



**Collective Bargaining
Agreement between:**

**SEIU Higher Education
Workers Local 2007**

and

**The Board of Trustees of
the Leland Stanford
Junior University**

**September 1, 2019-
August 31, 2024**

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STANFORD AND SEIU HIGHER EDUCATION WORKERS LOCAL 2007 AGREEMENT

AUGUST 31, 2019

This Agreement is made and entered into this **August 31, 2019** between Leland Stanford Junior University (called the "University") and SEIU Higher Education Workers Local 2007, (called the "Union"). The University highly values the work of its bargaining unit members in support of the University's academic mission. In turn, the Union is proud that bargaining unit workers contribute towards the University's research, teaching, and patient care endeavors. The Union and the University recognize that respect among and between all members of the University community, workers and non-bargaining unit members alike, is necessary to maintaining an environment in which each member of the community can work effectively and productively. Accordingly, wherever possible, the Union and the University each will endeavor to promote an atmosphere where individuals within the workplace are both respected and expected to treat others with respect.

ARTICLE 1: REPRESENTATION

- 1.1 UNION RECOGNITION AND COVERAGE UNIT:** In accordance with the Voluntary Union Recognition Agreement by and between SEIU Higher Education Workers Local 2007 and Stanford University dated June 2, 2009, Stanford University (the "Employer") recognizes SEIU Higher Education Workers Local 2007 (the "Union") as the exclusive bargaining agent for the purposes of collective bargaining concerning wages, hours and working conditions for the following unit: All regular staff maintenance employees, laboratory support personnel, custodians, food service employees, audiovisual operators, nonexempt computer operations personnel, production control clerks and tape librarians employed by the Department of Stanford Data Center and the SLAC Computing Services (SDC and SCS), book preservers and all regular staff book warehouse assistants and proofreaders of the Stanford University Press all employed by the University in Northern California; EXCLUDING: All other employees, office clerical employees; all employees of Stanford University Hospital; patient care employees; shelvers; computer production control clerks other than in SDC and SCS, computer production control coordinators and operations specialists; programmers, scientific and engineering associates; all currently represented employees; guards, supervisors, professional and confidential employees as defined in the Act.
- 1.2 REGULAR STAFF** The term "regular staff" includes only employees in positions requiring at least 20 hours work per week for a period actually lasting at least 4 months. The 4 month period includes any period when bargaining unit workers in the same work group are on temporary or seasonal layoff provided that the individual works in a bargaining unit position in the same department both immediately before and immediately after the period of temporary or seasonal layoff.

1.3 FIXED TERM

- A.** Fixed term workers (those hired for an assignment for a specified period of time with defined beginning and ending dates) may be used only in the following circumstances:
1. To work when there are projects that have specific beginning and ending dates. The fixed term worker may work on the project, or perform the work of a regular worker who is working on the project, or a combination of both. The fixed term worker may also perform work similar to that of regular workers during intermittent down time on projects.
 2. To cover for the absences of workers who are on extended leaves of absence.
 3. To cover periods of peak or seasonal workload.
 4. When, at the time of hire, the University cannot anticipate whether the work or needs would support a continuing appointment.
- B.** The fixed term appointment period will be for a minimum of four months and up to a maximum of two years. If the initial fixed-term appointment is for less than two years, the fixed-term may be extended up to a maximum of two years. The University will provide two months advance written notification to the worker with a copy to the Union of whether the appointment will expire on schedule or be extended. If the fixed term appointment is tied to a specific contract or grant, the fixed-term may be posted or extended to coincide with the expiration of funding for the contract or grant, up to a maximum of four years. Fixed-terms will not be created for the purpose of extending probationary periods.
- C.** Workers on fixed term appointments are covered by all provisions of this Agreement except §6.3.-A.1. (Layoffs) and Article 16 (Layoff). The worker is not eligible for severance pay at the conclusion of the fixed-term or if the assignment is ended early. A worker who has worked at the University on a fixed-term appointment pursuant to this section of the Agreement and who, during or immediately following the fixed term appointment, is hired as a member of the regular staff without a break in service shall be credited for their service on a fixed-term appointment. A regular worker who is not appointed for a fixed-term, but who has received official notification of permanent layoff, may fill a vacant fixed-term position or bump into an existing fixed-term position. In these cases, the effective date of layoff and payment of any severance to which the worker is entitled will be delayed until the end of the fixed-term assignment. Severance will be based only upon seniority accumulated up to the time the worker's regular (non-fixed-term) position ended causing the layoff notification. Additional seniority does not accrue during the fixed-term assignment. If a regular worker, who has not received official notification of permanent layoff, moves voluntarily to a fixed-term assignment, §6.3 (Hiring Preferences) and §16.1 (When Staff Reductions Occur) are not applicable at the conclusion of the fixed-term assignment.

- 1.4 WORKERS** All employees within the bargaining unit shall be called "workers" in this Agreement and its appendices.

1.5 NEW AND REPLACEMENT FACILITIES To the extent permitted by law, the Union and the University will apply this Agreement to regular staff University employees at new and replacement facilities operated by the University in Northern California and covered by the recognition clause in paragraph 1.1 (Union Recognition and Coverage). With respect to replacement facilities, the provisions of §5.2.-A. and B. (Contracting) apply in the event that the University decides to contract out work previously performed in that facility by bargaining unit workers.

1.6 JOBS OUTSIDE OF THE BARGAINING UNIT The University and the Union agree that no job at the University at the time of execution of this Agreement not then classified by the University in one of the classifications set forth in Appendix A of this Agreement, is either covered by this Agreement or within the unit for which the Union is recognized in accordance with §1.1 (Union Recognition and Coverage.) If any such job changes substantially and permanently, subsequent to execution of this Agreement, so that the job consists predominantly of work covered by §1.1 (Union Recognition and Coverage) and satisfies the remainder of the provisions of §1.1 (Union Recognition and Coverage) of this Agreement, the job shall be included within the bargaining unit.

ARTICLE 2: UNION SECURITY & RIGHTS

2.1 UNION MEMBERSHIP, DUES AND FEES

A. GENERAL PROVISIONS All Workers covered by the terms of this Agreement shall, as a condition of employment, either become and remain members in good standing of SEIU Local 2007, or pay to SEIU Local 2007 a service fee equal to the dues required of Union members. The worker decides whether to become a member in good standing or to pay the fee when he / she signs the Payroll Deduction Authorization form (Authorization).

B. INFORMATION FROM UNION AND UNIVERSITY Both the University and the Union shall undertake to advise newly hired workers of their obligations under this Article.

C. WORKER REQUIREMENTS

1. Submission of the Authorization form to the union must occur no later than completion of the Trial Period specified in §6.11 of this Agreement.
2. A worker will be deemed to have satisfied his /her obligation under this Article when the Authorization form is on file with the University.

D. WORKER MEMBERSHIP AND AUTHORIZATION PROCEDURES

1. **EMPLOYMENT DOCUMENTS PROVIDED BY THE UNIVERSITY** The University agrees to provide newly hired workers an Authorization form and a SEIU Membership form during the orientation process in which workers receive other standard employment documents. Upon receiving the worker's signed authorization from the union, the University agrees to deduct from the pay of each worker any union membership dues, fees, contributions or COPE.

2. **NEW HIRE MEETING WITH UNION REPRESENTATIVE** A Union representative will meet with newly hired workers to describe the services of the union. Such meeting will be on work time for up to 30 minutes at a designated time either during or immediately following the completion of the University's new hire orientation.
 - a. The employee may submit the Membership Form and / or the Dues Deduction Authorization for to the Union during this meeting.
 - b. If the employee does not submit the form to the Union during the meeting with the union, s/he must submit it to the union by the end of the Trial Period.
 3. Upon receipt of the signed Authorization by the worker, the University agrees to deduct from the pay of each worker any union membership dues, fees, contributions or COPE.
- E. NON-PAYMENT** Within 10 working days of receiving the Union's notice that a worker has failed to comply with the provisions of this Article, the University shall verify the failure to pay the service fee and, if verified, shall separate the worker from employment with the University. No worker shall be separated for non-membership in the Union if the University has reasonable grounds for believing that the Union's request is for reasons other than the failure of the worker to tender a service fee equivalent to the periodic dues uniformly required of the Union members as a conditions of membership.

2.2 UNION DUES AND FEES

- A. DEDUCTIONS** The University shall deduct during the period of this Agreement, in the manner and to the extent provided in this Agreement, monthly Union dues or equivalent service fees and voluntary COPE check-off deductions for each worker who has authorized dues or fees or COPE deduction on an authorization form completed and submitted in accordance with this Agreement. The dues authorization shall be irrevocable for a period not to exceed one year but shall thereafter be subject to revocation during the revocation period as described in the authorization form. Any worker wishing to revoke their authorization may do so by submitting a request in writing to either the AVP of Employee & Labor Relations (AVP) or the Union. The recipient of a request for revocation shall transmit promptly a copy to the other. In either case the request shall be considered to be filed with the AVP upon the date of receipt by the AVP and shall be effective, if timely filed, for the first payday which is at least two weeks after receipt by the University. The COPE voluntary authorization is revocable at any time with notice to the Union and the employer.
- B. CHANGES TO DUES / FEES AMOUNTS** The Union will annually inform the AVP of Employee & Labor Relations of changes to uniform amount or percentage of normal base pay to be deducted for the payment of dues or fees. This notice must be received by the AVP before July 1 of any calendar year and, if so received, will be effective for deductions beginning with the second regular payday in September of that year. "Normal base pay" does not include shift differential or any form of premium pay.

- C. **PAYMENT SCHEDULE** The University shall deduct the monthly dues or fees on the second regular payday, if a uniform amount, or on each regular payday, if a uniform percentage of “normal base” pay.
- D. **MINIMUM DEDUCTION** The deduction shall be waived for any worker whose paycheck for the applicable pay period, after all other deductions have been made, is less than the amount certified and the University shall have no obligation to deduct the amount thus waived from any succeeding paycheck.
- E. **PAYCHECK STATEMENT** Each worker’s paycheck statement shall note the amount of dues or fees as well as any COPE check-off deducted for that pay period.
- F. **PAYMENT** The gross amount of dues and fees deducted shall be sent to the Union within a reasonable period after the applicable payday of the month but, in any case, within a week.
- G. **LIABILITY** The Union understands the University assumes no liability in connection with the voluntary deductions made in accordance with this Section and any question as to correctness of the deductions made shall be matters to be resolved between the Union and the worker involved. The Union agrees, so long as the University has delivered to the Union all funds deducted to which the Union is entitled, to hold the University harmless from any liability, monetary or legal, in the University’s performance of its check-off obligation including reimbursement for attorney’s fees and other expenses in defense of any claims against the University under this Section. The Union assumes full responsibility for the disposition of funds so deducted once they have been turned over to the Union as provided.

2.3 UNION REPRESENTATIVES: STEWARDS The Union shall designate one steward and one alternate steward for each of no more than 44 units, including the Stanford Redwood City Campus. Union Stewards and alternate stewards will be selected from their respective work groups. Within 31 days after execution of this Agreement, and thereafter within 10 days of any change in steward designation, the Union shall transmit to the AVP of Employee & Labor Relations the list of current stewards. Steward areas, exact composition to be determined by the Union, shall reflect the following considerations: geographic placement, similarity of classifications, volume of workplace issues, release time factors, and work shifts. The Union will provide at least 30 days advance notice of any change in the steward areas, which changes may normally occur no more frequently than twice in any 12 month period. For the Stanford Redwood City Campus, all other terms of Side Letter 12 shall continue to apply and supersede the terms of this section where applicable.

2.4 STEWARDS’ FUNCTIONS The sole functions for which a Steward may claim paid release time under this Agreement are:

- A. To act as the representative of a grievant employed in the steward’s unit at meetings with supervision at the specified steps of the grievance procedure §4.6.-B. (Grievant Rights: Worker’s Representatives); and

- B. To act as the representative of a worker employed in the steward's unit at meetings with supervision concerning discipline as provided in §12.2 (Role of Steward in Discipline).
- C. For the unit-wide stewards' meeting, as described in §2.5 (Stewards' Paid Time).
- D. For the joint contract administration training program for Union stewards and University supervisors.
- E. To participate in Special Conferences and Summit Meetings.
- F. Twice a year, for no longer than two hours per instance, for the Chief Steward or an Assistant Chief Steward to accompany a new steward (defined as an individual who has less than nine months' experience) to a normally scheduled meeting with a Stanford supervisor or manager or for the new steward to accompany the Chief Steward or Assistant Chief Steward to such a meeting.

2.5 STEWARDS' PAID TIME Each steward as well as the workers serving the Union in the offices of President, Vice President, Secretary, Treasurer, and Chief Steward, with the prior concurrence of their supervisor, shall be eligible for reasonable time off from actual scheduled work, payable at their regular base wage rate, to discharge the steward or officer functions under this Agreement described in paragraph §2.4 (Stewards' Functions). Such time shall not exceed 120 hours in a year or 30 hours in a month, up to 2.5 hours per month to be used for attendance at one unit-wide steward meeting of the Union, provided the Union has notified the AVP of Employee & Labor Relations of the date and time for the meeting at least 10 working days prior to the meeting. Paid time shall not be granted unless the steward or officer has accurately prepared a copy of the steward log set forth in the Appendix C for each instance of steward function; has obtained the signature of both the steward's or officer's supervisor and the University manager or representative present at the function for which steward paid time is claimed; and has timely submitted the same to their department. However, no steward or officer will be allowed more than 10 hours in any week without extension by their supervisor, who will not deny a request for extension of the weekly limit unless extension of limits would unduly impair operations.

2.6 SUBSTITUTING FOR STEWARDS When the presence of a steward is requested, under this Agreement, every effort will be made to locate the designated steward or the alternate steward, respectively, for the unit involved. If neither the steward nor alternate steward is available the Union shall be notified and the Chief Steward, Union Officer, or a Union worksite organizer, or any other steward shall be designated by the Union (or by the University if the Union cannot be reached) to act as steward unless, if an individual worker is involved, the worker elects not to have a steward present. In cases not requiring immediate attention the proposed action shall be delayed until the next workday. Alternate stewards who serve as substitute stewards under this Agreement shall be entitled to approve release time which shall be charged as release time for the designated steward.

2.7 CERTIFICATION The Union shall notify the University in writing of its designated stewards and alternate stewards. If there is a compelling reason why an eligible worker thus designated by the Union as steward cannot reasonably be released from work duties to perform the functions of steward the Union may designate another eligible worker who can be so released to serve as steward. The Union may retain the original steward who shall serve without release time privileges. No individual may hold more than one position for which release time is granted under the contract, without the written consent of the supervisor.

2.8 ACCESS TO WORK AREAS AND FACILITIES Union representatives shall be permitted access to all work areas where workers are or may be working, provided that:

- A. To the extent practicable such access shall be timed to coincide with the non-work time of the affected workers in the area.
- B. To the extent the Union believes access to a work area is necessary to conduct essential Union business during the work time of affected workers the Union shall first notify the AVP of Employee & Labor Relations. The AVP of Employee & Labor Relations shall then advise the Union of any appropriate time for such access. In no event, if such access is granted, shall the total time allowed exceed 10 minutes, unless the supervisor agrees to a longer period of access.
- C. The Union agrees that its representatives will observe all safety practices and department rules and shall confine the duration and scope of access as set forth in the paragraphs above. Any conduct by a union representative that interferes or disrupts ongoing work may be grounds to bar any future access to the affected work area by that individual for a specified period of time. Any decision to bar future access will be communicated by the AVP of Employee & Labor Relations.

2.9 NO STRIKE-NO LOCKOUT

- A. Neither the Union nor any of the workers will engage in or participate, directly or indirectly, in any strike, picketing, slow-down, sick-in, stoppage or any other interference with or interruption of work or operations during the term of this Agreement. Workers who violate these provisions shall be subject to disciplinary action including discharge
- B. The University agrees that during the term of this Agreement it will not lock out any of the workers.

2.10 UNIVERSITY FACILITIES

- A. **COMMUNICATIONS** Union representatives may use normal internal University communications channels (such as phones and interdepartmental mail) in the assessment, investigation, adjustment, preparation and presentation of grievances and charges and for other legitimate Union business related to the bargaining unit.
- B. **MEETINGS** University meeting facilities shall be available to the Union on an equal basis with other campus voluntary organizations. Other facilities may be used for meetings of employee members of the Union to the extent such facilities are generally available to all University employees for such purposes.
- C. **USE OF INTERDEPARTMENTAL MAIL** The Union may use the University interdepartmental mail services in accordance with University regulations which may be modified from time to time at the University's sole discretion so long as such modification does not discriminate unfairly against the Union. The Union may communicate representation matters from the SEIU e-mail address to represented Stanford workers at their Stanford e-mail address.

- D. **BULLETIN BOARDS** The University shall provide the Union space on a reasonable number of bulletin boards not to exceed 100 in mutually agreeable locations which are reasonably sufficient to permit communication by the Union to all workers. The space provided shall be appropriately labeled for the use of the Union. The space provided may be used by the Union for posting any notice related to legitimate Union business.

2.11 UNION LABEL & INSIGNIA

- A. **UNION LABEL** All printed material and items produced for sale off-campus produced by workers at Stanford may, at the University’s discretion, bear the Union label (or “bug”) as a sign that the work was done by union labor.
- B. **UNION INSIGNIA** Bargaining unit members, (including retail locations of Stanford Dining,) and including those who wear uniforms, may wear an official union insignia such as a button, sticker, or pin (“insignia”) no larger than two inches in diameter identifying themselves as members of SEIU. Such insignia will not include any message that is vulgar, profane, or disparaging of Stanford, or that results in conflict or disruption in the workplace.

ARTICLE 3: REPORTS AND DATA

- 3.1 **DUES REPORT** The University shall submit to the Union, within a week of each payday, data showing the individual amounts of dues or fees deducted. Such dues information shall include the name and base pay of each worker for whom dues or fees were deducted. The University shall submit the data in a format agreed upon by the University and the Union.

3.2 MONTHLY EMPLOYEE DATA REPORT

- A. The University shall in good faith attempt to provide monthly to the Union the following data for each worker:
 - 1. Social Security number (or other employee identification number if available)
 - 2. Name
 - 3. Mailing address with zip code
 - 4. Work Location
 - 5. Home Department
 - 6. Birthdate
 - 7. Gender
 - 8. Ethnic designation
 - 9. Date of hire
 - 10. Current job class code
 - 11. Percent time
 - 12. Hourly rate of pay
 - 13. Basic health plan
 - 14. Retirement Plan

B. The University also shall provide, on a monthly basis, a list of newly hired workers together with notice of each newly hired worker's home department and physical work location.

3.3 ACCIDENT OR INDUSTRIAL ILLNESS REPORTING The University shall provide the Union President or designee with regular reports of accidents and industrial illnesses which occur within the bargaining unit. Once a year the University and the Union will have a summit to discuss industrial absences or illnesses.

3.4 INFORMATION REQUESTS / ADDITIONAL DATA The Union may request additional data which the University shall provide to the extent relevant and necessary to the Union's representation responsibilities under this Agreement provided that the University may charge a reasonable fee for requests which require extraordinary processing or staff time. All requests for additional data by the Union must be in writing by the Union President or designee and directed to the AVP of Employee & Labor Relations. The University will provide the additional data as soon as practical. If the information cannot be provided within 30 calendar days, the AVP of Employee & Labor Relations or designee will so inform the Union in writing, indicating the date by which the University anticipates that the information will be provided.

3.5 UNIVERSITY TEMPORARY EMPLOYEES REPORT On a monthly basis, within 30 days of the closing date of each month, for each University department listed below, the University will attempt in good faith to provide the Union with a list of non-regular University staff, employed on the University temporary payroll who perform work regularly and customarily performed by workers employed in such department, for a period actually lasting at least four months and at least 20 hours of work per week, excluding student, exempt and academic employees. Departments: Land, Buildings and Real Estate (LBRE); SLAC National Accelerator Laboratory; Athletics Department; Residential and Dining Enterprises (R&DE); Business Affairs; University Libraries; and Comparative Medicine.

3.6 UNION PROTECTION OF EMPLOYEE INFORMATION The Union agrees that it will protect the privacy of all employee information received from the University.

ARTICLE 4: GRIEVANCE & ARBITRATION PROCEDURE

4.1 GENERAL PROVISIONS

A. PURPOSE The purpose of the procedure set forth below is to provide the University and the Union with an orderly means of resolving disputes which may arise between them and encourage the resolution of disputes and issues through direct communication between the workers and supervisors.

B. RESOLUTION The parties agree that resolution may occur at any time in this process, until the issuance of an Arbitrator's opinion. The parties agree that Settlement Proposals discussed, but not agreed to by the parties at any stage of this procedure, are non-binding and not admissible in an arbitration hearing, and do not set a precedent for future administration or interpretation of the Agreement.

- C. PROCEDURE FOR RESOLVING GRIEVANCES** The Union agrees that this procedure shall be in lieu of any other formal procedure established by the University for the resolution of grievances and shall be the exclusive means for the resolution of workers' and Union grievances or claims against the University.
- D. COMMUNICATIONS** All written communications concerning the application and interpretation of this Agreement including correspondence relating to a grievance as defined in §4.2.-B. (Grievance) shall be sent via email to the Union as President, SEIU Higher Education Workers Local 2007, or their designee, to president@seiu2007.org and other email address(es) designated by the Union; and to the University as Associate Vice President (AVP), Employee & Labor Relations, or their designee, to stanfordelr@stanford.edu and other email address(es) designated by the University.
- E. INFORMATION** The University and the Union agree and understand that the exchange of information necessary and / or relevant to the issues grieved is essential to their mutual understanding and possible resolution of issues and disputes. Accordingly, the University and the Union agree to respond in a timely and good faith manner to requests for information directly related to a filed grievance.
- F. TIME LIMITS FOR PROCESSING OF GRIEVANCES**
1. The University and the Union agree that grievances should be raised, and resolution attempted, promptly.
 2. Both parties will make every reasonable effort to adhere to the time limits outlined in this Article.
 3. Failure of the Union or a worker to proceed within any time limit set forth in this Article shall constitute a waiver of the claim.
 4. Failure of the University to act within any time limit set forth herein shall entitle the grievant / union to proceed to the next step. If the University has not responded within the required time limit, the University shall be deemed to have rejected the grievance on the last day of the period for response and the matter may be appealed to the next level.
 5. The time limits set forth in this Article may be extended only by written agreement of the University and the Union. Neither party will unreasonably deny a request made to extend timelines.
 6. **TIMELINE**
 - a. For the purposes of this Article, all references to days shall be considered calendar days. If a deadline falls on a weekend or holiday, the next working day shall be the deadline date.

- b. The grievance shall be submitted in writing to the local / field human resources representative within 35 calendar days of the date the action occurred or should have occurred.
- c. In cases of unpaid suspension or involuntary separation, the grievance must be submitted within 15 calendar days after the worker received notice of the action, either in person or, if written notice was mailed to the worker's last address on record, the date the notice was mailed. The University shall provide written notice to the Union on the same day it provided notice to the employee. Written notice to the employee will be made by overnight mail or courier service, by regular US mail, or by certified mail, and written notice to the Union shall be made by email as set forth in §4.1.D above.

4.2 DEFINITION: WORKER AND UNION GRIEVANCES

A. ELIGIBILITY

- 1. To be eligible to use this procedure, a worker must have successfully completed the trial period of employment as defined in §6.11 (Trial Period).

B. GRIEVANCE

- 1. **DEFINITION** A grievance is a written claim by an individual worker, a group of workers or the union against the University concerning the worker's wages, hours, working conditions, or any other conditions of employment and involving the interpretation or application of this Agreement, excluding the Preamble. The term "grievance" does not include any claim or dispute concerning an action or inaction by one or more other workers.
- 2. **WORKER GRIEVANCE** For purposes of this Article, a worker who files a grievance will be referred to as a "grievant."
- 3. **UNION GRIEVANCE** The Union may file a grievance on behalf of an individual worker, a group of workers affected by a single incident, or the bargaining unit as a whole.
 - a. A Union grievance shall be started by a steward or Union officer authorized by the Union to file grievances under this Agreement. The Union shall provide the University with a list of those persons so authorized and update the list within five calendar days of any change.
 - b. In cases involving a body of workers (§4.2.-B.3., above), at least one worker must be specifically named at the time the grievance is filed, and all must be named or identified no later than the date the Union refers the grievance to arbitration pursuant to §4.5 (Step 3: Arbitration).

4.3 VOLUNTARY RESOLUTION OF WORKPLACE ISSUES BROUGHT BY A WORKER

- A. The Union and the University strongly encourage workers and supervisors to directly discuss and resolve issues prior to filing a formal grievance. A worker may request the presence of a steward during any such discussion.
 - 1. The informal resolution process is initiated when the worker tells their supervisor the facts about their workplace concerns.
 - 2. The supervisor must respond within 7 calendar days. If the worker does not accept the resolution of their concerns, or if the supervisor fails to respond the worker may file a formal grievance.
- B. The worker may at their option skip this voluntary step and begin the grievance at Step

4.4 GRIEVANCE PROCESS

- A. A grievance that is initiated by the Union is filed directly at Step 1, unless the parties agree to accept the initial filing at Step 2. A grievance filed by the Union on behalf of all workers shall be filed at Step 2.

B. GRIEVANCE CONTENT

- 1. **CONTENT** The written grievance shall be signed and dated by the grievant (the worker filing the grievance) or the designated Union steward or officer. The grievance shall contain:
 - a. Who: the name(s) of the individual(s) involved in the action / event (the names of the worker(s) and supervisor(s) involved),
 - b. When: the date the action / event complained of occurred,
 - c. What: the action / event that allegedly violated the agreement and the specific provision or provisions of the Agreement alleged to be involved
 - d. How / Why: the explanation or description of how / why the action allegedly violated the agreement, and
 - e. Resolution: the resolution desired.

C. STEP 1 MEETING

- 1. A Step 1 meeting shall be scheduled within 15 calendar days of receipt of the written grievance.
- 2. During the Step 1 Meeting, the parties will discuss the known facts pertaining to the grievance, including:

- a. why the grievant / union believe the University violated the Agreement,
 - b. why the University took the action grieved, the information relied upon for a disciplinary action, and
 - c. how the alleged violation can be remedied.
3. The Step 1 meeting will include the grievant, the union representative with direct knowledge of the facts, management representative(s) with the knowledge of the facts and authority to resolve the grievance, and the departmental HR Manager. The meeting may also include up to two additional union representative(s). Only one person will actively represent each party at the meeting.
 4. Within 7 calendar days of the Step 1 meeting the department will provide a written response to the grievant with a copy to the Union, responding to each of the items included in the Step 1 written grievance.

D. STEP 2: APPEAL TO STANFORD EMPLOYEE AND LABOR RELATIONS

1. If the Union does not accept the University's response to the grievance at Step 1, the Union will forward the Step 1 grievance and the University's written response to the AVP of Employee & Labor Relations, pursuant to §4.1.D above, within 15 calendar days of the date of the Step 1 written response, stating that it is appealing the Step 1 grievance.
2. The Step 2 appeal shall identify all unresolved issues, alleged violations and remedies, and shall be signed and dated by the grievant or his /her representative. The subject of the grievance as stated at Step 1 shall constitute the sole and entire subject matter of the appeal to step 2.
3. Employee & Labor Relations (ELR) will conduct a Step 2 meeting within 15 calendar days of receiving the appeal, provided all relevant parties are available.
 - a. During the Step 2 meeting, the parties will discuss known facts, information, and resolution possibilities concerning the grievance. The Union may bring up to two other workers who have information relevant to the discussion of the grievance, or other individuals by mutual written agreement.
 - b. ELR shall issue the University's written response to the Step 2 appeal within 20 calendar days of the Step 2 meeting, if resolution has not occurred prior to the 20th day.

4.5. STEP 3: ARBITRATION If the Union disagrees with the University's Step 2 response, the Union may refer the grievance to arbitration by written notice to the AVP of Employee & Labor Relations pursuant to §4.1.D above within 30 calendar days after receiving the Step 2 response.

A. SELECTION OF ARBITRATOR The parties agree to rotate through the list of arbitrators as follows:

1. Within 15 days after receipt of the Union's written notice for arbitration, the designated representatives of the parties shall utilize the arbitrator immediately following the last used arbitrator, unless the individual's earliest arbitration availability is more than 90 days following the referral to arbitration.
2. If the arbitrator's earliest availability is more than 90 days after referral to arbitration, the parties will move to the next arbitrator in the sequence.

(1)	Karen Andres	(10)	Charles Loughran
(2)	Alexander Cohn	(11)	Paul Roose
(3)	Anne Andrews-Ellis	(12)	Frank Silver
(4)	Matthew Goldberg	(13)	Paul D. Staudohar
(5)	Fred Horowitz	(14)	Phillip Tamoush
(6)	Ronald Hoh	(15)	Katherine Thomson
(7)	John Kagel	(16)	Carol Vendrillo
(8)	Andria Knapp	(17)	David Weinberg
(9)	Christie Knowlton	(18)	Barry Winograd

B. ARBITRATION SCHEDULING

1. Grievances referred to arbitration shall be scheduled for arbitration in the order in which the written responses or determinations are received, except that all grievances filed over a worker's discharge or permanent layoff shall be given priority scheduling. Grievances filed under this Agreement shall be heard subsequent to pending grievances filed under prior Agreements.
2. The Union shall be responsible for calendaring the arbitration hearings, which shall be scheduled to be held as soon as possible, giving due consideration to the schedules of the representatives and witnesses of the parties. The Union shall request dates within 15 calendar days of the date the arbitrator is selected and shall provide the arbitrator's dates to the University within 15 calendar days of the date that the arbitrator provides the Union with dates. Where mutually agreeable, grievances may be combined for arbitration where there is a common violation and / or remedy that would resolve a number of individual grievances.

C. ARBITRATION HEARING The hearing shall be open unless the arbitrator rules otherwise. Prior to the hearing the University and the Union shall attempt to reach agreement on a joint submission of the issue to be presented to the arbitrator. If the parties fail to agree, each shall submit a separate statement of issue and the arbitrator shall then determine the issue or issues to be heard, provided that the issue is arbitrable in accordance with this Article. In hearings under §6.12.-O. (Arbitration Regarding Job Classifications) and §6.12.-J. (Arbitration of Range Assignments for New or Changed Classifications), the issues shall be as stated in that Article.

