

Article X: Preamble and Purpose

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2 ~~4X~~.1 The Agreement is made by and between the Board of Regents of the University of
3 Washington, hereinafter referred to as the Employer, and the Service Employees International
4 Union, Local 925, hereinafter referred to as the Union. The Employer is the Board of Regents of
5 the University of Washington acting through its agents, administrators, and supervisors as
6 determined by the Board of Regents.

7

8 ~~4X~~.2 Provisions of this Agreement apply to all full-time and regular part-time nonsupervisory and
9 supervisory ~~Professional Staff~~Professional Libraries and Press Employees and Librarians
10 exempt from chapter 41.06 RCW employed by the University of Washington working within the
11 University of Washington Library System (UW Libraries, UW Press and the Gallagher Law
12 Library), excluding confidential employees and all other employees. Regular temporary
13 employees shall be covered per Article X.

14

15 ~~4X~~.3 The purpose of this Agreement is to set forth certain terms and conditions of employment
16 and to promote orderly and peaceful labor relations between the parties. The parties agree that
17 it has been and will be their mutual aim to promote systematic and effective employee-
18 management cooperation; fair and reasonable working conditions, effective methods for the
19 prompt adjustment of differences, misunderstandings, and disputes; and dignified and fair
20 treatment of employees in the implementation of all policies and procedures.

21 ~~X.4~~ The parties agree that the provisions contained within this agreement and/or University
22 policy shall apply to employees covered by this agreement. The Librarian Personnel Code,
23 Professional Staff Program, and the Appointment and Promotion of Librarians for the Gallagher
24 Law Library shall not apply.

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26 Tentatively Agreed To:

27 For the Union:

28  _____
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29 Erika Currier

30 Date: 12/21/2022

For the Employer:

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Jennifer Mallahan

Date: 12/21/2022

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1 **Article X - Non-Discrimination**

2 **X.1** The parties individually agree that they will not engage in any act or practice or pursue any
3 policy which is discriminatory against any employee who may be a qualified disabled individual,
4 has status as a protected veteran, who is a victim of domestic violence, sexual assault or
5 stalking, nor because of their military status, age, sex *except where sex or age is a bona fide
6 occupational qualification), sexual orientation, gender identity or expression, genetic
7 information, pregnancy, political affiliation, political belief, marital status, race, national origin,
8 color, creed, religion, citizenship, or membership or non-membership in a union. Unlawful
9 harassment is included as a form of prohibited discrimination.

10 **X.2** Sexual Harassment

11 No employee shall be subjected to discrimination in the form of sexual harassment as defined in
12 [University of Washington Executive Order 31 on Nondiscrimination and Affirmative Action](#).

13 **X.3** Complaints

14 Employees who feel they have been the subject of discrimination, harassment, or retaliation are
15 encouraged to discuss such issues with their supervisors, administrator, or Human Resource
16 Consultant for local resolution. The goal of local resolution is to address and resolve problems
17 as quickly as possible and to stop any inappropriate behavior for which a University employee is
18 responsible. A formal complaint may be ~~filed-submitted to~~with the University Complaint
19 Investigation and Resolution Office (UCIRO). Employees may also file discrimination,
20 harassment or retaliation complaints with appropriate federal or state agencies or through the
21 grievance process in accordance with Article ~~5-X~~ of this Agreement. In cases where an
22 employee files both a grievance and an internal complaint regarding the alleged discrimination,
23 harassment or retaliation the grievance will be suspended until the internal complaint process
24 has been completed.

25 In accordance with Executive Order 31, retaliation against any individual who reports concerns
26 regarding discrimination or harassment, or who cooperates with or participates in any
27 investigation of allegations of discrimination, harassment, or retaliation is prohibited.

28 **X.4** The parties also agree that they will not engage in any act or practice or pursue any policy
29 which is discriminatory against any employee based on political affiliation, political belief or
30 because of the participation or lack of participation in union activities.

31 **X.5** Both parties agree that nothing in this Agreement will prevent the implementation of an
32 approved affirmative action plan.

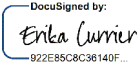
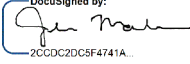
33 **X.6** A grievance alleging a violation of this article must be submitted within 180 days of an
34 alleged occurrence.

35 **X.7** When a grievance or complaint is filed, the University will implement interim measures ~~as-if~~
36 appropriate.

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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
|  |  |
| Erika Currier | Jennifer Mallahan |
| Date: 10/27/2021 | Date: 10/28/2021 |

1 Article X – Workplace Behavior

2 The Employer and the Union agree that all employees should work in an environment that
3 fosters mutual respect and professionalism. The parties agree that inappropriate behavior in the
4 workplace does not promote the University's business, employee well-being, or
5 productivity. The parties agree that perceptions of "appropriate" behavior can be racialized and
6 gendered or characterized by other prescriptive stereotype-based biases. The values of equity
7 and diversity should inform all conversations, decisions, and outcomes related to this article. All
8 employees are responsible for contributing to such an environment and are expected to treat
9 others with courtesy and respect.

10 X 1. Definitions

11 Inappropriate workplace behavior by employees, supervisors and/or managers will not be
12 tolerated. This behavior disrupts the workplace, the academic environment, and the University's
13 ability to provide service to the public. ~~At no time will exclusionary, intimidating, offensive and/or~~
14 ~~hostile conduct, including discrimination (Article X Non-Discrimination), sexual harassment,~~
15 ~~and/or bullying be accepted as appropriate workplace behavior.~~ Inappropriate behavior is
16 defined in the UW Workplace Violence policy, applicable for all bargaining unit employees:
17 <https://hr.uw.edu/policies/workplace-violence/>.

18 Bullying is defined as language or conduct that is unwelcome and sufficiently severe, persistent,
19 or pervasive such that it could reasonably be expected to create an intimidating, hostile, or
20 offensive environment, or has the purpose or effect of unreasonably interfering with an
21 employee's work performance, when viewed through both an objective and subjective
22 standard.

23 X 2. Processes

24 If an employee and/or the employee's union representative believes the employee has been
25 subjected to inappropriate workplace behavior, the employee and/or the employee's
26 representative are encouraged to report this behavior to the employee's supervisor, a manager
27 in the employee's chain of command and/or the applicable local, campus or academic human
28 resources office. An employee or the employee's representative should identify complaints as
29 inappropriate workplace behavior. The Employer will evaluate the reported behavior and take
30 appropriate action as necessary, which may include an investigation. The employee and/or
31 union representative will be notified in writing upon conclusion of the investigation.

32 ~~These processes shall take into consideration concerns of equity and diversity.~~

33 Other possible processes for resolving workplace behavior complaints may include:

- 34 ● University Complaint Investigation and Resolution Office (UCIRO)
- 35 ● Title IX Coordinator
- 36 ● ADA Coordinator
- 37 ● Office of Ombud

38
39 Retaliation against employees who make a workplace behavior complaint will not be tolerated.

40 Grievances may be filed up to Step 3 Mediation with the support of a Union representative.

41 Tentatively Agreed To:

42 For the Union:

43 DocuSigned by:
44 *Erika Currier*
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45 Erika Currier

46 Date: 5/18/2022

For the Employer:

DocuSigned by:
Jennifer Mallahan
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Jennifer Mallahan

Date: 5/19/2022

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Article X – Affirmative Action

X.1 Policies

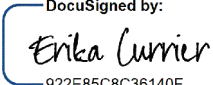
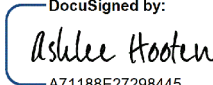
In conjunction with Federal and State laws, regulations and Executive Orders, the Employer and the Union agree on the need for an affirmative action program to correct and review any inequities in employment processes. The Employer shall develop, implement, monitor and report on an affirmative action program requiring the Employer to make good faith efforts to recruit, employ, retain, train, and promote, underrepresented-underutilized groups even if exclusion cannot be traced to particular discriminatory actions by the Employer. The Employer shall also develop, implement, monitor, and report on affirmative action goals ~~and timetables through expanding the diversity of candidates from protected groups~~ for hiring and/or promoting ~~members of protected groups~~ into job classes/categories where the Employer determines it has been determined that under-utilization ~~underrepresentation~~ exists. The Employer shall make no decisions regarding employment based ~~solely~~ on membership in any protected class.

X.2 Groups included in the affirmative action program are the protected classes covered by the relevant federal and state regulations.

X.3 Affirmative Action Reports Goals and Timetables

Upon request, the Employer will provide the Union with its current affirmative action reports listing placement goals ~~and other goals and timetables~~ of the University for bargaining unit employees.

X.2 It is agreed by the parties that a bargaining unit member elected or selected by the Union shall be encouraged to take an active interest in affirmative action plans affecting each bargaining unit covered by this Agreement.

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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
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| Date: 7/14/2022 | Date: 7/14/2022 |

ARTICLE XX – GRIEVANCE PROCEDURE

The Union and the Employer agree that it is in their best interest to resolve disputes at the earliest opportunity and at the lowest level. Whenever possible, disputes should be resolved informally prior to filing a formal written grievance. To that end, all supervisors and employees are encouraged to engage in free and open discussions about disputes.

XX.1 Definition. A grievance, within the meaning of this Agreement, shall be defined as any dispute between the University and the Union, an employee, or a group of employees as to alleged misapplication or misinterpretation of the terms of this Agreement or the Employer's written personnel rules, policies or practices.

XX.2 Employee Grievance Rights. Any employee who believes they have been aggrieved may personally seek relief from that condition by filing a grievance, irrespective of any supervisor's opinion of the grievance's validity. In the presentation of grievances, the employees shall be safe from restraint, interference, discrimination, or reprisal.

XX.3. Employee Representation. The Union as exclusive representative of bargaining unit employees is the responsible representative of said employees in grievance matters.

XX.4 Time Limitations.

An extension of the time limitations as stipulated in the respective steps below, may be obtained by mutual consent of the parties. Failure of the union to comply with the time limitations without a request of time extension shall constitute withdrawal of the grievance. Failure of the Employer to comply with the time limitations without a request for time extension shall move the grievance to the next step of the grievance procedure. For the purpose of calculating time requirements, the first day shall be the day following the day on which the employee was aware, or reasonably should have been aware, of the issue giving rise to the grievance. Saturdays, Sundays, and University holidays shall be included in the calculation of days except that the final day may not be on a Saturday, Sunday, or holiday but will end at the close of the first working day following the Saturday, Sunday, or holiday.

XX.5 Contents. The written grievance shall include the following information:

- a. The date upon which the grievance occurred.
- b. The specific Article(s) and Section(s) of the Agreement violated.
- c. The past practice, rule, policy violated.
- d. Specific remedy requested.
- e. The grievant(s) name.
- f. Name and signature of Union representative (Staff or Steward).

1 g. The nature of the grievance.

2
3 Failure to include the above information shall not be a reason for invalidating the
4 grievance.

5
6 **XX.6 Pay Status – Meetings.** Meetings and discussions on the grievance held with the
7 Employer in connection with this grievance procedure shall normally be held during
8 the University's regular business hours, or as mutually agreeable, and no
9 deduction in pay status shall be made for the grievant or steward for reasonable
10 time spent in such meetings or discussions during the employee's scheduled duty
11 hours. The work schedule of the grievant will be seriously considered in the
12 scheduling of the grievance meetings. Time off for employees and stewards shall
13 be granted by supervision following a request, but in consideration of job
14 responsibilities. If the requested time off cannot be granted, the parties shall
15 arrange for time off at the earliest possible time thereafter.

16
17 **XX.7 Grievance Withdrawal.** A grievance may be withdrawn by the Union in writing at
18 any time, and if withdrawn shall not be resubmitted.

19
20 **XX.8 Resolution**

21 If the Employer provides the requested remedy or a mutually agreed-upon
22 alternative, the grievance will be considered resolved and may not be moved to
23 the next step.

24
25 **XX.9 Consolidation**

26 Grievances arising out of the same set of facts may be consolidated by written
27 agreement.

28
29 **XX.10 Filing and Processing**

30 a. **Filing** A grievance must be filed within thirty (30) days of the occurrence giving
31 rise to the grievance, or the date the grievant knew or could reasonably have
32 known of the occurrence. When possible the thirty (30) day periods above should
33 be used to attempt to informally resolve the dispute. The union steward or staff
34 representative will indicate when a discussion with the Employer is an attempt to
35 informally resolve a dispute.

36
37 b. **Alternative Resolution Methods** Any time during the grievance process, by
38 mutual consent, the parties may use alternative methods to resolve the dispute. If
39 the parties agree to use alternative methods, the time frames in this Article are
40 suspended. If the selected alternative method does not result in a resolution, the
41 Union may return to the grievance process and the time frames resume. Any
42 expenses and fees of alternative methods will be shared equally by the parties.

43
44 c. **Processing** The Union and the Employer agree that ~~in-person~~ meetings are
45 ~~preferred~~ at all steps of the grievance process and will occur either remotely or in

1 ~~person, upon mutual agreement make efforts to schedule in person meetings, if~~
2 ~~possible. The parties agree that meetings work most effectively when all parties~~
3 ~~are in the same modality.~~

4
5 XX.11 Steps of the Grievance Procedure. All grievances shall be processed in
6 accordance with the following procedure. Upon mutual agreement, Step One, Two
7 or Three may be skipped. Grievances over final counseling or dismissal will begin
8 at Step Two.

9
10 **Step One: Supervisor, Manager or Designee**

11 If the issue is not resolved informally, the Union may file a written grievance to the
12 supervisor or designee, and the Labor Relations office (laborrel@uw.edu). The Employer
13 will designate a supervisor, manager or designee(s) who will meet ~~in person or confer by~~
14 ~~telephone~~ with a union steward and/or staff representative and the grievant. The date of
15 the meeting will be mutually agreed upon within fifteen (15) calendar days of receipt of
16 the grievance and when possible the meeting will take place within the aforementioned
17 fifteen (15) calendar days. The format ~~(face to face or by telephone)~~ for the meeting will
18 be by mutual agreement. The employer will respond in writing to the Union within fifteen
19 (15) calendar days after the meeting. ~~The Human Resources Consultant may also attend,~~
20 ~~if desired by the University.~~ If the grievance is directed against the employee's immediate
21 supervisor, the grievance may be presented to the next higher level of supervision. In the
22 event the employee's immediate supervisor does not have authority to resolve the
23 grievance, the grievance will be presented at the level having authority to act as
24 determined by the Employer.

25
26 Step Two: If a satisfactory settlement is not reached in Step One, said grievance may be
27 moved to the Step Two by filing the written grievance, including a copy of the Step One
28 decision to department head, designee, or to the next appropriate level of management
29 and the Office of Labor Relations (laborrel@uw.edu) within fifteen (15) calendar days
30 after the decision from Step One. The date of the meeting will be mutually agreed upon
31 within fifteen (15) calendar days after notice of the filing at Step Two and when possible
32 the meeting will take place within the aforementioned fifteen (15) calendar days. The
33 grievant may be represented by a steward and a Union staff representative. The
34 University will be represented by the appropriate management official(s) or designee(s),
35 ~~and~~ a representative from the Office of Labor Relations, ~~and a Human Resources~~
36 ~~Consultant, if desired by the University.~~ The University will respond in writing within thirty
37 (30) calendar days after the meeting.

38
39 Step Three: Grievance Mediation. If the grievance is not resolved at the Step Two, the
40 Union may file a request for mediation with the Public Employment Relations Commission
41 (PERC) in accordance with WAC 391-55-020, with a copy to the Labor Relations Office
42 within thirty (30) days of receipt of the Step Two decision. In addition to all other filing
43 requirements, the request must include a copy of the grievance and all previous
44 responses. The Employer will inform the Union, in writing, and PERC within thirty (30)
45 days of receipt of Mediation request if they are not in agreement. If those services are

1 unavailable on a timely basis, the parties may request a list of grievance mediators from
2 the Federal Mediation and Conciliation Service (FMCS) or other agreed upon mediation
3 provider. The cost of the mediation shall be borne equally by both parties.
4

5 Step Four: Arbitration. If a satisfactory settlement is not reached at the prior step, or the
6 step was skipped, either of the signatory parties to this Agreement may submit the
7 grievance to binding arbitration. Such submittal must be made within thirty (30) calendar
8 days following the written notice that the employer does not agree to Step Three (3)
9 Mediation or the conclusion of the prior step.

10
11 Panel of Arbitrators:

- 12 A. Within sixty (60) calendar days of the execution of the Agreement, the parties,
13 SEIU 925, ~~WFSE 1488~~, and the Employer, agree to meet to establish a
14 permanent panel of six (6) arbitrators. If the parties do not meet or if there is no
15 agreement on the panel, the current panel will remain.
16
17 B. These arbitrators shall be assigned cases by the parties on a rotating basis. If
18 the arbitrator is not available to hear the case within sixty (60) calendar days of
19 being contacted to request available arbitration dates either party may elect to
20 go to the next arbitrator in the rotation. If no arbitrator can hear the case within
21 sixty (60) calendar days of being contacted, the case will be assigned to the
22 arbitrator who can hear the case on the earliest date.
23
24 C. The appointment to the panel will be for the life of the Agreement. If an arbitrator
25 decides to remove their name from the panel the parties will meet to decide
26 whether to substitute an additional name(s).
27

28 No later than seven (7) working days prior to the scheduled arbitration meeting, the parties
29 will submit questions of arbitration eligibility to the arbitrator for preliminary determination,
30 share the name of each witness intending to testify at the hearing, and attempt to agree
31 upon the issue statement. A copy of written materials submitted to the arbitrator will be
32 provided to the opposing party.
33

34 If either party raises an issue of procedural arbitrability, i.e. that any step of the grievance
35 process or movement to arbitration was not pursued within the time limits proscribed in
36 this article, the arbitrator shall make a determination on the arbitrability issue prior to
37 proceeding to a hearing on the merits of the grievance. If the arbitrator determines the
38 grievance is not arbitrable, then no hearing on the merits of the grievance will be held.
39

40 **Authority of the Arbitrator**

41 The parties agree that the arbitrator shall have no power to render a decision that adds
42 to, subtracts from, alters or modifies in any way the terms and conditions of the
43 Agreement. The parties further agree that the decision of the arbitrator will be final and
44 binding upon all parties.
45

1 The Union or the Employer will have the right to request the arbitrator to require the
2 presence of witnesses and/or documents. The arbitrator's decision shall be made in
3 writing and the arbitrator shall be encouraged to render the decision within thirty (30)
4 calendar days of the close of the arbitration.
5

6 In cases where a grievance is moved to arbitration and the Employer did not agree to
7 Step Three: Grievance Mediation, either party may request a pre-arbitration settlement
8 conference. These conferences shall not delay the arbitration process, and may be held
9 with or without the presence of the arbitrator, at the option of the moving party. In the
10 event that an arbitrator is present, the cost of the arbitrator's participation shall be borne
11 equally by the parties.
12

13 **XX.12 Arbitration Costs**

14 1. The fees and costs of the arbitrator, and the cost (if any) of the hearing room,
15 will be shared equally by the parties.
16

17 2. If the arbitration hearing is postponed or canceled because of one party, that
18 party will bear the cost of the postponement or cancellation. The costs of any
19 mutually agreed upon postponements or cancellations will be shared equally by
20 the parties.
21


22 3. If either party desires a record of the arbitration, a court reporter may be used.
23 If that party purchases a transcript, a copy will be provided to the arbitrator free of
24 charge. If the other party desires a copy of the transcript, it will pay for half of the
25 costs of the fee for the court reporter, the original transcript and a copy.
26

27 4. Each party is responsible for all fees and costs of its staff representatives,
28 attorneys, experts, witnesses –and all other costs related to the development and
29 presentation of their case. Every effort will be made to avoid the presentation of
30 repetitive witnesses.
31

32 **XX.13 Files.** Grievance documents shall be maintained separately from employee
33 personnel files. Employee personnel files will accurately reflect the final outcome
34 of a grievance.
35
36

37 Tentatively Agreed To:


38 For the Union:

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41 922E85C8C36140F...

41 Erika Currier

42 Date: 4/15/2022

For the Employer:

DocuSigned by:

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Jennifer Mallahan

Date: 4/25/2022

1 **Article X - Employee Rights**

2 **X.1 Representation**

3 Upon request, an employee will have the right to representation at an investigatory meeting,
4 requested by management in which the employee reasonably believes could lead to corrective
5 action. Upon request, an employee will have the right to an interpreter at an investigatory
6 meeting. The employer will provide reasonable time to allow an employee to secure a
7 representative. The exercise of this right will not unreasonably delay or postpone a meeting.
8 Except as otherwise specified in this Agreement, representation will not apply to discussions
9 with an employee in the normal course of duty, such as giving instructions, assigning work,
10 informal discussions, delivery of paperwork, staff or work unit meetings or other routine
11 communications with an employee.

12 **X.2 Paid Release Time**

13 Employees will be provided a reasonable amount of time during their normal working hours to
14 meet with the union steward and/or staff representative to process a grievance. In addition,
15 employees will be released during their normal working hours to attend meetings or hearings
16 scheduled by management for the following:

17 A. Informal grievance resolution meetings, grievance meetings, alternative dispute resolution
18 meetings, mediation sessions and arbitration hearings, in accordance with Article X, Grievance
19 Procedure, and held during the employee's work time;

20 B. Management scheduled investigatory interviews and/or pre-disciplinary meetings, in
21 accordance with Article X, Corrective Action and Dismissal, and;

22 C. Negotiations in accordance with Article X, Mandatory Subjects.

23 D. Joint Labor Management meetings in accordance with X.

24 **X.3** When an employee is subpoenaed as a witness on behalf of the Union in an arbitration
25 case, with the employer, the employee may appear without loss of pay if the employee appears
26 during scheduled work time, providing the testimony given is related to their own job function or
27 involves matters they have witnessed, and is relevant to the arbitration case. Every effort will be
28 made to avoid the presentation of repetitive witnesses.

29 **X.4 Notification**

30 An employee will obtain prior approval from their supervisor before attending any meeting or
31 hearing. All requests must include the approximate amount of time the employee expects the
32 activity to take. Employees will suffer no loss in pay for attending management scheduled
33 meetings and hearings that are scheduled during the employee's work time. Attendance at
34 meetings or hearings during the employee's non-work hours will not be considered as time
35 worked. An employee cannot use a state vehicle to travel to and from a worksite in order to
36 attend a meeting or hearing unless authorized by the Employer.

37 **X.5 Indemnification**

38 The University will indemnify employees for activities arising out of their employment in
39 accordance with University policy.

