

AGREEMENT BETWEEN



AND

District 1199/SEIU



July 1, 2021 to June 30, 2024

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University of Cincinnati and District 1199/SEIU

July 1, 2021 to June 30, 2024

SEIU/ District 1199 WV/KY/OH is a Union of 35,000 plus office workers, state workers, health care and social service workers. Here at the University of Cincinnati, we are almost 300 support staff in a wide range of office professions: from secretary to computer operator; from library associate to personnel technician; from clerk to purchasing agent.

Not only do we work in a wide variety of jobs; we are also spread out in a wide variety of departments and locations - - from the Clifton (west) campus to the Academic Health Center (east) campus. We are also located in outlying areas from Georgetown, Ohio to Blue Ash to Walnut Hills, to Clermont County.

This contract is meant to be used, not shoved in a back drawer like other legal documents with small print. Read it over carefully. Keep it somewhere it will be readily available for reference. If you don't understand some section of the contract, ask your union steward to explain it to you. If you don't know who your union steward is, call of the SEIU/District 1199 offices at 1-877-419-7348 and ask for the name and phone number of your steward.

If you haven't yet joined the union, you can do so now by sending a membership card to:

SEIU/District 1199
1395 Dublin Road
Columbus, Ohio 43215

Union membership brings with it a voice in the union, the right to vote for union representatives (stewards and officers), to participate in union committees and member-only services (such as legal services, a union master card) and to have a say in important decisions the union makes. The best way to make your voice heard is to become active in the union - join a committee, participate in the various activities planned by the union leadership, attend union meetings. The power of the union is in our unity, our determination and our activism.

For more information on our Union, visit our website at www.seiu1199.org

probationary period, the employee will then be advanced to the salary rate that the employee would have achieved according to Section 9 of the Universal Military Training and Service Act.

Section 11. Court Appearances

Court leave shall be granted with no loss of pay to an employee for the period the employee must serve on a jury or appear in any court of the United States, State of Ohio, or political subdivision as a witness on behalf of the University. Employees are not required to submit their jury fee to the University.

An employee will advise the supervisor of possible jury duty or official summons at the time of receipt of the notification. Employees will honor any subpoena issued to them, including official notices for workers' compensation, unemployment compensation and Board of Review hearings. Employees subpoenaed to appear in court for reasons other than jury duty or University business are not paid; however, their time off must be charged to compensatory time, if available. If compensatory time is not available, such time off may, at the employee's option, be charged to vacation or taken without pay. The work schedule of an employee who is required to serve as a witness on behalf of the University or Juror during off-duty hours will be changed to coincide with the hours of court responsibility.

Section 12. Employees shall be granted rights under the Family and Medical Leave Act for a rolling twelve (12) month period measured backward from the date leave is used.

Section 13. Employees shall be granted intermittent leave or reduced work scheduled for reasons and subject to the terms and conditions provided under the Family Medical Leave Act; including the requirement that appropriate medical certification must be provided in order to accommodate such a leave. Where it is not possible to accommodate an intermittent leave or reduced work schedule, employees may be transferred to another department or position at the same rate of pay and benefits until the need for leave or reduced work schedule expires.

Article 23

Labor/Management Committee

Section 1. A Labor-Management Committee shall be established which shall meet upon request of either party, but at least monthly, to discuss and resolve matters of mutual interest. The Labor- Management Committee shall develop ground rules for operation and shall have oversight and monitoring responsibility for any task force authorized by this Article. The Labor-Management Committee shall be composed of five (5) members appointed by the Union and five (5) members appointed by the University. With advance notification and by mutual agreement, additional personnel may be invited to the committee meeting if their input is germane to the agenda. The requesting party shall submit an agenda to the other party upon requesting a meeting no less than ten (10) working days prior to the scheduled meeting. The receiving party shall add any agenda items no less than three (3) working days prior to the scheduled meeting and submit any additions to the agenda to the requesting party. Decisions made by the Labor- Management Committee, task forces and standing committees shall be made by consensus.

Section 2. Specific grievances are not a proper subject for discussion in Labor-Management meetings; the resolution of problems giving rise to grievances shall be a proper subject. Specific matters which shall be considered by the Labor-Management Committee include, but are not limited to: health and safety, classifications, career paths, training and development, benefits, dependent care, employee participation and high departmental turnover issues. The Committee shall have no authority to modify in any way the terms of this Agreement.

Section 3. The Labor-Management Committee shall oversee the standing committee for Classification Appeals. This committee shall meet as needed, upon the request of either party. The standing committee shall have responsibilities as delineated in Article 14, Section 4.

