

Agreement

*between*

**University of Maine System**

*and*

**Universities of Maine  
Professional Staff  
Association**

**Professional and Administrative Unit**

July 2023 - June 2024

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## **Article 1 – Recognition**

- A. The Board of Trustees of the University of Maine System (hereafter the Board) recognizes the Universities of Maine Professional Staff Association (MEA/NEA) (hereafter the Association) as the sole and exclusive bargaining agent for University of Maine System employees, as defined in the University of Maine System Labor Relations Act, in the professional and administrative staff bargaining unit (hereafter unit members). Unit members are University employees in titles included in the professional and administrative staff bargaining unit as a result of the Certification by the Maine Labor Relations Board on March 30, 1979, and any subsequent agreements reached between the parties.
- B. The parties agree that during the term of this Agreement in the event new titles are created which may result in additions to or exclusions from the bargaining unit, the University shall inform the Association bi-monthly regarding such new titles. The parties may discuss and attempt to reach agreement regarding the appropriate unit placement of such new titles and of existing titles when changes in their job descriptions occur which may result in additions to or exclusions from the bargaining unit. In the event the University wishes to exclude titles when changes in job duties and/or titles of existing positions occur, the University will provide written notice to the Association of its intent. The Association shall have twenty (20) business days to respond with regard to the approval or disapproval of the University's request. If the Association does not respond, the exclusion shall take effect and supersede the provisions of Section C below.
- C. If the parties disagree on the placement of a title, the matter may be referred to the Maine Labor Relations Board by either party for determination.
- D. If the parties disagree on the placement of a title and the final determination places the title in this bargaining unit, the individual(s) shall be entitled to applicable salary and fringe benefits contained in this Agreement, retroactive to the effective date of change.
- E.
  - 1. The University will review all positions currently included in the bargaining unit that have been designated as eligible for overtime because they are non-exempt under the Fair Labor Standards Act (FLSA). The University will solicit information from the unit member and supervisor and make a determination of exemption status under current FLSA regulations. The University will inform the Association of these determinations at the same time that it informs affected employees.
  - 2. Any positions determined to be non-exempt from the FLSA will be removed from the bargaining unit and placed in an hourly pay status. The University will provide a list of these positions to the Association four weeks prior to taking action to remove the positions from the bargaining unit. If the Association objects to the removal of any positions from the bargaining unit, the parties will jointly request a clarification of the bargaining unit from the Maine Labor Relations Board.
- F. The University and Association shall form a joint committee to review the unit placement of positions which supervise unit members and will make recommendations to the parties by January 1, 2013 which shall be considered by the negotiating teams for the successor contract.

## **Article 2 – Management Rights**

- A. The Board and the Association agree to maintain the academic character of the University of Maine System (here after University) as an institution of higher education.
- B. The rights, functions, powers, duties and responsibilities of the Board and its officers and agents, under applicable state law and the Bylaws of the Board, including the Board's right to alter or waive existing Bylaws or policies in accordance with the procedures specified in the Bylaws shall remain vested in the Board and in said officers and agents except as modified by this Agreement.
- C. Nothing contained in this Agreement shall be construed to diminish the rights granted under the Bylaws of the Board to the entities and bodies within the internal structure of the University so long as such rights are not in conflict with a stated term of this Agreement.

- D. Nothing contained in this Agreement shall be construed to prevent the Board and its officers and agents from meeting with any individual or organization to hear views on any matters. The Board or its officers and agents shall at all times be cognizant of the status of the Association as the sole and exclusive bargaining agent under the University of Maine System Labor Relations Act for unit members.

### **Article 3 – Association Rights**

- A. 1. Duly designated staff representatives of the Association shall be permitted on University premises at reasonable hours for the purpose of conducting official Association business. The Association agrees a reasonable exercise of this privilege which will not interfere with or interrupt the normal operations of the University.
2. The Association shall be allowed reasonable use of the intra-campus mail system. The Association shall pay only the amount required of campus organizations for this privilege.
3. The University shall allow at no cost to the Association the listing of a campus or other designated phone number for the Association in each campus directory.
4. The Association shall have access for purposes of Association business to campus meeting rooms through the normal reservation process at each campus. The Association shall pay only the amount required of other campus organizations for this privilege.
5. The Association shall have access to the use of available campus office equipment at reasonable times.
6. Unless otherwise stated in this Article, the Association shall pay the cost of all materials, supplies and any other normal charge incident to the use of equipment or facilities.
- B. 1. Within the months of February, April, June, August, October and December of each year and at no cost to the Association, the University shall supply the Association with a standardized MEA electronic data file, to include e-mail addresses. Once standardized, no changes will be made to the data file during the life of this Agreement.
2. The University shall supply the Association president or that person's designee with all public agendas, minutes and reports of the Board of Trustees in a timely manner.
- C. 1. a. Nine (9) negotiating team members designated by the Association shall be permitted to participate in collective bargaining negotiations with the University during the normal working hours of the University upon notification by the Association that negotiations are requested. The Association shall be entitled to purchase one (1) day for each member of the bargaining team, not to exceed nine (9) days, for negotiations preparation. The costs associated with these days shall be charged against the funds available to implement this Agreement.
- b. The designated negotiating team members shall inform their supervisors prior to leaving the work site to participate in negotiations.
- c. The Association acknowledges that negotiating team members fulfill their assigned responsibilities.
- d. The Association shall inform the University of the names of the nine (9) designated negotiating team members as far in advance of negotiations as is practicable.
2. a. The Association may designate one grievance chairperson for each campus except the UM shall be entitled to two grievance chairpersons and USM shall be entitled to three grievance chairpersons, one to be located at Portland, Gorham, and at Muskie in Augusta.
- b. The grievance chairpersons shall have the right to investigate grievances, consult with the grievant and prepare for and attend grievance hearings or meetings during the normal working hours of the University.

- c. The grievance chairperson shall inform his/her supervisor prior to leaving the work site.
  - d. The Association commits itself to a reasonable use of this privilege and understands that a grievance chairperson must fulfill his/her assigned responsibilities.
3. Designated Association leaders shall be granted up to a combined total of thirteen (13) days for each year of this Agreement to attend conferences and/or training sessions sponsored by the Association, and for preparation time for negotiations. Up to ten (10) unused days may be carried forward from one year to the next, within the period of this Agreement. Written notice of such sessions shall be provided at least seven (7) days prior to the event to the appropriate supervisor. At the same time the unit member shall also send a copy to the office of The Director of Labor Relations.
  4. The Association shall provide the University with a list of all unit members who are to be grievance chairpersons. Any changes shall be promptly reported.
  5. Upon notice to the appropriate supervisor, the Association president, vice president and / or the chief negotiator shall be granted release time to perform Association business during the normal working hours of the University on up to a combined total of twenty (20) days per fiscal year. The number of days available for this purpose shall be prorated in the fiscal year in which this Agreement is executed.
- D. The Association may request a lockable office for Association use pursuant to existing campus procedures at The University of Maine, the University of Southern Maine, the University of Maine at Machias, the University of Maine at Farmington, the University of Maine at Augusta, the University of Maine at Presque Isle, and the University of Maine at Fort Kent. An office shall be provided to the Association if available. The Association President shall be provided with a lockable file cabinet with padlock.

#### **Article 4 – Meet and Consult**

- A. The parties agree in the best interest of employee morale and effective delivery of services that, periodically, University administrators shall meet with the unit members under their supervision to discuss the status, direction, and/or proposed alterations of the program(s).
- B.
  1. Upon request of either party the Chancellor and/or designees of the Chancellor shall during the term of this Agreement meet with a committee appointed by the Association for the purpose of discussing matters necessary to the implementation of this Agreement.
  2. The request for any such meetings shall include a list of the specific matter(s) to be discussed. A copy of any request shall be sent simultaneously to the System Office Director of Labor Relations and the Maine Education Association's Bangor office.
  3. If the matters to be discussed are University-wide, appropriate arrangements will be made by the Chancellor's office to schedule the meeting within two (2) weeks of notice in such manner and at such times as the parties mutually agree. The Association Committee shall be of reasonable size and shall not exceed eight (8) persons. Four (4) meetings per year, if requested, shall constitute compliance with this section. Additional meetings may be scheduled by mutual consent in the manner described above.
  4. If the matters to be discussed are related to a particular campus, the Chancellor's Office will notify the chief administrative officer of that campus who shall make the appropriate arrangements to schedule the meeting within two (2) weeks of receipt of notice in such manner and at such times as the parties mutually agree. The Association Committee shall be of reasonable size and shall not exceed six (6) persons. Two (2) meetings per year per campus, if requested, shall constitute compliance with this section. Additional meetings may be scheduled by mutual consent in the manner described above.
  5. Such meetings shall not be for the purpose of discussing specific grievances, conducting collective bargaining negotiations on any subject, or modifying, adding to or deleting any provision of this Agreement.
  6. Matters of common concern, other than those specified in paragraph B.1. may be placed on the list of matters to be discussed with the Chancellor by mutual agreement of the Chancellor and the Association.

## Article 5 – Personnel File

- A. Each campus shall maintain, for official University purposes, one (1) official personnel file for each unit member. This file shall be kept under conditions that insure its integrity and safekeeping and shall contain copies of personnel forms, official correspondence to and/or from the unit member, written evaluations and other appropriate material relating to the unit member's employment. Unit members shall be informed by the University of the location of the official personnel file. A supervisor's personal notes regarding the employee, counseling memorandum/letters of direction, equal opportunity complaints including supporting documentation, and records relating to grievances and/or arbitrations, are specifically excluded from the official personnel file except as otherwise provided by Article 15, Paragraph E(4).

Handling of sensitive documents which are prepared for retention in the official personnel file (referenced above) should occur with regard for the subject employee's concern for appropriate privacy and the University's proper interests. No information or material from the official personnel file shall be released to any outside person, organizations or institutions without the prior written permission of the unit member.

Excluded from this requirement is any release of information that is specifically required by statute or governmental regulation, subpoena or other court orders; however, should such information be provided, the bargaining unit member will be timely informed of what specific information is being provided and to whom such information is released, unless such notification is contrary to the statute, regulation, subpoena or court order.

- B. Unit members shall be sent a copy of all material henceforth placed in the file at the same time as it is placed in the file. Anonymous, unattributed or inappropriate material shall not be placed in the file. A unit member shall have the right to submit a written response to any material placed in the personnel file. This written response shall then be filed and attached to the appropriate file material. Any correspondence addressed to a unit member that is to be placed in the personnel file shall be sent to the unit member "cc: Personnel File."
- C. Unit members shall have the right to examine their file in the presence of the file's custodian, or that individual's designee, during the normal business hours of the office in which the file is kept. A unit member may obtain copies of any material in the personnel file. Access shall be permitted and copying accomplished during the normal business hours of the office in which the file is kept. A unit member whose regular work location is not in the same city or town as the location where her/his personnel file is maintained may request from the file custodian that a paper or electronic copy of the file be sent to the unit member at no cost to enable the unit member to examine the file. The request must be a signed written request or sent from the unit member's Maine.edu account. The copy of the file will be sent to a University physical address or a member's Maine.edu e-mail address. Such a request may be made no more than once per year. The file custodian will provide the requested copy of the file as soon as practicable and no later than ten (10) business days after the request.
- D. Unit members are encouraged to periodically review their file. It shall be the responsibility of each unit member to annually update the personnel file including any relevant professional accomplishments.
- E. A unit member may indicate in writing to the file's custodian those materials which the unit member considers inappropriate to be retained. The materials shall be reviewed by the file's custodian and shall be removed from the file if adequate justification is shown for their removal.
- F. In a specific personnel action no use may be made of any material which has not been properly and timely placed in the official personnel file with the exception of recommendations regarding a specific personnel action by reviewing individuals or bodies which shall be placed in the personnel file as soon as a decision is reached in the specific action. In addition, counseling memorandum may be used by the University as documentation of prior discussions to support subsequent personnel actions in the specific area covered by the memorandum for 12 months following the issuance of the letter.
- G. The file shall be available to authorized committees and individuals responsible for the review and recommendation of a unit member with respect to any personnel actions.

- H. The Association or duly designated representative shall have access to a unit member's personnel file providing written authorization has been granted by the unit member to the custodian of the files. The Association or the duly designated representative shall be subject to the same rules on access and copying that are applicable to the unit member.
- I. The Association agrees to indemnify and hold the Board harmless from and against any liability for any claim of improper, illegal or unauthorized use by the Association, or a duly designated representative, of information contained in the personnel file.
- J. If the Association requests material relevant to a grievance that did not accompany the grievance, the University will make a reasonable effort to provide relevant material that is in its possession unless provision of such material is deemed by the University to be violative of its responsibility under 1 MRSA S401-410.
- K. Materials relating to a bargaining unit member's evaluation and any other sensitive information pertaining to a unit member's employment shall be treated with appropriate safeguards which respect the employee's privacy. Appropriate safeguards include measures such as envelopes, folders, and secure electronic files.

### **Article 6 – Appointment, Reappointment and Non-Reappointment**

#### **A. Appointment**

- 1. Persons appointed to positions which under the University of Maine Labor Relations Act would result in bargaining unit status shall be given an appointment which includes a probationary period.
- 2. Upon the appointment of a new regular employee to a bargaining unit position, the University shall forward a copy of the appointment letter for said employee to the Maine Education Association in care of the UMPSA President.

#### **B. Probationary Period**

- 1. Each new employee shall be required to serve an initial six (6) month probationary period and shall be made known in writing at the time of the initial appointment. The University may extend the probationary period by an additional six (6) months of active employment by providing a reason(s) to the unit member in writing. The University shall send the Association a copy of the probationary extension notification solely for informational purposes. The lack of notice to the Association shall not constitute any grounds to diminish the University's right to extend the probationary period. The University may grant a continuing appointment prior to the end of the probationary period that was established at the time of appointment. The probationary period for a unit member with a soft-money appointment shall be in accordance with Article 10. The probationary period for a unit member with a non-renewable fixed length term shall be in accordance with Article 31.
- 2. During the probationary period, the person shall be evaluated in writing prior to the completion of the initial six (6) month period of the appointment. A decision to terminate a unit member for unsatisfactory job performance any time between the completion of the initial six month period of appointment and the end of the probationary period shall be supported by an unsatisfactory written evaluation.
- 3. A unit member shall be given at least one (1) month written notice or pay and benefits in lieu of notice that his/her employment will be discontinued within the probationary period, or that he/she will not be reappointed beyond the probationary period. Such notice shall not be required in the event of the termination of a unit member for just cause during the probationary period, the expiration of non-renewable fixed length appointment, or the cessation of funding in the case of a unit member with a soft money appointment. In the event that a unit member is provided with pay and benefits in lieu of notice, the unit member must also continue to contribute his/her proportionate share.
- 4. Fogler Library – The University of Maine: The initial 6-month probationary period for Librarian/Professional I at the Fogler Library may be extended by an additional six-months in accordance with the provisions of B 1. UMS may extend the probationary period by up to an additional year, resulting in maximum probationary period of 24 months, with mutual agreement of the employee, UMPSA, and

UMS. If an employee who has had their probationary period extended beyond one year is terminated prior to completing the extended probationary period, they will receive 2 week's severance pay in addition to the notice or pay and benefits in lieu of notice per the provisions of B. 3.

**C. Reappointment**

Except for unit members with soft money or non-renewable fixed length appointments, unit members who are reappointed beyond the probationary period shall receive a continuing appointment. Unit members with soft money or non-renewable fixed length appointments shall not be eligible for continuing appointment status.

**D. Information to be provided to unit members**

A unit member shall receive current information regarding:

1. the existing evaluation system applicable to the unit member;
2. the unit member's job description;
3. a copy of this Agreement;
4. the unit member's work schedule; and
5. fringe benefits.

**E. Appointment Status**

1. "Probationary appointment" shall mean an appointment which is without continuing appointment status and which is neither a soft money nor non-renewable fixed length appointment. Probationary appointees may be removed subject to the provisions of this Article; Article 7, Job Openings and Promotions; Article 8, Termination; or they may leave employment by resignation or retirement.
2. "Continuing appointment" shall mean the right of a unit member to continued employment without removal except as provided for in Article 8, Termination, or Article 9, Layoff and Recall, or by resignation or retirement.
3. "Soft money appointment" shall be in accordance with the terms of Article 10.
5. "Non-renewable fixed length appointment" shall be in accordance with the terms of Article 31.

## **Article 7 – Job Openings and Promotions**

**A. Career Ladders**

Classification structures providing for non-competitive promotion from one title to others within the professional bargaining unit are available for all unit members if mutually agreeable between the employee and the supervisor. Procedures for such promotions may be revised or developed by the University during the period of this Agreement. The University will provide affected unit members and the Association with an opportunity to comment regarding revised or developed procedures. The University will notify the Association of such changes. Upon receipt of such notification the Association will have a period of ten (10) working days in which to review the revised or developed procedures and approve or disapprove. If the Association fails to respond within ten (10) working days, the Association shall be deemed to have approved such revisions or developments.

**B. Job Openings**

1. Whenever a job opening occurs for a position or title included or leading to inclusion within the professional bargaining unit that is anticipated to last more than one hundred eighty (180) days, professional position announcements shall be placed on designated bulletin boards at each location throughout the University System, campus newsletters, and campus websites. At each campus at least one bulletin board shall be in a location that is not in the immediate vicinity of the human resources / personnel office. Any posting shall include the type of appointment, its length if applicable, summary of the duties to be performed, qualifications, job status, and work year and salary range for the position. A copy of such notices shall be promptly furnished to the Association at that time. In the event of positions filled by (a) persons specifically identified for positions in funded grants, (b) post-doctorate research associates, (c) recruitment in



accordance with an applicable Affirmative Action Plan, (d) internal candidates within a department when all unit members within the department have been given timely notice of the opening, or (e) by mutual agreement of the Association and the University, the University shall be required to post internally but not required to conduct a search.

2. Applications shall be submitted in writing in accordance with the notice of the opening and the applicants shall identify themselves as unit members.
  3. Unit members from the campus at which the opening exists shall be considered prior to other applicants. Any internal candidate who meets the minimum job qualifications will be given an interview prior to external candidates.
  4. The unit member best qualified for the position may be selected to fill the opening. Where two or more applicants are equally qualified, the applicant with the greatest length of relevant University service, if any, shall be selected. The University may hire the most qualified candidate regardless of whether they are internal or not.
- C. 1. Unit members with continuing appointments who are selected for such an opening shall be required to serve a sixty (60) day probationary period in the new position. Except in cases of termination for just cause, a unit member who is not continued in the new position during or at the conclusion of this probationary period shall have the right to return to his or her former position and resume the continuing appointment. Unit members who are continued in the new position after the conclusion of this probationary period shall be given a new continuing appointment except in cases where the new appointment is a soft money or non-renewable fixed length appointment.
2. Unit members with probationary appointments, including those in the probationary period of a non-renewable fixed length or soft money appointment, who are selected for such an opening shall have the status of new employees and shall serve a probationary period in the new position in accordance with Article 6.B. Unit members with soft money appointments who have completed a probationary period who are selected for such an opening shall serve a probationary period in the new position which shall not exceed six (6) months. The unit member's related University experience, if any, shall be considered by the University in the determination of the length of the probationary period in the new position.
- D. The University shall post notices of vacancies for professional positions which are not included in the bargaining unit. Such notices shall be posted on all bulletin boards as described in this Article.

## **Article 8 – Discipline and Termination**

### **A. Definitions:**

1. "Termination" shall mean the removal from employment of: 1) a unit member with a continuing appointment at any time; 2) a unit member, following completion of the probationary period, with a non-renewable fixed length appointment or soft money appointment during the period of the appointment or funding for the position; or 3) a unit member during the probationary period without notice as provided in Article 6, Appointment, Reappointment and Non-Reappointment.
2. "Suspension" shall mean the temporary removal of a unit member from the performance of duties. Suspension may be with or without pay.
3. "Discipline" shall mean such things as reprimands, disciplinary demotions, transfers or unusual limitations on access to University facilities or services.

### **B. No unit member shall be terminated, suspended without pay or disciplined without just cause.**

- C. A grievance regarding the discharge of a unit member may be initiated at Step 2 of the grievance procedure as set forth in Article 15, Section C, within twenty (20) days after the notification of discharge.

