member of the bargaining unit for at least one (1) hour, the member providing the training (except a lead who performs training as part of their job description) will be paid a five percent (5%) differential per hour for all hours of the training. University training programs will be posted with reasonable notice.

**Section 2B.** The University and the departments encourage supervisors and employees to discuss developmental opportunities, whether they are meant to improve performance in the current position, or to assist the employee in understanding possible advancement and ultimately achieving advancement. Performance appraisal meetings are ideal times for these two-way discussions. In addition, when there is a job opening which is of interest to an employee, the employee may be counseled about how to become qualified. Each department may institute other ways to communicate developmental opportunities to staff.

Article 24

## **SENIORITY**

**Section 1.** Seniority shall be defined as the length of service an employee has been continuously employed by the University from the last date of hire. Effective July 1, 2024, when multiple members' hire date is the same, the more senior member shall be the member with the first ID number. Prior to July 1, 2024, seniority ties were broken by last name in alphabetical order and

shall continue to be determined in that manner. Seniority shall cease for any of the following reasons:

1. Voluntary resignation
2. Discharge for just cause
3. Continuous layoff for more than five (5) months for an employee with a length of service less than one (1) year or twelve (12) months for an employee with a length of service greater than one (1) year.
4. Failure of laid-off employee to report to work within fourteen (14) days after notification by certified mail has been received that he will be rehired.
5. Failure to report to work for a period of three (3) consecutive scheduled working days without notice to the University of a justifiable reason for such absence.
6. Failure to report to work upon expiration of a leave of absence or any extension thereof.
7. Acceptance of gainful employment while on leave of absence from the University unless the gainful employment is approved by the University.

**Section 2.** A seniority list of all bargaining unit employees shall be provided to the Union on a quarterly basis. Departments with multiple members holding the same job title shall maintain and provide seniority lists by location and a master seniority list for job titles on a quarterly basis. Leads shall be included in the same seniority list of job titles for which they are functioning as a lead, and there shall be no separate seniority lists for leads.

**Section 3.** When a bargaining unit employee is transferred to another bargaining unit position to avoid layoff, University seniority (length of service an employee has been continuously employed by the University from the last date of hire) will be used to determine seniority status in the new job classification.

**Section 4.** An employee who terminates from a bargaining unit position, and who returns within one year, shall have seniority bridged per University bridging rules on specific policies and state and federal benefit regulations after the employee has been continually employed within the bargaining unit for a one (1) year period.

Article 25

## **PAID TIME OFF**

### **Section 1. Bundled Time**

All scheduled time must be approved by the department. Generally, bundled time is either “short duration time” (normally less than five (5) days), “extended time” (five (5) or more days), an “extenuating circumstances absence,” a “call-out,” or an “early-leave.”

For short duration time and extended time requests, except for emergency circumstances, employees are encouraged to make their requests as far in advance as possible. Employees increase the chance for approval by notifying the department as early as possible and by considering the most critical periods for the department's business needs. Each department may designate certain periods when the work for the department will not allow for extended time off, including, but not limited to, Reunions, Commencement and Move-in and Move-out.

**a. Short Duration Time**

For short duration time (normally less than five (5) days), in order to be considered "scheduled" time off, the employee's supervisor must receive the employee's request at least sixteen (16) hours before time is to be taken. Managers shall have the discretion to deny the request based on operational concerns and shall apply the discretion consistently. The manager's response shall include whether the absence will be considered scheduled or unscheduled. Requests for short duration time shall be handled in the order of receipt.

**b. Extended Time**

For extended periods of time (five (5) or more days), requests must be submitted in advance according to departmental guidelines. Managers shall have the discretion to deny the request based on operational concerns and shall apply the discretion consistently. Managers must provide a response to the request, which, if denied, shall include the reason for the denial. Requests for extended time shall be granted by seniority, where possible.

**c. Extenuating Circumstances Absence**

Occasionally there may be unavoidable or unforeseen circumstances when an employee and manager are initially unable to consult about the employee's request for a day off. In such cases, the supervisor and a Union representative will discuss the situation with the employee before the scheduled or unscheduled determination is made. The "unavoidable or unforeseen circumstance" must be sufficiently explained, so that the manager can determine whether the absence should be scheduled or unscheduled.

**d. Call-Out**

For same-day call-outs, the first day is an unscheduled day. If the employee's reason for the absence continues and is reported each subsequent consecutive missed day, or is otherwise approved by the supervisor, those days will be considered as scheduled time. A doctor's note may be requested at the discretion of the Office of Human Resources.

**e. Early-Leave**

For an early-leave, an employee might request to go home during a shift. If approved, it is normally considered unscheduled time. The supervisor, at their discretion, applied in a consistent manner, may choose to deem it as scheduled time. It is the supervisor’s responsibility at the time of the request, to notify the employee if that time will be considered scheduled or unscheduled.

**f. Accrual Amounts**

<u>Service Time</u>	<u>Bundled Time</u>	<u>Accrual Rate</u>
0 – 5 years	22 days	6.769 hours/2 weeks
6 – 10 years	27 days	8.307 hours/2 weeks
11 – 15 years	32 days	9.846 hours/2 weeks
16 – 20 years	34 days	10.461 hours/2 weeks
20+ years	35 days	10.769 hours/2 weeks
20+ years by 12/31/2010	37 days	11.384 hours/2 weeks
20+ years by 7/1/2001	39 days grandfathered	12.000 hours/2 weeks

Employee service time accrual rate changes will be applied at the beginning of the calendar year in which the anniversary date occurs. An employee’s accrual rate is prorated based on number of hours worked. Members hired after December 31, 2021, shall be bumped to the next accrual categories once commencing six (6) years, eleven (11) years, sixteen (16) years, and twenty (20) years of service. Members hired through December 31, 2021, shall be bumped to the next accrual categories once commencing five (5) years, ten (10) years, fifteen (15) years, and twenty (20) years of service.

