**Article 28 – Union Rights**

**Section 1.** **Each pay period UW shall provide the following four reports electronically in EXCEL format**

1. **Total Compensation and deductions \***  
   Name  
   Home Address  
   Home phone  
   Cell phone  
   Work phone  
   Work location (building)  
   Work location (address)  
   Work station or office (suite and/or number)  
   Employee ID number  
   Personal Email  
   UW email  
   UW mailbox  
   Employment status  
   Employment status effective date  
   Job classification  
   Department  
   Pay grade  
   Pay step  
   Pay rate salary  
   Hourly rate  
   Supervisor  
   Supervisor email  
   Race  
   Gender  
   DOB  
   Date of hire  
   Job title  
   Job class code  
   Shift  
   Deduction amount dues  
   Deduction amount fees  
   Deduction amount other  
   Deduction amount cope  
   Total wages for the pay period  
   Total base pay for pay period  
   Total overtime pay for pay period  
   Total overtime hours per pay period  
   Total hours worked in the pay period  
   Days in the pay period  
   Total hours for each class/type of differential and or/ premium pay for the pay period  
   Total wages for each class/type of differential and or/ premium pay for the pay period  
   Total wages year to date.  
   Pension plan enrollment (which plan)  
   Position number  
   Medical plan enrollment (which plan)  
   Bargaining Unit  
   Total FTE  
   Anniversary date (step date)  
   Employment status (regular fulltime, regular part time, hourly, fixed duration part time, fixed duration full time)  
   \*The parties desire a one line report per employee for this report. We should discuss how to reconcile multiple appointments
2. **All appointment list**  
   All information above with wages and codes organized by appointment including:
   1. ld by each worker.
   2. Appointment budget number(s)
   3. Beginning date
   4. End date
   5. Department and /or hiring unit
   6. College/Org name
   7. Job Classification
   8. Job Classification Code
   9. Full time salary or hourly rate
   10. Appointment/FTE Percentage
   11. Appointment status
   12. Appointment term
   13. Distribution line information.
   14. Position number
   15. Earnings in last pay cycle
   16. Hours worked in last pay cycle
   17. FTE in last pay cycle
3. **Change Report**  
   Name  
   Job classification  
   Job classification code  
   Department  
   Employee id  
   Original hire date  
   Status change date  
   Termination/separation date if any  
   Reason for status change, nature of status change  
   Reason for termination/separation  
   LOA effective date  
   Nature of LOA  
   New hire date  
   New Hire
4. **Vacancy Report**  
   Position Number  
   Job Classification  
   Date of vacancy  
   Elimination date of vacancy  
   Reason for elimination (filled, deleted, transferred to a different classification/status)

**Section 2.** The Union will have the same access to the University mail system as all other unions representing University employees.

**Section 3.** Following ratification and approval by the parties, the University shall publish the Agreement on a designated website.

**Section 4.** In accordance with University/Department policy on access, representatives of the UAW shall be permitted access to employees’ work spaces for the performance of official union business, provided the University policy shall be non-discriminatory and shall be enforced in a non-discriminatory manner. Union representatives will not engage in any disruption of University operations, interfere with the assignment and direction of employees, or in any way impede the discharge of any employee’s duties and responsibilities.

**Section 5.** Union orientation is a part of the orientation and onboarding process for new ASEs. The Union shall be provided 30 minutes for Union orientation at any University, Hiring Unit, or Department wide orientation for new ASEs, to distribute materials, including Union membership application and dues deduction authorization. Such meetings shall count toward the 220 hours expectation. Upon request from the Union and not more than once per quarter, departments will provide time and space for a 30 minute Union orientation with newly hired ASEs that have not previously attended a University, Hiring Unit or department wide orientation for new ASEs. Such orientation time shall count toward the 220 hour expectation or be paid according to the ASE’s hourly wage. Departments will encourage new ASEs to attend these orientations. The University and the Union shall meet semi-annually to discuss the efficacy of this provision.

**Section 6.** The University agrees to furnish conference and/or meeting rooms for Union meetings upon prior request by the Union in accordance with University policy and cost.

**Section 7.** The Union may designate a number of stewards appropriate to the size of the unit who shall be members of the bargaining unit. A steward who is processing a grievance in accordance with the grievance procedure of this Agreement shall be permitted reasonable paid release time to meet with University representatives and process the grievance. Time off for processing a grievance shall be granted to a steward by a supervisor following a request, but in consideration of job responsibilities. If permission for time off can not be granted, the University shall arrange for time for release time off at the earliest possible time thereafter. The University will work in good faith to find ways to allow ASEs designated as stewards the time necessary to perform their responsibilities, which may include a reduced work assignment for the ASE. The Union will work in good faith with the University in the designation of stewards so as to avoid appointing a steward in situations that would create a hardship to the University.

**Section 8.** The Union will submit to the Office of Labor Relations the name of each steward and the assigned jurisdiction of the steward. In the event of a re-designation of stewards, notice shall be provided to the University at least two days prior to the date such steward is recognized. Stewards will only process grievances within their steward jurisdiction, unless otherwise mutually agreed.

**Section 9.** The University shall provide paid release time for up to five (5) ASEs designated by the Union for the purpose of bargaining a replacement agreement.

**Section 10.** The University will provide a bulletin board space for the Union in those Departments where ASEs work.

**Section 11.** The University shall furnish an electronic copy to the Union of the Annual Graduate Student Financial Support Summary Report (ethnic breakdown).

**Section 12.** **New ASE Rights.**

1. The University shall provide each new ASE, at the same time as providing forms required for new employment (e.g. W4 and I9), introductory materials from the Union, including a Union Membership Election Form and Voluntary Community Action Program (VCAP) form.
2. In exceptional situations where the ASE has completed other required employment forms before they are hired into the bargaining unit, the University shall provide introductory materials from the Union, including a Union Membership Election Form and Voluntary Community Action Program (VCAP) form, at the time they are hired into the bargaining unit.
3. The University will make every reasonable effort to have completed Membership Election Forms and VCAP forms returned to the Union within ten (10) calendar days of receipt and to notify the Union within ten (10) calendar days of all new ASEs hired to include name, home department/hiring unit, job code, home address, mail stop, Employee Identification Number, and appointment start date. The University shall meet with the Union to develop the method of notification.

**Section 13. Training.** Prior to the start of Fall Quarter 2018, the parties will jointly develop training for management summarizing changes from the prior collective bargaining agreement. The University and Union shall meet quarterly to discuss any training needs related to contract administration.