- D. A unit member who is terminated, suspended or disciplined shall be given prompt written notice of the action taken and the reasons therefore.
- E. Prompt written notice of the termination, suspension or discipline of any unit member shall be given to the Association's respective campus grievance chairperson or campus chapter president or UniServ Director. This notice shall not be required in the case of an oral reprimand.
- F. A unit member may be suspended with pay for up to ten (10) working days in order to conduct an investigation which may result in termination, suspension without pay or discipline. The unit member may be represented by an Association representative during the investigation who shall receive copies of any correspondence to the unit member regarding the investigation. In the event that the unit member is exonerated, all pay lost from a resulting suspension without pay shall be returned to the unit member.
- G. A written reprimand shall not remain in effect for a period of more than eighteen (18) months from the date of occurrence upon which the reprimand is based, provided that the unit member has not otherwise been disciplined during such period and shall be removed from the employee file at the end of the period upon request of the unit member.

### **Article 9 – Layoff and Recall**

- A. "Layoff" shall mean the discontinuance of a unit member with a continuing appointment at any time for bona fide financial or program reasons.
- B. The University shall designate the layoff unit within which layoff may occur and the positions within said layoff unit which will be eliminated.
  - 1. Unit members within the designated layoff unit shall be grouped into the following categories:
    - a. unit members without continuing appointments.
    - b. unit members with continuing appointments with less than five (5) years of relevant University service.
    - c. unit members with continuing appointments with at least five (5) years, but less than ten (10) years of relevant University service.
    - d. unit members with continuing appointments with at least ten (10) but less than fifteen (15) years of relevant University service.
    - e. unit members with continuing appointments with fifteen (15) or more years of relevant University service.
  - 2. Unit members who occupy a position which will be eliminated within the designated layoff unit may retain employment in another position within the layoff unit which will not be eliminated provided that:
    - a. The position to be retained is occupied by a unit member in a lower designated category;
    - b. Retention of employment shall be in that position, if any, which is occupied by a person in the lowest category in the layoff unit for which the unit member in the position to be eliminated possesses skills, training and qualifications necessary to perform the services to be maintained.
    - c. Qualifications referenced in 9.B.2.b as determined by the University shall be reasonably related to the services to be maintained.
  - 3. Selection for layoff among unit members within the same category in the layoff unit shall be based upon assessment by the University of relative skills, experience and evaluations, the needs of the University, and affirmative action goals. When unit members within the same category in the layoff unit are equal in regards to the aforementioned criteria, length of continuous University service at the campus shall determine the selection for layoff, with the least senior employee laid off first.

- C. 1. Unit members with continuing appointments with less than five (5) years of service shall receive at least six (6) months' notice of layoff in writing or four (4) months' pay and benefits in lieu of notice. Unit members with continuing appointments with five (5) or more years of service shall receive at least six (6) months' notice of layoff or the equivalent in pay and benefits in lieu of notice; with the agreement of the affected unit member, a combination of notice and pay and benefits in lieu of notice totaling six months may be provided. The following shall be the additional months of severance pay received by unit members with continuing appointments after active employment ceases based on their length of service. For the purpose of this section benefits shall be defined as health, dental, and life insurance. It is further understood and agreed that benefits are subject to the employee payment of their share of benefits costs:

Years of Service	Severance Amount in Months
less than 2 years	1/2
at least 2 but less than 6 years	1
at least 6 but less than 8 years	2
at least 8 but less than 10 years	3
at least 10 but less than 12 years	4
at least 12 but less than 14 years	5
at least 14 but less than 16 years	6
at least 16 but less than 18 years	7
at least 18 but less than 20 years	8
at least 20 but less than 22 years	9
at least 22 but less than 24 years	10
at least 24 but less than 26 years	11
26 years or over	12

One-half of the number of months of additional severance pay for which the unit member is eligible will be paid as a lump sum payment at the time of layoff. For this purpose, the number of months to be paid as a lump sum will be rounded to the next full month if a fraction. Severance pay which is paid as a lump sum will be unaffected by future employment with the University. The remainder of the severance pay shall be paid on a monthly basis for the number of months remaining in the severance pay period. If the unit member is re-employed by the University during this portion of the severance pay period, remuneration under this Article shall be reduced by the amount of salary paid in the position in which re-employed. Severance payments shall include the University's contribution to the TIAA-CREF retirement plan and deductions for the unit member's contribution to TIAA-CREF retirement plan shall be made from the severance payments.

2. Unit members who have been laid off shall be eligible to participate at their cost in University group life and health insurance for one (1) year following the effective date of layoff, except if recalled within three (3) months, the University shall reimburse the unit member for the University's share of the premium payment.
  3. Unit members who have accumulated unused annual leave balances shall be reimbursed for such balance in accordance with Article 19, Section D.3.
  4. Unit members recalled after layoff shall not be considered to have suffered a break in service for purposes of seniority and sabbatical eligibility.
- D. In lieu of layoff or displacement a unit member under this section may voluntarily be placed by the University in a vacant continuing appointment eligible position in the bargaining unit for which the unit member is qualified. This provision shall supersede the provisions of Article 7. Section B. All offers and acceptances shall be in writing.
- E. 1. For two (2) years following the effective date of layoff, a unit member who has been laid off, who indicates  
a desire to be placed on a recall list, and who is not otherwise employed in an equivalent full-time University position, shall be offered reemployment in the same position at the campus at which previously employed at the time of layoff should an opportunity for such reemployment arise. The unit member shall resume the

continuing appointment upon recall. The unit member shall receive the same salary which was received at the time of layoff plus any non-discretionary increases in salary or benefits received by the unit covered by this Agreement.

2. a. For two (2) years following the effective date of layoff all persons on the recall list shall regularly be informed of University position vacancy announcements in the unit by the campus of layoff for any other positions which result after completion of the procedures described in Article 7, Job Openings and Promotions, section B.1. University wide position openings will be posted at campus Human Resource offices or be made available by electronic media where such technology is available. A unit member may request forwarding of announcements by the campus of layoff. It shall be the unit member's responsibility to keep the campus of layoff advised of the unit member's current address for the purpose of sending vacancy announcements.
- b. Upon application, persons on the recall list shall be offered reemployment in a substantially similar position at the campus at which previously employed at the time of layoff should an opportunity for such reemployment arise. The unit member shall resume the continuing appointment upon recall. The unit member shall receive the same salary which was received at the time of layoff plus any non-discretionary increases in salary or benefits received by the unit covered by this Agreement or the salary for the position if higher or lower.
- c. Persons on the recall list shall be considered for any other vacancy described in section E.2.a of this Article upon application together with active unit members at the campus at which the vacancy exists.
3. Any offer of appropriate reemployment pursuant to this Article must be accepted within fourteen (14) days after the date the offer is received. In the event such offer of reemployment is not accepted, the unit member shall receive no further consideration pursuant to this Article. The Association is not barred from grieving this section.
- F. Unit members who desire to receive University life and health insurance and/or to be placed on a recall list in accordance with this Article must so notify the University in writing by no later than thirty (30) days after the effective date of layoff. The University will inform unit members in writing prior to the effective date of the layoff of their eligibility to continue insurance coverage and to be placed on a recall list and the procedures to exercise either right.
- G. For two (2) years following the effective date of layoff, a unit member who has been laid off and who is on the recall list shall be eligible for the employee tuition waiver benefit described in Article 20. Dependent tuition waiver shall be in accordance with Article 20, Section K.
- H. When a layoff is ordered, the University shall inform the Association of the designated layoff unit and of the titles of positions to be eliminated and shall make available to the Association in a timely manner all information upon request.
- I. In the event of layoffs the University shall establish a recall list and promptly supply the Association with the list and any subsequent changes.
- J. This Article does not refer to unit members with probationary, soft money or non-renewable fixed length appointments.
- K. Unit members who are laid off and who have completed twenty (20) or more years of continuous, regular University service may continue to participate in the University's group health plan. This does not change existing contract provisions which allow laid off unit members to participate in the health plan at their cost for one year following layoff. Participation is only available if the unit member participated in the group health plan immediately before lay-off. The unit member shall be responsible for payment of all premium costs for personal and dependent coverage. Unit members covered by this policy are not eligible for any reduced premium costs which may be available to University retirees, unless the unit member would be eligible to retire (based on age and service) and does retire rather than receive the layoff. A laid off unit member who wishes to continue health plan coverage under this policy, must notify the University within thirty (30) days of the effective date of the layoff.

## Article 10 – Soft Money Appointment

- A. 1. “Soft money appointment” shall mean an appointment which is the result of external funding from agencies, institutes or organizations over which the University has no financial control. The employment of a unit member with a soft money appointment shall be contingent upon such funding for the position. A unit member with a soft money appointment shall have no right to any reappointment beyond the length of the funding except as provided in this Article. The University, in the letter of appointment, shall clearly convey the intent of this section at the time of hire.
2. Appointments which are the result of soft money funding shall include a probationary period. The length of the probationary period shall be determined by the University but shall not exceed nine (9) months in length. Employment thereafter shall be contingent on continued funding from the granting agency for the position except as described in Section A.3. A unit member with a soft money appointment who has completed the probationary period for the position will not be terminated except for just cause. Written notice of cessation of employment as a result of discontinuation of funding from the granting agency shall be given as soon as possible to the unit member and to the Association. One month’s notice of cessation shall be provided when possible. This notice shall be rescinded if continued funding for the position is obtained prior to the effective date of discontinuance.
3.
  - a. In the event that bona fide financial or program reasons exist for the discontinuance of a unit member with a soft money appointment, the University shall designate a unit within which such discontinuance may occur.
  - b. Unit members who occupy a position which will be eliminated within the designated unit may be retained in another position within the designated unit which will not be eliminated provided that:
    - i. the position to be retained is occupied by a unit member with less continuous, regular service at the campus; and
    - ii. retention of employment shall be in that position, if any, for which the unit member possesses skills, training, and qualifications which are at least substantially equal to those of the incumbent.
  - c. Selection for discontinuance among unit members within the designated unit shall be based upon assessment by the University of relative skills, experience and evaluations, the needs of the University, and affirmative action goals. When unit members within the designated unit are equal in regards to the aforementioned criteria, length of continuous University service at the campus shall determine the selection for discontinuance, with the least senior soft money employee’s position discontinued first.
- B. 1. A unit member with a soft money appointment who has completed the probationary period for the position and whose employment ceases pursuant to Section A of this Article shall be eligible to participate at his/her cost in University group life and health insurances for one year following the effective date of cessation of employment, except if recalled within three (3) months the University shall reimburse the unit member for the University’s share of the premium payment.
2. Unit members recalled after such cessation of employment shall not be considered to have suffered a break in service for purposes of seniority and sabbatical eligibility.
- C. 1. For two (2) years following the effective date of cessation of employment, such unit member who indicates a desire to be placed on a recall list, and who is not otherwise employed in an equivalent full-time University position, shall be offered reemployment in the same position at the campus at which previously employed at the time of cessation of employment should an opportunity for such reemployment arise. The unit member shall receive the same salary which was received at the time of cessation of employment plus any non-discretionary increases in salary or benefits received by the unit covered by this Agreement.
2.
  - a. For two years following the effective date of cessation of employment, all persons on the recall list shall regularly be informed of University position vacancy announcements in the unit by the campus of employment, for any other positions which result after completion of the procedures described in

Article 7, Job Openings and Promotions, section B.1. University wide position openings will be posted at campus Human Resource offices or be made available by electronic media where such technology is available. A unit member may request forwarding of announcements by the campus of employment. It shall be the unit member's responsibility to keep the campus of employment advised of the unit member's current address for the purpose of sending vacancy announcements.

- b. Upon application, persons on the recall list shall be offered reemployment in a substantially similar soft money position at the campus at which previously employed at the time of layoff should an opportunity for such reemployment arise. The unit member shall receive the same salary which was received at the time of cessation of employment plus any non-discretionary increases in salary or benefits received by the unit covered by this Agreement or the salary for the position if higher or lower.
  - c. Persons on the recall list shall be considered for any other vacancy described in Section C.2.a of this Article upon application together with active unit members at the campus at which the vacancy exists.
3. Any offer of appropriate reemployment pursuant to this Article must be accepted within fourteen (14) days after the date the offer is received. In the event such offer of reemployment is not accepted, the unit member shall receive no further consideration pursuant to this Article. The Association is not barred from grieving this section.
- D. Unit members who desire to receive University life and health insurance and/or to be placed on a recall list in accordance with this Article must so notify the University in writing by no later than thirty (30) days after the effective date of cessation of employment. The University will inform unit members in writing prior to the effective date of cessation of employment of their eligibility to continue insurance coverage and to be placed on a recall list and the procedures to exercise either right.
  - E. The University shall establish a recall list and promptly supply the Association with the list and any subsequent changes in said list.
  - F. For two (2) years following the effective date of cessation of employment, a unit member who is on the recall list shall be eligible for one-half of the employee tuition waiver benefit described in Article 20.
  - G. Soft money unit members whose employment ceases as a result of discontinuation of funding shall receive the following amounts of economic assistance, distributed on a first-come, first-served basis:

3 through 6 years of service	\$3,000
6 through 10 years of service	\$4,000
10 or more years of service	\$5,000

The payment of economic assistance to eligible soft money unit members with less than full-time appointments shall be made on a pro-rata basis. However, for an eligible soft money unit member with fifteen (15) or more years of service whose work year (e.g. fiscal year to nine (9) months) or job status (e.g. full-time to part-time) has been involuntarily changed and who is subsequently subject to soft money discontinuance within a three (3) year period from the effective date of the change, the payment of economic assistance will not be prorated. The University shall notify the Association as the funds are disbursed.

Effective on the date of execution of this agreement, this economic assistance pay shall be funded up to the amount of \$90,000, which shall be the University's total liability under this section for the term of the agreement.

## **Article 11 – Professional Rights**

- A. No unit member shall be harassed, intimidated or coerced by the University as a result of the appropriate professional performance of assigned work.
- B. The University and the Association agree that unit members should have a work environment which is free of harassment and intimidation. Any unit member who believes there exists a hostile or intimidating work environment may file a grievance at Step 2 of the grievance procedure.

- C. No unit member shall be required to perform personal services by any University employee. Personal services are defined as providing support for activities that are not related to University business.
- D. When a unit member is assigned work by two (2) or more persons, it shall be the responsibility of the unit member's supervisor(s) to resolve conflicts in assignments which may arise.
- E. No unit member shall be required by the University to contribute to fund raising campaigns.

## **Article 12 – Job Descriptions**

- A. The University will annually review with each unit member his or her existing job description. This will normally occur at the time of the annual performance appraisal.
- B. When significant changes in the unit member's assigned responsibilities occur, the University, with input from the unit member, shall promptly revise the official job description. The unit member shall be promptly informed of any revisions to the job description. If such changes occur, the unit member may exercise his/her rights under Article 17.C.
- C. Copies of any initial or revised official job description shall be promptly provided to the unit member and placed in the unit member's personnel file. A copy of any initial or revised official job description for each unit member shall be promptly supplied to the Association upon request.
- D. If a unit member believes the job description does not accurately describe his/her assigned responsibilities, that person shall prepare a written addendum to the job description and provide it to the appropriate supervisor for inclusion in the file. If any dispute results, the University shall make a reasonable effort to resolve the dispute as soon as possible.
- E. A unit member's job description will contain, at a minimum, the following elements:
  - 1. title;
  - 2. statement of the job, a concise statement of the primary functions of the position;
  - 3. a statement of major tasks or duties assigned;
  - 4. to whom the position reports;
  - 5. supervisory responsibilities, including number and type (classified, student, etc.) of employees supervised and scope of supervisory authority;
  - 6. minimum qualifications for the position;
  - 7. revision date.

## **Article 13 – Evaluation**

- A. The University and the Association agree that a meaningful and effective performance appraisal system promotes and enhances on-going, two-way communication between supervisors and employees in order to:
  - a) establish mutually understood performance expectations/goals;
  - b) provide feedback on accomplishments and areas in need of improvement;
  - c) develop a plan for maintaining job performance at a satisfactory level or for improving performance;
  - d) deal with specific serious performance problems as they occur.

The formal, written evaluation for each evaluation period summarizes the employee's job performance for that period.

- B. The University shall conduct annual evaluations for the continuing assessment of each unit member's job performance. Each evaluation shall be based on applicable evaluation criteria, which shall be related to skills, abilities, knowledge, and other factors relevant to the performance of the unit member's assigned duties.

- C. 1. Annual evaluations shall be conducted at least once each year after the probationary period is completed, and  
as scheduled in Article 6, Appointment, Reappointment and Non-Reappointment, for employees within their initial probationary period.
2. A unit member will normally be evaluated within the thirty (30) day period preceding the anniversary of employment or up to ten (10) days after the anniversary date. A campus or department may establish an alternate annual schedule for evaluation of unit members, which shall be communicated in writing to affected unit members and the Association at least (90) ninety days prior to the effective date of the alternate schedule. The change to an alternate evaluation schedule shall not be used to avoid the awarding of a satisfactory performance, due to a late or missed evaluation. The alternate schedule of evaluation shall include only the previous twelve-month period, or from the original anniversary date forward, whichever is shorter. If the annual evaluation is not conducted within thirty (30) days of when it should have been conducted, the evaluation shall be considered satisfactory for that year. A statement to that effect will be placed in the unit member's personnel file upon written request of the unit member to the campus Human Resources Office.
- D. The unit member's performance shall be evaluated by his/her supervisor. The supervisor may request additional input from other persons, including but not limited to other University employees familiar with the unit member's work, peers, clients or users of services. Such input, where utilized in the evaluation of a unit member, will be systematically requested. In those units where such additional input has been obtained in the past, this practice shall not be arbitrarily discontinued. Nothing in this section shall prohibit a unit member from requesting such input from other University employees, peers, clients or users of services.
- E. The unit member and the supervisor responsible for conducting the evaluation shall meet to discuss the unit member's performance, workload demands, and job description. This meeting shall not be recorded by means of an audio or video recorder without mutual consent of the participants. The written evaluation and/or discussion shall include specific comment on the unit member's strengths and weaknesses, and where necessary, shall suggest or direct specific methods for improvement.
- F. Confidentiality of the information is the shared responsibility of the unit member, the supervisor, any reviewing administrator(s) and the file custodian. Evaluation documents shall be handled in accordance with the provisions of Article 5.
- G. A copy of the final written evaluation shall be provided to the unit member within one week of its completion by the supervisor.
- H. The unit member shall sign and return a copy of the evaluation to the supervisor within seven (7) calendar days of its receipt by the unit member only for the purpose of acknowledging receipt of the evaluation. An unsigned copy of the written evaluation shall be placed in the personnel file if a copy of the evaluation is not signed and returned within the seven (7) day period.
- I. The Unit member shall have the right to append a written response or comments to the evaluation after receipt of the final written evaluation.
- J. The evaluation and timely response, if any, shall become part of the personnel file.
- K. In the event a grievance has been filed by a unit member concerning an action of his/her supervisor, the provisions of Article 15, E.1 shall apply to future evaluations.
- L. The form in Appendix C is the only form currently approved for use in the evaluation of unit members. If, during the life of this Agreement, a department, division or other appropriate unit desires to use an alternative form that alternative form must be submitted to the university Director of Human Resources who shall certify that the alternate form or procedure meets the requirements of this Article. Absent certification from the Director the evaluation form in Appendix C is the default evaluation for all members of the unit. A copy of any certified alternate form or procedure shall be forwarded to the Association. The Salaried Employee Self-Assessment mentioned in Appendix C is optional. Unit members shall not be required to submit the Salaried Employee Self-Assessment.



- M. A Performance Improvement Plan may be an appropriate tool for the management of employee job performance when documented performance concerns exist and said concerns have been the subject of ongoing discussions between the employee and their supervisor. A PIP shall occur following an unsatisfactory evaluation or at any other time where documented performance concerns exist and said concerns have been the subject of ongoing discussions between the employee and their supervisor. No PIP shall be required for regular employees where cause exists for termination of employment and no PIP shall be required for probationary unit members.

Any Performance Improvement Plan (PIP) used in the performance management of UMPSA unit members shall be accompanied by documentation or evidence of unsatisfactory performance and shall be drafted with an opportunity for input of the affected employee. PIPs shall be documented on the PIP form attached in Appendix J and shall meet the following criteria:

1. All performance deficits will be clear, specific, and supported by evidence.
2. Goals shall be specific, objective, and measurable.
3. Where and when applicable and appropriate a statement of the assistance to be provided by the supervisor and/or others shall be connected to each objective.
4. A timeline for the evaluation and completion of the PIP. PIPs shall be for no longer than 90 days. However, this does not preclude subsequent PIPs.