**g. Workers Compensation Leave and Short-Term Disability Leave**

Effective September 1, 2005, employees continue to accrue bundled time during the first three (3) months of a workers’ compensation leave. If an employee ceases to be employed by the University after a workers’ compensation leave, the employee’s bundled time payout shall be consistent with University policy. Employees away from work due to short-term disability will not accrue bundled time during their absence.

**h. Requesting Time Off Form**

Each department will use the form developed by Labor-Management for requesting scheduled time off. It will consist of, but not be limited to, the following information: requestor’s name, date of request, dates requested off, supervisor’s name,

signature of requestor, approval or disapproval signature of supervisor, and a notation of whether the time will be considered scheduled or unscheduled.

#### **i. Tracking PTO**

The University will establish a communications tool whereby employees will be notified bi-weekly as to their remaining balances of bundled time for a given fiscal year. The tool will also communicate changes in the accrual rate. Employees are also responsible for tracking their own time and reporting any discrepancies to their supervisor so that the matter may be investigated promptly.

#### **j. Borrowing Bundled Time and Carry-Over**

An employee may only use hours they have accrued. They may not borrow time or have it advanced to them in any way.

Employees may carry over up to thirty (30) days of bundled time from one calendar year to the next. However, all unused bundled time in excess of thirty (30) days will be taken away on or about the day that begins the second (2<sup>nd</sup>) pay period of the new calendar year. Departments must notify the employee that the employee is close to losing time.

#### **k. Lateness**

Lateness is defined as an arrival to work five (5) minutes past the official starting time of the work shift. If an employee is going to be late, it is up to that employee to notify the employee's supervisor before the start of the scheduled shift. In the event of lateness caused by emergency conditions (traffic accidents, flooding, etc.), the employee should notify their supervisors as soon as possible after they arrive at work. Employees who are late in accordance with this section, or who fail to call in or notify their supervisors about the employee's lateness, may be subject to the progressive disciplinary process.

**Section 1.** If an employee is less than two (2) hours late, it will not be recorded as an unscheduled absence and time will be charged from the minute that the employee swipes in or reports to work. Any time beyond the regular starting time will be charged as Scheduled Paid Time Off (bundled time), provided that the employee has the available time. If no time is available, the lateness will be charged as Unpaid Time.

**Section 2.** If an employee is more than two (2) hours late, that time will be charged as Unscheduled Paid Time Off (bundled time). If time is not available, the time will be charged as Unpaid Time.

#### **l. Discipline for Time and Attendance**

Managers will review time collection records on a regular basis and provide appropriate feedback to employees in a timely

fashion (within at least ten (10) business days of the infraction). An employee who is not on active discipline may be counseled for any lateness and/or unscheduled absence; Provided, however, that an employee should be counseled for either six or more lateness and/or five or more unscheduled absences in a calendar year. Counseling(s) expire at the end of the calendar year and cannot be used in further instances of progressive discipline. However, oral warnings, written warnings, and suspensions, can be used for purposes of progressive discipline for a period of eighteen (18) months and do not expire at the end of the calendar year. Further incidents of lateness's and/or unscheduled absences may initiate the progressive disciplinary process.

The decision to counsel or discipline and the level of discipline will depend on the employee's overall pattern of attendance and record of dependability, as well as any extenuating circumstances surrounding the cause and duration of the lateness and/or unscheduled absence. All counseling and disciplinary actions should be documented, forwarded to the Union President, and follow the contract guidelines on disciplinary procedures. Disciplinary actions for time and attendance related issues shall remain in an employee's file for eighteen (18) months.

### **Section 2. Jury Duty and Court Appearances**

Regular pay will continue for time spent performing jury duty or as a subpoenaed witness. Appearances in court for traffic or other violations or as a party in a lawsuit may be charged to leave without pay, or may, with supervisory approval, be charged to Paid Time Off (bundled time). When not required in court, the employee should report to work for any portion of the employee's regular work schedule. If the court appearance or jury duty is extended beyond the specified period of original notification, the employee is required to inform the department that the employee is going to be absent for a longer period and present the appropriate documentation.

Article 26

## **LEAVES OF ABSENCE**

### **Section 1. Family Leave**

The University will comply with all applicable provisions of the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA). Members are also entitled to any additional family leave benefits provided by University policy. (Refer to HR Policy 3.2.1, Family Leave)

### **Section 2. Personal Leave**

A leave of absence without pay may be granted to an employee with a minimum of one (1) year of service, for periods of up to one (1) year, for personal reasons such as: parental leave

(care of child), family matter, community service and education or training. For leaves of less than one (1) calendar month the University guarantees that the employee can return to the same position. Leaves without pay for longer than a month are granted with the assumption that the employee expects to return to the University. For leaves that extend beyond one (1) calendar month the University cannot guarantee that the employee will be able to return to the same position. (Refer to HR Policy 3.32, Personal Leave)

### **Section 3. Military Service**

The University will comply with all applicable provisions of the Uniformed Services Employment and Reemployment Rights Act (“USERRA”). Members are also entitled to any additional military leave benefits provided by University policy. (Refer to HR Policy 3.2.3 Military Leave (Extended Service) and 3.1.4 (Military Reserve Training).

