

APPENDIX II: PBFS AT IHME

Only the following language in this appendix applies to the Post-Bachelor Fellows (PBFs) at IHME enrolled in a UW degree program and shall constitute the whole agreement between the Union and the University regarding these employees.

The Union and the University hereby agree that PBFs working at IHME in their 1st, 2nd or 3rd year of the PBF program and enrolled in a UW degree program are subject to this Appendix of the ASE bargaining agreement. Post-Bachelor Fellows working at IHME in their 1st, 2nd or 3rd year and not enrolled in a UW degree program are specifically excluded from the ASE bargaining unit and the terms of this Appendix do not apply.

The Following Articles in this Agreement apply to PBFs at IHME employees, except as modified below:

PREAMBLE
ARTICLE 1 - PURPOSE AND INTENT
ARTICLE 2 - RECOGNITION
ARTICLE 3 - DEFINITIONS
ARTICLE 4 - APPOINTMENT AND REAPPOINTMENT NOTIFICATION AND JOB DESCRIPTION
ARTICLE 5 – CHILDCARE
ARTICLE 6 – DISCIPLINE OR DISMISSAL
ARTICLE 7 - FEE AND TUITION WAIVERS – Section 2 only
ARTICLE 8 - GRIEVANCE PROCEDURE
ARTICLE 9 – HEALTH AND SAFETY
ARTICLE 10 - HOLIDAYS
ARTICLE 11 - HOURLY PAYSACLE TRANSPARANCY
ARTICLE 12 – INTELLECTUAL PROPERTY AND SCHOLARLY MISCONDUCT
ARTICLE 14 - JOB POSTING
ARTICLE 15- JOB TITLES AND CLASSIFICATIONS
ARTICLE 16- LAYOFFS
ARTICLE 17 - LEAVES OF ABSENCE- Sections 1, 2, 5, 6, 7, 8, 9, 10, 11, 12 only
ARTICLE 18 – MANAGEMENT RIGHTS
ARTICLE 19 - NO STRIKES, NO LOCKOUTS
ARTICLE 20 - NON-DISCRIMINATION AND HARASSMENT
ARTICLE 21 – PARKING AND TRANSIT 22 – PERSONNEL FILES
ARTICLE 23 – SEVERABILITY
ARTICLE 24 - SUBCONTRACTING
ARTICLE 26 – TRAINING
ARTICLE 27 – TRAVEL
ARTICLE 28 - UNION-MANAGEMENT COMMITTEE
ARTICLE 29 - UNION RIGHTS
ARTICLE 30 - UNION SECURITY
ARTICLE 31 - VOLUNTARY COMMUNITY ACTION PROGRAM (VCAP)

ARTICLE 32 - VACATION
ARTICLE 34 – WASHINGTON FAMILY MEDICAL LEAVE PROGRAM
ARTICLE 36 – WORKSPACE AND MATERIALS
ARTICLE 37 – DURATION
LETTER OF UNDERSTANDING A: WORKERS COMPENSATION
MEMORANDUM OF UNDERSTANDING: IMMIGRATION STATUS AND WORK AUTHORIZATION
MEMORANDUM OF UNDERSTANDING: SEXUAL HARRASSMENT AND PREVENTION TRAINING

II.1 PURPOSE AND INTENT

- A. The parties agree that only the following as described in <https://hub.ihme.washington.edu/> are considered “material benefits” under Article 1 Purpose and Intent, Section 5 Transitioned Maintenance of Benefits.
 - a. In country experience (practicum)
 - b. Conference funding
 - c. Expert shadowing
 - d. Reimbursement up to \$200 annually per academic year for textbooks per the PBF resources on IHME’s Hub
 - e. Quarterly mentor lunches
- B. Should the employer change a benefit or practice not listed in A above, the Employer will satisfy its collective bargaining obligation by providing the Union reasonable notice and opportunity to bargain as appropriate.

II.2 FEE AND TUITION WAIVER

PBFs at IHME will continue to be eligible for the Washington State Tuition Exemption Program as outlined here: <https://registrar.washington.edu/registration/tuition-exemption/>. PBFs are responsible for the late fees and Health Sciences Immunization Program (HSIP) fees. IHME will cover the registration fee and the technology fee. Additionally, IHME will cover tuition over the 6 credit tuition exemption limit if additional credits are required by the PBF Program.

II.3 INSURANCE PROGRAMS

PBFs at IHME will continue to be eligible for employee healthcare, as determined by the Public Employees Benefits Board (PEBB) and applicable state law. PBFs shall continue to have access to the University of Washington’s Section 403b Voluntary Investment Program. PBFs will be eligible for UWRP or PERS 3 retirement benefits in alignment with the DRS and UW Retirement plan eligibility.

