

WAWU'S PROPOSAL RE UNION RIGHTS
4/18/24

Article 9 Union Rights

9.1. Employee Reports. the University will provide the Union with the following reports, in spreadsheet format:

9.1.1 Each pay period a **Jobs Report** with one row per job in the bargaining unit, with the following information:

- a.** Employee Contact Information
 - i. Name, including Preferred Name
 - ii. Personal Pronouns, if self-reported
 - iii. Email
 - iv. Address, W2/Employee Permanent
 - v. Phone, W2/Employee Permanent
 - vi. Cell Phone, if self-reported
 - vii. Medical Plan Enrollment
- b.** Job Information
 - i. Job Status
 - ii. Job Effective Date (the most recent change date)
 - iii. Job Begin Date (the begin date of their job)
 - iv. Job End Date (the end date of their job)
 - v. Job Title
 - vi. Job Level (e.g. 1, 2, 3)
 - vii. Job Class Code (e.g. hourly, salaried)
 - viii. TimeSheet Organization
 - ix. TimeSheet Approver Name
 - x. Last Paid Date
 - xi. Job Percentage
 - xii. Job FTE
 - xiii. Hourly Rate
 - xiv. Salary or Stipend Rate

9.1.2 Each pay period a **Payroll Report** with one row per job for which a unit member received payment during the pay period. Information should include:

- a.** Employee Contact Information
 - i. Name, including Preferred Name
- b.** Job Identifying Information:
 - i. Position Number
 - ii. Position Suffix
 - iii. Job Title
- c.** Pay and Dues Information
 - i. Regular Hours Logged
 - ii. Sick Hours Logged

- iii. Pay Rate
- iv. Total/Gross pay

9.1.3 Each pay period, a **Report on Job Changes in Pay Period with** one row per job change that occurred during the pay period, where job changes include any changes to Job Title, Job Level, TimeSheet Organization, Hourly Rate, Salary/Stipend Rate, FTE, Start Date, or End Date. Jobs that have been ended or marked inactive during this pay period should be included. Information should include:

- a. Employee Contact Information
 - i. Name, including Preferred Name
- b. Job Identifying Information:
 - i. Position Number
 - ii. Position Suffix
 - iii. Job Title
- c. Appointment Change Information
 - i. Type of job change
 - ii. Date of job change
 - iii. Job Change Reason, as applicable
 - iv. Current Job Status

9.1.4 Each pay period, a **Union Dues Report** with one row per employee in the bargaining unit in each pay period

- a. Employee Contact Information
 - i. Name, including Preferred Name
 - ii. Email
- b. Union Dues
 - i. Union Dues Deducted
 - ii. Union VCAP Deducted
 - iii. Union Initiation Fees Deducted

9.1.5 The parties shall mutually agree to changes to the formatting, terminology, or source data of fields on these reports.

9.2. Release Time for Bargaining. The University shall provide paid release time from their regular working hours for up to seven (7) ESEs designated by the Union for the purpose of bargaining a replacement agreement. ESEs will coordinate with their supervisor(s) to minimize any disruption of their employment duties associated with their participation in bargaining.

9.3. Facilities Access.

9.3.1 *[Note: The University will make available an office space to the Union effective September 1, 2024, subject to an appropriate lease agreement that runs from September 1, 2024 through the term of this agreement. The University has not identified available space yet, nor has it finalized the terms or form of a lease agreement, which the Union will be required to execute to lease the space. The University will continue its work to identify space, pricing and lease terms, which it expects to complete shortly.]*

9.3.2 The University's campuses and facilities may be used by the Union to hold meetings subject to University policies and procedures and payment of published rental charges, if any.

9.3.3 The University will provide space on designated, existing bulletin boards for the posting of official Union notices. Material posted on the bulletin board must comply with WAC 516-35-030 (governing the use of University property) and state ethics laws.

9.3.4 Union representatives will have access to the University's non-secure offices or facilities to carry out representational activities, provided that the representative's access will not interrupt the normal operations of the University. Unless otherwise permitted by this Agreement, ESEs may not record as work time any time spent performing Union business.

9.4. Union Stewards. The union may elect or appoint union stewards:

9.4.1 The union will provide the university with the names and jurisdictions of its stewards;

9.1.1 The University will provide release time to a Union steward for representing an ESE in an investigatory interview or disciplinary conference, participating in meetings with management as part of the grievance procedure, or participating on behalf of the Union in committee meetings with management that are identified in this Agreement. Stewards are expected to coordinate their use of release time in advance with their supervisors.

9.5. Publishing of the CBA on the University Website. The University will make a copy of this collective bargaining agreement (CBA) available on the University website, alongside the CBAs of the other unions at the University.

9.6. Orientations.

9.6.1 The University and the Union agree that every ESE should have access to a union orientation when starting a new job.

9.6.2 Effective September 16, 2024, the University will provide new hire orientation on a monthly basis. The Union will be provided a 30-minute time slot at these orientations to communicate with employees represented by the Union.

9.6.3 Upon advance request provided to Human Resources, the Union will be provided a 30-minute time slot at any workplace's new-hire orientation addressing a group of new bargaining unit employees.

9.6.4 In workplaces that do not conduct group orientations for new employees, upon advance request provided to Human Resources, the Union will be provided a 30-minute time slot and a space to hold a union orientation for new ESEs.

9.6.5 Time spent by an ESE attending a Union orientation session following their initial hire by the University will be considered time worked. Employees may only claim one union orientation as paid time.

9.7. Supplies and Equipment. The Union and its membership will not use state-purchased supplies or equipment to conduct Union business or representational activities. This does not preclude the use of the University's network for representational activities if the use complies with State ethics laws and regulations and does not disrupt or distract from the University's business.

9.8. Union Materials. The University will post on its Human Resource website Union-provided electronic versions of the Union's Welcome Packet and shall provide links to the packet to each new bargaining unit member during the hiring process.