40 **X.6 Off the Job Activities**

41 The private and personal “off the job” lifestyle and activities of any employee shall not be
42 legitimate grounds for corrective action initiated by Management except where such life style or
43 activities, constitute a conflict of interest as set forth in RCW 42.18 or are detrimental to the
44 employee’s work performance.

45 **X.7 Off Duty Employment**


46 Employees may engage in off duty employment that is consistent with University policy and
47 state law.

48 Tentatively Agreed To:

49 For the Union:

For the Employer:

50

51  _____

 _____

52 Date: 10/27/2021

Date: 10/27/2021

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ARTICLE XX – EMPLOYEE FACILITIES

X.1 Employee Facilities.

Adequate lunchroom, washroom and ~~toilet~~-restroom facilities shall be provided and available for the use of the employees. Suitable dressing rooms and/or lockers shall be provided to employees in those occupations where a change of clothing is required by the Employer. Existing locker rooms and showers will continue to be available for employees.

(a) Employees are encouraged to report to supervision any condition in employee facilities which appear to be below minimum standards.

(b) The adequacy of employee facilities, including sanitary supply dispensers ~~employees~~, lactation stations, ~~all-gender bathrooms~~gender-neutral individual facilities or gender-neutral restrooms, or any change in employee facilities, shall be a proper subject for discussion by the Joint Union-Management Committee.

(c) Regarding the use of Gender Segregated Facilities:

(1) Facility use. The Employer shall allow individuals the use of gender-neutral individual facilities or gender-segregated group facilities, such as restrooms, locker rooms and showers, where applicable, ~~locker rooms, and dressing rooms~~ that are consistent with that individual's gender expression or gender identity.

~~In such facilities where undressing in the presence of others occurs, The Employer shall allow access to and use of a facility consistent with that individual's gender expression or gender identity.~~

(2) The Employer shall not request or require an individual to use a gender-segregated facility that is inconsistent with that individual's gender expression or gender identity, or request or require an individual to use a separate or gender-neutral facility.

If another person expresses concern or discomfort about a person who uses a facility that is consistent with the person's gender expression or gender identity, the person expressing discomfort should be directed to a separate or gender-neutral facility, if available.

Any action taken against a person who is using a restroom or other gender-segregated facility, such as removing a person, should be taken

1 due to that person's actions or behavior while in the facility, and must
2 be unrelated to gender expression or gender identity. The same
3 standards of conduct and behavior must be consistently applied to all
4 facility users, regardless of gender expression or gender identity.
5

6 ~~(3) Provision of options encouraged. Whenever feasible, the Employer will~~
7 ~~provide options for privacy, such as single-use gender neutral~~
8 ~~bathrooms or private changing areas that are available to any individual~~
9 ~~desiring privacy.~~
10

11 X.2 Wellness Room

12 The University will continue to provide access to a wellness room, consistent with
13 applicable law. These spaces, that can be utilized for medical needs,
14 lactation/lactating mothers and/or religious and spiritual practice. Parties agree
15 that wellness room access is an appropriate topic for labor management
16 meetings.
17

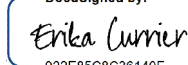
18 X.3 Temporary Work Spaces

19 A. When an Employee is required to report to a UW worksite that is not their
20 typical work location, temporary workspaces will be made available.

21 B. Temporary workstation facilities, access, and availability are appropriate topics
22 for a meeting of a Joint Union Management Committee.

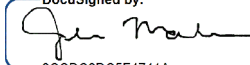
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28 Erika Currier
Date: 8/24/2022

For the Employer:

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28 Jennifer Mallahan
Date: 8/24/2022

ARTICLE XX – NEW EMPLOYEES

XX.1. New Employee Orientation

A. The Employer will offer a regularly scheduled, in-person, all day new employee orientation (NEO) which will include a benefits orientation. The orientation will be offered by the office of Professional and Organizational Development in coordination with the Benefits Office and the Employer will require new employees whose work location is the Seattle Main Campus to attend.

Employees at worksites or with an official duty station within a 50 mile radius (for example, Tacoma and Bothell Campuses) may also will be encouraged to attend NEO in-person with approval from their supervisor. Online orientations (self-paced) will be offered to employees in locations or positions that cannot attend in-person and in positions permanently telework.

B. If the University conducts orientation on-line (self-paced), the Union will be permitted to display a reasonable amount of information as part of the program.

B.C. A Union representative The Union shall be allowed up to thirty (30) minutes with employees during the new employee orientation-NEO and if applicable, member presenters shall be released for up to one hour for online orientation, and up to two hours for in-person orientation, depending on the distance traveled. Such release time will be subject to the operational needs of the department and does not count as time worked for the purpose of calculating overtime.

C.D. The Employer will send the Union a list of all new hires scheduled to attend NEO, with all contact and job information available, by the Friday before the orientation date. Updates with any additional available information will be provided no later than the morning of the orientation. A list of last-minute registrants and actual attendance will be provided no later than the end of the week in which the orientation occurs. If the University conducts orientation on-line, the Union will be permitted to display a reasonable amount of information as part of the program.

D.E. For employees hired into the bargaining unit who do not attend the orientation described in A or those that do not attend the Union's drop in session after attending the self-paced online orientation describe in and B above, within ninety (90) days of the employee's start date, the Employer will provide the Union access to the employee during the employee's regular work hours to present information about the Union. This access will be provided at the employee's

1 regular worksite, online or at a location mutually agreed to by the Employer (in
2 accordance with Article X Union Activities Rights and Stewards) and the Union
3 and will be for no less than thirty (30) minutes.

4 **X.2 New Employee Training**

5 New employees will be onboarded and trained on their duties for their specific
6 department. Onboarding will include, but not be limited to, informing Employees
7 of available leave benefits, professional development funding and opportunities,
8 and safety and security procedures for their specific worksite or building.

9 Tentatively Agreed To:

10 For the Union:

For the Employer:

11 DocuSigned by:
12 *Erika Currier*
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DocuSigned by:
Jennifer Mallahan
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13 Erika Currier

Jennifer Mallahan

14 Date: 1/26/2023

Date: 1/26/2023

15

1
2 **ARTICLE XX – PROBATION FOR PROFESSIONAL LIBRARIES AND PRESS**
3 **EMPLOYEES**
4

5 A. All Professional Libraries and Press Employees ~~library staff bargaining unit~~
6 employees who successfully complete the probationary period described in
7 this Article, will be covered by Article XX Corrective Action/Dismissal.
8

9 B. Every part-time and full-time- Professional Libraries and Press Employees
10 ~~library staff employee~~, following the initial appointment to a position, will
11 serve a probationary period of six (6) consecutive months. The Employer
12 may extend the probationary period for an individual employee as long as
13 the extension does not cause the total period to exceed twelve (12)
14 months. Employees will be provided with a written explanation for the
15 extension. If the extension is based on performance issues, the employee
16 will receive a performance improvement plan. Extension of probationary
17 periods shall not be a normal practice.
18

19 C. Supervisors will provide feedback during the employee's probationary
20 period which may include written performance expectations. If at any point
21 during a probationary period the supervisor believes that the Employee's
22 performance may result in their rejection, when possible, the supervisor will
23 provide feedback as soon as possible identifying areas of improvement and
24 offering support.
25

26 C.D. Employees who complete their probationary period ~~at IHME~~within
27 the University of Washington Library System (UW Libraries, UW Press, and
28 the Gallagher Law Library) shall not be required to complete another
29 probationary period ~~at IHME~~within the University of Washington Library
30 System, provided there is no break in service between appointments.
31 However they may be required to complete trial service in accordance with
32 Article XX.
33

34 D.E. The Employer will extend an employee's probationary period, on a
35 day-for-a-day basis, for any day(s) that the employee takes paid time off,
36 leave without pay, or shared leave, except for leave taken for military
37 service or for purposes of faith or conscience under Article XX. For the
38 purpose of calculating the completion date, an employee's probationary
39 period shall not end on the employee's regularly scheduled weekend off or

a scheduled holiday off. In those instances, the completion date will be the next scheduled work day.

E.F. By mutual agreement, the probationary period for additional selected classifications may be established for a period in excess of six (6) months but not to exceed twelve (12) months.

F.G. Employees in probationary status will earn seniority from their initial date of hire but may not exercise seniority rights until completion of the probationary period. Probationary employees are not eligible for layoff or rehire rights.

G.H. An employee who is appointed to a different position in a different classification prior to completing their initial probationary period will serve a new probationary period. The length of the new probationary period will be in accordance with Subsection (A) above, unless adjusted by the Appointing Authority for time already served in probationary status. In no case, however, will the total probationary period be less than six (6) consecutive months.

H.I. Probationary Period Rejection.
An appointing authority may reject an employee who has not completed a probationary period. Upon request by the employee and within 10 business days of notice, a meeting to explain such action shall be held with a representative of the Employer. At the employee's request a representative of the Union shall attend such meetings. Such rejection is not subject to the grievance procedure, except in cases involving discrimination, under Article XX.

Tentatively Agreed To:

For the Union:

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Erika Currier
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Erika Currier

Date: 12/9/2022

For the Employer:

DocuSigned by:
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Jennifer Mallahan

Date: 12/21/2022

Article X – Hours of Work

X.1 Definitions

A. Full-time Employee

An employee regularly scheduled to work forty (40) hours per work week.

B. Part-time Employee

An employee regularly scheduled to work less than forty (40) hours per workweek.

C. Workweek

A regularly recurring period consisting of seven (7) consecutive twenty-four (24) hour periods that begins Monday, 12:00 a.m. and ends the following Sunday at 11:59 p.m.

D. Overtime-Eligible Position

An overtime-eligible position is one that ~~is assigned duties and responsibilities that~~ meets the criteria for overtime coverage under federal and state law.

E. Overtime-Exempt Position

A position determined not eligible for the mandatory overtime provisions under State and Federal Law.

F. Work Schedules

Work schedules may be established by the Employer in order to meet operational needs, as long as the work schedules are administered in compliance with federal and state laws.

~~G. Operating Hours~~

~~IHME office hours are typically Monday through Friday, 8:00 am to 6:00 pm Seattle time or alternative flexible timeframes.~~

X.2 Determination

Per federal and state law, the Employer will determine whether a position is overtime-eligible or overtime-exempt. When the Employer determines that an overtime-eligible position is overtime-exempt or vice versa, the employee will be notified in writing of the determination.

X.3 Work Schedules

A. Regular Work Schedules

1. The regular work schedule will normally include two (2) consecutive scheduled days off.

- 2. Work schedules of different numbers of hours may be established for employees, as long as the alternate work schedules meet federal and state laws. Employees may request alternative work schedules, based on personal or family needs and such requests will be approved by the Employer, subject to operational needs. The Employer will consider employees' personal and family needs.
- ~~3. Employees will be allowed to work alternative schedules, as long as 50% of their typical workday falls within the operating hours. Other arrangements are allowable with final agreement of the supervisor and Human Resources.~~

B. Alternative Work Schedules

From time to time, there may be a need for flexibility to adjust the daily work schedules within the workweek to accomplish assigned job duties and responsibilities. The Employer will consider an employee's preference in determining the work schedule.

C. Emergency Schedule Changes

The Employer may adjust an employee's work schedule without prior notice in emergencies, or extraordinary unforeseen operational needs.

D. Employee-Requested Schedule and FTE Changes

Employees' work schedules and FTEs may be changed, temporarily or permanently, at the employee's request and with the Employer's approval, provided the Employer's needs are met and no overtime expense is incurred.

Tentatively Agreed To:

For the Union:

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Erika Currier

Date: 1/26/2023

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Jennifer Mallahan

Date: 1/26/2023

ARTICLE XX – OVERTIME

X.1 Overtime Exempt Employees.

Overtime-exempt employees are not covered by federal or state overtime laws and do not receive overtime compensation or compensatory time off. These employees are accountable for their work product, and for meeting the objectives of the institution for which they work. The Employer's policy for all overtime-exempt employees is as follows:

- A. The Employer determines the products, services, and standards that must be met by overtime-exempt employees.
- B. Full time schedules are assumed to be 40 hours; however employees are expected to work to complete job responsibilities. Overtime-exempt employees may be required to work specific hours to provide services, including nights and weekends, when deemed necessary by the Employer.
- C. Part time schedules are assumed to be any schedule ~~that is at least 20 hours in a workweek but~~ less than full time. Employees are expected to work beyond their normal schedule when necessary. The supervisor may establish a regular work schedule, but part-time employees are expected to remain flexible to accommodate the unit's goals and mission.
- D. No employee will typically be required to work more than five (5) consecutive days in a seven (7) day period. ~~The typical IHME operating hours are Monday through Friday, 8:00 am to 6:00 pm Seattle time (PST) or alternative flexible timeframes.~~ Employees will consult with their supervisors to adjust work hours to accommodate the appropriate balance between extended work time and offsetting time.

X.2 Overtime Eligible Employees.

- A. Work in excess of forty (40) hours in one (1) standard work week constitutes overtime for over-time eligible employees. Use of paid time off does not count as time worked when calculating overtime. Overtime ~~work must be~~ requested by the employee ~~and must be~~ pre-approved by the Employer prior to working overtime.
- B. Overtime worked by the eligible employees shall be compensated at a rate of one and one-half (1-1/2) times the employee's straight time hourly rate.
- C. Overtime-eligible employees shall receive monetary payment as compensation for overtime worked; however, at the employee's request, compensatory time off at one and one-half (1-1/2) times the overtime hours worked may be granted in lieu of monetary payment.

- D. Compensation paid to an employee for accrued compensatory time shall be paid at the regular rate earned by the employee at the time the employee receives such payment. Upon termination of employment, an employee will be paid for any unused compensatory time in accordance with the Fair Labor Standards Act.

- E. Use of accrued compensatory time shall be approved by the employing official with consideration being given to the work requirements of the department and the wishes of the employee. Compensatory time off may be scheduled by the employing official during the final sixty (60) days of a biennium

- F. Compensatory time must be used or paid for by June 30th of each fiscal year. The employee's unused compensatory time balance will be cashed out every June 30th or when the employee leaves University employment for any reason. The employee's compensatory time balance may also be cashed out when the employee:
 - 1. Transfers within their department to a position with different funding sources, or
 - 2. Transfers to a position in another department.

Tentatively Agreed To:

For the Union:

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Erika Currier
Date: 1/26/2023

For the Employer:

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Jennifer Mallahan
Date: 1/26/2023

Article X - Professional Development

Professional Development benefits both the Employer and the Employee. Professional Development is the responsibility of the Employee with the support and encouragement of their supervisor. The Employer sets professional development funds aside for each fiscal year (July 1 to June 30), ~~It is encouraged that employees wishing to request~~ considering utilization of these funds, ~~may~~ discuss potential opportunities with their supervisors at any time, including during annual performance evaluations. Annually by July 1, employees will be notified in writing of the professional development allocations for the year. UW Press, Gallagher Law Library, UW Bothell and Cascadia College Library, and UW Tacoma Library are funded separately than UW Seattle Libraries, and their allocations may vary.

X.1 Funding Allocations

~~The Employer shall provide funding and~~ Requests for professional development funds may include opportunities for research and other professional development activities including scholarly meetings, conferences, ~~creative activities~~, professional meetings, seminars, professional association membership fees, workshops, and webinars, and any necessary travel costs to attend these events. ~~The employer shall make arrangements for bulk conference registrations and professional association membership fees as appropriate.~~ Requests require documented supervisor support. Supervisors may make requests for use of professional development funds on behalf of their employees when there is a professional development opportunity needed to support the work of the organization or when the employee’s performance needs improvement.

~~These funds shall be a minimum amount per biennium and shall not preclude the allocation of additional funds at the discretion of the Employer:~~

| Employee Type | Biennial Funding Allocation | Prorating Year 1 July-June | Prorating Year 2 for appointments on or after July 1 |
|---|---|---|---|
| UW Libraries Librarian | \$1,100/year or \$2,200/biennium | \$1,100/year or \$2,200/biennium | \$1,100 |
| <ul style="list-style-type: none"> ● Permanent ● Continuing | | | |

| | | | |
|---|---|---|---|
| • Retired re-employed | | | |
| UW Libraries Librarian | \$1,320/year or \$2,640/biennium | \$1,320/year or \$2,640/biennium | \$1,320 |
| • Provisional • Non-continuing | | | |
| UW Libraries Librarian | \$1,100/year | \$1,100/year per Dean's discretion | \$1,100/year per Dean's discretion |
| • Temporary | | | |
| Law Librarian | \$2,200/year or \$4,400/biennium | \$2,200/year or \$4,400/biennium | \$2,200 |
| Professional | \$1,100/year or \$2,200/biennium | \$1,100/year or \$2,200/biennium | \$1,100 |
| • Regular | | | |
| Professional | \$1,100/year per Dean's discretion | \$1,100/year per Dean's discretion | \$1,100/year per Dean's discretion |
| • Temporary | | | |

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~~If an Employee changes appointment status during the year, the staff member is eligible for whatever allocation is larger. Unspent funds may be carried over into the new biennium.~~

Employees should submit requests for professional development funds as far in advance as possible. The Employer will make a good faith effort to respond in writing to requests for funding must be responded to in writing within two (2) weeks.

X.2 Law Librarian Fees

Membership fees for the following Law Librarian professional associations shall be paid centrally from for by Gallagher Law Library-Administration: AALL or; ALA; GEAL/AAS; LLOPS; Westpac. The Employee may request payment for additional mMembership in other organizations (e.g. LLOPS, Westpac, etc.), subject to Employer approval. may also be approved selectively.

48 ~~Law Library Administration~~The Employer will also pay for the Washington State
49 Librarian's Certificate.

50

51 ~~X.3 Funding for UW Information School~~

52 ~~Tuition for classes and degrees at UW Information School will be covered for all~~
53 ~~Employees.~~

54

55 **X.4 Employee Awareness and Planning**

56 Upon hire, ~~annually, and upon promotion to a higher position, rank, or classification,~~
57 Employees will be given information describing the existence of and procedures
58 surrounding the professional development programs described in this Article, ~~including~~
59 ~~the specific amount of professional development funding available to them.~~

60

61 Supervisors ~~should~~will have ~~career~~ conversations with their supervisees meant to
62 ~~identify discuss organizational goals,~~ their supervisees' professional goals, ~~and~~
63 ~~professional development and the possible~~ opportunities, ~~mentors, training, and~~
64 ~~available funding~~ that may help them achieve these goals, ~~as per Article X.~~
65 ~~Performance Evaluations.~~ ~~Career~~ conversations may happen outside the performance
66 review and goal cycle and are not tied to an Employee's performance. ~~It is up to the~~
67 ~~employee to determine if they would like to participate and engage in the opportunities~~
68 ~~identified with their supervisor.~~

69

70 ~~An employee's balance/use information shall be made available to the employee at any~~
71 ~~time.~~

72

73 **X.5 Release Time**

74

75 The Employer will make every effort to allow the Employee to participate in relevant
76 professional development on paid release time. Employees who have received outside
77 funding or scholarships for professional development opportunities may request paid
78 release time to attend. ~~Release time for training for employees accepted for UW-~~
79 ~~sponsored training and development programs shall be in accordance with Executive~~
80 ~~Order 52. Upon request, reasons for denial of release time will be provided in writing.~~

81

82 ~~Declined Requests. When release time requests impact the work of the unit, employees~~
83 ~~and supervisors are expected to collaborate on work planning and task reassignment in~~
84 ~~a manner that supports the professional development opportunity. Necessary denials~~
85 ~~must be accompanied by a written explanation of how the Employee absence would~~
86 ~~pose insurmountable challenges to the work of the unit. Denial of release time for~~

87 ~~professional development is an appropriate topic for Joint Union/Management~~
88 ~~Committee meetings.~~

89

90 **X.6 Required Training**

91 If the Employer requires an Employee to receive training all fees and related costs will
92 be paid by the employing department. If attendance in such courses requires use of the
93 Employee's personal vehicle, the Employee will be reimbursed at the University's travel
94 rates applying at the time. If other transportation must be taken, the Employee will be
95 reimbursed for all transportation costs. When attendance is required for courses that
96 take place outside of regular work hours, supervisors will work with their supervisees to
97 adjust work hours to accommodate the appropriate balance between extended work
98 time and offsetting time, per Article X. Overtime.

99

100 **X.7 Mentorship Program**

101 ~~Mentorship is a supportive, learning and professional relationship between people who~~
102 ~~have specific skills and knowledge (mentors) and individuals (mentees) who need or~~
103 ~~want the same skills and advantages to move up in work, skill level, or performance.~~
104 ~~The Employer will provide formal mentorship opportunities to all employees.~~

105 ~~Participation in this program is voluntary. Mentors and mentees will commit to one hour~~
106 ~~per month for a year that will be considered work time. Mentors are required to have~~
107 ~~worked in the UW Libraries, Gallagher Law Library, and UW Press for at least one (1)~~
108 ~~year and have five (5) or more years of full-time professional experience. Applications~~
109 ~~for mentors and mentees will be solicited twice annually in Winter and Spring.~~

110

111 **X.8 BIPOC Mentoring and Professional Development Fund**

112

113 ~~UW Libraries, Gallagher Law Library, and UW Press will provide robust mentoring and~~
114 ~~resources for BIPOC library workers, including mentoring into leadership roles. The~~
115 ~~Employer will create a fund for self-identified BIPOC library workers of all job classes to~~
116 ~~cover attendance at conferences, and fees for professional organizations. Such~~
117 ~~resources would be supplementary to any standardized travel and education funding.~~
118 ~~Recognizing current underrepresentation of BIPOC staff in the UW Libraries, Gallagher~~
119 ~~Law Library, and UW Press, these funds can also be used for BIPOC library workers'~~
120 ~~pursuit of mentoring beyond the workplace.~~

121

122 **X.9 Other Professional Development Opportunities**

123

124 See Article X. Tuition Exemption and Article X. Professional Leave.

125

126 **X.10 Training - Layoff**

127 Employees on layoff status shall be eligible to participate on a space available basis in
128 regularly scheduled layoff training Professional & Organizational Development
129 programs in accordance with [https://hr.uw.edu/pod/courses-and-workshops/layoff-
training/](https://hr.uw.edu/pod/courses-and-workshops/layoff-
130 training/).