The Labor-Management Committee has the authority to create ad hoc task forces and to appoint members to address matters of interest to both parties. The size of each task force will be determined by the Labor- Management Committee. Union appointments to ad hoc task forces shall be made by the Union; management

appointments shall be made by the Director of Labor Relations. All Labor-Management Committee task forces and standing committees shall submit a written report to the Labor-Management Committee at least quarterly which shall detail the activities of the task force and standing committee as well as the number of hours spent by the members on the issue. The Labor-Management Committee shall have the authority to disband a task force. All committee and task force meetings, to the extent possible, will be scheduled during normal working hours. Employees shall be provided with reasonable release time to attend committee and task force meetings. Appointments to and the work of the Labor-Management Committee, task forces and standing committees shall not interfere with the operational needs of any one department.

Section 4. Task forces shall make written recommendations to the Labor-Management Committee regarding a specific labor-management issue within a specified time period established by the Labor-Management Committee. After the expiration of this time period the Task Force will be disbanded unless extended by the Labor-Management Committee. Upon receipt of recommendations and/or information from a task force or standing committee, the Labor Management Committee shall review the information and/or report and determine the proper course of action. Neither party has the obligation to accept the recommendations of a task force or standing committee. Nothing in this Article is intended to add to or subtract from the parties' rights and obligations under ORC 4117.

Article 24

Workload

The University reserves the right to determine work assignments for each position. The distribution of work assignments will be made based upon consideration of classification level, employee qualifications and organizational needs. Every effort will be made to assure a reasonable distribution of work among employees. If an employee believes that her workload is excessive and cannot resolve the issue with her immediate supervisor, the employee may refer the matter to the Grievance Procedure, pursuant to Article 10 of this agreement up through Step 2.

No personal favors/errands/work will be assigned or requested by a supervisor.

Article 25

Health and Safety

Section 1. It is the responsibility of the University to provide adequately clean, safe and healthful working conditions, equipment and work methods for its employees. It is the policy of the University to provide an environment for education, work, patient care and research that meets or exceeds applicable federal, state and local standards. It is the policy of the University to require that all members of the University community use facilities and equipment in prescribed manners so as to avoid injury and health damage to themselves or others. All members of the University community share in the duty to call observed potential hazards to the attention of appropriate individuals and to specify methods known to them that will eliminate or reduce to an acceptable level, those potential hazards. Members of the University community shall be responsible for following practices designed to minimize risk and thereby avoid harmful exposure to chemical, biological or radiological substances, or physical, or mechanical hazards.

Section 2. The supervisor must correct unsafe conditions promptly. The supervisor must see that all safety rules and good working methods are used by all employees. It is the duty of all employees to use the safety equipment provided by their supervisor and to follow all the safety rules and safe working methods recommended for their safety.

Section 3. Report of Injury. In the event of an on-the-job injury, the immediate supervisor must seek prompt medical attention, prepare an initial report on work-related injury or illness and distribute the report as directed on the form. The University physician will estimate necessary time off and report to the Human

Resources Department.

Section 4. If an employee incurs medical expenses or loses work time as a result of a work-related injury and wishes to file a workers' compensation claim, the employee should contact the Human Resources Department. Upon the request of the employee, a copy of the completed claim application form will be provided to the Union.

Section 5. During the course of employment an employee may be required to have a medical examination if the employee's work or the work of the unit is substantially affected by a condition which the supervisor reasonably believes to be medically related. Further, a medical examination may be required to determine if an employee has a transmittable disease that poses a danger to co-workers or the public. Certain employees also may be required to have a medical examination in order to satisfy medical accreditation requirements. The results of any examinations shall be shared with the employee. Close coordination with Union leadership will occur when a medical examination is being required except when such an examination is to satisfy accreditation requirements. The University shall pay the cost of any required examination if performed by a University-designated physician. Drug testing may be administered when an employee is participating in the Employee Assistance Substance Abuse program either on a voluntary basis through self-referral or on a mandatory basis as the result of disciplinary action. Prior to implementing a policy regarding other drug testing, the University shall negotiate with the Union concerning the impacts and effects of the policy on bargaining unit members.

Section 6. As VDT equipment and furnishings are being replaced, department managers and supervisors shall follow the established University VDT Safety Guidelines in making replacement purchases. (The University policy is reproduced for informational purposes in this agreement.) Existing equipment and furnishings that do not meet the established guidelines should be evaluated by the employee to determine if modifications can be made to satisfy the elimination of ergonomic stresses. If the employee is unable to resolve the problems, the employee should discuss the matter with the supervisor who will assess the problem and resolve it. If the supervisor is unable to resolve the problem, a referral will be made to the appropriate Health and Safety Department for evaluation and recommendations.

VDT operators who have health and safety concerns about the use of VDT equipment should bring them to the attention of their supervisor. Information and education is available through the appropriate Health and Safety offices. VDT operators who have medical concerns may discuss them with the appropriate University Health Services physicians.

Section 7. Keystroke Monitoring. The University reserves the right to monitor the quantity and quality of an employee's work. Prior to the implementation of any new automatic keystroke monitoring program, the University agrees to meet with the Union to negotiate the matter. The current minimum standards and productivity pay in the Radiology Department's Incentive Program shall remain in effect during the life of this Agreement, unless otherwise agreed to by the parties.