D. ARBITRATION DECISIONS

1. After such hearing the arbitrator shall render as soon as possible a decision which shall be final and binding on all parties. The arbitrator shall be requested to render a decision within 30 calendar days of the hearing or receipt of the transcription or the briefs, whichever is later.
2. The arbitrator shall have no power to add to, subtract from, alter, modify, or amend any of the terms or provisions of this Agreement.
3. The decision of the arbitrator shall be final and binding as to the specific fact situation presented and shall be precedent under this Agreement only to the extent that succeeding cases either:
 - a. involve the same fact transaction and the same language of the Agreement that were the subject of the award asserted to be precedential; or
 - b. where the parties have agreed that the arbitrator's award shall stand as precedent for future cases of the interpretation and application of a specific clause or clauses of the Agreement.

E. ARBITRATION EXPENSE The cost of compensation and expenses of the arbitrator, including the cost of a transcript unless a transcript is waived by agreement of the parties and the arbitrator, shall be divided equally between the parties.

F. EXPEDITED ARBITRATION Nothing in this Agreement shall preclude the University and the Union from agreeing to expedited arbitration as warranted on a case by case basis utilizing procedures that are mutually agreeable. Such mutually agreed upon procedures may, but shall not necessarily, include stipulated facts, waiver of right to file written briefs, limited examination of witnesses, absence of counsel, no stenographic reporting, and same-day decision of the arbitrator. When a proposal for expedited arbitration is made by either party, such request shall be given serious consideration.

G. PRE-ARBITRATION CONFERENCE After a grievance has been referred to arbitration, the parties may hold a pre-arbitration conference to determine whether the matter may be resolved or withdrawn without the need for arbitration. The pre-arbitration conference will be held at the earliest time convenient to the parties, their representatives, and any individuals with relevant information that either side may deem necessary to attend. The grievant must attend. Either party may determine at any time that further participation in a pre-arbitration conference in a particular case will not be productive, in which case it shall so inform the other party.

H. INFORMAL RESOLUTION BY THE UNIVERSITY The Union agrees that nothing in this procedure shall prevent the University from attempting to resolve a grievance at any time or at any level including a private meeting with the individual worker without the presence of the Union provided that the worker is willing and that any adjustment of a grievance shall not conflict with the terms of this Agreement.

- I. **PRECEDENCE** No adjustment of a grievance shall set aside, or abolish or ignore any provision of this Agreement. Resolutions shall in no case be deemed to be precedents which add to or detract from the obligations assumed by the parties under this Agreement.

4.6 GENERAL GRIEVANCE AND ARBITRATION TERMS

- A. **GRIEVANT RIGHTS: WORKER'S PRESENCE** The grieving worker shall have the right to be present at all Steps specified in this procedure concerning their grievance with no loss of pay or benefits for meetings held on work time. No worker will be subjected to intimidation or harassment in the raising or processing of grievances, but in no case shall advocacy of a position nor encouragement of settlement be considered impermissible conduct.
- B. **GRIEVANT RIGHTS: REPRESENTATIVES** A worker shall have the right at all Steps specified in the grievance and arbitration procedure to have the assistance of a representative of the Union (e.g., the steward designated by the Union for the Grievant's unit pursuant to this Agreement, a Union officer, or the worksite organizer.) The meeting may also include two additional union representatives. Only one representative will act as spokesperson during the grievance meeting.
- C. **LIMIT OF UNIVERSITY LIABILITY** The University shall not be liable for, nor shall any review or arbitration hearing concern, a claim for back wages or other financial reimbursement for any period prior to 120 calendar days before the filing at Step 1 of the formal grievance which is the subject of the claim, review or arbitration hearing.
- D. **GRIEVANCES PENDING** Grievances filed prior to the effective date of this agreement and referred to arbitration shall be heard in accordance with the procedures set forth in the prior Agreement. Arbitration calendaring shall be as provided in this Agreement.
- E. **WORKPLACE CONCERNS** The Union and the University believe that resolving workplace concerns quickly by those most directly involved is essential to reducing conflicts, grievances and ensuring a constructive work environment. The Union and The University will endeavor to create an environment that is based on interest-base problem solving. The Union and the University will work together to provide agreed upon training regarding problem solving processes and contract administration at least once a year for both stewards and managers and foster the systems to ensure the success of this approach.

ARTICLE 5: STAFF

5.1 SENIORITY

- A. **DEFINITION** University seniority is defined as the length of continuous employment of a worker since their most recent hire date, or reinstated hire date as set forth in §5.1.B (Reinstating Hire Date), with the University as a regular University employee.

- B. REINSTATING HIRE DATE** Former regular University employees will have their hire date reinstated if they left the University in good standing and meet these timelines:
1. Former regular workers who have been laid off and reemployed within 24 months following the date of layoff will have the most recent hire date in a regular position prior to layoff reinstated;
 2. Former regular workers whose employment was terminated for reasons other than layoff and reemployed within 12 months following the date of termination will have the most recent date of hire in a regular position prior to termination reinstated. Former regular workers who were terminated for cause and who are reinstated to work by an arbitrator's decision pursuant to §4.5 (Step 3: Arbitration) beyond 12 months, but not more than 24 months, following the date of termination will have the most recent date of hire in a regular position prior to termination reinstated, subject to the terms of the arbitrator's decision.
- C. SENIORITY FOR FUTURE SEVERANCE CALCULATION** For workers returning to employment within 24 months from the date of layoff, seniority only for purposes of calculating a future severance allowance shall start anew from the date of reemployment unless the former severance allowance is repaid in the manner provided by §16.3.-G. (Repayment of Severance Allowance).
- D. EQUAL SENIORITY** For workers with equal length of continuous service as defined in §5.1.A (Definition), order of seniority shall be determined by the lower of the last four digits of their employee identification number.
- E. SENIORITY AFFECTING SHIFT PREFERENCE AND BIDDING** When assigning workers in the same classification to shifts and schedules, the University will first consider workers with the most seniority, provided that the skill requirements for the shift / schedule are met. University decisions that bypass seniority shall not be made in an arbitrary or capricious manner.

5.2 WORK PRESERVATION

- A. CONTRACTING: AT THE UNIVERSITY** In case the University contracts to have work regularly and customarily performed by workers performed by a contractor on University operated premises, and where layoff of workers would directly result, the University will, following written request by the Union, meet with the Union to bargain the effects of the decision on the affected workers.
- B. CONTRACTING: OTHER** In all other cases in which the University contracts to have work regularly and customarily performed by workers performed by a contractor, and where layoffs of such workers will directly result, the University shall notify the Union no less than 120 days before the layoff is to take effect. The University shall thereafter, upon request by the Union in writing, meet and bargain concerning the effects of the decision upon the unit.

- C. In cases where the University's interest in contracting out is based primarily on financial considerations, the University will notify the Union as soon as the tentative decision is made but prior to the final decision to contract out has been made. The Union and the University will consult together sufficiently in advance to inform the University's final decision. Specifically, the parties will make a good faith effort to find alternatives that preserve bargaining unit positions. The University will provide the Union with all information relevant to the decision to contract out (including specific cost information). The Union will keep such information confidential and will use it solely for the purposes of the consultations required by this paragraph.
- D. **LAYOFF RIGHTS** Any worker laid off from University employment in accordance with the preceding paragraphs and Article 16 (Layoff) shall retain the reemployment and severance rights as provided in Article 6 (Employment, Classifications and Training) and Article 16 (Layoff) whether or not the worker is employed by the contractor.

5.3 WORK BY NON-UNIVERSITY EMPLOYEES

- A. Except as specified above, work regularly and customarily performed by workers shall not be performed by non-University employees to the extent that it directly results in a worker's layoff or removal to a lower classification. If any such incident occurs the worker shall be compensated for any loss in regular pay.
- B. The Union and the University agree that the issue of the utilization by the University of contract labor, service contracts, and temporary employees in carrying out work regularly and customarily performed by workers in the bargaining unit is an appropriate one for discussion between the University and the Union.
- C. Upon the Union's written request to discuss a specific instance of the University's use of contract labor, service contracts, and temporary employees to carry out work regularly and customarily performed by workers, the University shall within 15 days arrange a time and meeting place for such discussions to be held. At such discussions the University, to the extent that it is able, will provide the rationale for those utilizations.
- D. It is understood that the intent of this paragraph is to promote discussion of union concerns in an appropriate forum. In no event, however, does this paragraph alter, amend or modify any term or provision of the Agreement applicable to the University's use of individuals not in the bargaining unit to perform work regularly and customarily performed by workers, nor does it obligate the University to provide any information beyond that specified in this paragraph.

5.4 WORK BY SUPERVISORS

- A. Supervisors limit the amount of time performing bargaining unit work to situations where such performance is necessary, or essential and specific to their supervisory role rather than the work routinely performed by bargaining unit members, such as:
 1. Demonstration work performed for the purpose of instructing and training workers;

2. Work required by unforeseen conditions or requiring an immediate response for the period of time needed to obtain a competent bargaining unit worker;
3. Work that is negligible in amount, and which would be unreasonable to assign to a bargaining unit worker at the time;
4. Work involving academic research, experiments, or development; or
5. Work requiring the supervisor to use their specialized skills, knowledge and abilities when the performance of the work is an essential function of their role as a supervisor.

5.5 SCHEDULING FOR PART-TIME EMPLOYEES

- A.** Part-time workers who have expressed an interest in working beyond their appointment percentage will be considered first for scheduling extra hours within their workgroup, insofar as the work does not incur overtime premium pay.
- B.** When the University determines that reductions in the appointment percentage of workers may be necessary, it shall first release or reduce temporary workers who perform work routinely performed by bargaining unit members, and who are in the same work group and on the same work schedule, before it reduces the regular or fixed term employees, if operational needs permit. Operational needs shall not be arbitrary or capricious.

5.6 WORKER RIGHTS Workers shall have, while not at work, the right to express their views on any matter not directly related to their job situation, to petition for the redress of wrongs, to circulate literature and peacefully to assemble, even though their views may be critical of the University; subject to the right of the University to enforce reasonable rules as to the time, place and manner of such activities through the disciplinary process.

5.7 EQUALITY OF TREATMENT The University and the Union agree that they shall not discriminate against any worker on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sex, sexual orientation, gender, gender identity, gender expression, military status, veteran status, union activities, political activities, or any other characteristic protected by law, except where a particular sex or age is a bona fide occupational qualification. In the event sex or age is a bona fide occupational qualification for a particular position represented by the Union, the University will provide written notice to the Union and give the Union an opportunity to discuss why sex or age is a bona fide occupational qualification. Nothing in this Agreement shall be deemed to require the University to employ any individual under age 18. Nothing in this Agreement shall be construed to limit the University's ability to comply with federal and / or state laws concerning obligations to individuals with disabilities. This provision does not alter or eliminate the rights of workers with disabilities otherwise provided by law.

5.8 AFFIRMATIVE ACTION Workers in each department or employing unit shall be permitted to meet each year and participate in drafting recommendations for departmental or employing unit affirmative action goals. They shall have the right to submit these proposals to the head of their department or employing unit (with copies to the University's Affirmative Action Officer and the

Union) who will duly consider them in establishing the relevant affirmative action goals. The meetings required to formulate such recommendations may be conducted by a Union representative at a meeting place in a location near their job area. A reasonable amount of work time, scheduled so as not to interfere unnecessarily with operations, shall be allowed for such purpose.

5.9 SEARCH The privacy of workers' assigned desks, tool boxes and lockers shall be respected and these areas shall not be searched except for good cause.

5.10 VEHICLES

A. BUSINESS The University provides and maintains vehicles for use on University business.

B. PRIVATE No workers shall be required to use their private vehicles on University business. Workers who agree to use their private vehicles on University business shall be reimbursed for tolls and parking fees and mileage at the maximum allowable figure under applicable governmental regulations.

5.11 TRAFFIC RULES No worker shall be required to violate traffic laws or overloading regulations.

5.12 LICENSE No worker shall be required as a condition of employment to possess a Class A, Class B, or Class C license unless such a license is required by work the worker may be required to perform.

5.13 TRANSPORTATION: SHUTTLE BUS If the University decides to eliminate shuttle bus service, it shall first notify the Union and meet upon request to consider the impact on the bargaining unit and to explore alternative solutions to minimize the impact.

5.14 PARKING Parking fees for campus locations (excluding SLAC) are determined by the Parking and Transportation department. There are no parking fees at SLAC. The University shall notify the Union 30 calendar days in advance of any proposed change in parking fees to be charged to workers or if all free parking is to be eliminated and will meet with the Union upon request to bargain about possible effects upon the unit.

5.15 EATING FACILITIES The University recognizes worker interest in having eating rooms and vending machines convenient to work areas which are remote from alternative eating facilities. If the University wishes to relocate eating rooms or vending machines in such areas in a way which has a substantial impact on the bargaining unit, it shall notify the Union and meet upon request to explore means of minimizing the impact.

ARTICLE 6: EMPLOYMENT, CLASSIFICATIONS AND TRAINING

6.1 JOB OPENINGS Nothing in this Article shall restrict the University's right to determine appropriate staffing levels within the bargaining unit generally, or any department, activity or function specifically.

6.2 DETERMINATION OF JOB OPENINGS When the University wishes to fill jobs covered by this Agreement, including training positions, it shall follow the provisions of this Section except in the following circumstances:

- A. When a worker is reclassified in the same job per Article 6, (Employment, Classifications and Training).
- B. When a worker is reassigned within the same department or employing unit because of changing work needs, because of reorganization of existing work, or because of University accommodation of a worker's medical disability.
- C. When a worker is temporarily transferred to another department or employing unit for a period not to exceed four months.
- D. When a worker returns from a leave and is placed in a position in accordance with Article 8 (Leaves).
- E. When a worker whose job has been eliminated is transferred to another job opening created by layoff of a lower seniority worker as per Article 16, (Layoff).
- F. When a worker who has failed to perform in their current position is reassigned to different responsibilities per Article 16.
- G. Training Program Graduates - When a worker who has completed a training program approved by the AVP of Employee & Labor Relations is placed in a job which utilizes skills learned or developed in the training program.

6.3 HIRING PREFERENCES

- A. The University shall recognize the following order of hiring preferences:
 - 1. LAYOFFS Workers who have been permanently or indefinitely laid off, or given notice of such layoff, shall be appointed to open positions in the department from which the worker was laid off. Such appointment shall be in seniority order if they possess sufficient skill and ability to perform without additional training (as differentiated from orientation) the actually expected work without substantial impairment of the work group. Such employees shall be given preference, if qualified, over promotional, transfer and other candidates for other job openings covered by this Agreement unless the position requires unique skills and abilities that the laid off workers do not possess below.
 - a. Preferential consideration Preferential consideration is given for
 - 1) any job for which they qualify in the bumping group within the classification held at the time of layoff, or
 - 2) a lower classification within the same series, or
 - 3) any classification in which the worker previously held permanent status.

- b. Period of Preferential Consideration The worker shall retain this preference for a period of one year after the date of layoff or until the worker has accepted a job within their classification or another classification with the same or higher pay range assignment, or until the worker has refused to accept two job offers within the same or equal or higher classification, or has failed to accept, within 7 calendar days, a job offered within their classification, or has failed to begin work within 14 calendar days of such offer, whichever occurs first.
- c. Possible Extension of Preferential Consideration Effective for workers laid off on or after the effective date of this Agreement, if, at the end of one year from the date of layoff, the worker has not been accepted for employment and has not forfeited the hiring preference provided for herein by refusing to accept two job offers or by failing to begin work after receiving a job offer as described above, the worker's preference shall be extended, upon the worker's written request for such extension to the AVP of Employee & Labor Relations or designee, for up to two additional six month periods.

2. **PROMOTION CANDIDATES** Current workers for whom selection to a job would constitute a promotion are given preference, if qualified, over transfer and other candidates unless another applicant for the position is better qualified. A "promotion" occurs when a worker advances to a job classification with a pay range which is higher than that for their previous job classification.

3. **TRANSFER CANDIDATES** Current workers seeking a transfer are given preference, if qualified, over non-workers unless another applicant for the position is better qualified. A "transfer" occurs when a worker moves from one department or hiring unit to another with the same classification, or a different classification with the same pay range as the previous classification, or to a different classification with a lower pay range than the previous classification.

6.4. VACANT JOBS Vacant positions for the University are posted on the University's Careers website and SLAC vacant positions are posted on the Careers at SLAC website. Workers who do not have convenient access to the website may request, and for as long as the worker retains their reemployment preference, the University shall send to the worker's last known address a weekly list of new postings. The worker shall have the right to refuse two jobs prior to losing their layoff preference.

6.5 INTERVIEWS Promotion and transfer candidates who meet the minimum qualifications must be interviewed for positions for which they apply in accordance with §6.7 (Bids). Candidates who are not selected because another applicant is better qualified may make a request to the Human Resources Manager (HRM) of the hiring department, division, or school, for suggestions of steps that he / she may take to improve their qualifications. Such requests must be made in writing within 30 calendar days of the date the candidate is informed that he / she is not being selected for the position.

- 6.6 OTHER PRIORITIES** When candidates for a position are equally qualified and entitled to the same layoff, promotional, or transfer preferences, the University shall, in making the hiring decision, also consider relative University seniority and whether or not the selection of one or more of the candidates would contribute significantly to an unfilled affirmative action goal.
- 6.7 APPLICATIONS** No worker shall be entitled to any of the preferences described above unless he / she applies, within the minimum posting period, for the open position on the appropriate website. The online application will include a place for the worker to claim a preference. If a worker needs assistance in navigating the online process, the worker may contact their local human resources or University Human Resources for assistance. If a worker has applied online for an open position, he / she shall be entitled to receive written notice if he / she is not awarded the position. Such written notice shall give the reason(s) why the worker was not awarded the position. If the reason the worker was not awarded the position is that he / she did not meet minimum qualifications, the worker may make a request to the HRM of the hiring department, division, or school for suggestions of steps he / she may take in order to become minimally qualified. In such case, the HRM shall respond to the worker within 15 days.
- 6.8 CLASSIFICATION OF VACANCIES** The University shall determine the classification and starting salary for each opening provided that the classification and salary shall be consistent with the requirements of §6.12 (Job Classifications-Arbitration Regarding Job Classifications)
- 6.9 POSTING OF VACANCIES / EXPOSURE**
- A. NOTICE TO UNION** Weekly reports are sent by email to the Union with the list of all current Union represented job postings. All Union represented job openings shall be posted for at least 10 working days before they are filled. No posting minimum shall be required for a job if the position is or will become vacant due to the resignation of a worker who has given their supervisor less than 10 calendar days' notice. The University will encourage operational units within the University to post available vacancies within the operational unit whenever practicable.
- B. CONTENT** Each Union represented job posting shall include the job classification title, pay range, working title if available, a brief but thorough job description, minimum qualifications, anticipated shifts, required licenses, a statement that the collective bargaining agreement between the University and the Union governs the terms and conditions of employment, and other pertinent data.
- C. VOIDED POSTING** Nothing shall require the University to fill a position which has been posted as long as this provision is not used to discriminate against workers in violation of §5.7 (Equality of Treatment). The University will inform applicants when a posting is voided.
- 6.10 HIRING**
- A. QUALIFICATIONS** Nothing shall restrict the University's right to determine the qualifications which are required for a particular job, but such decisions and judgments under this Article shall be made in good faith.

- B. POLYGRAPHS** No worker shall be asked by the University to submit to a polygraph or similar test; provided that this prohibition shall not extend to requests from members of the University Department of Public Safety while acting in their capacity as peace officers.
- C. TESTS** All tests used by the University for the purpose of filling unit jobs openings may be reviewed by the Union.
- D. SOCIAL SECURITY NO MATCHES AND ELIGIBILITY TO WORK** The Union and University agree that unless and until there is a different legal requirement imposed by regulation or case law, the University will handle as follows those situations in which it receives notification from the Social Security Administration (SSA) or other agencies that a worker's name and social security number do not match:
1. The University will provide the worker and the Union with a copy of the notification received.
 2. The University will meet with the affected worker and provide them with a letter stating that the University has been informed that the worker's name and social security number do not match and that the issue needs to be resolved. The worker may be accompanied at this meeting by a steward, if he / she so requests.
 3. Resolution of the mismatch may entail making a copy of the worker's social security card, which reflects correct name and social security number. It may entail referring the worker to the nearest SSA Office to have a new card issued, or to obtain verification the old card is valid.
 4. The worker will be given a maximum of 120 calendar days to resolve the issue. The worker may continue to work during the 120 day period, provided the worker is promptly and actively pursuing resolution of the Social Security number mismatch and provides the departmental HRM with all documents received from or provided to the SSA to this effect. If the worker's work schedule is Monday through Friday during normal business hours of the SSA Office, the worker will work with the supervisor to arrange a date and time for the worker to attend to this situation.
 5. If the worker is unable to resolve the discrepancy within the 120 day period, or if the worker fails to meet the above conditions, the worker's employment with Stanford University will be terminated.
 6. **ELIGIBILITY TO WORK** When an employee is unavailable to work due to court or agency proceedings related to their immigration or employment eligibility status for reasons other than falsification of their employment eligibility status, the University may grant the worker a leave of absence of up to 6 months.
 - a. When the University grants a Leave of Absence, the worker must demonstrate eligibility to work by the end of the leave period. If he / she is not able to demonstrate such eligibility to work, the University may terminate their employment.

- b. When a worker who was terminated pursuant to §6.10.-D.6., he / she will be eligible for reemployment at the University, unless he / she was terminated because he / she falsified employment eligibility documentation. If the worker falsified employment eligibility documentation, he / she will be ineligible for rehire with the University.
- E. Employees shall not be discharged, disciplined or suffer loss of seniority or any other benefits or otherwise adversely affected by a lawful change or name or social security number.

6.11 TRIAL PERIOD

- A. **SCOPE** Only newly hired workers shall serve a trial period beginning with the first day of hire for any position covered by this Agreement.
- B. **LENGTH** The trial period shall be three months in active status for any worker hired after [the effective date of the agreement].
 - 1. The University may extend the trial period for 60 days provided the University notifies the Union in writing. If the University determines that a second extension of 60 days is necessary, it shall discuss and explain the reasons for the extension with the Union before implementing the second extension.
 - 2. If the Union and the University agree in writing, the trial period may be extended up to an additional 6 months.
- C. **USE OF ACCRUALS DURING TRIAL PERIOD** Use of Vacation or Personal Time Off during the Trial Period shall be provided in accordance with §8.2.-A.
- D. **SEPARATION**
 - 1. During the trial period, including the two 60-day extensions, a worker may be terminated at any time at the University's sole discretion and the University's decision shall not be subject to review under any provision of this Agreement. However, a worker separated during the 6 months trial period referenced in §6.11.-B.2. may submit the separation to the Grievance Procedure for review at Step 2. The ELR Representative's decision shall be final.
 - 2. A terminated trial period worker shall receive two weeks' notice or two weeks' pay in lieu of notice unless the termination was considered to be for gross misconduct. The notice period may fall outside the trial period and shall include all accrued vacation. If the worker, upon notice of termination, requests the presence of a steward, the supervisor will arrange for the steward to be present to discuss the decision.

- 6.12 JOB CLASSIFICATIONS** The parties understand that in agreeing to provisions in this Section they have not intended to commit the University to maintain employment in the classifications indicated, to continue to do any kind of work or to do it in a particular kind of way, or to employ any individual for a minimum number of hours. To the extent the parties have reached agreement on these subjects, such agreements recorded elsewhere in this Agreement.

A. CLASSIFICATION POLICY A central purpose for the establishment of job classifications is to provide a means of achieving equal pay for equal work within the bargaining unit. A classification system also is useful for recruitment, training and career planning in that it aids in the placement of workers in jobs which properly utilize their experience and skills, assists in career planning by helping to identify promotional opportunities and helps to establish goals for evaluation and training to aid the growth of workers in their jobs.

B. JOB DESCRIPTIONS

1. It is important to the classification system for each job to be accurately described. Although one function of an individual job description is to assist in determining the job classification assignment, in any controversy concerning job classification, the worker's job description shall be evidence, but not conclusive evidence, of the tasks and responsibilities regularly performed. No individual job description, whether or not agreed to by the University, shall be deemed to restrict the University's ultimate right to assign work.
2. Since it is the University's ultimate responsibility to determine work assignments, and change them from time to time in accordance with changing needs or circumstances, each worker shall have a written job description from their supervisor.
3. Content of the job description is not intended to set forth all of the details of the job but shall describe in general terms the following: the characteristic tasks and their frequencies; special skills, knowledge or training required, including tools or equipment used; functional relationship to other workers and users of the product or service involved; planning, scheduling, assigning or overseeing work of others; level of responsibility including the method and frequency with which work performed is reviewed or priorities set; and unusual working conditions.
4. The supervisor shall supply each worker an initial job description within 90 days of hire. The worker then reviews the initial job description and revises it in light of their knowledge of the job. The worker then discusses any differences with the supervisor to achieve agreement. The worker may involve their steward in these discussions. A joint job description is one which both worker and supervisor agree adequately describes the job regularly done.
5. If there is an unresolved disagreement between the worker and the supervisor concerning how to describe accurately the job assigned by the supervisor, the worker may append to the description a statement of their points of disagreement with the description. The University shall send a copy of each job description and the worker's appended statement, if any, to the Union.
6. The job description shall be amended whenever work assignments are changed on a permanent basis so as to differ significantly from the joint job description on file. The worker may initiate an amendment to their job description if the supervisor has failed to do so, or if the supervisor believes the original description remains adequate. An amended job description shall be prepared as above, unless the amendment is initiated by the worker, and a copy of the amended description shall be provided to the worker.

7. Workers shall receive a copy of their current job description at the time of an annual or other periodic performance appraisal or at another reasonable time after request to the supervisor.
- C. **ESTABLISHMENT OF JOB CLASSIFICATIONS** A job classification is a collection of individual jobs for which tasks and responsibilities are sufficiently similar to warrant the same pay range.
 - D. **JOB CLASSIFICATION SCOPE AND LEVEL** Jobs of a similar kind with a common function, product or service (called “scope”) are organized into a series of job classifications where the significant difference (called “level”) between classifications in the series is level of skill and responsibility. The parties agree that, for the purposes of any grievance or arbitration under this Agreement, the classifications established or continued with the execution of this Agreement are properly constituted both as to scope and level in accordance with this provision.
 - E. **JOB CLASSIFICATION TITLE** Classification titles (and their codes) for all workers are listed in Appendix A. The pay ranges for each classification title are also listed in Appendix A. If written classification specifications as defined below exist, the classification title in Appendix A will so designate.
 - F. **JOB CLASSIFICATION SPECIFICATIONS** Written classification specifications, as they exist, for classification titles listed in Appendix A are so designated. Those current or newly established specify in general terms the characteristic tasks, responsibilities, and qualifications of the jobs so classified. The parties understand that the specifications do not set forth all the duties, responsibilities or qualifications for individual jobs so classified.
 - G. **JOB CLASSIFICATION CHANGES** The University may alter the title and / or the specification and / or the pay range assigned, or transmit an initial specification, for any existing classification, but the University shall notify the Union in writing at least 14 calendar days prior to implementation the University’s proposed reallocation of pay ranges, if the University is proposing reallocation. The University may establish a new classification title, specification and pay range assignment upon the same written notice. The notice will be clearly marked: Classification Notice.
 - H. **JOB CLASSIFICATION CHANGES DISCUSSIONS** When the University proposes a new job classification title and specification and pay range assignment, or a changed specification or pay range assignment for an existing classification, it will notify the Union President in writing.
 1. The University will schedule a meeting with the Union to take place within 30 days after giving notice of the proposed change.
 2. If the Union does not respond to the University’s request to meet, or delays the meeting beyond 30 days after receiving notice of the proposed change, the Union will be deemed to have assented to the proposed change, and the University may implement the change.

3. When the meeting is scheduled in accordance with §6.12.-H.1., the University will not implement the proposed change while the parties meet to discuss it. After the meeting, the University may implement the proposed change, or a modification of the proposed change. Resolution of the range assignment question will be effective on the date of the change.

I. JOB CLASSIFICATION CHANGE DISAGREEMENTS If agreement is not reached within 15 calendar days of the Union's request for discussions, the Union may grieve in accordance with Article 4 (Grievance and Arbitration), provided that if the Union fails to grieve within 35 calendar days the matter shall be deemed to be resolved in accordance with the University's initial proposal.

J. ARBITRATION OF RANGE ASSIGNMENTS FOR NEW OR CHANGED CLASSIFICATIONS Any arbitration of range assignments assigned by the University to a new classification or to an existing classification for which the University has notified the Union of an initial specification and / or has altered the title and / or specification and / or pay range after notice pursuant to this agreement as indicated in this section above, shall be limited to the following issues and the Union shall have the burden of persuasion:

1. Has the range assignment resulted in a reduced base wage rate for any worker employed in the classification at the time of initial notification?
2. If the answer is no, the range assignment shall not be subject to further review under this Agreement.
3. If the answer is yes, the issue shall be:
 - a. Is the range assignment for the new or changed classification unreasonable when compared with the range assignments of similar classifications covered by this Agreement?
 - b. If the answer is no, the range assignment shall not be subject to further review under this Agreement.
 - c. If the answer is yes, the worker's wage rate shall not be reduced as a result of the new wage range.

K. INDIVIDUAL JOB CLASSIFICATION ASSIGNMENTS The University shall determine individual job classification assignments in the first instance and review and correct such determinations from time to time as it deems appropriate, provided that such determinations may be reviewed in accordance with the provisions of this Section. A job may be permanently classified in two or more classifications but the classifications must be in different series.

L. REVIEW OF INDIVIDUAL JOB CLASSIFICATIONS Individual job classification assignments shall be subject to review only to the extent that the content of the job has changed substantially subsequent to the execution of this Agreement, or when the established specification for the classification within which the job is classified is changed to exclude

the job in question. Whenever a worker believes he / she is misclassified, he / she may submit a request for review to the Departmental HRM or request the Union to submit a request on their behalf. The request shall be deemed to have been filed on the day of receipt by the Departmental HRM and must include a copy of the worker's current joint job description. If the worker believes that the current joint job description does not accurately reflect their current responsibilities, he / she shall append an additional statement describing in what way the description is inaccurate or incomplete. The Departmental HRM shall transmit a copy of the request to the Union unless the Union originated the request. In 14 calendar days or less the University shall notify the worker and the Union (or the Union only if the Union originated the request), of the anticipated completion date which shall not exceed 3 calendar months from the date the review request was filed.

M. REVIEW The University shall review, in consultation with the Union if requested by the Union, the appropriateness of the classification and the Departmental HRM shall communicate in writing the results of the review to the worker with a copy to the Union. The effective date of a classification change because of a review request should be the approximate date that the nature of the work performed changed, but shall be no later than the date the request was filed. In any event both parties agree that the University has no obligation to make a classification change effective prior to 120 calendar days before the date the request was filed.

