

# **AGREEMENT**

**Between**

**AMERICAN FEDERATION OF STATE, COUNTY,  
and MUNICIPAL EMPLOYEES, AFL-CIO**



**LOCAL 1572, STATE COUNCIL NO. 18**

**and**

**UNIVERSITY of DENVER**



**January 1<sup>st</sup>, 2022 through June 30<sup>th</sup>, 2024**

AGREEMENT

Between

UNIVERSITY OF DENVER

and

LOCAL 1572, STATE COUNCIL NO. 18  
AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES, AFL-CIO

TERM: First day of the first bi-weekly pay period for January 2022 through the end of the last bi-weekly pay period for the month of June 2024.

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UNIVERSITY OF DENVER

and

LOCAL 1572, STATE COUNCIL NO. 18  
AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES, AFL-CIO

EFFECTIVE: First day of the first bi-weekly pay period of January 2022 through the end of the last bi-weekly pay period for the month of June 2024

AGREEMENT

WITNESSETH:

The parties agree to be bound by the following terms and provisions relative to wages and employment conditions:

PREAMBLE:

This Agreement entered into by the Employees' Union Local 1572, Colorado Council 18, Affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union," and Colorado Seminary, a Colorado not for-profit corporation which owns and operates the University of Denver, hereinafter referred to as the "University," has as its purpose the promotion of the honest working relationship between the Union and the University; demonstrates Inclusive Excellence practices; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE 1 - RECOGNITION

1.1 The University recognizes the Union as the exclusive bargaining agent for all regular full-time and regular part-time employees. The term "employee" when used in this Agreement refers only to those persons falling within the classifications referred to in the Appendix "A" of this Agreement.

1.2 All management rights are retained by the University, including the sole and exclusive right to manage its operation, buildings, and facilities and to direct the workforce. It is agreed that the Union and the employees will cooperate with the University within the obligations of this Agreement to construe this Agreement to facilitate the efficient and flexible operation of the University's business and, at the same time, protect the rights of the

employees as provided in this Agreement. The Union recognizes that certain rights, powers, and responsibilities belong solely to, and are exclusively vested in, the University except as they may be restricted in this Agreement. Among these rights, powers, and responsibilities are all matters concerning or related to the management of the business and administration thereof, and the direction of the working forces including (but not limited to) the right to suspend, discipline, or discharge for just cause; to hire, classify, transfer, assign work, determine hours of work, promote, demote, or recall; to make, add to, alter, and enforce reasonable rules and regulations subject to the grievance and arbitration provisions, to relieve employees from duties because of lack of work or funds or other legitimate reasons, to determine the methods, means, employees or persons by which University operations shall be conducted, to direct the schedule, shift, and location of the work of employees so that the University may operate in the most efficient manner, subject only to the specific terms of this Agreement.

ARTICLE 2-NON-DISCRIMINATION

2.1 The University agrees that there shall be no discrimination because of an employee's membership in the Union. The University agrees that Union stewards and members of the Union will not be discriminated against for exercising their lawful rights under this Agreement.

2.2 Neither the Union nor the University shall discriminate against any employee because of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, genetic information, or veteran status. In the event that any provision of this Agreement conflicts with any law, rule or regulation of any Federal, State or Local civil rights agency or any part of the University's affirmative action program, that provision shall be subrogated to said law, rule, regulation or affirmative action program.

ARTICLE 3 - UNION SECURITY

3.1 Each employee covered by this Agreement shall, as a condition of employment maintain membership in the Union. Each employee covered by this Agreement who is hired on or after the execution of this Agreement shall, as a condition of employment, become a member of the Union immediately upon successful completion of employee's probationary period.

3.2 Employees who fail to comply with this requirement shall be discharged by the University within thirty (30) calendar days after receipt of written notice to the University from the Union. At the discretion of the Union, said employee who fails to comply with Section 3.1 will remit all dues owed to the Union.

3.3 The Union agrees to indemnify and hold harmless the University for any payment the University may be required to make in favor of any employee whose employment is terminated

pursuant to Section 2.2, including any attorney fees necessitated by the University defending such action.

#### ARTICLE 4 - CHECK-OFF

4.1 Upon receipt of written request from any employee, the administration of the University will cooperate with the Union in the collection of regular monthly dues by deducting from the wages due said employee, each month, the regular monthly dues as fixed by the Local Union. Authorization for such deduction shall be irrevocable for a period of one (1) year and shall be automatically renewed and irrevocable for successive similar period, unless terminated by written notice to the University and the Local Union by the employee prior to the anniversary date of authorization.

4.2 All money so deducted by the administration of the University shall be paid as designated by the employee on the first pay period of the month following that for which deductions are made. Such money, and a list of those employees having money deducted, shall be forwarded to the appropriate Union officer as designated by the Union. Upon the rehiring of a bargaining unit employee, a new authorization card will be furnished to the University.

4.3 The University will provide the Union with a list of bargaining unit employees who have payroll deductions for Union dues once per year unless otherwise requested. The University will also provide new hire information to the union within a week of the employee's hire date. The Union assumes all responsibility for its mistakes which may be made in notifying the University of who is eligible for payroll deductions. The Union agrees to indemnify and hold harmless the University for any payment the University may be required to make in favor of any employee as a result of an unauthorized deduction.

4.4 In the event an employee attains early eligibility for membership for any reason, the University will notify the Union President in writing within ten (10) working days giving the effective date. Should a member lose eligibility but continue employment at the University due to a job change such as promotion to a management position, the University will notify the Union President in writing within ten (10) working days giving the effective date of that change. In either of these situations, the final responsibility for the Union receiving correct information shall lie with the employee.

4.5 Employees may contribute to the Union's Political Action Fund through a payroll deduction. Employees may contribute to this fund or decline continued contributions once a year at a time to be designated by the University.

#### ARTICLE 5- SENIORITY

5.1 Seniority is defined as the length of continuous service with the University from the employee's most recent hire date into a union classification. Seniority which has been accumulated outside the bargaining unit shall not be used for promotions, demotions, reduction in work force, recall after layoff, transfer, vacation scheduling, shift preference or leave of absence. A probationary employee shall not accumulate any seniority during the probationary period, which is

hereby defined as being the first one hundred and eighty (180) calendar days of employment for new hires; sixty (60) calendar days for a seasonal worker that has been hired as a regular full-time or part-time employee after completion of six (6) consecutive months requirement. At the completion of the probationary period, seniority shall revert to the most recent date of hire as a regular full-time or regular part-time employee. A probationary employee can be terminated at the option of the University without recourse.