131 **X.11 Procurement/Travel Card**


132 ~~All staff are eligible for a Procurement/Travel Card that may be used to pay for
133 Professional Development opportunities, including travel and food costs, instead of
134 advancing their own funds and waiting for reimbursement. Sufficient documentation to
135 ensure all payments are official UW business purchases will be retained by the
136 Employee until the cardholder account is reconciled.~~

138 **X.11 Travel Funding**

139 Following allocation and travel approval process, Employees are generally expected to
140 pay out of pocket and submit documented expenses for reimbursement. Options for
141 per-diem advances and prior trip reimbursement may be available through UW Travel
142 Services in accordance with University policy. The Employer will make a good faith
143 effort to process travel reimbursement requests within ten (10) working days of
144 receiving a complete request.

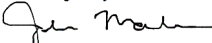
146 Tentatively Agreed To:

148 For the Union:

149 DocuSigned by:

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151 Erika Currier
152 Date: 1/24/2023

For the Employer:

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Jennifer Mallahan
Date: 1/24/2023

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Article X - Hiring

X.1 Filling Positions

A. The University Employer will determine when a position will be filled, the appropriate type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The University can fill a position on a full-time or part-time basis. Employees who are appointed as part-time in classifications included in the bargaining units will also be included in the bargaining unit in accordance with the provisions of this Agreement. They will be eligible to receive medical benefits and retirement in accordance with state law and University policy.

B. Volunteers will not fill vacant bargaining unit positions.

C. It is the intent of the Employer to fill vacancies as soon as possible within budgetary limitations and where replacements are needed.

~~D.~~ Notice that applications are being accepted for vacant bargaining unit positions will be published by the Employer and will be made available in places intended to reach bargaining unit employees for a minimum of ~~fourteen-seven~~ (147) calendar days prior to the closing of the application period. The University may limit the scope of the posting area if applications only from within the posting area are accepted. Temporary librarian appointments may be filled by a competitive or non-competitive process, as determined by the Employer.

~~E.~~ ~~The Employer may not skim bargaining unit work to employees outside of the bargaining unit or outside the employer.~~

~~F.~~ ~~The Union will have an opportunity to share recommendations on recruitment process and practice before the notice of vacancy is finalized.~~ Recruitment (processes and practices) and staffing are appropriate subjects for Joint Union/Management Committee Meetings.

X.2 Equity, Diversity, Inclusion and Anti-Racism in Employee Recruitment

A. UW Libraries, Law Library, and Press ~~will~~ is strongly committed to engage-engaging in practices that ~~deliberately~~ engage applicants from ~~underrepresented-underutilized~~ groups.

~~B.~~ ~~In order to help overcome institutional barriers to racial equity, and improve the diversity climate of the institution, UW Libraries, Law Library, and Press will create coordinated cross-portfolio hiring plans, with widely accessible and documented policy and procedures, which facilitate cluster hires of three or more staff.~~

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~~C. UW Libraries, Law Library, and Press will appoint search advisory committees in a manner that prioritizes diversity, and communicate transparently about that process.~~

~~D. The parties acknowledge and adopt the principle of affirmative action in hiring, as set forth in the adopted and approved affirmative action plan for the University of Washington.~~

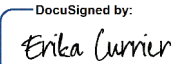
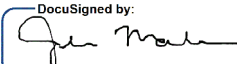
~~E.B. _____ UW Libraries, Law Library, and Press will provide anti-racist require implicit bias trainings ~~to~~ for all search committee members before searches commence.~~

~~F.C. _____ UW Libraries, Law Library, and Press will maintain a list of the places where positions are advertised. Upon request, the list will be made available to the Union.~~

~~G.D. _____ All UW Libraries, Law Library, and Press job vacancy announcements and advertisements will include reference to the parties' CBA and will articulate wage and salary information in compliance with RCW 49.58.110.~~

- ~~a. Minimum and maximum salaries,~~
- ~~b. Complete articulation of employee benefits,~~
- ~~c. Negotiable options, including bonuses, equipment, relocation, and other incentives,~~
- ~~d. Opportunities for promotion and advancement.~~

~~H.E. _____ All UW Libraries, Law Library, and Press candidate correspondence will be transparent about process, timing, and decision-making.~~

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|---|--|
| Tentatively Agreed To: | |
| <p>For the Union:</p> <p>DocuSigned by:  922E85C8C36140F Erika Currier Date: 12/6/2022</p> | <p>For the Employer:</p> <p>DocuSigned by:  2CCDC2DC5F4741A... Jennifer Mallahan Date: 12/6/2022</p> |

Article X - Appointments

X.1 Regular Appointments

A. Types of Appointments for ~~Professional Staff~~Professional Libraries and Press employees

a. **Regular Appointments** for positions scheduled to work twelve (12) months per year.

~~**B. Types of Appointments for Law Librarians**~~

~~a. **Permanent Appointment** is the right of a librarian to hold their rank without discriminatory reduction of salary, and not to suffer loss of such rank, or discriminatory reduction of salary, except for the reasons resignation (Article XX), retirement, termination (Article XX) and Layoff (Article XX) and in the manner recommended by University Libraries' General Order 101. Permanent appointment, as described in the present General Order, is an attribute of the individual and not of the job assignment or administrative appointment without affecting the librarian's permanent appointment. Permanent appointment shall be granted to those librarians whose training, ability, and contribution warrant a commitment on the part of the University to employ them for their entire professional careers. Such a policy requires that the granting of permanent appointment be considered carefully. It should be a specific act, even more significant than promotion in rank, which is exercised after careful consideration of the candidate's qualifications and accomplishments.~~

~~b. **Continuing Appointment** is granted to those librarians whose positions are funded either wholly or in part from sources outside the University. Continuing appointment implies the same rights and privileges as permanent appointment, except that the duration of the appointment is determined by and dependent upon continuation of the external funding.~~

~~**c. Eligibility**~~

~~i. Unless disqualified under any other provisions of this Agreement, a full-time librarian has permanent appointment if they are an Associate Librarian or Librarian.~~

~~ii. Unless disqualified under any other provisions of this Agreement, in unusual cases a Senior Assistant Librarian may be recommended for permanent appointment effective after completion of six years of full-time service at that rank at the University of Washington.~~

~~iii. A librarian may not acquire permanent appointment:~~

~~1. Under a visiting or temporary appointment, or~~

~~2. Under any other appointment for which the University does not provide the salary from its regularly appropriated funds, unless the~~

- 1 Associate Dean notifies the appointee in writing that permanent
2 appointment may be acquired under such appointment. Each
3 appointment governed by this provision shall contain notice
4 whether permanent appointment may or may not be acquired.
- 5 iv. Appointments to the rank of Associate Librarian or Librarian “without
6 permanent appointment” are limited to not more than three years.
- 7 v. A librarian with permanent appointment who assumes a part-time status
8 will have permanent appointment in the status.
- 9 vi. Under paragraph dc.iii of this Section a part-time librarian is eligible for
10 permanent appointment if the requirement of full-time service is
11 specifically waived in writing by the Associate Dean, but an acting or
12 visiting librarian is not eligible for permanent appointment.

13
14 **d. Duration of Non-Permanent Appointments**

- 15 i. For the purposes of these guidelines, a year is one complete University
16 fiscal year, plus any time short of another full fiscal year.
- 17 ii. The initial appointment of an Assistant Librarian is for two years,
18 exclusive of time spent during leaves of absence. Not later than January
19 1 of the second complete year of the initial appointment, the librarian will
20 be notified either that the appointment has been renewed for an additional
21 two years, or that the appointment will terminate at the end of the next
22 fiscal year. If by January 1 of the fourth year the librarian has not been
23 promoted to Senior Assistant Librarian, appointment for a fifth and final
24 year will be accompanied by notice of termination as of the end of the fifth
25 year.
- 26 iii. The first appointment or the re-appointment of a Senior Assistant
27 Librarian is for a basic period of three years, exclusive of time spent
28 during leaves of absence, subject to earlier dismissal for cause. Not later
29 than January 1 of the third complete year of the initial appointment as
30 Senior Assistant Librarian, the librarian will be notified either (1) that that
31 appointment has been renewed for an additional three years, or (2) that
32 the librarian will be promoted to Associate Librarian, or (3) that the
33 appointment will be extended for a fourth and final year. If the
34 appointment is renewed, not later than January 1 of the third year of the
35 renewal period the librarian will be notified either (1) that they have been
36 promoted to Associate Librarian, or (2) that they have been granted
37 permanent appointment as a Senior Assistant Librarian, or (3) that the
38 appointment will be extended for a seventh and final year.
- 39 iv. A librarian promoted to the rank of Associate Librarian or Librarian will
40 have permanent or continuing appointment. However, a librarian may be
41 appointed as Associate Librarian or Librarian either with or without
42 permanent appointment. An initial appointment at either of these ranks
43 “without permanent appointment” will be for three years, exclusive of time
44 spent during leaves of absence. In the case of a Librarian without

1 permanent appointment, the voting peer group will be the Librarian of
2 their department. Not later than January 1 of the third complete year of
3 the appointment, the librarian will be notified whether permanent or
4 continuing appointment has been granted. If permanent or continuing
5 appointment has not been granted, the librarian will be notified of
6 termination effective at the end of the succeeding fiscal year.

7 v. ~~A librarian whose salary is not provided by state funds may be considered~~
8 ~~for continuing appointment on the same basis as is applied in granting~~
9 ~~permanent appointment, but subject to removal upon termination of~~
10 ~~funding or for cause. If a librarian with continuing appointment~~
11 ~~subsequently is selected, through the normal appointment procedures~~
12 ~~specified herein, to a position funded entirely by state funds, their~~
13 ~~appointment will become permanent.~~

14

15 **B. Types of Appointments for UW Libraries Librarians and Gallagher Law Librarians**

16

17 The appointment status for librarians can be provisional, permanent, ~~non-continuing,~~
18 ~~continuing~~ or temporary, ~~dependent upon the qualifications of the librarian and whether~~
19 ~~they are supported by state appropriated funds or other than state appropriated funds. If~~
20 ~~an appointment is supported by state funds that are not under the jurisdiction or control~~
21 ~~of the University Libraries, the appointment will be equivalent to appointments supported~~
22 ~~by other than state appropriated funds. All provisional, permanent, and temporary~~
23 ~~appointments must be to positions at a minimum of .5 FTE. Appointment status applies~~
24 ~~to all UW Libraries librarians and Gallagher Law librarians.~~

25

26 **e.a. Appointment Status – Supported by State-Appropriated Funds**

27 i. **Provisional Appointment**

28 A provisional appointment is a specific term appointment exclusive of time
29 granted for extension of appointment in accordance with ~~Chapter IV,~~
30 ~~Guideline Article XX Promotions for positions which are entirely supported~~
31 ~~by state appropriated funds. Provisional appointments are always made~~
32 ~~for the ranks of Assistant Librarian and Senior Assistant Librarian and~~
33 ~~may be made for initial appointment at the rank of Associate Librarian.~~
34 ~~Provisional appointments are generally made for all librarians who have~~
35 ~~less than five years of experience or who have not yet sufficiently~~
36 ~~demonstrated that they have met the expectations for~~
37 ~~permanent/continuing appointment at the University of Washington~~
38 ~~Libraries or Gallagher Law Library. Employees coming from temporary~~
39 ~~librarian positions at UW may elect to count the time in their temporary~~
40 ~~position toward the five years of experience. Provisional appointments~~
41 ~~are subject to resignation (Article XX), retirement, Corrective Action and~~
42 ~~Dismissal (Article XX) and Layoff (Article XX).~~

43 ii. **Permanent Appointment**

1 Permanent appointment is based on the achievements of the individual
2 and carries with it the right of librarians to hold their rank without reduction
3 of salary or FTE, except for ~~the grounds and in the manner provided in~~
4 ~~resignation (Article XX), retirement, Corrective action and Dismissal~~
5 ~~(Article XX) and Layoff (Article XX) Chapter IV, Guideline E. Permanent~~
6 ~~appointment is not affected by transfer or reassignment from a particular~~
7 ~~position or administrative appointment. Permanent appointment is not~~
8 ~~affected by transfer or reassignment between Librarian positions or from~~
9 ~~an administrative appointment~~

10 Permanent appointment shall be granted to those librarians whose
11 training, ability, and contributions are of sufficient significance to warrant a
12 commitment on the part of the University to employ them for the
13 remainder of their professional careers ~~on an ongoing basis, except for~~
14 ~~resignation (Article XX), retirement, Corrective Action and Dismissal~~
15 ~~(Article XX), and Layoff (Article XX).~~ Such a policy requires that the
16 granting of permanent appointment be considered carefully. It is a specific
17 action which is exercised after careful consideration of the candidate's
18 qualifications and accomplishments in relation to the qualifications and
19 responsibilities associated with their Rank.

20 Permanent appointment is made at the ranks of Associate Librarian or
21 Librarian, ~~for those librarians appointed to positions of .5 FTE or more,~~
22 ~~entirely supported by state appropriated funds.~~ Permanent appointment is
23 not possible if a librarian only holds a temporary, ~~or~~ provisional, ~~non-~~
24 ~~continuing or continuing~~ appointment. ~~If a librarian holds an appointment~~
25 ~~which is funded by a combination of state appropriated funds and other~~
26 ~~than state appropriated funds, only the state funded portion of the~~
27 ~~appointment is subject to change from provisional to permanent status. If~~
28 ~~a librarian with continuing appointment subsequently is selected through~~
29 ~~normal appointment procedures for a position funded entirely by state-~~
30 ~~appropriated funds, then the appointment status will change from~~
31 ~~continuing to permanent.~~

32
33 **~~f.—Appointment Status — Supported by Other than State-Appropriated Funds~~**

34 **~~i.—Non-Continuing Appointment~~**

35 ~~Non-continuing appointment is made for an Assistant Librarian or Senior~~
36 ~~Assistant Librarian whose position is supported either wholly or in part by~~
37 ~~other than state appropriated funds and is dependent upon continuation~~
38 ~~of such funding. The regulations for provisional appointments for~~
39 ~~Assistant Librarian and Senior Assistant Librarian apply to individuals~~
40 ~~having those ranks with non-continuing appointment. Initial appointment~~
41 ~~in the University of Washington Libraries at the rank of Associate~~
42 ~~Librarian may be made with non-continuing status.~~

43 **~~ii.—Continuing Appointment~~**

Continuing appointment is granted to those librarians whose positions are supported either wholly or in part by other than state appropriated funds. Continuing appointment implies the same rights and privileges as permanent appointment, except that the duration of the appointment is determined by and dependent upon continuation of support as determined by the University Libraries of salary funding available from other than state appropriated funds. Librarians whose salaries are supported by other than state appropriated funds may be considered for continuing appointment on the same basis as is applied in granting permanent appointment, but are subject to removal upon expiration of such funding. If a librarian with continuing appointment subsequently is selected through the normal appointment procedures for a position supported by state appropriated funds, then the appointment status will change from continuing to permanent.

g. ~~Emeritus Appointment~~

~~The emeritus appointment may be recommended by the University Libraries for a retired librarian whose professional performance and achievements have been meritorious. Such a recommendation requires approval by the Dean of University Libraries and the President of the University. The normal criteria for appointment with the emeritus title are at least ten years of prior service as a member of the University Libraries and achievement of the rank of Librarian or Associate Librarian.~~

X.2 Temporary and Interim Appointments

Temporary and Interim appointments will be for a fixed duration, established and documented at the beginning of the appointment. Individuals hired under this section will receive written notification of the anticipated maximum length of the appointment and the eligibility for benefits. Employees in Temporary and Interim Appointments are subject to all terms of this Agreement except as stated otherwise. The Employer may convert a Temporary Appointment into a regular Appointment if the Employer used a competitive process to fill the temporary appointment. Professional Libraries and Press employees will serve a probationary or trial service period whichever is applicable. Either halfway through the original duration, or six months before the end of the appointment (whichever is shorter), upon request, the Employer will meet with a temporary employee to discuss the status of their temporary appointment. At the conclusion of a temporary or interim appointment, a permanent employee shall have the right to revert to their former position or to an equivalent position. No temporary or interim appointment shall take the place of employees laid-off due to lack of work or lack of funds.

A. Temporary Librarian Appointments

A temporary appointment shall have a specified date of expiration and shall generally be limited to two years or less. Temporary librarian appointments are subject to resignation (Article XX), retirement, Corrective Action (Article XX) and Layoff (Article XX). Temporary

1 ~~appointments may be supported by state appropriated funds or supported by other than~~
2 ~~state appropriated funds, and~~ may be made for any position at ~~an appropriate rank~~the
3 Assistant Librarian, Senior Assistant Librarian or Associate Librarian Rank or
4 ~~classification~~ when it becomes necessary to employ temporary staff librarians. This type
5 of appointment may also be used when it is necessary to employ temporary
6 replacements for vacant positions. Under no circumstances is the appointment period to
7 exceed the period of time for which funds have been made available. For UW Libraries,
8 Librarians with temporary appointments are not eligible for promotion, and are not
9 eligible to serve on personnel committees. Librarians with temporary appointments are
10 also not eligible to vote for representatives to personnel committees. For Gallagher Law
11 Library, Librarians with temporary appointments are not eligible for promotion and are
12 not eligible to vote on promotions of other law librarians.

13
14 ~~Time worked in a temporary appointment will count toward seniority for employees who~~
15 ~~are appointed to a regular or non-temporary position represented by SEIU, Local 925~~
16 ~~without a break in service.~~

17
18 ~~For temporary appointments, either half way through the duration, or six months before~~
19 ~~the end of the appointment (whichever is shorter), the Employer will meet with the~~
20 ~~Employee to discuss the Employer's long-term goals for the position, strategies they are~~
21 ~~pursuing for funding, and anticipated timelines for when concrete decisions about the~~
22 ~~position may be made.~~

23
24 The Employer may convert a temporary ~~appointment~~Librarian into a regular permanent
25 or non-temporary provisional Librarian appointment if the Employer used a competitive
26 process to fill the temporary appointment.

27 B. Project Appointments (Professional Libraries and Press employees)

28
29 Appointments for a limited term may be made for assignments initially intended to be six
30 (6) to twelve (12) months in duration. The filling of project appointments will be
31 determined by the University. Individuals hired under this section will receive written
32 notification of the anticipated maximum length of the appointment and the eligibility for
33 benefits. Conclusion of the appointment will be at the discretion of the University,
34 including termination of appointment prior to its originally intended expiration date, and
35 will not be subject to Articles X (Grievance Procedure) and X (Layoff Seniority, Layoff,
36 Rehire) of the contract. Time worked in a project appointment will count towards
37 seniority for employees who are appointed to a regular monthly position represented by
38 SEIU, Local 925 without a break in service.

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1. An individual appointed to a Project Appointment who is hired into the, same job,
or in the same classification in the same unit through open recruitment will have
their Project Appointment months of service apply toward their probationary
period for that position.
 2. Employees recruited into positions under section one (a) who have worked in the
Project Appointment six (6) months or longer, extending on a day-for- a-day

1 basis for paid or unpaid absences, will be considered to have completed their
2 probationary period and all months of service under that Project Appointment
3 (including extensions) shall count toward their seniority.

4 ~~The Employer may convert a Project Appointment into a regular Appointment if the~~
5 ~~Employer used a competitive process to fill the Project appointment or if the Project~~
6 ~~Appointment was filled using a veteran placement in such circumstances the employee will~~
7 ~~serve a probationary or trial service period whichever is applicable.~~

8
9 **B. Interim Appointment to a Higher Position or Administrative Appointment.**

10 ~~Professional Libraries and Press employeesThe employing official may temporarily~~
11 ~~assign a regular employee the duties and responsibilities of a higher level position for up~~
12 ~~to one (1) year. Such appointments shall be made in increments of no more than six (6)~~
13 ~~months. The employee shall be paid at least a five percent (5%) increase over the~~
14 ~~present salary. Such increase shall be effective the first day of the assignment when~~
15 ~~approved.~~

16 ~~A. For employees that take on duties in addition to their previous position~~
17 ~~description, the employer will calculate what percentage of FTE the work~~
18 ~~represents, adding that percentage of the minimum salary that would be~~
19 ~~advertised for the position to the employee's existing salary.~~

20 ~~B. For employees where their previous position/job duties are no longer their~~
21 ~~responsibility, they shall be paid at least the minimum salary that would be~~
22 ~~advertised for the position, or given a 10% increase over their current salary,~~
23 ~~whichever is greater.~~

24 ~~C. Such increase shall be effective retroactive to when assumption of these duties~~
25 ~~commenced.~~

26
27 ~~Librarians—The employing official may temporarily assign an employee(s) supplemental~~
28 ~~operationally necessary the duties and responsibilities of an higher level or~~
29 ~~administrative position generally for up to one (1) year. Such appointments shall be~~
30 ~~made in increments of no more than six (6) months. Extensions beyond twelve months~~
31 ~~may be requested based on business need, in increments of no more than twelve (12)~~
32 ~~months.~~

33
34 **X.3 Movement Between Positions within the Unit**

35 ~~who transfer, move laterally, or voluntarily demote shall serve a trial service period. Paid or~~
36 ~~unpaid leave taken during the six (6) week trial service period shall extend the length of the trial~~
37 ~~service period on a day for a day basis for any day(s) that the employee takes paid time off,~~
38 ~~leave without pay, or shared leave, except for leave taken for military service. Either the~~
39 ~~Employer or the employee may end the appointment by providing notice. Both the trial service~~
40 ~~requirement and reversion rights (Employer and employee) apply to employees accepting~~
41 ~~positions represented by a different Union. During the six (6) week trial service period, the~~
42 ~~employee may revert back to their former position if the position is still unoccupied.~~

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|---|---|
| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <small>DocuSigned by:</small> <i>Erika Currier</i> <small>922E85C8C36140F...</small> Erika Currier | <small>DocuSigned by:</small> <i>Ashlee Hooten</i> <small>A71188E27298445...</small> Ashlee Hooten |
| Date: 1/17/2023 | Date: 1/17/2023 |

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Article X - ~~Classification, Reclassification and Promotion and Transfers~~ of Professional Libraries and Press Employees

~~X.1 The Employer will allocate positions on a “best fit” basis to the most appropriate classification at the University of Washington. Allocations shall be based on a position’s duties, responsibilities, or qualifications.~~

~~X.2 Reallocations shall be based on a permanent and substantive change in the duties, responsibilities, or qualifications of a position or application of the professional exemption criteria set forth in RCW 41.06.070(2).~~

~~X.3 Should the Employer decide to create, eliminate or modify class specifications which do not involve a major restructure to the overall classification system, it will notify the Union in advance of implementing the action. Notification will include the bargaining unit status of the classification and, for a newly created or modified classification considered to be in the bargaining unit, a proposed salary. Notification will occur at least forty five (45) days in advance of any proposed implementation date. The Union may bargain over the salary.~~