In the instance where a PIP is completed in a satisfactory fashion the PIP shall be clearly marked as having been completed satisfactorily. A satisfactorily completed PIP shall be removed from the employee's file 18 months after satisfactory completion unless there are repeated performance concerns within those 18 months.

## **Article 14 – Work Year/Work Week/Work Schedule**

### **A. Work Year**

1. The work year for each unit member shall be for the number of months specified by the University at the time of appointment and shall include annual leave and holidays as specified in Article 19, Leaves.
2. The length of the work year for each unit member shall not be changed arbitrarily.
3. The University shall strive to implement work year changes at the start of the new work year.
4. Unit members may use accrued annual leave to cover any unpaid period during the transition to a shorter work year.

### **B. Work Week/Work Schedule**

1. Unit members are professional employees whose work schedules are not tied to a fixed number of hours per day or per week. The standard full-time work week is considered to be forty (40) hours. However, in the course of a year the number of hours worked by a unit member may vary to meet seasonal or other changed demands.
2. Unit members will be expected to meet reasonable work demands.
3. Unit members, while not entirely self-scheduled, are expected to exercise initiative and discretion in the selection of dates and times at which they will perform their work.
4. It is the responsibility of the University to assign work to professional unit members and to establish basic scheduling requirements to provide services to the various segments of the University community and meet other University objectives.
5. Work demands shall be equitably distributed between unit members in similar positions within a department, and shall not be unreasonable.

6. Each unit member and supervisor should periodically, and at least annually in conjunction with the performance evaluation, review work demands and scheduling considerations. It is the joint responsibility of the unit member and supervisor to maintain reasonable work demands and schedules.
  7. If the supervisor or the unit member feels that work demands are not reasonable or that reasonable work demands are not being met, the supervisor and unit member shall meet to try to resolve the issue. If the issue remains unresolved, the supervisor and the unit member shall meet with an Association representative and a designee for the Chief Administrative Office to discuss and resolve the issue. If the issue remains unresolved, the issue may be pursued through the grievance process, performance appraisal, or disciplinary action.
  8. When a unit member's workload exceeds reasonable demands as described above, the unit member will be expected to schedule time off in consultation with the supervisor. It is the joint responsibility of the unit member and supervisor to ensure that work demands are met without undue hardship to the University or to the unit member.
  9. The University may at its option, offer to provide additional compensation or a stipend for work in excess of normal demands or work not related to the unit member's position,. Where provided, such stipend or compensation shall be of an amount appropriate to the unit member's time commitment and base salary, except that existing policies establishing additional compensation rates which have general application shall be maintained.
- C. Nothing in this Article shall prohibit the University from maintaining, establishing, or altering procedures to record the hours worked by unit members.
  - D. Unit members shall be entitled to a combination of eight (8) weeks' notice and pay in lieu thereof in the event the University implements an involuntary change in work year (e.g. fiscal year to nine months) or job status (e.g. full-time to part-time).
  - E. Unit members with fifteen (15) years or more of service whose work year (e.g. fiscal year to nine months) or job status (e.g. full-time to part-time) has been involuntarily changed and is subsequently laid off within a three (3) year period from the effective date of change shall have severance pay computed based upon the salary received in the former work year or job status.
  - F. In the event a unit member holding a continuing appointment receives notice of an involuntary change in work year (e.g. fiscal year to nine months) or a job status change (full-time to part-time) twenty-five percent (25%) or more and elects to resign no later than ten (10) days after the effective date of change shall receive a lump sum payment equal to three (3) months pre-reduction salary.
  - G. In applying the UMS Remote Work Guidelines, the University agrees to follow the general rules below:
    1. Unit members shall be eligible to request either all or part of their job responsibilities to be performed via remote work.
    2. Requests for remote work shall be made in writing to the employee's direct supervisor for review. Not all positions are eligible for remote work and any such arrangements must be approved by the supervisor and subsequently approved by other appropriate levels of management.
    3. Management has sole authority to approve or deny requests based on an analysis of an individual unit member's job responsibilities and the eligibility and criteria outlined in the UMS Remote Work Guidelines. A remote work arrangement is a voluntary work alternative that is appropriate for some staff members and positions but not all. Whether a remote work arrangement is appropriate for a particular staff member is a case-by-case basis determination, considering the nature of the position; the impact to students, colleagues, and other constituents; and the likelihood of the employee to work successfully in a remote environment.

4. After a request for remote work is made, a decision on the request shall be rendered in 20 business days or less. If extenuating circumstances will delay the decision, management will communicate this and inform the employee of the date by which they can expect the decision.
  5. If a request for remote work is denied either in whole or in part, the unit member shall receive the reason for denial in writing from their direct supervisor.
  6. If a request for remote work is denied, a unit member may request and receive an independent HR review and analysis of the request and reasons for the denial. Employees may request such a review by contacting their HR Partner.
  7. HR shall analyze the unit member's request and the subsequent rationale for denial using the eligibility and criteria established in the Remote Work Guidelines document.
  8. HR shall provide the unit member a written copy of the findings of its independent review and analysis of the request denial within 15 or fewer working days of the receipt of the request for HR review. If extenuating circumstances will delay the review, HR will communicate this and inform the employee of the date by which they can expect the outcome of the HR review.
  9. If Administrative Leave is declared, the University will not differentiate between affected unit members who are working on campus and those who are working remotely; Administrative Leave will apply equally for unit members working under both types of arrangements.
  10. If a unit member working remotely experiences a power or internet outage and is unable to perform work, they will not suffer a loss of pay or be required to use any accrued leave time.
  11. The Parties mutually understand that unit members without reliable power or internet connection will not be allowed to continue to work remotely.
  12. In certain circumstances, employees may be required to report to work in person or otherwise adjust their remote work schedule for a short-term basis to meet operational needs. Examples include, but are not limited to, coworkers on vacation or other leave. When feasible, the University will provide reasonable notice for this short-term adjustment to the employee's remote work agreement. Employees will not be required to make a short-term adjustment on the same day in which they are notified of the temporary adjustment.
  13. Remote work agreements are subject to periodic review, generally at six months and at least at the annual performance assessment, to ensure that they meet the work demands of the position and the needs of the University and may be rescinded at any time in the sole discretion of the University.
  14. Either the University or the unit member who is under a remote work agreement agree to provide reasonable notice of a desire to end the remote work agreement. The University's rationale for any schedule change to remote work must be provided in writing to the employee and HR no less than 20 business days in advance of the effective date of the change. Remote work arrangements are not guaranteed and may be revised or discontinued in accordance with the Remote Work Guidelines. The approval, denial, revision, or discontinuation of all remote work arrangements must be provided in writing to the employee and must include the rationale for the decision. Employees may request an HR review of a revocation or revision of a remote work arrangement.
- H. The parties shall establish a Joint Labor-Management Committee to study the issue of "on call" work being performed by UMPSA represented employees.

## **Article 15 – Grievance Procedures**

The Association and the University agree that they will use their best efforts to encourage the informal and prompt settlement of any complaint that exists with respect to the interpretation or application of this Agreement. However,

in the event such a complaint arises between the University and the Association which cannot be settled informally, a grievance procedure is described herein.

A. Definitions:

1. A "grievance" shall mean an unresolved complaint arising during the period of this Agreement between the University and a unit member, a group of unit members, or the Association with respect to the interpretation or application of a specific term of this Agreement.
2. A "grievant" is the unit member, group of unit members or Association making the complaint.
3. "Days" shall mean all days exclusive of Saturdays, Sundays and officially recognized University holidays, as described in Article 19, Leaves.

B. Informal Procedure:

A complaint may be presented informally to the administrator whose decision or action is being contested.

C. Formal Procedure:

Step 1: In the event satisfactory resolution is not achieved through informal discussion, the grievant, within twenty (20) days following the act or omission giving rise to the grievance or the date on which the grievant reasonably should have known of such act or omission if that date is later, shall complete and forward to the administrator whose action or decision is being contested the written signed grievance form (Appendix A). Notice in writing that a decision will be effective at a future date shall constitute an act for purposes of initiation of this grievance procedure. A grievance so presented shall be answered in writing within twenty (20) days of receipt of the grievance.

Step 2: In the event satisfactory resolution has not been achieved in Step 1, the grievant, within twenty (20) days of receipt of the answer or of the date the answer is due if no answer is provided, shall forward the grievance form, written statement(s) why the resolution is not satisfactory, and any other documentation to the chief administrative officer or his or her designee. A grievance so presented shall be answered in writing within twenty (20) days of receipt of the grievance. If a grievance affects unit members in more than one department, division or other appropriate unit on a campus, the Association, within twenty (20) days following the act or omission giving rise to the grievance or the date on which the Association reasonably should have known of such act or omission if that date is later, shall forward to the chief administrative officer or his or her designee the written, signed grievance form referred to in Step 1. A grievance so presented shall be answered in writing within twenty (20) days of the receipt of the grievance.

Step 3: In the event satisfactory resolution has not been achieved in Step 2, the Association, within twenty (20) days of receipt of the answer or of the date the answer is due if no answer is provided, shall forward to the Chancellor or his or her designee the written grievance form, written statement(s) why the resolution is not satisfactory, and any other documentation. The Chancellor or his or her designee shall answer in writing within twenty (20) days of receipt of the grievance. If the grievance affects unit members on more than one campus, the Association, within twenty (20) days following the act or omission giving rise to the grievance or the date on which the Association reasonably should have known of such act or omission if that date is later, shall forward to the Chancellor or the Chancellor's designee the written signed grievance form referred to in Step 1. A grievance so presented shall be answered in writing within twenty (20) days of receipt of the grievance.

Step 4:

- a) In the event a grievance is not satisfactorily resolved at Step 3 of the grievance procedure and the Association wishes to proceed to arbitration, it shall serve written notice to that effect. Notice shall be by certified mail directed to the Chancellor within twenty (20) days after receipt of the Step 3 answer or the date the answer is due, if no answer is provided. The parties shall confer within ten (10) days to select an arbitrator competent in matters concerning institutions of higher education. Should the parties be unable to agree upon an arbitrator, the grievance will be referred to the American Arbitration Association for resolution by a single arbitrator in accordance with the procedures, rules and regulations of that Association.

- b) The arbitrator shall have no authority to add to, subtract from, modify or alter the terms or provisions of this Agreement. Arbitration shall be confined to disputes arising under the terms of this Agreement.
- c) The arbitrator shall have no authority to substitute his or her judgment for the professional judgment exercised by the chief administrative officer or Board of Trustees or designee(s) in cases regarding:
  - 1) the decision not to continue the unit member beyond the probationary period;
  - 2) initial bona fide decision of the University to lay off or to terminate a program or portion thereof.
- d) The arbitrator's decision as to whether there has been a violation of this Agreement shall be final and binding on the University, the Association and any and all affected unit members.
- e) An arbitrator may award lost compensation where appropriate to remedy a violation of the agreement, but the arbitrator may not award other monetary damages or penalties.
- f) In no case shall the arbitrator award a continuing appointment as a remedy nor shall an arbitrator's decision awarding employment beyond the probationary period entitle the unit member to a continuing appointment except where the unit member would have been granted a continuing appointment by the University but for a violation of this Agreement.
- g) If a unit member is re-appointed at the direction of an arbitrator, the chief administrative officer may reassign the unit member during such reappointment to some mutually agreed upon assignment.

D. Duplicate Proceedings:

Employees may also have rights to pursue claims or complaints through outside agencies, including but not limited to the Maine Human Rights Commission and Office of Civil Rights.

E. Rights and Responsibilities of the Grievant, University and Association:

- 1. No reprisals shall be taken by either the grievant, Association, or the University against any participant in the grievance procedure by reason of such participation.
- 2. A unit member may be represented at any level of the grievance procedure only by an Association designated representative, or professional staff or counsel of the Maine Education Association.
- 3. When a unit member is not represented by the Association at Step 1 or 2, the Association shall have the right and reasonable opportunity to be present at any meeting between the grievant and the University after the submission of the written signed grievance form.
- 4. Except for the decision resulting from arbitration or settlement, all documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the unit members.
- 5. The forms which must be used for filing a grievance (Appendix A) and any subsequent review (Appendix B) shall be prepared by the University and supplied to unit members and the Association.
- 6. In all grievances at Steps 2 and 3, the grievance designees for the Association and the University, or their representatives, will arrange a meeting to discuss the grievance. Other participants in the matter which is the subject of the grievance may attend by invitation of a party. The requirement to conduct such a meeting may be waived with respect to any grievance by mutual agreement, confirmed in writing, of the University and Association representatives involved. All meetings and hearings under this procedure shall be conducted in private and shall include only the parties in interest and their designated representatives.
- 7. In the event that a grievance is not timely answered by the University at any step in the procedure, the grievant or the Association, as appropriate, may file at the next step in the procedure.

8. The costs of arbitration will be borne equally by the University and the Association. Such shared cost shall be limited to the arbitrator's fee and expenses and the charges of the American Arbitration Association.
9. The University shall promptly forward to the Association a copy of any submitted written grievance and any written material accompanying the grievance. This requirement is waived in the case of grievances filed by the Association, or unit member(s) who are represented by the Association or its representatives.
10. No complaint informally resolved or grievance resolved at Steps 1, 2 or 3 shall constitute a precedent for any purpose unless agreed to in writing by the Chancellor or designee and the Association.
11. All grievances shall be filed within the time limits set forth or the grievance will be deemed to have been resolved by the decision at the prior step. The time limits in this Article may be extended by mutual agreement of the grievant and the appropriate University administrator at any step of the grievance procedure except that the time limits for the initial filing of a grievance may be extended only by agreement between the Chancellor or designee and the Association. Any mutual agreement shall be confirmed in writing as soon as practicable.
12. Grievances will be scheduled for arbitration in the order in which the University receives from the Association notice of its intent to proceed to arbitration, except where the parties mutually agree otherwise in this Agreement. In scheduling arbitrations, the parties may mutually agree to schedule more than one grievance to be heard by a single arbitrator.

F. Mediation:

Prior to arbitration the parties may mutually agree to mediate their dispute. Any cost of mediation shall be split equally by the parties. Should the dispute remain unresolved following mediation the Association may elect to arbitrate the matter. Neither party may admit as evidence at arbitration the fact that mediation occurred or discussions which may have occurred at mediation.

### **Article 16 – Checkoff and Maintenance of Membership**

- A. Within sixty (60) days of the effective date of this Agreement, all unit members who are not members of the Association may elect membership in the Association. Any person employed by the University who becomes a unit member following the effective date of this Agreement and is not a member of the Association may make an election within thirty (30) days after becoming a unit member. Each unit member shall provide the Association and the University with written notification of his or her election. Except as otherwise provided in Section B of this Article, unit members shall be bound by their election for the term of this Agreement.  
  
Any such unit member complying with these conditions shall be entitled to Association services under the Agreement only on the same basis and under the same terms as Association members.
- B. Unit members who are members of the Association as of the effective date of the Agreement or who, thereafter, during its term, become members of the Association shall maintain their membership in the Association for the term of this Agreement; provided, however, that any such unit member may resign from membership in the Association and elect either the service fee or exclusion from the two other alternatives during the period from August 15 to September 15 of a given year.
- C. The University agrees to deduct in monthly installments the regular annual dues of the Association from the pay of those unit members who individually request in writing that such deductions be made. The amount(s) to be deducted shall be certified in writing by the Association within thirty (30) days of the signing of this Agreement, and thereafter by August 10 of each year. The University shall remit monthly the aggregate deductions, together with an itemized statement containing the names of the unit members from whom the deductions have been made and the amount so deducted from each one. The aforesaid remittance shall be made by the 15th day of the month following the month in which such deductions have been made.
- D. The University shall not be responsible for making any deduction for dues or fees if a unit member's pay within any pay period, after deductions for withholding tax, Social Security, retirement, health insurance, and other

mandatory deductions required by law is less than the amount of authorized deductions. In such event it will be the responsibility of the Association to collect the dues for that pay period directly from the unit member.

- E. The University's responsibility for deducting the above dues or fees from a unit member's salary shall terminate automatically upon either: 1) cessation of the authorizing unit member's employment, or 2) the transfer or promotion of the authorizing unit member out of the bargaining unit, or 3) resignation from membership under paragraph B, which shall be effective on September 1 in the year given.
- F. The University shall deduct any authorized amount as certified by the Association in accordance with paragraph C.
- G. The Association shall indemnify, defend, and hold the University harmless against any claim, demand, suit, or any form of liability (monetary or otherwise), including attorney's fees and costs, arising from any action taken or not taken by the University in complying with this Article or in reliance upon any notice, letter, or written authorization furnished to the University pursuant hereto. The Association assumes full and sole responsibility for all monies deducted pursuant to this Article upon remittance to the Association.
- H. Professional and administrative employees upon initial appointment may voluntarily become members of the Association and utilize payroll deductions for payment of dues. The University will provide a copy of the membership form with the appointment letter.
- I. The University shall inform all unit members in writing of their obligation to make an election as specified in paragraph A above. Such notice shall be given to individuals in writing within five (5) days after becoming bargaining unit members or within (5) days after the execution of this Agreement whichever is applicable.

#### **Article 17 – Salaries**

- A. 1. Effective July 1, 2023, the base salaries of unit members as of June 30, 2023, shall be increased by three percent (3%).
- 2. The following conditions apply to all salary increases and one-time payments:
  - a. A unit member must be actively employed as of the pay period in which an increase is processed to be eligible for the increase and any retroactive pay.
  - b. Unit members at the maximum for the appropriate salary band or whose salary rate exceeds the maximum for the band are not entitled to further movement within the bands. Unit members will receive the across the board raise regardless of their location in the wage band.
  - c. The parties shall meet and discuss possibilities for the development of an incentive pay program to be negotiated at a later date.

Movement within the Salary Bands:

Future movement within the salary bands is subject to successor agreement negotiations.

- B. 1. Each unit member shall be assigned to a cohort group based upon years of completed, continuous regular service.
- 2. Cohort groups shall be established as follows:

Effective as of the date of this agreement:

  - a. Unit members shall be placed in the next eligible cohort on the July 1 following their fourth anniversary of continuous regular service. Cohort 1 shall be on odd number years; Cohort 2 shall be on even number years for the term of this agreement.
  - b. Unit members previously assigned to either Cohort 1 or Cohort 2 will remain as assigned.

- c. In addition to the requirements of sub-sections a and b, a unit member who transfers into this bargaining unit from a position not covered by the SECCP program must be in the unit as of January 1 in order to be eligible to receive an increase effective July 1 of that calendar year under this Section, Movement within the Salary Bands.
3. Effective July 1, 2021 unit members in Cohort group 1 who are deemed to have performed in a satisfactory fashion based upon the pattern of prior annual assessments conducted pursuant to Article 13 Evaluation shall receive an increase in their base salary of one and one-half percent (1.5%). This increase shall be applied after any general pay increase.
  4. Effective July 1, 2022 unit members in Cohort group 2 who are deemed to have performed in a satisfactory fashion based upon the pattern of prior annual assessments conducted pursuant to Article 13 Evaluation shall receive an increase in their base salary of one and one-half percent (1.5%). This increase shall be applied after any general pay increase.
  5. A unit member who is denied movement based upon unsatisfactory performance and under provisions 3 and 4 above, who successfully completes a performance improvement plan, shall receive an increase of 1.5% of the base salary upon successful completion of the plan and attaining satisfactory performance. The effective date of this increase shall be the date the unit member is determined to have achieved satisfactory performance. The unit member's anniversary date for future increases under this program shall be unchanged.
  6. In recognition of the findings of the Maine Labor Relations Board and state courts, notwithstanding other provisions of this article, there shall be no entitlement to further salary increases beyond the June 30, 2023, expiration date of this Agreement and employees shall remain at their respective place on the salary band until such time as further movement through the bands is provided for in a successor collective bargaining Agreement.
  7. Decisions concerning the increases for recognition described in #3 and 4 shall not be subject to the grievance procedure.
  8. The parties estimate the annual cost of the movement through the band salary program to be approximately one half of one percent of the salary base of the unit, the sum of which will be reflected in future annual across the board pay adjustments for the unit.
  9. Unit members who receive increases for satisfactory performance are expected to demonstrate the following performance characteristics:
    - a. Experienced and proficient in virtually all tasks.
    - b. Possesses necessary technical skills and demonstrates strong interpersonal and organizational skills, including self-control, credibility, ability to influence, and a desire to learn.
    - c. Expected organizational skills include strong communication, collaboration, and good understanding of relationships among all parts of the University.
  10. The statement of characteristics of satisfactory performance in section 9 above will be distributed to employees in the cohort under review each year and to their supervisors.
- C. 1. The University, with the concurrence of the subject unit member, may increase the base salary of any unit member provided that:
- a. the unit member has been assigned significant additional responsibilities, or
  - b. the increase will correct an inequity with respect to other unit members in similar positions. Such an increase shall be referred to as an Equity Adjustment.
2. A unit member who believes she/he has been assigned significant additional responsibilities may request consideration for an increase as described in this section. A unit member who believes she/he has been



assigned significant additional responsibilities may request consideration for an increase as described in the Memorandum of Understanding dated February 28, 2006 (see Appendix E).