N. GRIEVANCE REGARDING JOB CLASSIFICATIONS If the worker or the Union does not accept the classification review determination, or if there is no response by the anticipated completion date, and a grievance is filed, the grievance shall be started at Step 1. The time limit of the University's liability specified in §4.6.-C. (Limit of University Liability) shall be 120 calendar days before the filing of the classification review request.

O. ARBITRATION REGARDING JOB CLASSIFICATION Any arbitration under this Section shall be limited to the following questions and the Union shall have the burden of persuasion:

1. Has there been a significant change in job content subsequent to the execution of the Agreement?
2. If the answer is yes, is the University's determination of the individual's job classification inappropriate?
3. If the answer to §6.12.O.2 above is yes, the arbitrator may require that the University determine an appropriate classification.

6.13 TRAINING AND DEVELOPMENT

A. REQUIRED TRAINING Any training which the University requires of workers in order to remain current and proficient in their jobs shall be at the University's expense and all time spent on such required training shall be considered working time.

- B. VOLUNTARY TRAINING PROGRAMS** The University supports job oriented staff training and development through financial assistance for approved course work and on-the-job training programs as provided in this Section.
- C. FINANCIAL ASSISTANCE FOR APPROVED COURSES** A worker who wishes to take a course for which they seek complete or partial payment from the University must first complete a University application requesting certification from their supervisor that the course will:
1. Enhance the worker's effectiveness to the department in performing their current work assignments;
 2. Prepare the worker through a planned development program for effective performance of work assignments for which there is a projected future need in the University; and
 3. Not conflict with essential scheduled work and staffing requirements. The issuance or denial of such a request for certification is within the sole discretion of the supervisor provided, however, that denial of a request shall not be arbitrary or capricious. Upon certification by the supervisor the request will be forwarded to the Departmental HRM who may either approve or deny the request.
- D. PAYMENT OF TUITION AND FEES** Payment of tuition and registration fees by the University will be made directly to the institution in which the course will be taken. Any payment made by the University prior to satisfactory completion of a course by a worker is made with the provision that the worker will complete the course with at least a passing grade. If the worker fails to receive a passing grade, the worker must either take the course over again with no additional assistance from the University, or repay the University the amount advanced by the University prior to receiving any other training assistance. A copy of the certificate of satisfactory completion of the course must be submitted to the Departmental HRM as evidence of satisfying the requirement that the worker passed the course.
- E. TIME OFF FROM REGULAR WORK ASSIGNMENTS**
1. A worker may request time off with pay from regular work assignments up to a maximum of five hours per week if:
 - a) The approved course is not available at a time outside of the worker's normal work schedule and at a location within reasonable distance of the worker's home; and
 - b) The required time off does not conflict with essential scheduled work and staffing assignments.
 2. The decision to approve or deny a request for time off with pay is within the sole discretion of the University provided, however, that denial shall not be arbitrary or capricious.

F. ON-THE-JOB TRAINING The University provides on-the-job training when management determines that such training is necessary or desirable. On-the-job training is provided through a combination of programs, meetings, courses, coaching and / or developmental work assignments designed to improve a worker's skills, knowledge and abilities for current or new assignments.

1. The training program shall be provided in writing and shall include but shall not be limited to the following:
 - a. The objectives of the program including the skills and knowledge to be acquired;
 - b. The steps necessary for the worker to complete the training;
 - c. Specific review periods; and
 - d. The initial compensation level and requirements for advancement in accordance with the provisions of Article 9 (Pay).

6.14 APPRENTICESHIP PROGRAM

A. PURPOSE

1. It is understood that the apprenticeship program is an evolving educational program. A person entering an apprenticeship is entering a "tri-partnership" involving the apprentice, the University and the union. Efforts will be made by all parties to ensure that the apprenticeship program remains a viable educational opportunity.
2. The University and the Union agree to cooperate in the establishment of an apprenticeship program the purpose of which is to:
 - a) Provide on-the-job training for workers as apprentices in mutually agreed upon trades.
 - b) Provide current workers of the University an opportunity to expand their career choices.
 - c) Provide the University with superior quality workers while at the same time protecting the rights of Union members.
 - d) For those who seek it, the apprenticeship program is a pathway to a regular position.
 - e) Apprenticeship positions are to be overseen by appointed mentors and positions shall not replace or reduce any current bargaining unit position, work or scope of work.

- f) Apprentices shall only be assigned work that is defined as part of the apprenticeship program in accordance with specifications as outlined in the specific apprenticeship program.

B. ENTRANCE In order to be considered, a worker / applicant must:

- 1. Be in good standing, meet minimum qualifications for the position and pass an entry level apprenticeship aptitude test jointly agreed upon by the Union and the University and administered by a mutually agreed upon third party.
- 2. Meet the requirements of the institution where coursework will be taken, and have no serious discipline within the past 18 months.

C. SELECTION PROCESS

- 1. Apprenticeships will be posted and filled in accordance with the job posting language contained in the current collective bargaining agreement between the parties.
- 2. Whereas candidates are equally qualified, preference consideration will be applied in the following order:
 - a) Workers who have been permanently or indefinitely laid off, or given notice of such layoff, consistent with the layoff hiring preference in the current collective bargaining agreement.
 - b) Current workers for whom selection to a job would constitute a promotion.
 - c) Current workers seeking a transfer.
 - d) External applications.
- 3. Local Apprenticeship committee panels, which include a lead or senior member of the pertinent classification, as outlined in the collective bargaining agreement, and a Union representative or shop steward shall review applicants and recommend candidates for entrance to the appropriate individual(s) in charge of hiring into the program.

D. RETENTION

- 1. Although all workers who complete the apprenticeship program will receive a certification of completion, the completion of an apprenticeship program is not a guarantee of a regular position at Stanford.
- 2. Local Apprenticeship committee panels, which include a lead or senior member of the pertinent classification, as outlined in the collective bargaining agreement, and a Union representative or shop steward shall, at completion of the program recommend candidates for regular status to the appropriate person in charge of

hiring. The number of recommendations made shall be at least equal to double the amount of open positions unless otherwise agreed by the Union and University.

3. In the event that the apprentice leaves before the completion of the apprenticeship, except in cases of a bona fide emergency, they will have to pay back 50 percent of the cost borne by the University or other funding source.
4. Qualifications (including examinations and other testing) into regular positions up to and including the position of journey person shall be mutually agreed upon by the Union and the University in conjunction with or as a result of third-party expert consultancy in such a field.
5. If for whatever reason, a member of the bargaining unit who has entered into this program does not complete the program, he / she may return to their previous position without loss of seniority, pay or benefits, so long as the affected worker has not exceeded a period of 4 months with the program. (Jobs will be held for 4 months.)

E. HOURS OF WORK The apprentice's hours shall be flexible and may change as needed without entitlement to premium pay other than overtime.

F. PROBATION

1. An external applicant who applies to the University to enter into an apprenticeship and is accepted as a prospective apprentice shall serve an initial probationary period of 4 months.
2. At minimum, after 2 months, (or when the probationary period is halfway completed) apprentices shall be given a formal evaluation. The primary goal of the evaluation shall be for the apprentice, the apprentice's mentor and the apprentice's supervisor to identify the areas of strength, and where improvement is needed, and to identify any support the apprentice may need to pass the probationary period and to continue on a path to successful completion of the program.

ARTICLE 7: HOURS, SCHEDULES AND PREMIUM PAY

7.1 WORK SCHEDULES

A. Whenever, pursuant to this Article or any other article of this Agreement, management exercises its right to determine operational need, and a supervisor has stated that any of their decisions, judgments, and / or actions are based upon operational need, the supervisor, if requested, shall at the time requested, explain the nature of the operational need.

1. If the Union submits to the departmental HRM a written request that the nature of the operational need be put in writing, the HRM will submit such writing to the Union within 7 calendar days.
2. Determination of operational need shall not be arbitrary or capricious. "Arbitrary or capricious" means a decision that is not based on legitimate business needs or that is knowingly false.

B. CHANGES IN REGULAR SCHEDULES

1. The procedure for determining changes in regular starting and quitting times, regular meal times, regular shift assignments, and the regular work week shall be (except in emergencies or when circumstances do not permit sufficient time), as follows:
 - a. Initially supervision shall determine its operational needs and prepare a schedule which may include assignments designed to meet those needs. To the extent feasible, supervisors will provide schedules containing two consecutive days off, unless the University determines that operational needs do not allow such scheduling. The determination of operational needs shall not be arbitrary or capricious.
 - b. The workers involved shall be given the schedule and allowed a reasonable opportunity to consult among themselves and with their steward, if they so desire, and then either complete the schedule or submit any proposed alternative to their assignments.
 - c. Where the change is substantial, and involves a substantial number of workers, the steward will be notified at the time that the initial schedule is submitted to workers.
 - d. If the workers complete the schedule or propose changes in the assignments, University representatives and the workers shall attempt to reach agreement on a work schedule which is consistent with operational needs, worker preferences and efficiency, but if agreement cannot be reached, operations shall proceed as scheduled.
2. **SCHEDULE CHANGE DISPUTES** Disputes over scheduling may be processed in the grievance procedure; however, in research projects, where the question of operational needs concerns scientific or experimental objectives and is one which requires expert judgment, the determination of the responsible authority on the project will not be overturned except upon a showing that their determination is arbitrary or capricious.
3. **SCHEDULE CHANGE NOTIFICATION** Whenever possible, except in cases of unforeseen operational needs or emergency, a worker shall be provided with a minimum of 30 calendar days notice of any change in regular schedule initiated by management. This notice must include the actual schedule change proposed.

- C. SCHEDULE VARIATIONS IN RECURRING CYCLES** Where schedules vary within which shift assignments and starting times are established, such variations are not considered changes in regular schedules as provided in §7.1.-B. (Changes in Regular Schedules). A scheduled change in a regular schedule may be delayed or advanced due to unforeseeable operational difficulties or developments and the delay or advancement will not be an additional change for purposes of §7.1.-B.
- D. REGULAR WORKDAY** The workday for all workers shall be the 24-hour period beginning each day at midnight. All hours of work consecutive with a straight-time period of work shall be considered as being on the same workday as the first straight-time work period. Hours of work shall be considered consecutive even if interrupted by an unpaid meal break.
- E. REGULAR WORKWEEK** The regular workweek (not including overtime) for full-time workers will be 40 hours within no more than five days. It shall be Monday through Friday except when operations are scheduled on a six or seven day basis, or when operations require scheduled weekend work. The regular workweek for all workers shall be the seven day period beginning at midnight between Sunday and Monday.
- F. REGULAR SHIFTS**
1. Shifts for full-time workers shall be designated as follows:
 - a. The shift is defined by the actual starting time: from 3:00 a.m. to less than 2:00 p.m. is a day shift;
 - b. from 2:00 p.m. to less than 10:00 p.m. is a swing shift
 - c. from 10:00 p.m. to less than 3:00 a.m. is an owl shift.
 - d. Workers whose posted schedule is “tentative” will be provided at least 4 hours of work when called.
 2. All time worked in the same work day will be paid at the base rate with the shift premium added (called the “regular rate”). Regular shift limits for straight time: between 6:00 a.m. / 7:00 p.m. is day shift; between 2:00 p.m. / 3:00 a.m. is swing shift; between 10:00 p.m. / 11:00 a.m. is owl shift.
 3. All time worked outside the shift limits for straight time will be paid at the regular rate with the super-time premium added except that the shift limits will not apply to the following food service retail operations: Clark Center, Alumni Café, Olives, Forbes Café SEQ, Late Night at Lagunita, Tresidder Café, CoHo, Old Union Café, Munger Enterprises, Li Ka Shing Café, the Dish @ Stern, Schwab Executive Services, Stanford Catering, provided that:
 - a. No regular bargaining unit worker will have their shift involuntarily changed as a result of this exception;
 - b. This exception does not apply to residential dining halls sharing facilities with retail operations;

- c. The exception does not apply to residential dining hall operations at Lagunita, Stern, or other residential dining halls sharing facilities with retail operations;
 - d. Any regular bargaining unit worker employed in these operations who is currently receiving the super-time premium will continue to receive the premium until she or he voluntarily moves to a schedule that does not qualify (see above);
 - e. This exception is for super-time premium only and does not affect the differentials that apply to swing or owl shift.
 - f. Stanford Catering and Schwab Executive Services only: after 7:00 p.m., shift limits with the super-time premium added will not apply when there is a minimum of one week's prior scheduling notices. The after 7:00 p.m. shift limits with the super-time premium added will apply if the notice of the scheduled shift is less than one week in advance. One week is defined as seven calendar days.
- 4. **WORKING OUTSIDE SHIFT LIMITS FOR OWN CONVENIENCE** Workers who work swing or owl shift or who work time outside shift limits for their convenience rather than to meet operational needs, and where the change in hours results in no significant gain for the University, shall be considered to be assigned day shift regardless of the hours actually worked.
 - 5. **UNPAID TIME DURING SHIFT** No regular shift shall include more than one hour of unpaid time unless the worker in question requests a longer period of unpaid time.

7.2 BREAKS

- A. MEAL BREAKS** There will be a regularly scheduled meal break of from one-half ($\frac{1}{2}$) to one hour during each workday. A meal break is an uninterrupted break from work.
 - 1. **MEAL BREAK FREQUENCY** A worker scheduled for a work period of more than five hours shall receive a meal period of not less than 30 minutes. However, if the work period is 6 hours or less, the meal period may be waived by mutual written agreement. If the workday exceeds 10 hours, the University will provide a second meal break. Workers who work in excess of 15 hours in a day will be provided a third meal break. A worker who, in an emergency, is required by a supervisor to work during a scheduled non-paid meal period, will be paid consistent with §7.2.A.2 below in addition to any overtime worked.
 - 2. **DELAYED MEAL BREAKS** If a worker who works more than 6 hours in a day is unable to take a 30 minute meal break before the end of the worker's fifth hour of work, the worker will be paid an additional hour of pay at the worker's regular rate. If a worker who works more than 10 hours in a day is unable to take a second 30 minute meal break before the end of the worker's tenth hour of work, the

worker will be paid an additional hour of pay at the worker's regular rate. But if the worker's total work hours for the workday are no more than 12 hours, the second meal break may be waived by written mutual consent if the first meal break during the shift was not waived.

3. **ON DUTY MEAL BREAKS** The regular meal periods shall not be paid time unless the nature of the work requires an on-duty meal period which shall be with pay (and by mutual written agreement). An on-duty meal period is with pay because of the continuing work requirements or other work-related interruptions to the meal period which may occur.
4. **MEALS ON OVERTIME** Workers working overtime who are required to delay the beginning of a meal until more than five hours after the start of the work day shall have a paid uninterrupted meal break of no more than 30 minutes before the end of the shift as well as the additional hour of pay for the delayed meal break. Workers who work no more than 12 hours of overtime in the day may waive their second meal break by mutual written consent so long as the first meal break during the shift was not waived.

B. REST BREAKS The supervisor shall schedule paid rest breaks approximately in the middle of each half-day work period. In certain jobs which from time to time require work under high stress, there may be, during such period of high stress a five-minute break every hour, instead. The rest break period shall be based on the total hours of work daily at the rate of 15 minutes per four hour work period. A rest period need not be provided for workers whose total daily work is less than three hours. All rest period time shall be counted as hours worked for which there shall be no deduction from wages. It is specifically understood that break time under this paragraph does not include provision for travel time. Workers who fail to abide by rules for break time shall be subject to discipline pursuant to §12.1 (Discipline and Termination) of the Agreement.

C. CLEAN-UP TIME

1. Reasonable paid time not to exceed 10 minutes will be allowed
 - a. immediately before a worker's meal period and at the end of each shift for cleaning the work area and putting away tools, if either are required by the University, and
 - b. for personal wash-up and changing clothes if either are made necessary by the work performed during the preceding work period.
2. The clean-up time includes workers in Grounds, Housing or other work areas who have actually worked with toxic or potentially infectious materials during their shifts. Supervisors will not unreasonably deny workers additional clean up time who have actually worked with extreme toxic or potentially infectious materials.

7.3 SHIFT RESTRICTIONS

- A. **PROHIBITED SHIFTS** At least 11 hours shall elapse between the end of one regularly scheduled shift and the beginning of the next for each worker, except in the case of a shift change or rotation when the interval shall be at least eight hours.
- B. **QUICK SHIFT** Any worker required to start another shift with less than 12 hours between shifts, called a quick shift, will be paid at time and one-half ($1\frac{1}{2} X$) their regular straight time rate of pay for the entire quick shift. A worker assigned to work a quick shift on their sixth consecutive day of work in the same workweek will receive two times ($2x$) their regular rate of pay.
- C. **ROTATING SHIFTS**
 - 1. Any worker working rotating shifts required to change shifts more than twice in any rolling 14-day period shall be paid at time and one-half ($1\frac{1}{2} X$) their regular straight time rate of pay for the first shift worked on the third shift change.
 - 2.
 - 3. For purposes of this paragraph a shift change does not include: overtime work, working an extra shift, voluntarily trading a shift with another worker, and / or working call-back.

7.4 SCHEDULING OF OVERTIME AND STANDBY

- A. Except in cases which cannot reasonably be anticipated, workers shall receive at least 24 hours notice of overtime and standby assignments.
- B. Before compelling overtime or standby of any worker who does not desire it, supervision shall exhaust, to the extent reasonably practicable under the circumstances, the pool of those workers who possess sufficient skill and ability to perform the work in question and who desire overtime assignments.
 - 1. Where this is not practicable, overtime may be required when the need of supervision outweighs the competing need of the worker.
 - 2. Where overtime is required over objection, the worker shall be told at the time the reasons overtime is to be required of him or her.
- C. **HOURS WORKED** For purposes of overtime calculation, hours worked shall include time actually worked, paid time off and compensatory time off, but shall not include any time for which the overtime premium or the double time premium has already been paid.
- D. **DAILY OVERTIME PAY**
 - 1. A worker shall receive -one and one-half ($1\frac{1}{2} X$) times their regular rate for all hours worked over eight hours in a single workday, except as provided in §7.7 (Alternate Work Schedules) and §7.4.F (Make-Up Time).

2. In non-emergency situations, all hours worked in excess of 12 in any workday or in excess of 10 on the seventh consecutive day of work in the workweek shall be paid at two times (2X) the regular rate. (As used in this Agreement an emergency is an unpredictable or unavoidable occurrence at unscheduled intervals requiring immediate work to be performed in the protection of life or property from loss or destruction including any unavoidable or unpredictable work necessary to preserve health or safety or to meet service obligations or to control conditions beyond the University's control.)
 3. No worker shall be required to work more than 16 hours consecutively (not including unpaid meal breaks) in any workday.
- E. WEEKLY OVERTIME PAY** All hours worked over 40 hours in a single workweek shall be paid at their regular rate with the overtime premium added.
- F. MAKE-UP TIME**
1. At the written request of the worker, and with the approval of the supervisor, the worker may schedule time off and make up the lost time by working more than eight, but not more than 11, hours in one day, with the understanding that no overtime or other premium will be paid unless the total number of hours worked in any one work week exceeds 40.
 2. If the supervisor compels the worker to work more than eight hours in one day, beyond the time approved for make-up time pursuant to §7.4.F.1 above, then the employee is due the overtime premium.
 3. Make-up time must be completed in the same work week as the lost time was incurred.
 4. A worker's request to utilize this provision shall not be unreasonably denied.
- G. ERRORS IN OVERTIME ASSIGNMENT** The opportunity for work shall be distributed as equitably as is reasonably practical among workers normally performing the work in the same work group. In the event assignment of work normally performed by workers in such work group would generate overtime premium pay for both workers and nonworkers, the University will attempt to offer the assignment to a worker first, whenever practical. Any errors in the distribution of overtime hours shall be adjusted by the University through the priority assignment of comparable future work, when available, to the worker who was erroneously deprived of such work.
- H. MINIMUM OVERTIME** Whenever the University requires a worker to work beyond the end of their shift, all time paid shall be rounded up to the nearest quarter-hour.
- I. COMPENSATORY TIME OFF** Except where precluded by law, workers may request compensatory time off in lieu of pay for overtime due to them during the same semi-monthly pay period in which he / she worked the overtime. If a worker does not want time off during the same semi-monthly pay period he / she worked overtime, he / she must receive payment for the overtime rather than take time off at a later date.

7.5 OTHER FORMS OF PAY

- A. **CALLBACK** Workers required to return to work for emergency non-scheduled overtime after having left the premises so as to require an additional trip to work over and above that required by their regular schedule shall be paid for a minimum of four hours work time, but shall not be compensated for travel time.
- B. **STANDBY DUTY AND BEEPER DUTY** Standby duty is the requirement to remain immediately available and report to duty to perform work when called. Workers assigned to standby duty shall receive 50 percent of their base pay for hours assigned to standby duty but not at work.
- C. **BEEPER / CELL PHONE ASSIGNMENT** Workers assigned to carry a beeper / cellphone and remain within beeper / cellphone range shall receive pay of five percent of their base wage rate for hours so assigned during said period, but not at work. Such workers may be requested, but in a non-emergency situation are not required, to report to duty and perform work. A worker who reports to duty as requested will be paid as provided by section §7.5.-A. (Callback).
- D. **WORK FROM REMOTE LOCATIONS** The University shall pay workers for time worked when the supervisor / manager, or designee, requires the performance of such work from a remote location (e.g., HVAC work performed from the worker's computer at home). The University shall round up actual time worked to the nearest quarter hour, and applicable overtime premiums will apply. Actual work time includes reasonable time to prepare for and wrap up the work from the remote location. The University will pay a minimum of 30 minutes for remote location work.

7.6 **PYRAMIDING OF PREMIUMS** Except as explicitly provided in §7.3.-B. (Quick Shift) and §7.4.-D. (Daily Overtime), this Article shall not be applied to require compensation greater than one and one-half times a worker's regular hourly rate for any period worked.

7.7 ALTERNATIVE WORK SCHEDULES (AWS)

- A. For the purposes of this section, an AWS means a regular schedule containing scheduled shifts of at least eight but not more than 12 hours. Notwithstanding §7.4(D) and as permitted under Section 514 of the Labor Code, the hours worked more than eight but no more than 12 for a bargaining unit employee on an AWS shall not be considered overtime.
- B. Upon proposal by the University and in consultation with the Union, or upon proposal by the Union and approval by the University, bargaining unit employees may adopt a regularly scheduled alternative workweek that authorizes work by the affected employees for no longer than 12 hours per day within a 40-hour workweek without the payment to the affected employees of overtime rate of compensation, with the exception of c and d. "Affected employee" means an employee who works an AWS or, under a proposed AWS, would work an AWS following an affirmative vote as set forth in this section. The University will consider Alternate Work Schedules recommended by workers.
- C. Section §7.3.-B. (Quick Shift) will not be included in the overtime exemption.

- D.** Workers who work beyond their regularly scheduled AWS shift (including any worker who works in excess of 40-hours in any workweek), will be covered by all overtime and premium pay provisions of the Collective Bargaining Agreement.
- E.** This provision will not override the side letters regarding SLAC schedules contained in the Collective Bargaining Agreement.
- F.** The University may implement an AWS on any work unit provided that two thirds of the affected employees working in that work unit approve of the schedule through a secret ballot election.
- G.** The following will occur prior to the election: The University will propose an AWS schedule in consultation with the union that clearly defines the allocation of eight, nine, 10 and 12 hour shifts. The Union and the University will reach joint agreement on scope of the work unit that will vote.
- H.** The University shall make a reasonable effort to find a work schedule not to exceed eight hours in a workday, in order to accommodate any affected employee who was eligible to vote in an election authorized by this section and who is unable to work the alternative schedule hours established as the result of that election. Under these provisions, the University shall be permitted to provide a work schedule not to exceed eight hours in a workday to accommodate any employee who was hired after the date of the election and who is unable to work the alternative schedule established as the result of that election.
- I.** Termination of an AWS: The University reserves the right to discontinue any AWS and implement an eight hour schedule upon 30 days-notice to affected employees prior to the start of any schedule.
- J.** No sooner than one year following the implementation of an AWS and no more frequently than once a year thereafter, and upon a written petition signed by a majority of the affected employees working in a work unit under an AWS, the University will conduct a secret ballot election to determine whether the AWS will continue or be modified. If two thirds of the affected employees in the work unit vote to revoke or modify the AWS, the University shall implement the new schedule upon notice given to the affected employees at least 30 days prior to the start of a schedule.
- K.** Work assignments created by such a new schedule shall be awarded only to affected employees by seniority.
- L.** Any AWS which exists on the effective date of this Agreement shall continue until terminated or modified in accordance with §7.7.I (Termination of an AWS).
- M.** For purposes of this section, “work unit” includes a division, a department, a job classification, a shift, a separate physical location, or a recognized subdivision thereof. A work unit may consist of an individual employee as long as the criteria for an identifiable work unit in this section is met.

ARTICLE 8: LEAVES

8.1 HOLIDAYS

- A. HOLIDAY OBSERVANCE** Except as otherwise provided in this Article, each worker shall have time off with pay for the days designated by the University for the observance of the following holidays:
1. New Year's Day
 2. Martin Luther King Day
 3. Washington's Birthday
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. Thanksgiving Day
 8. The Friday after Thanksgiving Day
 9. The day before Christmas
 10. Christmas Day
 11. A floating holiday, which may be used to observe the Worker's Birthday or alternatively, any other workday mutually agreed upon by the worker and their supervisor within the year beginning January 1 and ending December 31. If the worker does not use the holiday within that one-year period, it does not carry over to any subsequent year. If the worker leaves the University during the year, and the floating holiday has not been used, the worker's final pay will include the cash value of the unused floating holiday.
- B. SATURDAY / SUNDAY HOLIDAYS** Holidays that fall on Sunday are observed on the following Monday. Holidays that fall on Saturday shall be observed on the preceding Friday
- C. HOLIDAY PAY** Each full-time worker shall be paid as holiday pay their regular rate of pay for their regularly scheduled non-overtime working hours.
1. **HOLIDAYS DURING OTHER PAID LEAVES** Holidays which fall within a period of other paid leave shall be paid as holidays and do not count towards the other paid leave.
 2. **HOLIDAYS DURING UNPAID LEAVES**
 - a) Workers on leave without pay status, with or without permission, on either the workday immediately preceding or following the holiday are not eligible to receive holiday pay.
 - b) A worker on temporary or seasonal layoff shall receive pay for holidays which occur in layoff periods not exceeding 25 calendar days. Workers on temporary or seasonal layoff for the normal Christmas-New Year's period shall receive holiday pay for the day before Christmas, Christmas and New Year's day.
 3. **Holiday Pay for Part Time Workers** The means for calculating holiday pay for part time workers is found in Side Letter #9.

D. WORKING ON HOLIDAYS

1. Any worker whose job is operating on a day of holiday observance can be required to work on that day.
2. The University may fill any additional operational needs in accordance with the provisions for assignment of overtime work as specified in Article 7 (Hours, Schedules and Premium Pay.)
3. **PAY FOR HOLIDAYS WORKED** Workers who work on a day of holiday observance shall have the option of taking another day off, or pay at time and one-half for hours worked in addition to the holiday pay. The other day off, if selected, shall be mutually agreed upon between the worker and their supervisor, and shall fall within the period 15 days before and 15 days after the day of holiday observance.

- E. HOLIDAYS ON DAYS OFF FOR FULL-TIME WORKERS** When a day of holiday observance falls on a full-time worker's scheduled day off, and he / she does not work that day, then the full-time worker shall have the option of taking another day off or an additional day's pay at time and one-half the regular rate. For workers on rotating shifts, the regular rate for purposes of computing the additional day's pay shall be the worker's regular rate for either the last day worked before the day of holiday observance or the first day worked after the day of holiday observance, whichever rate is higher. The other day off, if selected, shall be mutually agreed upon between the full-time worker and their supervisor and shall fall within the period 15 days before and 15 days after the day of holiday observance.

8.2 VACATION

- A. VACATION ELIGIBILITY** Workers who have completed the third month of their trial period are entitled to take vacation leave with pay in accordance with this Section. Workers may not take vacation leave during the first 3 months of their trial period, with the exception of the Winter Closure, but are, if terminated during the trial period, entitled to payment for accrued vacation leave and Personal Time Off.
- B. VACATION ACCRUAL** Vacation is accrued for periods worked or for periods not worked for which vacation leave or sick leave is granted. Vacation is not accrued for periods of leave without pay, Long Term Disability coverage and terminal vacation.
- C. VACATION AMOUNT** The amount of vacation earned per hour and the rate of accrual is provided as follows:
1. **For workers who were "grandfathered" with a maximum vacation accrual of 480 hours pursuant to §8.2.-D.4 below:**
 - a) **FOR WORKERS AT SLAC** Until SLAC converts to the accrual system used by Stanford University, workers working less than full time in any month shall accrue vacation for that month at a percentage of the applicable full-time rate corresponding to the percentage of a full-time schedule

worked during the month in question. Workers accruing vacation prior to execution of this Agreement at a rate higher than provided by this paragraph shall retain their rate of accrual until eligible for an increased accrual rate as provided below:

YEARS OF UNIVERSITY SENIORITY	DAYS OF VACATION EARNED PER YEAR OF FULL-TIME EMPLOYMENT	HOURS ACCRUED PER MONTH OF FULL-TIME EMPLOYMENT
Less than 1 year	10 days	6 ² / ₃ hours
1 thru 4 years	15 days	10 hours
5 thru 9 years	17 days	11 ¹ / ₃ hours
10 thru 14 years	22 days	14 ² / ₃ hours
15 years and up	24 days	16 hours

b) For all other workers:

YEARS OF UNIVERSITY SENIORITY	PER HOUR ON STRAIGHT TIME PAY STATUS	APPROXIMATE DAYS ACCRUED PER YEAR
Less than 1 year	0.038470	10
1 thru 4 years	0.057700	15
5 thru 9 years	0.065390	17
10 thru 14 years	0.084620	22
15 years and up	0.092310	24

2. **Effective September 1, 2019, for workers with a maximum vacation accrual of 240 hours pursuant to §8.2.-D.3 below:**

a) FOR WORKERS AT SLAC Until SLAC converts to the accrual system used by Stanford University, workers working less than full time in any month shall accrue vacation for that month at a percentage of the applicable full-time rate corresponding to the percentage of a full-time schedule worked during the month in question. Workers accruing vacation prior to execution of this Agreement at a rate higher than provided by this paragraph shall retain their rate of accrual until eligible for an increased accrual rate as provided below:

YEARS OF UNIVERSITY SENIORITY	DAYS OF VACATION EARNED PER YEAR OF FULL-TIME EMPLOYMENT	HOURS ACCRUED PER MONTH OF FULL-TIME EMPLOYMENT
During 1 st year	15 days	10 hours
Beginning year 2 through end of year 9	20 days	13 ¹ / ₃ hours
Beginning year 10 and thereafter	24 days	16 hours

b) For all other workers:

YEARS OF UNIVERSITY SENIORITY	PER HOUR ON STRAIGHT TIME PAY STATUS	APPROXIMATE DAYS ACCRUED PER YEAR
During 1 st year	0.057700	15
Beginning year 1 through end of year 9	0.07693	20
Beginning year 10 and thereafter	0.092310	24

D. VACATION USE

1. Except as provided below, vacation time earned must be taken as time off to maintain straight time base pay and not as additional wages while working or excused from work with pay. Workers who work on a regular basis on either the swing shift or the owl shift (not rotating) as defined in §7.1.-F. (Regular Shifts) or workers who work on a rotating swing or owl shift for a period lasting at least four months, will be paid for time taken off as vacation at their premium pay level as set forth in §9.18 (Premiums).
2. Vacation time earned should be taken each year if possible.
3. Effective September 1, 2017, workers may accumulate up to a maximum of 240 hours, with the exception of workers covered by §8.2.-D.4., below.
4. Workers with a vacation accrual in excess of 240 hours as of September 1, 2017, will be “grandfathered” and eligible to continue accruing vacation up to a maximum of 480 hours.
5. Days of vacation cease to accrue when the maximum has been reached.
6. The worker is responsible for annually maintaining their vacation accruals below maximum.
7. If scheduled work or staffing requirements prohibit the University from granting vacation to a worker prior to his or her vacation accrual reaching the maximum, and the provisions of §8.2.-E., Vacation Scheduling have been followed, the worker will be paid for the unused vacation that exceeds the vacation maximum.