### **Section 4. Death in the Family**

In the event of a death of an employee’s spouse, domestic partner or child, authorized bereavement leave shall be granted up to a maximum of ten (10) days. An employee’s spouse, domestic partner, and child are defined as:

- Spouse
- Domestic partner (same or opposite sex, includes civil Union)
- Children of the employee or of the spouse or domestic partner
- “Child” means biological, adopted, or foster child; a stepchild; or a legal ward.

In the event of a death of an employee’s other immediate family member, or for a miscarriage, failed adoption, or surrogacy, authorized bereavement leave shall be granted up to a maximum of five (5) days. An employee’s other immediate family is defined as:

- Grandchildren of the employee or of the spouse or domestic partner
- Children of the employee or of the spouse or domestic partner in the event of a miscarriage or failed adoption or surrogacy
- Parents, foster parents, guardians, grandparents, brothers, and sisters of the employee and of the employee’s spouse or domestic partner
- Anyone permanently residing in the household

Employees may take leave for a death under “Care Arrangement and Compassion Leave” if not otherwise covered by this section. With supervisory approval, additional time

may be taken and charged to leave without pay or may, with supervisory approval, be charged to paid time off (bundled time). Request for time off shall not be unreasonably denied.

With supervisory approval, time off may be granted to attend the funeral of a close relative who is not a member of the employee’s immediate family. Such absences shall be charged to leave without pay, or may, with supervisory approval, be charged to paid time off (bundled time).

Article 27

**HOLIDAYS**

**Section 1.** There are eleven (11) paid holidays annually:

July 4 <sup>th</sup>	Christmas Day
Labor Day	New Year’s Eve
Thanksgiving Day	New Year’s Day
Friday after Thanksgiving	Martin Luther King Day
Christmas Eve	Memorial Day
	Juneteenth Day

Employees who wish to celebrate other recognized holidays may request paid time off and departments will make the best effort to grant such time off.

**Section 2.** In order to be eligible for holiday pay, an employee shall work or have an excused absence on their last scheduled workday prior to the holiday, and their next scheduled workday following the holiday. An employee, who calls out on their last scheduled workday prior to the holiday or their next scheduled workday following the holiday, will be required to provide professional documentation for their absence when they return to work in order to make the absence “excused” and be eligible for holiday pay.

**Section 3A.** All employees who are required to work on a University designated holiday shall receive their regular pay for the holiday plus time and one-half (1.5x) their straight time hourly rate for all hours worked.

**Section 3B.** Employees, with a supervisor’s/manager’s approval, may take a paid time off day approved by their supervisor/manager within the same pay period, in lieu of premium pay for working the holiday in Section 3A. Approval shall not be unreasonably withheld.

**Section 4.** Employees are not eligible for holiday pay during a period of temporary disability, workers’ compensation, or leave without pay.

**Section 5.** An employee whose scheduled day off is on a University designated holiday, shall receive a paid day off on a

day approved by their manager within the same pay period.

**Section 6.** If an employee is scheduled to work on a legal holiday that is not the University designated holiday, the employee may choose to receive the premium pay in Section 3A, on the legal holiday, instead of the University designated holiday or take an alternative day off as described in Section 3B.

**Section 7.** Whether an employee works or is off on a holiday, all holidays listed in this article shall be considered productive time and count towards overtime for the week provided in Article 15 (“Hours and Overtime”).

Article 28

## **GRIEVANCES**

**Section 1.** A dispute arising out of the interpretation or application or claimed violation of any provision of this Agreement or a dispute involving discipline or discharge of an employee shall be defined as a grievance and shall be handled in the following manner:

**Step 1** —An employee, with a steward, shall first discuss their grievance with the individual who issued the discipline or in a non-discipline case, with the immediate supervisor/manager within ten (10) business days after the occurrence of the event out of which the grievance arises. The employee or the Union representative shall give a written statement describing the nature of the grievance and the remedy sought. After meeting with the employee and steward to discuss the grievance, the individual who issued the discipline or in a non-discipline case, the supervisor/manager or designee, will give their written decision within five (5) business days thereafter. Grievances unresolved at Step 1 may move to Step 2. The parties may mutually agree to extend the timeframes in Step 1. Note: Mediation may be used by Management and the Union on a case by case basis as a first step before entering the formal contract grievance process or at any step thereafter. Such cases should be raised with department management or the Office of Human Resources.

**Step 2** —At Step 2, both the employee’s written statement and the Step 1 written decision will be given to the department director or their designee within five (5) business days of the supervisor’s decision. Within five (5) business days after the written grievance is presented to the department director or designee, the grievance shall be discussed among the employee, Union representative, the supervisor and the department director or designee. A written answer to the grievance shall be given to the Union by the department director or designee within five (5) business days after the

meeting. The parties may mutually agree to extend the timeframes in Step 2.

**Step 3** —If the grievance is not settled at Step 2, the Union shall, within five (5) business days following the date of the written answer of the department director or designee, request in writing a discussion of the grievance with the University's Vice President of Human Resources or designee. The grievance shall be discussed by the Union representative and the employee and the University's Vice President of Human Resources or designee at the mutually agreeable time and place but no later than five (5) business days after the request for discussion. A written answer to the grievance shall be given to the Union by the Vice President of Human Resources or designee within five (5) business days after such meeting. The parties may mutually agree to extend the timeframes in Step 3.