5.2 Turnover from transfer or vacancy: In the event a vacancy occurs in the department, it shall be posted at the clock in time clock locations for a period of seven (7) calendar days. Employees may bid for a transfer to fill the vacancy by completing online application through applicant tracking system by the end of the posting period. Employees who are currently working on the shift in which the opening occurs may express interest in the vacated position. The hiring manager may assign the position to the most senior interested employee, provided that skill, ability, work performance (as measured by disciplinary actions of written reprimand or above), and qualifications are equal. Prior to filling the vacancy, those individuals who submit a timely application will be considered, after which other methods of finding qualified persons will be pursued. Currently employed persons with a record of satisfactory performance with the University (including the University's performance evaluations) will receive special consideration in meeting the job requirements, provided there appears to be reasonable expectation in the opinion of the University that the employee will be successful in the new assignment within a 30-working day trial period.

Within the 30-day working trial period, if either the University or employee requests, employee may be transferred to an open position in the same job classification as they were in before applying for the vacant position, and employee will be paid the wage rate applicable to the position in which employee is placed including seniority.

Employees selected for these positions will not be eligible for another transferable position for a period of six (6) months. In the event that no employee applies for or is selected for the transfer, the position may be filled by an outside hire. Nothing contained herein shall be construed to limit the University's right to direct or assign work or to adopt new or different methods of performing work within the department.

Non-selected Bidder/Applicants shall be notified of the job award within five (5) calendar days of the award. Employees on paid leave status (bereavement, vacation, sick, etc.), who have submitted applications for specific positions prior to going on leave, will be considered for those positions. In the event a subsequent job opening occurs within 90 days of a posting for the same classification, the University will re-post the position for internal candidates for five (5) calendar days, and if there are not qualified internal candidates, the University may fill the position with an applicant who applied for the previous job posting.

5.3 Seniority shall govern in promotions, demotions, reduction of work force and recall after layoff provided skills, abilities, and qualifications are equal and the employee is qualified to perform the work. Seniority shall govern selection of vacation, however, the right to determine the vacation period shall rest with the University so as to insure the continuous and proper operation of the University. It is also agreed that consideration for shift preference shall be given to the senior employee in the classification provided it does not impair the efficiency

of the University's operation and provided an opening exists. No new, permanent employee, shall be hired until all employees on layoff status desiring to work have been recalled, provided the employee is qualified to perform the work. When an employee is laid-off due to a reduction in the work force, employee shall be permitted to exercise seniority rights to bump the least senior employee in an equal or lower job classification, provided the affected employee possesses the necessary skills, abilities, qualifications and is presently qualified to perform the work. Seniority shall govern selection of vacation subject to the exceptions set forth in Article 11.6.

5.4 An employee covered by this Agreement shall lose employee's seniority status under the following conditions and employee's name will be removed from the seniority list:

- a) Quits or resigns.
- b) Discharge for just cause.
- c) Overstays a leave of absence.
- d) Laid off for a period of twelve (12) months or a time equal to employee's period of employment, whichever is shorter.
- e) Termination of the Agreement.
- f) Failure to reply within three (3) calendar days and report within ten (10) working days to recall to the employee's last known address via certified mail, return receipt requested. It shall be the responsibility of the employee to advise the University of employee's correct mailing address while on layoff.

5.5 A current seniority list will be given to the Union President every three (3) months. Such lists shall be subject to protest, but if no complaint is made within thirty (30) calendar days of submission, the list shall be considered to be approved by the Union. Any employee on leave at the time of submission shall have a period of fifteen (15) calendar days from the date of return to service to file complaint.

#### ARTICLE 6 - WORK DAY

6.1 **Hours of Work** Eight (8) hours of work, including paid leave (exclusive of lunch period) shall constitute a normal day's work, but nothing shall be construed to prevent the University from scheduling overtime.

6.2 The basic workweek begins on Monday at 12:00 am through Sunday at 11:59 pm. The University will notify the union thirty (30) days in advance if employee's pay schedule is changed.

6.3 **Shift Differential** When three or more hours of an employee's regular shift falls between the hours of 5:00 p.m. and 5:00 a.m., or if their shift falls on the weekend (12:00 a.m. Friday through 5:00 a.m. Monday) the employee will receive, for the entire shift, the shift differential set forth in Appendix "B".

6.4 **Reporting Unscheduled Leave** Employees are to follow reporting procedures set forth in Attachment I, Reporting Unscheduled Leave, which may be modified as deemed necessary by the University. If an employee calls in forty-five (45) minutes prior to the start of employee's shift and indicates that employee will be late, but will report at a certain time, the employee must clock-in within fifteen (15) minutes of that time. If the employee fails to report within fifteen minutes or fails to notify employee's supervisor forty-five (45) minutes prior to the start of employee's shift that employee will be late, the employee will not be allowed to work that shift. The requirements of this section may be waived in the event of emergency situations.

6.5 **Call-out** An employee who is off duty and is called out to return to campus to perform work will receive a minimum guarantee of two (2) hours and forty-five (45) minutes at one-and one-half times (1 1/2x) the employee's regular hourly rate. This provision does not apply where the call-out is contiguous with an employee's regular shift and call-out pay shall not be pyramided with overtime. Employees shall follow normal reporting procedures except where directed otherwise by the department supervisor in emergency situations. If an employee is called out early and such call out is contiguous to employee's regular shift, employee will receive the shift differential to which employee would be entitled (if any) for employee's regular shift.

6.6 **Notice of shift change** In the event of a change in shift from a pre-established work schedule, notice of such change must be given the affected employee. It is further understood that the University may transfer an employee out of an area if the supervisor has received written complaints from academic or administrative personnel regarding that employee. Also, the, Associate Vice Chancellor of Facilities Planning and Management, or their designee have the right to transfer employees within his/her supervision to other work areas, including shift changes, when in their opinion there is a work-related reason for this action. The University will attempt to give written notice by employee's immediate supervisor of the shift change and the reason for it at least seven (7) work days, but no less than five (5) work days prior to the change unless such notice is impracticable. If the transfer is due solely to the employee's job performance, the employee can raise the issue in the grievance procedure.

6.7 Employees will not have their hours reduced for the sole purpose of avoiding any of the provisions of this Agreement.