E. VACATION SCHEDULING

1. **SCHEDULING PROCEDURE** The procedure for determining vacation schedules, except those covered by §E.2., below, shall be as follows:
 - a) **Supervisor’s Needs** Supervisors will post, at an appropriate time, a vacation schedule form, indicating the operational needs of the group in question for vacation purposes.

- b) **Scheduling** The workers shall then be given an opportunity to consult among themselves and to formulate their own vacation schedule to the extent vacation leave will have accrued. If the workers have been unable to agree upon a schedule within one week, the University shall resolve any continuing disagreements provided the University's decisions are not unreasonable. Seniority shall be the primary consideration in vacation scheduling.
- c) Vacation schedules will be approved in writing.
- d) When a worker requests a vacation he / she must personally inform the supervisor of the request, normally by submitting the request via e-mail or by handing the supervisor a written request in person or a designated location. The supervisor will provide a response to a worker's vacation request within 5 working days of the request.

2. **ALTERATIONS TO APPROVED VACATIONS** The University may alter the workers' approved vacation only when operational needs require it to do so.

- a) In the event the schedule is altered, the workers may request a meeting with the supervisor to discuss the altered schedule. A steward may be present at the workers' request.
- b) In research projects, where the question of operational needs concerns scientific or experimental objectives and is one which requires expert judgment, the determination of the responsible authority on the project will not be overturned except upon a showing that their determination is arbitrary or capricious.
- c) If operational needs require a change in a worker's approved vacation schedule, he / she shall be permitted to reschedule the altered vacation leave within the month following the period for which it was originally scheduled. Requests for unscheduled vacation must be submitted to the worker's supervisor and are subject to approval of the supervisor.
- d) If the University alters or rescinds an approved vacation and the result is that the worker's accrual would exceed the vacation maximum, the worker and their supervisor will meet to reschedule the vacation within 30 calendar days following the decision that the vacation must be altered or rescinded. If the University cannot reschedule the vacation for operational reasons, the worker will be paid for the requested unused vacation that exceeds the vacation maximum.
- e) If the University alters or rescinds a worker's approved vacation, the University will reimburse the worker for the worker's verified non-recoverable airfare and hotel cancellation penalty fees up to \$500. All requests for reimbursement must be made no later than 30 calendar days from when the worker's vacation was altered or rescinded.

3. **VACATION NOT SCHEDULED IN ADVANCE** Requests for vacation not scheduled in §8.2.-E. (Vacation Scheduling) must be submitted to the worker's supervisor and are subject to approval of the supervisor. However, they shall not be denied arbitrarily and capriciously and, where unforeseeable or unchangeable events require the worker's use of vacation, every reasonable effort shall be made to meet the request.
4. Workers receive a lump sum payment for unused vacation when their employment terminates.
5. A worker, upon retirement or layoff, may choose payment of any unused vacation by electing either
 - a) a lump sum payment or
 - b) terminal vacation.

8.3 SICK LEAVE

A. SICK LEAVE AMOUNT

1. **FOR WORKERS AT SLAC** Full-time workers accrue sick leave of 12 working days per year at the rate of eight hours per calendar month of full-time work. Workers working less than full-time in any month accrue sick leave for that month at a percentage of the full-time accrual rate corresponding to the percentage of a full-time schedule worked. Sick leave is credited at the beginning of each month of service, with an adjustment at the end of the month when the actual accrual is different than was anticipated.
2. **ALL OTHER WORKERS** accrue sick time at the rate of .046154 hours per hour of straight time paid. For full-time workers, this equates to 96 hours or 12 days in a year in an average year of 2,080 straight time hours.

- B. SICK LEAVE: NO LIMIT** Unused sick leave may be accrued for future use, with no maximum limit on the amount.

C. SICK LEAVE USE AND MISUSE

1. The Union and the University agree that sick leave shall not be abused or misused by workers nor shall the University unreasonably or capriciously deny workers sick leave.
2. Acceptable uses of sick time include but are not limited to:
 - a) When a worker's illness or injury prevents the worker from working.
 - b) **Medical and Dental Appointments:** Time off for all medical and dental appointments, including those associated with a work injury (e.g., physical therapy);

- c) University Holidays and Sick Time: For holidays that occur on days when an worker absence due to illness / injury is fully charged to sick time, and the worker is not on other leave status, the time off is charged as a paid holiday;
- d) During Vacation: When an worker is hospitalized or confined to bed by medical direction while on vacation, the time of hospitalization / confinement should be charged to accumulated sick time.
- e) Family Sick Leave: When illness or injury in the worker's close family requires the worker's absence from work. A maximum of 15 sick days ("family sick leave") may be used for this purpose during a calendar year of service from January 1 to December 31. "Close family" includes only the worker's spouse or same-sex domestic partner; children of the worker, of the spouse or same-sex domestic partner; parents, parents-in-law, brothers and sisters of the worker; grandparents or grandchildren of the worker, or other family member dependent on the worker and living in the worker's household. Family Sick Leave must be used when absence is for Family Medical Leave (FML) due to a serious health condition of a family member.
- f) Use of Sick Time to Maintain Pay during Disability: Unless the worker applies to his or her department for an exception, which is approved, the University uses a worker's accrued sick time to maintain the worker's base pay during times when the worker is receiving disability benefits payments.

3. Some examples of possible sick leave abuse include:

- a) Establishing a pattern of calling in sick on the first or last workday of the workweek;
- b) Establishing a pattern of calling in sick holidays, weekends or days of special functions or activities;
- c) Establishing a pattern of calling in sick on the last scheduled or first scheduled workday before or after a holiday;
- d) Establishing a pattern of calling in sick immediately prior to or immediately following vacation periods.

D. SICK LEAVE CONFIRMATION The University may take reasonable steps to determine whether or not a claim for paid sick leave is valid. In the event that facts and circumstances indicate that a worker may not be eligible for paid sick leave as claimed, evidence of eligibility may be required. A physician's statement is such evidence, but will not be a mandatory requirement necessary to receive sick pay unless other evidence is not satisfactory.

- E. SICK LEAVE NOTICE** In order to draw sick pay, a worker shall make every effort to notify their supervisor prior to the scheduled starting time each day unless the worker is able to advise the supervisor of the specific anticipated duration of the absence on the first day of illness. If the duration of the illness is not confirmed by a physician's certificate and is to last more than three working days, the worker shall notify their supervisor on the fourth day away from work of the anticipated date of return unless the worker is unable to provide such notice either personally or through another individual. If a worker becomes seriously ill while on vacation leave, the period of absence from work while seriously ill may be changed to sick leave, provided the worker notifies their supervisor during the period of illness or, if out of the area, submits sufficient evidence of the illness upon return to the area.
- F. SICK LEAVE: SEPARATION FROM EMPLOYMENT** Upon separation from employment, including retirement, sick leave cannot be converted to vacation leave, or otherwise paid to a worker, unless disability is the reason for termination, in which case sick leave will be paid.

8.4 OTHER LEAVES: GENERAL CONDITIONS

- A. REQUESTS** All requests for leaves of absence must be in writing and for fixed periods, with beginning and ending dates. A worker who wishes to extend their leave of absence period must submit a new request for an extension with a new ending date to their department head before the leave period has expired. The University may separate from employment any worker who does not return to work at the end of their leave period (except as otherwise provided), and such a separation will be deemed a resignation. No approval of a request for a total leave of absence longer than six months is valid without the express written approval of the Departmental HRM. Leaves beyond one year may be granted due to special or unusual circumstances. Workers may request leaves of absence for any purpose including to work for the Union. Approval of such requests for leave are completely at the discretion of the University, however, and any approval of such a request shall not be deemed a precedent for the disposition of any future requests. The denial of a leave request shall not be arbitrary or capricious.
- B. PAY** No leave of absence shall be with pay unless the University expressly grants a leave of absence with pay. Any worker may request an authorized leave of absence without pay. Such requests must be in writing.
- C. SUPPORT** Workers on approved leave of absence status provided under this Article may continue insurance coverage benefits provided under Article 11, (University Benefits), to the extent permitted by each individual plan, but such benefit continuation shall be at the worker's own expense. The worker must make arrangements with the appropriate personnel office to make necessary payments while on leave. In the event the worker does not elect to make direct payments while on leave, he / she is considered a new worker for purposes of determining eligibility for all other University benefits described in Article 11 (University Benefits) when he / she returns to work.
- D. VACATION ACCRUAL** Workers do not accrue vacation while on unpaid leave.

- E. **RIGHT TO A JOB** Any worker whose request for leave of absence has been approved shall be guaranteed upon the end of the authorized leave period that he / she may return to the same job or, at the University's discretion, to a job substantially equivalent to the job held at the time the request for leave of absence was approved, unless the job itself is eliminated during the period of leave due to a curtailment of operations or a reduction in force, or unless the worker is medically unable to perform the same work. In any case, the returning rate of pay shall be at least equal to the leaving rate of pay, plus intervening general increases, provided the worker is medically able to perform the same work.
- F. **LAYOFF** If a layoff occurs in the department during the worker's leave, layoff criteria, as specified in Article 16 (Layoff) will be applied to all workers, including the worker on leave, who will not be penalized for being on leave during the period of layoff decisions. A worker whose job has been eliminated shall have the same re-employment rights as provided in Article 6 (Employment, Classifications and Training) as are available to other workers.

8.5 PREGNANCY DISABILITY LEAVE All workers covered by this Agreement are eligible for pregnancy disability leave as provided by applicable law.

- A. **NOTICE** Supervisors may request a written notification of the need for leave from the worker, identifying anticipated date of leave and date of return from leave.
- B. **USE OF SICK AND VACATION PAY** The worker may charge against accrued sick leave the number of days in which the worker is medically unable to work. Vacation may be used during childbirth leave. The remaining portions of this leave are without pay.
- C. **DISABILITY LEAVE** If medical complications of normal pregnancy and delivery incapacitate the worker for the purposes of work after the agreed-upon date of return to work, the situation is treated as any other medical disability incurred by workers covered by this Agreement.

8.6 FAMILY AND MEDICAL LEAVE / CALIFORNIA FAMILY RIGHTS ACT

- A. The University agrees to comply with all state and federal family medical leaves providing:
 - 1. A minimum of up to a total of 12 weeks, per rolling calendar year, of paid or unpaid job protected leave;
 - 2. Continuing the worker's health, dental and vision benefit contributions during the duration of approved leave;
 - 3. Basing eligibility on the worker having been employed for a total of 12 months and physically worked 1,250 hours in the year preceding the date on which the family leave is to commence.
- B. The purpose of family leave is to allow eligible employees to take job protected leave when the employee is unable to work:

1. Because of a serious health condition;
 2. The serious health condition of a spouse, same gender domestic partner, parent or child which requires the worker's absence from work to care for the ill family member;
 3. The birth or adoption of a child or foster care placement of a child.
- C.** Upon notification of the request for family leave, the University will provide detailed information related to family leave. Family leave laws include the definition of serious health conditions, eligibility requirements and benefits continuation guidelines.
- D.** Employees needing leave time for any family member not covered under the FMLA/CFRA provisions may request time to care for these relatives under the personal leave of absence provisions. Reasonable requests to care for family members will not be denied for reasons that are arbitrary or capricious.

8.7 DISABILITY LEAVE In the event any worker is disabled and is eligible for Workers' Compensation Insurance or State Disability Insurance, he / she shall be placed on disability leave as provided below:

A. WORK-CONNECTED DISABILITY BENEFITS

1. A work-connected disability is an injury or illness which is sustained by a worker while performing their assigned job, and which prevents the worker from performing their assigned job. Any worker who loses time from work because of a work-connected injury or illness will, upon the recommendation of the attending physician, be excused from work for up to five working days without loss of base pay for all scheduled straight time work periods as more specifically provided in the remainder of this paragraph. If the worker is required by the attending physician to be absent from work for more than five working days, the worker is compensated for time lost through Workers' Compensation benefits. Workers' Compensation benefits start on the fourth day of illness or disability, unless hospitalized, in which case they start on the day of hospitalization, and remain in effect until the worker can return to work, or until long-term disability payments take over. When a worker is absent for more than three (3) work days, the University will contact the disability vendor to apply for FMLA leave on the employee's behalf.
2. During the period of disability in which the worker receives Workers' Compensation benefits, the University pays the difference between the Workers' Compensation benefits and base pay during the first five working days of disability and thereafter to the extent that the worker has accrued sick leave. The University automatically uses a worker's accrued sick leave to supplement any disability payments and maintain the worker's regular salary. The worker may request in writing that Stanford not use their accrued leave time to supplement any disability payments.

3. A worker who exhausts their accrued sick leave before or during a disability leave may use accrued Personal Time Off, Floating Holiday and vacation in the same manner as sick leave, to continue partial pay payments during the absence. If all accrued leave time is used up before the worker returns to work or is placed on long-term disability insurance payments, payments from the University for leave time will cease.
4. The worker's accrued leave time shall be charged only with the number of hours needed to bring the worker to 100% of base pay.

B. STATE DISABILITY INSURANCE A worker who is eligible for State Disability Insurance (SDI) may not draw sick leave pay in an amount in excess of the difference between the maximum allowable SDI benefit available to them and their base pay for the period of disability. The worker's sick leave credit shall be charged only with the number of hours equivalent to sick leave payments to the worker.

C. DISABILITY LEAVE AFTER SICK LEAVE IS EXHAUSTED

1. **NON WORK-CONNECTED DISABILITY** A worker who continues to be unable to work after sick leave, vacation, and personal leave are exhausted may request continued disability leave without pay. If the request for disability leave of absence is not granted, the worker shall be deemed to have resigned, provided that a worker who is eligible for long-term disability benefits shall be automatically granted a disability leave of absence for the period after paid leave has been exhausted, until long-term disability benefits begin. A worker who has begun to receive long-term disability benefits shall not be rendered ineligible for continued long-term disability benefits solely because further disability leave of absence is not granted.
2. **WORK-CONNECTED DISABILITY** A worker who continues to be unable to work due to a work-connected disability after sick leave, vacation and personal leave are exhausted may request continued disability leave without pay. If the request for disability leave of absence is not granted, the worker shall be deemed to have resigned, provided that a worker who is eligible for long-term disability benefits shall be automatically granted a disability leave of absence of up to six months following the date of the injury. A worker who has begun to receive long-term disability benefits shall not be rendered ineligible for continued long-term disability benefits solely because further disability leave of absence is not granted.

8.8 OTHER LEAVES

A. BEREAVEMENT LEAVE Bereavement leave with pay may be taken in cases of death in the worker's close family, as defined in §8.3.-C. (Sick Leave Use and Misuse). Such a leave may be taken for from two up to five work days, in order to attend the funeral or memorial service, or to attend to other related activities or responsibilities. Workers may be allowed to extend the above period by using any accrued vacation or compensatory time off, or by taking leave without pay.

B. COURT LEAVE

1. **JURY DUTY** When called for jury duty and while serving as juror, workers will receive regular pay for hours of work scheduled. For any day in which the worker is required to report for jury duty for at least one hour, he / she shall be excused from work regardless of their scheduled shift.
2. **WITNESS** Workers subpoenaed to appear in court as witnesses during scheduled work time are given time off with pay for the period during which their absences from work are required. Appearances in court for traffic or other violations, or as party in a lawsuit are charged to vacation or leave without pay.
3. **CONFIRMATION** The University may require reasonable proof that a worker's presence is required before granting court leave.

C. VOTING Workers may take up to two hours of paid leave to vote in all government elections, if the workers' work schedules keep them from being able to vote during off-work hours.

D. MILITARY

1. **TRAINING LEAVE** A worker, when required to perform short-term annual military training duty as a member of a reserve component of the Armed Forces, receives time off from work for the period of actual training, but not to exceed 17 calendar days a year. The University supplements base military pay for the working days in the period of absence up to the amount of the worker's regular pay. One year of University seniority is required before the worker is eligible for military training leave with supplemental pay. If military leave is taken before one year's service has been completed, it shall be without supplemental pay.
2. **ACTIVE LEAVE** Workers who leave the University for active military service may be granted a leave of absence without pay or be terminated with right of re-employment. Upon completion of military service, workers are entitled, in accordance with federal laws, to reinstatement of employment at the University if they apply within 90 days of discharge, or one year if hospitalized.

E. CIVIL EMERGENCY LEAVE A worker, upon notification to the University, may take a leave without pay of up to 7 days when required by civilian authorities to assist in county reserve deputy activities, forest fire fighting, police reserve activities, state militia, and civil defense emergency. The leave of absence may be extended by approval of the University.

F. PUBLIC SERVICE AND CIVIC LEAVE Workers may, at the discretion of the University, take leave with or without pay for unpaid participation in community, state or national affairs. Workers elected to public office at the local level ordinarily do not need a leave of absence. Workers elected to public office at the state or national level may, at the discretion of the University, be granted leaves of absence for the period or periods spent in fulfilling civic obligations, as required.

- G. **LEAVE TO PARTICIPATE ON UNIVERSITY COMMITTEES** Workers shall be granted paid time off to participate on any University committee on which they are officially invited to serve. Workers selected to serve on joint University / Union committees shall have reasonable time off with pay to discharge their official responsibilities for the committee.
- H. **EDUCATIONAL LEAVE** A leave may be granted, at the discretion of the University, to workers to pursue an activity of further education that will enhance their value to the University. Any denial of such a request shall not be arbitrary or capricious. Educational leave may be for up to three months and may be extended for three-month periods, up to a maximum of one year. Educational leave is usually without pay, unless directly related to the job.
- I. **PERSONAL TIME OFF** Workers may take time off from their scheduled work for personal reasons, with the concurrence of their supervisors. Requests for the use of PTO will not be unreasonably denied. Each worker shall be allowed a maximum of 24 hours of paid leave of absence for their personal reasons each year, as determined by the administrative unit within which the worker is employed. Such paid leave may not be carried forward from year to year. The maximum entitlement per year shall be pro-rated for newly hired or rehired workers and for less than full time workers.
- J. **WINTER CLOSURE** The AVP of Employee & Labor Relations will annually inform the Union in writing of the winter holiday closing. Individual notices of temporary or seasonal layoff are not required if the winter closing does not exceed three days. Bargaining unit members may take unpaid time off or use any available accrued vacation or PTO to maintain pay during the winter holiday closing. The Union agrees to waive the requirement of individual notices during winter closure of temporary or seasonal layoff. In any year when the University grants additional paid days off to non-bargaining unit employees during the winter closure, those days will also be granted to bargaining unit members.

ARTICLE 9: PAY

9.1 ANNUAL INCREASES The University will increase the pay ranges and steps in accordance with the following:

A. Fiscal Year 2019-2020:

1. 3.75% general wage increase effective Fiscal Year 2019-2020. Effective September 1, 2019, all salary ranges for employees holding positions in classifications assigned to SEIU shall be increased by approximately 3.75%.
2. **Signing Bonus:** As the parties reached a comprehensive total tentative agreement on or before August 31, 2019, that was ratified by Union membership on September 6, 2019, the University will pay each worker in in a classification represented by the Union a one-time bonus of \$1,000. To be eligible to receive the bonus, the worker must be continuously employed in a classification represented by the Union from August 31, 2019, through September 15, 2019. The University and the Union understand and agree that this bonus is not compensation for hours worked.

- B. Fiscal Year 2020-2021:** 3.5% general wage increase effective Fiscal Year 2020-2021. Effective September 1, 2020, all salary ranges for employees holding positions in classifications represented by the Union shall be increased by approximately 3.5%.
- C. Fiscal Year 2021-2022:** 3.5% general wage increase effective Fiscal Year 2021-2022. Effective September 1, 2021, all salary ranges for employees holding positions in classifications represented by the Union shall be increased by approximately 3.5%.
- D. Fiscal Year 2022-2023:** 3.5% general wage increase effective Fiscal Year 2022-2023. Effective September 1, 2022, all salary ranges for employees holding positions in classifications represented by the Union shall be increased by approximately 3.5%.
- E. Fiscal Year 2023-2024:** 3.75% general wage increase effective Fiscal Year 2023-2024. Effective September 1, 2023, all salary ranges for employees holding positions in classifications represented by the Union shall be increased by approximately 3.75%.
- F. Food Service Worker and Catering Server Series:** 7.0% special wage increase over the next 5 years as described below for workers in Food Service Worker I (Job Code 7285), Food Service Worker II (Job Code 7286), Food Service Worker III (Job Code 7287), Food Service Worker IV (Job Code 7288), Food Service Worker V (Job Code 7289), Catering Server I (Job Code 7237), Catering Server II (Job Code 7238), Catering Server III (Job Code 7239) and Catering Server IV (Job Code 7240):
1. Effective September 1, 2019, all salary ranges shall be increased by approximately 1.0%.
 2. Effective September 1, 2020, all salary ranges shall be increased by approximately 1.5%.
 3. Effective September 1, 2021, all salary ranges shall be increased by approximately 1.5%.
 4. Effective September 1, 2022, all salary ranges shall be increased by approximately 1.5%.
 5. Effective September 1, 2023, all salary ranges shall be increased by approximately 1.5%.
- G. Custodian Series:** 4.25% special wage increase over the next 5 years as described below for workers in Custodian (Job Code 7652) and Custodian Leader (Job Code 7653):
1. Effective September 1, 2019, all salary ranges shall be increased by approximately 0.75%.
 2. Effective September 1, 2020, all salary ranges shall be increased by approximately 0.75%.
 3. Effective September 1, 2021, all salary ranges shall be increased by approximately 0.75%.
 4. Effective September 1, 2022, all salary ranges shall be increased by approximately 1.0%.
 5. Effective September 1, 2023, all salary ranges shall be increased by approximately 1.0%.

9.2 STEP PROGRESSION SYSTEM

- A. Workers with satisfactory performance are eligible to receive a one-step increase 12 months after the date of their date of hire, or in the case of workers receiving a salary increase resulting from a transfer or promotion, 12 months after their last wage increase.
- B. The step increase for workers with less than satisfactory performance may be delayed up to six months. The step increase for such workers will be one year after receipt of their last step increase.
- C. Step progression for Trainees will occur pursuant to the provisions of §9.17, below.

9.3 INITIAL STEP ASSIGNMENTS AND PROGRESSION TO SUCCESSIVE STEPS IN PAY RANGES **In-hire Rate:** The in-hire rate for workers newly hired into the bargaining unit shall be at that step determined to be appropriate by the University based on its assessment of the individual's qualifications and experience. The rate assigned shall not be reviewable under the terms of this Agreement.

9.4 STEP ASSIGNMENT

- A. **PROMOTION OR UPWARD CLASSIFICATION** When a worker is promoted to a classification with a higher pay range, the worker shall be initially assigned to step two unless assignment to step two would not result in an increase in pay of at least one step, in which case the worker shall be assigned to the step that would provide at least a full one step increase, provided the compensation for workers promoted or transferred to training positions shall be determined in accordance with paragraphs pertaining to training and apprenticeship programs. The worker's future review / step progression date is reset to the date on which the resulting salary increase occurred. The University will assign the worker to a higher step than that provided herein if the worker's date of review for progression to the next step was within three months following the effective date of promotion.
- B. **TRANSFER** When a worker transfers to a job in the same pay range or to a job with a lower pay range, the worker shall retain the same step assignment and review date.
- C. **RECLASSIFICATION DOWNWARD** When a worker is involuntarily reclassified to a classification with a lower pay range, the worker shall be assigned to step ten unless assignment to step ten would result in a pay increase in which case the worker shall be assigned to the lowest step which would not result in a pay decrease.

9.5 MINIMUM PAY Notwithstanding any other provision of this Agreement, no worker shall be compensated at a base hourly rate less than required under State and / or Federal minimum wage laws.

9.6 PAY RANGES AND RATES Pay range assignments for classifications covered by this Agreement are set forth in Appendix A. The base hourly pay rate applicable to each step of each range is set forth in Appendix B for each period shown. The parties recognize that the actual rates paid to workers may vary slightly from those reflected in Appendix A, due to rounding.

9.7 PAYDAYS AND PAYCHECKS

- A. Workers shall be paid on an hourly basis and wages shall be paid at least twice a month to all workers.
- B. Paydays shall be no later than the seventh and 22nd days of each month. In the event that operational difficulties delay payment, such a delay shall be without penalty if payment is made by the 10th or 26th, as applicable. The University shall use reasonable efforts to provide swing shift workers with their checks on the day before payday so they may have the money on payday.

9.8 PAY DELAYS / CLAIMS / DISPUTES

- A. **DELAYS** In the case of delays in payment caused by a worker's untimely submission of hours worked, the University will make payment within three working days of submission.
- B. **DISPUTES** Should any worker question or dispute the wage calculations in any paycheck, he / she may first contact their supervisor to receive explanation within three working days.
- C. If a worker believes a discrepancy exists in their paycheck, he / she should bring the discrepancy to the department. The department will review the facts, and determine if a discrepancy does exist. If it is determined that a discrepancy of a full day's wages or more exists the Department will remedy the discrepancy within 2 working days, unless the worker agrees to receive the amount in their next paycheck. Discrepancies of less than a full day's wages will be remedied in the worker's next paycheck.

9.9 **DIRECT DEPOSIT OF PAYCHECKS** The University shall deposit the worker's pay in any bank the worker chooses in the State of California and deliver appropriate notice of deposit to the worker.

9.10 WAGE GARNISHMENTS

- A. **NO DISCIPLINE** No worker shall be disciplined because their wages have been garnished.
- B. **VERBAL NOTICE** The University shall make every reasonable effort to notify a worker by phone the same day a garnishment order is received by the appropriate payroll office or the next day if it is received after 3:00 p.m.
- C. **WRITTEN NOTICE** A copy of the garnishment order shall be sent to the worker by interdepartmental mail no more than eight working days after its receipt by the appropriate payroll office.

9.11 EARLY VACATION PAY

- A. **PAYCHECKS FOR VACATION PAY** A worker scheduled to take vacation leave for at least 10 consecutive workdays may request early payment of any regular paychecks which would be issued during the period of vacation leave.

B. REQUESTS FOR EARLY VACATION PAY A worker requesting early vacation pay must submit the request on the appropriate form prepared by the University for such purposes at least 10 working days prior to the payday preceding the worker's departure. The form must be signed by the worker's supervisor indicating approval of the vacation leave for the period shown. Early payment may be taken no more than twice in any calendar year.

C. EARLY RETURN TO WORK Any worker who returns to work during a period for which early vacation pay has been given shall make repayment for the period of early return through payroll deduction within the next two paydays. A worker who fails to make such repayment shall be placed on leave without pay status for a period of time equal to the scheduled vacation leave not taken.

9.12 PAYROLL ADVANCE In an emergency, at the discretion of the University, a worker may draw an advance of one week's pay.

9.13 WORK OUTSIDE OF CLASSIFICATION The University has the right to assign workers temporarily for periods not to exceed four months to jobs differently classified from their established classification.

A. This four month limit shall not apply to a worker assigned to cover for the temporary absence of another worker in the situations described below:

1. Who is on an approved leave of absence for a work related injury.
2. Who is on any other approved leave of absence. In this situation, the time period will not exceed 12 months; in the event the 12 month time period needs to be extended, the University will make a written request to the Union for such an extension.

In these situations, the University will consider rotation of the assignment upon request by the affected worker(s).

B. LOWER PAID Workers assigned to work in a lower paid classification shall continue to be compensated at the rate of pay provided for their established classification unless they have been permanently reassigned to a lower classification in accordance with this Agreement.

C. HIGHER PAID WITHIN THE UNIT

1. A worker who is temporarily assigned to assume the responsibilities of an absent worker or of a vacant position in a higher paid classification within the bargaining unit shall be compensated as if promoted to the higher position if the assignment lasts more than one-half a working day and if the worker's tasks and responsibilities for the period of reassignment would warrant permanent reclassification to the higher level if continued on a permanent basis. The University shall not remove a worker from such assignment simply to avoid paying the premium.

2. A worker on a temporary assignment lasting at least one month shall receive vacation and sick leave pay at the rate of their temporary assignment provided that he / she actually works in the temporary assignment on both the work day immediately before and the work day immediately after the period of vacation or sick leave.

D. HIGHER PAID POSITIONS OUTSIDE THE UNIT A worker who is temporarily assigned to assume the responsibilities of a vacant supervisory or other non-unit position outside the bargaining unit shall be paid at a base rate which is not less than five percent above their current base rate for the duration of the temporary assignment provided the assignment lasts at least one-half a working day. All such temporary assignments shall be made in writing. The grievance rights will be extended to the worker in the event of discipline. The worker shall be returned to their former position at the appropriate step and pay range following the termination of the period of reassignment. The worker's temporary assignment outside of the bargaining unit shall not otherwise be subject to review under this Agreement.

9.14 AWARDS AND RECOGNITION

A. Bargaining unit members shall be eligible to receive group-based project bonuses and the Amy Blue Award on the same basis as other University employees who may be nominated and selected for such awards and recognitions. In the case of other bonuses or awards, the Union will provide timely response to any request to extend such awards to a member of the bargaining unit. Nothing in this paragraph shall be construed to require the University to pay a bonus or give a special award to any bargaining unit worker, or to continue to provide any special University award.

