

WWU'S PROPOSAL RE UNION RIGHTS

1/22/24

Article 9 - Union Rights

Section 1. **Employee Reports:** *[Note: the University is evaluating this portion of the proposal and will respond separately.]* the university will provide the union with the following reports each pay period, in spreadsheet format:

1.1. A **Jobs Report** with one row per job in the bargaining unit, with the following information:

1.1.1. Employee Contact Information

- 1.1.1.1. Name, including Preferred Name
- 1.1.1.2. Personal Pronouns
- 1.1.1.3. Email
- 1.1.1.4. Employee ID
- 1.1.1.5. Address, Student/Alumni Permanent
- 1.1.1.6. Phone, Student/Alumni Permanent
- 1.1.1.7. Address, Student Mailing
- 1.1.1.8. Phone, Student Mailing
- 1.1.1.9. Address, W2/Employee Permanent
- 1.1.1.10. Phone, W2/Employee Permanent
- 1.1.1.11. Cell Phone
- 1.1.1.12. Work Location (Building and Room Number)
- 1.1.1.13. Work Location (Physical Address)
- 1.1.1.14. WWU Mail Stop Number
- 1.1.1.15. Expected Date of Graduation
- 1.1.1.16. Medical Plan Enrollment

1.1.2. Job Information

- 1.1.2.1. Unique identifier for appointment (e.g. Appointment ID)
- 1.1.2.2. Job Status
- 1.1.2.3. Job Effective Date
- 1.1.2.4. Job Begin Date
- 1.1.2.5. Job End Date
- 1.1.2.6. Job Length
- 1.1.2.7. Job Title
- 1.1.2.8. Job Type
- 1.1.2.9. Job Class
- 1.1.2.10. Job Class Description
- 1.1.2.11. Employee Class
- 1.1.2.12. Employee Class Description
- 1.1.2.13. Division and College

- 1.1.2.14. Division and College Description
- 1.1.2.15. Home Organization
- 1.1.2.16. Home Organization Description
- 1.1.2.17. Time Sheet Organization
- 1.1.2.18. Time Sheet Description
- 1.1.2.19. Time Entry Type
- 1.1.2.20. Last Paid Date
- 1.1.2.21. Salary Grade
- 1.1.2.22. Salary Step
- 1.1.2.23. Job Percentage
- 1.1.2.24. Job FTE
- 1.1.2.25. Hourly Rate
- 1.1.2.26. Salary or Stipend Rate
- 1.1.2.27. Recent Job Changes (Add, Change, End)
- 1.1.2.28. Date of Recent Job Changes
- 1.1.2.29. Job Shift
- 1.1.2.30. Supervisor Name
- 1.1.2.31. Supervisor Email
- 1.1.2.32. Supervisor Title

- 1.2. **List of Job Changes in Pay Period** (Add, Change, End). This report should have one row per job change that occurred during the pay period. Information should include:

1.2.1. Employee Contact Information

- 1.2.1.1. Name, including Preferred Name
- 1.2.1.2. Email
- 1.2.1.3. Employee ID

1.2.2. Appointment Change Information

- 1.2.2.1. Type of job change (e.g.. add, change, end, leave)
- 1.2.2.2. Date of job change
- 1.2.2.3. Reason for change
- 1.2.2.4. Clear information about what was changed
- 1.2.2.5. Clear information about the current status of the job

- 1.3. **Job Pay Report:** This report should have one row per job for which a unit member received payment during the pay period. Information should include:

1.3.1. Employee Contact Information

- 1.3.1.1. Name, including Preferred Name
- 1.3.1.2. Email
- 1.3.1.3. Employee ID

1.3.2. Job Information:

- 1.3.2.1. Unique identifier for appointment (e.g. Appointment ID)
- 1.3.2.2. Time Sheet Organization
- 1.3.2.3. Time Sheet Description
- 1.3.2.4. Time Entry Type
- 1.3.2.5. Last Paid Date