Section 8. Indoor Temperature. If the indoor temperature in a facility becomes unbearable, the employees may be permitted to leave work without loss of pay if approved by the appropriate area Vice-President or designee.

Article 26

Uniforms and Protective Clothing

Section 1. The University has the sole discretion to determine who will be required to wear uniforms and the type of uniforms to be worn. However, the University will notify the Union in advance of implementation of uniform requirements or changes therein so that the Union will have an opportunity to provide input. Initial issue will be a minimum of three (3) sets, generally consisting of some combination of slacks or skirts (at the employee's option) plus sweaters, vests or jackets if applicable. If a tie is required as a part of the uniform, the University will provide two (2).

If uniforms must be dry cleaned, the University will provide dry cleaning for one (1) set per week at the University's expense. Items that are washable must be laundered by the employee. The employee is also responsible for maintenance, repair and proper care of uniforms.

After eighteen (18) months, replacements will be made if needed. If replacement is required prior to that time due to damage or lack of proper care, the employee may be required to pay all or part of the cost for replacement. All University-provided uniforms remain the property of the University and must be returned upon termination.

Section 2. Lab coats are considered protective clothing, not uniforms. Where the University requires lab coats to be worn, the University shall provide and launder them.

Article 27

Wages

Section 1. This Agreement is the sole source of rights and obligations of the parties to this Agreement on the subject of wages. Further, the following language is intended to supersede all provisions applicable to public employees in the Ohio Revised Code and/or the Rules of the Ohio Department of Administrative Services relative to wages. Employees will be paid in accordance with the classification and pay plan set forth in this Agreement. Salary scales are found in Appendix 2.

- a) Effective the first day of the pay period that includes July 1, 2021, bargaining unit employees shall receive a wage increase of two and a half percent (2.5%).
- b) Effective the first day of the pay period that includes July 1, 2022, bargaining unit employees shall receive a wage increase of two and a half percent (2.5%).
- c) Effective the first day of the pay period that includes July 1, 2023, bargaining unit employees shall receive a wage increase of two and a half percent (2.5%).
- d) Effective upon the signing of this Agreement, each employee in the bargaining unit making less than \$15.50 per hour will have their base pay increased to 15.50 in lieu of the July 1, 2021 wage increase. Where an employee moving to \$15.50 is less than a 2.5% increase in the first year, that employee will receive the difference between the increase to \$15.50 and 2.5%. Hoxworth employees will receive a retention wage adjustment effective July 1, 2021 as reflected in Appendix 2.
- e) The start rate for all incoming and current SEIU District 1199 bargaining unit members shall not be lower than \$15.50.
- f) All bargaining unit members shall be paid retroactive wage increases back to the date of July 1, 2021.

Section 3. Longevity Pay. Employees hired prior to July 1, 1986 shall be eligible to receive longevity pay, beginning on the first day of the pay period within which the employee completes five (5) years of total service with the State government or any of its political subdivisions, according to the Longevity Pay Schedule found in Appendix 6. Longevity pay supplements shall become effective at the beginning of the pay period within which the employee completes the necessary length of service. Employees hired on or after July 1, 1986 shall not be eligible to receive longevity pay.

Years of total service shall include the total duration (one (1) year equals twenty-six (26) biweekly pay periods) in any category or appointment level, regardless of changes in classification, and need not be continuous. However, if an employee leaves the University and returns to University employment beyond the period permitted for reinstatement, she shall not be eligible to receive longevity pay.

Section 4. Multilingual Pay. Employees shall receive an additional five (5) % of their classification's starting rate of pay (not less than current amount they are receiving) for each foreign language they are required to speak, read or write. Multilingual pay shall be paid on all compensable hours. Anyone hired after July 1, 2021, will be paid a maximum of one (1) multilingual pay supplement.

Section 5. Shift Differential. Shift differential at \$1.05 per hour will be paid for all hours worked between 6:00 p.m. and 11 p.m. and \$1.15 per hour will be paid for all hours worked between 11:00 p.m. and 7:00 a.m.

Section 6. On-Call Pay. An employee required to respond or be available for work outside his/her normal work schedule is to be considered on-call and shall be paid \$1.30 per hour. Expenses related to on-call duties may be mutually agreed upon between the employee and the administration.

Article 28
Insurance Benefits

Section 1. Insurance Plans. The university will continue to provide benefit-eligible employees in the bargaining unit the group insurance plan (hospitalization, major medical, prescription drug, dental, basic life insurance coverage and long-term disability) as approved by the Board of Trustees. The group insurance plans will be the same provided to the members effective January 1, 2019. Any changes to plan design in 2019, and 2020 will be addressed with the union pursuant to O.R.C. 4117.