Significant additional responsibilities shall result when:

- a. at least two factor rating increases on the PFI and a minimum of a 10% increase in the point value of the position occur or
  - b. when a change in Job Family assignment results in moving to a higher salary band.
  - c. A title change shall typically be appropriate in a reclassification to a higher salary band.
3. A unit member who believes there is an inequity with respect to salary with other unit members who are performing similar duties may request an adjustment to salary to correct the inequity. Equity determinations shall be based on a number of factors including but not limited to:
    - a. Years of service
    - b. Job duties performed
    - c. Education level
  4. The increase shall not create inequities with respect to unit members who hold position(s) with similar functions and working conditions and which require substantially similar skill, effort and responsibility.
  5. The University shall promptly notify the Association in writing of the salary adjustments described in Section C.1. This notice shall include the amount of the adjustment, the resulting base salary and the applicable subsection (C.1.b, C.2.a, or C.2.b). This shall constitute the notice specified in Article 15.C.
  6. In the event that disputes regarding Section C become the subject of arbitration, the arbitrator shall have no authority to require any other salary adjustment affecting any other person.
- D. All unit members shall receive pay checks by means of direct deposit/electronic funds transfer to the unit member's account at a financial institution.
- E. During the term of this Agreement, the University will review the current market benchmarks and relationship of SECCP ratings to the market and will report to the Association on findings.
1. F. Reopening the 2023-2024 Collective Bargaining Agreement Either party may reopen the contract during the life of the contract for negotiation on salary/wages according to the following guidelines:
- a. Either Party reserves the right to reopen Article 17 of the contract regarding base salary/wages under certain circumstances, including but not limited to: in the event the State legislature authorizes funds for additional salary increases or there is a significant change in student enrollment.
  - b. Either Party may request to reopen the contract for the purpose of bargaining in good faith. Each party will have one opportunity to reopen the contract on salary/wages.
  - c. A request to reopen the contract does not guarantee a change in salary or wages.
  - d. This Agreement shall be reopened for purposes of negotiations over wages (Article 17) only. Upon the reopener, all other provisions and all other articles of this Agreement shall remain in full force and effect, including the terms of Article 25, No Strike or Lockout.
  - e. Any reopener shall not be subject to mediation, fact finding, or interest arbitration, and negotiation of the reopener shall cease upon commencement of negotiation of the subsequent contract.

## Article 18 – Insurances

- A. 1. The University shall continue to make available to unit members a health insurance plan which is the equivalent to the plan in existence June 30, 2015, except as noted below or as amended in accordance with the provisions of Section 2.B. and C. Unit members may choose to enroll themselves and their eligible dependents in this plan. This shall not preclude consideration by the University of alternative equivalent health insurance systems during the term of this Agreement.

The parties agree to the introduction of an additional medical insurance plan option starting in plan year 2016. Such a plan option will have the same premium share percentages used to calculate the UMS and employee contributions as existing health plan choices. The plan will be priced together with all UMS health plans with the price set on an actuarial basis as compared to other plans.

2. a. Employee premium payments will be calculated at the same employee premium share percentages, based on the rates in effect for each plan year subject to the provisions of 2 B. Employees shall have the premium payments deducted from their pay for health coverage.
- b. Effective with the group health plan renewal for January 1, 2015, health plan provisions and employee contribution shares will be determined as follows:
  1. The Employee Health Plan Task Force (EHPTF) will continue as a Task Force appointed by the Chancellor with UMPSA participation to make recommendations to reduce the cost trend of the UMS group health plan through creating a culture of health, plan design changes, wellness initiatives, and medical care payment reform.
  2. Calculations of the health plan renewal percentage increase (decrease) will be based on actual claims experience through August, available in mid-September. A preliminary estimate of the renewal percentage will be available in July and will be updated in August and September with the most recent experience.
  3. For purposes of this section the term “premium” is used to refer to the actuarially determined working rate premium equivalent for the self-insured plan.
  4. If the health plan renewal percentage is 4.5% or less, UMS will pay 90% of the increase for unit members who qualify for the Level 1 wellness incentive premium share and 80% of the increase for unit members who do not qualify for the wellness incentive premium share. The unit member will pay the remaining 10 or 20% of the increase.
  5. If the health plan renewal increase is estimated to be greater than 4.5%, UMS and UMPSA will meet to negotiate between July 15 and September 15 to identify plan changes to reduce the plan renewal percentage to 4.5% or less. The parties will consider, but not be limited to, EHPTF recommendations. Decisions regarding plan provisions will be made no later than September 30 and will not be affected by experience data received later.
  6. If the parties are not able to reach agreement on plan changes that reduce the increase to 4.5% or less, the cost share for the portion of the increase in excess of 4.5% will be as follows: unit members will pay 50% of the increased cost above 4.5% and UMS will pay 50%. A unit member’s premium contribution will not exceed 15% of the total premium for unit members who qualify for the wellness incentive premium share or 27% for those who do not qualify for the wellness incentive premium share.
  7. When the increase in the plan premiums rates exceeds 4.5% and unit members consequently pay 50% of the increase amount above 4.5%, the parties will determine the difference between the rate

a unit member would have paid if paying 10% of the full increase for single coverage and the actual rate charged to unit members with single coverage. This will be referred to as the “incremental cost share.” The amount accumulated at the single coverage rate will be proportionately increased to apply to two person and family coverage.

8. The amount of accumulated incremental cost shares shall be lowered in any year in which the health plan renewal increase will be less than 4.5% using the following methodology:

The aggregated amount of incremental cost share will be determined by multiplying the incremental cost share for each level of coverage by the number of plan participants with that level of coverage as of September 30.

The total dollar amount of aggregated incremental contributions may be used to reduce the premium contribution of plan participants. The unit member’s contribution shall not be less than 10% of the total premium for the applicable coverage level.

9. Each year the share of any premium increase will be determined as described above and that amount will be added to the premium contribution amounts of the unit member and the university.
10. The parties will use this methodology with annual monitoring of the impact on costs to employees and the university, employee engagement in health improvement and reducing the cost trend in the UMS health plan. This continues during any time of an expired agreement and unit member premium contributions are subject to change each January 1.

### 3. Health Insurance Premium Rebate

- a. If during the term of this Agreement, the UMS Group Health Plan continues to operate on a self-insured basis and the total aggregate premium amount for the two-year period January 1, 2011, through December 31, 2012, and each two year period thereafter, exceeds the total aggregate costs paid to the insurer for the same period for claims and other expenses by equal to or exceeding 1%, unit members will receive a proportionate rebate of premiums paid based upon their level of coverage at the time the rebate is paid. The rebate will be paid no later than September 30, 2013, and each corresponding September in subsequent two year cycles.
- b. During the term of this agreement, all state and federal health insurance mandates, including those regarding mental health services that would be applicable to employee coverage under insurance plans provided by the University by way of regulated insurance carriers, shall be applicable to the UMS Group Health Plan plans covering unit members under the terms of this Agreement. If a mandate results in a mid-year premium change, the employee premium share will be increased or decreased proportionately.

### 4. Prescription Drug Plan (Subject to change per the provisions of 2 B and C):

- a. There shall be four (4) tier plan per (30) day supply: \$10 for preferred generics, \$15.00 for *Tier 1* medications, \$25.00 for *Tier 2* medications and \$40.00 for *Tier 3* medications. Prescriptions shall be subject to step therapy to ensure use of the most safe, effective drugs.
- b. A mail order option is available through the health plan administrator that provides for receiving a 90 day supply of medications for two (2) co-pays. In addition, the 90 day supply for two (2) co-pays may be obtained from local pharmacies who participate in the mail match program with the health plan administrator.
- c. Maximum out of pocket expenses for prescription co-payments shall be \$1,300 for individuals and

\$1,950 for families.

1. Upon request, University representatives will meet with designated Association representatives to explain the factors underlying any increase in premium amounts.
- B. The University and the Association agree to work together to carry out the recommendations of the Employee Health Plan Task Force submitted to the Chancellor on June 6, 2011, including the following actions:
  1. Quality, Cost and Payment Reform the UMS Group Health Plan will be modified effective January 1, 2012, or as soon thereafter as is feasible to incorporate the following features:
    - a. Implement quality and cost tiered network for hospitals and quality tiered network for primary care providers;
    - b. (PCP's);
    - c. At the time of open enrollment, unit members will be required to select a PCP regardless of the plan in which they participate;
  2. Plan design changes: The plan design changes in Appendix H will be incorporated in the UMS Group Health Plan effective on the date of execution of this Agreement. Future plan design changes made under the provisions of 2B and C will be communicated in materials made available at open enrollment and will be considered as part of the provisions of this collective bargaining agreement.
  3. Health improvement:
    - a. The parties will work together to achieve a goal of 85% participation in wellness and care management strategies.
    - b. **Effective upon execution of this Agreement, the following wellness incentive program applies to the UMS Group Health Plan:**
      - i. A wellness incentive premium share shall be applicable to all unit members who complete the requirements of Level 1 of the wellness incentive program. All references to the wellness incentive premium share in this Article refer to sections B.3.b.ii and iii. below.
      - ii. Full-time, regular unit members who complete the Level 1 wellness incentive program as described **in Section B.3.g** below will pay an average of 10% of the total health plan premium applicable to their coverage level.
      - iii. Part-time regular unit members who complete the Level 1 wellness incentive program as described **in Section B.3.g** below will pay the premium share as described in Sections D1. and D.2 of this Article.
      - iv. Unit members who do not qualify for the wellness incentive premium shall pay premiums as described in sections B.3.b. v. and vi. below. All references to the non-incentive premium share in this Article refer to sections B.3.b.v and vi. below.
      - v. Full-time unit members who do not complete Level 1 will pay an average of 20% of the health plan premium applicable to their coverage level until the Level 1 wellness incentive program is completed.
      - vi. For part-time unit members who do not complete Level 1 of the wellness incentive, the premium share shall be increased by 10% of the total premium until the Level 1 wellness incentive program is completed. For example, an employee who would otherwise pay 50% of the total premium will pay 60% of the total premium.
    - c. Unit member and spouse or domestic partner who are included in the unit member's coverage must complete the requirements of Level 1 in each calendar year for the unit member to be eligible for the

wellness incentive premium share.

- d. All unit members must complete Level 1 of the wellness incentive program as described in Section B.3.g below in each calendar year of this Agreement to qualify for the wellness incentive premium share. Once the unit member qualifies for the wellness incentive premium share, that share will begin in the month following the date on which the unit member qualifies and continue until March 31 of the following calendar year. The unit member may complete Level 1 for the new year prior to March 31 and continue the wellness incentive premium share. If Level 1 is not completed, unit members will pay the non-incentive premium share until the Level 1 wellness incentive program is completed.
- e. Unit members initially enrolled in the health plan on or after 90 days of the date of execution of this agreement will pay the wellness incentive premium share for the first ninety (90) days of enrollment. To remain qualified for the wellness incentive premium share, a unit member and his/her spouse or domestic partner must complete Level 1 of the wellness incentive program outlined in Section B.3.g within the first ninety (90) days of enrollment. If a unit member and his/her spouse or domestic partner have not completed Level 1 of the wellness incentive program within the first ninety (90) days of enrollment, his/her premium share shall be the non-incentive premium share.
- f. Unit members who participate in Level 2 of the wellness incentive program as described in sub-section g. below will receive an additional incentive of \$100 per enrolled unit member, spouse, or domestic partner for completing Level 2 in each year of this Agreement.

g. Wellness Program Requirements

**Level 1 (Deadline = March 31 of any plan year)**

- i. Unit member, spouse or domestic partner will need to obtain Level 1 by:
  - Meeting with a wellness coach onsite or with technology, OR
  - Receiving a Preventive Health Screening between April of the prior year and March of the current plan year

**Level 2 –Requirements in addition to completing Level I (Deadline = November 30 of any plan year)**

- i. Unit member, spouse or domestic partner will need to obtain Level 2 by:
  - Voluntarily participating in approved Level 2 wellness activities (approved activities may be listed on the UMS Wellness website), OR
  - Completing an individualized coaching plan with a wellness coach (onsite or via technology)
- h. Each campus community will develop a team to work on wellness and health improvement strategies that are appropriate for their campuses, attached to measures, grounded in proven best practices and that consider the following:
  - Strategies that encourage or incentivize employee and family fitness by broadening opportunities and options and making it more attractive, more convenient, and less costly to use University fitness facilities.
  - Smoke/tobacco free campuses (with a commitment to enforcement) that are linked to smoking cessation programs.
  - Strategies in dining facility and vending machine operations to reduce unhealthy options and encourage healthy food choices.
  - Strategies to engage and support those who are associated with the campus but don't have a physical presence on the campus (Cooperative Extension employees, for example).

- i. Each unit member will receive unlimited vouchers for free use of campus fitness facilities outside normal work hours by the unit member and immediate family member who are enrolled in the UMS health plan, subject to facility rules such as age limitations.
  - 4. The University and the Association will work together to communicate with and educate unit members and their dependents about the importance of health improvement and about participation in the wellness program.
  - 5. The Association may continue to participate in the Employee Health Plan Taskforce. The Association may have two representatives who shall have paid release time during normal working hours to attend scheduled meetings.
- C. The University of Maine System urges all supervisors to use discretion and flexibility in responding to employee requests to participate in University sponsored wellness activities. UMS officials shall be sensitive to the variety of work schedules on a campus when planning wellness activities.

The University will make available opportunities for unit members to use university computer equipment for use in completing the health assessment for the wellness incentive. Such use of computers shall be in locations and at times specified by the university.

- D. 1. The University will make available to eligible part-time regular unit members personal and spouse and/or family health insurance coverage equivalent to the coverage which is made available to full-time regular unit members. Part-time regular unit members who work a minimum of 20 hours per week but no more than 29 hours per week on a regular basis will pay one-half (1/2) of the premium cost for insurance with the University also paying one-half of the premium cost for such insurance. If a unit member and his/her spouse or domestic partner have not completed Level 1 of the wellness incentive program, his/her premium share shall be sixty percent (60%) of the premium cost.
    - 2. For part-time regular unit members who are regularly scheduled to work at least 30 but less than 40 hours per week, the University will pay sixty percent (60%) of the premium cost and the employee will pay forty percent (40%). If a unit member and his/her spouse or domestic partner have not completed Level 1 of the wellness incentive program, his/her premium share shall be fifty percent (50%) of the premium cost.
- E. Dental Insurance

The University will offer dental insurance with a choice of three different plan designs beginning January 1, 2021. The University will pay 100% of the premium for the option that is equivalent to the traditional plan design for the regular, full-time employee.

The employee may select any offered plan, and/or enroll eligible dependents, by paying any balance in excess of the University's cost for an employee on the traditional plan. For part-time regular employees, UMS will cover half of the employee's premium, up to the amount that is equal to half of the "traditional" plan premium for employee-only coverage. The employee may enroll eligible dependents by paying any balance in excess of the University's cost for an employee on the traditional plan.

- F. In the event of the death of an actively employed unit member, dependents currently covered on UMS medical and/or dental plans will be allowed remain on those insurance plans for up 90 days at the active employee rate (the same coverage and the same premium rate that the employee had been paying).
- G. 1. The University shall provide the existing or equivalent basic life insurance plan for full-time regular unit members. Premiums will be paid by the University.

2. The University will provide to eligible part-time regular unit members life insurance coverage equivalent to the basic life insurance coverage which is provided to full-time regular unit members. Eligible part-time regular unit members are unit members who work at least one-half (1/2) time. Premiums for this insurance will be paid in full by the University.
- F. The University will maintain for all full-time regular unit members the existing or equivalent travel insurance, accidental death and dismemberment insurance and long-term disability insurance. The cost for these insurances will be borne by the University and/or unit members in accordance with existing practice.
1. Effective with the plan year beginning January 1, 2016, long-term disability coverage will be modified to limit mental/nervous, substance abuse, and non-verifiable conditions to 36 months of coverage. The plan will be further modified to allow cost of living allowances for the first 24 months of coverage only.
  2. Effective upon execution of the agreement UMS will:
    - a. discontinue providing the employer and employee 403b contributions for employees on long-term disability leave.
    - b. UMS healthcare shall continue for a period of 24 months for those employees on long-term disability leave, subject to employee contributions.
    - c. UMS provided life insurance shall continue for a period of 36 months for those employees on long-term disability leave.
    - d. UMS shall discontinue all past sick leave practices under the long-term disability program. The parties agree employee leave benefits are those specifically identified and provided for under the terms of this collective bargaining agreement subject to any requirements of state and or federal law.
- G. Unit members shall be eligible to participate in the University's Short Term Disability Plan. Premiums for this plan are paid for by the employee. The University agrees to advertise and educate employees about the benefits provided for under the Short Term Disability Plan.
- H. Unit members may register a domestic partner for purposes of receiving University benefits. A domestic partner who is registered shall be considered to be equivalent to a spouse for purposes of University benefits, such as health insurance, bereavement or disability leave, tuition waiver, and use of University facilities. Registration of a domestic partner shall be in accordance with University policy, federal and state law. Eligibility for benefits shall extend to dependent children, as defined by the IRS, of an employee's partner.

## **Article 19 – Leaves**

### **A. Leave Without Pay**

1. Upon timely written request of a unit member, the chief administrative officer or his/her designee may grant a leave without pay for a period not to exceed one (1) year. Such leaves may be requested for personal reasons including, but not limited to leave for the purpose of further education or leave on the occasion of the birth of a child to a unit member or the adoption of a child by a unit member. Such leave may be extended by the chief administrative officer or his/her designee upon timely written request of the unit member for up to two (2) successive one-year periods. Upon return, the salary of the unit member shall be adjusted to reflect all non-discretionary increases distributed during the period of leave. The University shall provide that retirement and appropriate insurance coverage for periods of leave without pay will be available to the unit member at his or her expense. While on leave without pay, the employee shall retain accumulated sick leave and annual leave, but shall not earn sick leave or annual leave. Time spent on leave without pay shall not be credited toward completion of probationary periods.

2. Leaves, without pay, granted under this provision for educational purposes, may be to acquire or complete an academic degree, to gain practical experience in one's field, or to participate in an educational opportunity valuable to the individual, the department or the campus. While on a leave without pay for educational purposes, the University shall contribute its proportionate share to retirement and appropriate insurance programs if the unit member chooses to participate in those programs. Upon return, the salary of the unit members shall be adjusted to reflect all non-discretionary increases distributed during the period of leave. While on leave, the unit member shall retain accumulated sick leave and annual leave. Time spent on educational leave without pay may be credited toward completion of probationary periods if agreed to in writing by the unit member and the chief administrative officer or his/her designee.