6.8 **Essential Personnel** All Facilities personnel are considered essential personnel and are expected to report to work for their regularly scheduled shifts or stay at work until released by their supervisor when the University closes. Those employees who are unable to report to work may use vacation time if they have properly notified their supervisor that they cannot make it in to University personnel. This time can be used to complete a work day so that the employee receives a full day's pay, or it will be added to an employee's vacation balance. University Closure is defined as the suspension of normal University business and events.

6.9 The University may implement a four-day workweek after giving the union notice and opportunity to discuss the change in workweek. In the event a four-day workweek or schedules involving longer than 8-hour days is implemented, holiday provisions shall stay the same. Overtime provisions shall be modified to provide for OT at the rate of one- and one-half times (1 1/2) the employee's regular hourly rate after scheduled hours of work in a workday, or forty (40) hours in a workweek provided that employees work their scheduled hours.

6.10 Furloughs In lieu of effecting layoff(s) and force reductions, and upon notice to the Union, the University may elect to implement furloughs within the bargaining unit in which employees shall be required to take up to (but not more than) 8 furlough day(s) in a calendar year. The University will determine the estimated duration and duration of any furlough requirements to the extent possible and will provide as much advance notice to the union as practical. Supervisors will make reasonable efforts to accommodate employee requests to schedule furlough day(s), and seniority shall be considered in those cases where it is feasible to grant such scheduling requests. If the University determines that additional furlough days are necessary, it shall so notify the union and the parties may agree to additional furlough days within a calendar year. Implementation of furloughs shall not be considered a violation of Article 5 - Seniority or Article 6 or any sections or subsections thereof.

6.11 Continuous Operation Continuous operation is defined as an operation for which there is regularly scheduled employment for twenty-four (24) hours a day, seven (7) days a week. The workweek for employees engaged in continuous operation shall consist of five (5) consecutive eight (8) hour days or shifts. With agreement of the affected employee, the University may schedule split workweeks.

#### ARTICLE 7-WORKERS CLASSIFICATION AND PROBATIONARY PERIOD

7.1 Regular full-time employees work at least thirty-five (35) hours or more per week. Regular part-time appointed employees are those who regularly work at least twenty (20) hours per week. Temporary employees are those who are hired for ninety (90) calendar days or less. Seasonal employees hired exclusively for "grounds" work are exempt from the ninety (90) day work restriction. Temporary employees hired as regular full-time or regular part-time employees, will commence their probationary period as of the date of hire as a regular full-time or regular part-time employee. Regular part-time employees will not exceed fifty percent (50%) of regular full-time employees in their department.

7.2 Each new employee shall serve a probationary period of one hundred and eighty (180) calendar days from the date of hire unless the probationary period is waived. During the probationary period of one hundred and eighty (180) calendar days, employees will be eligible to use sick leave as it accrues. Seasonal workers that are hired as regular full-time or part-time employees, who have worked more than six (6) consecutive months shall have probationary periods of sixty (60) calendar days. That probationary period shall start the first day of the full-time or part-time status.

7.3 For the Building Service Specialist classification, both parties acknowledge and agree that the classification requires a degree of flexibility in scheduling and compensation that cannot be achieved under the terms of the collective bargaining agreement. Therefore, it is understood and agreed that management has the sole discretion to schedule Building Service Specialists as deemed necessary and, further, shall not be bound to pay overtime or any other premium pay penalties except as required by law. Specifically, the provisions of Articles 6.1, 6.6, 6.9, 8.1, 8.2, 8.3, and 8.5 shall not apply to Building Service Specialists. In the event the University decides to contract out any or all building service specialist work during the term of this agreement, it may do so with thirty (30) days' notice to the Union.

In addition, any dispute not contemplated in this provision which may arise between the University and the Union over Building Service Specialists shall be addressed in Labor-Management Roundtable conference and, in the event of impasse, shall be resolved in favor of University.

7.4 The University specifically reserves the right to use non-appointed student employees to perform the work of Custodial Worker II. No person shall be laid off or terminated as a result of students performing the work furthermore; this paragraph shall not be used as a method of intentionally displacing bargaining unit members.

#### ARTICLE 8 - OVERTIME

8.1 Overtime at the rate of one and one-half times (1.5x) the employee's regular hourly rate will be paid after forty (40) hours of work in a workweek, including paid leave for sick and vacation time but not for holiday time, or nine (9) hours of work in a workday, including paid leave for sick and vacation time but not for holiday time. There will be no pyramiding of overtime, that is, hours counted for purposes of daily overtime shall not be included for the purpose of computing weekly overtime and overtime will not be paid for the same hours twice. If it is necessary to assign overtime to bargaining unit employees within a particular shift, such overtime will be distributed as equally as practical among the employees on that shift and in the particular classification in which the overtime is needed. Except that in the Custodial Shop, overtime will be offered first to employees working in the areas in which the overtime is needed, then to the others by seniority.

8.2 It is understood that the principle of availability to perform the work is acceptable by the Union. Therefore, if an employee is unavailable to perform the work, or if employee refuses overtime, employee will be considered as having been offered the work and will move to the bottom of the rotation list. Nothing in this paragraph, however, will be construed to prevent the University from requiring an employee to work overtime as needed, starting with the least senior employee within that classification. The University will give at least two (2) days' notice of overtime requirements whenever practical.

8.3 The remedy for unequal distribution of overtime is a request to the University to equalize such overtime in the future, but not to pay for time not worked.

8.4 An employee shall not be required to take scheduled time off for the purpose of avoiding payment of overtime.

8.5 The opportunity for overtime work (over nine (9) hours in a day or over forty (40) hours in a week) shall not be offered to part-time employees or employees who have not served their probationary period except in cases of emergency or where there are no, or not enough, qualified regular full-time employees available in that shop and or custodial zone in which the overtime work is required.

8.6 All members of the snow removal team will be required to work any and all overtime up to a maximum of six (6) hours per day for snow removal with a fifteen-minute paid break. Failure to comply with the foregoing may result in disciplinary action.

## ARTICLE 9- HOLIDAYS

9.1 Holiday Schedule - Except as described below the following holidays are paid days off for appointed employees:

- a) New Year's Day
- b) Martin Luther King Day
- c) Memorial Day
- d) Juneteenth
- e) Independence Day
- f) Labor Day
- g) Thanksgiving (2 days)
- h) Winter Break (5 days)

9.2 If a holiday falls while an employee is on paid leave status, employee will receive holiday pay, and the day will not be charged against paid leave.