Effective January 1, 2019, the employee will pay the following rate

	<u>EMPLOYEE ONLY</u>	<u>EE/CHILDREN</u>	<u>EE/SPS/ DOMPTNER</u>	<u>FAMILY</u>
PPO	\$130	\$253	\$278	\$424
HDHP	\$47	\$94	\$102	\$154

Any changes to rates during the life of the contract will be addressed with the union pursuant to O.R.C. 4117.

Effective January 1, 2019, the employer's contribution toward the HSA for 2019, and 2020 shall be established in accordance with the "University Of Cincinnati 2018 Medical Plans Contribution - NON-AAUP" document

Any changes to the employer's HSA contribution during the life of the contract will be addressed with the union pursuant to O.R.C. 4117.

The university shall provide the members of SEIU District 1199 with benefits no less than those provided to the members of the other bargaining units at the university, excluding AAUP.

The surcharge for coverage of a spouse or domestic partner of employees who are eligible for health insurance coverage through an employer other than the University of Cincinnati but choose to enroll in a University of Cincinnati health insurance plan shall be \$100 per month for the duration of the Agreement. Any proposed changes to the surcharge amount for the life of the contract will be addressed with the Union pursuant to O.R.C. 4117.

Employees have the option of waiving health or dental coverage provided by the University. For waiving coverage a monthly credit may be received as cash in the paycheck by the employee or applied to the cost of other benefits. Members who waive health insurance shall receive \$100, and \$8 per month for those who waive dental. Any proposed changes to the waiver amount for the life of the contract will be addressed with the Union pursuant to O.R.C. 4117. If an employee and his/her spouse/domestic partner both work for the University in benefit eligible positions and elect to enroll under one medical plan, the spouse/domestic partner waiving coverage is not eligible for the credit.

Optional Insurance

Optional employee life insurance, family life insurance, accidental death and dismemberment coverage, and vision coverage will continue to be made available for employee purchase.

Health Care Account

An eligible employee may elect to have a specified amount withheld on a pre-tax basis from the first two paychecks of each month, up to the annual maximum, to be used for reimbursement of medical expenses, which are not covered by insurance, in accordance with the plan and IRS regulations.

Funds which are withheld must be reimbursed under current IRS rules.

Dependent Care Account

An eligible employee may elect to have a specified amount withheld on a pre-tax basis from the first two paychecks of each month, up to the annual maximum allowed by law to be used for reimbursement of dependent care expenses which are specified by IRS rules but which are not claimed under the federal tax credit.

Funds which are withheld must be reimbursed for expenses under current IRS rules.

Wellness Program

The University has instituted Be Well UC, a wellness program offering a combination of activities that are designed to increase awareness, assess risks, educate and promote voluntary behavior changes to improve the health of an individual, encourage modifications of his/her health status and enhance his/her personal well-being and productivity, with a goal of preventing illness and injury.

Joint Healthcare Committee

During negotiations, the parties discussed the possibility of the creation of a joint healthcare committee, inclusive of the university and all of its unions. In the event such a committee is created, SEIU District 1199 will be permitted to name at least 1(one) member to the committee.

Insurance Cost Pilot

During negotiations the parties discussed the impact that the current bands of cost implementation, have on the SEIU membership, to that end, the parties have agreed to explore the creation of additional bands or a different layout of current bands to potentially allow a more distributive cost sharing for insurance benefits.

Article 29

Tuition Remission

Section 1. Employees are eligible for tuition remission for credit or audit hours at the undergraduate and graduate levels as follows.

Section 2. Full-time employees (and employees appointed at 75% FTE or more) are eligible for tuition remission for unlimited regular undergraduate or graduate/professional credit hours per academic term, including for audit. Employees shall be eligible to receive tuition remission benefits effective the term that begins after the first day of the month following twenty-eight (28) days of employment. Part-time employees who receive regular compensation for services and have completed the initial probationary period are eligible for remission of an amount up to the cost of four (4) regular undergraduate or graduate/professional credit hours per full academic term, including for audit.

Retired employees as defined by University rule 30-28-01 continue to be eligible for the same tuition remission benefits as active employees.

Section 3. A full-time employee's (and employees appointed 75% FTE or more) eligible family members and domestic partners may receive tuition remission benefits (remission of instructional fee and non- resident surcharge). Dependents of employees shall be eligible to receive the following tuition remission benefits effective

the term that begins after the first day of the month following 28 days of employment.

A. Full remission for the employee's spouse, domestic partner, and unmarried dependents of employees, defined as naturally born children, stepchildren, and individuals for whom the employee has been appointed legal guardian, who receive primary financial support from the employee.

B. Financially dependent children are eligible for remission of 25% of the cost for private music lessons taken for credit as electives and remission of 50% of the instructional fees for children enrolled at Arlitt Child Development Center's nursery school program.

Section 4. The tuition remission benefits described herein may also be utilized during educational leaves.