#### B. Disability Leave

1. Full-time regular unit members shall earn one and two-thirds (1 2/3) days of disability leave for each monthly period, or major portion thereof, of employment within the unit member's work year. Part-time regular unit members shall earn disability leave on a pro-rata basis.
2. Unit members may accumulate disability leave up to a maximum of one-hundred eighty (180) days.
3.
  - a. A unit member who is unable to perform duties because of a disability may use any and all accrued leave credits. A "disability" shall be defined as any physical or mental impairment of health, including an impairment resulting from pregnancy, which disables a unit member from the full and proper performance of duty.
  - b. A unit member must take disability leave for those days during which, due to disability, the unit member is unable to be on campus or other appropriate job site for assigned activities. A continuous period of disability leave commences with the first day of absence and includes all subsequent days until the unit member returns to work. For this purpose, Saturdays, Sundays, official holidays observed by the University shall not be counted unless the unit member is regularly scheduled to work on such days.
  - c. This leave refers to requested absences due to illness or injury of a member of a unit member's immediate family or household, which requires the presence of the unit member. A unit member may use up to 60 days of accumulated disability leave during in a rolling 12 month with the support of appropriate documentation. Documentation shall be provided by the unit member to the chief administrative officer or designee. In the case that the circumstance falls within the scope of the UMS Family Leave Policy, it is expected that the unit member will request FML job protection.
  - d. If a unit member's absence due to disability exceeds three (3) months, the unit member may be required to apply for long-term disability benefits. Such requests shall be in writing. The unit member shall have thirty (30) days to comply with the request.
4. If a unit member's absence due to disability or other use of disability leave exceeds five (5) consecutive days or becomes habitual, the University may, by submitting a request in writing, require the unit member to furnish verification of the disability in the form of a written statement from the attending physician or the equivalent evidence to substantiate use of disability leave for family illness, injury or death. The unit member shall have ten (10) days to comply with the request.
5. If the chief administrative officer believes that a unit member is unable to perform assigned duties due to illness or injury, the chief administrative officer may remove the unit member from the assigned duties and require the unit member to submit to a medical examination by a physician chosen and paid by the University or, if the unit member desires, by a physician chosen and paid by the unit member who is acceptable to the University and who shall submit a report to the University. If the medical examination confirms that the unit member is unable to perform assigned duties, the chief administrative officer shall place the unit member on compulsory disability leave at which time the unit member shall be notified in writing of the conditions under which the unit member may return to work. A unit member who is placed on compulsory disability leave shall be required to exhaust all leave credits prior to being placed on leave without pay. Application for total disability benefits must be made if the medical prognosis indicates a disability of qualifying duration.



6. In the event the unit member is placed on leave without pay due to disability, he or she may make a written request to the appropriate supervisor for an advance of disability leave, provided all other accumulated leave has been used. The supervisor shall forward the request with his/her recommendation to the campus president or designee. The president or designee may receive other recommendations regarding the request from such individuals determined to be appropriate. The president or designee shall have the sole discretion to accept or reject the request, and his/her decision shall be final and shall not be grievable. Upon the unit member's return to work, the amount of sick leave advanced shall be repaid on a monthly basis at the rate of one-half (1/2) of any future amounts accumulated until such time as the advance has been repaid. Any outstanding balance shall be repaid by the unit member at the time of termination.
7. If the unit member is unable to return to work at the end of a compulsory leave period or after exhausting accumulated disability or vacation leave, based on a current medical certification obtained as described in Section B, paragraph 6, of this Article, the chief administrative officer may, after consultation with the unit member:
  - a. extend the leave without pay pending determination of eligibility for total disability benefits; or
  - b. extend the leave without pay for up to one year if the University deems such leave to be justified and not detrimental to the operation of the University and medical evidence indicates the possibility of a return to employment at that time.

When either of the above conditions has been met and the unit member is still unable to return to work the chief administrative officer may:

- a. request the unit member's resignation; or
  - b. terminate the unit member's employment.
8. In the event that eligibility for total disability benefits has not been determined by the first day of the month following six (6) consecutive months of total disability, a unit member may continue to use accumulated disability leave days until disability leave has been exhausted or the unit member has been determined to be eligible for total disability benefits, whichever occurs sooner. If a unit member receives both disability benefits and disability leave pay for the same period of time, the unit member shall repay the disability leave pay to the University. The unit member and the University may agree to a repayment schedule to avoid extreme personal hardship.

#### C. Bereavement Leave

- a. A unit member may be granted up to five (5) days of bereavement leave in the event of a death of a member of the unit member's immediate family or household in order to attend the funeral and/or matters related to the death. Proper notice of the unit member's absence for this purpose shall be provided by the unit member to the unit member's appropriate supervisor. For the purpose of this paragraph only, if additional time away from work is needed, a unit member may use up to five (5) days disability leave. With supervisory approval, additional disability leave may be used.
- b. For the purpose of this Article "immediate family" is defined as spouse, children (or person for whom the unit member acted as parent), parents (or person who acted as the unit member's parent when the employee was a child), grandparents, grandchildren, sisters, brothers, step children, foster children, step parents, half-brothers, half-sisters, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law and sister-in-law, and significant other in the household.
- c. A unit member may be granted paid funeral leave, by the appropriate supervisor, to a maximum of one (1) work day to permit an employee's attendance at the funeral of any of the unit member's aunts, uncles, nieces, or nephews. Up to an additional two (2) days of paid funeral leave may be granted by the appropriate supervisor if extended travel is required in order to attend the funeral. The unit member may supplement funeral leave with accrued annual leave with supervisory approval. The supervisor may request the unit member to provide a copy of the obituary or other appropriate documentation as an added condition of granting time.

#### D. Jury Duty and Witness Leave

1. A unit member who is summoned as a member of a jury panel or subpoenaed as a witness, in a case not involving the unit member's personal litigation, shall be granted leave with pay and any jury or witness fees shall be retained by the unit member. No unit member shall be given leave with pay for the purpose of appearing as an expert witness when the unit member receives professional compensation for an appearance except that annual leave may be used for this purpose.
2. To be eligible for the benefits of this section of the Agreement, evidence in the form of a subpoena or other available written notification shall be presented to the unit member's immediate supervisor as soon as possible.

#### E. Annual Leave

1. Full-time regular unit members shall earn annual leave at the rate of one and two-thirds (1 2/3) days per month, or major portion thereof of employment within the unit member's work year for the first fifteen (15) years of service. In subsequent years, full-time unit members shall earn annual leave at the rate of two (2) days per month, or major portion thereof, of employment within the unit member's work year. Eligibility to use annual leave begins immediately upon accruing annual leave.

Part-time regular unit members shall earn annual leave on a prorated basis in accordance with the rates listed above and the unit member's date of hire and years of service.

2. Up to forty (40) days of annual leave may be carried forward by full-time unit members and up to forty (40) days of annual leave pro-rated based on the unit member's full time equivalency may be carried forward for part-time unit members from year to year. This annual carry forward will be applied on December 31 of each year. A unit member may request a waiver to carry forward days in excess of forty (40) with the recommendation of the unit member's immediate supervisor and the approval of the System Office of Human Resources. Such requests shall not be unreasonably denied.
3. Unless for an emergency, illness, or other sudden necessity, all requests for annual leave shall be submitted by the unit member to the immediate supervisor as far in advance as possible and appropriate. In the case of an emergency, illness or other sudden necessity, employees must make a good faith effort to provide as much notice as is practicable under the circumstances. Annual leave may be used for any reason, including unscheduled emergencies. Approval of the dates on which a unit member wishes to take annual leave shall be subject to the consideration of departmental and organizational scheduling but shall not be unreasonably withheld by a supervisor. If a supervisor has been found to have unreasonably withheld approval, the unit member may accumulate the number of days he/she was denied, Section D.1 above notwithstanding.
4.
  - a. When the employment relationship is severed, the campus shall pay the unit member for up to forty (40) days of unused annual leave (plus any received as a result of Section D.3 above) provided that the unit member makes a reasonable effort to reduce the unused annual leave balance between notifying the University of his/her termination and the effective date of the termination. Any accrued annual leave in excess of forty (40) days shall be forfeited by a unit member who voluntarily terminates employment on the effective date of termination. In cases of involuntary separation from employment UMS shall pay out any balance in excess of forty (40) days.
  - b. Unit members who transfer from the professional bargaining unit to the Clerical, Office, Laboratory and Technical (C.O.L.T.) bargaining unit may carry forward up to the maximum amount unused annual leave which is permitted to be carried forward from year to year under Article 21, Section C of that Agreement. The University shall pay the unit member for any annual leave over said amount provided that the unit member makes a reasonable effort to reduce the unused annual leave balance between notification of the transfer and the effective day of the transfer.
  - c. Unit members who transfer from the professional bargaining unit to the faculty bargaining unit on an academic year appointment shall be paid for any unused annual leave provided that the unit member

makes a reasonable effort to reduce the unused annual leave balance between notification of the transfer and the effective date of the transfer.

5. Part-time and full-time unit members with appointments of less than twelve (12) months shall receive annual leave on a pro-rated basis.
6. Unit members will be provided with access to their annual leave balance through self-service in MaineStreet. The University shall send an e-mail notice to all unit members on or about September 30 of each year to remind unit members of the carry forward date of December 31 and encourage unit members to utilize annual leave as provided in Sections D.1. through D.3. of this article.
7. The parties agree that the first forty (40) hours of annual leave used each year satisfies the Maine Earned Paid Leave (MEPL) statute and acknowledge that the accrual rates for annual leave in this Agreement exceed the requirements of the MEPL statute.

#### F. Military Service Leave

All unit members who are members of the National Guard or who are military reservists will be given leave without loss of pay for not more than 17 days per year when engaged in training, if authorized by the Governor or under the provisions of the National Defense Act. University employees who are Military Reservists and who are called to active duty have rights to reemployment, continuation of benefits and seniority under University policies and the Uniformed Services Employment and Reemployment Rights Act (USERRA). A unit member who is called to active duty for more than 17 days must give notice to the supervisor and will be granted a leave of absence for the period of active service. Employees called to active service take leave without pay under existing contract provisions. A unit member may use accrued annual leave to continue pay during the leave. The unit member may elect benefits and the University shall contribute its proportionate share for retirement and appropriate insurance coverage for periods of leave without pay.

#### G. Parental Leave

This Parental Leave shall be available to parents, adoptive parents, foster parents, and legal guardians. Upon the birth, adoption, or fostering of a child, unit members may utilize their eligible, available Family Medical Leave (FML) as outlined in the Family Medical Leave Act. This allows for up to a maximum of 12 weeks away from work in a rolling 12 month period. Unit members can use any of their accumulated disability leave and/or annual (vacation) leave to receive paid time concurrent to the Parental Leave. In the case that a unit member does not have enough accumulated UMS paid leave time for the full duration of up to 12 weeks, they can take the remainder of their available FML time in an unpaid leave status. FML can be used continuously or intermittently, and is expected to be initiated according to the UMS Family Leave Policy in consideration of the qualifying event of a birth, foster placement or adoption. In the case that an employee is not eligible or may no longer be eligible for FML, exceptions will be considered on an individual basis within the context of non-FML unpaid medical leave.

#### H. Holidays

The holidays for unit members during periods of employment except as otherwise specified shall be:

New Year's Day	Juneteenth	Thanksgiving Day
Martin Luther King's Birthday	Independence Day	Day after Thanksgiving Day
President's Day	Labor Day	Christmas Day
Patriot's Day	Indigenous Peoples' Day	
Memorial Day	Veteran's Day	

The date of the observance of the holidays shall be communicated to the Association by the University prior to the start of the fiscal year in which the holidays occur. Holidays which fall on days when a unit member is required to perform assigned responsibilities shall be taken at a time mutually agreeable to the unit member and

the appropriate supervisor. However, a unit member shall receive 1 1/2 hours of time off to be taken at a time mutually agreeable to the unit member and the appropriate supervisor, for each hour the unit member is required to work on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas.

## **Article 20 – Tuition Waiver, Sabbaticals and Professional Development**

The University shall maintain a tuition waiver program. For the purpose of this article, the term “dependent” shall mean the spouse, domestic partner and /or a dependent child. For required concurrent enrollment in a laboratory course, in connection with another separate course, which is covered by a tuition waiver; the tuition waiver shall be applicable to the laboratory course. The laboratory course shall not be counted as part of the 8 hours of total waiver and shall not constitute an additional course. Modular courses which may be construed to be a single course and are offered sequentially over a single semester will count as a single course not to exceed four (4) credit hours. The program will be based on space availability for unit members. When space is available, unit members may enroll in a course (s) on a tuition waiver basis. The Program is subject to the following requirements:

- A. The campus shall determine when space is available, recognizing that such determination should be made, whenever possible, in sufficient time to permit timely enrollment by participating unit members.
- B. Unit members and dependents must meet any course prerequisites.
- C. All fees other than tuition, except those waived by the Chief Administrative Officer of the University where enrolled, shall be paid by the participating individuals as a condition of enrollment. Unit members shall not be charged separately identified admission, online instruction, student health or student activity fees for courses taken under this program. Effective July 1, 2016 the unified fee shall be waived on all campuses for Unit members using tuition waiver benefits for themselves.
- D. Minimum enrollment requirements, established by any University as a necessary condition for offering a course, shall not count unit members toward the number of students required to guarantee the offering of such course. For Summer courses which are self-supporting, dependents who are receiving half-tuition waivers shall be counted as one-half toward the minimum course enrollment.
- E. This waiver does not apply to mini-courses or other non-semester or non-credit course offerings except those identified in advance by the University.
- F. Participation in the tuition waiver program by unit members and dependents will be as follows:
  - 1. Full-Time Regular Unit Member Tuition Waiver:  
Unit members may take courses not to exceed eight (8) credit hours per semester and in the summer.
  - 2. Part-Time Regular Unit Member Tuition Waiver:  
Unit members may take courses not to exceed four (4) credit hours per semester and in the summer.
  - 3. Dependents of Full-Time Regular Unit Members:  
Dependents who are enrolled either full-time or are part-time matriculated within the University of Maine System shall be eligible for a tuition waiver of 50%.
  - 4. Dependents of Part-Time Regular Unit Members:  
Dependents who are enrolled either full-time or are part-time matriculated within the University of Maine System will receive a 25% tuition waiver.
  - 5. Dependent Tuition Waiver for Summer Courses:  
Dependents of full-time unit members enrolled either full-time or part-time matriculated will receive a 50% tuition waiver and dependents of part-time unit members enrolled either full-time or matriculated part-time will receive a 25% tuition waiver for up to two summer courses, as long as the dependent was either a full-time or part-time matriculated student during the full previous academic-year within the University of Maine System.
  - 6. Dependent Tuition Waiver for Graduate Students:

Dependents of full-time regular unit members who are matriculated students shall be eligible for a waiver of 50% tuition for courses taken as part of an approved program of study for the degree. Dependents of part-time regular unit members who are matriculated students shall be eligible for a waiver of 25% tuition for courses taken as part of an approved program of study for the degree when space is available.

- G. In no event shall a tuition waiver exceed 50 % tuition for a dependent of a full-time regular unit member or 25 % tuition waiver for the dependent of a part-time regular unit member. Unit members and dependent waivers cannot be additive.
- H. Requests by a unit member to take a course during his or her normally scheduled work hours shall be subject to supervisory approval. In the event that approval is granted, the supervisor must make arrangements for the unit member to make up time which was missed from work unless the unit member is approved to take a leave without pay or annual leave for this purpose.
- I. This benefit shall not be applicable when a unit member is on an unpaid leave of absence of more than 90 days (except for military call-up), long-term disability or Worker's Compensation. In the event a unit member has begun a course and one of the above situations occurs, the unit member shall be permitted to maintain enrollment at no cost until the end of the semester.
- J. Any unit member or dependent eligible under the provisions of this Article, who receives a scholarship or work study funds from any source shall have the tuition waiver applied first and then the amount of the scholarship and / or work study funds.
- K. When a unit member is terminated through participation in the University's long-term disability program and has twenty (20) or more years of University service, or dies, or retires, or is laid off, the dependent of that unit member who is enrolled full-time or is a part-time matriculated student participating in a tuition waiver program at the time of the unit member's termination, death, retirement or lay-off shall maintain eligibility for that tuition waiver program. The tuition waiver shall remain in effect as long as the student either maintains continuous full-time enrollment or part-time matriculation, until completion of the requirements for a degree.
- L. When a unit member is called to active military duty, his / her dependents shall be eligible to participate in the tuition waiver program described above.
- M. The dependent children of unit members who retire during the life of this Agreement and who have 20 years of University service shall be eligible to participate in the tuition waiver programs as described throughout above.
- N. For two years following the effective date of layoff, a unit member who has been laid off and who is on a recall list shall be eligible for the tuition waiver benefit described in Article 20, Section F.
- O. The value of tuition waiver may be taxable income in some situations, in accordance with the rules and regulations of the Internal Revenue Service.
- P. Campuses may make available sabbatical leaves to unit members. Any sabbatical leaves granted must conform to the following terms:
  - 1. Application for a sabbatical shall be submitted to the chief administrative officer of the campus or his/her designee in accordance with procedures established at each campus.
  - 2. Unit members may make an application during their sixth year for a sabbatical leave.
  - 3. The application for a sabbatical shall include a program proposal which includes a statement of intent and benefits of the proposed sabbatical to the individual, the campus and the profession.
  - 4. An application for a sabbatical shall be submitted no later than six (6) months prior to the proposed effective date of the sabbatical. In unusual circumstances this requirement may be waived. Unit members will be notified of approval or disapproval of sabbatical applications by the chief administrative officer no later than three (3) months prior to the proposed effective date of the sabbatical.
  - 5. Sabbatical salaries shall be one-half of the unit member's pay for the academic year or fiscal year; or full pay for one semester or half year.

6. The unit member must return to the University for at least one full work year following the sabbatical. Agreements to the contrary must be in writing prior to participation. Salary received during the sabbatical must be returned to the University where neither of the above is satisfied.
  7. The unit member must provide a brief written report of the participation in the program to the chief administrative officer or his/her designee.
  8. Compensation during the sabbatical shall include contributions made by the University to retirement programs, Social Security programs, and insurance programs under the University policy.
  9. Annual leave and sick leave shall continue to accrue during the period of the sabbatical on a pro-rated basis.
  10. While on sabbatical leave, a unit member shall be permitted to receive travel and moving expenses, fellowships, grants-in-aid or financial assistance from sources other than the University, provided there is no requirement to perform duties detrimental to or which interfere with the objectives for which the sabbatical has been granted.
  11. Unit members shall be eligible to apply for another sabbatical leave after completion of six (6) years of full-time service since the last sabbatical. Calculation of service for this purpose shall begin at the time the unit member returns from the last previous sabbatical. Exceptions may be made if a proposed program is deemed of exceptional value to the individual, campus or the profession.
  12. The chief administrative officer or designee shall have the sole discretion to approve or disapprove a sabbatical application and his/her decision shall be final and not grievable.
  13. The Association shall be furnished annually a list by campus of unit members applying for, receiving and being denied sabbaticals.
- Q. Within sixty (60) days from execution of the Agreement, and upon request thereafter, the University will inform the Association of professional development funds which may be available at any campus. Where available, unit members will be informed of the process and procedure to make application at the campus.

## **Article 21 – Use of Personal Vehicle and Work Related Expense Procedures**

- A. 1. A unit member has the right to use his/her personal vehicle for assigned non-campus University business provided notice is given to the University prior to the travel. Reimbursement shall also be provided to members to use their personal vehicles for business travel at the University of Maine at Augusta between the Augusta and Bangor campus locations and the University of Southern Maine between the Portland, Lewiston, and Gorham campus locations. Reimbursement shall be at the same rate paid by the State of Maine. If a unit member exceeds ten thousand (10,000) miles during a fiscal year, the unit member shall be reimbursed at the current IRS mileage rate. If the department or administrative unit would be charged a higher amount per mile by the campus motor pool, the unit member shall be reimbursed at that rate.
2. No reimbursement shall be made if prior notice regarding the use of a personal vehicle is not given, or if a University vehicle is required to make the trip at approximately the same time.
  3. Only one unit member may receive reimbursement under this provision for each University vehicle for which a personal vehicle is substituted.
  4. Reimbursement mileage shall not exceed the lesser of the actual distance traveled on official business or the distance which the University vehicle would have traveled if used. Where a personal vehicle is used for long distances, reimbursement in the amount of air fare shall be provided in lieu of mileage and enroute expenses.
  5. For the life of this Agreement, unit members may receive reimbursement of an additional five (5) cents per mile if they use their personal vehicle to carpool for assigned non-campus University business with other employee(s). The unit member claiming the additional reimbursement shall be required to certify in writing the names of passenger(s).