- 1.3.2.6. Salary Grade
- 1.3.2.7. Salary Step
- 1.3.2.8. Job Percentage
- 1.3.2.9. Job FTE
- 1.3.2.10. Hourly Rate
- 1.3.2.11. Salary or Stipend Rate

1.3.3. Pay Information

- 1.3.3.1. Regular Hourly Total Pay
- 1.3.3.2. Regular Hour Pay Rate
- 1.3.3.3. Regular Hours Logged
- 1.3.3.4. Late Hours Total Pay
- 1.3.3.5. Late Hours Pay Rate
- 1.3.3.6. Late Hours Logged
- 1.3.3.7. Non Uniform Total Pay
- 1.3.3.8. Non Uniform Pay Rate
- 1.3.3.9. Non Uniform Hours Logged
- 1.3.3.10. Overtime Total Pay
- 1.3.3.11. Overtime Pay Rate
- 1.3.3.12. Overtime Logged
- 1.3.3.13. WA State Sick Leave Total Pay
- 1.3.3.14. WA State Sick Leave Pay Rate
- 1.3.3.15. WA State Sick Leave Hours Logged
- 1.3.3.16. Supplemental PFML WA Sick Leave
- 1.3.3.17. Total/Gross pay
- 1.3.3.18. Total/Gross pay year-to-date
- 1.3.3.19. Any other information needed for clarity about the pay, for example, specifying cases of back payments, etc.

- 1.4. Union Dues Report:** This report should have one row per employee in the bargaining unit in each pay period

1.4.1. Employee Contact Information

- 1.4.1.1. Name, including Preferred Name
- 1.4.1.2. Email
- 1.4.1.3. Employee ID

1.4.2. Union Dues

- 1.4.2.1. Deduction Union Dues
- 1.4.2.2. Deduction Union Fees
- 1.4.2.3. Deduction Union VCAP

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

Section 2. Release Time for Bargaining

- 2.1. 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.

Section 3. **Facilities Access**

- 3.1. 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. The University will provide space on designated, existing bulletin boards for the posting of official Union notices. Material posted on bulletin boards will be appropriate to the workplace, politically nonpartisan, in compliance with the State's ethics laws, and signed/dated by a duly authorized representative of the Union. The University may remove any posting after forty-five (45) calendar days.
- 3.2. Union representatives will have access to the University's non-secure offices or facilities to carry out representational activities. The representatives will notify management prior to their arrival and will not interrupt the normal operations of the University. ESEs must receive advanced approval from their supervisor to meet with Union representatives during work time.

Section 4. **Union Stewards**

- 4.1. The union may elect or appoint union stewards:
 - 4.1.1. The union will provide the university with the names and jurisdictions of its stewards;
 - 4.1.2. The University will provide release time to Union stewards to represent an ESE in an investigatory interview or pre-disciplinary meeting, to participate in meetings with management as part of the grievance procedure, or to participate on behalf of the Union in Union-Management Committee meetings. Stewards are expected to coordinate their use of release time in advance with their supervisors.

Section 5. **Publishing of the CBA on the University Website**

- 5.1. 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.

Section 6. **Orientations**

- 6.1. The Union will be provided thirty (30) minutes at the conclusion of the University's monthly new-hire orientation to communicate with bargaining unit members and discuss/distribute materials, including Union membership application and dues deduction authorization forms. In the event a new ASE is unable to participate in the employment orientation, the Union will be allowed a thirty (30) minute period during the new ESE's first ninety (90) days to conduct an orientation meeting. Time spent by an ESE attending a Union orientation session following their initial hire by the University will be considered time worked.
- 6.2. The University shall inform the union of the date, time, and location of the new hire orientation sessions at least ten (10) business days prior to the scheduled meeting time.

Section 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 there is no cost to the University

and the use is brief in duration, complies with State ethics laws and regulations, and does not disrupt or distract from the University's business.

7.1.