Section 5. Employees, spouses, domestic partners and dependents, classified as out-of-state residents for tuition purposes, shall pay a fee of no more than \$15 per credit hour for courses at all levels, unless enrolled in an academic program covered by a reciprocity agreement with the state in which he/she resides.

Section 6. Spouses, domestic partners, and dependents are eligible for unlimited semester or lifetime credit hours for tuition remission purposes.

Section 7. Tuition remission benefits for spouses, domestic partners and dependents shall not apply for specific programs for the college of medicine (MD and MS in Physiology).

Section 8. Continued eligibility for any of the tuition remission benefits conferred by this Article is contingent upon the recipient maintaining Satisfactory Academic Progress, based on a criteria established by the student financial aid office as required by federal laws and regulations. Eligibility for tuition remission shall be suspended for individuals who fail to maintain Satisfactory Academic Progress until such time as this requirement has been met.

Section 9. If the spouse, domestic partner or dependent is enrolled in six (6) or more credit hours per semester, it is his/her responsibility to complete the university's waiver document annually by the due date as per university policy. If the spouse, domestic partner or dependent does not complete the waiver, he/she shall be charged for student health insurance, as per university policy.

Article 30

Discounts

The Board of Trustees controlled discounts will not be differentially applied to the Union.

Article 31

Retirement

Section 1. Employees participate in one of the following retirement systems based upon the regulations of the respective retirement systems, the employee's date of hire and the one-time election option provided to existing employees effective July 1, 1977:

- a. Ohio Public Employees Retirement System (OPERS) applies to persons hired on or after July 1, 1977.
- b. Employees hired before July 1, 1977 who elected to remain in TIAA/ Fidelity/Vanguard, may participate in the expanded TIAA/Fidelity/Vanguard retirement plan as provided under applicable law.

Section 2. Eligibility and participation in these retirement systems is governed by the respective terms and conditions of that retirement system as established and amended by the respective governmental or governing body.

Section 3. Both the University and the employee contribute to the respective retirement program at the contribution rate established by each program. Employee contributions to OPERS are made on a pre-tax basis. Employees participating in the TIAA-CREF plan may elect to contribute on a pre-tax basis.

Section 4. The University shall not be held liable if the Ohio Public Employees Retirement System alter any of their respective retirement system provisions.

Section 5. Any supplemental retirement incentives established for unrepresented University employees may be extended to bargaining unit members upon mutual agreement.

Article 32

Employee Participation

If the University or any of its divisions should decide to implement a formal program that anticipates employee participation, the University shall endeavor to notify the union and discuss the matter. Where appropriate, the Union will be invited to designate a representative to participate on the committee. Where such activity is division specific, the designee shall be an employee of the division unless otherwise agreed.

Article 33

Personnel Files

Section 1. Employee's official personnel files shall be kept in the Central Human Resources Department. Employees may examine their personnel file by appointment. There shall be no corrective action documents in employee files that they have not had an opportunity to review and sign.

Section 2. If anyone other than the employee requests to inspect or copy part or all of an employee's file, the Office of Human Resources shall notify the employee of the person making the request.

Section 3. Employees have the right to review the official College or Department file upon request, at a mutually agreeable time. Employees have the right to submit additional relevant materials to their departmental files.

Article 34

Emergency Closing

A. Emergency closing and payment will be governed by University Rule 3361:30-16-01 as it may be modified from time to time. University Rule 3361:30-16-01 provides, in part, as follows: (1) Hourly employees scheduled to work during the period of an emergency closing shall be paid their regular wages; and (2) hourly employees who are required to work during an emergency closing will be paid double time. The University may amend and revise this rule at its discretion

B. Late arrival or early closing in cases of inclement weather or severe emergency may be declared at the discretion of the University. The University is free to exercise its discretion in determining pay matters under these circumstances.

Article 35

Dependent Care

The University and the Union recognize that the care of children and elders by employees is an increasingly important issue affecting the workplace. The Union and University shall endeavor to educate their respective

constituencies about the need for flexibility and understanding about the dual role employees with dependents play. Such matters shall not be subject to the grievance procedure.

Article 36
Resignations

Employees who have passed their original probationary period, and have turned in a written resignation, with a notice period, shall have until the last day and hour of the notice period to rescind their resignations unless the manager has accepted the resignation in writing.

The above notwithstanding, the resignation may be rescinded when the employee and supervisor mutually agree.

Article 37
Termination of Agreement

A. The negotiations and dispute settlement procedures set forth in this Article shall govern negotiations conducted between the University and the Union and shall be the exclusive procedures to be followed by both parties.