B. While unit members are accountable for performing all their professional responsibilities, and where such duties may require off-campus travel, a unit member may not be required to utilize his/her personal vehicle. A unit member is obligated to make a reasonable effort to arrange alternative transportation when a University vehicle is not available.

C. Reimbursement of Expenses

1. The University shall provide appropriate mechanisms for timely reimbursement of travel expenses, such as, direct billing to hotels, cash advances, corporate credit cards, etc. Administration of these mechanisms shall be in compliance with University travel and expense reporting policy. In the event reimbursement of expenses is problematic, affected unit members may meet and consult with their campus president or designee to investigate and, if necessary, improve the reimbursement procedures at the campus. The unit members may refer any unresolved issues to the campus office of human resources.
2. Reimbursement of employee expenses is further defined by the Memorandum of Understanding regarding Administrative Practice Letter #26, attached to this Agreement as Appendix D.

D. Procurement Cards

When the University implements a system-wide procurement card system, unit members who are obligated to regularly expend money in the performance of their job responsibilities will be issued cards subject to approval of the respective campus Chief Financial Officer. Unit members will use these cards in conformity with University of Maine System policy as set out in Administrative Practice Letter 45 (April 28, 1999), or its comparable successor, and will not incur any personal liability for properly authorized University expenses when using such cards in the performance of University business.

Other unit members may be provided with a procurement card subject to the University purchasing card policy.

## **Article 22 – Outside Employment**

- A. Outside employment as used in this Article means employment, including self-employment, which is not contracted for through the University and for which any remuneration paid is not paid through the University.
- B. Unit members who intend to engage in outside employment, which is related to the unit member's profession, shall promptly report in writing the nature and extent of the proposed commitment to the appropriate supervisor.
- C. If the appropriate supervisor believes that the employment conflicts with the unit member's assigned responsibilities, the University's obligations under applicable laws, or constitutes a conflict of interest, the supervisor shall meet with the unit member. If, following the meeting, the supervisor does not approve the employment, the unit member shall not engage in the employment. The supervisor shall give written reasons for that decision and the unit member may submit a grievance at Step 2 of the grievance procedure. Conflict of interest shall mean such situations as outside employment with a contractor doing business with the University, or performance of services for compensation which the University provides at no charge.
- D. No unit member shall use any University resources in connection with any outside employment, unless permission for such use has been obtained in advance and in writing from the supervisor. In the event that University resources are used, the unit member shall reimburse the University for the use of such resources at rates applicable to other non-University users.
- E. Unit members shall promptly report in writing to the appropriate supervisor any changes in the nature or extent of outside employment which is required to be reported pursuant to Section B of this Article. Any such outside employment which continues from one (1) year to the next shall be reported in writing if such a report is requested by the University. No unit member shall claim to be an official University representative in connection with outside employment unless so authorized by the Chancellor or the chief campus administrative officer or designee(s) of those individuals.

- F. Unit members shall have the right to seek outside employment beyond their assigned responsibilities except as modified by this article.
- G. When unit members are engaged in outside employment or expression of personal opinion and the conclusion might reasonably be drawn that they are representing the University, they have a responsibility and an obligation to indicate that they are not University representatives.

### **Article 23 – Bargaining Unit Work**

- A. Unit members may have duties and responsibilities which, in whole or in part, are the same as or related to the responsibilities of other University employees. In the event of a reduction in force, the University shall not discriminate in the selection of personnel to accomplish the reduction on account of membership within the unit.
- B. The University agrees that it shall not utilize temporary, classified or non-unit employees or volunteers in the performance of responsibilities being performed by unit members in order to undermine the bargaining unit.

### **Article 24 – Non-Discrimination**

The University and the Association agree not to discriminate illegally with respect to wages, hours, and working conditions based upon: race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, genetic information, veterans status or membership or non-membership in the Association.

### **Article 25 – No Strike or Lockout**

The Board and the Association agree that disputes which may arise between them shall be settled without resort to strike or lockout and that the requirements of law in this regard will not be violated. The Board agrees it will not lock out any or all unit members during the term of this Agreement. There shall be no strikes, slow-downs or interference with the normal operation of the University by the Association or unit members during the term of this Agreement.

### **Article 26 – Program Elimination and Transfer**

- A. In the event that a program is to be eliminated on a campus or site and transferred to another campus or site, the unit members affected by such a transfer shall have a right to move with the program. Unit members who move with the program shall have the right to the same or equivalent position except where none is available due to bona fide financial or program reasons.
- B. The University shall reimburse documented moving costs and relocation expenses, including temporary housing to those individuals who choose to move with the program up to a maximum of \$1,500. In addition, the University may elect to reimburse actual, reasonable, and necessary expenses which exceed this amount.

### **Article 27 – Separability**

In the event that any provision of this Agreement is found to be inconsistent with existing state or federal law, the provisions of such state or federal law shall prevail and, if any provision herein is finally determined to be invalid and unenforceable by a court or other authority having jurisdiction, such provision shall be considered void, but all other valid provisions hereof shall remain in full force and effect. Negotiation on the provision(s) found invalid shall commence within thirty (30) days of a request of either party.

### **Article 28 – Health and Safety**

- A. The University shall comply with applicable provisions of federal and state laws and regulations in respect to employment safety and health insofar as they pertain to the working conditions of unit members. Recognizing that some jobs are inherently dangerous, no unit member will be required to perform work which exposes the unit member or others to unusual risks or for which the unit member has not received appropriate safety training. Vehicles, machinery, and other equipment provided by the University shall be mechanically safe.



- B. The University may adopt policies relating to the regulation of smoking in the work place by unit members. The Chief Administrative Officer or designee shall consult with a designated campus Association representative prior to implementation of a change in a campus-wide smoking policy. Such policies shall not conflict with state laws or regulations.
- C. The University agrees to use the following guidelines for unit members assigned to perform work on Video Display Terminals.
1. Pregnant V.D.T. Operators  
Research has not shown any known radiation hazards from VDT's now being manufactured. However, for a pregnant VDT operator, who requests it, every effort shall be made to reassign her to other work or to another position not involving regular VDT use for the duration of her pregnancy. If reassignment is not possible, the unit member shall be eligible for an extended leave of absence as described in Article 19, Section A.1 of this Agreement. Such a request shall not be unreasonably denied.
  2. Workstation Design  
When the operator is seated at a VDT, the workstation design should satisfy certain physical dimensions. The following dimensions are best for most people (adjustments may be needed for shorter or taller operators):
    - a. view angle - 10-20 degrees below horizontal, to edge of screen no higher than eye level
    - b. viewing distance – 17 1/2 - 19 1/2
    - c. keyboard height - 29-31 inches at home row keys (see Figure 1)Other important features include: detachable keyboard, adjustable chair, and adjustable table height. Screen tilt and document holder are also highly desirable. It is important that attention be given to the workstation to insure safe and comfortable conditions for the operator.
  3. Lighting and Vision  
VDT operation is visually demanding work. In order to reduce the likelihood of eyestrain, headaches, and associated problems, the following are recommended:
    - a. Terminals should have adjustable brightness and contrast, and good copy/background color and contrast.  
There should be no visible flicker of characters.
    - b. Proper lighting can be achieved by:
      - avoiding overly bright general illumination;
      - eliminating glare and reflections, by closing window shades or blinds, placing the VDT screen at right angles to windows and light fixtures, using diffused lighting systems;
      - avoiding large differences in brightness and contrast between written copy, the screen, and the surroundings (walls, desk-tops, etc.). Direct adjustable task lighting may be helpful.
    - c. Periods of non-VDT time shall be included in the daily work schedule by performing other duties to prevent potential eyestrain, muscle aches, and psychological distress.
  4. The University and the Association agree to monitor VDT experience within and outside of the University and inform one another of any substantial changes in research or technology as they may occur.
  5. VDT safety is a shared responsibility, requiring employee attention to ergonomics and proper use of equipment as well as appropriate equipment, training and workstation setup provided by the University. Each campus shall establish a procedure by which a unit member may request a review of a workstation for compliance with the guidelines in Sections C.2 and C.3. The University will ensure that all unit members and their supervisors are informed of the procedure and about the importance of proper workstation design. The procedure shall include the following elements:

- a. The Unit member may request that the University complete a workstation assessment by the appropriate campus office/official.
  - b. The assessment shall result in a written response and, where appropriate, recommendations. The response shall be distributed to the unit member who requested the assessment and the unit member's supervisor.
  - c. The supervisor of the unit member who requested the assessment shall respond in writing regarding implementation of recommendations. The response shall be distributed to the person who conducted the assessment and the unit member who requested the assessment. The University shall not unreasonably deny implementation of any recommendation.
  - d. If the recommendations resulting from the assessment are not implemented by the supervisor, the unit member may request a review by the chief administrative officer or that person's designee.
6. Unit members whose work requires use of a video display terminal or similar equipment may be required to attend training regarding the proper use of the VDT. Any employee who uses a VDT or similar equipment may request the training. Such a request shall not be unreasonably denied.
- D. Safety is a shared responsibility, requiring employee attention to safe work practices and compliance with safety rules and regulations as well as appropriate equipment and training provided by the University.
1. The University shall provide all personal protective equipment and health and safety training required for employees by state and federal laws and regulations. All unit members will be advised of and will abide by University safety regulations and will use appropriate safety equipment and protective clothing required and provided by the University.
  2. Each campus shall establish a procedure by which a unit member may request a safety review of a work location or equipment. The University will ensure that all unit members and their supervisors are informed of the procedure. The procedure shall include the following elements:
    - a. The unit member may request that the University complete a work location assessment by the appropriate campus office/official.
    - b. The assessment shall result in a written response and, where appropriate, recommendations. The response shall be distributed to the unit member who requested the assessment and the unit member's supervisor.
    - c. The supervisor of the unit member who requested the assessment shall respond in writing regarding implementation recommendations. The response shall be distributed to the person who conducted the assessment and the unit member who requested the assessment. The University shall not unreasonably deny implementation of any recommendation.
    - d. If the recommendations resulting from the assessment are not implemented by the supervisor, the unit member may request a review by the chief administrative officer or that person's designee.
  3. Unit members may request non-mandatory safety training. Such a request will not be unreasonably denied.
- E. Any health and/or safety committee that exists or is established at any campus shall have a representative appointed to it by the Association.
- F. The parties recognize that a productive work environment requires reasonably comfortable temperature and humidity conditions in indoor work areas. When it is not possible to maintain reasonably comfortable working conditions, the University, upon a unit member's request, shall take reasonable steps including but not limited to reassigning unit members to alternate locations or providing frequent breaks during which the unit member may go to a different location. Such actions will be taken with consideration of the health and comfort of the unit member, the University's need to provide services, and the nature of the work performed.

## Article 29 – Retirement

- A. 1. The University shall continue the University of Maine System Retirement Plan for Faculty and Professional Employees for unit members. Contribution rates shall be as follows:
- |                        |   |
|------------------------|---|
| a. University share    | 10% of unit member's annual base salary |
| b. Unit member's share | 4% of his/her annual base salary        |
| TOTAL                  | 14% of unit member's annual base salary |
2. Existing retirement plans other than the University of Maine System Retirement Plan for Faculty and Professional Employees in which the University participates shall be continued for covered unit members, so long as such plans permit participation by the University. The University of Maine System Retirement Plan for Faculty and Professional Employees shall consist of a single record keeper whose rules of participation have been mutually agreed upon by the parties.
3. Unit members initially employed on or after January 1, 2010 shall have a five (5) year period from the date of eligibility to participate in the University of Maine System Basic Retirement Plan for Faculty and Professional Employees for the purpose of vesting the University of Maine System's retirement contribution. Unit members employed on or after January 1, 2010 who leave University service, unless the vesting period is satisfied, have no right to ownership of any funds contributed by the University of Maine System or any right to otherwise use those funds in any fashion. Upon separation of the unit member prior to completion of five (5) years of continuous, regular service from the date of eligibility to participate in the retirement plan, University contributions shall revert to the University.
- B. 1. Unit members employed on or before June 30, 2006, who are enrolled in the University of Maine System Retirement Plan for Faculty and Professional Employees and who are at least fifty-five (55) years of age and who have at least ten (10) years of continuous, regular full-time equivalent service are eligible for the retirement benefits specified below. Unit members on leave of absence are eligible so long as they meet all other eligibility requirements.
- Upon retirement the unit members shall be eligible to receive a lump sum contribution to the basic University of Maine System Retirement Plan for Faculty and Professional Employees plan. The lump sum shall be equal to one and one-half per cent (1.5%) of the unit member's final base salary for each completed year of continuous regular full-time equivalent University service excluding service of represented faculty who were hired into an AFUM represented position on or after July 1, 1996 up to a maximum of twenty-seven (27) years of service. If a unit member's work year or job status has been reduced for the benefit of the University, in the three year period prior to retirement, the salary used in calculating the lump sum contribution shall be the final salary increased to reflect the former work year.
  - The lump sum described above shall be deposited in the unit member's basic University of Maine System Retirement Plan for Faculty and Professional Employees retirement account up to the maximum amount possible in accordance with regulations of the Internal Revenue Service (IRS). Any remaining amount shall be deposited in the unit member's basic retirement account in the next January following the date of retirement up to the maximum possible in accordance with IRS regulations. Any remaining balance shall be deposited in the unit member's basic retirement account in the following January, in accordance with IRS regulations.
  - Employees who retire under these provisions shall be eligible for health insurance continuation in accordance with University policy for retirees in effect at that time. Effective January 1, 2017 the parties understand the policy will be amended as follows: individual health premiums for all Medicare eligible unit members retiring on or after that date or when they become Medicare eligible in retirement for the Unit member's own coverage will be a single contribution rate of 20%.
2. Unit members may participate in the University's Partial/Phased Retirement Program in accordance with existing Program provisions in effect at that time.

- C. Unit members upon separation from University service, shall, at any age, have the option to withdraw one hundred percent (100%) of their defined contribution retirement plan accumulation, subject to vendor and Internal Revenue Service regulations.
- D. Effective January 1, 2017 the parties understand UMS will amend existing University retiree policy to reflect that individual health premiums for all Medicare eligible unit members retiring on or after that date or when they become Medicare eligible in retirement for the Unit member's own coverage will be a single contribution rate of 20%.

### **Article 30 – Parking Fees**

Parking fees for unit members shall not exceed the following amounts for the academic year:

UM	USM	UMPI
\$35	\$25	\$10

Funds collected shall be utilized for the support of the parking programs. Fees at other campuses shall remain unchanged for the term of this Agreement.

### **Article 31 – Non-Renewable Fixed Length Appointment**

- A. “Non-renewable Fixed length appointment” shall mean an appointment which is for a specified duration which shall not exceed two (2) years. Non-renewable fixed-length appointments which are extended beyond two (2) years shall result in a continuing appointment unless mutually agreed otherwise by the Association and University. All fixed length positions in excess of one hundred-eighty (180) days shall be filled consistent with the requirements of Article 7. B. All fixed length appointments are by definition non-renewable. Fixed length appointments shall not be used to circumvent the process for filling continuing appointment positions.
- B. Non-renewable Fixed length appointments shall be used only for employees in classifications where such appointments have previously been used, and other similar circumstances, such as: replacement for an employee on leave of absence, “acting” or interim appointments, and projects or programs expected to have a limited duration.
- C. Non-renewable Fixed length appointments shall include a probationary period which shall not exceed twelve (12) months. Employment thereafter shall be for the length of the appointment except in the case of termination for just cause or bona fide financial or program reasons.
- D. Upon notification that the fixed length appointment is concluded, the unit member has no claim on any continuing appointment position in the unit.
- E.
  1. For two (2) years following the effective date of cessation of employment in a fixed length appointment, a unit member may be placed on a recall list. To be eligible for inclusion on a recall list, the unit member must indicate a desire to be on the list and must not be employed in an equivalent full-time University position.
  2. For two (2) years following the effective date of cessation of employment, all persons on the recall list shall regularly be informed of University position vacancy announcements in the unit by the campus of layoff for any other positions which result after completion of the procedures described in Article 7, Job Openings and Promotions, section B.1. University wide position openings will be posted at campus Human Resource offices or be made available by electronic media where such technology is available. A unit member may request forwarding of announcements by the campus of layoff. It shall be the unit member's responsibility to keep the campus of layoff advised of the unit member's current address for the purpose of sending vacancy announcements.
  3. Unit members who desire to be placed on a recall list in accordance with this Article must so notify the University in writing by no later than thirty (30) days after the effective date of cessation of employment. The University will inform unit members in writing prior to the effective date of cessation of employment of their eligibility to be placed on a recall list and the procedures to exercise this right.

## **Article 32 – Employee Assistance**

The University and the Association recognize that an Employee Assistance Program can be a valuable resource to both unit members and the University. The purpose of an Employee Assistance Program is to provide confidential, voluntary assistance to unit members and their families in dealing with personal problems which may have a detrimental effect on the employee's job performance. Any services provided directly by a University Employee Assistance Program shall be at no charge to the unit member. Information obtained from an employee through the Employee Assistance Program shall be confidential and disclosed only in accordance with the law.

## **Article 33 – Conditions of Agreement**

This is a tentative agreement and shall be of no force and effect unless and until all of the following occur:

- A. The tentative agreement is approved by the Board of Trustees of the University of Maine System; and
- B. The tentative agreement is ratified by the Universities of Maine Professional Staff Association of the Maine Education Association/NEA.

## **Article 34 – Benefits Eligibility for Part-Time Regular Employees**

- A. 1. When it is mutually beneficial to the University and a unit member, a full-time regular employee with continuous service equaling five (5) full-time equivalent years may request a reduction in schedule and be eligible for pro-rated benefits available to full-time regular employees. The schedule reduction shall be to no less than one-half time. The reductions will normally be for an indefinite duration, and there will be no right to return to full-time regular status. However, if the unit member and the University agree at the time the reduction occurs, the reduction may be for a specified period with a return to full-time regular status guaranteed at its conclusion. Final approval or disapproval of a voluntary schedule reduction request shall be at the sole discretion of the campus chief administrative officer or designee and shall be communicated to the unit member in writing.
- 2. The same benefits eligibility as full-time regular employees shall apply to part-time regular employees who work at least twenty (20) hours per week and who have the equivalent of five years full-time continuous regular service.
- B. 1. Annual leave and disability leave accruals and usage shall be in accordance with policies for part-time regular employees. Holiday benefits shall also be in accordance with policies for part-time regular employees. At the time the reduction becomes effective, the employee may carry forward only the pro-rated maximum leave balances. The employee may use excess annual leave or, if there is no opportunity to use the leave, may be paid for the amount of annual leave which may not be carried forward.
- 2. For purposes of determining sabbatical eligibility, service shall be counted in full-time equivalence. A year of service at half-time shall count as one-half year toward sabbatical eligibility.
- C. Coverage in the group health plan may continue. The employee will pay any premium for which a full-time regular employee is responsible.
- D. Basic life insurance will be based on the reduced salary. The employee will pay any premium for which a full-time regular employee is responsible.
- E. Long term disability coverage will be provided based on the reduced salary.
- F. Contributions to the University of Maine System Retirement Plan for Faculty and Professional Employees will be made in the percentages applicable to full-time regular employees. Contribution amounts shall be based on the reduced salary.
- G. Tuition waiver shall continue at the level available to part-time regular employees for both employee and dependent waiver.

- H. Employees with a reduced schedule will continue to be eligible for supplemental life insurance, tax deferred annuities, short term disability, and advantage accounts.
- I. An application for a Voluntary Schedule Reduction shall ordinarily be submitted at least two months prior to the requested effective date. This time limit may be waived when an earlier effective date is beneficial to both the employee and the University. The application form shall be completed by the employee and submitted to the supervisor. The supervisor shall make a recommendation and forward the form for administrative review, regardless of whether the supervisor's recommendation is positive or negative. The Application shall be reviewed by administrators designated by the campus. A final decision shall be made by the President (Chancellor for System employees) or the President's designee and communicated to the employee in writing.

### **Article 35 – Productivity**

The University and the Association recognize a common interest in the quality of service to students and the public and in the financial strength of the University. All University employees are responsible for delivering services in a cost effective manner and for striving to increase productivity within the University. The Association agrees to contribute to and cooperate with campus and System productivity initiatives which are consistent with the terms of this Agreement.

