

The following conceptual proposals represent a general outline of the subject matters and the key areas within each subject matter that we are proposing to discuss and develop contract language about. Our goal is to first discuss with UC Hastings representatives the general direction and key specifics for each area before beginning work on developing contract language that reflects the parties' general consensus.

Recognition

- Name of exclusive representative, bargaining unit description
- List of represented title codes and title name, including temporary librarian positions
- PERB approved mutual modifications become part of the MOU
- Develop process and procedures for when new positions in/out of unit are created; when positions and/ or librarians are moved in or out of the unit
- Define professional academic librarian.

Non-Discrimination

- Non discrimination in employment covering the usual areas including union activity
- Similar to UC Hastings Personnel Policy and Procedure section 102.

Non-Harassment

- Non harassment provisions covering standard acts and protected categories.
- Similar to UC Hastings Personnel Policy and Procedure section 104.

Professional Activities and Development

- Language that recognizes the professionalism and professional development of librarians
- A professional development fund for use by librarians for professional development of their choosing plus an opportunity to fund professional development through funds approved by peer review committee.
- Professional development leave to be considered work time and recognized as part of a flexible exempt work schedule
- Funds available for tuition reimbursement, training, or classes for professional development.

Personnel/Employment Files

Develop language that addresses the following:

- Location of official file
- Location and use of secondary file(s)
- Access to file(s)
- Right to Inspect
- Right to Copy Material
- Non-confidential and confidential materials
- Process for challenging materials in the file(s)
- Personnel actions based only on materials in personnel file
- Putting items in the file/right to include responses and materials

- Self-evaluation is part of official record. Consider concept of Review File.

Process for Promotion

- Develop process/procedure that allows for promotion to a higher job title/classification based on time in lower rank (Associate Librarian to Librarian to Associate Law Librarian)

Assignments, Transfers, and Reassignments

- Develop process/procedure for ensuring up-to-date job descriptions
- Develop process/procedure for reassignments, transfers (voluntary and involuntary)
- Training where appropriate for new assignments
- Develop process/procedure for addressing workload issues and concerns
- Develop language prohibiting involuntary change of shifts (e.g., day to evening)
- Include provisions for internal, lateral or promotion vacancies. Provide that lateral transfers will proceed when the position can be filled by current employee.

Performance Evaluations

- Revising the evaluation document to better reflect librarianship and professional development; discuss setting up a committee to work on this
- Discuss concept of a review file which includes the self-evaluation.

Layoff/Reduction in Time

- Develop process and procedures for layoffs including:
 - Defining what constitutes a layoff/reduction in time
 - Defining when layoff/reductions in time occur
 - Defining seniority
 - Notice of layoff/reduction in time to librarians
- Develop process and procedures for Recall/Reemployment and Severance

Union Rights

- Notice to union of all actions involving bargaining unit members (layoff, transfers, disciplinary actions, reassignments)
- Use of facilities
- List of employees
- Ability to request Labor-Management meetings
- Use of mailboxes, mail, telephones, email
- Information Requests / Timely Responses
- UC-AFT Leave
- Release time for stewards and bargaining committee
- Job Postings - include notice that position is represented by union

Agency Fee/Dues Deduction

- Develop process and procedures for agency service fee and membership dues deductions and remittance to the union
- Discuss what happens when mistakes are made
- Discuss temporary employees

Salary

- Develop a salary table/scale, by classification, with automatic annual steps
- Develop minimum qualifications for associate librarian, librarian, associate law librarian positions
- Salary table/scale to reflect fair and equitable wages
- Evaluate each librarian's employment history and salary, and as appropriate make equity adjustments
- Annual Cost of Living Adjustment
- Establish provisions to deal with raises during extended periods of salary freeze

Health and Other Benefits

- Librarians are eligible to participate in all health and welfare programs including retirement system plans that are currently in place
- Discuss program to insure safe and ergonomic work environment
- Changes to plans require notice and the meet and confer process
- Include as an appendix a summary of the benefits

Temporary Appointee

- Define what a temporary appointee is; define uses and length of appointments
- Eligible for all health and welfare benefits same as career status librarians
- Must meet minimum qualifications of the position
- If appointed to a career status position, time spent as a temporary will count when determining assignment to rank and step
- Creation and/or elimination of temporary appointments shall not be used to circumvent permanent career status positions
- Temporary appointees to be reviewed in the same manner as career status librarians

Sick Leave

- Develop policy and procedures for accrual, use, reporting, service credit
- Accrual Rate- 8 hours/month for full time librarians, pro-rated for part-time librarians

Vacation

- Develop policy and procedures for accrual, use, reporting, cap (384 hours), payout
- Accrual rate - 16 hours/month for full time librarians, pro-rated for part-time librarians
- Discuss and develop policy regarding vacation use or alternative arrangements during administrative and other college closures, holiday shut downs
- Vacation requests shall not be unreasonably denied; responsibility of management to make good faith effort to find coverage for requested vacations

Holidays

- Develop policy and procedures regarding holiday observance including when a librarian works a holiday and when a holiday falls on a day off
- Current holidays, two personal floating holiday, and any other holidays as designated by the Dean, New Year's Day, Martin Luther King Day (Third Monday in January), President's Day (Third Monday in February), Spring Break Holiday (The Friday of the College Spring Break Week), Memorial Day (Last Monday in May), Independence Day (July 4th), Labor Day (First Monday in September), Veterans' Day (November 11th), Thanksgiving Day (Fourth Thursday in November), Friday Following Thanksgiving Day, Christmas Eve Day (December 24th), Christmas Day (December 25th), New Year's Eve Day (December 31st).

Discipline and Discharge

- Develop a process for disciplinary actions, define such actions, include all legal rights afforded employees
- All disciplinary actions shall be for just cause
- Actions must be based on material in the file

Grievance Procedure

- Develop a two step grievance procedure with chancellor and dean as step two hearing official
- All provisions of MOU are subject to the grievance procedure

Arbitration

- Develop procedure and process for the appeal of grievances to arbitration with an outside neutral third party
- Decisions final and binding on all parties
- All provisions of MOU are arbitrable

Severability

- Include standard language that allows for remaining contract provisions to remain in effect should any provision of the MOU be declared invalid or void by an appropriate third party

Indemnification

- UC Hastings shall provide the defense and indemnification of UC-AFT employees who are sued on account of acts or omissions arising for the course and scope of their employment with UC Hastings.

Past Practices Not Covered by The Agreement

- Beneficial practices that pre-existed this agreement and to the extent they are not changed by this agreement, shall remain in effect. Proposed changes to these practices shall require notice to the Union and, if requested by the Union, parties shall meet and confer.

Staff Personnel Policy and Procedure Handbook

- Handbook no longer applies to bargaining unit librarians except for the following:
 - Substance Abuse (103)
 - Travel/Per Diem (Continue the reimbursement for travel expenses)
 - Death Payments (311)
 - Conflict of Interest (401)
 - Non-Smoking in Workplace (402)
 - Catastrophic Leave (April 2001 addition at end of Policy & Procedure)
 - Employment of Relatives (209)
 - Medical Separation (214)
 - Reasonable Accommodation (215)
 - Leaves of Absences (306)
 - Administrative Leave (306A.1 & 306A.2)
- Changes to these policies affecting librarians are subject to notice and the meet and confer process

Hours of Work and Flexible Work Arrangements

- Discuss and define concept and expectations of an exempt work schedule
- Memorialize practice of granting a day off with weekend work
- Discuss and develop a procedure for use of flexible work arrangements

Duration of Agreement

- Multi-year agreement provided we make substantial progress on the other MOU provisions