B. Either the University or the Union may initiate negotiations by letter, at least sixty (60) days but not more than one hundred and twenty (120) days prior to the expiration date of this Agreement. At that time, the University and the Union will notify the State Employment Relations Board (SERB) of the commencement of negotiations and further advise SERB of the parties' agreement that the impasse procedures identified in this contract will be employed in place of procedures alternatively provided in ORC 4117.10, 4117.14 and related sections

C. During the period commencing at least sixty (60) days prior to the expiration date of the existing agreement, both parties agree to bargain in good faith to reach a settlement by the expiration date of the contract.

Service to appoint a federal mediator for the purpose of assisting D. If either party determines that differences of position are so substantial that further negotiations may not produce a satisfactory agreement, or in the event no agreement has been reached prior to the expiration date of the present Agreement, either party may request the Federal Mediation and Conciliation the parties in reaching an agreement. At any time during the negotiations, the parties may mutually agree to make such a request. The parties may also agree to select another mediator to assist in the negotiations as they see fit. The selection process shall be kept internal to the two (2) negotiating teams.

E. The parties shall comply with ORC 4117 in regard to negotiations and fact-finding processes.

F. If after thirty (30) days from the first meeting with a federal mediator, the Union believes that negotiations cannot be resolved through the procedure outlined above, the Union may engage in a strike upon ten (10) days prior written notice to the University and the SERB; provided however, that a strike may not commence prior to the expiration of any collective bargaining agreement or extension thereof.

G. The parties may mutually agree to a fixed or day-to-day extension of the expiration date.

Article 38
Duration

This Agreement is effective July 1, 2021 and terminates June 30, 2024.

APPENDIX 1
CLASSIFICATIONS AND PAY GRADE

TITLE	Pay Grade
Account Clerk 3-9	61
Accounts Payable Clerk, Sr.-9	62
Accounts Payable Data Technician 1-9	59
Accounts Payable Data Technician 2-9	60
Accounts Payable Specialist-9	62
Administrative Coordinator-9	64
Administrative Secretary 1-9	62
Administrative Secretary 2-9	64
Assistant Sales Manager 1-9	59
Billing Clerk-9	61
Business Services Assistant-9	60
Business Services Officer 1-9	62
Buyers Assistant-9	61
Classroom/Facilities Scheduling Specialist-9	61
Clerical Specialist-9	59
Clerk 1-9	50
Clerk 2-9	51
Collections Specialist	63
Computer Graphics Specialist-9	62
Computer Operator 1-9	61
Computer Operator 2-9	62
Coordinator, College Graduate and Certification-9	62
Coordinator, Grad Adm/Reg/Cert.-9.	62
Coordinator, Parking Systems-9	62
Data Entry Operator 2-9	52
Data Entry Operator 3-9	59
Donor Communication Lead-9	64
Donor Relations Coordinator-9	53
Inventory Control Specialist 2-9	62
Inventory Technician-9	58
Laser Duplicating Equipment Operator-9	63
Library Associate 1-9	60
Library Associate 2-9	61
Library Associate 3-9	62

Library Associate 4-9	13
Library Associate 5-9	64A
Mail Operations Supervisor-9	61
Mainframe I/O Clerk-9	59
Medical Secretary 2-9	61
Office Machine Operator 2-9	52
Office Machine Operator 3-9	59
Office Manager 1-9	62
Office Manager 2-9	63
Personnel Technician 1-9	62
Personnel Technician 2-9	64
Public Inquiries Assistant-9	61
Purchasing Agent 1-9	62
Purchasing Agent 2-9	64
Purchasing Assistant 1-9	59
Purchasing Assistant 2-9	60
Radio Operator 1-9	52
Radio Operator 2-9	54
Receptionist-9	51
Records Management Officer 1-9	61
Records Management Officer 2-9	63
Registration Technician-9	53
Sales Clerk 2-9	52
Secretary 1-9	60
Secretary 2-9	61
Senior Business Service Assistant-9	61
Sr Staffing Coord-9	62A
Supervisor, University Duplicating Services-9	62
Supervisor, Telephone Directory-9	62
Supervisor, Textbook Returns-9	63
Telecommunication Service Coordinator-9	63
Telephone Operator 1-9	51
Telephone Operator 2-9	52
Telephone Service Coordinator-9	63
Typist 2-9	52
Word Processing Specialist 3-9	61

APPENDIX 2
Pay Schedule for 2021 to 2024

SEIU Pay Schedule Effective 07/01/22 (2.5% Adjustment)

(Hoxworth Employees receive an additional 3.5% Retention Adjustment)

Pay Scale Group (PSG)	Entry Rate	APR	Max Range
50,56	15.50	16.28	19.01
51,57	15.50	16.28	20.94
52,58	15.50	16.28	21.95
53,59	15.50	16.28	22.89
54,60	15.50	16.28	23.88
60A	17.27	18.13	23.58
55,61	15.82	16.59	25.92
61A	18.35	19.26	25.73
61B	17.27	18.14	25.08
62	16.67	17.49	27.94
62A	18.25	19.16	26.56
63	17.62	18.49	30.46
63A	17.81	18.71	29.36
64	18.83	19.78	33.33
64A	20.50	21.53	29.21
13	18.59	19.53	27.84