B. If the University or any of its divisions or departments establishes an employee job referral bonus program that is applicable to non-bargaining unit, non-exempt employees, it will extend the benefits of such program to members of the bargaining unit on the same basis and under the same terms and conditions as apply to non-bargaining unit, non-exempt employees, without the need for further negotiation.

C. If during the term of this Agreement, the University or any of its divisions or departments abandons any employee job referral bonus program that has been established for non-bargaining unit, non-exempt employees, such program as it was made applicable to members of the bargaining unit will also be abandoned without the need for further negotiation.

9.15 LIGHT DUTY Workers temporarily assigned to light duty due to injury or illness shall receive full pay.

9.16 RATES OVER RANGE MAXIMUM Unless mutually agreed by the University and the Union to the contrary, no workers may be paid at a base rate above the applicable range maximum.

9.17 STEP PROGRESSION FOR TRAINEES

A. For purposes of this paragraph “training programs” means a program expected to last more than three months.

B. PERFORMANCE REVIEWS FOR TRAINEES

1. Trainees receive performance reviews at six month intervals with the designated percent increase if performance and progress in the program are satisfactory and in accordance with the training program.
2. In training programs that do not have equal six month segments, the number of months shall be divided by six and the remaining months shall constitute the first interval of time for purposes of performance review and the proportional percent increase if performance and progress in the program are satisfactory and in accordance with the training program. If progress in the program is faster than planned, the rate of increase in pay may be accelerated correspondingly.

C. HIRE RATE FOR TRAINEES

1. For workers who are trainees in training programs expected to last 17 months or fewer, the in-hire rate is five percent below step two for every six months or portion thereof of training which is required.
2. For workers who are trainees in training programs expected to last more than 17 months the in-hire rate is five percent below step three for every six months or portion thereof of training which is required.

D. STEP ASSIGNMENT ON COMPLETION OF TRAINEE PROGRAM

1. TRAINING PROGRAMS OF MORE THAN THREE MONTHS BUT NO MORE THAN 12 MONTHS
Trainees completing training programs of more than three months but no more than 12 months are assigned step two upon completion of the training program and are advanced to step three one year thereafter; provided that if the worker’s performance is not satisfactory the increase may be delayed up to an additional six months.
2. TRAINING PROGRAMS OF MORE THAN 12 MONTHS BUT NO MORE THAN 17 MONTHS
Trainees completing training programs of more than 12 months but no more than 17 months are assigned step two upon completion of the training program and are advanced to step three on the next anniversary of their commencing of the training program; provided that if the worker’s performance is not satisfactory the increase may be delayed up to an additional six months.
3. TRAINING PROGRAMS OF MORE THAN 17 MONTHS
Trainees completing training programs of more than 17 months are assigned step three upon completion of the training program.

9.18 PREMIUMS The premiums described in Article 7 (Hours, Schedules and Premium Pay) shall be the following:

SWING SHIFT	OWL SHIFT	SUPERTIME	OVERTIME	DOUBLE-TIME
10%	15%	50%	50%	100%

ARTICLE 10: WORKING CONDITIONS

10.1 HEALTH AND SAFETY

- A.** The University shall provide a safe and healthful working environment in accordance with applicable federal, state or other governmental laws or regulations.
- B.** The University shall continue to ensure that adequately trained and equipped first aid personnel are reasonably available to workers who are victims of industrial accidents or illnesses. Emergency vehicle service shall be reasonably available for emergency assistance and, where necessary, for transporting injured or ill workers to medical assistance.
- C.** The University shall provide for workers such medical tests as are recommended or required by applicable federal or state law or regulation for the detection of serious health hazards encountered by the worker or for the detection of present illness experienced by the worker as a result of their assigned duties. In addition, the University shall provide each year for workers' influenza immunizations to the extent medically recommended vaccine is available.
- D. SAFETY RULE** The University shall have the right to make and enforce rules and procedures and to offer recognition for workers, to provide for a safe and healthful working environment. All workers shall comply with safety and health rules, which will be equitably enforced among all employees.

10.2 HEALTH AND SAFETY COMMUNICATIONS Upon request, Labor Relations will coordinate the contact with the appropriate University representative regarding topics as needed. The University will communicate to the Union its findings and actions on issues raised.

10.3 REFUSAL TO PERFORM ASSIGNED WORK

- A.** A worker's refusal in good faith to perform an assigned task because of abnormally dangerous conditions, given normal safety procedures and equipment for work at the time and place said task is to be performed, shall not be just cause for discipline, and the worker shall not be sent home solely because of such refusal, provided that the worker's good faith is based on ascertainable, objective evidence supporting their conclusion that an abnormally dangerous condition of work exists, and provided further that the worker advises their supervisor of the condition believed to be abnormally dangerous as soon as possible and the basis for said belief.

- B.** When the supervisor is advised of a worker's refusal to work in accordance with the paragraph above, the supervisor shall notify the local safety committee responsible for the area.
- C.** The local safety committee shall investigate the alleged hazard as soon as possible, but in no case without at least one Union and one University representative present, and make recommendations concerning the existence of the hazard and whether operations need be curtailed pending its abatement. The Committee shall make its recommendations in a reasonably expeditious manner. Pending issuance of these recommendations, the University shall not request other workers to perform the work in question without advising them of the initial worker's refusal and the asserted reasons therefore.
- D.** The local safety committee shall report its findings and recommendations to the University representative responsible for the area in question, the Union and the worker initially refusing to perform the task in question.
- E.** If the recommendation is unanimous that operations should be curtailed pending abatement of a hazard, no worker shall be asked to perform the work in question until the University has responded to the situation so that one of the reporting members withdraws the recommendation to curtail operations.
- F.** If the recommendation is unanimous that operations need not be curtailed, work shall be resumed and any continued refusal to work shall be deemed just cause for discipline.
- G.** Any recommendation which is not unanimous and which the department management does not accept shall be referred to the University Director of Environmental Safety and Health or in the case of SLAC, The SLAC Associate Director for Environment Safety and Health for further investigation and decision and all work shall be resumed pending such decision.

10.4 UNIFORMS, EQUIPMENT AND PROTECTIVE EQUIPMENT

- A.** Whenever the University requires uniforms to be worn by workers as a condition of employment, such uniforms shall be provided and maintained by the University. Shop coats or smocks shall be furnished to all workers who are working on dirty or oily jobs, machines or equipment, and shall also be laundered and maintained by the University. The term "uniform" is limited to wearing apparel or accessories of distinctive design or color.
- B.** Whenever the University requires tools or equipment for the performance of a job by a worker, such tools and equipment shall be provided and maintained by the University.
- C.** Whenever the University requires a worker to use or wear protective garments or protective equipment to safeguard health or prevent injury, the University shall provide and maintain such garments and equipment. In the case of safety shoes and prescription safety glasses, local management will determine the reimbursement rate. Upon request, local management will provide the union with information regarding (a) the method used to determine the reimbursement rate, and (b) a list of vendors who sell the equipment for that rate or less. If there is a dispute concerning whether the reimbursement will purchase equipment which meets adequate safety standards, that dispute shall be resolved by the local safety committee with the Environmental Health and Safety Department.

- D. The University may, at its option, require a worker furnished with material specified in paragraphs a, b and c to retain such items on the premises, except for safety shoes and prescription safety glasses.
- E. Each worker furnished with items specified above shall wear or use them as required by the University and shall exercise due diligence to ensure that they are not subjected to extraordinary wear and tear and are not lost.

ARTICLE 11: UNIVERSITY BENEFITS

11.1 ELIGIBILITY Workers shall be eligible to participate in University benefit programs enumerated in this Article, provided they meet the eligibility requirements for each plan. The University may alter the criteria for eligibility, provided that no worker who has attained eligible status upon the execution of this Agreement is thereafter rendered ineligible because of the changes.

11.2 OVERVIEW

- A. The University shall continue to provide eligible workers with the flexible benefit program listed below. The actual plans available vary from year to year as announced during open enrollment. The Union receives advance notice of the plans that will be available during open enrollment.
- B. **FLEXIBLE BENEFIT PROGRAM:** Effective January 1, 2010, the University shall provide a flexible benefits program with multiple health and welfare plan options. Options to be offered as of that date, subject to insurance carrier provisions outside of the University's control, include:
 1. a choice of medical plans, subject to insurance carrier provisions outside of the University's control
 2. dental plan(s)
 3. vision care plan
 4. group life insurance for workers in amounts up to eight times salary or \$1 million, whichever is less
 5. limited group term life insurance for dependents including spouses, and registered domestic partners
 6. accidental death and dismemberment insurance for workers, their spouses or registered domestic partners and dependent children
 7. long-term disability benefits at 66 2/3% salary
 8. long-term care options and
 9. health care and dependent care spending accounts
 10. retiree health care

C. MEDICAL CONTRIBUTION ASSISTANCE PROGRAM Effective January 1, 2020, bargaining unit employees whose family adjusted gross income is \$100,000 or below are eligible to participate in the University's Medical Contribution Assistance Program (MCAP). MCAP pays up to the full employee contribution of the lowest cost medical plan when the employee covers her/his spouse and/or children. If the employee and her/his dependents are enrolled in a university-sponsored plan other than the lowest cost plan, the employee pays the difference between what the University will pay for the lowest cost plan and the plan the employee selected. An employee applying for the MCAP subsidy will be required to submit a copy of their most recent federal tax return showing adjusted gross family income. Subsidies during the term of this contract will not be less than:

1. **VERIFIED ADJUSTED GROSS FAMILY INCOME** University's subsidy of the Worker's Regular Contribution for Employee Plus Dependents Coverage (employee plus spouse, employee plus dependent children, employee plus family) under the Least Expensive Comprehensive Medical Plan Option.
 - a) \$76,000 and below 100% of the employee's regular contribution for worker plus dependents under the least expensive comprehensive medical plan (no cost for the employee)
 - b) \$76,001-\$84,000 75% of the employee's regular contribution for worker plus dependents under the least expensive comprehensive medical plan (employee pays 25% of regular contribution)
 - c) \$84,001-\$92,000 50% of the employee's regular contribution for worker plus dependents under the least expensive comprehensive medical plan (employee pays 50% of regular contribution)
 - d) \$92,001-\$100,000 25% of the employee's regular contribution for worker plus dependents under the least expensive comprehensive medical plan (employee pays 75% of regular contribution)
2. The University and the Union agree to have no fewer than three meetings each year to discuss items of concern regarding the University's Medical Plans. Specifically:
 - a) The parties will meet in the early spring (late February or early March) to discuss the current year's plans, concerns about open enrollment, to hear Union input about worker concerns, and to receive early Union input into possible changes for the next year.
 - b) The parties will meet in early summer (late May or early June) to discuss possible changes to the medical plan coverages; this meeting will occur in time for the Union's suggestions.

- c) The University will present to the Union leadership the changes to the plans that it will announce for Open Enrollment prior to the first day of Open Enrollment.

11.3 MEDICAL PLAN COVERAGE FOR NEW HIRES Newly hired workers must enroll in a medical plan within 31 days of date of hire. The coverage effective date will be the employee's date of hire. Workers who do not enroll or who actively waive the default medical coverage within 31 days of employment will default into worker-only medical and dental coverage, 66 ²/₃% long-term disability benefits, and worker life insurance 1x the salary up to a \$50,000 maximum.

11.4 CONTRIBUTIONS

- A. The University's contributions to this program for workers working three-fourths time or more (regardless of the number of positions involved) may exceed, but for the life of this Agreement will not be less, than, the following:
 - 1. 90% of the cost of the least expensive comprehensive medical option for workers, or 75% of the cost of the least expensive comprehensive medical option for workers plus dependents provided, however, that for the term of this Agreement the University will not reduce the contribution percentage levels in effect on September 1, 2019 to the cost of the least expensive comprehensive medical option for workers or for workers plus dependents.
 - 2. the full cost of dental coverage
 - 3. the full cost of credits to purchase one times salary up to \$50,000 group term life insurance coverage for the workers and
 - 4. the full cost of long-term disability for a benefit at the level of 66 ²/₃% of salary
- B. For a worker working at least half-time but less than three-quarters time (regardless of the number of positions involved), the University will contribute half of its regular contribution for medical and dental.

11.5 STAFF PENSION PLAN

- A. **STAFF RETIREMENT ANNUITY PLAN (SRAP)** The University pays the full cost of benefits for eligible workers. The normal retirement date is the first day of the month following the worker's 65th birthday. Early retirement at a reduced annuity may be arranged with mutual agreement of the University and the worker. A worker may elect to work beyond normal retirement age at their option. Effective January 1, 1977, the University will amend the Staff Pension Plan to provide that for purposes of benefit computations for participants (who have not retired by January 1, 1977) with credited service prior to calendar year 1971 pension benefits for credited service prior to 1971 shall be computed based on the participant's covered earnings for calendar year 1971. Effective September 1, 1980, the University will amend the Staff Pension Plan to provide the following:
- B. An individual shall vest in a percentage of their accrued benefits derived from employer contributions on the completion of Years and Service Credit as follows:

COMPLETED YEARS OF SERVICE	VESTED CREDIT PERCENTAGE
Less than 5	None
5 years	50%
6 years	60%
7 years	70%
8 years	80%
9 years	90%
10 or more years	100%

- C.** The University will amend the Plan to provide that, effective January 1, 1989, an individual shall vest in a percentage of their accrued benefits derived from employer contribution on the completion of Years and Service Credit as follows:

COMPLETED YEARS OF SERVICE	VESTED CREDIT PERCENTAGE
Less than 5	None
5	100%

- D.** The benefit accrual rate will be:

1. For benefits accrued before 1971, the benefit shall be 2% times "1971 covered earnings" times years of participation before 1971.
2. **1971-1975** For each Plan Year beginning after 1970 and ending before 1976, a person who participated in the Plan pursuant to the terms of the Plan as in effect during those years will accrue an annuity benefit equal to: two percent of their covered Earnings for each Plan Year.
3. **AFTER 1975** For each Plan Year beginning after 1975, a Participant who is an Eligible Employee will accrue an annuity benefit equal to 2% of their covered earnings for each Plan Year.
4. **AFTER 1986** Pursuant to the amendment to the Plan, effective January 1, 1987, for active participants on or after December 31, 1986, for benefits accrued before 1979, the benefit shall be 2% times "1979 covered earnings" times years of participation before 1979. For benefits accrued by such participants beginning for Plan Years 1979 and after, the participants will accrue an annuity benefit equal to 2% times their earning for each such Plan Year.
5. **AFTER 1995** Pursuant to the amendment to be made to the Plan effective January 1, 1996, for active participants on or after December 31, 1995, for benefits accrued before 1984, the benefit shall be 2% times "1984 covered earnings" times years of participation before 1984. For benefits accrued by such participants beginning for Plan Years 1984 and after, the participants will accrue an annuity benefit equal to 2% times their earnings for each Plan Year.

6. **AFTER 1997** Pursuant to the amendment to be made to the Plan effective January 1, 1998, for active participants on or after December 31, 1997, for benefits accrued before 1985, the benefit shall be 2% times “1985 covered earnings: times years of participation before 1985. For benefits accrued by such participants beginning for Plan Years 1985 and after, the participants will accrue an annuity benefit equal to 2% times their earnings for each Plan Year.
 7. **AFTER 2000** Pursuant to the amendment to be made to the Plan, effective January 1, 2001, for active participants on or after December 31, 2000, for benefits accrued before 1992, the benefit shall be 2% times “1992 covered earnings” times years of participation before 1992. For benefits accrued by such participants beginning for Plan Years 1992 and after, the participants will accrue an annuity benefit equal to 2% times their earnings for each Plan Year.
 8. **AFTER SEPTEMBER 1, 2005** Pursuant to the amendment to be made to the Plan, effective January 1, 2006, for active participants on or after September 1, 2005, for benefits accrued before 1994, the benefit shall be 2% times “1994 covered earnings” times years of participation before 1994. For benefits accrued by such participants beginning for Plan Years 1994 and after, the participant will accrue an annuity benefit equal to 2% times their earnings for each Plan Year.
 9. **AFTER SEPTEMBER 1, 2008** Pursuant to the amendment to be made to the Plan, effective January 1, 2008, for active participants on or after September 1, 2008, for benefits accrued before 1995, the benefit shall be 2% times “1995 covered earnings” times years of participation before 1995. For benefits accrued by such participants beginning for Plan Years 1995 and after, the participant will accrue an annuity benefit equal to 2% times their earnings for each Plan Year.
 10. **AFTER SEPTEMBER 1, 2014** Pursuant to the amendment to be made to the Plan, effective January 1, 2015, for active participants on or after September 1, 2014, for benefits accrued before 1998, the benefit shall be 2% times “1998 covered earnings” times years of participation before 1998. For benefits accrued by such participants beginning for Plan Years 1998 and after, the participant will accrue an annuity benefit equal to 2% times their earnings for each Plan Year.
 11. **AFTER SEPTEMBER 1, 2019** Pursuant to the amendment to be made to the Plan, effective January 1, 2020, for active participants on or after September 1, 2019, for benefits accrued before 2001, the benefit shall be 2% times “2001 covered earnings” times years of participation before 2001. For benefits accrued by such participants beginning for Plan Years 2001 and after, the participant will accrue an annuity benefit equal to 2% times their earnings for each Plan Year.
- E.** Active participants are defined as those currently employed, enrolled and actively accruing additional benefits in the SRAP Plan, and do not include individuals who are no longer actively accruing additional benefits in the SRAP Plan such as retired participants and suspended participants.

11.6 STANFORD CONTRIBUTORY RETIREMENT PLAN (SCRP)

- A.** Effective September 1, 2002, workers on the Stanford University payroll on January 1, 2001, and remaining on the payroll on September 1, 2002, will be given a one-time choice to continue their active participation in the SRAP or to become participants in the SCRCP, provided they meet all relevant eligibility requirements as set forth in the plan documents. Workers who move into the SCRCP shall be considered suspended participants under SRAP. All eligible workers hired on or after January 1, 2001, will be enrolled in the SCRCP on the same terms and conditions as eligible unrepresented employees of the University.
- B.** The University's basic contribution to SCRCP for eligible employees hired on or after January 1, 2007, is:

 - 1. During year 2 of employment, 1%
 - 2. During year 3 of employment, 2%
 - 3. During year 4 of employment, 3%
 - 4. During year 5 of employment, 4%
 - 5. After year 5 of employment, 5%
- C.** Starting with the worker's second year of employment, the University's matching contributions to the SCRCP during the term of this Agreement shall not be less than the following:

 - 1. When the worker contributes 0%, the University match will be 0% of regular salary.
 - 2. When the worker contributes 1%, the University match will be 1.5% of regular salary.
 - 3. When the worker contributes 2%, the University match will be 3% of regular salary.
 - 4. When the worker contributes 3%, the University match will be 4% of regular salary.
 - 5. When the worker contributes 4%, the University match will be 5% of regular salary.

- 11.7 GROUP TAX-DEFERRED ANNUITY PROGRAM** This plan may be chosen by the worker and is wholly paid by the worker.

- 11.8 TUITION BENEFITS** The University provides for the children of all eligible workers payment of tuition and recurring fees for the first 12 quarters or eight semesters of undergraduate study at any accredited college or University, up to a maximum of one-half of Stanford's tuition for the same period of time.
- A.** Workers are eligible only if they were employed by the University as of September 1, 1998, and after they have completed five consecutive years of full time employment. Eligibility does not terminate when the worker retires, dies or is placed on disability leave.
- B.** For workers hired after September 1, 1998, the tuition benefit for children will be the same benefit, provided on the same basis, as the benefit that the University provides to non-bargaining unit, non-exempt staff members.
- 11.9 TRAVEL AND OTHER INSURANCE** The University pays the full cost of the University Business Travel Accident Insurance Policy.
- 11.10 GARDEN PLOTS** The University shall provide to workers access to garden plot(s) on the Stanford campus and at SLAC on the same basis and to the same extent that it provides access to other Stanford faculty and staff employees. Water shall be provided at no cost.
- 11.11 ALTERATIONS OF BENEFITS** The University shall have the right to alter the benefits or carrier of any of the plans enumerated in this Article, but any change which represents a significant overall reduction in benefits for the bargaining unit shall be reviewed with the Union and shall require the consent of the Union. In the event the University makes improvements for unrepresented employees in the benefits described in this Article which are common to both unit members and such unrepresented employees, the bargaining unit will be offered the opportunity to accept those changes along with any benefit reductions proposed at the same time; provided that the unit's acceptance is based on the changes in their entirety.

ARTICLE 12: DISCIPLINE AND TERMINATION

12.1 DISCIPLINE AND TERMINATION

- A. RESOLUTION** Local supervisors and workers will make every attempt to resolve issues of possible corrective action at the local level. Nothing will preclude the University and Union from resolving disciplinary matters at any time.
- B. JUST CAUSE** No worker, who has passed their trial period, may be disciplined (including written warnings and reprimands), terminated (unless concluding a fixed-term appointment), or suspended, except for just cause. Such cause must be job related or must arise out of some act that disrupts, interferes with, or damages the University or its operation in a way not protected by this Agreement.
1. **PROGRESSIVE DISCIPLINE** Stanford is committed to the use of progressive discipline in administering this section. Progressive discipline means attempting to correct work deficiencies by using the level of discipline appropriate to the alleged infraction. Discipline may include oral reprimand(s), written warning(s),

and / or suspension(s) depending on the facts and circumstances of the particular situation. The University may repeat or omit levels of discipline or proceed directly to termination as appropriate, consistent with just cause.

- a. When issuing a written warning or suspension the University will discuss the concerns with the worker, with the steward present.
 - 1) The University must inform the worker of those areas where he / she does not meet expectations, the expectations the worker must meet, and the consequences of their failure to meet the expectations.
 - 2) The University will confirm the discussion(s) in writing to the worker with a copy to the Union.
- b. The worker will be provided reasonable opportunity to meet the University's stated expectations.
- c. If the worker fails to meet the expectations after such reasonable opportunity, the University will take appropriate action for just cause.

- 2. **TERMINATION** Before termination of employment, and upon request by the Union, the Union and the University shall confer to determine whether alternative placement is possible. If such a placement is available, they may place a worker in some other job by mutual consent pursuant to the provisions of §6.2.-F. and regardless of the other provisions of the Agreement. However, mutual consent shall not be required where the University, in its sole discretion, elects to place a worker in a vacant job filled by said worker within the previous six months rather than to proceed with the discharge.

C. INVESTIGATIONS AND INVESTIGATORY LEAVE

- 1. When the University is conducting an investigation prior to any decision to discipline a worker, the University will inform the worker that the investigation may result in discipline. The University will arrange for the presence of a steward.
- 2. The University will conduct investigations as soon as practical. In the event an investigation will take more than 30 days, the University will inform the worker and steward of the status of the investigation in writing.
- 3. **INVESTIGATORY LEAVE**
 - a. The University may place a worker on paid investigatory leave in order to review or investigate allegations of conduct, which in the University's view, would warrant relieving the worker immediately from all work duties. An investigatory leave shall not be considered discipline as defined in this Article.

- b. Unpaid leaves are used only for allegations of serious violations and shall not exceed one week.

12.2 ROLE OF STEWARD IN DISCIPLINE

When supervision has determined that a worker is to be disciplined, the steward shall be informed. The steward shall be given the opportunity to be present at interviews concerned with such discipline unless the worker objects. If the steward is unavailable, the University and the Union shall follow the procedure set forth in §2.6 (Substituting for Stewards) of this Agreement.

12.3 NOTICE OF TERMINATION FOR JUST CAUSE Except in cases involving gross misconduct, workers separated for just cause shall receive two weeks' notice or two weeks' pay in lieu of notice.

12.4 RECORDS

- A. Each administrative unit shall maintain for each worker employed with the unit a file that shall contain copies of all written warnings, notices of suspension or demotion, written evaluations and other official records indicating changes in status or levels of pay. The worker or a Union representative, authorized by the worker in writing, shall be entitled to review said file during regular business hours in the presence of a University representative and obtain copies. In any disciplinary action the University may not rely upon any previous written warnings, notice of suspension or demotion or written evaluation not contained in said file as justification for any personnel action which adversely affects the worker in question but may rely on oral warnings not made a part of the file and issued within the preceding 6 months.
- B. When workers who have received written warnings or reprimands complete 18 months of work from the date of the violation without further disciplinary action, their prior disciplinary record shall no longer be relied upon in any determination which in any manner affects their employment status. If, following a special conference the Union demonstrates that a special circumstance exists that warrants reducing the time, the University may agree to reduce the 18 months to not less than 12 months. The University will inform the Union of its decision in writing.
- C. The written evaluation prepared in respect to a department or work unit's regular performance appraisal of workers shall be maintained in said files. The worker will be notified when their appraisal is completed by the supervisor and placed in the personnel file.

ARTICLE 13: MANAGEMENT FUNCTIONS

13.1 MANAGEMENT FUNCTIONS Except as otherwise provided in this Agreement, nothing in this Agreement shall be deemed to limit the University in any way in the exercise of regular and customary functions of management including, but not limited to, the following:

- A. The determination or modification of University goals and objectives, including the determination or modification of the nature and scope of University functions, the determination or modification of the size, number, location, and function of University departments, organizational units or other activities;
- B. The specification and acquisition of apparatus, equipment or other materials;
- C. The right to determine the need for and identity of suppliers, contractors, and sub-contractors;
- D. The establishment or alteration of methods of operation, including the institution of technological alterations in processes or equipment or both;
- E. The expansion or contraction of University services generally or any department, activity or function specifically and the determination of appropriate staffing levels within the bargaining unit generally or any department, activity or function specifically;
- F. The direction of the working forces, including the right to determine work, shift and duty assignments and to determine whether or not particular assignments are to be performed by workers;
- G. The design and implementation of safety programs and plans for increased efficiency;
- H. The determination or modification of job content and worker qualifications;
- I. The right to hire, promote, or demote workers;
- J. The right to suspend, discipline or discharge;
- K. The right to select or employ supervisors;
- L. The right to transfer, reassign, or relieve from duty because of lack of work or redefinition of University or departmental needs;
- M. The right to establish and enforce reasonable rules and regulations pertaining to conduct and deportment of workers and the determination of worker competency.

ARTICLE 14: AGREEMENT

14.1 TERM OF AGREEMENT This Agreement shall become effective, the first work day following the University's receipt of the Union's notice of ratification (September 6, 2019), or September 1, 2019, whichever is later, and shall continue in effect to and including, August 31, 2024, and from year to year thereafter unless, at least 60 days prior to August 31, 2024, or at least 60 days prior to any subsequent anniversary date thereafter, either party gives written notice to the other of its desire to terminate or to make changes in this Agreement.

ARTICLE 15: UNIVERSITY LABOR-MANAGEMENT COMMITTEES

15.1 UNIVERSITY LABOR-MANAGEMENT COMMITTEES

- A. PURPOSE** University Labor-Management Committees serve as an umbrella structure to discuss bargaining unit issues that are of interest to either party, and provide a forum in which the parties discuss University-wide issues, or departmental issues that the parties agree they cannot resolve, in a constructive manner at the local level. These meetings are not a forum to address grievances.
- B. PROCESS**
1. The Committee will meet at least every other month, and more often if either party requests. The Union and University will develop the agenda of the issues to be discussed.
 2. Attendees at the meeting will include the President of the Union and other officers of the Union, the AVP-Employee & Labor Relations, and Union and University representatives having knowledge about the issues on the agenda.
- C. AGENDA ITEMS** may include:
1. University financial updates and discussions;
 2. communication mechanisms;
 3. health and safety;
 4. general nondiscrimination-related issues not pertaining to the facts of an individual employee's case;
 5. classification and job specification issues;
 6. staffing and scheduling issues;
 7. tests that the University uses to determine an applicant's qualifications for bargaining unit jobs;
 8. departmental issues that the parties agree they cannot resolve, and
 9. additional items agreed to by the parties for placement on the agenda.

15.2 LOCAL LABOR-MANAGEMENT MEETINGS & SPECIAL CONFERENCES

- A. LOCAL LABOR-MANAGEMENT MEETINGS**
1. Departmental joint conferences enable the parties to discuss bargaining unit issues that are of interest to either party, in a constructive manner. These meetings are not a forum to address grievances.
 2. Meetings may occur on a regularly scheduled or an as-needed basis.
 3. The Union will identify steward(s) who will attend departmental meetings.

B. SPECIAL CONFERENCE / ISSUE RESOLUTION

1. The University and the Union recognize that there are many areas of common interest and concern and that grievances and other workplace issues can often be resolved and / or prevented through dialog and effective problem solving with those most directly involved. The University and the Union encourage the discussion and resolution of issues at the work unit and / or departmental level through an interest based problem solving approach.
2. At the written request of either the University or the Union, identifying the issue or issues to be discussed, a special conference shall be held between appropriate representatives of the University and the Union within 30 days of the request. It is understood that no matters discussed or action taken as a result of the special conference shall in any way change or alter any of the provisions of this Agreement or the rights or obligations of either party under the terms of this Agreement.
3. At the conclusion of the conference, the parties will agree on the action items, and designate responsibility and deadlines for each.

15.3 HEALTH AND SAFETY STEERING COMMITTEE

A. CULTURE OF SAFETY The University and the Union are committed to a culture of safety. Therefore, a joint Health and Safety steering committee will be established to serve as a steering committee to local Health and Safety committees. Both parties agree that communication is important to maintaining a healthy and safe work environment. The reporting of safety violations, risks and injuries on the job is expected and no individual should fear for their job for reporting the same.

B. MEETING SCHEDULE The Health and Safety Steering Committee will meet on a quarterly basis with a calendar to be established at the first meeting following the ratification of this current collective bargaining agreement.

C. HEALTH AND SAFETY STEERING COMMITTEE RESPONSIBILITIES

1. Study best practices of current local committees.
2. Establish a goal-oriented plan with benchmarks focused on prevention.
3. Report any possible health and safety violations including those of sub-contractors.
4. Report back to local committees when appropriate.
5. Report and recommend preventative measures, general training programs to Labor Relations.