9.3 For employees who work a Monday through Friday schedule, for holidays that fall on a Saturday, the preceding day will be observed as paid holiday. If any of the above holidays fall on a Sunday, the following day will be observed as a paid holiday. For employees who work a Sunday through Thursday schedule, when a holiday occurs on a Monday then the holiday will be observed the preceding Sunday. Thanksgiving will be celebrated on Wednesday and Thursday.

For employees who work a Tuesday through Saturday schedule, and a holiday occurs on a Monday, then the holiday will be observed on Tuesday. For employees who do not work a Monday through Friday schedule, when the winter break is five days the five days off correspond to your regularly scheduled work week. Employees who work three days or less per week are not eligible for paid holidays unless the holiday falls on a day the employee is scheduled to work.

For Thanksgiving and Winter Break, the Associate Vice Chancellor of Facilities Planning and Management will provide a Holiday Observance memo that will be distributed to all employee. Pay for all holidays set forth in Section 9.1 shall be eight (8) hours at the employee's straight-time hourly rate for regular full-time employees and four (4) hours at the employee's straight-time hourly rate for regular part-time employees. If work is performed on any holiday set forth in Section 9.1 of this Article, the employee shall be paid for those hours of work at the rate of one and one-half times (1 1/2X) employee's straight-time hourly rate of pay in addition to the holiday pay as hereto provided. There shall be no pyramiding of pay for holiday work and overtime.

9.4 No employee shall qualify for holiday pay as provided in this Article unless such employee has worked employee's regularly scheduled shift immediately preceding and regularly scheduled shift immediately succeeding the holiday, unless excused by the University. If an employee is scheduled to work on the day of the holiday and does not report to work, he shall not receive holiday pay as provided in this Article, unless excused by the University or unless on an approved leave.

9.5 Probationary employees will receive holiday pay from the commencement of their employment. Employees on lay-off or on leave of absence without pay shall not receive holiday pay.

## ARTICLE 10 - SICK LEAVE

10.1 An employee whose standard workweek is thirty-five (35) hours or more and who has completed employee's probationary period will be eligible for sick leave at the rate of one (1) day per month for each month of full-time employment. Regular part-time employees will accrue sick leave on a proportionate basis of the above-described rate based on their regularly appointed workweek. Employees may utilize sick leave as it accrues in accordance with Colorado Healthy Families and Workplaces Act (HFWA). There will be no limit on sick leave accumulation for employees hired prior to July 1, 1980. Employees hired on or after July 1, 1980 may accumulate to a maximum of seventy-two (72) days.

10.2 Credits toward a sick leave allowance shall not accrue for a calendar month during which the employee is on out-of-pay status, on unpaid leave of absence, or for all days lost because of illness or injury in excess of the unused balance of their accrued sick leave credits.

10.3 The right is reserved by the University to require a certificate from a licensed physician's office as proof of illness when the employee has been on a sick leave for three (3) consecutive days. Failure to submit such proof within three (3) calendar days shall automatically disqualify such employee for sick leave allowance with pay. Such certification can also be required if there is evidence of sick leave abuse by the employee. Sick leave abuse includes but is not limited to: 1) Consistently using sick leave at the beginning or end of the regular workweek; 2) Consistently using sick leave on the day each month it is accrued; or 3) Consistently using sick leave on the same day of the week; or 4) Consistently using sick leave on the day before or after an approved vacation leave unless a physician's certification is provided.

10.4 Upon voluntary termination, employees who were hired prior to July 1, 1980 shall be paid at their straight-time hourly rate of pay for one-half (1/2) the amount of accumulated sick leave. Employees hired on or after July 1, 1980, shall be paid at their straight-time hourly rate of pay for days accumulated in excess of sixty (60) days, not to exceed six (6) days.

10.5 Employees who qualify for sick leave pay shall be paid during allowable absences because of illness or injury at the employee's straight-time hourly rate. An employee may use sick leave if it is necessary to be absent from work due to sickness of employee's children (including the children of a domestic partner), spouse, domestic partner, parents, in-laws or grandparents, and those over whom the employee has legal guardianship, subject to the other provisions of this Article.

10.6 After one year of service, employees who use two days or less of sick leave in the fiscal year (16 hours for fulltime and 8 hours for part time) shall be paid a bonus of \$200.00. The fiscal year is July 1 through June 30<sup>th</sup>.

**ARTICLE 11- VACATIONS**

11.1 An employee whose standard workweek is thirty-five (35) hours or more shall be eligible for a vacation with pay based on the following schedule:

Months of Employment	Accrual Per Pay period	Annual Accrual	Maximum Accrual
0-59 months	4 hours	104 hours	120 hours
60-119 months	5.52 hours	144 hours	160 hours
120 months	7.04 hours	184 hours	176 hours

Employees will not earn any additional vacation once they have reached their Maximum Accrual limit, until they use all or a portion of their earned vacation.

11.2 On a per pay period basis, regular part-time employees will be eligible to accrue vacation with pay in an amount which equals the proportionate share of the above vacation schedule that the part-time employee's total per pay period hours bear to a regular full-time employee who works for forty hours and has an equal number of months of employment. Part-time employees' vacation with pay is based on the following schedule:

Months of Employment	Accrual Per Pay period	Annual Accrual	Maximum Accrual
0-59 months	2 hours	52.2 hours	60 hours
60-119 months	2.76 hours	72 hours	80 hours
120 months	3.52 hours	92 hours	88 hours

11.3 Probationary employees will not be allowed to take paid vacation until after the successful completion of their probationary period. Employees discharged during their probationary period shall receive no vacation pay whatsoever. If an employee successfully completes employee's probationary period, employee's earned vacation accrues from the most recent date of hire as a regular full-time or regular part-time employee.

11.4 Employees on paid leave status (such as paid sick leave, paid bereavement leave, and jury duty) will continue to accrue vacation credits while such leave continues. Employees on unpaid leave of absence will not accrue vacation credits.

11.5 Employees who have successfully completed their probationary period may take earned vacation in increments of fifteen (15) minutes at the convenience of the University.

11.6 Vacations will be bid three (3) times a year based on seniority. The bidding shall occur in the first two weeks of May for vacation time in June, July, August and September; in the first two weeks of September for vacation time in October, November, December and January; and the first two weeks of January for vacation time in February, March, April and May. A vacation request will not be approved by University unless when the bid occurs employee has sufficient vacation time accrued to cover employee's entire request. Once an employee's vacation time has been approved by the University an employee's vacation time cannot be bumped by another employee. The approved vacation schedule shall be posted at the employee's clock in location. If an employee wants to change the dates of employee's vacation time employee must, as soon as practical, notify employee's supervisor and obtain the supervisor's approval. Vacation requests made after the designated bidding periods are not governed by seniority.