SEIU Pay Schedule Effective 07/01/22 (2.5% Adjustment)

Pay Scale Group (PSG)	Entry Rate	APR	Max Range
50,56	15.89	16.69	19.49
51,57	15.89	16.69	21.46
52,58	15.89	16.69	22.50

53,59	15.89	16.69	23.46
54,60	15.89	16.69	24.48
60A	17.70	18.58	24.17
55,61	16.22	17.00	26.57
61A	18.81	19.74	26.37
61B	17.70	18.59	25.71
62	17.09	17.93	28.64
62A	18.71	19.64	27.22
63	18.06	18.95	31.22
63A	18.26	19.18	30.09
64	19.30	20.27	34.16
64A	21.01	22.07	29.94
13	19.05	20.02	28.54

SEIU Pay Schedule Effective 07/01/23 (2.5% Adjustment)

Pay Scale Group (PSG)	Entry Rate	APR	Max Range
50,56	16.29	17.11	19.98
51,57	16.29	17.11	22.00
52,58	16.29	17.11	23.06
53,59	16.29	17.11	24.05
54,60	16.29	17.11	25.09
60A	18.14	19.04	24.77
55,61	16.63	17.43	27.23
61A	19.28	20.23	27.03
61B	18.14	19.05	26.35

62	17.52	18.38	29.36
62A	19.18	20.13	27.90
63	18.51	19.42	32.00
63A	18.72	19.66	30.84
64	19.78	20.78	35.01
64A	21.54	22.62	30.69
13	19.53	20.52	29.25

APPENDIX 3
Classification Series

TITLE	Pay Grade
<u>Data Series</u>	
Data Entry Operator 2	52
Data Entry Operator 3	59
<u>Records Management Series</u>	
Records Management Officer 1	61
Records Management Officer 2	63
<u>Communications Series</u>	
Telephone Operator 1	51
Telephone Operator 2	52
Radio Operator 1	52
Radio Operator 2	54
<u>Library Series</u>	
Library Associate I-9	60
Library Associate 2-9	61
Library Associate 3-9	62
Library Associate 4-9	13
Library Associate 5-9	64A
<u>Public Information Series</u>	
Receptionist	51
Registration Technician	53
Public Inquiries Assistant	61
<u>Word Processing Series</u>	
Typist 2	52
Word Processing Specialist 3	61
Computer Graphics Specialist	62
<u>Secretarial/Office Series</u>	
Clerk 1	50
Clerk 2	51
Clerical Specialist	59
Secretary 1	60
Secretary 2	61
Medical Secretary 2	61
Administrative Secretary 1	62
Administrative Secretary 2	64
Administrative Coordinator	64

*One way bump/recall; Medical Secretary may bump or be placed/recalled to Secretary, but Secretary may not bump or be placed/recalled to Medical Secretary

TITLE	Pay Grade
<u>Purchasing Series</u>	
Purchasing Assistant 1	59
Purchasing Assistant 2	60
Buyers Assistant	61
Purchasing Agent 1	62
Purchasing Agent 2	64
<u>Human Resources Series</u>	
Personnel Technician 1	62
Personnel Technician 2	64
<u>Sales Series</u>	
Sales Clerk 2	52
Assistant Sales Manager 1	59
Supervisor, Textbook Returns	63
<u>Scheduling Series</u>	
Classroom/Facilities Scheduling Specialist	61
<u>Business Series</u>	
Accounts Payable Data Technician 1	59
Business Services Assistant	60
Accounts Payable Data Technician 2	60
Account Clerk 3	61
Accounts Payable Clerk, Sr.	62
Billing Clerk	61
Sr. Business Service Assistant	61
Accounts Payable Specialist	62
Business Services Officer	62
Collections Specialist	63
Office Manager 1	62
Office Manager 2	63
<u>Office Machine Series</u>	
Office Machine Operator 2	52
Office Machine Operator 3	59
Supervisor University Duplicating Services	62
Laser Duplicating Equipment Operator	63
<u>Computer Operator Series</u>	
Mainframe I/O Clerk	59
Computer Operator 1	61
Computer Operator 2	62
<u>Inventory Control Series</u>	
Inventory Technician	58
Inventory Control Specialist 2	62

TITLE	Pay Grade
<u>Collections Series</u>	
Collections Specialist	63
<u>Mail Services</u>	
Mail Operations Supervisor	61
<u>Coordinator Series</u>	
Coordinator, Grad/Adm/Reg/Cert	62
Coordinator, College Graduate and Certificate	62
Coordinator, Parking Systems	62
<u>Other Titles (not in a series)</u>	
Supervisor Telephone Directory	63
Telecommunication Service Coordinator	63
<u>Donor Series</u>	
Donor Communications Lead	64
Donor Relations Services	53
<u>Staffing Series</u>	
Staffing Coordinator	61B
Sr. Staffing Coordinator	62A

The University reserves the right to alter or revise classification series, upon thirty (30) days written notice to the Union. Upon request, the University will meet with the Union to discuss the alterations or revisions.