15.4 LOCAL HEALTH AND SAFETY COMMITTEES

- A. COMPOSITION** Local health and safety committees consisting of at least two workers designated by the Union and at least two representatives designated by the University shall be constituted for each of the following six parts of the bargaining unit:
1. Stanford Linear Accelerator Center (SLAC)
 2. Medical School
 3. Residential and Dining Enterprises
 4. Chemistry, Physics, Biology, Engineering, Center for Materials Research, Hansen Laboratories and Earth Sciences
 5. Land, Buildings and Real Estate (LBRE)
 6. all others.
- B. ADDITIONAL MEMBERS** Except in the case of the SLAC part, upon the majority recommendation of the regular members of any local health and safety committee requesting a third member for each party, the President of the Union and the Departmental HRM may mutually agree that each party may appoint the third worker and representative respectively. The SLAC Local Health and Safety Committee shall consist of three workers and three representatives.
- C. JOINT HEALTH AND SAFETY STEERING COMMITTEE CO-CHAIRS AND REPRESENTATIVES** The University and the Union shall each designate a co-chair for each local health and safety committee and joint steering committee. In addition, the University shall designate a University administrator to act as committee administrator for each local health and safety committee and the joint steering committee.
- D. REPRESENTATIVES** Representatives designated by the University, and workers designated by the Union, shall be University employees within the part of the unit that the Local Health and Safety Committee services. Written notice of identity of designees shall be given by the Union and University within 30 days of the execution of this Agreement and thereafter when a change is determined by either party. Either party may also appoint an alternate committee member by the same notice, and such alternate shall serve in the case of unavailability of a regular committee member.
- E. UNIVERSITY EXPERTISE** A professional member of the University Department of Environmental Health and Safety, or in the case of the SLAC Local Health and Safety Committee, the SLAC division of Environmental Health and Safety, shall be appointed to assist each of the Local Safety Committees, and shall be reasonably available to the Committee in the case of Committee investigations.
- F. LOCAL HEALTH AND SAFETY COMMITTEES PROCEDURES AND MEETINGS** The Local Health and Safety Committees shall discharge their responsibilities in accordance with procedures established by mutual agreement. The regular meetings of the committee shall be held bi-monthly (every other month) or as soon as needed to address a matter that may be considered urgent by mutual agreement, or on a varying frequency by mutual agreement.

G. HEALTH AND SAFETY COMMITTEE MEMBERS' RELEASE TIME The University shall provide release time for the committee member / alternate member as designated pursuant to this agreement, to discharge their responsibilities as defined, provided that the release of the committee member is with the prior concurrence of their supervisor and does not conflict with scheduled work or staffing assignments. Committee members shall maintain an accurate log (see Appendix C) of such authorized release time and the timely submission of the log to the committee administrator is required.

H. LOCAL HEALTH AND SAFETY COMMITTEE RESPONSIBILITIES

1. Review and analyze reports of industrial illness and accidents within the area served by the local committee. Such reports shall continue to be transmitted by the Departmental HRM to the President of the Union on a calendar quarterly basis.
2. Make recommendations to the University for modifications of unsafe or hazardous conditions affecting workers in the area served by the local committee, including recommendations concerning the need to curtail operations until such conditions are corrected.
3. Accompany the appropriate federal or state health and safety inspector in a walk-through, if the inspector has no objections.
4. Recommend to the University appropriate recognition of workers in the Unit who advance the goal of a safe and healthful work environment.
5. Review and make decisions concerning worker requests for protective garments or protective equipment. In the event of a tie in the matter of protective garments or equipment, the appropriate member of the Environment Health and Safety department shall be asked to break the tie.
6. Report and recommend preventative measures and general training programs to larger committees.

I. HEALTH AND SAFETY COMMITTEE TRAINING At least once each calendar year, the University will provide to regular worker members of Health and Safety Committees, safety training appropriate to work performed in the work areas served by the local committee. Each committee may recommend to the committee administrator specific training appropriate and necessary to the committee. If approved, such training shall be provided without payment for its costs by the Union or workers. This training may occur more frequently upon mutual agreement. Specific areas of training shall include, but not be limited to, technical safety issues and effective meeting management by mutual agreement.

ARTICLE 16: LAYOFF

16.1 WHEN STAFF REDUCTIONS OCCUR

- A. If, in the judgment of the University, budgetary or operational considerations require a temporary, indefinite or permanent curtailment of operations or reduction in force within a particular department or activity within the bargaining unit, staffing levels within such activities or units will be reduced in accordance with this Article.
- B. When the University determines that layoffs are necessary, it shall first release temporary personnel in the same work group and work schedule who are performing work regularly and customarily performed by bargaining unit employees before it considers the layoff of regular or fixed term employees, if operational needs permit. Operational needs shall not be arbitrary or capricious.

16.2 TEMPORARY OR SEASONAL LAYOFFS

If, in the judgment of the University, a curtailment of operations or reduction in force is seasonal or temporary in nature, it may advise workers affected by this decision that they are to be placed on leave without salary status for a period not to exceed 4 months.

- A. **SELECTION FOR TEMPORARY LAYOFF** Temporary and seasonal layoffs shall be based on seniority within work group (Stanford Dining will be one work group) provided that the remaining workers have the skill and ability to perform the actually expected work that will continue during the period of temporary or seasonal layoff.
 - 1. Notice of Temporary Layoff At least two weeks' advance notice of temporary layoff must be given to each worker provided that such notice shall not be required for reductions occasioned by emergencies beyond the University's control.
 - 2. Failure to return from Temporary Layoff If a worker fails to return to work within two weeks of their being notified of recall to work, the worker shall be deemed to have resigned.
 - 3. Benefit Eligibility while on Temporary Layoff Each worker while on temporary or seasonal layoff, may continue to receive the University contributions toward basic and major medical insurance and group life insurance as provided in Article 11 (University Benefits) of this Agreement. To insure such contributions, the worker must make direct and timely payment to the University of the worker's own contributions normally paid by payroll deduction.
 - 4. Vacation and Sick Leave Vacation and sick leave shall continue to accrue, as if regular hours continued to be worked. Workers may use accumulated vacation leave and PTO during any seasonal layoff.
 - 5. Holiday Pay while on Temporary Layoff A worker on temporary or seasonal layoff shall receive pay for holidays which occur in layoff periods pursuant to the provisions of §8.1.-C.2.b.

B. WORK ON TEMPORARY LAYOFF

1. The Union and the University agree to discuss the availability of alternate work regularly and customarily performed by bargaining unit workers for workers on notice of temporary layoff and to confer on identifying, whenever practicable, work opportunities that workers on temporary layoff status can perform without training including a system for offering identified opportunities to interested workers. It is understood that such work, where identified, shall not cause workers to be laid off. It is understood that a worker who does not report to work on the first day of work in such a position will revert to temporary or seasonal layoff status, provided the worker received advance written notice of the date, time, and place to report to work. Such notice shall be two weeks in advance in the case of a pre-planned temporary layoff and no less than three calendar days in advance in the case of an unplanned temporary layoff.
2. When workers are subject to temporary or seasonal layoff, mandatory workplace training will occur either during the normal work period or on work days contiguous to the seasonal closure or the layoff period.

16.3 PERMANENT OR INDEFINITE LAYOFF

A. NOTICE

1. When the University determines that a permanent or indefinite layoff is imminent within the bargaining unit, it shall give the Union such advance notice as is reasonable under the circumstances. Such notice shall describe the general areas which may be affected.
2. When individual workers are selected for layoff, each shall be given at least 30 calendar days notice or pay in lieu of such notice. A copy of each such individual notice shall be transmitted simultaneously to the Union.

B. SELECTION OF THOSE TO BE LAID OFF

1. The University shall designate the work group to be reduced and the number of positions within each classification which must be abolished within the work group so designated. The University will not designate work groups arbitrarily and, upon the request of the Union to the Departmental HRM, the University will meet with the Union to discuss the determination of any such work groups. Within the work group and classification designated for reduction, seniority as defined in §5.1.-A., (University Seniority: Begins), shall govern the order of layoff provided that the workers remaining in the classification in the work group possess sufficient skill and ability to perform without additional training (as differentiated from orientation) the actually expected remaining work without substantial impairment of the work group.

2. **ALTERNATIVES TO LAYOFF.** The Union may suggest other open positions in the University that it believes the worker may be able to perform. The hiring Unit will determine if the worker has the qualifications to perform the job.

C. PREFERENTIAL CONSIDERATION Indefinitely laid off workers have preferential consideration for open positions in accordance with the provisions of §6.3.-A.1.a.

D. BUMPING

1. Any worker notified of permanent layoff is eligible to bump if he / she possesses the skill and ability without additional training (as differentiated from orientation) to perform the actually expected work without substantial impairment of the work group for any job held by a worker of the same classification with less seniority within the same bumping group and has not been offered an open job within the same classification. In the event no bumping opportunities exist in the worker's current classification, these bumping rights shall extend to any classifications in which permanent status has previously been held.
2. If a worker is eligible to bump, the University shall determine the job to be filled by order of inverse seniority within the bumping group among the jobs that the laid off worker is qualified to perform. However, in determining the job to be filled, the University shall not select a job held by a worker past the trial period if there is within the classification and bumping group a job held by a worker still on trial period which the worker eligible to bump is able without additional training (as differentiated from orientation) to perform without substantial impairment of the work group. After the University determines the job to be filled and advises the worker eligible to bump, the worker shall have 10 calendar days to accept the opportunity to bump after which the worker shall be deemed to have declined to bump.
3. A worker who is eligible to bump and declines to bump or is unsuccessful in attempting to bump may collect severance pay as provided below in §16.3.-F. (Severance Allowance).
4. **BUMPING GROUPS** All members of the bargaining unit fall within one of the following bumping groups:
 - a. Stanford Linear Accelerator Center
 - b. Medical School
 - c. All Other

E. REDUCTION IN HOURS Workers notified of a permanent reduction in hours from 75 percent time or more to less than 75 percent time may:

1. elect to be permanently laid-off under the terms of this Article or
2. remain employed on the reduced time basis designated. If a worker, after electing §16.3.-F.1., is reemployed in the reduced time position the worker shall be required to repay all severance pay received.

F. SEVERANCE ALLOWANCE

1. Workers permanently or indefinitely laid off who have one or more years of University seniority shall be entitled within three calendar days of actual layoff from University employment to a severance allowance based on the following provisions:

SERVICE	SEVERANCE
1 year but less than 2	.5 Month
2 Years but less than 4	1 Month
4 years but less than 7	2 Months
7 years but less than 10	3 Months
10 years but less than 12	4 Months
12 ears but less than 14	5 Months
14 years but less than 16	6 Months
16 years but less than 18	7 Months
18 years but less than 20	8 Months
20 years but less than 22	9 Months
22 years but less than 24	10 months
24 years but less than 26	11 months
26 years or more	12 months

2. A worker who regularly works less than full time on the date of notice of layoff, but who within the prior 12 month period regularly worked on a full-time basis, shall receive a severance allowance based upon the greater of either the final monthly base pay in the job held on the date of notice of layoff, or the monthly base pay received in the most recent full-time position held within the 12 months preceding notice of layoff.
3. A worker whose job on the date of notice of layoff has been classified at a higher level within the 12 month period preceding the date of notice of layoff shall receive a severance allowance based upon the greater of either the final monthly base pay on the date of layoff or the monthly base received when classified at the higher level within the 12 month period.
4. Workers affected by a layoff are eligible to receive the University provided outplacement services to assist with career counseling, skills assessment, the job search process and the transition to new employment.
5. A signed general release is required to receive severance and outplacement.
6. Any worker who is bumped as a result of the §D. bumping provisions of this Agreement will be eligible for full coverage under this section.

G. REPAYMENT OF SEVERANCE ALLOWANCE

1. If a worker who has received a severance allowance is reemployed one year of the effective date of layoff in a position covered by this Agreement, the worker shall repay the severance pay received less the difference, if any, between the base pay the worker would have received but for the layoff and the interim earnings of the worker during the period of layoff (including whatever unemployment compensation the worker received). The employee shall make the repayment on a reasonable schedule agreed to by the parties, through payroll deductions or a direct payment by the employee.
2. If the worker is reemployed in a position requiring less than full-time work, the worker shall not be required to repay more than that fraction of the sum (derived from the preceding sentence) which corresponds to the ratio of
 - a. the number of hours per week for which the worker is reemployed to
 - b. the average number of non-overtime hours per week which the worker was scheduled to work during the four-week period preceding notice of permanent or indefinite layoff; and,
3. If the worker is reemployed in a position with a pay range lower than that applicable to the job from which the worker was laid off, the worker shall not be required to repay more than that fraction of the sum (derived from the preceding sentence) which corresponds to the ratio of
 - a. the base wage rate for the job for which the worker is reemployed to
 - b. the base wage rate of the job from which the worker was laid off.

H. CONTINUATION OF MEDICAL COVERAGE For a worker on permanent or indefinite layoff who elects to continue their medical coverage, the University will continue for three months following the date of the worker's layoff to contribute as much of the cost for the worker's medical coverage as the University was contributing as of the effective date of the worker's layoff. This continuation of medical coverage is not intended to extend any period for which the worker may be entitled to continuation coverage under the federal law known as "COBRA."

**SIDE LETTER 2:
SLAC, SSRL**

This Side Letter Agreement will record and ratify once again the continuing agreement reached between Stanford and SEIU Local 2007 concerning special scheduling and premium arrangements which have been instituted for certain employees within the bargaining unit in the Stanford Synchrotron Radiation Laboratory Group.

1. For those full-time operators, as designated by supervision in the Stanford Synchrotron Radiation Laboratory (or "SSRL"), when engaged in the continuous operation of equipment for protracted periods, a half-and-half rotating shift schedule, as defined below, may be established in accordance with §7.1, Changes in Regular Schedules, of the Collective Bargaining Agreement between Stanford and SEIU Local 2007 (or "Agreement"). Only those operators who have sufficient skill to discharge the responsibilities of SSRL operations without immediate supervision will be eligible to be assigned to the half-and-half shift schedule. Determination of this skill shall be at the sole discretion of management. Except as explicitly provided below, all other provisions of the Agreement remain in effect.
2. The following shall apply immediately preceding and during periods of continuous operations, that is during periods when the accelerator is not on extended down time. During periods of extended accelerator down time, the existing provisions of the Agreement shall apply.
 - a. Each regular work-day shall consist of two 12-hour half-and-half shifts plus a 15 minute maximum overlap to provide continuity of operations. Except for initiating and terminating the half-and-half shift schedule, the regular work cycles shall consist of four consecutive work days followed by four consecutive scheduled days off.
 - b. All hours worked in a regular half-and-half shift shall be paid at the base rate with an overtime premium of one and a half times ($1\frac{1}{2}x$) the worker's regular rate added for all hours worked over eight in a shift.
 - c. When Stanford determines it is necessary to cover the regular half-and-half shift of an absent operator, supervision may select as a replacement, among others, an eight-hour shift operator or a half-and-half shift operator on a scheduled day off providing the individual selected possesses sufficient skill and abilities to perform the work in question.
3. A half-and-half shift operator will be compensated in accordance with the Agreement unless the shift vacancy assignment lasts a total of eight calendar days, in which case the operator will be compensated in accordance with §2(b) above.
4. Where Stanford determines it is necessary to provide shift coverage of absent operators by requiring additional overtime by a half-and-half shift operator, all hours worked in excess of 12 and one-quarter ($12\frac{1}{4}$) in a workday shall be paid at double time ($2x$) the worker's regular rate.
 - a. Except as provided in §2(b) and §2(c) above, half-and-half shift schedules shall not require any additional premiums described in Article VII and shift restrictions shall not apply.

**SIDE LETTER 4:
GRAND PARENTED WAGE STRUCTURE**

- A. The parties agree to renew this side letter regarding the Two Tier Wage Structure for Food Service Workers and Custodians, established in 2009. This wage structure is reflected in Appendix B as A60 through A68.
- B. Current incumbents in these classifications at the time of implementation in 2009 remained in the higher wage structure for the entire period of their employment in any of these classifications, as long as seniority continues per §5.1.-A. (University Seniority: Begins), through §5.1.-B. (University Seniority: Continuity of Service Suspended). This grandfathered wage structure is reflected in Appendix B as A8, A10, A12, A13, A15, A20, and A26.
- C. No worker shall be discriminated against for promotion, transfer layoff, shift scheduling, overtime assignment, or any other benefit or right guaranteed by this Agreement because of being either a Food Service Worker or Custodian who is “grandparented” or who is hired into the new wage structure.



FOR THE UNIVERSITY

FOR SEIU LOCAL 2007

Alex Gurza date
 Associate Vice President
 University Human Resources

Jose Escañuela date
 President
 SEIU Local 2007

SIDE LETTER 5:

HIGHER PAID WITHIN THE UNIT, STANFORD DINING

The Union and University agree that in Stanford Dining, only, a worker who is temporarily assigned to assume the responsibilities of an absent worker or of a vacant position in a higher paid classification within the bargaining unit shall be compensated as if promoted to the higher position if the assignment lasts at least four hours or the substantial majority thereof and if the worker's tasks and responsibilities for the period of reassignment would warrant permanent reclassification to the higher level if continued on a permanent basis.

The union and the University agree and understand that higher classification work may need to be temporarily assigned to a worker.

- A. For higher classification work that lasts four hours or more, the assignment of work can only be done by a supervisor. When this temporary assignment occurs the worker will be compensated at the higher classification level for the duration of the assignment, or if the worker is assigned to a higher classification work more than 2 times in a calendar month, the worker will be compensated on the third or more assignment at the higher classification rate without the 4-hour minimum work requirement:
 - 1. A Stanford Dining out of class form will be completed by the supervisor indicating:
 - a) the workers name
 - b) current classification level
 - c) higher classification level assigned work
 - d) number of hours for the assignment
- B. For higher classification work that lasts at least one hour but less than four hours, the assignment of work can only be done by a supervisor. When this temporary assignment occurs the worker will not be compensated at the higher classification level for the duration of the assignment. This higher classification work is regularly and customarily performed by workers to provide on the job training and to improve worker's skills, knowledge and abilities for new assignments, and promotional opportunities.
- C. For higher classification work that lasts less than one hour, the assignment of work can be done by a lead in the absence of a supervisor. The lead will notify the supervisor of the assignment the same workday. The supervisor and lead will discuss the issues that required this temporary assignment.

Both parties will make every reasonable effort to adhere to the time limits.

FOR THE UNIVERSITY

FOR SEIU LOCAL 2007

Alex Gurza date
Associate Vice President
University Human Resources

Jose Escañuela date
President
SEIU Local 2007

SIDE LETTER 6:

USE OF TEMPORARY AGENCY EMPLOYEES BY LBRE, HOUSING, DAPER, COMPARATIVE MEDICINE, AND IT SERVICES

This side letter will confirm our agreement concerning temporary agency employees performing work similar to work regularly and customarily performed by workers in the following Stanford departments: LBRE, Housing, DAPER, Comparative Medicine and IT Services (“the Departments”). In order to meet their peak work load and seasonal needs, these Departments may use temporary agency employees to perform work similar to work regularly and customarily performed by workers in assignments not to exceed 12 months.

Instead of using temporary agency employees, the Departments may establish fixed-term positions with specific beginning and ending dates to meet peak work load or seasonal needs. The worker is not eligible for severance pay at the conclusion of the fixed-term or if the peak work load or seasonal need is concluded early or if work during that period is cancelled or deferred. Such terminations shall not be grievable.

At the conclusion of a peak work load or seasonal assignment, a worker may be assigned to a subsequent fixed-term assignment with specific beginning and ending dates.

If peak work load or seasonal needs extend beyond the fixed-term ending date, the fixed-term appointment may be extended, not to exceed one year.

Upon request, the University will provide the Union of such assignments filled by fixed-term workers or temporary agency employees during the preceding quarter and the expected duration of such assignments. The Union will also be notified of all such extensions.

This side letter is not intended to preclude longer use of temporary agency personnel to cover for absences of workers who are on extended leaves of absences. Where an absence is initially predicted to be 12 months or longer, the replacement worker shall be put in a fixed term position.

FOR THE UNIVERSITY

FOR SEIU LOCAL 2007

Alex Gurza	date
Associate Vice President	
University Human Resources	

Jose Escañuela	date
President	
SEIU Local 2007	

**SIDE LETTER 8:
WORKERS IN MISCELLANEOUS SERIES**

The University will continue to evaluate employees in positions classified in the miscellaneous series positions and determine if assignment to a specific job classification is appropriate. Additionally, both the University and the Union understand that individual requests for classification review may be made pursuant to provision §6.12.-L. (Review of Individual Job Classifications).

FOR THE UNIVERSITY

FOR SEIU LOCAL 2007

Alex Gurza date
Associate Vice President
University Human Resources

Jose Escañuela date
President
SEIU Local 2007

SIDE LETTER 9:

HOLIDAY AND PERSONAL TIME OFF (PTO) PAY FOR LESS THAN FULL-TIME WORKERS

This side letter will confirm our agreement on the calculation of Holiday Pay and Personal Time Off (PTO) for less than full-time (less than 100% FTE) workers.

- A. The University will calculate Holiday Pay for less than full-time (less than 100% FTE) workers in the bargaining unit as follows:
1. The method of calculating holiday pay which results in the greater number of hours to the worker is the method that is to be used. Therefore, the worker shall receive either:
 - a. the number of straight time hours the worker is normally scheduled on the day of the week on which the holiday observance occurs; or
 - b. the average number of daily straight time hours worked during the previous 24 pay periods (one year) prior to the pay period during which the holiday occurs. Eligible hours for this calculation include all straight-time work hours, plus approved paid leave time and holiday time that was applied in replacement of straight-time work hours. Therefore, the holiday pay entitlement is determined by dividing the total number of eligible hours by 2,080 (the standard number of work hours in a year) and then multiplying that dividend by eight hours. The resulting product represents the pro rata portion of holiday pay to which the worker is entitled.
 2. An alternate calculation must be substituted for the second of the two calculations above in the event that any of the following apply:
 - a. If the worker is in a trial period, the FTE assigned for the worker is the default and will be used for the calculation.
 - b. If the worker has completed their trial period but has less than one year of service, the average number of daily straight time hours worked during all fully worked pay periods (i.e., those pay periods during which the worker was in 'Active' status for all work days falling within that pay period) since the worker's start date will be used for the calculation. Eligible hours for this calculation include all straight-time work hours, plus approved paid leave time and holiday time that was applied in replacement of straight-time work hours. Therefore, the holiday pay entitlement is determined by dividing the total number of eligible hours by 86.67 for each pay period included in the calculation and then multiplying that dividend by eight hours. The resulting product represents the pro rata portion of holiday pay to which the worker is entitled.
 - c. If the worker has periods of short-term disability, workers' compensation and / or seasonal layoff during the previous 24 pay periods, the average number of daily straight time hours worked during all fully worked pay periods (i.e., those pay periods during which the worker was in 'Active' status for all work days falling within that pay period) during the previous 24 pay periods will be used for the calculation. Eligible hours for this calculation include all straight-time work hours,

plus approved paid leave time and holiday time that was applied in replacement of straight-time work hours. Therefore, the holiday pay entitlement is determined by dividing the total number of eligible hours by 86.67 for each pay period included in the calculation and then multiplying that dividend by eight hours. The resulting product represents the pro rata portion of holiday pay to which the worker is entitled.

B. Personal Time Off (PTO) is granted on January 1 of each calendar year, or at the time of hire, rehire or return from leave if the worker is not in Active status on January 1. The University will calculate PTO for less than full-time (less than 100% FTE) workers in the bargaining unit as follows:

1. The grant of PTO will be based on the average number of daily straight time hours worked during the previous 24 pay periods (one year) prior to the January 1 grant of the PTO. Eligible hours for this calculation include all straight-time work hours, plus approved paid leave time and holiday time that was applied in replacement of straight-time work hours. Therefore, the PTO entitlement is determined by dividing the total number of eligible hours by 2,080 (the standard number of work hours in a year) and then multiplying that dividend by 24 hours. The resulting product represents the pro rata portion of PTO pay to which the worker is entitled, subject to the following:
 - a. If the worker is in a trial period, the FTE assigned for the worker is the default and will be used for the calculation.
 - b. If the worker has completed their trial period but has less than one year of service, the average number of daily straight time hours worked during all fully worked pay periods (i.e., those pay periods during which the worker was in 'Active' status for all work days falling within that pay period) since the worker's start date will be used for the calculation. Eligible hours for this calculation include all straight-time work hours, plus approved paid leave time and holiday time that was applied in replacement of straight-time work hours. Therefore, the PTO entitlement is determined by dividing the total number of eligible hours by 86.67 for each pay period included in the calculation and then multiplying that dividend by eight hours. The resulting product represents the pro rata portion of PTO hours to which the worker is entitled.
 - c. If the worker has periods of short-term disability, workers' compensation and / or seasonal layoff during the previous 24 pay periods, the average number of daily straight time hours worked during all fully worked pay periods (i.e., those pay periods during which the worker was in 'Active' status for all work days falling within that pay period) during the previous 24 pay periods will be used for the calculation. Eligible hours for this calculation include all straight-time work hours, plus approved paid leave time and holiday time that was applied in replacement of straight-time work hours. Therefore, the PTO entitlement is determined by dividing the total number of eligible hours by 86.67 for each pay period included in the calculation and then multiplying that dividend by eight hours. The resulting product represents the pro rata portion of PTO hours to which the worker is entitled.



FOR THE UNIVERSITY

FOR SEIU LOCAL 2007

Alex Gurza
Associate Vice President
University Human Resources

date

Jose Escañuela
President
SEIU Local 2007

date

SIDE LETTER 10:
LBRE FACILITIES-FUNDED OR CUSTOMER-FUNDED BACKFLOW AND CROSS CONNECTION WORK

This side will confirm our agreement concerning LBRE Facilities-funded or Customer-funded Backflow and Cross Connection work.

No later than January 1, 2015, LBRE will establish an LBRE “Backflow and Cross Connection Prevention Program.”

LBRE management will appoint a “Backflow and Cross Connection Prevention Team” consisting of the following LBRE representatives: Zone Manager; MEP Manager; Supervisor/MPC; Sewer and Drain Lead. The Backflow and Cross Connection Prevention Team will guide the Backflow and Cross Connection Prevention Program; ensure compliance with current law and codes; and track all existing and new related assets LBRE Facilities-funded or Customer-funded Backflow and Cross Connection work.

LBRE will pay a “Backflow and Cross Connection Certification Premium” for LBRE employees selected by management to perform backflow and cross-connection work requiring certification. These workers will receive a 3% premium for all regularly scheduled non-overtime working hours and may not be pyramided with other premiums. The premium will be paid only when the certifications are current.

LBRE will pay for required training and fees for backflow and cross-connection certification for those workers selected by management to perform LBRE Facilities-funded or Customer-funded, certificate-required backflow and cross-connection work.

FOR THE UNIVERSITY

FOR SEIU LOCAL 2007

Alex Gurza
Associate Vice President
University Human Resources
date

Jose Escañuela
President
SEIU Local 2007
date

SIDE LETTER 11:
ENERGY OPERATIONS (EO) – LBRE

This Side Letter Agreement will confirm the agreement between SEIU Local 2007 and Stanford University, concerning specific working conditions in the Energy Operations unit of Land, Buildings, and Real Estate.

A. Energy Operations The parties recognize Energy Operations (EO) as a unique University operation, the nature of which routinely requires supervisors to perform work also performed by bargaining unit members. As such, the provisions of § 5.4.- A.5. of the Collective Bargaining Agreement between Stanford and SEIU Local 2007 (or “Agreement”) do not apply to EO.

B. Working Hours:

1. Full and part time work schedules established by the University include, but are not limited to:
 - a. Eight hours per day, excluding meal periods, on five separate days within a workweek;
 - b. Ten hours per day, excluding meal periods, on four separate days within a workweek;
 - c. Twelve hours per day, excluding meal periods, on three separate days within a workweek.
 - d. Twelve hours per day, excluding meal periods, on four separate days within a workweek.
2. When the University determines that a shift change is required after the five-week work schedule is posted, it will provide at least 48 hours' notice to the affected workers. If the University does not provide at least 48 hours notice, the affected worker will receive time and one-half pay for the first day of the shift change.

C. EO Maintenance: 8-Hour Shifts

1. EO Maintenance workers will be assigned to eight (8) hour shifts in accordance with the provisions of §7.1.-F. (Regular Shifts) of the Agreement.
2. The actual start times for work in EO Maintenance may vary, but shall be determined at least 30- days prior to start-up.

D. EO Operations: 8-Hour and 12-Hour Shifts

1. Full-time workers assigned to EO Operations will work 35-day work schedule with rotating start times. The work schedule combines 12-hour and 8-hour shifts within a five-week period. The work schedule will be set in advance, and the time of day and day of the week on which a workweek starts will vary. No differential is paid based on start times.

- a. A workweek is defined as Monday through Sunday.
 - b. The workday of workers assigned to EO Operations is the 24 hours period beginning with the workers' regularly assigned starting time of her/his assigned shift.
 - c. EO Operations shifts are based on a rotating 24-hour day shift seven days a week on a five-week rotation with one through four referred to as A, B, C and D weeks. The fifth work week, known as E Week (or "Utility Week"), is described below. The five-week schedule is:
 - 1. **A WEEK:** four 12-hour shifts, excluding meal periods (totaling 12.5 hours scheduled in a day), for a total of 48 hours worked in the workweek.
 - 2. **B WEEK:** three 12-hour shifts, excluding meal periods (totaling 12.5 hours scheduled in a day), for a total of 36 hours worked in the workweek.
 - 3. **C WEEK:** three 12-hour shifts, excluding meal periods (totaling 12.5 hours scheduled in a day), for a total of 36 hours worked in the workweek.
 - 4. **D WEEK:** four 12-hour shifts, excluding meal periods (totaling 12.5 hours scheduled in a day), for a total of 48 hours worked in the workweek.
 - 5. **E WEEK (also known as "Utility Week"):** *two 12-hour shifts followed by two 8 hour shifts, excluding meal periods (totaling 12.5 or 8.5 hours scheduled in a day), for a total of 40 hours worked in the workweek.*
2. All work performed shall be paid at the worker's straight time rate, up to 40 hours worked in the workweek. Notwithstanding §7.4(D) of the Agreement, the parties agree that the hours worked over 8 but less than 12 during a shift on the A, B, C, and/or D Weeks, and that hours worked over 8 but less than 12 during a shift on the E Week, shall not be considered overtime.
- a. **Overtime eligibility.** Work performed in excess of 40 hours in a workweek shall be paid at time and one-half (1½ x).
 - b. **Meal and Rest Periods** Workers assigned to EO Operations will receive one ½ hour unpaid lunch period. Such workers are engaged in work that, by its nature, requires constant attendance at their duties. As such, a worker may be relieved of their responsibilities for a lunch break only if another qualified person is available to relieve them. If another qualified person is not available for relief, the parties agree the worker may eat their meal during work hours pursuant to mutual written agreement and without penalty to the University.

Workers assigned to EO Operations waive the second rest period in recognition that the work schedule is either 8.5 or 12.5 hours a day, inclusive of the one ½ hour unpaid lunch period.