**ARTICLE 12 - LUNCH AND REST PERIODS**

12.1 A one half (1/2) hour unpaid lunch period shall be scheduled by the supervisor in order to keep all offices open to the public during all authorized office hours. If the employee is required by employee's supervisor to remain on duty throughout the lunch period employee will be paid for all such time at the applicable rate while employee is actually on duty.

12.2 A paid fifteen (15) minute rest periods for each four (4) hour work period, or major fractions thereof, shall be permitted for all employees. The rest period, insofar as practical, shall be in the middle of each four (4) hour work period. The rest periods are not to be used for covering late arrivals, early departures or long lunch periods. During such rest periods all employees must remain in their assigned work areas. Any abuse of the above section will subject an employee to disciplinary action.

**ARTICLE 13 - LEAVE**

13.1 Bereavement Leave An employee who promptly reports to the University the necessity of employee's absence for the purpose of attending the funeral of a member of employee's immediate family will be protected against loss of straight-time pay (not to exceed eight (8) hours pay per day) for up to three (3) consecutive regularly scheduled workdays between the day of death and the day after the funeral if the funeral is within the State of Colorado, If the death or funeral is outside the State of Colorado, the employee will be protected against loss of straight-time pay (not to exceed eight (8) hours pay per day) for up to five (5) consecutive regularly scheduled workdays. The University reserves the right to request and receive from the employee "verification of the death of a member of the employee's immediate family.

For the purposes of this Article, "immediate family" constitutes:

- a) Father or mother of employee or spouse.
- b) Spouse of employee.
- c) Child of employee or spouse.
- d) Brother or sister of employee or spouse.
- e) Grandparent of employee or spouse.
- f) Domestic partner.



g) Anyone over whom the employee has legal guardianship.

Nothing contained in this Article shall be construed to authorize such bereavement leave payment while an employee is on vacation, leave of absence, sick leave or layoff, or for any holiday which falls within the period the employee is absent on bereavement leave.

13.2. **Leave without Pay** The University's policies on the Family Medical Leave Act of 1993, including any future modifications, will be applied to bargaining unit members. Except as otherwise provided in that policy, the following provisions on unpaid leave of absence will apply. Leave without pay may be granted up to a period of one (1) year for such reasons as additional education, Union leave, personal, travel, etc. Each request will be considered separately and leave without pay granted only upon recommendation of the immediate supervisor and with approval of the Associate Vice Chancellor of Facilities Planning and Management, any leave taken without proper authorization or approval shall be considered absence without pay and may be cause for disciplinary action up to and including termination. Seniority will not be affected by an authorized leave of absence, but employees will not accrue any University benefits during this period.

13.3 **Training Leave** A leave of absence for the purpose of advancing an employee's skills in employee's occupation which would be of benefit to the University, may be granted with pay upon recommendation of the employee's supervisor with the approval of the Associate Vice Chancellor of Facilities Planning and Management or his/her designee.

13.4. Any requests for leaves of absence shall not be unreasonably denied by the University.

13.5 Unless otherwise provided by the FMLA, requests for any type of leave to which an employee is entitled under this Agreement and which is not to exceed one (1) calendar month, shall be answered by the University within five (5) working days. If the requested leave is in excess of one (1) calendar month, the request shall be answered within ten (10) working days.

13.6 Unless otherwise provided by the FMLA, employees returning from a paid leave of absence of twenty-two (22) working days or less shall be returned to their former or comparable position at the applicable rate of pay.

13.7 **Union Leave** Upon written request and subject to the approval of the Associate Vice Chancellor of Facilities Planning and Management, an unpaid leave of absence of up to one week may be granted to an employee designated by the Union, for the purpose of attending a Union convention once a year.

13.8 **Jury Duty** Should the Employee be called for jury duty, employee will be released from employee's position for the duration of such duty, without loss of pay, and will not be charged leave for this absence. In order to qualify for pay during jury duty the employee must notify employee's supervisor prior to the start of jury service. The supervisor may require the employee to furnish documentation from the court clerk as to days served. In the event an employee is excused from jury duty during normal work hours, the employee shall report for work as soon as possible after being released from jury duty and work all hours available. This requirement may be waived by an employee's supervisor based on the needs of the department,

the employee's work schedule, and in order to afford employees working non-day shifts adequate rest. Should the employee be called for jury duty, employee will be released from employee's position for the duration of such duty, without loss of pay, and will not be charged leave for this absence. Hours served for jury duty will not be computed as time worked for overtime purposes.

#### ARTICLE 14- HEALTH AND WELFARE BENEFITS

14.1 Health and welfare and other fringe benefits, except those expressly addressed herein shall be offered to bargaining unit employees under the same terms and conditions including any future modifications, as they are offered to other University non-exempt employees. That is, only those regular employees who have fulfilled the specified appointed service requirements shall be eligible for these benefits.

#### ARTICLE 15-WORKERS COMPENSATION AND MODIFIED DUTY PROGRAM

15.1 Employees receiving Workers' Compensation benefits for a job related injury that causes them to miss work may choose to supplement their pay with sick leave benefits up to 100% of normal pay, except that the University will continue an employee's regular rate of pay (excluding shift differential, if any) for the first three (3) scheduled shifts of any separate and distinct injury as opposed to a recurrence of the same injury without use of sick leave benefits. Nothing in this provision shall be construed to permit duplication of pay by the insurance carrier and the University. Should duplication occur, then the University will deduct the duplicated amount from the employee's pay check in the following two pay periods. Any employee refusing or neglecting to attend Workers' Compensation interviews will be subject to progressive discipline, up to and including termination. Every effort will be made to schedule such interviews during the employee's regular shift.

15.2 If an employee is released to the modified duty program, they shall report daily to a designated supervisor who will assign the employee to modified duty and work hours. If modified duty is refused by the employee, all Workers' Compensation benefits except medical benefits shall cease. It is the intention of the modified duty program to return the employee back to work as soon as possible, such program not to exceed ninety (90) calendar days. Under exceptional circumstances, the modified duty supervisor may extend the modified duty period no more than an additional ninety (90) calendar days after evaluating the designated medical provider's analysis. There shall be no modified duty after the second ninety (90) calendar day period. An evaluative medical exam shall be conducted by the designated Workers' Compensation physician, on the employee who is on modified duty, at least once every thirty (30) calendar days. All allowable employee benefits shall continue while the employee is on modified duty. All Workers' Compensation statutes shall be followed by the University and the employee.