~~X.4 All new Professional Libraries and Press Employees class specifications will be considered included in the bargaining unit, unless exempted by law. UW HR will follow RCW 41.56.21 to determine whether a new position is prohibited by law from being in the bargaining unit. If a new non-supervisory or supervisory position is not prohibited from being in the bargaining unit by RCW 41.56.21, it will be considered bargaining unit work. For work that is permitted to be in the bargaining unit, a new bargaining unit class specification may be created or the position may be assigned to an existing bargaining unit job class specification. The Union may bargain over the salary placement.~~

~~X.5 Within thirty (30) calendar days following implementation of the Employer’s decision to create or combine classifications per this article, or modify class specifications for bargaining unit positions, the Union may file an appeal with the Classification Review Hearing Officer selected under this article of this contract, to determine if the salary assigned to the classification is appropriate.~~

~~X.6 The Union may, at any time, propose a new classification or edits to an existing classification with appropriate justification through the position review process as outlined below. These proposals will be reviewed by the UWHR Compensation Office which will accept, reject, or modify any proposal. The Union and the UWHR Compensation Office will meet and discuss the proposal within sixty (60) days. This review is not grievable.~~

~~X.7 The Employer agrees to notify the Union of any proposed reclassifications of occupied bargaining unit positions into non-bargaining unit positions at least thirty (30) days prior to implementation.~~

X.8 Position Review Process

~~A. The Employer or employee representative may request that a position be reviewed when the requesting party believes that the basis of its request has become a permanent requirement of the position, either through reclassification or proposing a new classification. Employees and employee representatives may not request that a position be reviewed more often than once every six (6) months.~~

~~B. The request must be complete and in writing on forms provided by the Employer. Requests may be submitted to Libraries or Law Human Resources.~~

~~C. The UWHR Compensation Office will investigate the position and issue a written response to the employee or employee representative within sixty (60) calendar days from receipt, by Human Resources, of the completed request. The response will include notification of the class and salary assigned when the position is reallocated, or notification of the reasons the position does not warrant reallocation when the request is not approved.~~

~~D. The effective date of allocations or reallocations initiated by the Employer shall be determined by the Employer. The effective date of a reallocation resulting from an employee representative request for position review will be established as the 1st or the 16th of the month which precedes the date that the completed request was filed with Libraries or Law HR or the employee's direct supervisor or department, whichever date is earliest. The date of receipt must be appropriately documented.~~

X.9 Position Review Appeal Process:

~~A. If the Union wishes to appeal the decision of the Employer, it may appeal to the Classification Review Hearing Officer within thirty (30) calendar days following the date of the Employer's written response.~~

~~B. Hearing Officer The Hearing Officer shall be jointly selected by the parties within thirty (30) days of the execution of this contract and shall serve for a minimum of one (1) year from the date of selection. At that time the parties may choose to re-appoint the Hearing Officer or select a different Hearing Officer who will also serve for a minimum of one (1) year from date of selection.~~

~~C. Hearings The Hearing Officer shall hold hearings on a quarterly basis unless there are no appeals to hear or the parties agree to pend any open appeals. All materials considered in the position review shall be submitted to the Hearing Officer prior to the hearing and neither party will submit evidence at the hearing that was not submitted during the position review. The Hearing Officer shall endeavor to hold multiple hearings each day, and shall issue a concise decision which shall be final and binding. The Hearing Officer shall have no authority to alter the terms and conditions of this contract. Employees may be represented at the hearing and will be released from work with no loss of pay to attend the hearing. The Hearing Officer's fees and expenses shall be shared equally by the parties.~~

77 **X.10 Promotions/Transfers**78 **A. Policy**

79 It is the policy of the University to encourage job advancement and promote from within. It is the
80 responsibility of each employee seeking promotion or transfer to provide the Employer with
81 complete information regarding the employee's skills and qualifications relative to the position
82 sought. The Employer will make the application process, necessary submittals and the essential
83 skills of the vacant position clear to prospective applicants. All employees will be informed of the
84 processes and steps necessary for advancement. This may be done as part of the ~~annual~~
85 performance evaluation.

86 **B. Definitions**

87 For the purpose of this Article the following definitions apply:

- 88 1. Promotion ~~Reclassification~~ via position review Movement to a position in a job
89 class with a higher salary range minimum without the need for a competitive
90 application process.
- 91 2. Promotion via application Movement to a position in a job class with a higher
92 salary range minimum that requires a competitive application process.
- 93 3. Transfer Movement to a position within ~~another team in~~ the same classification.
- 94 4. Lateral Movement of employee to a position in a different class which has the
95 same salary range minimum as the employee's current class, via reclassification
96 or a competitive application process.
- 97 5. Voluntary Demotion Movement to a position with a lower salary minimum, where
98 the position is attained through the employment process. This section does not
99 apply to employees who demote as the result of corrective action.

100 **C.** The Employer will determine if applicants possess the essential skills required of the position.
101 Essential skills are the minimum qualifications listed in the job description for the classification
102 and any specific position requirements. ~~In accordance with applicable law, affirmative action~~
103 ~~goals will be considered when filling vacancies.~~

104 **D.** Provided there is At at least two one (21) bargaining unit applicants per job requisition, who
105 ~~are is a~~ regular monthly employees and who possesses the essential skills, they shall be among
106 those granted an interview for bargaining unit positions per job requisition. If there are multiple
107 bargaining unit applicants, there is no limit to the number of internal applicants who may be
108 granted an interview by the Employer. Interviews and priority consideration of bargaining unit
109 applicants will take place prior to interviews of outside candidates. Applicants who possess the
110 essential skills and not offered an interview may seek a review of the assessment through
111 Human Resources. -Which bargaining unit applicant(s) the Employer chooses to interview shall
112 not be grievable.

113 E. Applicants from within the bargaining unit determined not to possess the essential skills for
114 the vacant position may seek a non-grievable review of the assessment through Human
115 Resources. Applicants from the bargaining unit who are interviewed but are not offered the
116 position may request an explanation, written or oral, as to why the position was not offered. The
117 decision is not subject to the grievance procedure.

118 F. There will be no formal requirement for time spent in a given position before an employee
119 changes positions through promotion ~~reclassification~~ via review, promotion via application,
120 transfer, lateral, or voluntary demotion.

121 ~~G. During the annual promotion and salary increase cycle, the Employer will communicate to~~
122 ~~employees in grant funded positions if funding is available for promotions or not.~~

123 ~~H. There will be no restrictions on the number of employees recommended for promotion.~~

124 **X.11-2 Movement Between Positions within UW Libraries, Gallagher Law Library, and UW**
125 **Press**

126 ~~Professional Libraries and Press~~ Employees who transfer, move laterally, or voluntarily demote
127 shall serve a trial service period. Paid or unpaid leave taken during the six (6) week trial service
128 period shall extend the length of the trial service period on a day-for-a-day basis for any day(s)
129 that the employee takes paid time off, leave without pay, or shared leave, except for leave taken
130 for military service. Either the Employer or the employee may end the appointment by providing
131 notice. Both the trial service requirement and reversion rights (Employer and employee) apply to
132 employees accepting positions represented by a different Union. During the six (6) week trial
133 service period, the employee may revert back to their former position if the position is still
134 unoccupied. If the former position is occupied, the employee may be placed on the rehire list for
135 their former position.

136 **X.12-3 Promotional Trial Service**

137 Promotional appointees will serve a six (6) month trial service. During the first two (2) months of
138 the trial service period, employees have preemptive rights to their former position. After the first
139 two (2) months but during the remainder of trial service, employees who are not staying in the
140 new position shall have the option to revert to their former position if it is still vacant, be
141 considered for reassignment in the same class as their former class, or be placed on the rehire
142 list. Paid or unpaid leave taken during the six (6) month trial service period shall extend the
143 length of the trial service period on a day-for-a-day basis for any day(s) that the employee takes
144 paid time off, leave without pay, or shared leave, except for leave taken for military service.

145 **X.13-4 Demotion**

146 Any employee who demotes to a classification in which they have previously held permanent
147 status will serve a six (6) week trial service. At any time during the six (6) weeks the employee
148 has preemptive rights to their former position. This section does not apply to corrective action
149 related demotions.

150 ~~X.14~~

151 ~~Employees shall receive reasonable paid release time for job interviews (which may include~~
152 ~~sitting for an examination) at the University. Such time must be approved in advance by the~~
153 ~~supervisor subject to unit staffing needs.~~

154 ~~X.15 Internal Job Postings~~

155 ~~The Employer will provide all employees notice via email when a new position has been posted~~
156 ~~on the internal job board.~~

157

158 Tentatively Agreed To:

159 For the Union:

160 DocuSigned by:
161 *Erika Currier*
162 922E85C8C36140F...
163 Erika Currier
Date: 1/26/2023

For the Employer:

DocuSigned by:
Jennifer Mallahan
2CCDC2DC5F4741A...
Jennifer Mallahan
Date: 1/26/2023

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2 **Article X - Classification, ~~and~~ Reclassification ~~and Promotion of~~ Professional Libraries**
3 **and Press Employees**
4

5 **X.1** The Employer will allocate positions on a “best fit” basis to the most appropriate
6 classification in the Libraries-SEIU 925 bargaining unit classifications at the University of
7 Washington. Allocations shall be based on a position’s duties, responsibilities, or qualifications.

8 **X.2** Reallocations shall be based on a permanent and substantive change in the duties,
9 responsibilities, or qualifications of a position or application of the professional exemption
10 criteria set forth in RCW 41.06.070(2).

11 **X.3** Should the Employer decide to create, eliminate or modify class specifications which do not
12 involve a major restructure to the overall classification system, it will notify the Union in advance
13 of implementing the action. Notification will include the bargaining unit status of the classification
14 and, for a newly created or modified classification considered to be in the bargaining unit, a
15 proposed salary. Notification will occur at least forty-five (45) days in advance of any proposed
16 implementation date. The Union may bargain over the salary.

17 **X.4** All new Professional Libraries and Press Employees class specifications will be considered
18 included in the bargaining unit, unless exempted by law. ~~UW HR~~The Employer will follow RCW
19 41.56.21 to determine whether a new position is prohibited by law from being in the bargaining
20 unit. If a new non-supervisory or supervisory position is not prohibited from being in the
21 bargaining unit by RCW 41.56.21, it will be considered bargaining unit work. For work that is
22 permitted to be in the bargaining unit, a new bargaining unit class specification may be created
23 or the position may be assigned to an existing bargaining unit job class specification. The Union
24 may bargain over the salary placement.

25 ~~**X.5** Within thirty (30) calendar days following implementation of the Employer’s decision to~~
26 ~~create or combine classifications per this article, or modify class specifications for bargaining~~
27 ~~unit positions, the Union may file an appeal with the Classification Review Hearing Officer~~
28 ~~selected under this article of this contract, to determine if the salary assigned to the~~
29 ~~classification is appropriate.~~

30 **X.6 Revising or Creating New Job Classifications:** The Union may, at any time, propose a
31 new classification or edits to an existing classification with appropriate justification through the
32 position review process as outlined below. These proposals will be reviewed by the UWHR
33 Compensation Office which will accept, reject, or modify any proposal. The Union and the
34 UWHR Compensation Office will meet and discuss the proposal within sixty (60) days. This
35 review is not grievable.

36 **X.7** The Employer agrees to notify the Union of any proposed reclassifications of occupied
37 bargaining unit positions into non-bargaining unit positions at least thirty (30) days prior to
38 implementation.

39 X.8 Position Review Process

40 A. The Employer or employee representative may request that a position be reviewed
41 when the requesting party believes that the basis of its request has become a
42 permanent requirement of the position, ~~either through reclassification or proposing a new~~
43 ~~classification~~. Employees and employee representatives may not request that a position
44 be reviewed more often than once every six (6) months.

45 B. The request must be complete and in writing on forms provided by the Employer.
46 Requests may be submitted to Libraries or Law Human Resources.

47 C. The UWHR Compensation Office will investigate the position and issue a written
48 response to the employee or employee representative within sixty (60) calendar days
49 from receipt, by Human Resources, of the completed request. The response will include
50 notification of the class and salary assigned when the position is reallocated or
51 notification of the reasons the position does not warrant reallocation when the request is
52 not approved.

53 D. The effective date of allocations or reallocations initiated by the Employer shall be
54 determined by the Employer. The effective date of a reallocation resulting from an
55 employee representative request for position review will be established as the 1st or the
56 16th of the month which precedes the date that the completed request was filed with
57 Libraries or Law HR or the employee's direct supervisor or department, whichever date
58 is earliest. The date of receipt must be appropriately documented.

59 X.9 Position Review Appeal Process:

- 60 A. If the Union wishes to appeal the decision of the Employer, it may appeal to the
61 Classification Review Hearing Officer within thirty (30) calendar days following the date
62 of the Employer's written response.
- 63 B. Hearing Officer The Hearing Officer shall be jointly selected by the parties within thirty
64 (30) days of the execution of this contract and shall serve for a minimum of one (1) year
65 from the date of selection. At that time the parties may choose to re-appoint the Hearing
66 Officer or select a different Hearing Officer who will also serve for a minimum of one (1)
67 year from date of selection.
- 68 C. Hearings The Hearing Officer shall hold hearings on a quarterly basis unless there are
69 no appeals to hear or the parties agree to pend any open appeals. All materials
70 considered in the position review shall be submitted to the Hearing Officer prior to the
71 hearing and neither party will submit evidence at the hearing that was not submitted
72 during the position review. The Hearing Officer shall endeavor to hold multiple hearings
73 each day, and shall issue a concise decision which shall be final and binding. The
74 Hearing Officer shall have no authority to alter the terms and conditions of this contract.
75 Employees may be represented at the hearing and will be released from work with no
76 loss of pay to attend the hearing. The Hearing Officer's fees and expenses shall be
77 shared equally by the parties.

78 **X.10 Promotions/Transfers**

79 **A. Policy**

80 ~~It is the policy of the University to encourage job advancement and promote from within. It is the~~
81 ~~responsibility of each employee seeking promotion or transfer to provide the Employer with~~
82 ~~complete information regarding the employee's skills and qualifications relative to the position~~
83 ~~sought. The Employer will make the application process, necessary submittals and the essential~~
84 ~~skills of the vacant position clear to prospective applicants. All employees will be informed of the~~
85 ~~processes and steps necessary for advancement. This may be done as part of the annual~~
86 ~~performance evaluation.~~

87 **B. Definitions**

88 ~~For the purpose of this Article the following definitions apply:~~

- 89 ~~1. Promotion via position review Movement to a position in a job class with a higher~~
90 ~~salary range minimum without the need for a competitive application process.~~
91 ~~2. Promotion via application Movement to a position in a job class with a higher~~
92 ~~salary range minimum that requires a competitive application process.~~
93 ~~3. Transfer Movement to a position within another team in the same classification.~~
94 ~~4. Lateral Movement of employee to a position in a different class which has the~~
95 ~~same salary range minimum as the employee's current class.~~
96 ~~5. Voluntary Demotion Movement to a position with a lower salary minimum, where~~
97 ~~the position is attained through the employment process. This section does not~~
98 ~~apply to employees who demote as the result of corrective action.~~

99 ~~C. The Employer will determine if applicants possess the essential skills required of the position.~~
100 ~~Essential skills are the minimum qualifications listed in the job description for the classification~~
101 ~~and any specific position requirements. In accordance with applicable law, affirmative action~~
102 ~~goals will be considered when filling vacancies.~~

103 ~~D. At least two (2) bargaining unit applicants per job requisition, who are regular monthly~~
104 ~~employees and who possess the essential skills, shall be among those granted an interview for~~
105 ~~bargaining unit positions. Interviews and priority consideration of bargaining unit applicants will~~
106 ~~take place prior to interviews of outside candidates. Applicants who possess the essential skills~~
107 ~~and not offered an interview may seek a review of the assessment through Human Resources.~~
108 ~~Which bargaining unit applicant(s) the Employer chooses to interview shall not be grievable.~~

109 ~~E. Applicants from within the bargaining unit determined not to possess the essential skills for~~
110 ~~the vacant position may seek a non-grievable review of the assessment through Human~~
111 ~~Resources. Applicants from the bargaining unit who are interviewed but are not offered the~~
112 ~~position may request an explanation, written or oral, as to why the position was not offered. The~~
113 ~~decision is not subject to the grievance procedure.~~

~~F. There will be no formal requirement for time spent in a given position before an employee changes positions through promotion via review, promotion via application, transfer, lateral, or voluntary demotion.~~

~~G. During the annual promotion and salary increase cycle, the Employer will communicate to employees in grant funded positions if funding is available for promotions or not.~~

~~H. There will be no restrictions on the number of employees recommended for promotion.~~

~~**X.11 Movement Between Positions within UW Libraries, Gallagher Law Library, and UW Press**~~

~~Employees who transfer, move laterally, or voluntarily demote shall serve a trial service period. Paid or unpaid leave taken during the six (6) week trial service period shall extend the length of the trial service period on a day-for-a-day basis for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service. Either the Employer or the employee may end the appointment by providing notice. Both the trial service requirement and reversion rights (Employer and employee) apply to employees accepting positions represented by a different Union.~~

~~**X.12 Promotional Trial Service**~~

~~Promotional appointees will serve a six (6) month trial service. During the first two (2) months of the trial service period, employees have preemptive rights to their former position. After the first two (2) months but during the remainder of trial service, employees who are not staying in the new position shall have the option to revert to their former position if it is still vacant, be considered for reassignment in the same class as their former class, or be placed on the rehire list. Paid or unpaid leave taken during the six (6) month trial service period shall extend the length of the trial service period on a day-for-a-day basis for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service.~~

~~**X.13 Demotion**~~

~~Any employee who demotes to a classification in which they have previously held permanent status will serve a six (6) week trial service. At any time during the six (6) weeks the employee has preemptive rights to their former position. This section does not apply to corrective action related demotions.~~

~~**X.14**~~

~~Employees shall receive reasonable paid release time for job interviews (which may include sitting for an examination) at the University. Such time must be approved in advance by the supervisor subject to unit staffing needs.~~

~~**X.15 Internal Job Postings**~~

148 ~~The Employer will provide all employees notice via email when a new position has been posted~~
149 ~~on the internal job board.~~

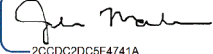
150

151 Tentatively Agreed To:

152 For the Union:

153 DocuSigned by:
154 
155 -922E85C8C36140F...
156 Erika Currier
Date: 12/9/2022

For the Employer:

DocuSigned by:

-2CCDC2DC5F4741A...
Jennifer Mallahan
Date: 12/21/2022

157

1 **Article X — Ranking, Status, Initial Appointments, Renewal of Appointments and**
2 **Reranking Promotions of for Gallagher Law Librarians**

3
4 **X.1 Rank and Status for Gallagher Law Librarians**

5
6 ~~Librarians may hold the rank of Assistant Librarian, Senior Assistant Librarian,~~
7 ~~Associate Librarian, or Librarian dependent upon their qualifications. Criteria for~~
8 ~~appointment, expectations for rank, and appointment status are described in Chapter II,~~
9 ~~Section A of the Librarian Personnel Code Revised 2017.~~

10
11 Law Librarians are appointed at the rank of Assistant Librarian, Senior Assistant
12 Librarian, Associate Librarian, or Librarian dependent upon their qualifications. Each
13 rank carries with it different levels of responsibility, and law librarians are expected to
14 fulfill the responsibilities associated with their ranks and their positions. However,
15 supervisory and management responsibilities are not requirements for promotion in
16 any rank.

17
18 Law librarians may be promoted from Assistant Librarian to Senior Assistant
19 Librarian, from Senior Assistant Librarian to Associate Librarian, and from Associate
20 Librarian to Librarian. Persons holding the rank of Associate Librarian are not
21 required to pursue promotion to the rank of Librarian.

22
23 The qualifications, responsibilities, and expectations for appointment and promotion
24 at each rank are described in the following section. Within this section, whenever this
25 document refers to the duration of an appointment year, a year is one University
26 academic year (July 1 through June 30) and for purposes of rank and status, the
27 librarian's initial appointment period is defined as beginning on July 1 following the
28 date of hire.

29
30 **1. Assistant Librarian**

- 31 a. **Criteria for Appointment to Assistant Librarian.** This rank is for law
32 librarians who have received the appropriate graduate degree from a program
33 accredited by the American Library Association (ALA)~~ALA~~ or an equivalent
34 graduate library science, information studies or archival studies degree, and
35 have little or no professional experience in librarianship. In compliance with
36 the ABA's definition of law librarian, the JD (or equivalent) is a suitable
37 substitute for a graduate degree in librarianship in the appointment of a law
38 librarian by Gallagher Law Library. When applicable, appointed law librarians
39 not holding a graduate degree in librarianship will be required to comply with
40 RCW 27.04.055. Generally, appointment to Assistant Librarian will be made
41 for those individuals with fewer than two years of experience as a librarian.
42

- 1 b. **Expectations for Rank.** Librarians at this rank are generally at the beginning
2 of their career. They are expected to fulfill at a consistently high level the
3 responsibilities described in the position description. Assistant Librarians
4 develop a strong understanding of the context for their role and demonstrate
5 an impact in their responsibilities and competencies.~~Assistant Librarians~~
6 ~~become familiar with library functions, operations and policies.~~ They
7 demonstrate an interest in and an ability to contribute to the workings of their
8 individual unit, department, or user community. They show evidence of an
9 interest in pursuing their own professional development and in making
10 contributions to the profession beyond the work environment.
11
- 12 c. **Appointment Status.** The appointment as Assistant Librarian is always with
13 provisional/~~non-continuing~~ status and is for a period of two years only,
14 exclusive of time granted for extension of appointment in accordance with
15 Article X.2 and X.3(A) section IV, Guideline A. Assistant Librarians do not hold
16 permanent/~~continuing~~ appointment status. They qualify for promotion to
17 Senior Assistant Librarian after the first completed year of their initial two-year
18 appointment as Assistant Librarian.
19
- 20 d. **Promotion to Senior Assistant Librarian.** Not later than ~~October 1~~
21 December 15~~August 1~~ of the second year of the provisional appointment, an
22 Assistant Librarian may apply for promotion to Senior Assistant Librarian with
23 provisional status. If the Assistant Librarian does not apply for promotion, the
24 appointment will expire on the following June 30.
25

26 When the Assistant Librarian applies for promotion to Senior Assistant
27 Librarian, the librarian will be notified, no later than June 30 of the
28 second year of the appointment, of one of the following actions:

- 29 1. Promotion to Senior Assistant Librarian with provisional/~~non-~~
30 ~~continuing~~ status effective the beginning of the next academic
31 year; or
- 32 2. Nonrenewal of appointment at the end of the next academic year.
33

34 2. Senior Assistant Librarian

- 35
- 36 a. **Criteria for Appointment to Senior Assistant Librarian.** This rank is for law
37 librarians who generally have at least two years of demonstrated competence
38 as an Assistant Librarian in the University of Washington Libraries-Gallagher
39 Law Library; have two or fewer less years of experience as a law librarian but
40 hold both a JD (or equivalent) and a graduate degree in librarianship
41 accredited by the ALA; or have established an equivalent record through in
42 comparable positions, service, and professional development at other
43 institutions; or have established a cumulative equivalent record at University
44 of Washington Libraries-Gallagher Law Library and other institutions.
45

1 Law librarians promoted to the rank of Senior Assistant Librarian have met
2 the position responsibilities and expectations of Assistant Librarians. They
3 have demonstrated the ability to master the foundations, theory, and practice
4 of law librarianship, to develop an understanding of library operations beyond
5 their immediate assignment and to recognize the role of the Gallagher Law
6 Library in the School of Law, and the role of serving the broader research and
7 legal information community. They have demonstrated the capacity for
8 continued growth and development in the profession.

