

## Article XX. Union Rights

### Section 1.

Each pay period UW shall provide the following four (4) reports electronically in EXCEL format:

#### 1. Total Compensation and deductions \*

Name  
Home Address  
Home phone  
Cell phone  
Work phone  
Work location (building)  
Work location (address)  
Work station or office (suite and/or number)  
Employee ID number  
Personal Email  
UW email  
UW mailbox  
Employment status  
Employment status effective date  
Job classification  
Department  
Pay grade  
Pay step  
Pay rate salary  
Hourly rate  
Supervisor  
Supervisor email  
Race  
Gender  
DOB  
Date of hire  
Job title  
Job class code  
Shift  
Deduction amount dues  
Deduction amount fees  
Deduction amount other  
Deduction amount VCAP  
Total wages for the pay period  
Total base pay for pay period

Total overtime pay for pay period  
Total overtime hours per pay period  
Total hours worked in the pay period  
Days in the pay period  
Total hours for each class/type of differential and or/ premium pay for the pay period  
Total wages for each class/type of differential and or/ premium pay for the pay period  
Total wages year to date.  
Pension plan enrollment (which plan)  
Position number  
Medical plan enrollment (which plan)  
Bargaining Unit  
Total FTE  
Anniversary date (step date)  
Employment status (regular full time, regular part time, hourly, fixed duration part time,  
fixed duration full time)

## 2. All appointment list

All information above with wages and codes organized by appointment including:

ID by each worker.  
Appointment budget number(s)  
Beginning date  
End date  
Department and /or hiring unit  
College/Org name  
Job Classification  
Job Classification Code  
Full time salary or hourly rate  
Appointment/FTE Percentage  
Appointment status  
Appointment term  
Distribution line information.  
Position number  
Earnings in last pay cycle  
Hours worked in last pay cycle  
FTE in last pay cycle

## 3. Change Report

Name  
Job classification  
Job classification code  
Department  
Employee ID  
Original hire date

Status change date  
Termination/separation date if any  
Reason for status change, nature of status change  
Reason for termination/separation  
LOA effective date  
Nature of LOA  
New hire date  
New Hire

#### 4. Vacancy Report

Position Number  
Job Classification  
Date of vacancy  
Elimination date of vacancy  
Reason for elimination (filled, deleted, transferred to a different classification/status)

#### Section 2.

Following ratification and approval by the parties, the University shall publish the Agreement on a designated website

#### Section 3.

In accordance with University/Department policy on access, representatives of the UAW shall be permitted access to employees' work spaces for the performance of official Union business. Union representatives will not engage in any disruption of University operations, interfere with the assignment and direction of employees or in any way impede the discharge of any employee's duties and responsibilities.

#### Section 4.

The University agrees to furnish conference and/or meeting rooms for Union meetings upon prior request by the Union in accordance with University policy and cost.

#### Section 5.

The Union may designate a number of stewards appropriate to the size of the unit who shall be members of the bargaining unit. A steward who is processing a grievance in accordance with the grievance procedure of this Agreement shall be permitted reasonable paid release time to meet with University representatives and process the grievance. Time off for processing a grievance shall be granted to a steward by a supervisor following a request, but in consideration of job responsibilities. If permission for time off cannot be granted, the University shall arrange for release time off at the earliest possible time thereafter. The University will work in good faith to find ways to allow Employees designated as stewards the time necessary to perform their responsibilities, which may include a reduced work assignment for the Employee. The Union will work in good faith with the University in the designation of stewards so as to avoid appointing a steward in situations that would create a hardship to the University.

Section 6.

The Union will submit to the Office of Labor Relations the name of each steward and the assigned jurisdiction of the steward. In the event of a re-designation of stewards, notice shall be provided to the University at least two (2) days prior to the date such steward is recognized. Stewards will only process grievances within their steward jurisdiction, unless otherwise mutually agreed.

Section 7. Release time for ~~Union business~~ **Successor Agreement Bargaining**

The University shall provide paid release time without loss of pay for up to ~~five (5)~~ **seven (7)** ~~ten (10)~~ employees, designated by the Union for the purpose of bargaining a replacement agreement during normal working hours, ~~union orientations, grievance processing,~~ provided that such representatives shall remain responsible for fulfilling all of their employment duties and responsibilities. Employees shall comply with their PI or supervising manager's normal procedures for notifying the PI or supervising manager and obtaining permission for such time, provided that permission shall not be unreasonably withheld.

Section 8.

The University will provide **reasonable access to** bulletin board space for the Union in UW owned and -controlled spaces ~~those departments~~ where **represented** Employees work.

Section 9.

New Employee Rights

A. The University shall provide each new Employee, at the same time as providing forms required for new employment (e.g. W4 and I9), introductory materials from the Union, including a Union Membership Election Form and Voluntary Community Action Program (VCAP) form.

~~B. In exceptional situations where the Employee has completed other required employment forms before they are hired into the bargaining unit, the University shall provide introductory materials from the Union, including a Union Membership Election Form and VCAP form, at the time they are hired into the bargaining unit.~~

~~C. The University will make every reasonable effort to have completed Membership Election Forms and VCAP forms returned to the Union within ten (10) calendar days of receipt and to notify the Union within ten (10) calendar days of all new Employees hired to include name, home department/hiring unit, job code, home address, mail stop, Employee Identification Number and appointment start date. The University shall meet with the Union to develop the method of notification.~~