### **Article 36 – Technology and Intellectual Property**

- A. UMPSA and the University of Maine System agree that the following is included in the February 2, 2002, policy document entitled: "Statement of Policy Governing Patents and Copyrights." The following provision is included in Section VII Disposition of Income and is the third paragraph of that section. It is hereby agreed that:
  - 1. For the first \$100,000 of cumulative net income the default minimum distribution shall be as follows:
    - a. 50% to the professional creator / inventor
    - b. 50% to the University
  - 2. For cumulative net income in excess of \$100,000 the default minimum distribution shall be as follows:
    - a. 40% to the professional creator / inventor
    - b. 60% to the University
- B. The above distributions shall serve as minimum default distribution of income, nothing precludes or prevents individual agreements being arrived at by members of the Professional Bargaining Unit and the University which exceeds the distribution plan outlined above. In the event that an individual agreement is executed, UMPSA, as the exclusive bargaining representative, shall receive a copy of such agreement.
- C. Any disputes which might arise under this policy, including disputes concerning the determination of what constitutes net income, shall be submitted to the University Intellectual Property Committee for final and binding resolution.

### **Article 37 – Duration**

- A. The provisions of this Agreement shall be effective as of the date of its execution or July 1, 2023, whichever comes later unless otherwise specified herein, and shall continue in full force and effect until and including June 30, 2024.
- B. This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties, and it is expressly understood and agreed that this Agreement shall expire on the date indicated above.
- C. Either party may serve upon the other a notice at least sixty (60) days prior to the expiration of the Agreement advising that they desire to confer and negotiate with regard to the terms of a successor Agreement.

In witness whereof, the parties hereto have caused this Agreement to be executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as indicated below.

For the University of Maine System:

For the Universities of Maine Professional  
Staff Association, MEA/NEA:

\_\_\_\_\_  
*Dannel P. Malloy, Chancellor*

\_\_\_\_\_  
*Neil J. Greenberg, Chief Negotiator*

\_\_\_\_\_



APPENDIX A – STEP 1 GRIEVANCE FORM  
**UNIVERSITY OF MAINE SYSTEM**

**PROFESSIONAL & ADMINISTRATIVE STAFF UNIT  
STEP 1 GRIEVANCE FORM**

Grievant \_\_\_\_\_ Date Filed: \_\_\_\_\_

CAMPUS: \_\_\_\_\_ UMPSA Grievance  
Representative: \_\_\_\_\_

Department: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Article(s) and Section(s) of Agreement violated: \_\_\_\_\_

Statement of grievance (including date of acts or omissions complained of):

Redress sought:

I will be represented in this grievance by (check one): \_\_\_\_\_ UMPSA \_\_\_\_\_ myself.

UMPSA grievance representative's signature: \_\_\_\_\_  
(If UMPSA is representing the grievant, an UMPSA representative must sign here.)

This grievance was filed with the office of \_\_\_\_\_ on \_\_\_\_\_

By (check one): \_\_\_\_\_ mail or \_\_\_\_\_ personal delivery.

Signature of Grievant \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Grievance Number: \_\_\_\_\_

**DISTRIBUTION:**

**Step 1**

**ORIGINAL**

Administrator whose  
Action or decision is  
being contested

**1<sup>st</sup> COPY**

Grievant

**2<sup>nd</sup> COPY**

Campus Grievance  
Person or UMPSA  
(Bangor)





**APPENDIX B – GRIEVANCE DECISION REVIEW FORM  
UNIVERSITY OF MAINE SYSTEM**

**PROFESSIONAL & ADMINISTRATIVE STAFF UNIT  
GRIEVANCE DECISION REVIEW FORM**

DATE: \_\_\_\_\_ TO: \_\_\_\_\_

I hereby request that a Step \_\_\_\_\_ review of the attached decision be made in connection with the attached grievance because:

I received the decision on \_\_\_\_\_ and filed this request for review at Step \_\_\_\_\_ with the Office of \_\_\_\_\_ on \_\_\_\_\_  
by (check one: mail \_\_\_\_\_ or personal delivery \_\_\_\_\_)

UMPSA grievance representative's signature: \_\_\_\_\_

\_\_\_\_\_  
Name of Grievant

\_\_\_\_\_  
Signature of Grievant

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Grievance Number: \_\_\_\_\_

**DISTRIBUTION:**

**Step 2**

ORIGINAL

Chief Administrative  
Officer or Designee

1<sup>st</sup> COPY

Campus Grievance File

2<sup>nd</sup> COPY

Campus Grievance  
Person or UMPSA  
(Bangor)

**Step 3**

Chancellor or Designee

Campus Grievance File

UMPSA (Bangor)

## **APPENDIX C – SALARIED EMPLOYEES PERFORMANCE ASSESSMENT**

### **UNIVERSITY OF MAINE SYSTEM SALARIED EMPLOYEE PERFORMANCE ASSESSMENT**

#### **PURPOSE**

A meaningful and effective performance assessment system promotes and enhances an on-going, collaborative process between supervisors and employees in order to:

- a) mutually establish performance expectations and goals;
- b) provide feedback on accomplishments and areas in need of improvement;
- c) develop a plan for maintaining job performance at a satisfactory level or for improving performance.

The formal, written performance assessment for each assessment period summarizes the employee's job performance for that period. The assessment process is an opportunity to recognize positive performance and reinforce job expectations. Areas for improvement or challenges noted are meant to reinforce prior discussions and support/coaching.

#### **INSTRUCTIONS**

1. The time period for performance assessment shall encompass no more than a year prior to the date the evaluation form is completed.
2. The following characteristics/skills set should be kept in mind when completing performance assessment forms - the self-assessment, the 360 assessment (if used) and the supervisors' assessment of:
  - Written Communications
  - Oral Communication
  - Job Knowledge
  - Organization and Planning
  - Leadership
  - Supervision - if supervision is checked on the employee's Position Description Questionnaire (PDQ)
  - Dependability
  - Initiative
  - Problem Solving Ability
  - Flexibility/Adaptability
  - Professionalism

Questions pertaining to these characteristics are included after the instruction section.

3. The supervisor forwards to the employee a "Salaried Employee Self-Assessment" and an uncompleted "Salaried Employee Performance Assessment" form. The Salaried Employee Performance Assessment is optional. The employee should complete the self-assessment using the job description and characteristics listed above as a guideline and return it within two weeks. The Performance Assessment form is provided as a guide for discussion. The supervisor will also forward a copy of the current job description to the employee. NOTE: This would be an appropriate time for the employee to review their PDQ to ensure that it reflects the current functions and percentages of time in each function.

4. Once the self-assessment has been returned or if it is not returned, within the two week period, the supervisor should schedule an interview with the employee.
5. If either the supervisor and / or employee choose to have others participate in the assessment process, both should be given a chance to invite participation from people of their choice. The employee must be given prior notice of participants who will be included in the performance assessment process. A description of the 360 degree process, sample letter and form are attached that may be used to facilitate this process. Any performance assessment forms provided from these evaluators will not be included in the permanent personnel file, nor will the unit member have access to them - they will be used only to assist the supervisor in completing the performance assessment form.
6. Prior to the interview the supervisor should first review the self-assessment and 360 feedback (if used) and then complete the assessment sections.
  - Using the job description and characteristics listed in #1 above, identify the employee's strengths. Please provide examples to support your observations.
  - Using the job description and characteristics listed in #1 above, identify the employee's challenges and areas in need of improvement. Please provide examples to support your observations.
7. During the interview the supervisor and employee should discuss the completed assessment forms. The job description should be reviewed with the employee. The supervisor should point out areas of satisfactory or outstanding performance as well as areas to be improved making specific suggestions for improvement.
8. The supervisor and employee should establish goals and objectives for the employee, which will be used in the next assessment.
9. After the performance assessment document has been completed both the supervisor and employee must sign the assessment form. If a copy of the assessment is not signed by the employee and returned within seven (7) calendar days, an unsigned copy shall be placed in the personnel file. The supervisor gives a copy to the employee, sends another copy through to the appropriate administrator and then to the custodian of salaried employee personnel files. No alterations or comments may be made on the form after the employee and supervisor have signed it.
10. Confidentiality of the information is the shared responsibility of the supervisor, any reviewing administrator(s) and the file custodian. Ordinarily, the performance assessment document will be available only to the employee involved, his or her supervisor, appropriate administrators, and/or a duly designated representative in accordance with the collective bargaining agreement.
11. The employee will not have access to the actual input provided by employees or other individuals. In the event that an employee receives a rating of unsatisfactory and input was given by someone other than the supervisor, the employee may request and will receive a summary of comments from those who provided input, but the comments will not be attributed to the contributor. The employee, upon receiving an unsatisfactory rating when input has been sought and received, will have the right to ask another individual to provide input on their behalf.

## **REFERENCE QUESTIONS**

## APPENDIX C

### Salaried Employee Performance Criteria

(For voluntary use in conjunction with the Salaried Employee Performance Assessment)

The questions listed below each criterion are intended to illustrate aspects of the performance area. Not all questions will be applicable to every position. In addition, there may be other dimensions of a criterion which apply to some positions. The questions are intended to assist, but not to limit, the evaluation.

- A. Communications (oral and written):
  - How well does the employee express him / herself?
  - How well does employee communicate with direct / indirect reports, peers, students, and other professional contacts?
  - How well does the employee keep his / her supervisor informed?
- B. Job Knowledge:
  - Assess the employee's command of the knowledge base required to perform the job.
  - How well does employee understand job responsibilities?
  - How well does employee understand and adhere to policies and procedures?
  - Does employee consistently attempt to expand job knowledge and keep abreast of developments in the field?
- C. Organization and Planning:
  - Does employee reappraise procedures or techniques to insure efficiency?
  - Does employee define and arrange activities in a logical manner?
  - Does employee effectively use resources including staff, time, money, and materials?
- D. Leadership and Supervision:
  - Does employee set a good example for others?
  - Does employee delegate appropriate tasks to direct/ indirect reports?
  - Does employee develop the capabilities of direct / indirect reports?
  - Does employee motivate direct / indirect reports so that they work together toward common objectives?
- E. Dependability:
  - Can the employee be relied on to fulfill job responsibilities in both routine and complex job situations?
  - Does employee observe and meet deadlines?
  - Is employee punctual for meetings?
  - What is the employee's attendance record?
- F. Initiative:
  - Does employee act independently when appropriate?
  - Does employee actively pursue or initiate projects for the benefit of the department and/or the University?
- G. Problem Solving and Creative Ability:
  - Does employee develop logical and creative solutions to problems and make effective decisions?
  - Can employee distinguish between significant and minor issues?
  - Does the employee's work reflect creativity?
- H. Adaptability:
  - Does employee adapt to changing work demands?
  - Is employee receptive to new ideas and concepts?

I. Professional Attitude:

Does employee demonstrate interest in the job, the department and the University?

Does employee emphasize the positive aspects of most situations?

Does employee work effectively under pressure or in crisis situations?

Is employee willing to work beyond normal expectations when work load and deadlines require it?

J. Productivity:

Does employee produce work at satisfactory levels?

Is the employee's work timely, complete and accurate?

K. Relationship with Others:

Does employee have the confidence of others?

Does employee work effectively with other people?

# **360 DEGREE PERFORMANCE ASSESSMENT PROCEDURE**

## APPENDIX C

### UNIVERSITY OF MAINE SYSTEM 360-Degree Performance Assessment Procedure

In some situations, the supervisor or employee may want to expand input into a performance assessment and request that other people (e.g., project directors, clients, or others who have significant interaction with the supervisee) participate in the assessment of a supervisee, especially if the supervisor is not able to directly observe performance. This process is often referred to as a 360-degree performance assessment.

When a supervisor or employee has identified additional participants to provide input to a performance assessment, each participant will be contacted and provided with the approved UMS performance assessment instrument and a specific time frame for its return.

The following text may be used or adapted for this purpose.

To:

From:

Date:

RE: Annual Performance Assessment of \_\_\_\_\_ for the period of:

\_\_\_\_\_.

As someone who has significant interaction with the person noted above, I request your participation in providing input to this year's performance assessment. Please use the performance assessment document enclosed and return it with your comments and signature by [mm/dd/yy]. **Your input will not be available to the employee and any feedback given by the supervisor will not be attributed to any individual contributor.** Your input is considered confidential material, therefore, please do not share it with anyone.

Because performance assessment is important to an employee's professional growth and the University's advancement, please indicate strengths as well as areas that may benefit from additional training, development, and/or improvement based on your direct observation. This information will be part of the performance assessment conversation that will take place and will inform performance objectives for the coming year. Please note that the performance assessment is not a performance improvement plan, but is rather an opportunity to provide feedback and suggestions for building individual and organizational capacity.

Thank you for participating in this important process. Please feel free to contact me if you have questions concerning the assessment instrument, the process, or the time frame for submission of the completed assessment [telephone# & email].



## 360-Degree Performance Assessment Form

Employee:

Supervisor:

**Please return to Supervisor by:** \_\_\_\_\_

The following characteristics/skills set should be kept in mind when completing the performance assessment forms – the self-assessment, the 360 assessment (if used) and / or the supervisors' assessment of:

- Written Communications
- Oral Communication
- Job Knowledge
- Organization and Planning
- Leadership
- Supervision -if supervision is applicable
- Dependability
- Initiative
- Problem Solving Ability
- Flexibility/Adaptability
- Professionalism

1. Identify the employee's strengths. Please provide examples from the past year to support your observations.
  
  
  
  
  
  
  
  
  
  
2. Identify the employee's challenges and areas in need of improvement. Please provide examples from the past year to support your observations.
  
  
  
  
  
  
  
  
  
  
3. Additional Comments:

Contributor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **SALARIED EMPLOYEE SELF-ASSESSMENT**

## UNIVERSITY OF MAINE SYSTEM

## SALARIED EMPLOYEE SELF-ASSESSMENT

1. What changes, if any, are needed to make your job description accurately reflect your current responsibilities?

2. What were your most important achievements in your University position during the past year?

3. Is your current workload reasonable? What adjustments in workload would you suggest?

4. If you and your supervisor set goals and objectives for this year, comment on your progress in achieving them.

5. Have you participated in professional development activities this past year? If so, please list these activities. How have they helped you develop? What type of professional development activities would be most helpful to you?

6. What do you suggest for goals in the upcoming year?

7. How can your supervisor help in your job performance and personal and professional development?

The following questions are optional. Your responses will be helpful to the University if you wish to respond. Please respond on a separate piece of paper, which will not be placed in your personnel file and will not be part of your performance assessment, unless you so wish. If you wish these responses to be placed in your personnel file, check here. \_\_\_\_\_

8. Do you feel that certain aspects of the University's structure and management particularly enhance or hamper your job activities? (Please cite positive or negative conditions which are particularly important to you.)

9. Overall comment (a short statement of your overall experience as a University employee during the past year):

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUPERVISOR'S SECTION  
OF  
PERFORMANCE ASSESSMENT**

## APPENDIX C

### UNIVERSITY OF MAINE SYSTEM SALARIED EMPLOYEE PERFORMANCE REVIEW

Employee \_\_\_\_\_ Date of Appointment to Current Job \_\_\_\_\_

Title \_\_\_\_\_ ASSESSMENT PERIOD From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Date of Assessment Interview \_\_\_\_\_

#### I. Job Description

- A. The supervisor and employee should review the job description to be certain that there is a mutual understanding of responsibilities of the job. Identify changes that have occurred in the position. Any changes in the job description must be approved by the appropriate University administrator before a new job description is placed in the employee's personnel file. Check here if the job description is being revised and forwarded for approval. \_\_\_\_\_
- B. Complete the attached assessment form using the job description - you may refer to the list of skill sets/ characteristics listed in #1 of the instructions to assist you.

1. List major achievements and accomplishments of goals set for the past year:
  
  
  
  
  
  
  
  
  
  
2. Highlight areas of the job description where the employee exceeds expectations:
  
  
  
  
  
  
  
  
  
  
3. Identify professional challenges faced in the past year:
  
  
  
  
  
  
  
  
  
  
4. Identify personal strengths:

**Identify areas for growth or improvement: (include what needs improvement, action plan with timelines for improvement as well as support to be given by supervisor):**

5. List plans/ goals for the upcoming year:

6. What training, professional development or other support is needed to support achievement goals? (The supervisor is the one completing this section.)

7. The employee's overall performance is unsatisfactory \_\_\_\_\_ satisfactory \_\_\_\_\_ outstanding \_\_\_\_\_.  
If unsatisfactory is checked - please enclose documentation and a PIP (Performance .Improvement Plan or include PIP that is presently in progress).

If outstanding, please explain.

8. Summary Comments (Optional):

Supervisor:

Employee:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signature of the employee attests that s/he has been shown and has discussed the assessment and / or performance plan.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Review: \_\_\_\_\_ Date: \_\_\_\_\_

If appropriate:

Department Chair/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward for inclusion in the official personnel file.**

## **APPENDIX C1 – Recommendations from the Evaluation Committee**

### **Recommendations from the Evaluation Committee**

The Evaluation Committee would like to make the following three recommendations to enhance the professional assessment process:

- I. The Universities will abide by the University of Maine System Board of Trustee policy that requires annual assessments to be done. It is a job requirement of Supervisors to assess the employees that report to them. Those who fail in fulfilling this requirement should be held accountable for that performance failure.
2. The new Professional Performance Assessment tool should be the only assessment tool in use for professional unit members. Should a department, division or campus desire to deviate from this tool, the campus head of human resources will be required to follow the requirements of Article 13, Section L of the agreement with UMPSA in order to make that change.
3. Employees who have questions concerning the location of their official personnel file will be directed to campus Human Resources for an answer.



## APPENDIX D – MOU re APL #26 Travel Reimbursement

### Memorandum of Understanding

AGREEMENT made by, between and among the University of Maine System, an institution of higher education with principal offices at Bangor, Maine (hereinafter "University") and the Universities of Maine Professional Staff Association of the University of Maine, MEA/NEA, an employee organization with a place of business at Bangor, Maine (hereinafter "Association"). For valuable considerations, and in consideration of the mutual promises and covenants contained herein, the University and the Association hereby agree as follows:

Pursuant to discussions between the parties regarding employee travel reimbursement, the following agreement has been reached by the parties:

2. Employees in bargaining units covered by this Agreement shall normally be reimbursed for travel based upon the actual expenses incurred. Such actual expenses shall include, but not be limited to, both meals and lodging.
3. Employees may, prior to the start of travel, request to be reimbursed for expenses incurred on a per diem basis for meals and /or lodging. Such requests shall, except in extraordinary circumstances, be approved by the administration.
4. In those instances where employees are reimbursed on a per diem basis, there will be one rate for meals and one rate for lodging. This rate will be the same as the Federal Standard per diem for the entire continental United States at the time of travel (CONUS Rate) unless the University, at its discretion, approves a higher per diem rate.

It is hereby affirmed that these represent the agreements reached by the parties in their discussions. No other agreements, promises or inducements are made or implied. These agreements represent the totality of the understandings reached.

These agreements will be incorporated into Administrative Practice Letter #-26 which shall be reissued with a new effective date upon execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Dated: 2/21/03

By: Frank C. Gerry  
University of Maine System

Dated: 2/21/03

By: Jerry Nadeau  
UMPSA, MEA/NEA

## APPENDIX E – MOU re SECCP Reclassification

### Memorandum of Understanding

This Memorandum of Understanding is made by, between and among the University of Maine System, a body politic and corporate and an instrumentality and an agency of the State of Maine with principal offices at Bangor, Maine (hereinafter "System") and the Universities of Maine Professional Staff Association, MEA/NEA, an employee organization with a place of business at Bangor, Maine (hereinafter "Association"). For valuable considerations, and in consideration of the mutual promises and covenants contained herein, the System and Association agree as follows:

1. The following Unit Member Initiated Position Review (hereinafter "Review") protocol will be established as part of the Salaried Employees Classification and Compensation Program for eligible unit members effective December 1, 2005. An eligible unit member is one who is on the payroll at the time of the request and remains on the payroll until final resolution.
2. Reviews for this process constitute a unit member's request using the approved Request for Salaried Classification Review (hereinafter "RSCR") form available on the System's web-site to seek an administrative evaluation to determine if the present duties performed are significantly different from those outlined in the unit member's current Position Description Questionnaire (PDQ). The RSCR shall be developed in consultation with the Association.
3. The employee and supervisor shall prepare a revised job description and a new PDQ to reflect the current duties being performed.
4. The revised job description and PDQ together with the completed and signed RSCR shall be submitted to the supervisor who will have 20 (twenty) working days to complete the supervisor's portion of the review and submit it to the campus Human Resources (HR) Office. The unit member shall be provided a copy of the RSCR at the time it is forwarded by the supervisor.
5. In the event there is a disagreement between the employee and the supervisor, the supervisor may indicate this disagreement in the supervisor's portion of the form. The supervisor may not require an employee to change an entry in the employee section of the form if the employee does not wish to do so. Both the employee's documentation and that of the supervisor shall be forwarded to the campus HR Office.
6. The campus HR Office will evaluate the position using the Point Factor Instrument and review the job family assignment to determine whether the employee's job has changed significantly. If a significant change in duties and responsibilities has occurred, the campus HR office will determine the appropriate job family, salary band, and placement within the salary band. The campus HR office will communicate the results of the position review to the unit member. Any change shall become effective on the date the completed review request was submitted by the unit member to the appropriate supervisor.
7. An employee who has been determined to warrant a salary adjustment as a result of a reclassification shall, except in exceptional circumstances, receive a minimum salary increase of 5% and be placed on at least the minimum and not more than the maximum of the salary band.