#### ARTICLE 16- BULLETIN BOARD

16.1 The University agrees to furnish and maintain a glass enclosed bulletin board with a

lock for the use of the Union at a mutually agreed upon place within the Facilities Services Center.

16.2 Notices shall be restricted to the following types:

1. Notices of Union recreational and social affairs.
2. Notices of Union elections, appointments and results of Union elections.
3. Notices of Union meetings.

16.3 All Union job vacancies will be posted by the Local Union on the bulletin boards in the Facilities Services Center and at the employee's clock in locations. The Union shall designate in writing a primary and alternate designee for each location who shall be responsible for posting vacancies at each bulletin board location. The Union is responsible for notifying the University of updates to the designee list. The University shall notify and provide the postings to each designee via e-mail with read-receipt confirmation.

16.4 All employees must utilize University electronic mail and University customer relationship management (CRM) platforms for accomplishing employee activities including benefit enrollments, participate in trainings, work-related notifications and other essential work-related matters. Employees have been provided computers at their work stations and work time is provided for these activities.

#### ARTICLE 17 - GRIEVANCE PROCEDURE

17.1 The University shall not discipline or discharge an employee without just cause and it recognizes that employees covered by this Agreement are covered under Weingarten Rights. In the event of a grievance or complaint there shall be no cessation or suspension of work, except where an employee believes there is an imminent danger of harm or injury by continuing to work. Rather, the parties agree to resort to the procedures set forth below. The University shall notify a Union representative, within a reasonable amount of time not to exceed five (5) working days, of any disciplinary action.

17.2 Employees may be represented at any step of the grievance procedure by a Union representative. The time limits of each step may be waived by mutual written agreement.

17.3 A grievance shall be any controversy or dispute relating to any matter of wages, hours and working conditions or involving interpretation or application of any provision of this Agreement. A grievance of a coaching/verbal warning or a written reprimand shall only go through the first two steps of the grievance procedures. The Decision of the Associate Vice Chancellor of Facilities Planning and Management, or equivalent shall be the last step of the grievance process for coaching/verbal warnings or written reprimands. Four years after issuance of a coaching/verbal warning or a written reprimand, if no additional disciplinary action has occurred, at the employee's request, all documentation of the coaching/verbal warning or the written reprimand will be removed from the employee's personnel file. An employee may request that all documentation of a suspension be removed from the employee's personnel file four years after issuance of such suspension, provided that the employee does not receive any written reprimand or above during that four-year period. If an employee receives a written reprimand or above during that four-year period, the documentation of the suspension will remain in the employee's personnel file for an

additional two years from the issuance of such written reprimand or above.

17.4 As used in this article, "Level 3 Manager" refers to the Assistant Director Operations & Maintenance; the Assistant Director Energy & Utilities; the Director of Custodial Services; and the Operations Manager (Real Estate and Auxiliaries). "Level 2 Manager" refers to the Director, Facilities Management and the Director, Real Estate and Auxiliaries.

Grievances shall be processed in the following manner:

#### Step 1

The Union and/or the aggrieved employee shall take up the grievance or dispute with the employee's Level 3 Manager within fifteen (15) calendar days of the date of its occurrence or from when the employee reasonably became aware of the occurrence. The Level 3 Manager shall attempt to resolve the matter and shall respond within seven (7) working days.

#### Step 2

If the employee or the Union is not satisfied with the Level 3 Manager's answer or if an answer is not received, the employee or the Union shall, within seven (7) working days from the date the Level 3 Manager's answer is due, present the grievance to the Level 2 Manager, in writing, specifying the alleged violation and remedy sought. The Level 2 Manager shall give an answer within seven (7) working days.

#### Step 3

If the employee or the Union is not satisfied with the answer received at Step 2, the employee or the Union may, within seven (7) working days, appeal the grievance or dispute in writing to the Vice Chancellor of Business & Financial Affairs ("VC"). Within ten (10) working days after receipt of the appeal, the VC, or on a case by case basis their designee, shall consider the appeal at a meeting between the University's representatives, the employee and Union representative. The Union may call witnesses who have relevant, non-repetitive testimony, provided that the Union submits a written witness designation for each witness they intend to call to the VC or designee at least one week in advance of the meeting. The VC or designee shall make the final determination on the number of witnesses. The VC or designee shall give an answer within seven (7) working days after the meeting, except in emergencies. If no answer is received, then the settlement desired by the Union or the employee is implemented.

#### Step 4

If either party is not satisfied with the determination Step 3, they may request to have the grievance heard by a neutral third party within seven (7) days of receiving the Step 3 answer. The cost to be borne by the party making the request. The neutral party shall be either a representative of the Federal Mediation and Reconciliation Services or any other neutral third party mutually agreed to by the University and the Union. The determination by the neutral third party shall be final and binding on all parties.

## ARTICLE 18-WAGES AND PAY GRADES

18.1 Wages and pay for the duration of this Agreement are described in Appendix "B."

## ARTICLE 19 - SAVING CLAUSE

19.1 Should any part of this Agreement be held invalid by any court of competent jurisdiction, such holding in no manner invalidates the entire Agreement or any other part not directly affected by such holding. If any part of this Agreement is held invalid by any court of competent jurisdiction, the University and the Union agree to negotiate provisions which will satisfy the intent of the disposed section and comply with the applicable law or holding.

## ARTICLE 20 - SUBCONTRACTING

20.1 The University retains the right to subcontract any and all work it now performs or may perform. It is agreed that the University will not subcontract with the express purpose of laying off bargaining unit employees.

## ARTICLE 21 - JOB DESCRIPTIONS

21.1 The University agrees to publish job descriptions. Prior to implementation, employees and the Union shall be allowed to comment, discuss or make suggestions but the final decision as to the contents shall remain with the University. The University will provide an updated job description to the Union at the time a job opening is announced. When a hiring decision is reached, the University will provide the new employee with a copy of the job description and place a copy of the job description in the employee's personnel file. If the University makes changes to a bargaining unit job description, a copy will be given to the employee in that job as well as placed in the employee's personnel file.

21.2 Employees whose job description requires a valid driver's license must maintain an acceptable driving record according to the University insurance carrier. Failure to do so may result in termination. Any employee who is required to have a Commercial Driver's License will be required to be drug tested in accordance with the Department of Transportation's Drug and Alcohol testing provisions.