**Section 2A.** If the grievance is not settled at Step 3, Management and the Union may agree to submit the grievance to mediation. Either party may request mediation within five (5) business days after the date of the written response at Step 3. The second party must respond to the mediation request within five (5) business days. The parties may mutually agree to extend the timeframes.

**Section 2B.** If the mediation process does not resolve the dispute satisfactorily, or if either Management or the Union refuses mediation, the grievance may be submitted to arbitration; provided the Union's written demand to arbitrate is given to the University's Vice President for Human Resources or designee within fifteen (15) business days after the Step 3 written answer. The Union shall simultaneously request the Federal Mediation and Conciliation Service to submit a panel of arbitrators from which the arbitrator shall be chosen in accordance with the rules and procedures of the Federal Mediation and Conciliation Service. The arbitrator is requested to submit their decision within thirty (30) calendar days of the close of the hearing. The parties may mutually agree to extend the timeframes. The award of the arbitrator shall be final and binding on the University, the Union and the employee or employees involved. The arbitrator is limited to determining matters concerning the application, meaning or interpretation of the Agreement and in no event may add to, delete or alter any aspect of the Agreement. The University and the Union shall divide equally and pay the fee and expenses of the arbitrator and/or mediator. All other expenses shall be paid by the party incurring them.

**Section 3.** If the successive steps of the grievance and

arbitration procedure are not utilized within the time limits provided, the grievance shall be considered settled and the settlement shall be binding upon the University, the Union and the employee or employees involved. This provision does not preclude the parties from agreeing to extend time limits as may be reasonably necessary.

**Section 4.** The grievance procedure established here shall be the sole and exclusive remedy available to an employee or the Union for resolving disputes arising under this Agreement. If any subject matter which is or might be alleged as a grievance is instituted in any administrative action before a governmental board or agency, then such administrative procedure shall be the sole remedy and a grievance under this Agreement shall no longer exist.

**Section 5.** In addition to the Union leave provided for in Article 7, when there is an arbitration hearing the University agrees to paid release time for two (2) Union officers, one (1) chief steward or designee, grievant(s), and witness(s) to attend the hearing. If additional Union representatives who are employees of the University wish to attend the arbitration hearing, they may request supervisor approval for unpaid leave of absence or use of bundled time to attend the hearing. The time limits may be extended by mutual agreement of the parties, which would not be unreasonably withheld.

## Article 29

### **LABOR-MANAGEMENT MEETINGS**

**Section 1.** The University and Local Union Officers agree to set up regular quarterly labor-management meetings, which shall be held in January, April, July, and October. Agenda topics will include a review of the administration of the Agreement, discussion of specific areas such as, but not limited to, discrimination issues, University review of benefits, the hiring process and procedures, matters arising out of departments' Safety and Health Committees, and other issues and topics. In addition to quarterly meetings, by September 1<sup>st</sup> of each academic year, the Union and department directors shall establish a department level labor-management meeting schedule for the academic year.

**Section 2.** The parties agree to discuss guidelines and definitions related to essential employees, selection of essential employees, emergency designation of essential employees, communications and other special considerations at the July and October Labor-Management Meetings. Compensation shall be per existing contract language and outside the scope of discussion.

**Section 3.** Safety and Health matters will become a regular part of the Labor-Management agenda. A sub-team of SEIU members and supervisory staff in each department will address these issues throughout the term of the contract, and report out at a regularly scheduled Labor-Management meeting at least twice a year.

**Section 4.** Whereas the management has the final decision on actions such as transfer, promotion, demotion and layoff, discipline or discharge of employees for just cause, management shall follow the collective bargaining agreement and communicate with the Union leadership whenever possible, prior to committing to the action.

**Section 5.** If such meetings are held during working hours, the Union representatives shall be granted time off to attend without loss of pay.

Article 30

### **SAFETY AND HEALTH COMMITTEE**

The parties (Union and University) firmly believe that safety for employees is an important and critical aspect of the work done every day. The Union and management will continue to collaborate to address safety concerns as they are raised and will strive to maintain a safe, hazard-free work environment.

**Section 1.** Each department employing SEIU bargaining unit members shall establish a committee on Safety and Health. Each group will consist of Union members and other members of the department and University community. The Union shall be permitted to have one (1) Steward designated as Safety Compliance Steward per department, who will be a part of their department's Safety and Health Committee. The committees will meet as necessary, but at least every six (6) months to discuss matters of safety and health on the job. This committee shall be established in conjunction with the appropriate managers and/or directors in the business units and the Office of Environmental Health and Safety.

**Section 2.** Employees shall have the right and be encouraged to report promptly to their supervisors and SEIU Safety Compliance Steward any unsafe or unhealthy working conditions. The University agrees to provide employees with any necessary safety equipment recommended by the Office of Environmental Health and Safety ("EHS"). If certain safety equipment is not recommended by EHS, but the Union wants its members to have the equipment and EHS is not opposed, the Union shall meet with department management to discuss potential solutions.

**Section 3.** Safety and Health matters will become a regular part of the Labor-Management agenda. A sub-team of SEIU members and supervisory staff in each department will address these issues

throughout the term of the contract, and report out at a regularly scheduled Labor-Management meeting at least twice a year.

Article 31

### **CONTRACTOR & SUBCONTRACTING**

Prior to contracting or subcontracting, the department will assess the nature of the work to be completed. Due consideration will be given to: technical/professional requirements, costs, shop work load, schedules and the maintenance and development of employees' skills.