9
10 b. **Expectations for Rank.** Senior Assistant Librarians develop a strong
11 understanding of the context for their role, demonstrate an impact in their
12 responsibilities and competencies, and proactively seek ways to support
13 community needs in their domain of responsibility. Librarians at this rank fulfill
14 responsibilities requiring the utilization of the professional skills and
15 techniques of the trained and experienced librarian. Senior Assistant
16 Librarians contribute to and/or initiate projects and programs within their units
17 and may contribute to projects outside the assigned unit as members of ~~a~~
18 Library, University or other user community task force, council or committee.
19 the broader UW community. They are accountable for performing assigned
20 position responsibilities in a consistently excellent manner. They contribute
21 constructively to recommendations concerning law library functions,
22 operations, and policies, and to the implementation and success of policies,
23 programs, and services of ~~the University Libraries, the University and other~~
24 user communities. Gallagher Law Library, the School of Law, and the
25 University. They show evidence of substantive professional development,
26 which includes participation in professional activities beyond the work
27 environment.
28

29 c. **Appointment Status.** The appointment as Senior Assistant Librarian is always
30 provisional/~~non-continuing status~~ and is for an initial period of three years,
31 exclusive of time granted for extension of appointment in accordance with Article
32 X.2 and X.3(A)Chapter IV, Guideline A. Senior Assistant Librarians may apply for
33 a renewal of their appointment for an additional, and final, three-year period.
34 Senior Assistant Librarians do not hold permanent/~~continuing~~ appointment
35 status. They qualify for renewal/reappointment or for promotion to Associate
36 Librarian after the second complete year of their initial three-year appointment as
37 Senior Assistant Librarian.
38

39 d. **Renewal of Appointment Status or Promotion to Associate Librarian.** Not
40 later than ~~October 1~~August 1 -of the third complete year of the initial appointment
41 as Senior Assistant Librarian, the librarian must either:
42

- 43 1. Apply for renewal of appointment with provisional/~~non-continuing~~
44 status; or

- 1 2. Apply for promotion to Associate Librarian with
2 permanent/~~continuing~~ status. Candidates applying for promotion
3 must document that they meet the criteria stated in Article
4 X.1(3)(a)Chapter II.A.3.a.
5

6 If one of the above actions is not taken, the initial appointment will expire
7 on the following June 30.
8

9 If the Senior Assistant Librarian applies for renewal of provisional/~~non-~~
10 ~~continuing~~ appointment for an additional, and final, three-year period, the
11 law librarian will be notified not later than June 30 of the third year of one of
12 the following actions:
13

- 14 1. Renewal of provisional/~~non-continuing~~ appointment for an additional,
15 and final, three-year renewal period effective the beginning of the next
16 academic year; or
17 2. Nonrenewal of appointment at the end of the next academic year.
18

19 If the Senior Assistant Librarian applies for promotion, the law librarian
20 will be notified not later than June 30 of the third year of one of the
21 following actions:
22

- 23 1. Renewal of provisional/~~non-continuing~~ appointment for an additional,
24 and final, three-year period effective the beginning of the next
25 academic year; or
26 2. Promotion to Associate Librarian with permanent/~~continuing~~ status
27 effective the beginning of the next academic year; or
28 3. Nonrenewal of appointment at the end of the next academic year.
29

30 If a Senior Assistant Librarian has had a provisional/~~non-continuing~~
31 appointment renewed for an additional, and final, three-year period, the
32 Senior Assistant Librarian may apply for promotion to Associate Librarian
33 with permanent/~~continuing~~ status during the first and second years of this
34 renewed three-year appointment. If the Senior Assistant Librarian does not
35 apply for this promotion by the third year of the renewed appointment, the
36 appointment will expire on the following June 30.
37

38 The Senior Assistant Librarian will be notified of one of the following
39 actions not later than June 30 of the third year of the renewed
40 appointment:
41

- 42 1. Promotion to Associate Librarian with permanent/~~continuing~~ status
43 effective the beginning of the next academic year; or
44 2. Nonrenewal of appointment at the end of the next academic year.
45

3. Associate Librarian

- 1
2
3 a. **Criteria for Appointment to Associate Librarian.** This rank is for librarians
4 who generally have at least five years of demonstrated competence in ~~the~~
5 ~~University of Washington Libraries-Gallagher Law Library~~; have established
6 an equivalent record ~~through in-~~comparable positions, ~~service, and~~
7 ~~professional development~~ at other institutions; or have established a
8 cumulative equivalent record at ~~the University of Washington Libraries~~
9 ~~Gallagher Law Library~~ and other institutions.

10
11 Librarians promoted to or appointed at the rank of Associate Librarian
12 have met the position responsibilities and expectations of Senior Assistant
13 Librarian, have achieved an understanding of the interrelationships of
14 library functions and operations, and have made substantial and sustained
15 contributions to their user communities or to the libraries in which they
16 have gained their experience.

17
18 Librarians promoted to or appointed at the rank of Associate Librarian also
19 demonstrate substantial growth in their profession and have made
20 sustained and significant contributions in professional activities beyond the
21 work environment. Such activities should enhance the individual's value
22 and contributions ~~to the University Libraries, the University, the research~~
23 ~~and learning community, user communities or the profession to Gallagher~~
24 ~~Law Library, the School of Law, the broader UW research and legal~~
25 ~~information community-~~. Associate Librarians also demonstrate excellent
26 potential for a sustained and substantive professional career.

- 27
28 b. **Expectations for Rank.** The rank of Associate Librarian is indicative of
29 sustained excellence in professional performance and achievement.
30 ~~Associate Librarians develop a strong understanding of the context for their~~
31 ~~role, demonstrate an impact in their responsibilities and competencies, and~~
32 ~~proactively seek ways to support community needs in their domain of~~
33 ~~responsibility. Associate Librarians contribute significantly toward the~~
34 ~~development and implementation of projects and programs in their assigned~~
35 ~~units-~~They contribute to and/or initiate projects with broad scope outside their
36 assigned units, either individually or as members of a committee or task force.
37 They are accountable for performing assigned responsibilities in a
38 consistently excellent manner; for making thoughtful and innovative
39 recommendations concerning library functions, operations, and policies; and
40 for the implementation and success of new or existing policies, programs, and
41 services. Associate Librarians may contribute to ~~the University, the research~~
42 ~~and learning community or user community-~~ ~~the School of Law, the broader~~
43 ~~UW research and legal information community~~ through service on councils,
44 committees, or task forces. They show evidence of sustained, substantive

1 professional development, which includes significant participation in
2 professional activities beyond the work environment.
3

4 c. **Appointment Status.** Promotion to the rank of Associate Librarian is always
5 made with permanent/~~continuing~~ status. Initial appointment in ~~the University~~
6 ~~of Washington Libraries Gallagher Law Library~~ at the rank of Associate
7 Librarian may be made without permanent/~~continuing~~ status for one three-
8 year period. Associate Librarians appointed with provisional/~~non-continuing~~
9 status may apply for permanent/~~continuing~~ status during the first and second
10 years of their three-year appointment. Associate Librarians appointed with
11 provisional/~~non-continuing~~ status must apply for permanent status no later
12 than ~~October 1~~August 1 of the third year after the date of initial appointment.
13 If the Associate Librarian does not apply for permanent/~~continuing~~ status by
14 the third year of their appointment, the appointment will expire on the
15 following June 30. The Associate Librarian will be notified of one of the
16 following actions not later than June 30 of the third year of the renewed
17 appointment:
18

- 19 1. Permanent/~~continuing~~ status effective the beginning of the next
20 academic year; or
- 21 2. Nonrenewal of appointment at the end of the next academic year.
22

23 d. **Promotion to Librarian.** An Associate Librarian may request promotion to
24 the rank of Librarian after the second year of appointment as Associate
25 Librarian with permanent/~~continuing~~ status. Applications for promotion to the
26 rank of Librarian must be received not later than ~~October 1~~August 1 of any
27 academic year. The Associate Librarian will be notified whether the promotion
28 has been granted or not by June 30 of the same academic year. If the
29 promotion is granted, it will become effective the beginning of the next
30 academic year. If the promotion is not granted, additional applications may be
31 made in future years. Persons holding the rank of Associate Librarian are not
32 required to pursue promotion to the rank of Librarian.
33

34 4. Librarian

35
36 a. **Criteria for Appointment to Librarian.** This rank is for librarians who
37 have at least eight years of demonstrated professional competence in the
38 ~~University of Washington Libraries Gallagher Law Library~~, or have an
39 equivalent record in comparable positions at other institutions, or have a
40 cumulative equivalent record at ~~the University of Washington Libraries~~
41 ~~Gallagher Law Library~~ and other institutions.
42

43 Law librarians promoted to or appointed at the rank of Librarian must have
44 a record of substantial constructive impact on library services through
45 active decision-making, setting priorities and policies, and developing

1 programs. Librarians promoted to or appointed at the rank of Librarian
2 must also have the demonstrated ability to continue this substantial level of
3 contribution throughout the remainder of their careers. Significant service
4 within the University or user community-School of Law, University or legal
5 information community may also be evident.

6
7 The rank of Librarian is indicative of a career which is exemplary in its
8 evidence of professional competence, achievement, and influence. It
9 manifests a record of superior achievement in the law librarian's specific
10 areas of concentration, of contributions to their user community or the
11 libraries in which they have gained their experience, and in the practice of
12 and significant contributions to the profession.

- 13
14 b. **Expectations for Rank.** Librarians are accountable and responsible for
15 the development and implementation of University Libraries-Gallagher Law
16 Library policies, programs, and services. Librarians, regardless of position
17 assignment, exert leadership or influence within the University Libraries,
18 and may do so within the University or research and learning community
19 Gallagher Law Library, the School of Law, the broader UW research and
20 legal information community. To this end, they serve on, and contribute to
21 committees, task forces, or other special projects, within the University
22 Libraries research or learning communities or user communities-
23 Gallagher Law Library, the School of Law, the broader UW research or
24 legal information community-. Librarians, by their sustained exemplary
25 performance of their position responsibilities, serve as models of
26 professional excellence for other librarians at the University of Washington
27 Gallagher Law Library, as well as regionally, nationally, or internationally.
28 Librarians must have a substantial record of contributions to the profession
29 and of sustained professional development. This rank is reserved for those
30 librarians whose careers are exemplary in their evidence of professional
31 competence, achievement, leadership, or influence.

- 32
33 c. **Appointment Status.** Promotion to the rank of Librarian is with
34 permanent/~~continuing~~ status.

35
36 **X.2 Procedural Guidelines for Initial Appointments, Renewal of Appointments,**
37 **and Promotions**~~Assignment of Rank for Gallagher Law Librarians~~
38 ~~Appointment~~
39 ~~procedures for Librarians, both regular and temporary, including the initial assignment of~~
40 ~~rank, are described in Chapter IV, Section A.1 of the Librarian Personnel Code Revised~~
41 ~~2017.~~

42 ~~A. Guidelines for Appointment, Renewal of Appointment, and Promotion~~

43
44 ~~1. Appointment~~

1 Librarians at the University of Washington Gallagher Law Library are appointed,
2 promoted and granted permanent/~~continuing~~ status solely upon their
3 qualifications consistent with Executive Order No. 31, and ABA Standards, and
4 Rules of Procedure for Approval of Law Schools [accreditation standards].

5
6 Appointment to a part-time (at least .5 FTE) or temporary position and the
7 promotion or permanent/~~continuing~~ appointment of a part-time law librarian
8 requires the same qualifications as set forth for full-time appointments.

9
10 ~~The creative and educational functions of the University of Washington require~~
11 ~~the appointment of librarians with outstanding qualifications who are committed~~
12 ~~to achieving the objectives of the University to preserve, to increase, and to~~
13 ~~transmit knowledge.~~

14
15 ~~A graduate degree from a program accredited by the American Library~~
16 ~~Association or an equivalent library science, information studies or archival~~
17 ~~studies degree constitutes the primary credential for librarians and is~~
18 ~~considered the terminal degree. Determination of the equivalency of a~~
19 ~~graduate degree from a librarianship program outside the United States and~~
20 ~~Canada will be made by the Administrative Officer Responsible for Personnel~~
21 ~~in accord with the resources provided by the American Library Association.~~

22
23 The creative and educational functions of the School of Law require the
24 appointment of law librarians with outstanding qualifications who are
25 committed fulfilling the ABA prescribed mission to provide support through
26 expertise, resources, and services adequate to enable the law school to carry
27 out its program of legal education.

28
29 Law librarians customarily hold both a Juris Doctor (JD) (or equivalent) and a
30 graduate degree in librarianship accredited by the ALA. In line with the ABA's
31 definition of law librarian, the JD (or equivalent) is a suitable substitute for a
32 graduate degree in librarianship in the appointment of a law librarian by
33 Gallagher Law Library. When applicable, appointed law librarians not holding an
34 ALA accredited graduate degree in librarianship will be expected to pass the
35 librarian certification exam as required by RCW 27.04.055.

36 37 **A. Procedural Guidelines for Initial Appointments, Renewal of Appointment, and** 38 **Promotion**

39 40 **1. Appointment**

41
42 **a. Appointment Procedures for Librarians.** If the appointed search
43 committee decides to recommend a candidate for appointment to a
44 position in the Gallagher Law Library librarian position at the
45 conclusion of candidate interviews, the search committee will

1 assemble the necessary documentation pertaining to the background,
2 education, experience, and professional activities of all final
3 candidates. The documentation shall include, but not be limited to, the
4 curriculum vitae, cover letter, pertinent background information,
5 evaluations/comments submitted by law faculty and/or law library
6 personnel, and summaries of interviews with recommenders. The
7 search committee will submit this documentation, with the committee's
8 recommendation, to the Associate Dean. In making a
9 recommendation, the committee will refer to and carefully consider the
10 qualifications and responsibilities contained in Article X.1 and Article
11 X.1.B AppointmentsChapter II.

12
13 In compliance with ABA [accreditation] standards, the Associate
14 Dean will carefully consider the information provided by the
15 committee and provide the Dean of the School of Law-(Dean) their
16 final recommendation, including if an offer of appointment should be
17 extended and the terms of the appointment. In turn, the Dean will
18 decide the matter.

19
20 ~~Once a decision has been made to recommend a candidate for~~
21 ~~appointment to a position on the staff of the University Libraries, the~~
22 ~~Administrative Officer Responsible for Personnel will assemble the~~
23 ~~necessary documentation pertaining to the background, education,~~
24 ~~experience, and professional activities of the candidate. The~~
25 ~~documentation shall include, but not be limited to, the letter of~~
26 ~~application, curriculum vitae, pertinent background information, letters~~
27 ~~of reference and the recommendations for rank and appointment~~
28 ~~status from the supervisor, and those in the supervisory line. In making~~
29 ~~a recommendation, these individuals refer to and carefully consider the~~
30 ~~qualifications and responsibilities as contained in Chapter II.~~

- 31
32 ~~▪ The Administrative Officer Responsible for Personnel will forward~~
33 ~~the documentation to the Librarian Personnel Committee on~~
34 ~~behalf of the Dean of University Libraries.~~
- 35
36 ~~▪ Ad hoc review committees may be appointed at the discretion of~~
37 ~~the Librarian Personnel Committee when appropriate for an initial~~
38 ~~appointment. In that event, the Librarian Personnel Committee~~
39 ~~chair will convey the documentation to the appropriate ad hoc~~
40 ~~review committee.~~
- 41
42 ~~▪ If established, an ad hoc review committee will review the~~
43 ~~documentation and make a recommendation to the Librarian~~
44 ~~Personnel Committee regarding the rank and status of the~~
45 ~~appointment. In making its recommendation, the ad hoc review~~

1 ~~committee refers to and carefully considers the qualifications and~~
2 ~~responsibilities as contained in Chapter II.~~

- 3
- 4 ~~▪ The chair of the respective ad hoc review committee~~
5 ~~transmits the committee's recommendation to the Librarian~~
6 ~~Personnel Committee, specifying a proposed rank and status~~
7 ~~of appointment for the candidate.~~
 - 8
 - 9 ~~▪ The Librarian Personnel Committee reviews the~~
10 ~~recommendation taking into consideration, the material~~
11 ~~contained in Chapter II, and the rank and status of appointment~~
12 ~~of recent appointees. The Librarian Personnel Committee may~~
13 ~~either concur with the ad hoc review committee's~~
14 ~~recommendation or make its own recommendation. The chair of~~
15 ~~the Librarian Personnel Committee will notify the respective ad~~
16 ~~hoc review committee if its recommendation differs from that of~~
17 ~~the ad hoc review committee.~~
 - 18
 - 19 ~~▪ The chair of the Librarian Personnel Committee submits its~~
20 ~~recommendation and all accompanying documentation to the~~
21 ~~Dean of University Libraries. The Dean of University Libraries~~
22 ~~will decide the matter and will determine if an offer of~~
23 ~~appointment will be extended, and shall determine the terms~~
24 ~~of the appointment.~~

25

26 ~~If the Dean's determination varies from the recommendation of the Librarian Personnel~~
27 ~~Committee, and after the offer has been accepted, the Dean of University Libraries will~~
28 ~~inform the Librarian Personnel Committee of the Dean's action. The chair of the~~
29 ~~Librarian Personnel Committee will be responsible for notifying the respective ad hoc~~
30 ~~review committee (when one is appointed) of the Dean's decision. The Administrative~~
31 ~~Officer Responsible for Personnel will notify the supervisory line of the Dean of~~
32 ~~University Libraries'~~

33 a.b. Temporary Appointment Procedures.

34 When the decision has been made to appoint a law librarian with the
35 status of temporary appointment, the Associate Dean makes a
36 recommendation to the Dean regarding the appropriate rank for the
37 temporary appointee. In determining the appropriate appointment rank,
38 the Dean refers to and carefully considers the qualifications and
39 responsibilities as contained in Article X.1 Chapter II, Section A. If a law
40 librarian holding a temporary appointment is selected to fill a position
41 eligible for determination of rank and status, the procedures in Article
42 X.2 and X.3(A) Chapter IV, Guideline A will be followed.

43 ~~When the decision has been made to appoint a librarian with the status~~
44 ~~of temporary appointment, the immediate supervisor and those in the~~
45 ~~supervisory line will make a recommendation to the Dean of University~~

~~Libraries regarding the appropriate rank for the temporary appointee. The Dean of University Libraries will determine the rank of the temporary appointee. In determining the appropriate appointment rank, the Dean of University Libraries refers to and carefully considers the qualifications and responsibilities as contained in Chapter II, Section A. If a librarian holding a temporary appointment is selected to fill a position eligible for determination of rank and status, the procedures in Chapter IV, Guideline A will be followed.~~

X.3 Procedure- Procedural Guidelines for Promotion, Renewal of Appointments, Promotions, and Review for Permanent/Continuing Status

Law librarians may be promoted from Assistant Librarian to Senior Assistant Librarian, from Senior Assistant Librarian to Associate Librarian, and from Associate Librarian to Librarian. ~~In addition, those who are Associate Librarians with provisional status may be reviewed for permanent status, without a change in rank.~~

~~Procedures for promotion, renewal of appointment, and granting of permanent/continuing status are described in Chapter II, Section A and Chapter IV, Sections A.2 and B of the Librarian Personnel Code Revised 2017.~~

1. Promotion, Renewal of Appointment, and Review for Permanent/Continuing Status

Promotion, renewal of appointment, and granting of permanent/~~continuing~~ status will be based upon the degree to which the criteria, qualifications and expectations described in Article X.1 Chapter II under the appropriate ranks are met. These actions will be taken without regard to position.

Candidates for promotion will be expected to demonstrate that they have met the criteria, qualifications, and expectations for the rank and status for which they are applying. Candidates applying for renewal of appointment as Senior Assistant Librarian must demonstrate growth and achievement in that rank.

Librarians may be promoted from Assistant Librarian to Senior Assistant Librarian; from Senior Assistant Librarian to Associate Librarian; and from Associate Librarian to Librarian.

A person in a temporary appointment is not eligible for promotion.

Renewal of appointment applies only to Senior Assistant Librarians as described in Article X.1 Chapter II, Section A.

Associate Librarians who were initially appointed with provisional/~~non-continuing~~ status may apply for permanent/~~continuing~~ status as defined in Article X.1.V.B.ii Appointments Chapter II, Section B.