- c. **Turnover Time** is a scheduling overlap that occurs between the end of one shift and the beginning of another shift, during which workers on the end of one shift brief incoming workers arriving for the following shift. Turnover time is normally 15 minutes. Turnover time in excess of 15 minutes must be approved in advance by the supervisor.
- d. **Daily Overtime.** A worker assigned to EO Operations, who works in excess of 12 hours in any one day shall be paid double time (2x) for all hours worked in excess of the twelfth hour. The provisions of §7.3.-B (Quick Shift) of the Agreement applies to qualifying work performed by workers assigned to EO Operations.
- e. **No Pyramiding.** Premium payments do not pyramid or compound. An employee with multiple forms of premium pay for the same time worked shall receive only the amount of premium payment that provides the greatest pay for the same time.

E. Holiday pay

- 1. Workers assigned to EO Operations shall receive eight hours of straight time holiday pay for each designated University holiday listed in §8.1. - A. (Holiday Observance) of the Agreement, whether they work that University holiday or not.
- 2. Holiday pay does not count in the calculation of daily or weekly overtime.
- 3. In addition to receiving holiday pay in accordance with the provision of §D.1., above, workers who work on a designated University holiday shall receive time and one-half for all hours worked on the holiday.

F. Vacation and Sick Leave

- 1. Workers assigned to EO Operations will accrue vacation and sick leave as set forth in §8.2 (Vacation) and §8.3 (Sickleave) of the Agreement.
- 2. Workers assigned to EO Operations will be charged for all vacation and sick leave hours used to cover time off on regularly scheduled workdays. For example, if a worker who is scheduled to work Monday - Wednesday on **C WEEK** takes Wednesday as a vacation day, s/he will be charged 12 hours of vacation.

**SIDE LETTER 12:
WORKERS AT STANFORD REDWOOD CITY CAMPUS**

Background

The University is opening a new campus in Redwood City (Stanford Redwood City or “SRWC”). SRWC is currently under construction and will be developed in phases over time based on the ongoing needs of the University. The first phase is targeted to be completed by early 2019.

The campus is uniquely different from the main campus. (The term “main campus” or “original campus” refers to the campus located in Stanford adjacent to Palo Alto.)

SRWC is located approximately 5 miles from the main campus. Plans for SRWC include amenities such as a fitness center, wellness programs, childcare, etc. as well as community and cultural events, trainings and activities, some of which are expected to be similar to those organized on the main campus. Therefore, there is, by design, a reduced need to drive between SRWC and the main campus. Intercampus work-related connectivity will be achieved by the increased presence of technological connectivity solutions, such as telepresence and video conferencing. Furthermore, driving back and forth between campuses is also discouraged because of traffic impacts on neighboring communities and roadway congestion. Should the University modify or eliminate any of these guidelines regarding travel between SRWC and the main campus, the changes will also apply to workers, subject to operational needs.

Although initially some administration staff will be relocated from the main campus to SRWC, other non-Stanford groups, including private companies, may occupy the site in the future. As a result, SRWC will be operated as a real estate asset and its use may change in the future.

The day-to-day operations and maintenance of SRWC will primarily be managed directly from SRWC. As a new facility significantly smaller than the main campus and initially covered by construction contractor warranties, initial general maintenance needs will be minimal and may grow over time. The operations of SRWC will reflect the unique differences between SRWC and the main campus.

Initial Operations of SRWC

1. Similar to the main campus, SRWC shall have a combination of in-house workers and contractual services, including “property management”, food service and other contractors similar to the operation of other existing University real estate assets.
2. All collective bargaining agreement (CBA) provisions shall apply to workers assigned to SRWC, unless otherwise stated in this Side Letter. Employees represented by SEIU, Higher Education Workers Local 2007 (“Union”) are called “workers” in this Side Letter.
3. In the operation of SRWC, the University retains its management functions described in Article 13 of the CBA.
4. The SRWC work environment will be different from the main campus. For example, the requirement for parking permits, break rooms, showers, or uniforms may be different from the main campus.

5. Because SRWC is located remotely from the main campus, the ability of workers assigned to SRWC to attend main campus events during work hours is restricted during paid time, unless otherwise approved by the University, subject to operational needs. Workers should not expect to be able to attend main campus events during work hours. Examples of main campus events include Multicultural Fair, Cardinal Walk, etc. However, SRWC is expected to have its own events which SRWC workers can attend similar to other non-exempt SRWC staff. Should any of these restrictions change for non-bargaining unit non-exempt staff, the changes will also apply to workers, as outlined in Article 7.1.
6. The unique work environment and needs at SRWC may require unique skills for workers, including specific trade/technical skills or customer service skills, such as the ability to engage in different ways with building occupants and visitors. Any transfer or promotion will be handled in accordance with Article 6.3.A.2 and 3. SRWC is hereby added as a separate Bumping Group in Section 16.3.D.4. of the CBA. Any worker employed on the date that first occupancy of SRWC occurs, and who transfers either with the first occupancy or within one (1) year of the first occupancy of SRWC will remain part of the Bumping Group of which they were a member as of the day before the transfer referenced above. Articles in the CBA govern assignment of work (such as covering the work of absent workers or overtime). Management generally will look to make such assignments from those workers who are already assigned to work at SRWC; however, management reserves the right to temporarily assign other workers from the main campus who are equally qualified. The University will meet with the Union to discuss any issues that may arise from the temporary assignments.
7. Maintenance: LBRE will determine the number of workers and classifications needed. Initially, only a few workers are needed to support the campus because of the size of the campus and construction contractor warranties. For this reason, workers may be hired into classifications that are not always single-trade specific. As an example, the Maintenance Person Series classifications may be used versus trade-specific classifications such as Plumber or Electrician. Because SRWC requires fewer workers, having such workers classified in a maintenance series classification will provide for more consistent, efficient back up for workers expected to perform maintenance work at SRWC.

Initially, the University will hire workers in Maintenance Worker classifications focused primarily on “routine maintenance and customer request response” of mechanical, plumbing, and electrical systems with an emphasis on excellent customer service skills to professionally interact with building occupants.

The University will employ a service vendor contractor to provide custodial, grounds, and other services including building renewal type services. The University reserves the right to determine who will provide these services. The University will notify the Union pursuant to the requirements of the CBA if the University engages contractors to perform work at SRWC that was previously performed by workers at SRWC.

8. Food Service Operations: Residential & Dining Enterprises (R&DE) will operate the café, and other food and food-related services at SRWC. The University reserves the right to structure the operations to include workers and service vendor contractors. The University will determine the number of positions and types of classifications needed. The University will notify the Union pursuant to the requirements of the CBA if the University engages contractors to perform work at SRWC that was previously performed by workers at SRWC.

**SIDE LETTER 13:
REALIGNMENT**

Stanford University (“University”) and SEIU Local 2007 (“Union”) agree to the following related to a realignment process:

1. No earlier than September 1, 2020, the parties will meet within ten (10) working days after the University or Union receive notice from the other to discuss the realignment process to be mutually used for negotiations on a successor contract (“Realignment Process”).
2. The parties agree to meet with the mutual goal of reaching an agreement on the Realignment Process that both parties will use for negotiations on a successor contract; however, both parties agree that neither the University or the Union are obligated to agree on the Realignment Process.
 - a. If an agreement on a Realignment Process is reached, the parties agree that such agreed upon Realignment Process will be utilized by both parties in negotiations over a successor contract.
 - b. If no agreement on a Realignment Process is reached, the parties agree that they will each utilize whatever process for realignment each party deems as appropriate for negotiations over a successor contract.
3. The parties agree that the Realignment Process discussion will include but not be limited to:
 - a. The employers to be used for comparison;
 - b. The information to be compared (such as pay range or base pay, etc.);
 - c. The total number of University classifications to be discussed for realignment;
 - d. Any other issue either party may want to discuss as part of the Realignment Process.
4. The parties agree that any realignments and/or salary adjustments will be discussed during negotiations over a successor contract.
5. This Side Letter Agreement shall not establish precedent for future agreements and shall not obligate the University or the Union to enter into agreements in the future related to this issue.
6. The terms of this Side Letter Agreement shall become effective only as part of a comprehensive total tentative agreement on successor contract, and when signed by all the parties below, and when the comprehensive total tentative agreement on successor contract is ratified by Union membership and approved by the University.
7. This Side Letter Agreement shall expire on August 31, 2024.

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Appendix A: Bargaining Unit Job Classification and Pay Range Assignment			
JCC	Description	Pay Range	Active/ Inactive
6714	Accelerator Systems Operator I	A-32	A
6720	Accelerator Systems Operator II	A-37	A
6728	Accelerator Systems Operator III	A-42	A
6570	Accelerator Technologist I	A-30	A
6572	Accelerator Technologist II	A-35	A
6574	Accelerator Technologist III	A-41	A
6576	Accelerator Technologist IV	A-43	A
6577	Accelerator Technologist V	A-46	A
6580	Accelerator Power Systems Technician I	A-30	A
6582	Accelerator Power Systems Technician II	A-35	A
6584	Accelerator Power Systems Technician III	A-41	A
8384	Alarm Technician	A-37	A
8385	Alarm Technician Leader	A-39	A
8382	Alarm Technician Trainee	A-00	A
5835	Animal Care Assistant I	A-12	A
5844	Animal Care Assistant II	A-16	A
5852	Animal Care Assistant III	A-20	A
5854	Animal Care Assistant IV	A-24	A
5828	Animal Care Assistant Trainee	A-00	A
7224	Athletic Equipment Keeper I	A-14	A
7232	Athletic Equipment Keeper II	A-18	A
7216	Athletic Equipment Keeper Trainee	A-00	A
7842	Athletics Groundskeeper	A-19	A
7850	Athletics Groundskeeper Leader	A-21	A
7834	Athletics Groundskeeper Trainee	A-00	A
4000	Audiovisual Operator Leader	A-27	A
3990	Audiovisual Operator Trainee	A-00	A
8508	Auto & Equipment Mech Leader	A-36	A
8492	Auto & Equipment Mech Maintenance	A-34	A
8500	Auto & Equipment Mech Specialist	A-35	A
8484	Auto & Equipment Mechanic Trainee	A-00	A
5878	Autopsy Room Attendant I	A-17	A
5886	Autopsy Room Attendant II	A-26	A
5870	Autopsy Room Attendant Trainee	A-00	A
8166	Carpenter Leader	A-36	A
8158	Carpenter Specialist (Cabinetmaker)	A-35	A
8167	Carpenter Specialist Leader	A-37	A
8134	Carpenter Trainee	A-00	A
8150	Carpenter, Maintenance & Museum	A-33	A
8142	Carpenter, Stage	A-25	A
7237	Catering Server I	A-60	A
7238	Catering Server II	A-61	A
7239	Catering Server III	A-62	A
7240	Catering Server IV	A-63	A
7236	Chef	A-28	A
5340	Computer Service Operator I	A-18	A
5348	Computer Service Operator II	A-24	A
5350	Computer Service Operator III	A-26	A
5354	Computer Service Operator Lead	A-30	A
5363	Computing Help Desk Specialist	A-26	A
1814	Conservation Technician I	A-12	A
1816	Conservation Technician II	A-18	A

Appendix A: Bargaining Unit Job Classification and Pay Range Assignment			
JCC	Description	Pay Range	Active/ Inactive
1818	Conservation Technician III	A-26	A
1806	Conservation Technician Trainee	A-00	A
7612	Construction Coordinator	A-46	A
4050	Costume Technician	A-24	A
4042	Costume Technician Trainee	A-00	A
7652	Custodian	A-67	A
7654	Custodian (hired before 9/1/97)	A-13	A
7653	Custodian Leader	A-68	A
7642	Custodian Leader (hired before 9/1/97)	A-15	A
7646	Custodian Trainee	A-00	A
7651	Custodian Trainee	A-00	A
5266	Data Entry Coordinator	A-24	A
5258	Data Entry Operator Leader	A-20	A
5242	Data Entry Operator Trainee	A-00	A
7158	Deliverer I	A-16	A
7172	Deliverer I Leader	A-18	A
7166	Deliverer II	A-17	A
7150	Deliverer Trainee	A-00	A
8380	Electrician Leader	A-40	A
8381	Electrician Leader High Voltage	A-44	A
8364	Electrician Maintenance	A-37	A
8372	Electrician Specialist	A-38	A
8374	Electrician Specialist High Voltage	A-42	A
8356	Electrician Trainee	A-00	A
6774	Electronic Prototype Fabricator	A-28	A
6760	Electronic Prototype Fabricator Trainee	A-00	A
7871	Event Crew	A-70	A
7872	Event Crew Coordinator	A-18	A
6460	Experimental CNC Machinist	A-45	A
6462	Experimental Tool and Die Machinist	A-45	A
6464	Experimental Machinist Lead	A-46	A
8386	Fire Extinguisher Technician	A-27	A
8388	Fire Sprinkler Technician	A-31	A
8387	Fire Sprinkler Technician Trainee	A-00	A
7285	Food Service Worker I	A-60	A
7300	Food Service Worker I (hired before 9/1/97)	A-08	A
7286	Food Service Worker II	A-61	A
7308	Food Service Worker II (hired before 9/1/97)	A-10	A
7287	Food Service Worker III	A-62	A
7316	Food Service Worker III (hired before 9/1/97)	A-12	A
7288	Food Service Worker IV	A-63	A
7324	Food Service Worker IV (hired before 9/1/97)	A-20	A
7292	Food Service Worker Trainee	A-00	A
7289	Food Service Worker V	A-64	A
7332	Food Service Worker V (hired before 9/1/97)	A-26	A
7945	Gardener	A-73	A
8234	Glazier Leader	A-35	A
8230	Glazier Maintenance	A-33	A
8232	Glazier Specialist	A-34	A
3782	Graphics Technician I	A-14	A
3790	Graphics Technician II	A-20	A
3798	Graphics Technician III	A-26	A

Appendix A: Bargaining Unit Job Classification and Pay Range Assignment			
JCC	Description	Pay Range	Active/ Inactive
3802	Graphics Technician III Leader	A-28	A
3806	Graphics Technician IV	A-32	A
3810	Graphics Technician Specialist	A-38	A
3774	Graphics Technician Trainee	A-00	A
8020	Greenskeeper	A-18	A
8024	Greenskeeper Leader	A-20	A
8012	Greenskeeper Trainee	A-00	A
7923	Grounds Equipment Operator I (hired before 9/1/09)	A-72	A
7980	Grounds Equipment Operator I (hired on or after 9/1/09)	A-70	A
7924	Grounds Equipment Operator II (hired before 9/1/09)	A-74	A
7981	Grounds Equipment Operator II (hired on or after 9/1/09)	A-73	A
7986	Grounds Equipment Operator Trainee	A-00	A
7921	Grounds Leader (hired before 9/1/09)	A-75	A
7978	Grounds Leader (hired on or after 9/1/09)	A-73	A
7920	Groundskeeper (hired before 9/1/09)	A-71	A
7977	Groundskeeper (hired on or after 9/1/09)	A-70	A
7928	Groundskeeper Trainee	A-00	A
8714	Hazardous Waste Technician	A-30	A
8716	Hazardous Waste Technician Lead	A-34	A
8713	Hazardous Waste Transportation Technician	A-28	A
8720	Health Physics Technician I	A-34	A
8721	Health Physics Technician II	A-37	A
8722	Health Physics Technician III	A-40	A
8578	Heating, Ventilation & A.C. Mech Trnee	A-00	A
8602	HVAC Mechanic Leader	A-42	A
8586	HVAC Mechanic Maintenance	A-37	A
8594	HVAC Mechanic Specialist	A-40	A
6748	Installation Technician	A-28	A
6740	Installation Technician Trainee	A-00	A
5786	Laboratory Assistant I	A-13	A
5794	Laboratory Assistant II	A-16	A
5802	Laboratory Assistant III	A-20	A
5778	Laboratory Glassware Washer	A-11	A
5782	Laboratory Glassware Washer Leader	A-13	A
5770	Laboratory Glassware Washer Trainee	A-00	A
6484	Laboratory Machinist	A-39	A
6492	Laboratory Machinist Specialist	A-43	A
6496	Laboratory Machinist Specialist Leader	A-45	A
6476	Laboratory Machinist Trainee	A-00	A
6550	Laboratory Welder II	A-35	A
6554	Laboratory Welder III	A-43	A
6558	Laboratory Welder Leader	A-43	A
6542	Laboratory Welder Trainee	A-00	A
7886	Laborer	A-16	A
7902	Laborer Leader	A-18	A
7878	Laborer Trainee	A-00	A
7894	Laborer/Driver	A-18	A
7906	Laborer/Driver Leader	A-20	A
5670	Life Science Tech Group Leader Trnee	A-00	A
5678	Life Science Tech II Group Leader	A-26	A
5686	Life Science Tech III Group Leader	A-32	A
5694	Life Science Tech IV Group Leader	A-38	A
5638	Life Science Technician I	A-18	A

Appendix A: Bargaining Unit Job Classification and Pay Range Assignment			
JCC	Description	Pay Range	Active/ Inactive
5644	Life Science Technician II	A-24	A
5652	Life Science Technician III	A-30	A
5660	Life Science Technician IV	A-36	A
5630	Life Science Technician Trainee	A-00	A
7866	Lighting Tech I	A-70	A
7868	Lighting Tech II	A-18	A
8184	Locksmith Maintenance	A-33	A
8192	Locksmith Master	A-36	A
8176	Locksmith Trainee	A-00	A
8312	Maintenance Mechanic Leader (Res Fac)	A-37	A
8296	Maintenance Mechanic Research Facility	A-35	A
8304	Maintenance Mechanic Specialist (Res Fac)	A-36	A
8288	Maintenance Mechanic Trainee (Res Fac)	A-00	A
7728	Maintenance Person I	A-24	A
7736	Maintenance Person II	A-26	A
7794	Maintenance Person II (Premium)	A-29	A
7744	Maintenance Person III	A-33	A
7802	Maintenance Person III (Premium)	A-36	A
7806	Maintenance Person III Leader (Premium)	A-37	A
7752	Maintenance Person IV	A-39	A
7810	Maintenance Person IV Leader (Premium)	A-41	A
7720	Maintenance Person Trainee	A-00	A
6586	Master Accelerator Power Systems Technician	A-46	A
6699	Master S&E Tech	A-46	A
7091	Material Services Technician I	A-28	A
7092	Material Services Technician II	A-30	A
7093	Material Services Technician Leader	A-33	A
6457	Mechanical Inspection/Alignment Technician I	A-34	A
6458	Mechanical Inspection/Alignment Technician II	A-40	A
6459	Mechanical Inspection/Alignment Technician III	A-43	A
4004	Media Specialist	A-33	A
4002	Media Technician II	A-31	A
3998	Media/Audiovisual Technician	A-25	A
8900	Miscellaneous Crafts Person	N/A	A
8920	Miscellaneous Laborer	N/A	A
8910	Miscellaneous Semi-Skilled	N/A	A
8930	Miscellaneous Service Worker	N/A	A
8890	Miscellaneous Technician	N/A	A
1872	Museum Attendant	A-17	A
1866	Museum Bldgs & Installation Specialist	A-28	A
1858	Museum Bldgs & Installation Trainee	A-00	A
1860	Museum Preparator I	A-18	A
1863	Museum Preparator II	A-24	A
1866	Museum Preparator III	A-32	A
8226	Painter Leader	A-35	A
8210	Painter Maintenance	A-33	A
8218	Painter Specialist	A-34	A
8202	Painter Trainee	A-00	A
8043	Pest Controller I	A-73	A
8044	Pest Controller II	A-76	A
8030	Pest Controller Trainee	A-00	A
3866	Photographer	A-14	A
3858	Photographer Trainee	A-00	A

Appendix A: Bargaining Unit Job Classification and Pay Range Assignment			
JCC	Description	Pay Range	Active/ Inactive
3914	Photographic Technician I	A-14	A
3922	Photographic Technician II	A-22	A
3926	Photographic Technician III	A-24	A
3930	Photographic Technician Specialist	A-32	A
3906	Photographic Technician Trainee	A-00	A
8428	Pipefitter	A-37	A
8429	Pipefitter Leader	A-41	A
8430	Pipefitter Specialist	A-39	A
8427	Pipefitter Trainee	A-00	A
8422	Plumber Leader	A-40	A
8406	Plumber Maintenance	A-37	A
8398	Plumber Sewers And Water Mains	A-33	A
8414	Plumber Specialist	A-38	A
8390	Plumber Trainee	A-00	A
8452	Plumber/Steamfitter	A-39	A
8453	Plumber/Steamfitter Leader	A-41	A
1728	Portal Monitor	A-09	A
1702	Portal Monitor Trainee	A-00	A
6466	Precision Sheet Metal & Fab Tech	A-39	A
6470	Precision Sheet Metal & Fab Tech Ldr	A-41	A
6780	Principal Electronic Prototype Fabricator	A-34	A
6754	Principal Installation Technician	A-34	A
6756	Principal Installation Technician Leader	A-36	A
8355	Principal Precision Surveyor	A-40	A
6612	Principal S & E Tech (Electro-Mech)	A-41	A
6654	Principal S & E Tech (Electronics)	A-41	A
6696	Principal S & E Tech (Mechanical)	A-41	A
8248	Process Control Instrument Specialist	A-42	A
8249	Process Control Instrumentation Leader	A-44	A
8247	Process Control Instrumentation Tech	A-40	A
8246	Process Control Instrumentation Tech Trainee	A-00	A
7657	Project Crew I	A-16	A
7658	Project Crew II	A-22	A
7258	Property Control Assistant	A-21	A
7262	Property Control Assistant Leader	A-25	A
7242	Property Control Assistant Trainee	A-00	A
7250	Property Control Clerk	A-16	A
7266	Property Control Coordinator	A-27	A
8782	Radiation Gate Guard	A-15	A
8790	Radiation Gate Guard Leader	A-18	A
8774	Radiation Gate Guard Trainee	A-00	A
3664	Reprographics Technician I	A-15	A
3666	Reprographics Technician II	A-20	A
3668	Reprographics Technician III	A-22	A
3670	Reprographics Technician IV	A-24	A
3662	Reprographics Technician Trainee	A-00	A
8620	Rigger Maintenance	A-35	A
8624	Rigger Specialist	A-37	A
8630	Rigger Specialist Leader	A-38	A
8612	Rigger Trainee	A-00	A
7822	Road Maintenance Technician I	A-24	A
7824	Road Maintenance Technician II	A-26	A
7825	Road Maintenance Technician Leader	A-28	A

Appendix A: Bargaining Unit Job Classification and Pay Range Assignment			
JCC	Description	Pay Range	Active/ Inactive
7826	Road Maintenance Technician Leader	A-28	A
6588	S & E Tech Trainee (Electro- Mech)	A-00	A
6596	S & E Technician (Electro-Mech)	A-30	A
6638	S & E Technician (Electronics)	A-30	A
6680	S & E Technician (Mechanical)	A-30	A
6630	S & E Technician Trainee (Electronics)	A-00	A
6672	S & E Technician Trainee (Mechanical)	A-00	A
6564	Saw Shop Attendant	A-26	A
5352	Senior Computer Service Operator	A-28	A
4054	Senior Costume Technician	A-28	A
5250	Senior Data Entry Operator	A-17	A
8389	Senior Fire Sprinkler Tech	A-34	A
7264	Senior Property Control Assistant	A-25	A
6604	Senior S & E Technician (Electro-Mech)	A-35	A
6646	Senior S & E Technician (Electronics)	A-35	A
6688	Senior S & E Technician (Mechanical)	A-35	A
8526	Service Station Operator I	A-23	A
8534	Service Station Operator II	A-25	A
8518	Service Station Operator Trainee	A-00	A
8474	Sheetmetal Estimator/Coordinator	A-37	A
8478	Sheetmetal Worker Leader	A-37	A
8466	Sheetmetal Worker Maintenance	A-35	A
8458	Sheetmetal Worker Trainee	A-00	A
7132	Shipper Receiver	A-21	A
7124	Shipper Receiver Trainee	A-00	A
7135	Shipper Receiver Coordinator	A-29	A
7134	Shipper Receiver Leader	A-23	A
7133	Shipper Receiver Specialist	A-22	A
8061	Sprinkler/Landscape Tech I (hired before 9/1/09)	A-73	A
8066	Sprinkler/Landscape Tech II	A-24	A
8067	Sprinkler/Landscape Specialist	A-26	A
8068	Sprinkler/Landscape Lead	A-28	A
8448	Steamfitter Leader	A-42	A
8440	Steamfitter Maintenance	A-38	A
8432	Steamfitter Maintenance Trainee	A-00	A
8444	Steamfitter Specialist	A-40	A
8244	Stonemason Maintenance	A-33	A
8236	Stonemason Trainee	A-00	A
7074	Storekeeper I	A-17	A
7082	Storekeeper II	A-22	A
7084	Storekeeper II Leader	A-24	A
7090	Storekeeper III	A-26	A
7066	Storekeeper Trainee	A-00	A
5374	Tape Librarian I	A-17	A
5382	Tape Librarian II	A-19	A
5366	Tape Librarian Trainee	A-00	A
2908	Telecommunications Attendant	A-20	A
2916	Telecommunications Attendant Leader	A-22	A
6730	Telecommunications Technician I	A-32	A
6736	Telecommunications Technician II	A-37	A
6738	Telecommunications Technician Leader	A-40	A
2900	Telecommunications Trainee	A-00	A

Appendix A: Bargaining Unit Job Classification and Pay Range Assignment			
JCC	Description	Pay Range	Active/ Inactive
8082	Tree Specialist Trainee	A-00	A
8090	Tree Specialist I	A-20	A
8098	Tree Specialist II	A-26	A
8100	Tree Specialist II Leader	A-28	A
8106	Tree Specialist III	A-30	A
4034	TV Master Control Operator	A-28	A
4030	TV Master Control Operator Trainee	A-00	A
8338	Utilities Mech Specialist (Research Facilities)	A-40	A
8322	Utilities Mech Trainee (Research Facilities)	A-00	A
8346	Utilities Mechanic Leader (Research Facilities)	A-42	A
8330	Utilities Mechanic Research Facilities	A-38	A
8124	Water Systems Technician	A-39	A
8128	Water Systems Technician Leader	A-41	A
8116	Water Systems Technician Trainee	A-00	A

For additional information about Bargaining Unit Job Classifications, please see:

<https://cardinalatwork.stanford.edu/benefits-rewards/compensation/staff/bargaining-unit>

Appendix A: Bargaining Unit Job Classification and Pay Range Assignment (Inactive)			
JCC	Description	Pay Range	Active/ Inactive
3522	Bindery Technician I	A-12	I
3530	Bindery Technician II	A-18	I
3538	Bindery Technician III	A-26	I
3514	Bindery Technician Trainee	A-00	I
3504	Book Warehouse Assistant	A-17	I
3508	Book Warehouse Assistant Leader	A-19	I
3436	Book Warehouse Assistant Trainee	A-00	I
8606	Building Systems Technician	A-37	I
8605	Building Systems Technician Trainee	A-00	I
2772	Business Equipment Operator I	A-10	I
2780	Business Equipment Operator II	A-14	I
2766	Business Equipment Operator Trainee	A-00	I
8662	Central Plant Mechanic I	A-31	I
8668	Central Plant Mechanic II	A-36	I
8654	Central Plant Mechanic Trainee	A-00	I
2848	Communication Dispatcher	A-30	I
2840	Communication Dispatcher Trainee	A-00	I
2788	Duplicating Services Coordinator	A-20	I
7284	Food Service Worker Trainee	A-00	I
7944	Gardener	A-19	I
7994	Grounds Equipment Operator I	A-18	I
8002	Grounds Equipment Operator II	A-21	I
7952	Grounds Leader	A-23	I
7936	Groundskeeper	A-16	I
7932	Groundskeeper Assistant	A-13	I
8455	Insulator	A-35	I
8456	Insulator Leader	A-37	I
8454	Insulator Trainee	A-00	I
6578	Laboratory Services Specialist	A-37	I
3648	Lithographic Platemaker I	A-12	I
3656	Lithographic Platemaker II	A-15	I
3658	Lithographic Platemaker III	A-24	I
3640	Lithographic Platemaker Trainee	A-00	I
8568	Machinist Leader	A-37	I
8552	Machinist Maintenance	A-35	I
8544	Machinist Trainee	A-00	I
3606	Mailing Machine Operator I	A-12	I
3614	Mailing Machine Operator II	A-15	I
3622	Mailing Machine Operator III	A-18	I
3598	Mailing Machine Operator Trainee	A-00	I
7668	Maintenance Coordinator I	A-26	I
7676	Maintenance Coordinator II	A-30	I
7660	Maintenance Coordinator Trainee	A-00	I
3564	Microfilm Machine Operator I	A-12	I
3572	Microfilm Machine Operator II	A-15	I
3580	Microfilm Machine Operator III	A-18	I
3556	Microfilm Machine Operator Trainee	A-00	I
3682	Offset Press Operator I	A-15	I
3690	Offset Press Operator II	A-20	I
3698	Offset Press Operator III	A-24	I
3700	Offset Press Operator IV	A-30	I
3674	Offset Press Operator Trainee	A-00	I
2814	PBX Operator	A-14	I

Appendix A: Bargaining Unit Job Classification and Pay Range Assignment (Inactive)			
JCC	Description	Pay Range	Active/ Inactive
2806	PBX Operator Trainee	A-00	I
2882	Plant Services Dispatcher I	A-22	I
2890	Plant Services Dispatcher II	A-30	I
2894	Plant Services Dispatcher Leader	A-31	I
2874	Plant Services Dispatcher Trainee	A-00	I
5340	Production Services Technician I	A-18	I
5348	Production Services Technician II	A-24	I
5350	Production Services Technician III	A-26	I
5326	Production Services Technician Trainee	A-00	I
8481	Roofer Maintenance	A-34	I
8480	Roofer Trainee	A-00	I
7010	Salvage Specialist	A-24	I
5434	Scanner	A-23	I
5438	Scanner Leader	A-27	I
5426	Scanner Trainee	A-00	I
8064	Sprinkler Systems Specialist I	A-20	I
8072	Sprinkler Systems Specialist II	A-26	I
8078	Sprinkler Systems Specialist Leader	A-28	I
8056	Sprinkler Systems Specialist Trainee	A-00	I
8065	Sprinkler/Landscape Tech I	A-20	I
7198	Taxi Driver	A-16	I
7190	Taxi Driver Trainee	A-00	I
5728	Tissue Technician I	A-24	I
5736	Tissue Technician II	A-30	I
5744	Tissue Technician III	A-36	I
5720	Tissue Technician Trainee	A-00	I