21.3 **Performance evaluations** The University has the right to implement annual performance evaluations for all employees. Prior to implementation, employees and the Union shall be allowed to comment, discuss or make suggestions but the final decision as to the criteria for evaluation shall remain with the University. The performance evaluation form shall include a section for the employee's response to the overall rating given by employee's supervisor. In the event an employee receives an unsatisfactory evaluation, employee may file a grievance challenging the evaluation.

21.4 **Temporary foreman duties** In the event an employee performs substitute supervisory duties for ten (10) consecutive working days or more, a letter acknowledging these

duties, whether the performance was satisfactory, and the time period involved shall be placed in employee's file. If an employee performs temporary foreman duties for (10) consecutive working days, employee shall be paid a premium over employee's straight-time hourly rate in the amount set forth in Appendix "B" commencing on the first day the foreman duties were performed. (See Appendix "B").

21.5 **Lead positions** The University may designate, at its option, a lead position which shall be paid a premium over the employee's straight time hourly rate in the amount set forth in Appendix "B". (See Appendix "B"). Supervisory activities and responsibilities of employees in lead positions will be performed in a manner consistent with the supervisory scope exercised by trades journeymen when directing work of apprentices, maintenance mechanics, or other assigned labor. The supervisory scope of the lead person will be limited to the task or tasks as assigned by their supervisor. All other supervisory responsibilities will remain with their supervisor. Regular part-time employees will not be assigned to lead positions over regular full-time employees unless no full-time employee bids for the position or is qualified for the position. Regular part-time employees may be assigned to lead positions over other regular part-time employees.

21.6 **Licenses** The University of Denver will reimburse all staff for trade licenses (not regular driver's licenses) that are required by the employee's job description, local, state or federal statute to perform tasks assigned to the employee. The employee will provide a copy of the payment check or a receipt to the University for reimbursement.

## ARTICLE 22 - UNIFORMS

22.1 Employees may be required to wear uniforms, to be provided by the University. The employee, as a condition of employment, will keep employee's uniform in clean and neat condition. The employee is responsible for replacement of uniforms that are soiled or damaged beyond normal wear and tear and/or as a result of carelessness by the employee. It is understood that such uniforms will only be worn in connection with the employee's work for the University. In the event an employee leaving the service of the University fails to return the uniform, a deduction will be made for such uniform on employee's final paycheck. Employees may purchase additional uniform items through the University. The type and number of uniform items shall be submitted for discussion and consideration to a Labor/Management Roundtable Conference.

## ARTICLE 23-SAFETY

23.1 **Protective devices** The University shall continue to provide protective devices in accordance with applicable state and federal law and pursuant to its current practices.

23.2 **Equipment safety** The Parties agree that it is the responsibility of the University to comply with applicable state and federal safety requirements in the workplace. No employee shall be required to drive a vehicle or operate equipment that is not in safe operating condition as prescribed by law. The Parties further agree that it is the employee's responsibility to obey all

safety rules and to report observed unsafe or hazardous practices or conditions to their supervisor.

23.3 Parking Parking shall be provided to bargaining unit employees on the same basis as all other University employees. Employees shall not be required to use personal vehicles while on duty. If an employee's shift is scheduled predominantly during open parking hours, the employee may present substantiation of employee's working hours to Parking Administration and employee will be issued a parking permit without charge. In the event the employee transfers to a day shift, employee will be required to comply with parking permit requirements.

23.4 Controlled Substance and Alcohol Policy Unit employees will be subject to the provisions of the University's Controlled Substance and Alcohol Policies, including provisions for substance abuse testing, with the exception that any decision to test an employee based on reasonable suspicion will be referred for review and confirmation by Health Services or other designated medical facility. The University reserves the right to modify such policies as it deems necessary. The Union will be given notice of and the opportunity to bargain any changes in the testing provisions of the policy. The decision to test and the results of any test will be strictly confidential and will not be provided to any other person, employee or non-employee, except on a need-to-know basis or as required by law.

#### ARTICLE 24 - LABOR MANAGEMENT ROUND TABLE CONFERENCES

24.1 Round Table Conferences, for the purpose of exchanging and clarifying broad issues of interest to all employees of the Facilities Department, shall be scheduled quarterly at a mutually convenient time and place, unless waived by mutual agreement by both parties. These meetings are not intended to resolve grievances or deal with work rule infractions. Additionally, representatives of the University and representatives of the Union may also schedule a Round Table Conference at any time upon the written request of either party. The written request shall include a list of invitees and topics for discussion and shall be received at least two (2) weeks in advance of the requested meeting date.

24.2 Two (2) weeks prior to the date of the conference, the Union shall provide the Associate Vice Chancellor of Facilities Planning and Management the names and job titles of the union members the Union wants to attend the conference. The Associate Vice Chancellor of Facilities Planning and Management shall review the submitted names to determine the union members who are approved for attendance at the conference, which approval shall not be unreasonably withheld. The University will notify the managers of the employees whose attendance at the conference has been approved. No employee shall lose pay for the time spent during employee's regular working hours when in such conference. Employees whose normal work schedules fall outside of the time of the conference shall have their work schedules adjusted during the same pay period in which the conference occurs.

#### ARTICLE 25-SEPARATION FROM THE UNIVERSITY

25.1 So that the University may have sufficient time to replace and train new employees for vacated positions, regular full-time and regular part-time employees are required to give one (1) week of written notice. The separation notice must be submitted in writing to the immediate supervisor

and a copy forwarded to Human Resources.

#### ARTICLE 26 - NEGOTIATING COMMITTEE

26.1 A Negotiating Committee, which will consist of up to two representatives of the Union and not more than five (5) employees, who are members of the bargaining unit, will be selected, to act as the bargaining unit's representatives in collective bargaining. It is preferred that these employees are officers and/or stewards.

26.2 Two (2) weeks prior to the start of the negotiations, the Union shall provide the names and job titles of the members of the Union Negotiating Committee in writing to the Associate Vice Chancellor of Facilities Management and Planning. The University will notify the managers of the employees who are on the Union Negotiating Committee. No employee on the Union Negotiating Committee shall lose pay for the time spent during employee's regular working hours in negotiation meetings. Employees on the Union Negotiating Committee whose normal work schedules fall outside of the time of negotiation meetings shall have their work schedules adjusted during the same pay period in which the negotiation meeting occurs.

26.3 If translation services are needed by members of the Union's Negotiating Committee the cost of providing translation services will be paid equally by the Union and the University.