1
2 The calendar for the promotion, renewal of appointment, and
3 permanent/~~continuing~~ status procedures will be established annually prior to
4 the beginning of ~~Autumn~~ Summer Quarter by the Associate Dean, within
5 University guidelines and requirements.
6

- 7 a. **Procedures.** Prior to the beginning of ~~Autumn~~ Summer Quarter, all law
8 librarians eligible for promotion or for renewal of appointment, and those
9 Associate Librarians eligible to apply for permanent/~~continuing~~ status,
10 will be notified by ~~Administrative Officer Responsible for Personnel~~
11 School of Law Human Resources or Gallagher Law Library
12 Administration. This notification will specify what action is required from
13 the individual and what documentation must be assembled. Not all
14 librarians notified will choose to apply in a given year. While the ultimate
15 responsibility for initiating a promotion request by the dates indicated in
16 this policy rests with each individual, supervisors should encourage
17 qualified librarians to seek promotion at the appropriate time.
18

19 ~~In assembling the required documentation, each candidate will be~~
20 ~~expected to demonstrate that the candidate is pursuing a career which~~
21 ~~enhances the effectiveness and standing of the University of~~
22 ~~Washington Libraries, supports the mission of the University Libraries,~~
23 ~~the University and/or learning community, and enhances and~~
24 ~~contributes to the profession.~~
25

26 ~~Complete and accurate documentation is essential to support a request~~
27 ~~for promotion, permanent status, or renewal of appointment. Candidates~~
28 ~~for whom an action is not required may withdraw their request any time~~
29 ~~prior to the submission of all documentation to the Librarian Personnel~~
30 ~~Committee.~~
31

32 ~~The candidate must submit documentation to the Administrative Officer~~
33 ~~Responsible for Personnel in accordance with the calendar established~~
34 ~~by the Dean of University Libraries (see Appendix E (Documentation~~
35 ~~Checklist for Reappointment, Promotion and Permanent Appointment)~~
36 ~~for information regarding the contents of the documentation).~~
37

38 The candidate will assemble documentation pertaining to their
39 background, education, experience, position expectations, professional
40 development and service activities, as listed below. For promotions to
41 Associate Librarian or Librarian, or for individuals holding the rank of
42 Associate Librarian with provisional status being reviewed for permanent
43 status, Gallagher Law Library Administration will identify an external
44 reviewer to evaluate the candidate's record. The external reviewer will be
45 an individual who works in a comparable position at another ABA

1 accredited law school identified by Gallagher Law Library Administration,
2 e.g., the Associate Dean or the Associate Director of the Law Library. This
3 letter, and the identity of the reviewer, will be kept confidential from the
4 candidate.

5
6 Each member of the Law Library who is superior in rank to the law
7 librarian (candidate) under consideration will then review all pertinent
8 documentation~~evidence~~ assembled by the candidate, as well as the letter
9 from the external reviewer (where applicable). Based on the review of this
10 documentation, they will ~~and~~ decide whether to recommend ~~the promotion~~
11 and/or grant of permanent status. In this recommendation~~decision~~, they
12 shall consider the qualifications prescribed for the various ranks in Section
13 I.A. Promotion and/or granting of permanent status will be based upon the
14 law librarian's attainment of these qualifications and not upon position or
15 length of service.

16
17 The eligible voting law librarians of superior rank ~~and the external reviewer~~
18 will ~~then~~ separately transmit their individual recommendations to the
19 Associate Dean, along with any additional supporting information the
20 Associate Dean may request.

21
22 After reviewing the documentation submitted by the candidate, the
23 external reviewer, and each recommendation from the eligible voting
24 librarians, the Associate Dean shall transmit their recommendation to the
25 Dean with the supporting documentation. In addition, the Associate Dean
26 will provide a written summary of their recommendation to the candidate.
27 The candidate may respond in writing within seven (7) calendar days and
28 the response will be added to the candidate's documentation.

29
30 In compliance with ABA accreditation standards, the Dean will decide the
31 matter. If the recommendation from the Dean is favorable, or if the
32 promotion or review for permanent status is mandatory, then the Dean
33 shall transmit their recommendation and all documentation to the Provost.
34 If a promotion during a non-mandatory year is denied, the candidate can
35 apply again in accordance with X,1 above. Final action in all cases is
36 subject to the approval of the Provost.

37
38
39 **The Administrative Officer Responsible for Personnel Gallagher Law**
40 **Library Administration, in accordance with the calendar established**
41 **by the Dean of University Libraries Associate Dean, will:**

42 ~~Solicit letters of reference from those individuals listed in the~~
43 ~~candidate's documentation. These individuals will be asked to provide~~
44 ~~specific documentation that the candidate has performed in a manner~~
45 ~~which:~~

- ~~1. Enhances the effectiveness and standing of the University of Washington Libraries;~~
- ~~2. Demonstrates the candidate's ability to meet the responsibilities of the desired rank;~~
- ~~3. Enhances and contributes to the profession.~~

○ **Solicit Letters of Reference**

Solicit letters of support from the School of Law community specifying how the candidate has:

1. Enhanced the effectiveness and standing of the Gallagher Law Library.
2. Demonstrated the candidate's ability to meet the responsibilities of the desired rank.
3. Enhanced and contributed to the legal information profession.

○ **Identify an External Reviewer**

~~In addition, F~~ for promotions to Associate Librarian or Librarian, or for individuals holding the rank of Associate Librarian without permanent/~~continuing~~ status who are seeking permanent ~~or continuing~~ status, ~~the Administrative Officer Responsible for Personnel, in consultation with the candidate and supervisors, will identify an individual from outside of the University of Washington Gallagher Law Library Administration will identify an individual from outside of the University of Washington~~ to serve as the external reviewer of the file. The external reviewer is chosen for the reviewer's ability to evaluate the candidate's professional accomplishments, ~~s and~~ activities, and qualifications. This reviewer needs to be able to provide an arms-length, non-conflicted review of the candidate. The Administrative Officer Responsible for Personnel Gallagher Law Library Administration will providesend the external reviewer access to the file which consists of the candidate's letter requesting consideration for promotion, ~~documentation,~~ supporting documentationevidence, position descriptions, and the Libraries Gallagher Law Library policies and procedures for promotion; ~~and a copy of the Libraries' mission statement.~~

A cover letter from ~~the Administrative Officer Responsible for Personnel Gallagher Law Library Administration~~ will include any ~~additional questions to be covered in the external review. Task the~~ external reviewer ~~will also be asked to~~ document the nature of their relationship (if any) with the candidate, and to provide candid, evaluative comments on whether the candidate has performed in a manner which:

1. Enhanced the effectiveness and standing of the University of Washington Libraries-Gallagher Law Library,
2. Demonstrated the candidate's ability to meet the responsibilities and qualifications of the desired rank,
3. Enhanced and contributed to the legal information profession.

~~-----~~ **Solicit Internal Letters**

~~Distribute to University Libraries' employees a list of candidates and their requested action. Library staff who wish to comment on an individual candidate may submit a signed letter to the Administrative Officer Responsible for Personnel which speaks to the requested action of that candidate as outlined in these guidelines. These internal letters will become part of the candidate's documentation. No anonymous internal letters will be accepted~~

~~**Forward Documentation through Supervisory Line for an Evaluation and Recommendations**~~

~~Forward the documentation submitted by the candidate, letters of reference and the statement of evaluation by the external reviewer solicited by the Administrative Officer Responsible for Personnel, and the internal letters through the supervisory line for an evaluation and recommendation from the supervisor and recommendations, as applicable, from the Department Head, Director, or other appropriate unit head and from the appropriate Director or Associate Dean. Evaluations from former supervisors who have supervised the candidate within the previous year of application should also be requested by the Administrative Officer Responsible for Pers~~

~~o **Forward Evaluation and Recommendations to Candidate**~~

~~Copies of the evaluation and recommendations made by the supervisor, others in the supervisory line, and former supervisors, and any internal letters will be added to the candidate's documentation and provided to the candidate two weeks prior to the submission of the documentation to the Librarian Personnel Committee. Letters of reference and the statement of evaluation by the external reviewer solicited by the Administrative Officer Responsible for Personnel will not be made available to the candidate. Candidates will have two weeks to review the internal letters documentation with evaluations and recommendations. Within those two weeks, any candidate who does not concur with the evaluation and recommendation, and/or the internal letters may submit a statement to the Administrative Officer Responsible for Personnel explaining the points of dispute accompanied by supporting details. This statement will become part of the candidate's documentation. A copy of the candidate's statement also will be made available to the supervisory line. If a candidate for whom an action is not required decides to withdraw the candidate's request, it must be done at this time.~~

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1 ~~○ **Submit all Documentation to the Librarian Personnel**~~
2 ~~**Committee**~~

3 ~~Submit all documentation, including a cover letter stating what~~
4 ~~action is being requested by the individual and specific alternative~~
5 ~~actions which are permissible under the promotion process, to the~~
6 ~~Librarian Personnel Committee.~~

7
8 ~~○ **Forward any Documentation Comments**~~

9 ~~After the promotion cycle, the Administrative Officer Responsible for~~
10 ~~Personnel will forward any comments received from the Librarian~~
11 ~~Personnel Committee regarding future improvements to the~~
12 ~~candidate's documentation to the candidate and the candidate's~~
13 ~~immediate supervisor and others in the supervisory line as~~
14 ~~appropriate.~~

15
16 ~~**The Librarian Personnel Committee will:**~~

17
18 ~~○ **Transmit the Documentation to the Appropriate Review**~~
19 ~~**Committee**~~

20 ~~The Librarian Personnel Committee will transmit all documentation to~~
21 ~~the appropriate review committee for review.~~

22
23 ~~○ **Review Documentation and any Documentation Comments**~~

24 ~~The Librarian Personnel Committee will review the documentation and~~
25 ~~the review committee's recommendation for each candidate. The~~
26 ~~Librarian Personnel Committee will also review any review committee~~
27 ~~comments recommending improvements to the documentation.~~

28
29 ~~○ **Submit its Recommendation and Supporting Documentation to**~~
30 ~~**the Dean of University Libraries**~~

31 ~~The Librarian Personnel Committee may either concur with the review~~
32 ~~committee's recommendation or make its own recommendation. The~~
33 ~~chair of the Librarian Personnel Committee submits its~~
34 ~~recommendation and all supporting documentation to the Dean of~~
35 ~~University Libraries. In addition, if the Librarian Personnel Committee~~
36 ~~has received review committee recommendations concerning a~~
37 ~~candidate's documentation, it will forward this information to the~~
38 ~~Administrative Officer Responsible for Personnel. The Librarian~~
39 ~~Personnel Committee may also choose to incorporate these~~
40 ~~recommendations in a separate memo.~~

41
42 ~~The Dean provides the candidate with the written recommendation~~
43 ~~from the Librarian Personnel Committee. The Candidate may respond~~
44 ~~in writing within 7 calendar days and the letter will be added to the~~
45 ~~Candidate's documentation.~~

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~~The Review Committee will:~~

~~○ **Review Documentation**~~

~~The review committee will review the documentation and make a recommendation for a specific action to the Librarian Personnel Committee. In making its recommendation, a review committee refers to and carefully considers the qualifications, responsibilities and other pertinent information relating to promotion, renewal of appointment, or granting or permanent status as stated in Chapter II. The chair of each review committee transmits its recommendation to the Librarian Personnel Committee. The review committee may also include a separate statement to the Librarian Personnel Committee detailing possible improvements for the candidate's future documentation.~~

~~The Dean provides the candidate with the written committee recommendation from the Review Committee. The Candidate may respond in writing within 7 calendar days and the letter will be added to the Candidate's documentation.~~

~~The Dean of University Libraries will:~~

~~○ **Make the Final Recommendation**~~

~~The Dean of University Libraries will make the final recommendation and discuss it with the Librarian Personnel Committee if it varies from the Librarian Personnel Committee's recommendation.~~

~~○ **Transmit Recommendations to Provost**~~

~~The Dean of University Libraries' recommendations for promotion or granting of permanent status will then be transmitted to the Provost. Recommendations for renewal of appointment do not need to be reviewed by the Provost.~~

~~○ **Notify Supervisory Line and Candidate of the Final Decision**~~

~~After the Provost's decision has been received, the final decision for each individual will be made known to the immediate supervisor and others in the supervisory line as well as the chair of the Librarian Personnel Committee, prior to the Dean of University Libraries notifying the individual. The chair of the Librarian Personnel Committee will inform the Committee and the respective review committees, once the candidates have been notified. When a librarian has been unsuccessful in achieving the requested action, the Dean of University Libraries will work with the immediate~~

1 supervisor, the appropriate Director or Assistant/Associate Dean,
2 and others in the supervisory line to assist the librarian in
3 understanding the current situation and in planning for future
4 options (assuming the action is not terminal). The Librarian Advisory
5 Program will also be utilized.
6
7

8 2. Extension of the Appointment Period for Promotion and Permanent 9 ~~/Continuing~~ Appointment

- 10
11 a. **Purpose.** The ~~University of Washington Libraries Gallagher Law Library~~
12 has a critical interest in attracting and retaining law librarians of the highest
13 quality. This interest is enhanced by ensuring that law librarians are
14 reviewed and promoted in ways that are fair and conducive to a healthy
15 work/life balance. To ensure fairness and equity in administering the system
16 of academic permanent/~~continuing~~ appointment, ~~the Libraries Gallagher~~
17 Law Library must provide consistent conditions and standards while
18 supporting members in balancing personal and family obligations with
19 professional achievement. For these reasons, extensions of the
20 probationary period for librarians seeking promotion and
21 permanent/~~continuing~~ appointment are reserved for compelling
22 circumstances which impair the ability of an individual to establish the
23 stature expected of law librarians at ~~the University of Washington Gallagher~~
24 Law Library within the normal time frame.
25
26 b. **Conditions.** Approvals of extensions of the appointment period are never
27 automatic but may be granted when circumstances cause substantial
28 impairment of a candidate's ability to pursue the candidate's professional
29 activities. Such circumstances may include severe personal illness,
30 bereavement, childbirth, adoption of a child, or other significant obligations
31 to a member of the family or household.
32

33
34 The probationary period may not be interrupted for more than one year per
35 event, with a maximum extension of two years.
36

37 If an extension is granted, no additional requirements for
38 permanent/~~continuing~~ appointment can be imposed on the candidate by
39 virtue of the extension. The candidate continues to be subject to the same
40 requirements that the candidate would have been subject to without the
41 extension.
42

- 43 c. **Procedure.** Requests for an extension of the appointment period must be
44 made in writing and submitted to the ~~Administrative Officer Responsible~~

1 ~~for Personnel~~ Gallagher Law Library Administration, who will review the
2 request. Candidates should consult with their supervisors prior to
3 requesting an extension. Any supporting documentation should be
4 included with the request. Requests are not granted automatically, and
5 each will be considered on a case-by-case basis. However, every effort
6 will be made to accommodate a request when it becomes clear that
7 circumstances consistent with this policy will substantially impede the
8 librarian's progress toward achieving promotion, renewal, or
9 permanent/~~continuing~~ appointment. Next steps are as follows:

- 10
- 11 o Within 15 working days of receiving the request, the Gallagher Law
12 Library Administration will review whether the request meets the
13 conditions outlined above and submit a recommendation to extend or
14 not extend the appointment period to the School of Law Human
15 Resources and the Dean of the School of Law for approval or
16 disapproval.
- 17 o If approved by the Dean, it will be referred to the Office of Academic
18 Personnel for final approval.
- 19 o School of Law Human Resources will inform the candidate of the
20 decision as soon as it is finalized.

21

22 Annual evaluations will continue to occur on a regular basis and are unaffected by
23 this policy.

- 24 ~~o~~
- 25 ~~o Within five working days of receiving the request, the Administrative~~
26 ~~Officer Responsible for Personnel will forward it to the Librarian~~
27 ~~Personnel Committee for their review as to whether the request meets~~
28 ~~the conditions outlined above and a recommendation to extend or not~~
29 ~~extend the appointment period.~~
- 30 ~~o Within 10 working days, the Librarian Personnel Committee~~
31 ~~will forward its recommendation to the Dean of University~~
32 ~~Libraries for approval or disapproval.~~
- 33 ~~o If approved by the Dean, it will be referred to Academic Personnel for final~~
34 ~~approval.~~
- 35 ~~o The Administrative Officer Responsible for Personnel will inform~~
36 ~~the candidate of the decision as soon as it is finalized.~~

37

38 ~~Librarians may approach their unit heads or the Administrative Officer~~
39 ~~Responsible for Personnel for information concerning the policy or with~~
40 ~~individual requests for extension.~~

41

42 ~~Annual evaluations will continue to occur on a regular basis and are unaffected by~~
43 ~~this policy.~~

44
45

1 **B. Guidelines for Activities Supporting Reappointment, Promotion, and** 2 **Permanent/~~Continuing~~ Appointment**

3
4 ~~Librarians at the Gallagher Law Library Gallagher Law Library contribute to the law~~
5 ~~library's mission by performing effectively with regards to three criteria – position~~
6 ~~expectations, professional development, and service. Librarians at the University of~~
7 ~~Washington contribute to the Libraries' vision and mission by performing effectively~~
8 ~~with regards to three criteria– Position Expectations, Professional Development, and~~
9 ~~Contribution and Service to the University Libraries, the University and the~~
10 ~~Community.~~ While the primary emphasis for reappointment, promotion, and
11 permanent/~~continuing~~ appointment is placed on impact in regard to a librarian's job
12 expectations, professional development and service also are essential components
13 of successful academic law librarianship.

14
15 Sustained professional performance is the most important criterion for
16 reappointment, promotion, and permanent status. In assembling
17 documentation for promotion, each candidate will be expected to
18 demonstrate that they are pursuing a career which enhances the
19 effectiveness and standing of the University and School of Law and
20 furtheres the goals of the profession. The principal evidence will relate to
21 the candidate's performance in line with their positions within the program
22 and structure of the University of Washington School of Law and
23 Gallagher Law Library. Additional evidence may relate to such
24 considerations as:

- 25
- 26 1. Contributions in helping the School of Law carry out its program of
27 legal education and accomplish its mission as required by ABA
28 accreditation standards.
- 29 2. Contributions or influence in advancing the practice or standing of the
30 profession, within or outside the University and the School of Law.
- 31 3. Contributions to research, scholarship, or instruction.
- 32 4. Achievement and growth in professional competence.
- 33 5. Contributions to the work of professional or learned societies.
- 34 6. Contributions to University affairs, School of law affairs, or community
35 service.
- 36
- 37

38 **Position Expectations**

39
40 Since excellence in impact in position responsibilities weighs more heavily in
41 consideration for reappointment, promotion, and permanent/~~continuing~~
42 ~~appointment~~status, the performance in one's position must meet high standards of
43 academic law librarianship. The following examples provide evidence of
44 effectiveness in performance. Not all will apply to every position nor is effective
45 performance restricted to these activities.

- 1
- 2 • ~~Mastery of the professional knowledge required for the position.~~
- 3 • ~~Positive interaction with members of the library staff and library users.~~
- 4 • ~~Positive interaction with other law librarians, staff, faculty, and students.~~
- 5 • Creative response to assigned responsibilities and emergent needs.
- 6 • Initiation of new projects, procedures, or functions which improve
- 7 services of the ~~unit, University Libraries, Law Library, School of Law,~~
- 8 or other user communities.
- 9 • Effective instructional and communication skills.
- 10 • Demonstrated ability in report writing and analytical skills, such as:
 - 11 ○ Preparation of written materials such as staff ~~manuals~~ workflows.
 - 12 ○ Development of ~~in-house~~ guides ~~bibliographies, etc., which that~~
 - 13 improve the use of library resources.
 - 14 ○ Analysis of data relating to library collections, ~~functions, and use~~
 - 15 operations, and service.
- 16 • Effective participation in policy formulation at the departmental and/or libraries-
- 17 wide level.
- 18 • Performance of managerial duties with demonstrated abilities in:
 - 19 ○ Leadership of the department or area.
 - 20 ○ Organizational skills.
 - 21 ○ Supervisory skills.
- 22 • Professional growth with an on-going commitment to mastery of new skills
- 23 in one's specialty and knowledge of current developments in the profession.

24

25 Professional Development

26

27 Law Librarians are expected to demonstrate a sustained commitment to professional

28 development throughout their careers. They show evidence of this commitment in a

29 variety of ways. Depending on the law librarian's position, interests, and professional

30 goals, a law librarian should pursue active participation in professionally-relevant

31 associations, ~~scholarly associations~~, research, scholarly activities, instruction as

32 appropriate, publishing, additional education, and/or other professionally-relevant,

33 creative or service activities. Such activities should constitute a substantive

34 contribution to the profession or to scholarship, or should significantly enhance the

35 individual law librarian's ability to carry out their ~~librarian's~~ professional

36 responsibilities. A list of sample activities follows. No individual law librarian is

37 expected to have engaged in every activity listed, nor is the list exhaustive.

- 38
- 39 • Participation in professional associations at the local, state, regional,
- 40 national, and/or international levels.
 - 41 ○ Membership and active participation in professional
 - 42 organizations that result in professional development.
 - 43 ○ Active participation in or chairing committees of professional or scholarly
 - 44 societies associations.

- 1 ○ Presentations, including ~~such things as papers, lectures, displays,~~
2 ~~and poster sessions~~symposia, webinars, conference sessions, and
3 other professional forums.
- 4 ○ Active participation in governance of professional or scholarly
5 ~~societies~~associations.
- 6 ○ Organization of workshops and meetings at state, regional,
7 national and/or international levels.
- 8 ○ Service as a consultant or advisor on professional matters.
- 9 ● Scholarly ~~and library-related~~ publications relating to law, law librarianship or
10 other academic disciplines (regardless of format).
- 11 ○ Books
- 12 ○ Articles published in ~~formats such as, but not limited to: books,~~
13 recognized professional or academic journals, and ~~electronic~~
14 ~~publications~~other periodicals.
- 15 ○ Edited works or compilations, indexes, or translations of published
16 works; service on editorial boards; editor of journals.
- 17 ○ Bibliographies
- 18 ○ ~~Software packages, video/interactive programs.~~
- 19 ○ Shorter works such as reviews and columns.
- 20 ○ Online content such as blogs, wikis, and web sites.
- 21 ● Contributions to the profession.
- 22 ○ Instructions, lectures, workshops, or seminars other than those
23 performed as a part of regularly assigned activities.
- 24 ○ Development of innovative procedures, standards, or new technologies
25 which improve library service.
- 26 ○ ~~Moderator of a listserv.~~
- 27 ● ~~Creative activities.~~
- 28 ○ ~~Preparation of scholarly exhibits.~~
- 29 ○ ~~Other examples of creative activities relating to librarianship.~~
- 30 ● Proposals for research submitted and/or funded; grant writing.
- 31 ● Serves as reviewer for library-related grant application.
- 32 ● Additional education.
- 33 ○ Executive or professional education
- 34 ○ An advanced degree or progress toward a degree in an academic
35 discipline other than library science/information studies/archival
36 studies or certification in a professionally- related field.
- 37 ○ An advanced degree or progress toward a degree in library
38 science/information studies/archival studies beyond the MLS.