Should it become necessary to contract or subcontract any work or service that is now performed by employees in the bargaining unit which would result in a layoff or reduced schedule for members of the bargaining unit, the University will notify the Union forty-five (45) days in advance of a final decision to contract or subcontract. The University will also notify the potential contractor of the existence of this labor agreement. The Union may request a meeting to discuss the reason for the layoff or reduced schedule and to negotiate the impact on the employees to be affected, including the possible placement of employees with the contractor.

Every reasonable effort will be made to offer the affected employees other positions in the bargaining unit comparable to the position held at the time of layoff. If bargaining unit work is not available, efforts will be made according to University policy to help employees locate employment outside the bargaining unit.

The Union may request discussion about Contracting and Subcontracting projects, plans, and agreements at Labor Management meetings. It being fully understood that final determination regarding contracting and subcontracting remains with the University.

Departments, when appropriate, can competitively bid on project work and other jobs normally contracted. When a department gets such work, and the bid includes the use of overtime, the department should be allowed to work whatever overtime necessary to complete the job provided the overtime does not exceed the ceiling of the bid. (Management must continue to have the final decision on budget and departmental mission.)

The provisions of this contract shall not apply to subcontracted personnel.

Article 32

### **CORRECTION OF PAYCHECK ERRORS**

If a paycheck underpayment occurred due to a shortage of a member's regular base biweekly hours or overtime exceeding five (5) hours, and waiting until the following pay date would

cause undue financial hardship, the payroll department will process payment for the shortage within two (2) business days of notification by the department or the Office of Human Resources, that the underpayment occurred. If the underpayment consists of overtime of five (5) or less hours or any other premium payment, it will be included in the member's next scheduled pay date that the shortage can be timely entered.

Article 33

## **EXTREME WEATHER**

### ***Section 1A. Designation as Essential Services Employee for Extreme Weather***

By November 15<sup>th</sup> of each year, departments will designate employees to be essential services employees through November 15<sup>th</sup> of the following year for extreme weather, and notify the employees in writing. Employees not designated as essential services employees for extreme weather, shall be notified that they may still be designated as essential services employees for extreme weather in an emergency pursuant to Section 1B. The Union President, Vice-President and Recording Secretary will receive a list of essential services employees for extreme weather annually.

Essential services employees for extreme weather are required to report to work and remain at work when extreme weather conditions exist and the University has a delayed opening, early dismissal or closure resulting in premium pay, or the University announces that extreme weather conditions on a weekend require staff to work as essential services employees who will receive premium pay. The University may also require essential services employees for extreme weather to work on their regularly scheduled day off or stay overnight, even if the University does not have a delayed opening, early dismissal, or closure.

Essential services employees for extreme weather are expected to work hours outside their regular schedules when notified of the necessity by their departments. If an essential services employee for extreme weather has a medical reason which prevents the employee from performing as an essential services employee for extreme weather, the employee should request an accommodation with the Office of Human Resources.

### ***Section 1B. Emergency Designation as Essential Services Employee for Extreme Weather***

Based on the nature of the extreme weather, employees who were not designated as essential services employees for extreme weather pursuant to Section 1A, may be deemed essential services employees for an extreme weather event according to seniority and job title. These decisions will be made by

the director of the respective area to their management team, with written notice to the employees and the Union President. Employees will be covered by all provisions of this article with the exception that discipline shall not occur for late arrival and/or no show when the employee was given less than ten (10) hours of written notice of essential service employee for extreme weather status.

**Section 2. *Notification of Extreme Weather Emergency***

The decision to have a delayed opening, closure, or early dismissal, is announced on the University's website and by email to employees. The announcement will give the time of a delayed opening or an early dismissal. In the event of a closure, the University will announce when normal operations will resume. The University will announce through department directors when extreme weather conditions on a weekend require staff to work as essential services employees who will receive premium pay.

**Section 3. *Staffing During an Extreme Weather Emergency***

During a University closure for extreme weather, generally all employees designated as essential services employees for extreme weather, shall work their regular shift, with some exceptions. In the event that management does not anticipate needing all essential employees to work their regular shift, management shall ask for volunteers to stay home during a particular extreme weather event resulting in a closure. Similarly, if during an extreme weather event that results in a closure, management no longer needs all the essential employees present (whether working their regular shift or overtime), management shall ask for volunteers to go home. When essential employees volunteer not to work during a University closure, the shift shall still be considered productive time for overtime purposes.

**Section 4. *Snow Plan***

Custodians may assist or perform snow and ice removal duties under the direction of management and Facilities in the "Snow Plan." The University shall provide the section of the "Snow Plan" that designates Custodians' duties to the Union President by November 15<sup>th</sup> of each year.

**Section 5. Essential Services Employees Extreme Weather Compensation**

<b>Situation</b>	<b>Rate of Pay</b>
University closing/delayed opening/early dismissal based on weather announcement of starting and ending times of University declaration	1.5X for all hours worked during the declared time period, which is also an employee's regularly scheduled shift, plus closure pay at 1.0X for no more than eight (8) hours during their regularly scheduled shift
University closing/delayed opening/early dismissal based on weather announcement of starting and ending times of University declaration	2.0X for all hours worked during the declared time period, which time period is not the employee's regularly scheduled shift
Early arrival and working into shift immediately prior to delayed opening, early dismissal, or closure	2.0x until start time plus one (1) hour straight time for travel
Called in to work before the specially scheduled emergency start time for the shift immediately prior to delayed opening, early dismissal, or closure	2.0X until the specially scheduled emergency start time plus one (1) hour straight time for travel
Stay after shift immediately prior to delayed opening, early dismissal, or closure	2.0X for all hours worked
Work on regular scheduled days off in connection with extreme weather	2.0x for all hours worked
Required work overnight (10:00 p.m. – 5:00 a.m.) in connection with extreme weather	2.0x for all hours worked
Sleep in connection with extreme weather	1.5x for a minimum of four (4) hours and maximum of eight (8) hours of sleep time