In the event an increase of less than 5% is granted, the University shall provide the Association with information concerning the exceptional nature of the circumstance.

Subject to the terms above, for employees hired prior to 01-01-05, the salary resulting from a reclassification may exceed the maximum of the salary band if necessary to provide for an increase of 5%.

A salary increase granted under the terms above shall not constitute an inequity within the SECCP.

8. The campus HR Office will have 20 (twenty) working days to provide the employee with written notice setting forth the reasons as to why the request was either approved or disapproved. A copy of this notice shall be provided to the UMPSA designated representative. In the event the campus HR Office fails to respond within 20 (twenty) days and there is no mutual agreement to extend the time limits, the employee may advance the matter to the next level of this procedure by filing written notice to the System Appeals Committee (SAC).
9. If the unit member is dissatisfied with the campus HR Office decision, the unit member may file a written appeal to the SAC within 20 (twenty) working days from receipt of the denial from the campus HR Office. The unit member's appeal shall state exactly what part of the campus HR Office decision they are appealing.
10. The SAC shall consist of one representative from the Association and one representative from the System. The SAC shall provide the unit member with a written response within 30 (thirty) working days.
11. If the SAC is able to reach consensus that the job has or has not changed significantly, they shall inform the campus HR, the unit member and the supervisor of their findings. Such findings shall be final and binding and may include any changes to any Factor Rating or a change in Job Family. The campus HR Office shall implement the findings of the SAC and will compute any increase in salary and will communicate that determination to the supervisor and the unit member and Chair of the Association Salary Committee. Any change shall become effective on the date the completed review request was submitted by the unit member to the appropriate supervisor. If the SAC denies the request, said denial will end the review process.
12. If the SAC is unable to reach consensus, the appeal will be forwarded to the single arbitrator selected by the parties to hear such appeals. If the arbitrator determines that there has not been a significant change in the job duties and responsibilities, the arbitrator shall deny the appeal. The arbitrator's decision shall be binding and no other avenue, including Article 15 - Grievance procedure, will be available to the unit member to appeal the denial. If the arbitrator approves the appeal, the campus HR Office will calculate the salary band and placement in the band and communicate any change to the unit member. Any change shall become effective on the date the completed review request was submitted by the unit member to the appropriate supervisor. The selection of the arbitrator shall be subject to periodic review.
13. Employees shall be granted release time to present their own appeal or serve on the SAC. The System agrees to provide training to those unit members who are designated to serve on the SAC.
14. Any fees charged by the impartial arbitrator shall be borne equally by the System and the Association.
15. All reviews shall be filed within the time limits set forth or the review shall be deemed to have been resolved by the decision at the prior step. The time limits herein may be extended by mutual agreement of the System and Association.
16. Should a request for review result in the granting of an increase in salary, the unit member's manager may be allowed to eliminate the assigned duties that resulted in the granting of the increase. The employee will receive compensation from the date of the employee request for review until the duties are actually taken away.
17. Article 17 (C) (2) of the Collective Bargaining Agreement shall be amended to read, "A unit member who believes she/he has been assigned significant additional responsibilities may request consideration for an increase as described in the Memorandum of Understanding dated February --, 2006."
18. In the event there is any conflict between this Memorandum of Understanding and the Professional Agreement, this Memorandum of Understanding shall be controlling.
19. The Association and System agree to meet and confer on an as needed basis to discuss issues related to the implementation and application of the Review Protocol.

20. No later than October 31 of each year, the University System shall provide to the Association a data file containing the name, campus address, position, job family, point factor count, wage band and salary of all members of the unit. Those members of the unit who are new shall be grouped by their start date.
21. Commencing with the effective date of this agreement, the University System agrees to provide the Association with a quarterly report of all new employees in the unit. This report shall also contain the job factor points, wage band assignment, actual salary.

This appendix is designed to present the definition of terms frequently used in the Salaried Employee Classification and Compensation Program. They are provided for information purposes and reflect current thinking on any given issue but are not controlling.

Position Description Questionnaire (PDQ) - Document used by employees and supervision to determine the actual duties, skills and elements of a given position

Point Factor Instrument (PFI) - Scoring sheet for the PDQ

Quartile - Salary bands are divided into sections, each individual section represents a quartile

SECCP - Salaried Employee Classification and Compensation Program

Significant Change in Duties and Responsibilities - Is present when either:

1. changes will result in increases in at least two factor ratings on the PFI and at least a 10% increase in the point value of the position, or
2. a change in Job Family assignment that affects the salary band.

3.2.06  
Date

2/28/2006  
Date

Frederic E. Henry  
University of Maine System

Kenneth M. Sullivan  
Universities of Maine Professional Staff Association,  
MEA/NEA

## APPENDIX F

### Remote Work Guidelines University of Maine System

#### **Purpose**

Remote work can benefit the University of Maine System, employees, and communities in many ways. It can increase productivity and job satisfaction; improve retention and recruitment; reduce commuting costs, congestion, and pollution; and offer employees greater flexibility.

The University of Maine System considers voluntary remote work when consistent with the needs of the University and an employee's department. Remote work is a voluntary scheduled alternative work arrangement that permits an employee to work remotely during part or all of the workweek. Decisions about requests to remote work will be made consistent with the provisions of the appropriate collective bargaining agreement or employee handbook.

These guidelines apply to continuing or recurring remote work arrangements (for example, every Wednesday). Temporary, brief, or occasional remote work – for example, to complete a short-term special project or when an employee needs to work remotely to care for a sick family member – are not subject to the guidelines.

#### **Definitions**

**Remote Work:** When employees carry out their work duties away from the office. Also referred to as Telecommuting and Telework. Remote work does not need to be all or nothing, and certain jobs are more conducive to a remote work option than others. Options are as follows:

**Ongoing Remote:** The job role is determined to be remote.

**Hybrid Remote:** The job role is determined to be a combination of remote and in-person.

**Crisis Remote:** The job role is primarily, permanently or ideally in-person. A crisis prompts the role to become temporarily remote.

**Present On-Site:** The job requires on-site placement; it is geographically dependent. Remote is not an option, even in crisis situations.

#### **Eligibility**

Remote work is available to regular and temporary staff who:

- Have successfully completed their probationary period (unless remote work is a condition for accepting employment),
- Have a record of satisfactory job performance,
- Have work responsibilities that can be performed remotely without adversely affecting quality, productivity, or the needs of the University,
- Have ongoing and reliable access to telephone and internet remotely which allow the employee to accomplish work tasks such as video training, video conferencing, or more,

- Have a dedicated work space that meets privacy and ergonomic requirements through annual review of safety checklist.

Employees may request to work remotely. Management has sole authority to approve or deny requests. If a request is denied, the employee may ask for a review by Human Resources.

## **Criteria**

Remote work is not suitable or practical for all work or all positions. It is generally not an option for positions involving a high level of student, employee, or public contact or requiring use of tools, equipment, or information that is available only at the University worksite. Work activities which require any type of hazard identification and mitigation, or the use of OSHA's hierarchy of controls (other than ergonomic considerations) are not suitable work activities for remote work.

Out of State Remote Work: There are significant legal and tax implications when employees work outside of Maine and outside of the United States. Managers must contact their Human Resources Partner prior to approving an employee to work outside of Maine/US.

It may be expected that an employee be available to work on-site and/or participate in on-site events upon request.

## **Conditions**

1. Remote work arrangements must be documented in a written agreement approved by the immediate supervisor and the appropriate manager. A copy will be placed in the employee's personnel file and sent to the University Human Resources office. Any changes to the remotework agreement will also be documented and retained in the personnel file.
2. The written agreement will include the following provisions:
  - a. Expectations about work to be performed and regularly scheduled check-in times or meetings.
  - b. Core hours when the employee will be available to supervisors, co-workers, and others.
  - c. Supervisor responsibility for reviewing work products to ensure that productivity, quality, and service are maintained at appropriate levels.
  - d. Agreement about how phone calls to the employee's University office and the need for others to contact the employee on remote work days will be addressed.
  - e. Agreed upon work-related office product expenses such as paper, writing utensils, and ergonomic equipment incurred by the employee will be provided by the University, subject to management approval.
  - f. A provision making clear that the University does not pay utility costs associated with remote work, including phone or internet service.
  - g. Employees are assigned a campus location. Travel reimbursement between an employee's remote work office and campuses not designated as a home campus will be reimbursed per University policy.
  - h. For hourly employees, advance supervisor approval is required if remote work will result in the employee working more than 40 hours in a week. Flexible schedules and comp time are

encouraged when appropriate.

- i. Employees will notify their supervisor and provide accurate time entry in MaineStreet when disability leave or annual leave will be used during the timescheduled for working remotely.
3. All University observed holidays and departmental policies, procedures, and standards of conduct that apply to employees working on campus apply when an employee works remotely.
4. The employee is responsible for ensuring the confidentiality of University data, records, and other information used, stored, or accessed at their remote location. The employee will comply with Administrative Practice Letter VI-C, Employee Protection of Data, to protect covered data such as personally identifiable information. Appendix A to APL VI-C outlines appropriate measures to protect data and report security breaches.
5. The employee will be provided essentials to perform their job such as computer equipment and necessary software when required and appropriate. It is expected that employees will provide their own office furniture for work performed remotely. The University is not responsible for damage, repairs, or maintenance to any equipment/furniture owned bythe employee.
6. Any University equipment provided for an employee's remote work use should be documented as University property and will be returned by the employee when the remote work arrangement concludes or the employee leaves University employment. The employee will bring University provided equipment to a University-designated location for maintenance, repairs, and return.
7. In-person meetings should never be held in the remote work location, and if it becomes necessary to meet in person, such meeting should be held at the campus location when appropriate.
8. Remote work is not a substitute for dependent care, and family responsibilities must not interfere with work time. A remote work employee is expected to devote all of their attention toUniversity business during the agreed-upon work hours.
9. Employees are required to take all meal breaks and rest breaks as outlined in state law and collective bargaining agreements if applicable.
10. The employee is responsible for maintaining an appropriate, safe work area for remote work. The space must not have recognized dangers or hazards. The Self-Certification Checklist for Remote Work or comparable information should be provided to the employee.
11. The employee will continue to have statutory Workers' Compensation insurance coverage, when working remotely, for an injury that arises out of and in the course of University-approved work. An employee who has a work-related injury must report it immediately to the supervisor and other designated officials responsible for Workers' Compensation claims. The University has the right, but may not exercise this right in each situation, to inspect the site of the injury if a work-related injury is reported. Injuries that occuroutside of the designated work space will not be considered work related.
12. The University is not responsible for damage to the employee's or third party's property or injuries to third parties unless caused by the negligent acts or omissions of the University.
13. The remote work agreement is subject to periodic review, generally at six months and at least at the annual performance assessment, to ensure that it meets the work demands of the position, the needs of the University, and the eligibility and criteria outlined above, and may be rescinded at any time in the sole discretion of the University. Unit members under a remote work agreement may provide reasonable notice of a desire to end the remote work agreement. The approval, denial, revision, or discontinuation of all remote work arrangements must be provided in writing to the employee and must include the rationale for the decision.
14. Seniority (applies to ACSUM and UMPSA unit members only) – If more than one employee in the bargaining unit in the same classification and the same department wishes to participate in the remote

work program and the employees have equal qualifications, the most senior unit member will receive the remote work assignment, if both cannot be approved.

15. After supervisor approval, employees wishing to work remotely are to go through the Ergonomic Assessment Process flow chart following directions and completing each necessary step in order to self-certify their remote work space. Supervisors must receive signed documentation from the employee which confirms (according to the flow chart) that steps have been completed, and during the annual review, ensure that the self-certification is documented. This process of employee self-certification must take place within 2 business days of an employee being authorized to work remotely, although certain elements of the flow chart can be accomplished ahead of time by employees.
  - a. If deemed necessary after the employee has completed their own assessment, ergonomic assessments may be requested when the employee has completed the necessary steps in the remote work flow chart. Ergonomic assessments are coordinated through Risk Management and may be completed by a worker's compensation insurer, third party evaluator, or internal University resources such as Safety Management. It is the responsibility of the supervisor to ensure that evaluations are requested at the appropriate point in the process.



## APPENDIX G – APPD EHPTF Plan Design Recommendations

Health Program		Plan Design Effective 2/1/2014	
Base Health Plan	Provision	POS - In Network	CompCare
	Inpatient Hospital Deductible	Meet or exceed UMS Quality and Cost criteria = \$0	Meet or exceed UMS Quality and Cost criteria = no change
		Below UMS Quality and Cost criteria = \$100 IP Deductible	Below UMS Quality and Cost criteria = additional \$100 IP Deductible
	Non-Wellness PCP Visit Co-pay/Coinsurance	Meet or exceed UMS Quality criteria = \$10	UMS Cost & Quality design criteria = Subject to Current deductibles then 15%
		Below UMS Quality criteria = \$20	Below UMS Quality criteria = Subject to Current deductibles then 20%
	Specialist Co-pay	Meet or exceed UMS Quality criteria = \$20	Meet or exceed UMS Quality criteria = no change
		Below UMS Quality criteria = \$25	Below UMS Quality criteria = Subject to Current deductibles then 75%
	Selection of PCP Required	Yes	Yes (no referrals required)
	Urgent Care Facility	\$25	\$25
	Emergency Room Visit (if not admitted)	\$100	Additional \$100 deductible per visit
Prescription Drugs	Co-pays	Preferred generic - \$5 Generic - \$10 Preferred brand - \$25 Non-preferred Brand - \$40	Preferred generic - \$5 Generic - \$10 Preferred brand - \$25 Non-preferred Brand - \$40
	Step Therapy	Yes (existing therapies grandfathered)	Yes (existing therapies grandfathered)
Health & Wellness	Participation Incentive - Phase I	Premium based (average) Incentive - Participants= 90% UMS portion of premium/10% Employee portion of premium; Non-participants = 80% UMS portion of premium/20% Employee portion of premium	Premium based (average) Incentive - Participants= 90% UMS portion of premium/10% Employee portion of premium; Non-participants = 80% UMS portion of premium/20% Employee portion of premium
	Biometric Screening	Total Cholesterol (TC) HDL TC/HDL Ratio Triglycerides Glucose Blood Pressure Weight Height	
	Wellness Points Health Assessment	umsriseup.maine.edu umsriseup.maine.edu	

\*UMS current methodology for Tiering can be found on the UMS Benefits webpage at:

<http://www.maine.edu/system/hr/medicalqip.php>. Current UMS criteria may change as UMS refines the criteria in conjunction with the Maine Health Management Coalition and the Employee Health Plan Task Force (EHPTF).

## APPENDIX H – Performance Improvement Plan Form

### Work Performance Improvement Plan

**Employee Name:**

**Date:**

**Supervisor:**

**Department:**

A Performance Improvement Plan (PIP) may be an appropriate tool for the management of employee job performance when documented performance concerns exist and said concerns have been the subject of ongoing discussions between the employee and their supervisor. A PIP shall occur following an unsatisfactory evaluation or at any other time where documented performance concerns exist and said concerns have been the subject of ongoing discussions between the employee and their supervisor. No PIP shall be required for regular employees where cause exists for termination of employment and no PIP shall be required for probationary unit members. Any PIP used in the performance management of UMPSA unit members shall be accompanied by documentation or evidence of unsatisfactory performance and shall be drafted with an opportunity for input of the affected employee. PIPs shall be documented on the PIP form and shall meet the following criteria:

1. All performance deficits will be clear, specific, and supported by evidence.
2. Goals shall be specific, objective, and measurable.
3. Where and when applicable and appropriate a statement of the assistance to be provided by the supervisor and/or others shall be connected to each objective.
4. A timeline for the evaluation and completion of the PIP. PIPs shall be for no longer than 90 days. However, this does not preclude subsequent PIPs.

In the instance where a PIP is completed in a satisfactory fashion the PIP shall be clearly marked as having been completed satisfactorily. A satisfactorily completed PIP shall be removed from the employee's file 18 months after satisfactory completion, unless there are repeated performance concerns within those 18 months.

**The following describes areas of concern and or substandard unacceptable work performance:** Please provide a narrative summary of concerns here.

### Work Performance Improvement Plan

Performance area to be improved				
Action to be taken for improvement				
Supervisor's role in helping employee improve performance				
Dates to meet with supervisor				
Expected results				
End Date				

I understand that my failure to improve my work performance to the acceptable standard described above may result in additional work performance improvement plans and or disciplinary action, up to and including dismissal.

Employee: \_\_\_\_\_

Additional steps, I as a supervisor, will take to support the employee in achieving these expectations:

Supervisor: \_\_\_\_\_

Cc: Personnel File  
Human Resources

UMS-HR PIP 12202019

## **APPENDIX I – MOU re Compensatory Time**

### **Memorandum Of Understanding**

AGREEMENT made by, between, and among the University of Maine System, (hereinafter "UMS") and the Universities of Maine Professional Staff Association of the Universities of Maine, MEA/NEA, (hereinafter "UMPSA"). The University and UMPSA agree as follows:

Pursuant to discussions between the parties regarding compensatory time, the following agreement has been reached by the parties:

Compensatory time is a form of compensation that is provided in lieu of pay for overtime worked. The purpose of compensatory time is to allow employees to have time off at a later date and as such it is to be scheduled and taken. Supervisors will review work demands and scheduling considerations so as to only permit the accrual of comp time which may reasonably be utilized and scheduled.

Each Unit Member and Supervisor shall regularly review work demands and scheduling considerations so as to identify times when accrued compensatory leave may/should be used.

- Employee requests to use accrued compensatory time shall be granted within a reasonable period after making the request so long as such request does not unduly disrupt operations.
  - In the event an employee is not scheduling accrued compensatory time, supervisors shall first meet with the employee to remind them of opportunities they have to use the time and the purpose of compensatory time. If after this conversation the employee does not schedule their accrued compensatory time the supervisor may schedule the employee to take time off. The supervisor shall consult with the employee before finalizing the schedule.
- 1 Pilot Program to run through August 31, 2018 (This allows for a full academic year of experience)
  - 2 For the term of the pilot managers may elect to compensate employees for overtime worked by utilizing up to 60 hours of compensatory time (see note below for high utilization areas\*\*).
    - The decision to utilize compensatory time vs. pay for OT worked will be applied consistently among similarly classified employees in a work unit.
    - The decision to accrue over 60 hours of compensatory time will be made with mutual agreement of the employee and manager.
  - 3 \*\*During the pilot program high utilization areas at all campuses (residence life, enrollment management/admissions, and athletics) may elect to compensate employees for overtime worked by utilizing up to 180 hours of compensatory time. The decision to utilize compensatory time vs. pay for OT worked will be applied consistently among similarly classified employees in a work unit.
  - 4 In August 2017 any compensatory time balances in excess of 60 hours will be paid out to bring such balance to 60 hours.

5. Should the pilot expire with no subsequent agreement:

All compensatory time balances will be paid out (August 2018)

- Managers may elect to compensate employees for overtime worked by utilizing up to 60 hours of compensatory time (this applies to all work units). Any compensatory balances remaining in August of each year will be paid out.

James Bradley

FOR UMPSA

Jennifer A. Perry 7/10/19  
[Signature]

Don Pratt

FOR UMS