

## Article 15 Fair Scheduling

- 15.1. Applicability. This article applies to ESEs whose jobs require the scheduling of specific hours by the University.
- 15.2. Employee Input. Supervisors shall offer ESEs opportunities to give input for scheduling. Supervisors shall work with ESEs to accommodate academic commitments including, but not limited to, classes and exams.
- 15.3. Advance Notice. The university will provide advance notice of schedules to ESEs.
  - 15.3.1. For new or renewing ESEs, ESEs shall receive a written work schedule from their supervisor seven days before the start of their appointment.
  - 15.3.2. Schedule changes during the work appointment shall be at least seven days before the scheduled shift.
  - 15.3.3. In cases where the University wishes to change an ESE's schedule with less than seven days advance notice:
    - 15.3.3.1. The ESE may voluntarily accept or decline these hours, or,
    - 15.3.3.2. If the ESE is compelled to accept these new hours, these hours shall be paid at 1.5x their normal rate of pay, and
    - 15.3.3.3. Whether or not the ESE declines or accepts the changed schedule, if the resulting schedule has fewer hours, the ESE shall receive their normal rate of pay for the lost hours.