Called in to work in anticipation of extreme weather, but extreme weather passed by	No less than two (2) hours of work will be offered
Worked three (3) hours before or after shift	Meal

**5A.** When an essential services employee is working any hours during a delayed opening, early dismissal, or closure, as announced by the University due to extreme weather, or the University announces that extreme weather conditions on a weekend require staff to work as essential services employees who will receive premium pay, the employee (whether full-time or part-time) will be paid time and one half (1.5X) their regular base hourly wage rate for all hours worked during the declared time period, which time period is also their regularly scheduled shift, plus closure pay at straight time (1.0X) for no more than eight (8) hours worked during the declared time period on their regular shift, *or* two times (2.0X) their regular base wage for all hours worked during the declared time period, which hours are not their regularly scheduled shift.

**5B.** Employees (full-time or part-time) who are required to report to work immediately prior to their regularly scheduled start time to perform extreme weather-related work (salting, equipment prep, plowing) immediately prior to a University delayed opening, early dismissal, or closure, will be paid at the rate of two times (2.0x) their regular base wage rate for all hours worked leading up to their regularly scheduled start time, plus one (1) hour of straight time for travel.

**5C.** If an employee (full-time or part-time) is called in to work prior to the specially scheduled emergency start time for the shift due to extreme weather immediately prior to a University delayed opening, early dismissal, or closure, the employee will be paid two times (2.0x) their regular base hourly wage rate leading up to the emergency start time, plus one (1) hour of straight time for travel.

**5D.** If an employee (full-time or part-time) works past their shift ending time immediately prior to a delayed opening, early dismissal, or closure, the employee will be paid two times (2.0x) their regular base hourly wage rate leading up to the declared event.

**5E.** Essential services employees (full-time or part-time) who are called in and required to work on their regularly scheduled

days off to perform extreme weather-related work, will be paid two times (2.0x) their regular base hourly wage rate for all hours worked. Employees working side by side on their regular shift performing the same work as employees who are called in to work due to the extreme weather on their regularly scheduled day off, shall also receive two times (2.0X) their regular based hourly wage rate for all hours worked. In this circumstance, the University may not have a delayed opening, early dismissal, or closure.

**5F.** Essential services employees (full-time or part-time) who are scheduled to return to work within ten (10) hours of their clock out time (end of shift) due to extreme weather are, therefore, able to remain on University premises overnight. They will be provided with adequate sleeping arrangements, toiletries, communications, and will be paid one and one half (1.5x) times their regular base hourly rate for all non-work, stand-by hours (as designated by management), and two times (2.0x) their regular base hourly rate for actual work hours. Essential services employees scheduled to return to work within ten (10) hours of their clock out time (end of shift) who stay on campus overnight will be paid a minimum of four (4) hours and no more than eight (8) hours of sleep pay. Changes initiated by management and made to the original posted schedule at the last minute (within four (4) hours of scheduled shift end time) that still require the employee to return to work the next workday, will not eliminate the employees' ability to remain on campus and receive sleep pay. An employee may still request to leave work early and not stay overnight; and if approved, will not receive sleep time. Employees shall not be unreasonably denied requests for shelter during extreme weather and/or special operations who are not otherwise scheduled to work within ten (10) hours of their "clock-out" time shall not be entitled to any compensation.

Article 34

### **ESSENTIAL SERVICES (NON-WEATHER)**

Separate from extreme weather, all SEIU employees are essential employees to the University and may be required to report to work and/or remain at work during delayed openings, early dismissals, closures, or other suspensions of normal operations unrelated to extreme weather. Where possible, management shall designate essential services employees needed to work a particular event or circumstance in advance of the event or circumstance by volunteers and inverse seniority if needed. All essential services employees may not be needed for every event or circumstance.

While SEIU employees may be called upon to perform duties

outside of their regular job descriptions when essential services are invoked, SEIU employees shall not be required to perform duties typically performed by the Department of Public Safety, Firefighters, Emergency Medical Technicians, or other first responder duties.

Except as otherwise designated in this agreement (e.g. Article 15, Section 7, “End of Year Events” and Article 15, Section 8, “Blackout Periods”), if SEIU employees (full-time or part-time) are required to work in essential services status unrelated to extreme weather and there is a University delayed opening, early dismissal, or closure, SEIU employees shall receive time and one half (1.5x) their regular base hourly wage for hours worked during the declared time period, which period is also the employees’ regularly scheduled shift, plus closure pay at their straight time (1.0X) hourly rate for no more than eight (8) hours worked during the declared time period on their regular shift. If SEIU employees are required to work under these circumstances and it is not their regularly scheduled shift, they shall receive two times (2.0X) their regular base wage for all hours worked during the declared time period. If the University is closed for more than five (5) consecutive business days under this article, the parties shall meet and discuss the appropriate rate of pay for essential employees continuing to work while the University is closed for more than five (5) business days. When there is a suspension of normal operations (but no University closure) under this article and SEIU employees are required to work in essential services status, the parties shall meet and discuss the appropriate rate of pay under the circumstances.

Article 35

### **CAMPUS DINING EMPLOYEES**

Effective March 31, 2022, all new and backfilled positions in Campus Dining, shall be twelve-month full-time positions.

