

Article 29 – Union Rights

Section 1. Each pay period UW shall provide the following union member information electronically in EXCEL format

A. Employee Information

Name
Home Address
Primary phone
Work phone
Work location (address)
Employee ID number
Personal Email
UW email
UW mailbox
Employment status
Current position effective date
Job classification
Supervisory Org
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 VCAP
Total wages for pay period
Total base pay for pay period
Total overtime pay for pay period
Total overtime hours per pay period
Total hours worked in pay period
Days in pay period
Premium Pay and Premium Hours
Total wages year to date
Pension plan enrollment (which plan)
Position ID
Medical plan enrollment (which plan)
Bargaining Unit

Total FTE
Anniversary date (step date)
Employment status (regular full time, regular part time, hourly, fixed duration part time, fixed duration full time)
Position Cost Center
College/Org name
Full time salary or hourly rate
Appointment/FTE percentage
Appointment status
Service Period
Earnings in last pay cycle
Hours worked in last pay cycle
FTE in last pay cycle
LOA effective date
Nature of LOA

B. Staffing Events and Terminations

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
New hire date
New hire

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 workload 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 workload 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 cannot 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.

- A. 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.

- B. 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.
- C. The University will make every reasonable effort to have completed Membership Election Forms and VCAP forms returned to the Union within ten (10) calendar days of receipt and to notify the Union within ten (10) calendar days of all new 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 2024 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.