26.4 There will be no termination of any employee on the bargaining committee except for just cause.

#### ARTICLE 27 - DURATION OF AGREEMENT

27.1 This Agreement shall be effective on the first day of the first bi-weekly pay period for the month of January 2022 and shall remain in full force and effect until the end of the last bi-weekly pay period for the month of June 2024. It shall automatically renew from year to year thereafter unless either party shall notify the other in writing ninety (90) calendar days prior to the expiration date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than thirty (30) calendar days prior to the expiration date.

27.2 Subject to the wage reopener terms set out below, the wage rate changes negotiated, if any, will take effect in the first bi-weekly pay period for the month of January of each year, and shall remain in effect until the end of the last bi-weekly pay period for the month of December of that year.

27.3 Starting in October of each year this Agreement is in effect, the University and the Union agree to reopen this Agreement for the purpose of engaging in negotiations. Such negotiations shall be held at such times and locations to which the parties may mutually agree. Such negotiations shall continue until the parties mutually agree with respect to wage rates or until the end of the last bi-weekly pay period for the month of December of each negotiated year, whichever occurs first. If the parties do not mutually agree with respect to wage rates on or before the end of the last bi-weekly pay period for the month of December, negotiations will cease, absent a

written agreement by the parties to the contrary, and the current wage rates will remain in effect for the following year.

27.4 All terms and provisions of the Agreement shall continue in full force and effect, including the no-strike obligation of the agreement, until expiration of this Agreement until the end of the last bi-weekly pay period for the month of June 2024.

27.5 Termination of the Agreement by either party shall be made by written notice clearly defining the reasons for the termination. The Agreement shall be subject to termination only when such notice is given ninety (90) calendar days prior to the anniversary date of this Agreement. The Agreement shall not be subject to termination except at any anniversary date.

27.6 The contents of this Agreement may be changed, altered or modified only with the approval of both the Union and the University and the majority vote of those bargaining unit people affected.

27.7 If this Agreement is terminated, all rights and obligations hereunder shall cease, and in any event, this Agreement shall cease, and all rights and obligations hereunder shall cease if a strike or lockout commences during negotiations.

APPENDIX "A"

WAGES AND CLASSIFICATIONS, It is agreed that the following classifications will, for any purpose, be grouped according to the schedules as set forth below. Job descriptions shall be made available upon request.

Pay Grade	Classification
1	Custodial Worker I Ice Maintenance I
2	Custodial Worker II
3	Grounds Keeper I Maintenance Custodian Custodial Worker III
4	Ice Maintenance II Painter II Maintenance Worker II Receiving, Shipping and Mail Clerk
5	Grounds Keeper II Maintenance Worker III
6	Horticulture Technician Maintenance Worker IV Building Service Specialist Carpenter II Painter III Sign Maker Irrigation Technician Locksmith I
7	
8	Carpenter III Arborist Locksmith II
9	Journeyman Plumber Journeyman Electrician Stationary Engineer Kitchen Technician
10	Master Plumber Master Electrician HVAC Technician

APPENDIX "B"  
Hourly Wage Schedule

Effective First day of the first bi-weekly pay period for the month of January 2022

Pay Grade	Starting Rate	After 6 mo.	After 18 mo.	After 30 mo.	After 42 mo.
2	\$ 16.00	\$16.38	\$16.52	\$16.60	\$16.80
3	\$16.64	\$17.04	\$17.16	\$17.43	\$17.74
4	\$17.98	\$19.13	\$19.45	\$19.72	\$20.04
5	\$20.08	\$21.30	\$21.62	\$21.99	\$22.31
6	\$23.04	\$24.46	\$24.85	\$25.28	\$25.68
7	\$24.16	\$25.65	\$25.96	\$26.35	\$26.83
8	\$25.80	\$27.27	\$27.60	\$28.04	\$28.45
9	\$28.13	\$29.89	\$30.30	\$30.67	\$31.13
10	\$30.93	\$32.95	\$33.34	\$33.75	\$34.16

APPRENTICESHIP PROGRAM	PERCENTAGE OF JOURNEYMAN RATE			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year
Electrical	60%	70%	80%	90%
Plumbing	60%	70%	80%	90%
Refrigeration	60%	70%	80%	90%
Boiler	60%	70%	80%	90%
Key	60%	70%	80%	90%
Carpentry	60%	70%	80%	90%

Lead Position/Temporary Foreman/COVID Level 3 Pay:

\$2.00 per hour over straight time hourly rate

\$2.00 per hour over straight time hourly rate

Shift Differential Pay:

\$.65 per hour over straight time hourly rate

ATTACHMENT I

FACILITIES MANAGEMENT PROCEDURE LETTER NO. 2-10  
 REPORTING UNSCHEDULED LEAVE  
ATTACHMENT I - AGREEMENT BETWEEN UNIVERSITY AND AFSCME

Policy

It is important that an employee's supervisor know when that employee cannot report to work as scheduled so that arrangements can be made to cover the absence.

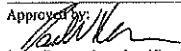
Procedures

1. If an employee will be unable to report to work, and has not previously scheduled leave, the employee must call employee's supervisor forty-five (45) minutes prior to the start of the work shift. Telephone numbers for each shop are listed below.
2. If no one is in the office to take the call, the employee must leave a voice mail message, clearly stating their employee's full name and the reason for not reporting to work.
3. If the voice mail-messaging center is not accepting messages, the employee must then call the backup number listed below.
4. A Foreman should call the main office at 871-3248, as well as leave a voice mail for the Foreman's respective manager.
5. The same procedures should be used to report lateness to work.

Shop Telephone Numbers

Custodial	303-871-4819	303-871-4823
Grounds		
Detail Crew	303-871-4613	303-871-7018
Grounds	303-871-4640	303-871-7018
Irrigation	303-871-3229	303-871-7018
Maintenance		
HVAC	303-871-3227	303-871-3376
Electrical	303-871-3244	303-871-3376
General Maintenance	303-871-3224	303-871-7018
Residence Housing Maint.	303-871-3493	303-871-7018
Key	303-871-3224	303-871-7018
Plumbing	303-871-3219	303-871-3376
Ritchie		
Conversion	303-871-3298	303-871-4651
Grounds	303-871-4772	303-871-4651
Ice	303-871-3298	303-871-4651
Maintenance	303-871-3898	303-871-4651
Warehouse	303-871-2329	303-871-4651
Mail Services	303-871-3187	303-871-4651

Approved by:

  
 James Rosner, Associate Vice-Chancellor of Facilities, Effective Date: December 31, 2017

Note: Any changes to the foregoing policy procedures and/or telephone numbers will be communicated to employees and to the Union as soon as practical.