Effective March 31, 2022, the one hundred and thirty-six (136) then existing academic year bargaining unit members and ten-month bargaining unit members reflected in Appendix B, are converted to regular twelve-month full-time positions. However, if a member listed in Appendix B does not want to work during the summer months between the spring and fall terms, the member shall be permitted to utilize extended bundled time and/or receive a leave of absence without pay each summer. Requests for extended bundled time or a leave of absence without pay under this section, must be received by April 15<sup>th</sup> of each year. Once members listed in Appendix B separate from the University, the new bargaining unit members hired into these regular twelve-month full-time positions, shall not have the automatic right to

utilize extended bundled time and/or receive a leave without pay each summer.

The members identified in Appendix B and members hired into new or backfilled twelve-month positions, who are employed more than one (1) year from their date of hire on June 1st of each year, shall be required to utilize five (5) days of bundled time during the first three (3) weeks of June (residential, retail, and catering). Members participating in the SEIU Summer Transfer Program are not required to utilize five (5) days of bundled time during the first three weeks of June, but must coordinate when they will utilize the five (5) days of bundled time with their transfer supervisor. Members who are less than 100% duty time, shall be required to utilize the corresponding percentage of duty time out of the five (5) bundled days. For example, a member who works 50% duty time, shall be required to utilize 50% of five (5) bundled days or two and a half (2.5) bundled days during the first three weeks of June.

The members identified in Appendix B and members hired into new or backfilled twelve-month positions, who are employed more than one (1) year from their date of hire on December 1<sup>st</sup> of each year, may be required to utilize four (4) days of bundled time during the December/January holiday break, except for employees hired prior to August 15, 2005. Members who are less than 100% duty time, may be required to utilize the corresponding percentage of duty time out of the four (4) bundled days. For example, a member who works 50% duty time, shall be required to utilize 50% of four (4) bundled days or two (2) bundled days during the December/January holiday break period. Members may be permitted to work and not required to utilize four (4) days of bundled time during the December/January holiday break based on operational need and seniority. The parties shall meet to discuss members interested in working, operational needs, and scheduling.

#### Article 36

### **NO STRIKE, NO LOCKOUT**

**Section 1.** The University agrees that there shall be no lockouts during the term of the Agreement. No employee shall suffer any loss of pay or seniority as a result of any breach of the above provision.

**Section 2.** Neither the Union nor any employee shall engage in any strike, sympathy strike, work stoppage, concerted slowdown, refusal to cross any picket line or interrupt work in any other way.

**Section 3.** Any employee engaging in activity prohibited by this Section may be subject to termination or other disciplinary

action. Employees may grieve discharge or disciplinary actions taken pursuant to this Section only as to whether the affected employee(s) did not in fact engage in an activity in violation of this Section.

**Section 4.** In the event of alleged breach of this provision either the University or the Union may proceed with expedited arbitration by filing with the Federal Mediation and Conciliation Services a notice of alleged breach of this provision with a copy to the other party. The Federal Mediation and Conciliation Services shall appoint an impartial arbitrator within twenty-four (24) hours of receipt of such notification and a hearing will be held within twenty-four (24) hours of the appointment of the arbitrator. Such arbitrator shall have authority to issue a cease and desist order directing that any activity in violation of the Section be ended with an opinion to substantiate such award to follow subsequent to the award issuance. Nothing in this paragraph shall mean the University waives other remedies which might be available to it.

Article 37

#### **NEGOTIATIONS**

The University and the Union acknowledge this to be their complete Agreement and inclusive of all negotiable issues whether or not discussed in bargaining preceding this Agreement and hereby waive any right to further negotiations on any issues presented or not presented in the negotiations or covered or not covered by this Agreement. This provision shall not apply when the parties mutually agree to the contrary or when a specific provision of this Agreement provides to the contrary.

Article 38

#### **TRANSLATION**

In the event that the parties translate this Agreement into a language other than English, the parties agree that the English Agreement is the controlling document for all legal purposes.


Article 39

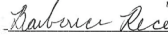
#### **TERM AND TERMINATION**

This Agreement shall supersede all previous Agreements between the University and the Union shall continue in full force and effect until June 30, 2029 and thereafter from year to year unless written by either party to the other of its termination at least sixty (60) days prior to the end of the current term.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective seals to be affixed and duly attested by their respective officers thereunto duly authorized.

SERVICES EMPLOYEES  
INTERNATIONAL UNION,  
LOCAL 175.

  
Jeff Wiley, President/Chief Executive  
Board Officer


  
Barbara Rice, Vice President/Executive  
Board Officer

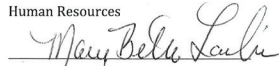
  
Erik Breza, Recording Secretary/Executive  
Board Officer


  
Da'Ron Groce, Financial Secretary-Treasurer

  
Mike Roberts, Sergeant at Arms


PRINCETON UNIVERSITY

  
Romy Riddick, Vice President  
Human Resources


  
Mary Beth Larkin, Assistant Vice President,  
Human Resources


  
Bridget C. Walsh, Director, Client Services and  
Labor Relations  
Human Resources

  
David Burden  
Director of Print, Mail and Trademark Licensing  
Services

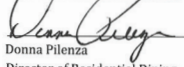
  
Thomas Corcoran  
Director of Maintenance

  
David Dembek  
Associate Director of Retail Operations

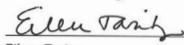
  
Margaret Kevin-King  
Manager, Building and Grounds  
Princeton Plasma Physics Laboratory