APPENDIX 4
LIST OF DEPARTMENTS

1. Each college is a department
2. All other Provostal areas on the West Campus shall be considered one (1) department
3. Hoxworth Blood Center
4. All other Provostal areas on the East Campus shall be considered one (1) department.
5. University Libraries
6. Student Affairs and Services
7. All departments reporting to the Office of the President except UCit shall be considered one (1) department
8. UCIT
9. Administration and Finance shall have the following large departments:
 - Controller and Treasurer
 - Facilities Management
 - Human Resources
 - Purchasing and Material Management
 - All other departments reporting to the Senior Vice President for Administration and Finance
10. All departments reporting to the Vice President for Research and University Dean of Advanced Studies shall be considered one (1) large department.

It is understood that some departments may have been inadvertently omitted from this list and that these departments may change during the life of the agreement. The Union and the University agree to meet and discuss the matter should such omissions or changes come to our attention.

There shall no longer be any distinction between “large” or “small” department in the contract and shall be understood to refer to “department.”

APPENDIX 5

EMPLOYEES WITH GRANDFATHERED VACATION ACCRUAL RATES

Crawford, Jeffrey (06)

APPENDIX 6

TABLE OF LONGEVITY SUPPLEMENTS

Bargaining unit employees hired prior to July 1, 1986 are eligible to receive longevity pay supplement based on the table below. Longevity is awarded after five (5) years of service and is added to the employee's base hourly rate.

YEARS OF SERVICE

PAY RANG	5	6	7	8	9	10	1	1	1	1	1	16	17	1	1	2
50	.1	.1	.2	.2	.2	.29	.3	.3	.	.4	.4	.46	.49	.5	.5	.5
51	.1	.1	.2	.2	.2	.30	.3	.3	.	.4	.4	.48	.51	.5	.5	.6
52	.1	.1	.2	.2	.2	.32	.3	.3	.	.4	.4	.51	.54	.5	.6	.6
53	.1	.2	.2	.2	.3	.33	.3	.4	.	.4	.5	.53	.57	.6	.6	.6
54	.1	.2	.2	.2	.3	.35	.3	.4	.	.4	.5	.56	.60	.6	.6	.7
55	.1	.2	.2	.2	.3	.37	.4	.4	.	.5	.5	.59	.63	.6	.7	.7
57	.1	.1	.2	.2	.2	.29	.3	.3	.	.4	.4	.47	.50	.5	.5	.5
58	.1	.1	.2	.2	.2	.31	.3	.3	.	.4	.4	.49	.52	.5	.5	.6
59	.1	.1	.2	.2	.2	.32	.3	.3	.	.4	.4	.52	.55	.5	.6	.6
60	.1	.2	.2	.2	.3	.34	.3	.4	.	.4	.5	.54	.57	.6	.6	.6
61	.1	.2	.2	.2	.3	.36	.3	.4	.	.5	.5	.57	.61	.6	.6	.7
62	.1	.2	.2	.3	.3	.38	.4	.4	.	.5	.5	.60	.64	.6	.7	.7

EXAMPLE: An employee at Pay Range 52 with ten (10) years of service would have his/her hourly rate increased by thirty-two (32) cents longevity pay. Together with the employee's base hourly rate, the total rate of pay would be: Base Hourly Rate + Longevity Pay = Total Rate of Pay

SIDE LETTER

TRANSPORTATION

No member of the SEIU 1199 bargaining unit shall be required to use his or her personal vehicle for University business except in such cases where travel is an express requirement and necessary function of the job. Such employees shall be reimbursed in accordance with the existing University mileage policies and procedures, but in no instance shall that reimbursement be at a lower rate than that which is in effect as the IRS mileage rate. The Union agrees that SEIU 1199 bargaining unit employees are subject to the mileage reimbursement policy which applies University-wide as determined and modified from time to time at the University's sole discretion.

SIDE LETTER
ALTERNATIVE WORK SCHEDULE

SEIU employees are eligible to apply for alternative work arrangements set forth in HR Policy 16.21.

Memorandum of Understanding

Concerning Articles 20 and 21, the parties agree that employees may only use leave that is available and that is documented on their previous statement of earnings.

University of Cincinnati

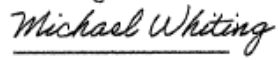

Matt Crawford




Delores Blackwell



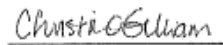
Scott Page



Michael Whiting



Jeremy Berberich



Christine Gilliam

Date

SEIU/DISTRICT 1199, WV/KY/ OH

The Health Care and Social Service Union

CTW CLC

Becky Williams, President

Date