Appendix B

Year 1

3.75% for A08-A46, A70-A80

**Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/19 - 8/31/20**

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A08	20.50	20.94	21.37	21.82	22.29	22.75	23.23	23.72	24.23	24.73
A09	20.94	21.37	21.83	22.29	22.76	23.24	23.73	24.24	24.74	25.27
A10	21.43	21.88	22.35	22.83	23.30	23.80	24.30	24.82	25.34	25.88
A11	21.98	22.44	22.91	23.37	23.86	24.36	24.86	25.38	25.91	26.45
A12	22.47	22.95	23.44	23.94	24.44	24.97	25.50	26.04	26.60	27.17
A13	22.94	23.43	23.92	24.44	24.96	25.50	26.04	26.60	27.17	27.74
A14	23.57	24.08	24.59	25.12	25.66	26.21	26.77	27.35	27.93	28.53
A15	24.11	24.62	25.14	25.67	26.21	26.76	27.32	27.90	28.48	29.08
A16	24.73	25.25	25.79	26.34	26.90	27.47	28.06	28.66	29.27	29.89
A17	25.27	25.80	26.35	26.91	27.48	28.07	28.67	29.28	29.90	30.53
A18	25.88	26.41	26.98	27.55	28.13	28.72	29.32	29.93	30.56	31.21
A19	26.45	27.00	27.58	28.16	28.75	29.36	29.98	30.62	31.26	31.92
A20	27.17	27.74	28.32	28.92	29.53	30.15	30.78	31.43	32.08	32.75
A21	27.74	28.33	28.95	29.56	30.19	30.83	31.49	32.15	32.84	33.54
A22	28.53	29.12	29.73	30.36	31.00	31.64	32.31	32.99	33.68	34.39
A23	29.08	29.68	30.31	30.94	31.58	32.24	32.91	33.59	34.29	35.01
A24	29.89	30.51	31.15	31.80	32.45	33.13	33.82	34.53	35.24	35.98
A25	30.53	31.18	31.84	32.52	33.20	33.91	34.62	35.36	36.11	36.86
A26	31.21	31.87	32.56	33.25	33.96	34.68	35.42	36.18	36.96	37.74
A27	31.92	32.62	33.32	34.05	34.79	35.54	36.31	37.10	37.90	38.73
A28	32.75	33.46	34.16	34.90	35.64	36.40	37.17	37.96	38.77	39.60
A29	33.54	34.25	34.98	35.72	36.49	37.26	38.06	38.86	39.68	40.54
A30	34.39	35.11	35.85	36.60	37.37	38.16	38.96	39.78	40.62	41.47
A31	35.01	35.77	36.56	37.36	38.17	39.01	39.86	40.73	41.62	42.54
A32	35.98	36.76	37.55	38.36	39.19	40.03	40.90	41.78	42.68	43.61
A33	36.86	37.65	38.46	39.28	40.12	40.97	41.85	42.75	43.66	44.58
A34	37.74	38.54	39.37	40.21	41.07	41.95	42.85	43.76	44.70	45.65
A35	38.73	39.55	40.39	41.25	42.13	43.03	43.94	44.87	45.84	46.81
A36	39.60	40.45	41.32	42.22	43.12	44.05	45.00	45.96	46.96	47.96
A37	40.54	41.40	42.29	43.19	44.11	45.06	46.02	47.01	48.02	49.04
A38	41.47	42.36	43.27	44.20	45.15	46.12	47.10	48.12	49.15	50.20
A39	42.54	43.45	44.38	45.34	46.30	47.30	48.32	49.35	50.41	51.49
A40	43.61	44.54	45.49	46.48	47.48	48.50	49.54	50.61	51.70	52.82
A41	44.58	45.55	46.53	47.54	48.57	49.61	50.68	51.78	52.90	54.04
A42	45.65	46.63	47.63	48.66	49.71	50.78	51.86	52.97	54.12	55.28
A43	46.81	47.81	48.82	49.86	50.92	52.00	53.11	54.24	55.39	56.57
A44	47.96	48.99	50.04	51.10	52.20	53.31	54.44	55.60	56.79	58.00
A45	49.04	50.10	51.17	52.27	53.40	54.54	55.71	56.92	58.14	59.39
A46	50.20	51.28	52.38	53.50	54.66	55.83	57.03	58.26	59.51	60.79
A70	20.10	20.52	20.96	21.39	21.85	22.31	22.77	23.26	23.75	24.25
A71	22.49	22.97	23.46	23.97	24.47	24.99	25.53	26.07	26.63	27.20
A72	23.63	24.13	24.64	25.16	25.69	26.23	26.79	27.35	27.92	28.51
A73	25.93	26.47	27.03	27.61	28.19	28.78	29.39	30.01	30.65	31.30
A74	26.63	27.19	27.76	28.35	28.95	29.56	30.17	30.80	31.46	32.12
A75	27.20	27.78	28.38	28.98	29.60	30.22	30.87	31.53	32.19	32.88
A76	27.97	28.55	29.15	29.77	30.39	31.03	31.67	32.34	33.02	33.72
A77	29.30	29.91	30.53	31.17	31.82	32.48	33.16	33.85	34.55	35.28
A78	30.60	31.25	31.91	32.60	33.29	34.01	34.74	35.47	36.23	37.00
A79	32.12	32.80	33.50	34.22	34.94	35.69	36.45	37.23	38.01	38.82
A80	33.72	34.42	35.15	35.89	36.64	37.41	38.20	39.00	39.82	40.66

Year 1
4.75% for A60-A64

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/19 - 8/31/20

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A60	18.24	18.61	19.01	19.41	19.81	20.23	20.66	21.09	21.53	21.98
A61	19.04	19.44	19.86	20.28	20.71	21.15	21.60	22.06	22.53	23.01
A62	19.98	20.41	20.83	21.27	21.74	22.20	22.67	23.15	23.64	24.13
A63	24.13	24.65	25.16	25.70	26.23	26.78	27.34	27.92	28.50	29.10
A64	27.75	28.33	28.94	29.55	30.18	30.83	31.48	32.15	32.84	33.54

Year 1
4.5% for A67-A68

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/19 - 8/31/20

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A67	22.07	22.54	23.02	23.51	24.01	24.53	25.05	25.58	26.13	26.69
A68	23.19	23.68	24.17	24.68	25.21	25.74	26.28	26.84	27.40	27.97

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A08	21.22	21.67	22.12	22.58	23.07	23.55	24.04	24.55	25.08	25.60
A09	21.67	22.12	22.59	23.07	23.56	24.05	24.56	25.09	25.61	26.15
A10	22.18	22.65	23.13	23.63	24.12	24.63	25.15	25.69	26.23	26.79
A11	22.75	23.23	23.71	24.19	24.70	25.21	25.73	26.27	26.82	27.38
A12	23.26	23.75	24.26	24.78	25.30	25.84	26.39	26.95	27.53	28.12
A13	23.74	24.25	24.76	25.30	25.83	26.39	26.95	27.53	28.12	28.71
A14	24.39	24.92	25.45	26.00	26.56	27.13	27.71	28.31	28.91	29.53
A15	24.95	25.48	26.02	26.57	27.13	27.70	28.28	28.88	29.48	30.10
A16	25.60	26.13	26.69	27.26	27.84	28.43	29.04	29.66	30.29	30.94
A17	26.15	26.70	27.27	27.85	28.44	29.05	29.67	30.30	30.95	31.60
A18	26.79	27.33	27.92	28.51	29.11	29.73	30.35	30.98	31.63	32.30
A19	27.38	27.95	28.55	29.15	29.76	30.39	31.03	31.69	32.35	33.04
A20	28.12	28.71	29.31	29.93	30.56	31.21	31.86	32.53	33.20	33.90
A21	28.71	29.32	29.96	30.59	31.25	31.91	32.59	33.28	33.99	34.71
A22	29.53	30.14	30.77	31.42	32.09	32.75	33.44	34.14	34.86	35.59
A23	30.10	30.72	31.37	32.02	32.69	33.37	34.06	34.77	35.49	36.24
A24	30.94	31.58	32.24	32.91	33.59	34.29	35.00	35.74	36.47	37.24
A25	31.60	32.27	32.95	33.66	34.36	35.10	35.83	36.60	37.37	38.15
A26	32.30	32.99	33.70	34.41	35.15	35.89	36.66	37.45	38.25	39.06
A27	33.04	33.76	34.49	35.24	36.01	36.78	37.58	38.40	39.23	40.09
A28	33.90	34.63	35.36	36.12	36.89	37.67	38.47	39.29	40.13	40.99
A29	34.71	35.45	36.20	36.97	37.77	38.56	39.39	40.22	41.07	41.96
A30	35.59	36.34	37.10	37.88	38.68	39.50	40.32	41.17	42.04	42.92
A31	36.24	37.02	37.84	38.67	39.51	40.38	41.26	42.16	43.08	44.03
A32	37.24	38.05	38.86	39.70	40.56	41.43	42.33	43.24	44.17	45.14
A33	38.15	38.97	39.81	40.65	41.52	42.40	43.31	44.25	45.19	46.14
A34	39.06	39.89	40.75	41.62	42.51	43.42	44.35	45.29	46.26	47.25
A35	40.09	40.93	41.80	42.69	43.60	44.54	45.48	46.44	47.44	48.45
A36	40.99	41.87	42.77	43.70	44.63	45.59	46.58	47.57	48.60	49.64
A37	41.96	42.85	43.77	44.70	45.65	46.64	47.63	48.66	49.70	50.76
A38	42.92	43.84	44.78	45.75	46.73	47.73	48.75	49.80	50.87	51.96
A39	44.03	44.97	45.93	46.93	47.92	48.96	50.01	51.08	52.17	53.29
A40	45.14	46.10	47.08	48.11	49.14	50.20	51.27	52.38	53.51	54.67
A41	46.14	47.14	48.16	49.20	50.27	51.35	52.45	53.59	54.75	55.93
A42	47.25	48.26	49.30	50.36	51.45	52.56	53.68	54.82	56.01	57.21
A43	48.45	49.48	50.53	51.61	52.70	53.82	54.97	56.14	57.33	58.55
A44	49.64	50.70	51.79	52.89	54.03	55.18	56.35	57.55	58.78	60.03
A45	50.76	51.85	52.96	54.10	55.27	56.45	57.66	58.91	60.17	61.47
A46	51.96	53.07	54.21	55.37	56.57	57.78	59.03	60.30	61.59	62.92
A70	20.80	21.24	21.69	22.14	22.61	23.09	23.57	24.07	24.58	25.10
A71	23.28	23.77	24.28	24.81	25.33	25.86	26.42	26.98	27.56	28.15
A72	24.46	24.97	25.50	26.04	26.59	27.15	27.73	28.31	28.90	29.51
A73	26.84	27.40	27.98	28.58	29.18	29.79	30.42	31.06	31.72	32.40
A74	27.56	28.14	28.73	29.34	29.96	30.59	31.23	31.88	32.56	33.24
A75	28.15	28.75	29.37	29.99	30.64	31.28	31.95	32.63	33.32	34.03
A76	28.95	29.55	30.17	30.81	31.45	32.12	32.78	33.47	34.18	34.90
A77	30.33	30.96	31.60	32.26	32.93	33.62	34.32	35.03	35.76	36.51
A78	31.67	32.34	33.03	33.74	34.46	35.20	35.96	36.71	37.50	38.30
A79	33.24	33.95	34.67	35.42	36.16	36.94	37.73	38.53	39.34	40.18
A80	34.90	35.62	36.38	37.15	37.92	38.72	39.54	40.37	41.21	42.08

Year 2
5.0% for A60-A64

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/20 - 8/31/21

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A60	19.15	19.54	19.96	20.38	20.80	21.24	21.69	22.14	22.61	23.08
A61	19.99	20.41	20.85	21.29	21.75	22.21	22.68	23.16	23.66	24.16
A62	20.98	21.43	21.87	22.33	22.83	23.31	23.80	24.31	24.82	25.34
A63	25.34	25.88	26.42	26.99	27.54	28.12	28.71	29.32	29.93	30.56
A64	29.14	29.75	30.39	31.03	31.69	32.37	33.05	33.76	34.48	35.22

Year 2
4.25% for A67-A68

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/20 - 8/31/21

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A67	23.01	23.50	24.00	24.51	25.03	25.57	26.11	26.67	27.24	27.82
A68	24.18	24.69	25.20	25.73	26.28	26.83	27.40	27.98	28.56	29.16

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A08	21.96	22.43	22.89	23.37	23.88	24.37	24.88	25.41	25.96	26.50
A09	22.43	22.89	23.38	23.88	24.38	24.89	25.42	25.97	26.51	27.07
A10	22.96	23.44	23.94	24.46	24.96	25.49	26.03	26.59	27.15	27.73
A11	23.55	24.04	24.54	25.04	25.56	26.09	26.63	27.19	27.76	28.34
A12	24.07	24.58	25.11	25.65	26.19	26.74	27.31	27.89	28.49	29.10
A13	24.57	25.10	25.63	26.19	26.73	27.31	27.89	28.49	29.10	29.71
A14	25.24	25.79	26.34	26.91	27.49	28.08	28.68	29.30	29.92	30.56
A15	25.82	26.37	26.93	27.50	28.08	28.67	29.27	29.89	30.51	31.15
A16	26.50	27.04	27.62	28.21	28.81	29.43	30.06	30.70	31.35	32.02
A17	27.07	27.63	28.22	28.82	29.44	30.07	30.71	31.36	32.03	32.71
A18	27.73	28.29	28.90	29.51	30.13	30.77	31.41	32.06	32.74	33.43
A19	28.34	28.93	29.55	30.17	30.80	31.45	32.12	32.80	33.48	34.20
A20	29.10	29.71	30.34	30.98	31.63	32.30	32.98	33.67	34.36	35.09
A21	29.71	30.35	31.01	31.66	32.34	33.03	33.73	34.44	35.18	35.92
A22	30.56	31.19	31.85	32.52	33.21	33.90	34.61	35.33	36.08	36.84
A23	31.15	31.80	32.47	33.14	33.83	34.54	35.25	35.99	36.73	37.51
A24	32.02	32.69	33.37	34.06	34.77	35.49	36.23	36.99	37.75	38.54
A25	32.71	33.40	34.10	34.84	35.56	36.33	37.08	37.88	38.68	39.49
A26	33.43	34.14	34.88	35.61	36.38	37.15	37.94	38.76	39.59	40.43
A27	34.20	34.94	35.70	36.47	37.27	38.07	38.90	39.74	40.60	41.49
A28	35.09	35.84	36.60	37.38	38.18	38.99	39.82	40.67	41.53	42.42
A29	35.92	36.69	37.47	38.26	39.09	39.91	40.77	41.63	42.51	43.43
A30	36.84	37.61	38.40	39.21	40.03	40.88	41.73	42.61	43.51	44.42
A31	37.51	38.32	39.16	40.02	40.89	41.79	42.70	43.64	44.59	45.57
A32	38.54	39.38	40.22	41.09	41.98	42.88	43.81	44.75	45.72	46.72
A33	39.49	40.33	41.20	42.07	42.97	43.88	44.83	45.80	46.77	47.75
A34	40.43	41.29	42.18	43.08	44.00	44.94	45.90	46.88	47.88	48.90
A35	41.49	42.36	43.26	44.18	45.13	46.10	47.07	48.07	49.10	50.15
A36	42.42	43.34	44.27	45.23	46.19	47.19	48.21	49.23	50.30	51.38
A37	43.43	44.35	45.30	46.26	47.25	48.27	49.30	50.36	51.44	52.54
A38	44.42	45.37	46.35	47.35	48.37	49.40	50.46	51.54	52.65	53.78
A39	45.57	46.54	47.54	48.57	49.60	50.67	51.76	52.87	54.00	55.16
A40	46.72	47.71	48.73	49.79	50.86	51.96	53.06	54.21	55.38	56.58
A41	47.75	48.79	49.85	50.92	52.03	53.15	54.29	55.47	56.67	57.89
A42	48.90	49.95	51.03	52.12	53.25	54.40	55.56	56.74	57.97	59.21
A43	50.15	51.21	52.30	53.42	54.54	55.70	56.89	58.10	59.34	60.60
A44	51.38	52.47	53.60	54.74	55.92	57.11	58.32	59.56	60.84	62.13
A45	52.54	53.66	54.81	55.99	57.20	58.43	59.68	60.97	62.28	63.62
A46	53.78	54.93	56.11	57.31	58.55	59.80	61.10	62.41	63.75	65.12
A70	21.53	21.98	22.45	22.91	23.40	23.90	24.39	24.91	25.44	25.98
A71	24.09	24.60	25.13	25.68	26.22	26.77	27.34	27.92	28.52	29.14
A72	25.32	25.84	26.39	26.95	27.52	28.10	28.70	29.30	29.91	30.54
A73	27.78	28.36	28.96	29.58	30.20	30.83	31.48	32.15	32.83	33.53
A74	28.52	29.12	29.74	30.37	31.01	31.66	32.32	33.00	33.70	34.40
A75	29.14	29.76	30.40	31.04	31.71	32.37	33.07	33.77	34.49	35.22
A76	29.96	30.58	31.23	31.89	32.55	33.24	33.93	34.64	35.38	36.12
A77	31.39	32.04	32.71	33.39	34.08	34.80	35.52	36.26	37.01	37.79
A78	32.78	33.47	34.19	34.92	35.67	36.43	37.22	37.99	38.81	39.64
A79	34.40	35.14	35.88	36.66	37.43	38.23	39.05	39.88	40.72	41.59
A80	36.12	36.87	37.65	38.45	39.25	40.08	40.92	41.78	42.65	43.55

Year 3
5.0% for A60-A64

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/21 - 8/31/22

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A60	20.11	20.52	20.96	21.40	21.84	22.30	22.77	23.25	23.74	24.23
A61	20.99	21.43	21.89	22.35	22.84	23.32	23.81	24.32	24.84	25.37
A62	22.03	22.50	22.96	23.45	23.97	24.48	24.99	25.53	26.06	26.61
A63	26.61	27.17	27.74	28.34	28.92	29.53	30.15	30.79	31.43	32.09
A64	30.60	31.24	31.91	32.58	33.27	33.99	34.70	35.45	36.20	36.98

Year 3
4.25% for A67-A68

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/21 - 8/31/22

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A67	23.99	24.50	25.02	25.55	26.09	26.66	27.22	27.80	28.40	29.00
A68	25.21	25.74	26.27	26.82	27.40	27.97	28.56	29.17	29.77	30.40

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A08	22.73	23.22	23.69	24.19	24.72	25.22	25.75	26.30	26.87	27.43
A09	23.22	23.69	24.20	24.72	25.23	25.76	26.31	26.88	27.44	28.02
A10	23.76	24.26	24.78	25.32	25.83	26.38	26.94	27.52	28.10	28.70
A11	24.37	24.88	25.40	25.92	26.45	27.00	27.56	28.14	28.73	29.33
A12	24.91	25.44	25.99	26.55	27.11	27.68	28.27	28.87	29.49	30.12
A13	25.43	25.98	26.53	27.11	27.67	28.27	28.87	29.49	30.12	30.75
A14	26.12	26.69	27.26	27.85	28.45	29.06	29.68	30.33	30.97	31.63
A15	26.72	27.29	27.87	28.46	29.06	29.67	30.29	30.94	31.58	32.24
A16	27.43	27.99	28.59	29.20	29.82	30.46	31.11	31.77	32.45	33.14
A17	28.02	28.60	29.21	29.83	30.47	31.12	31.78	32.46	33.15	33.85
A18	28.70	29.28	29.91	30.54	31.18	31.85	32.51	33.18	33.89	34.60
A19	29.33	29.94	30.58	31.23	31.88	32.55	33.24	33.95	34.65	35.40
A20	30.12	30.75	31.40	32.06	32.74	33.43	34.13	34.85	35.56	36.32
A21	30.75	31.41	32.10	32.77	33.47	34.19	34.91	35.65	36.41	37.18
A22	31.63	32.28	32.96	33.66	34.37	35.09	35.82	36.57	37.34	38.13
A23	32.24	32.91	33.61	34.30	35.01	35.75	36.48	37.25	38.02	38.82
A24	33.14	33.83	34.54	35.25	35.99	36.73	37.50	38.28	39.07	39.89
A25	33.85	34.57	35.29	36.06	36.80	37.60	38.38	39.21	40.03	40.87
A26	34.60	35.33	36.10	36.86	37.65	38.45	39.27	40.12	40.98	41.85
A27	35.40	36.16	36.95	37.75	38.57	39.40	40.26	41.13	42.02	42.94
A28	36.32	37.09	37.88	38.69	39.52	40.35	41.21	42.09	42.98	43.90
A29	37.18	37.97	38.78	39.60	40.46	41.31	42.20	43.09	44.00	44.95
A30	38.13	38.93	39.74	40.58	41.43	42.31	43.19	44.10	45.03	45.97
A31	38.82	39.66	40.53	41.42	42.32	43.25	44.19	45.17	46.15	47.16
A32	39.89	40.76	41.63	42.53	43.45	44.38	45.34	46.32	47.32	48.36
A33	40.87	41.74	42.64	43.54	44.47	45.42	46.40	47.40	48.41	49.42
A34	41.85	42.74	43.66	44.59	45.54	46.51	47.51	48.52	49.56	50.61
A35	42.94	43.84	44.77	45.73	46.71	47.71	48.72	49.75	50.82	51.91
A36	43.90	44.86	45.82	46.81	47.81	48.84	49.90	50.95	52.06	53.18
A37	44.95	45.90	46.89	47.88	48.90	49.96	51.03	52.12	53.24	54.38
A38	45.97	46.96	47.97	49.01	50.06	51.13	52.23	53.34	54.49	55.66
A39	47.16	48.17	49.20	50.27	51.34	52.44	53.57	54.72	55.89	57.09
A40	48.36	49.38	50.44	51.53	52.64	53.78	54.92	56.11	57.32	58.56
A41	49.42	50.50	51.59	52.70	53.85	55.01	56.19	57.41	58.65	59.92
A42	50.61	51.70	52.82	53.94	55.11	56.30	57.50	58.73	60.00	61.28
A43	51.91	53.00	54.13	55.29	56.45	57.65	58.88	60.13	61.42	62.72
A44	53.18	54.31	55.48	56.66	57.88	59.11	60.36	61.64	62.97	64.30
A45	54.38	55.54	56.73	57.95	59.20	60.48	61.77	63.10	64.46	65.85
A46	55.66	56.85	58.07	59.32	60.60	61.89	63.24	64.59	65.98	67.40
A70	22.28	22.75	23.24	23.71	24.22	24.74	25.24	25.78	26.33	26.89
A71	24.93	25.46	26.01	26.58	27.14	27.71	28.30	28.90	29.52	30.16
A72	26.21	26.74	27.31	27.89	28.48	29.08	29.70	30.33	30.96	31.61
A73	28.75	29.35	29.97	30.62	31.26	31.91	32.58	33.28	33.98	34.70
A74	29.52	30.14	30.78	31.43	32.10	32.77	33.45	34.16	34.88	35.60
A75	30.16	30.80	31.46	32.13	32.82	33.50	34.23	34.95	35.70	36.45
A76	31.01	31.65	32.32	33.01	33.69	34.40	35.12	35.85	36.62	37.38
A77	32.49	33.16	33.85	34.56	35.27	36.02	36.76	37.53	38.31	39.11
A78	33.93	34.64	35.39	36.14	36.92	37.71	38.52	39.32	40.17	41.03
A79	35.60	36.37	37.14	37.94	38.74	39.57	40.42	41.28	42.15	43.05
A80	37.38	38.16	38.97	39.80	40.62	41.48	42.35	43.24	44.14	45.07

Year 4
5.0% for A60-A64

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/22 - 8/31/23

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A60	21.12	21.55	22.01	22.47	22.93	23.42	23.91	24.41	24.93	25.44
A61	22.04	22.50	22.98	23.47	23.98	24.49	25.00	25.54	26.08	26.64
A62	23.13	23.63	24.11	24.62	25.17	25.70	26.24	26.81	27.36	27.94
A63	27.94	28.53	29.13	29.76	30.37	31.01	31.66	32.33	33.00	33.69
A64	32.13	32.80	33.51	34.21	34.93	35.69	36.44	37.22	38.01	38.83

Year 4
4.5% for A67-A68

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/22 - 8/31/23

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A67	25.07	25.60	26.15	26.70	27.26	27.86	28.44	29.05	29.68	30.31
A68	26.34	26.90	27.45	28.03	28.63	29.23	29.85	30.48	31.11	31.77

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A08	23.58	24.09	24.58	25.10	25.65	26.17	26.72	27.29	27.88	28.46
A09	24.09	24.58	25.11	25.65	26.18	26.73	27.30	27.89	28.47	29.07
A10	24.65	25.17	25.71	26.27	26.80	27.37	27.95	28.55	29.15	29.78
A11	25.28	25.81	26.35	26.89	27.44	28.01	28.59	29.20	29.81	30.43
A12	25.84	26.39	26.96	27.55	28.13	28.72	29.33	29.95	30.60	31.25
A13	26.38	26.95	27.52	28.13	28.71	29.33	29.95	30.60	31.25	31.90
A14	27.10	27.69	28.28	28.89	29.52	30.15	30.79	31.47	32.13	32.82
A15	27.72	28.31	28.92	29.53	30.15	30.78	31.43	32.10	32.76	33.45
A16	28.46	29.04	29.66	30.30	30.94	31.60	32.28	32.96	33.67	34.38
A17	29.07	29.67	30.31	30.95	31.61	32.29	32.97	33.68	34.39	35.12
A18	29.78	30.38	31.03	31.69	32.35	33.04	33.73	34.42	35.16	35.90
A19	30.43	31.06	31.73	32.40	33.08	33.77	34.49	35.22	35.95	36.73
A20	31.25	31.90	32.58	33.26	33.97	34.68	35.41	36.16	36.89	37.68
A21	31.90	32.59	33.30	34.00	34.73	35.47	36.22	36.99	37.78	38.57
A22	32.82	33.49	34.20	34.92	35.66	36.41	37.16	37.94	38.74	39.56
A23	33.45	34.14	34.87	35.59	36.32	37.09	37.85	38.65	39.45	40.28
A24	34.38	35.10	35.84	36.57	37.34	38.11	38.91	39.72	40.54	41.39
A25	35.12	35.87	36.61	37.41	38.18	39.01	39.82	40.68	41.53	42.40
A26	35.90	36.65	37.45	38.24	39.06	39.89	40.74	41.62	42.52	43.42
A27	36.73	37.52	38.34	39.17	40.02	40.88	41.77	42.67	43.60	44.55
A28	37.68	38.48	39.30	40.14	41.00	41.86	42.76	43.67	44.59	45.55
A29	38.57	39.39	40.23	41.09	41.98	42.86	43.78	44.71	45.65	46.64
A30	39.56	40.39	41.23	42.10	42.98	43.90	44.81	45.75	46.72	47.69
A31	40.28	41.15	42.05	42.97	43.91	44.87	45.85	46.86	47.88	48.93
A32	41.39	42.29	43.19	44.12	45.08	46.04	47.04	48.06	49.09	50.17
A33	42.40	43.31	44.24	45.17	46.14	47.12	48.14	49.18	50.23	51.27
A34	43.42	44.34	45.30	46.26	47.25	48.25	49.29	50.34	51.42	52.51
A35	44.55	45.48	46.45	47.44	48.46	49.50	50.55	51.62	52.73	53.86
A36	45.55	46.54	47.54	48.57	49.60	50.67	51.77	52.86	54.01	55.17
A37	46.64	47.62	48.65	49.68	50.73	51.83	52.94	54.07	55.24	56.42
A38	47.69	48.72	49.77	50.85	51.94	53.05	54.19	55.34	56.53	57.75
A39	48.93	49.98	51.05	52.16	53.27	54.41	55.58	56.77	57.99	59.23
A40	50.17	51.23	52.33	53.46	54.61	55.80	56.98	58.21	59.47	60.76
A41	51.27	52.39	53.52	54.68	55.87	57.07	58.30	59.56	60.85	62.17
A42	52.51	53.64	54.80	55.96	57.18	58.41	59.66	60.93	62.25	63.58
A43	53.86	54.99	56.16	57.36	58.57	59.81	61.09	62.38	63.72	65.07
A44	55.17	56.35	57.56	58.78	60.05	61.33	62.62	63.95	65.33	66.71
A45	56.42	57.62	58.86	60.12	61.42	62.75	64.09	65.47	66.88	68.32
A46	57.75	58.98	60.25	61.54	62.87	64.21	65.61	67.01	68.45	69.93
A70	23.12	23.60	24.11	24.60	25.13	25.67	26.19	26.75	27.32	27.90
A71	25.86	26.41	26.99	27.58	28.16	28.75	29.36	29.98	30.63	31.29
A72	27.19	27.74	28.33	28.94	29.55	30.17	30.81	31.47	32.12	32.80
A73	29.83	30.45	31.09	31.77	32.43	33.11	33.80	34.53	35.25	36.00
A74	30.63	31.27	31.93	32.61	33.30	34.00	34.70	35.44	36.19	36.94
A75	31.29	31.96	32.64	33.33	34.05	34.76	35.51	36.26	37.04	37.82
A76	32.17	32.84	33.53	34.25	34.95	35.69	36.44	37.19	37.99	38.78
A77	33.71	34.40	35.12	35.86	36.59	37.37	38.14	38.94	39.75	40.58
A78	35.20	35.94	36.72	37.50	38.30	39.12	39.96	40.79	41.68	42.57
A79	36.94	37.73	38.53	39.36	40.19	41.05	41.94	42.83	43.73	44.66
A80	38.78	39.59	40.43	41.29	42.14	43.04	43.94	44.86	45.80	46.76

Year 5
5.25% for A60-A64

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/23 - 8/31/24

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A60	22.23	22.68	23.17	23.65	24.13	24.65	25.17	25.69	26.24	26.78
A61	23.20	23.68	24.19	24.70	25.24	25.78	26.31	26.88	27.45	28.04
A62	24.34	24.87	25.38	25.91	26.49	27.05	27.62	28.22	28.80	29.41
A63	29.41	30.03	30.66	31.32	31.96	32.64	33.32	34.03	34.73	35.46
A64	33.82	34.52	35.27	36.01	36.76	37.56	38.35	39.17	40.01	40.87

Year 5
4.75% for A67-A68

Stanford University Bargaining Unit
Salary Range Structure, Effective 9/1/23 - 8/31/24

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A67	26.26	26.82	27.39	27.97	28.55	29.18	29.79	30.43	31.09	31.75
A68	27.59	28.18	28.75	29.36	29.99	30.62	31.27	31.93	32.59	33.28

Appendix C: Steward's Log

Semimonthly (twice a month) Steward's Log

Refer to 2.4, Stewards' Functions and 2.5, Stewards' Paid Time

Date	Time		Destination/Phone Number	Function	University Representative	Steward's Supervisor
	Out	Return				

Steward's Signature

Date

Print Steward's Name