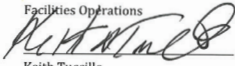
  
Ellsworth J. May  
Manager, Grounds Operations

  
Greg Pajzkowski  
Associate Director of Athletics

  
Donna Pilenza  
Director of Residential Dining

  
Twyla Seward  
Director of Building Services

  
Eileen Tarity  
Assistant Director, Administrative and Business Services  
Facilities Operations

  
Keith Tuccillo  
Associate Director, Site Protection Operations



**Appendix A**  
**(Refer to Article 7)**

**Side Letter August 18, 2024**

Pursuant to Article 7, Section 4, the following meetings shall be excluded from the six (6) hour per week limitation on Union business:

- Contract negotiations, including memorandum of agreements, and ratification vote
- Meetings to review/update job descriptions with departments
- Quarterly Labor Management Meetings
- Monthly meetings between director of labor relations and Union officers
- Periodic meetings between department vice presidents and Union officers
- Periodic meetings between department leadership and Union officers
- SEIU Summer Transfer Program Draft Day, Meet and Greet Day, and Program Conclusion Event

Pursuant to Article 7, Section 4, the parties will review this list every September and may agree upon changes.

 _____ Jeff Golub, President/Chief Executive Relations	 _____ Bridget Walsh, Director, Client Services and Labor
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**Appendix B**  
**(Refer to Article 35)**

Abbott, Marianne	De Leon, Francisco A	Johnson, Stanley C.	Robinson, Mary E.
Aceus, Renol	De Santis, Laura	Johnson, Terrence M.	Ruiz Macario, Maria
Acharya, Sujata G.	Desire, Jamesly	Jovain, Nathalie	Alejandra
Alonzo, Ruby Lyn	Dillion, Aaron Glen	Kite, Joseph A.	Sae-wang, Peerada
Samala	Doerfler, Melicia E.	Kitrinos, Levanta	Saint Vil, Fredelin
Anna, Jean M.	Donaldson, Sabrina A.	Lawrence, Vonetta	Sans-peur, Pierre
Arevalo, Sergio G.	Donis, Uber E.	Elvira	Roselin
Arumadura,	Dunn, Lorraine M.	Lin, Qin	Scodari, Amy
Dhammika	Dunn, Paulette L	Lincifort, Jouseline	Shaw, Tracy Ann
Austin, Shirley L.	Eikrem, Eric	Lopez, Berta	Soler, Lisa
Bangora, Amed	Eloizard, Andree-Rose	Mackins, Tashel S.	Song, Linda
Barrera, Concepcion	Escalante, Lourdes J.	Maldonado-Lopez,	Sood, Reetika
Barthelemy, Yolette	Fenelon, Willio	Catalina E.	Stallone, Thomas J.
Bates, Brandon A.	Fileus, Herole	Maltz, Eric	Sun, Chuan Hui
Belonston, Lina	Fisher, Tyler Jack	Marin, Monserrat	Sun, Li
Bloom, Barry A.	Flores Gonzalez, Shen	Martin-White, Zaikyer	Sutphin, Howard
Bodnar, Mark N.	Ninnette	D'Shon	Vernon
Bolanos, Maria T.	Francois, Jean	Mathis Jr., Elton R.	Swan, Kenisha
Bonnah, Elizabeth	Freimark, HungJu Nan	Mays, Alisha Nicole	Swiecica, Krystyna
Broomer, Amy	Garcia-Juarez, Pedro	McDaniel, Edward	Elzbieta
Brumley, Eglan	Gatling, Alzada	Randolph	Theodore, Rosemond
Calle, Vicky	Geffrad, Pierre Oxene	McRae, Chantel O.	Tomko, Stephen J.
Cameron, Marcia A.	Gonzalez Guerrero,	Meneus, Kebreau J	Tonelli, Roberto F.
Carnevale, Joseph E.	Miosotis	Murray, Edith V	Trower, Mildred
Carr, Devin	Gonzalez, Edilma	Ng, Loretta Wai	Louise
Carrasco, Lucia	Araseli	Nozadze, Marina	Veillard, Alex
Carusone, Marie	Graesser, Shevawn E.	Ofori-Hinson,	Walker, Corneilus
Elainea	Gramajo, Maria del	Henrietta A.	Walker, Lisa M.
Castor, Sonthonax	Rosario	Ofri, Yaovi Adzewoda	White, Kevin S.
Catzola, Salvatore	Greene 4th, James	Ovalle, Eswin D.	Yildiz, Reyna Janeth
Chan, Eileen Mei	Edward	Parker, Heather C.	DePagnier, Elda M
Charles, Benito	Guerzini, David R.	Pierre Paul, Alcide	Joseph, Alyssa
Cherisier, Roquedal	Hafenmaier, Lorrie L.	Pierre, Jean Yvon	
Beatrice	Hall, Marshall E.	Pierre, Luvanes	
Chin, Yee Man	Hernandez, Alma Lily	Pierre, Melissa H	
Choute, Yves M.	Higgins, Kevin Patrick	Prophete, Richard	
Cisneros, Montserrat	Horace, Hyppolite	Pwee, MuMu	
Asuncion	Lesly	Quito Ucho, Carlos I.	
Cleaver, Robin Lee	Hwaga, Stephen G	Raab, Noah James	
Coraggio, Joseph	Jimenez, Alma Rosa	Radogna, William J.	
Craig, Rina L.	John-Charles, Julius	Riday, Samantha Lynn	
Davis, Jackeline N.	Jean	Robinson, Clarence A.	