II.4 JOB TITLES AND CLASSIFICATIONS

Title/Pay Classification	Occupation Code	Salary	Job Duties	Standard Qualifications
Post-Bachelor Fellow - IHME	21867	IHME PBF wage scale	Research	Graduate Student
Post-Bachelor Fellow - IHME	XXXXX	IHME PBF wage scale	Research	Graduate Student
PLACEHOLDER				

II.5 SICK LEAVE

1. **Accrual.** Full-time employees (prorated for part-time) accrue eight (8) hours of sick leave for each month of completed regular monthly service. Sick leave accrues at a rate of one (1) hour for every forty (40) hours worked when leave without pay exceeds eighty (80) hours (prorated for part-time) in any calendar month.
2. **Sick Leave Use:** Sick leave shall be allowed an employee under the following conditions. The Employer will not require verification for absences of less than 3 consecutive work days. Such verification or proof may be given to the supervisor/manager or Human Resources according to departmental policy.
 - a. Because of and during illness, disability or injury which has incapacitated the employee from performing required duties.
 - b. By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.
 - c. Because of a health condition of a family member that requires treatment or supervision or that requires the presence of the employee to make arrangements for extended care. The Employer may authorize sick leave use as provided in this subsection for other than family members. The applicability of "emergency," "necessary care" and "extended care" shall be made by the Employer.
 - d. To provide emergency child care for the employee's child.
 - e. Because of a family member's death that requires the assistance of the employee in making arrangements for interment of the deceased.
 - f. For personal medical, dental, or optical appointments or for family members' appointments when the presence of the employee is required, if arranged in advance with the employing official or designee.
 - g. For the suspension of operations when the employee's workplace has been closed by a public health official for any health related reason.
 - h. When the employee's child's school or day care has been closed by a public health official for any health related reason.
 - i. For reasons related to domestic violence, sexual assault or stalking that affect the employee, the employee's family member or a person with whom the employee has a dating relationship.
 - j. For condolence or bereavement.

3. **Use of Vacation Leave for Sick Leave Purposes.** An employee who has used all accrued sick leave may be allowed to use accrued vacation leave for sick leave purposes when approved in advance or authorized by the employee's departmental supervisor.
4. **Restoration of Vacation Leave.** In the event of an incapacitating illness or injury during vacation leave, the employee's supervisor may authorize the use of sick leave and the equivalent restoration of any vacation leave otherwise charged. Such requests shall be in writing, and a medical certificate may be requested.
5. **No Abuse of Sick Leave.** Both parties agree that neither the abuse nor the arbitrary denial of sick leave will be condoned. The Employer and the Union agree to work cooperatively toward the resolution of mutually identified problems regarding the use of sick leave.

II.6 WAGES

Eligible employees under the terms of Appendix II shall continue to receive the wages identified below as agreed to by the parties during 2020 negotiations:

First-year fellow:	\$61,008
Second-year fellow:	\$66,000
Third-year fellow:	\$69,000

II.7 WORKLOAD

Overtime Exempt Employees.

Overtime-exempt employees are not covered by federal or state overtime laws and do not receive overtime compensation or compensatory time off. These employees are accountable for their work product, and for meeting the objectives of the institution for which they work. The Employer's policy for all overtime-exempt employees is as follows:

1. The Employer determines the products, services, and standards that must be met by overtime-exempt employees.
2. Full time schedules are assumed to be 40 hours; however employees are expected to work to complete job responsibilities. Overtime-exempt employees may be required to work specific hours to provide services, including nights and weekends, when deemed necessary by the Employer.
3. Part time schedules are assumed to be any schedule that is at least 20 hours in a workweek but less than full time. Employees are expected to work beyond their normal schedule when necessary. The supervisor may establish a regular work schedule, but part-time employees are expected to remain flexible to accommodate the unit's goals and mission.

No employee will typically be required to work more than five (5) consecutive days in a seven (7) day period. The typical IHME operating hours are Monday through Friday, 8:00am to 6:00 pm Seattle time (PST) or alternative flexible timeframes. Employees will consult with their supervisors to adjust work hours to accommodate the appropriate

balance between extended work time and offsetting time.

II.8 U-PASS

Eligible bargaining unit employees will not be charged a fee for a U-PASS through Spring Quarter 2024.- Activation and maintenance of this benefit are subject to UW Transportation Services requirements. PBFs are responsible for ending payroll deductions. Payroll deductions will continue until PBFs notify Transportation Services via email or visit the office to sign a stop-deduction form. No refunds will be processed.

II.9 VACATION

During negotiations for inclusion of the Post-Bachelor Fellows (PBF) at the Institute for Health Metrics and Evaluation (IHME) the parties agreed to the following regarding the implementation of Article 32 Vacation.

1. On January 1st, 2021, 1st and 2nd year Post-Bachelor Fellows will receive (40) vacation hours, or (5) vacation days, adding to the employee's vacation bank as of December 31st, 2020.
 - a. On January 1st 2021, 3rd year Post-Bachelor Fellows will receive (130) vacation hours, or 13.25 vacation days, adding to the employee's vacation bank as of December 31st, 2020.
2. On September 1, 2021, any and all unused vacation leave will be removed and all Post-Bachelor Fellows leave banks will be credited a total have twenty (20) days of vacation (160 hours).
3. On September 1, 2022 any and all unused vacation leave will be removed and all Post-Bachelor 1 Fellows leave banks will be credited a total have twenty (20) days of vacation (160 hours).
4. Unused vacation leave shall not have cash value and will not be cashed out to employees upon separation for any reason.
5. Vacation leave will be requested and approved in accordance with IHME policy and procedures.