40 **Contributions and Service to ~~the University Libraries~~Gallagher Law Library, the**
41 **School of Law, the University and/or the Legal Information Community**

43 ~~Service to Gallagher Law Library, the School of Law, the University, and/or the Legal~~
44 ~~Information Community are important aspects of law librarianship. Service to the~~


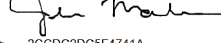
1 ~~University Libraries, the University and the community are important aspects of~~
2 ~~librarianship. Service to Gallagher Law Library, the School of Law, the University,~~
3 ~~and/or the legal information community are important aspects of law librarianship.~~

4 ~~T~~The purpose of the service criteria is to provide evidence of contributions which
5 extend beyond effective performance in one's position. Such contributions may
6 include, but not be restricted to:

- 7
- 8 • Productive service on ~~University Libraries'Gallagher Law Library and School~~
9 ~~of Law~~ committees and task forces, ~~and in the activities of the Association of~~
10 ~~Librarians of the University of Washington.~~
 - 11 • Active participation in ~~School of Law and/or~~ University activities including ~~but~~
12 ~~not limited to~~ committees, councils, task forces, organizations, or instruction,
13 ~~particularly where opportunities exist to enhance the standing of the~~
14 ~~University Libraries, or of the profession.~~ Examples might include ~~feedback~~
15 ~~about active involvement in law school~~ curriculum revision ~~at the department,~~
16 ~~college, or University level,~~ ~~ideas about or in~~ the integration of technology into
17 teaching and learning environments, or ~~ways to support faculty who might be~~
18 ~~engaged in~~ interdepartmental ~~or outside~~ teaching. ~~as defined in section J of~~
19 ~~this chapter, "Guidelines for Interdepartmental Teaching and Outside~~
20 ~~Professional Work."~~
 - 21 • Active participation in or support of ~~law~~ student ~~and faculty~~ activities,
22 particularly where opportunities exist to enhance the standing of the
23 ~~University LibrariesGallagher Law Library,~~ or of the profession. Examples
24 might include serving as an advisor to a ~~law review or journalstudent or~~
25 ~~faculty publication,~~ or participating in a formal mentoring program for students
26 interested in becoming ~~law~~ librarians.
 - 27 • Service to the scholarly community that enhances the stature of the ~~School of~~
28 ~~Law and the~~ University ~~Libraries and the University.~~ Examples might include
29 ~~serving on the board of a museum or historical society,~~ speaking ~~on a topic of~~
30 ~~professional interestat a symposium, presenting a paper,~~ or consulting in an
31 area of professional expertise.
 - 32 • Community service that enhances the stature of the ~~University~~
33 ~~LibrariesSchool of Law~~ and the University. ~~E.g., serving on the board of a~~
34 ~~non-profit law firm or serving on an ABA accreditation or legal education~~
35 ~~section committee.~~ ~~Examples might include serving on the board of a~~
36 ~~community library or as a literacy volunteer.~~
 - 37 • ~~Participation in job exchanges at the local, state, regional, national and/or~~
38 ~~international levels.~~
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Tentatively Agreed To:

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|---|--|
| For the Union: | For the Employer: |
| <small>DocuSigned by:</small>  <small>922E85C8C36140F...</small> | <small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small> |
| Erika Currier | Jennifer Mallahan |
| Date: 12/6/2022 | Date: 11/30/2022 |

1 **Article X — RANKING, STATUS, INITIAL APPOINTMENTS, RENEWAL OF**
2 **APPOINTMENTS AND ~~RE-RANKING-PROMOTIONS~~ OF UW LIBRARIES**
3 **LIBRARIANS**

4 **X.1 Rank and Status for UW Libraries Librarians**

5
6 ~~Librarians may hold the rank of Assistant Librarian, Senior Assistant Librarian,~~
7 ~~Associate Librarian, or Librarian dependent upon their qualifications. Criteria for~~
8 ~~appointment, expectations for rank, and appointment status are described in Chapter II,~~
9 ~~Section A of the Librarian Personnel Code Revised 2017.~~

10
11 Librarians are appointed at the rank of Assistant Librarian, Senior Assistant Librarian,
12 Associate Librarian, or Librarian dependent upon their qualifications. Each rank
13 carries with it different levels of responsibility and librarians are expected to fulfill the
14 responsibilities associated with their ranks and their positions. However, supervisory
15 and management responsibilities are not requirements for promotion in any rank.

16
17 Librarians may be promoted from Assistant Librarian to Senior Assistant Librarian,
18 from Senior Assistant Librarian to Associate Librarian, and from Associate Librarian
19 to Librarian. Persons holding the rank of Associate Librarian are not required to
20 pursue promotion to the rank of Librarian.

21
22 The qualifications, responsibilities and expectations for appointment and promotion at
23 each rank are described in the following section. Within this section, whenever this
24 document refers to the duration of an appointment year, a year is one University
25 academic year (July 1 through June 30) and for purposes of rank and status, the
26 librarian's initial appointment period is defined as beginning on July 1 following the
27 date of hire.

28
29 **1. Assistant Librarian**

30 a. **Criteria for Appointment to Assistant Librarian.** This rank is for librarians
31 who have received the appropriate graduate degree from a program
32 accredited by the American Library Association or an equivalent graduate
33 library science, information studies or archival studies degree, and have little
34 or no professional experience in librarianship. Generally, appointment to
35 Assistant Librarian will be made for those individuals with fewer than two
36 years of experience as a librarian.

37
38 b. **Expectations for Rank.** Librarians at this rank are generally at the beginning
39 of their career. They are expected to fulfill at a consistently high level the
40 responsibilities described in the position description. Assistant Librarians
41 develop a strong understanding of the context for their role and demonstrate
42 an impact increasing proficiency in their responsibilities and

1 ~~competencies. Assistant Librarians become familiar with library functions,~~
2 ~~operations and policies.~~ They demonstrate an interest in and an ability to
3 contribute to the workings of their individual unit, department or user
4 community. They show evidence of an interest in pursuing their own
5 professional development and in making contributions to the profession
6 beyond the work environment.
7

8 c. **Appointment Status.** The appointment as Assistant Librarian is always with
9 provisional/~~non-continuing~~ status and is for a period of two years only,
10 exclusive of time granted for extension of appointment in accordance with
11 ~~Article X.2 and X.3(A) Chapter IV, Guideline A.~~ Assistant Librarians do not
12 hold permanent/~~continuing~~ appointment status. They qualify for promotion to
13 Senior Assistant Librarian after the first completed year of their initial two-year
14 appointment as Assistant Librarian.
15

16 d. **Promotion to Senior Assistant Librarian.** Not later than September 1
17 ~~August 1/October 1~~ of the second year of the provisional/~~or non-continuing~~
18 appointment, an Assistant Librarian may apply for promotion to Senior
19 Assistant Librarian with provisional/~~non-continuing~~ status. If the Assistant
20 Librarian does not apply for promotion, the appointment will expire on the
21 following June 30.
22

23 When the Assistant Librarian applies for promotion to Senior Assistant
24 Librarian, the librarian will be notified, no later than June 30 of the
25 second year of the appointment, of one of the following actions:

- 26 1. Promotion to Senior Assistant Librarian with provisional/~~non-~~
27 ~~continuing~~ status effective the beginning of the next academic
28 year; or
- 29 2. Nonrenewal of appointment at the end of the next academic year.
30

31 2. Senior Assistant Librarian

32
33 a. **Criteria for Appointment to Senior Assistant Librarian.** This rank is for
34 librarians who generally have at least two years of demonstrated competence
35 as an Assistant Librarian in the University of Washington Libraries; or have
36 established an equivalent record in comparable professional positions at
37 other institutions; or have established a cumulative equivalent record at the
38 University of Washington Libraries and other institutions.
39

40 Librarians promoted to or appointed at the rank of Senior Assistant Librarian
41 have met the position responsibilities and expectations of Assistant
42 Librarians. They have demonstrated the ability to master the foundations,
43 theory and practice of librarianship, to develop an understanding of library
44 operations beyond their immediate assignment and to recognize the role of

1 the Libraries in the University, and the role of serving the wider research and
2 learning community. They have demonstrated the capacity for continued
3 growth and development in the profession.
4

- 5 **b. Expectations for Rank.** ~~Senior Assistant Librarians develop~~ achieve a strong
6 understanding of the context for their role, demonstrate an impact in their
7 responsibilities and competencies, and proactively seek ways to support
8 community needs in their domain of responsibility. Librarians at this rank fulfill
9 responsibilities requiring the utilization of the professional skills and
10 techniques of the trained and experienced librarian. Senior Assistant
11 Librarians contribute to and/or initiate projects and programs within their units,
12 and may contribute to projects outside the assigned units as members of a
13 Library, University or other user community task force, council or committee.
14 They are accountable for performing assigned position responsibilities in a
15 consistently excellent manner. They contribute constructively to
16 recommendations concerning library functions, operations and policies, and
17 to the implementation and success of policies, programs, and services of the
18 University Libraries, the University and other user communities. They show
19 evidence of substantive professional development which includes
20 participation in professional activities beyond the work environment.
21
- 22 **c. Appointment Status.** The appointment as Senior Assistant Librarian is
23 always with provisional ~~/non-continuing~~ status and is for an initial period of
24 three years, exclusive of time granted for extension of appointment in
25 accordance with Article X.2 and X.3(A)Chapter IV, Guideline A. Senior
26 Assistant Librarians may apply for a renewal of their appointment for an
27 additional, and final, three-year period. Senior Assistant Librarians do not hold
28 permanent/~~continuing appointment~~ status. They qualify for
29 renewal/reappointment or for promotion to Associate Librarian after the
30 second complete year of their initial three-year appointment as Senior
31 Assistant Librarian.
32
- 33 **d. Renewal of Appointment Status or Promotion to Associate Librarian.**
34 Not later than September 1~~October 1~~August 1 of the third complete year of
35 the initial appointment as Senior Assistant Librarian, the librarian must either:
36
- 37 1. Apply for renewal of appointment with provisional/~~non-continuing~~
38 status; or
 - 39 2. Apply for promotion to Associate Librarian with
40 permanent/~~continuing~~ status. Candidates applying for promotion
41 must document that they meet the criteria stated in Article
42 X.1(3)(a)Chapter II.A.3.a.
43

1 If one of the above actions is not taken, the initial appointment will expire
2 on the following June 30.

3
4 If the Senior Assistant Librarian applies for renewal of appointment with
5 provisional/~~non-continuing appointment status~~ for an additional, and final,
6 three-year period, the librarian will be notified not later than June 30 of the
7 third year of one of the following actions:

- 8
9 1. Renewal of appointment with provisional/~~non-continuing appointment~~
10 status for an additional, and final, three-year renewal period effective
11 the beginning of the next academic year; or
- 12 2. Nonrenewal of appointment at the end of the next academic year.

13
14 If the Senior Assistant Librarian applies for promotion, the librarian will
15 be notified not later than June 30 of the third year of one of the
16 following actions:

- 17
18 1. Renewal of appointment with provisional/~~non-continuing appointment~~
19 status for an additional, and final, three-year period effective the
20 beginning of the next academic year; or
- 21 2. Promotion to Associate Librarian with permanent/~~continuing~~ status
22 effective the beginning of the next academic year; or
- 23 3. Nonrenewal of appointment at the end of the next academic year.

24
25 If a Senior Assistant Librarian has had an appointment with
26 provisional/~~non-continuing appointment status~~ renewed for an additional,
27 and final, three-year period, the Senior Assistant Librarian may apply for
28 promotion to Associate Librarian with permanent/~~continuing~~ status during
29 the first and second years of this renewed three-year appointment. If the
30 Senior Assistant Librarian does not apply for this promotion by the third
31 year of the renewed appointment, the appointment will expire on the
32 following June 30.

33
34 The Senior Assistant Librarian will be notified of one of the following
35 actions not later than June 30 of the third year of the renewed
36 appointment:

- 37
38 1. Promotion to Associate Librarian with permanent/~~continuing~~ status
39 effective the beginning of the next academic year; or
- 40 2. Nonrenewal of appointment at the end of the next academic year.

41 42 3. Associate Librarian

43

- 1 a. **Criteria for Appointment to Associate Librarian.** This rank is for librarians
2 who generally have at least five years of demonstrated competence in the
3 University of Washington Libraries; or have established an equivalent record
4 through in-comparable positions, service, and professional development at
5 other institutions; or have established a cumulative equivalent record at the
6 University of Washington Libraries and other institutions.

7
8 Librarians promoted to or appointed at the rank of Associate Librarian
9 have met the position responsibilities and expectations of Senior Assistant
10 Librarian; have achieved an understanding of the interrelationships of
11 library functions and operations; and have made substantial and sustained
12 contributions to their user communities or to the libraries in which they
13 have gained their experience.

14
15 Librarians promoted to or appointed at the rank of Associate Librarian also
16 demonstrate substantial growth in their profession, and have made
17 sustained and significant contributions in professional activities beyond the
18 work environment. Such activities should enhance the individual's value
19 and contributions to the University Libraries, the University, the research
20 and learning community, user communities or the profession. Associate
21 Librarians also demonstrate excellent potential for a sustained and
22 substantive professional career.

- 23
24 b. **Expectations for Rank.** The rank of Associate Librarian is indicative of
25 sustained excellence and demonstrated impact in professional performance
26 and achievement. ~~Associate Librarians develop a strong understanding of the~~
27 ~~context for their role, demonstrate an impact in their responsibilities and~~
28 ~~competencies, and proactively seek ways to support community needs in~~
29 ~~their domain of responsibility.~~ Associate Librarians contribute significantly
30 toward the development and implementation of projects and programs in their
31 assigned units. They contribute to and/or initiate projects with broad scope
32 outside their assigned units, either individually or as members of a committee
33 or task force. They are accountable for performing assigned responsibilities in
34 a consistently excellent manner, for making thoughtful and innovative
35 recommendations concerning library functions, operations, and policies, and
36 for the implementation and success of new or existing policies, programs, and
37 services. Associate Librarians may contribute to the University, the research
38 and learning community or user community through service on councils,
39 committees or task forces. They show evidence of sustained, substantive
40 professional development, which includes significant participation in
41 professional activities beyond the work environment.

- 42
43 c. **Appointment Status.** Promotion to the rank of Associate Librarian is always
44 made with permanent/~~continuing~~ status. Initial appointment in the University
45 of Washington Libraries at the rank of Associate Librarian may be made

1 without permanent/~~continuing~~ status for one three-year period. Associate
2 Librarians appointed with provisional/~~non-continuing~~ status may apply for
3 permanent/~~continuing~~ status during the first and second years of their three-
4 year appointment. Associate Librarians appointed with provisional/~~non-~~
5 ~~continuing~~ status must apply for permanent/~~continuing~~ status no later than
6 September 1 of August 1 of October 1 of the third year after the date of initial
7 appointment. If the Associate Librarian does not apply for
8 permanent/~~continuing~~ status by the third year of their appointment, the
9 appointment will expire on the following June 30. The Associate Librarian will
10 be notified of one of the following actions not later than June 30 of the third
11 year of the renewed appointment:
12

- 13 1. Permanent/~~continuing~~ status effective the beginning of the next
14 academic year; or
- 15 2. Nonrenewal of appointment at the end of the next academic year.

16
17 d. **Promotion to Librarian.** An Associate Librarian may request promotion to
18 the rank of Librarian after the second year of appointment as Associate
19 Librarian with permanent/~~continuing~~ status. Applications for promotion to the
20 rank of Librarian must be received not later than September 1~~October~~
21 ~~1~~August 1 of any academic year. The Associate Librarian will be notified
22 whether the promotion has been granted or not by June 30 of the same
23 academic year. If the promotion is granted, it will become effective the
24 beginning of the next academic year. If the promotion is not granted,
25 additional applications may be made in future years. Persons holding the rank
26 of Associate Librarian are not required to pursue promotion to the rank of
27 Librarian.
28

29 4. Librarian

30
31 a. **Criteria for Appointment to Librarian.** This rank is for librarians who
32 have at least eight years of demonstrated professional competence in the
33 University of Washington Libraries; or have an equivalent record in
34 comparable positions at other institutions; or have a cumulative equivalent
35 record at the University of Washington Libraries and other institutions.
36

37 Librarians promoted to or appointed at the rank of Librarian must have a
38 record of substantial constructive impact on library services through active
39 decision-making, setting priorities and policies, and developing programs.
40 Librarians promoted to or appointed at the rank of Librarian must also have
41 the demonstrated ability to continue this substantial level of contribution
42 throughout the remainder of their careers. Significant service within the
43 University or user community may also be evident.
44

1 The rank of Librarian is indicative of a career which is exemplary in its
2 evidence of professional competence, achievement, and influence. It
3 manifests a record of superior achievement in the librarian's specific areas
4 of concentration, of contributions to their user community or the libraries in
5 which they have gained their experience, and in the practice of and
6 significant contributions to the profession.
7

8 b. **Expectations for Rank.** Librarians are accountable and responsible for
9 the development and implementation of University Libraries policies,
10 programs and services. Librarians, regardless of position assignment, exert
11 leadership or influence within the University Libraries, and may do so within
12 the University or research and learning community. To this end, they serve
13 on, and contribute to committees, task forces, or other special projects,
14 within the University Libraries, research or learning communities or user
15 communities. Librarians, by their sustained exemplary performance of their
16 position responsibilities, serve as models of professional excellence for
17 other librarians at the University of Washington, as well as regionally,
18 nationally or internationally. Librarians must have a substantial record of
19 contributions to the profession and of sustained professional development.
20 This rank is reserved for those librarians whose careers are exemplary in
21 their evidence of professional competence, achievement, leadership or
22 influence.
23

24 c. **Appointment Status.** Promotion to the rank of Librarian is with
25 permanent/~~continuing~~ status. Appointment to the rank of Librarian is with
26 permanent/~~continuing~~ status.
27

28 **X.2 Procedural Guidelines for Initial Appointments, Renewal of Appointments,** 29 **and Promotions Assignment of Rank for UW Libraries Librarians**

30
31 ~~Appointment procedures for Librarians, both regular and temporary, including the initial~~
32 ~~assignment of rank, are described in Chapter IV, Section A.1 of the Librarian Personnel~~
33 ~~Code Revised 2017.~~

34 Librarians at the University of Washington are appointed, promoted and granted
35 permanent status solely upon their qualifications consistent with Executive Order No.
36 31.
37

38 Appointment to a part-time (at least .5 FTE) permanent, provisional, or temporary
39 position and the promotion or granting of permanent status to an eligible part-time
40 librarian requires the same qualifications as set forth for full-time appointments.
41

42 The creative and educational functions of the University of Washington require the
43 appointment of librarians with outstanding qualifications who are committed to
44 achieving the objectives of the University to preserve, to increase, and to transmit
45 knowledge.

1
2 A graduate degree from a program accredited by the American Library Association or
3 an equivalent library science, information studies or archival studies degree
4 constitutes the primary credential for librarians and is considered the terminal degree.
5 Determination of the equivalency of a graduate degree from a librarianship program
6 outside the United States and Canada will be made by the Administrative Officer
7 Responsible for Personnel in accord with the resources provided by the American
8 Library Association.

9
10
11 **A. Procedural Guidelines for Initial Appointments, Renewal of Appointment and**
12 **Promotion**

13 **B.A.**

14 **1. Appointment**

15 ~~Librarians at the University of Washington are appointed, promoted and~~
16 ~~granted permanent/continuing status solely upon their qualifications consistent~~
17 ~~with Executive Order No. 31.~~

18
19 ~~Appointment to a to a part-time (at least .5 FTE) permanent, provisional, or~~
20 ~~temporary or temporary position and the promotion or granting of permanent~~
21 ~~status to an eligible part-time librarian and the promotion or~~
22 ~~permanent/continuing appointment of a part-time librarian requires the same~~
23 ~~qualifications as set forth for full-time appointments.~~

24
25 ~~The creative and educational functions of the University of Washington require~~
26 ~~the appointment of librarians with outstanding qualifications who are committed~~
27 ~~to achieving the objectives of the University to preserve, to increase, and to~~
28 ~~transmit knowledge.~~

29
30 ~~A graduate degree from a program accredited by the American Library~~
31 ~~Association or an equivalent library science, information studies or archival~~
32 ~~studies degree constitutes the primary credential for librarians and is~~
33 ~~considered the terminal degree. Determination of the equivalency of a~~
34 ~~graduate degree from a librarianship program outside the United States and~~
35 ~~Canada will be made by the Administrative Officer Responsible for Personnel~~
36 ~~in accord with the resources provided by the American Library Association.~~

- 37
38 a. **Appointment Procedures for Librarians.** Once a decision has been
39 made to recommend a candidate for appointment to a position in ~~on~~
40 ~~the staff of~~ the University Libraries, the Administrative Officer
41 Responsible for Personnel will assemble the necessary documentation
42 pertaining to the background, education, experience, and professional
43 activities of the candidate. The documentation shall include, but not be
44 limited to, the letter of application, curriculum vitae, pertinent

1 background information, letters of reference and the recommendations
2 for rank and appointment status from the supervisor, and those in the
3 supervisory line. In making a recommendation, these individuals refer
4 to and carefully consider the qualifications and responsibilities as
5 contained in [Chapter #Article X.1 and Article X.1.B Appointments.](#)
6

- 7 ▪ The Administrative Officer Responsible for Personnel will forward
8 the documentation to the Librarian Personnel Committee on
9 behalf of the Dean of University Libraries.
10
- 11 ▪ Ad hoc review committees may be appointed at the discretion of
12 the Librarian Personnel Committee when appropriate for an initial
13 appointment. In that event, the Librarian Personnel Committee
14 chair will convey the documentation to the appropriate ad hoc
15 review committee.
16
- 17 ▪ If established, an ad hoc review committee will review the
18 documentation and make a recommendation to the Librarian
19 Personnel Committee regarding the rank and status of the
20 appointment. In making its recommendation, the ad hoc review
21 committee refers to and carefully considers the qualifications and
22 responsibilities as contained in [Chapter #Article X.1.](#)
23
- 24 ▪ The chair of the respective ad hoc review committee
25 transmits the committee's recommendation to the Librarian
26 Personnel Committee, specifying a proposed rank and status
27 of appointment for the candidate.
28
- 29 ▪ The Librarian Personnel Committee reviews the
30 recommendation taking into consideration, the material
31 contained in [Chapter #Article X.1 Article X.1 and Article X.1.B](#)
32 [Appointments](#), and the rank and status of appointment of recent
33 appointees. The Librarian Personnel Committee may either
34 concur with the ad hoc review committee's recommendation or
35 make its own recommendation. The chair of the Librarian
36 Personnel Committee will notify the respective ad hoc review
37 committee if its recommendation differs from that of the ad hoc
38 review committee.
39
- 40 ▪ The chair of the Librarian Personnel Committee submits its
41 recommendation and all accompanying documentation to the
42 Dean of University Libraries. The Dean of University Libraries
43 will decide the matter and will determine if an offer of
44 appointment will be extended, and shall determine the terms
45 of the appointment.

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- If the Dean's determination varies from the recommendation of the Librarian Personnel Committee, and after the offer has been accepted, the Dean of University Libraries will inform the Librarian Personnel Committee of the Dean's action. ~~If it varies from the recommendation of the Committee, the Librarian Personnel Committee may wish to meet with the Dean of University Libraries.~~ The chair of the Librarian Personnel Committee will be responsible for notifying the respective ad hoc review committee (when one is appointed) of the Dean's decision. The Administrative Officer Responsible for Personnel will notify the supervisory line of the Dean of University Libraries' decision.

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- b. **Temporary Appointment Procedures.** When the decision has been made to appoint a librarian with the status of temporary appointment, the immediate supervisor and those in the supervisory line will make a recommendation to the Dean of University Libraries regarding the appropriate rank for the temporary appointee. The Dean of University Libraries will determine the rank of the temporary appointee. In determining the appropriate appointment rank, the Dean of University Libraries refers to and carefully considers the qualifications and responsibilities as contained in ~~Chapter II, Section A~~ Article X.1. If a librarian holding a temporary appointment is selected to fill a position eligible for determination of rank and status, the procedures in Article X.2 and X.3(A) ~~Chapter IV, Guideline A~~ will be followed.

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~~The Dean of University Libraries will inform the Librarian Personnel Committee in writing regarding the rank awarded to the temporary appointee, providing pertinent background information on the temporary appointee.~~ The Administrative Officer Responsible for Personnel will notify the supervisory line of the Dean of University Libraries' decision.

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X.3 Procedural Guidelines for Renewal of Appointments, Re-ranking for UW Libraries Librarians: Promotions, Renewal of Appointment, and Review for Permanent/Continuing Status

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~~Librarians may be promoted from Assistant Librarian to Senior Assistant Librarian, from Senior Assistant Librarian to Associate Librarian, and from Associate Librarian to Librarian. In addition, those who are Associate Librarians with provisional status may be reviewed for permanent status, without a change in rank.~~

~~Procedures for promotion, renewal of appointment, and granting of permanent/continuing status are described in Chapter II, Section A and Chapter IV, Sections A.2 and B of the Librarian Personnel Code Revised 2017.~~

1. Promotion, Renewal of Appointment, and Review for Permanent/Continuing Status

Promotion, renewal of appointment, and granting of permanent/~~continuing~~ status will be based upon the degree to which the criteria, qualifications and expectations described in ~~Chapter II Article X.1~~ under the appropriate ranks are met. These actions will be taken without regard to position.

Candidates for promotion will be expected to demonstrate that they have met the criteria, qualifications and expectations for the rank and status for which they are applying. Candidates applying for renewal of appointment as Senior Assistant Librarian must demonstrate growth and achievement in that rank.

Librarians may be promoted from Assistant Librarian to Senior Assistant Librarian; from Senior Assistant Librarian to Associate Librarian; and from Associate Librarian to Librarian. In addition, those who are Associate Librarians with provisional status may be reviewed for permanent status, without a change in rank.

A person in a temporary appointment is not eligible for promotion.

Renewal of appointment applies only to Senior Assistant Librarians as described in ~~Chapter II, Section A Article X.1.~~

Associate Librarians who were initially appointed with provisional/~~non-continuing~~ status may apply for permanent/~~continuing~~ status as defined in ~~Chapter II, Section B Article X.1.V.B.ii Appointments.~~

The calendar for the promotion, renewal of appointment and permanent/~~continuing~~ status procedures will be established annually ~~prior to the beginning of in Autumn Summer~~ Quarter by the Dean of University Libraries, within University guidelines and requirements.

- a. **Procedures.** ~~Prior to the beginning of In Autumn-Summer~~ Quarter, all librarians eligible for promotion or for renewal of appointment, and those Associate Librarians eligible to apply for permanent/~~continuing~~ status, and their supervisors will be notified by the Administrative Officer Responsible for Personnel. This notification will specify what action is required from the individual and what documentation must be assembled. Not all librarians notified will choose to apply in a given year. While the ultimate responsibility for initiating a promotion request by the dates indicated in this policy rests with each individual,

1 supervisors should encourage qualified librarians to seek promotion at
2 the appropriate time.

3
4 In assembling the required documentation, each candidate will be
5 expected to demonstrate that the candidate is pursuing a career which
6 enhances the effectiveness and standing of the University of
7 Washington Libraries, supports the mission of the University Libraries,
8 the University and/or learning community, and enhances and
9 contributes to the profession.

10
11 Complete and accurate documentation is essential to support a request
12 for promotion, permanent/~~continuing~~ status, or renewal of appointment.
13 Candidates for whom an action is not required may withdraw their
14 request any time prior to the submission of all documentation to the
15 Librarian Personnel Committee.

16
17 The candidate must submit documentation to the Administrative Officer
18 Responsible for Personnel in accordance with the calendar established
19 by the Dean of University Libraries (see Appendix ~~EX~~ below in the
20 ~~(~~Documentation Checklist for Reappointment, Promotion and
21 Permanent/~~Continuing~~ Appointment) for information regarding the
22 contents of the documentation).

23
24 **The Administrative Officer Responsible for Personnel, in accordance**
25 **with the calendar established by the Dean of University Libraries,**
26 **will:**

27
28 ○ **Solicit Letters of Reference**

29 Solicit letters of reference from those individuals listed in the
30 candidate's- documentation. These individuals will be asked to provide
31 specific documentation that the candidate has performed in a manner
32 which:

- 33 1. Enhances the effectiveness and standing of the University of
34 Washington Libraries;
- 35 2. Demonstrates the candidate's ability to meet the responsibilities
36 of the desired rank;
- 37 3. Enhances and contributes to the profession.

38
39 ○ **Identify an External Reviewer**

40 In addition, for promotions to Associate Librarian or Librarian, or for
41 individuals holding the rank of Associate Librarian ~~without~~
42 ~~permanent~~with provisional/continuing status who are seeking
43 permanent-~~or continuing~~ status, the Administrative Officer
44 Responsible for Personnel, in consultation with the candidate and

1 supervisors, will identify an individual from outside of the University
2 of Washington to serve as the external reviewer of the file. The
3 external reviewer is chosen for the reviewer's ability to evaluate the
4 candidate's professional accomplishments and activities. This
5 reviewer needs to be able to provide an arms-length, non-conflicted
6 review of the candidate. The Administrative Officer Responsible for
7 Personnel will ~~providesend~~ the external reviewer access to the file
8 which consists of the candidate's letter requesting consideration for
9 promotion or review for permanent status, documentation, position
10 descriptions; and the Libraries policies and procedures for
11 promotion; and a copy of the Libraries' mission statement.

12
13 A cover letter from the Administrative Officer Responsible for
14 Personnel will ~~include any additional questions to be covered in the~~
15 ~~external review. Task~~ the external reviewer ~~will also be asked to~~
16 provide evaluative comments on whether the candidate has
17 performed in a manner which:

- 18 1. Enhances the effectiveness and standing of the University of
19 Washington Libraries;
- 20 2. Demonstrates the candidate's ability to meet the responsibilities
21 of the desired rank;
- 22 3. Enhances and contributes to the profession.

23 24 ~~———— Solicit Internal Letters~~

25 ~~Distribute to University Libraries' employees a list of candidates and~~
26 ~~their requested action. Library staff who wish to comment on an~~
27 ~~individual candidate may submit a signed letter to the Administrative~~
28 ~~Officer Responsible for Personnel which speaks to the requested~~
29 ~~action of that candidate as outlined in these guidelines. These internal~~
30 ~~letters will become part of the candidate's documentation. No~~
31 ~~anonymous internal letters will be accepted.~~

32 33 **Forward Documentation through Supervisory** 34 **Line for an Evaluation and Recommendations**

35 Forward the documentation submitted by the candidate, letters of
36 reference and the statement of evaluation by the external reviewer
37 solicited by the Administrative Officer Responsible for Personnel, ~~and~~
38 ~~the internal letters~~ through the supervisory line for an evaluation and
39 recommendation from the supervisor and recommendations, as
40 applicable, from the Department Head, Director, or other appropriate
41 unit head and from the appropriate Director or Associate Dean.
42 Evaluations from former supervisors who have supervised the
43 candidate within the previous year of application should also be
44 requested by the Administrative Officer Responsible for Personnel.
45

- 1 ○ **Forward Evaluation and Recommendations to Candidate**
2 Copies of the evaluation and recommendations made by the
3 supervisor, others in the supervisory line, and former supervisors,
4 ~~and any internal letters~~ will be added to the candidate's
5 documentation and provided to the candidate ~~two weeks~~ seven
6 days prior to the submission of the documentation to the Librarian
7 Personnel Committee. Letters of reference and the statement of
8 evaluation by the external reviewer solicited by the Administrative
9 Officer Responsible for Personnel will not be made available to the
10 candidate. Candidates will have seven calendar days ~~two weeks~~ to
11 review the documentation with evaluations and recommendations.
12 Within those ~~two weeks~~ seven days, any candidate who does not
13 concur with the evaluation and recommendation, ~~and/or the internal~~
14 ~~letters~~ may submit a statement to the Administrative Officer
15 Responsible for Personnel explaining the points of dispute
16 accompanied by supporting details. This statement will become part
17 of the candidate's documentation. A copy of the candidate's
18 statement also will be made available to the supervisory line. If a
19 candidate for whom an action is not required decides to withdraw
20 the candidate's request, it must be done at this time.
- 21
- 22 ○ **Submit all Documentation to the Librarian Personnel**
23 **Committee**
24 Submit all documentation, including a cover letter stating what
25 action is being requested by the individual and specific alternative
26 actions which are permissible under the promotion or the granting of
27 permanent status process Librarian Personnel Code, to the Librarian
28 Personnel Committee.
- 29
- 30 ○ **Transmit the Documentation to the Appropriate Review**
31 **Committee**
32 ~~The Librarian Personnel Committee~~ Administrative Officer Responsible
33 for Personnel will transmit all documentation to the appropriate review
34 committee for review.
- 35
- 36 ○ **Forward any Documentation Comments**
37 After the promotion cycle, the Administrative Officer Responsible for
38 Personnel will forward any comments received from the Librarian
39 Personnel Committee regarding future improvements to the
40 candidate's documentation to the candidate and the candidate's
41 immediate supervisor and others in the supervisory line as
42 appropriate.

43

44 **The Librarian Personnel Committee will:**

~~Transmit the Documentation to the Appropriate Review Committee
The Librarian Personnel Committee will transmit all documentation to the
appropriate review committee for review.~~

○ **Review Documentation and any Documentation Comments**

The Librarian Personnel Committee will review the documentation and the review committee's recommendation for each candidate. The Librarian Personnel Committee will also review any review committee comments recommending improvements to the documentation.

○ **Submit its Recommendation and Supporting Documentation to the Dean of University Libraries**

The Librarian Personnel Committee may either concur with the review committee's recommendation or make its own recommendation. The chair of the Librarian Personnel Committee submits its recommendation and all supporting documentation to the Dean of University Libraries. In addition, if the Librarian Personnel Committee has received review committee recommendations concerning a candidate's documentation, it will forward this information to the Administrative Officer Responsible for Personnel. The Librarian Personnel Committee may also choose to incorporate these recommendations in a separate memo.

The Dean will provides the candidate with the written recommendation from the Librarian Personnel Committee. The Candidate may respond in writing within 7 calendar days and the letter will be added to the Candidate's documentation.

The Review Committee will:

○ **Review Documentation**

The review committee will review the documentation and make a recommendation for a specific action to the Librarian Personnel Committee. In making its recommendation, a review committee refers to and carefully considers the qualifications, responsibilities and other pertinent information relating to promotion, renewal of appointment, or granting of permanent/continuing status as stated in Chapter II Article X.1 and Article X.1.B Appointments. The chair of each review committee transmits its recommendation to the Librarian Personnel Committee. The review committee may also include a separate statement to the Librarian Personnel Committee detailing possible improvements for the candidate's future documentation.

1 The Dean provides the candidate with the written committee
2 recommendation from the Review Committee. The Candidate may
3 respond in writing within 7 calendar days and the letter will be added to
4 the Candidate's documentation.

5
6 **The Dean of University Libraries will:**

7
8 ○ **Make the Final Recommendation**

9 The Dean of University Libraries will make the final
10 recommendation and discuss it with the Librarian Personnel
11 Committee if it varies from the Librarian Personnel Committee's
12 recommendation.

13
14 ○ **Transmit Recommendations to Provost**

15 The Dean of University Libraries' recommendations for promotion or
16 granting of permanent/~~continuing~~ status will then be transmitted to
17 the Provost. Recommendations for renewal of appointment do not
18 need to be reviewed by the Provost.

19
20 ○ **Notify Supervisory Line and Candidate of the Final Decision**

21 After the Provost's decision has been received, the final decision for
22 each individual will be made known to the immediate supervisor and
23 others in the supervisory line as well as the chair of the Librarian
24 Personnel Committee, prior to the Dean of University Libraries
25 notifying the individual. The chair of the Librarian Personnel
26 Committee will inform the Committee and the respective review
27 committees, once the candidates have been notified. When a
28 librarian has been unsuccessful in achieving the requested action,
29 the Dean of University Libraries will work with the immediate
30 supervisor, the appropriate Director or Assistant/Associate Dean,
31 and others in the supervisory line to assist the librarian in
32 understanding the current situation and in planning for future
33 options (assuming the action is not terminal). The Librarian Advisory
34 Program ~~will~~may also be utilized.

35
36
37
38 **2. Extension of the Appointment Period for Promotion and Permanent**
39 **~~/Continuing~~ Appointment**

- 40
41 a. **Purpose.** The University of Washington Libraries has a critical interest in
42 attracting and retaining librarians of the highest quality. This interest is
43 enhanced by ensuring that librarians are reviewed and promoted in ways
44 that are fair and conducive to a healthy work/life balance. To ensure

1 fairness and equity in administering the system of academic
2 permanent/~~continuing~~ appointment, the Libraries must provide consistent
3 conditions and standards while supporting members in balancing personal
4 and family obligations with professional achievement. For these reasons,
5 extensions of the probationary period for librarians seeking promotion and
6 permanent/~~continuing appointment status~~ are reserved for compelling
7 circumstances which impair the ability of an individual to establish the
8 stature expected of librarians at the University of Washington within the
9 normal time frame.

- 10
11 b. **Conditions.** Approvals of extensions of the appointment period are never
12 automatic but may be granted when circumstances cause substantial
13 impairment of a candidate's ability to pursue the candidate's professional
14 activities. Such circumstances may include severe personal illness,
15 bereavement, childbirth, adoption of a child, or other significant obligations
16 to a member of the family or household.

17
18 The probationary period may not be interrupted for more than one year per
19 event, with a maximum extension of two years.

20
21 If an extension is granted, no additional requirements for promotion,
22 renewal, or permanent/~~continuing appointment status~~ can be imposed on
23 the candidate by virtue of the extension. The candidate continues to be
24 subject to the same requirements that the candidate would have been
25 subject to without the extension.

- 26
27 c. **Procedure.** Requests for an extension of the appointment period must be
28 made in writing and submitted to the Administrative Officer Responsible
29 for Personnel, who will review the request. Candidates should consult
30 with their supervisors prior to requesting an extension. Any supporting
31 documentation should be included with the request. Requests are not
32 granted automatically and each will be considered on a case-by-case
33 basis. Generally, however, every effort will be made to accommodate a
34 request when it becomes clear that circumstances, consistent with this
35 policy, will substantially impede the librarian's progress toward achieving
36 promotion, renewal, or permanent/~~continuing appointment status~~. Next
37 steps are as follows:

- 38
39 ○ Within five working days of receiving the request, the Administrative
40 Officer Responsible for Personnel will forward it to the Librarian
41 Personnel Committee for their review as to whether the request meets
42 the conditions outlined above and a recommendation to extend or not
43 extend the appointment period.

- 1 ○ Within 10 working days, the Librarian Personnel Committee
- 2 will forward its recommendation to the Dean of University
- 3 Libraries for approval or disapproval.
- 4 ○ If approved by the Dean, it will be referred to the Office of Academic
- 5 Personnel for final approval.
- 6 ○ The Administrative Officer Responsible for Personnel will inform
- 7 the candidate of the decision as soon as it is finalized.

8
9 Librarians may approach their unit heads or the Administrative Officer
10 Responsible for Personnel for information concerning the policy or with
11 individual requests for extension.

12
13 Annual evaluations will continue to occur on a regular basis and are unaffected by
14 this policy.

15
16 **C.B. Guidelines for Activities Supporting Renewal of appointment, Promotion,**
17 **and Permanent/Continuing statusAppointment**

18
19 Librarians at the University of Washington contribute to the Libraries' vision and
20 mission by performing effectively with regards to three criteria- Position
21 Expectations, Professional Development, and Contribution and Service to the
22 University Libraries, the University and the Community. ~~While t~~The primary emphasis
23 for reappointment, promotion and permanent/continuing statusappointment is placed
24 on impact and performance in regard to a librarian's position expectations;
25 professional development and service also are essential components of successful
26 academic librarianship.

27
28 **Position Expectations**

29
30 Since excellence in ~~impact in~~ position responsibilities weighs more heavily in
31 consideration for reappointment, promotion and permanent/continuing
32 appointmentstatus, the performance in one's position must meet high standards of
33 academic librarianship. The following examples provide evidence of effectiveness in
34 performance; not all will apply to every position nor is effective performance
35 restricted to these activities.

- 36
- 37 • Mastery of the professional knowledge required for the position.
- 38 • Positive interaction with members of the library staff and library users.
- 39 • Creative response to assigned responsibilities and emergent needs.
- 40 • Initiation of new projects, procedures, or functions which improve
- 41 services of the unit, University Libraries, or other user communities.
- 42 • Effective instructional and communication skills.
- 43 • Demonstrated ability in report writing and analytical skills, such as:
- 44 ○ Preparation of written materials such as staff manuals.

- 1 ○ Development of in-house guides, bibliographies, etc., which improve
- 2 the use of library resources.
- 3 ○ Analysis of data relating to library collections, functions, and use.
- 4 • Effective participation in policy formulation at the departmental and/or libraries-
- 5 wide level.
- 6 • Performance of managerial duties with demonstrated abilities in:
- 7 ○ Leadership of the department or area.
- 8 ○ Organizational skills.
- 9 ○ Supervisory skills.
- 10 • Professional growth with an on-going commitment to mastery of new skills
- 11 in one's specialty and knowledge of current developments in the profession.
- 12

13 **Professional Development**

14

15 Librarians are expected to demonstrate a sustained commitment to professional
16 development throughout their careers. They show evidence of this commitment in a
17 variety of ways. Depending on the librarian's position, interests, and professional
18 goals, a librarian should pursue active participation in professionally-relevant
19 associations, scholarly associations, research, publishing, additional education,
20 and/or other professionally-relevant, creative or service activities. Such activities
21 should constitute a substantive contribution to the profession or to scholarship, or
22 should significantly enhance the individual librarian's ability to carry out the librarian's
23 professional responsibilities. A list of sample activities follows. No individual librarian
24 is expected to have engaged in every activity listed, nor is the list exhaustive.

25

- 26 • Participation in professional associations at the local, state, regional,
27 national, and/or international levels.
 - 28 ○ Membership and active participation in professional
 - 29 organizations that result in professional development.
 - 30 ○ Active participation in or chairing committees of professional or scholarly
 - 31 societies.
 - 32 ○ Presentations, including such things as papers, lectures, displays,
 - 33 and poster sessions and other professional forums.
 - 34 ○ Active participation in governance of professional or scholarly societies.
 - 35 ○ Organization of workshops and meetings at state, regional,
 - 36 national and/or international levels.
 - 37 ○ Service as a consultant or advisor on professional matters.
- 38 • Scholarly and library-related publications relating to librarianship or other
39 academic disciplines (regardless of format).
 - 40 ○ Books
 - 41 ○ Articles published in formats such as, but not limited to: books,
 - 42 recognized professional journals, and electronic publications.
 - 43 ○ Edited works or compilations, indexes, or translations of published
 - 44 works; service on editorial boards; editor of journals.

- 1 ○ Bibliographies
- 2 ○ Software packages, video/interactive programs.
- 3 ○ Shorter works such as reviews and columns.
- 4 ○ Online content such as blogs, wikis, and web sites.
- 5 ● Contributions to the profession.
- 6 ○ Instructions, lectures, workshops, or seminars other than those
- 7 performed as a part of regularly assigned activities.
- 8 ○ Development of innovative procedures, standards, or new technologies
- 9 which improve library service.
- 10 ○ Moderator of a listserv.
- 11 ● Creative activities.
- 12 ○ Preparation of scholarly exhibits.
- 13 ○ Other examples of creative activities relating to librarianship.
- 14 ● Proposals for research submitted and/or funded; grant writing.
- 15 ● Serves as reviewer for library-related grant application.
- 16 ● Additional education.
- 17 ○ An advanced degree or progress toward a degree in an academic
- 18 discipline other than library science/information studies/archival
- 19 studies or certification in a professionally- related field.
- 20 ○ An advanced degree or progress toward a degree in library
- 21 science/information studies/archival studies beyond the MLS.

23 **Contributions and Service to the University Libraries, the University and the**

24 **Community**

25

26 Service to the University Libraries, the University and the community are important

27 aspects of librarianship. The purpose of the service criteria is to provide evidence of

28 contributions which extend beyond effective performance in one's position. Such

29 contributions may include, but not be restricted to:

30

- 31 ● Productive service on University Libraries' committees and task forces, and
- 32 in the activities of the Association of Librarians of the University of
- 33 Washington.
- 34 ● Active participation in University activities including but not limited to
- 35 committees, councils, task forces, organizations, or instruction, particularly
- 36 where opportunities exist to enhance the standing of the University Libraries,
- 37 or of the profession. Examples might include active involvement in curriculum
- 38 revision at the department, college, or University level, or in the integration of
- 39 technology into teaching and learning environments, or interdepartmental or
- 40 outside teaching as defined in ~~section J of this chapter~~, "Guidelines for
- 41 Interdepartmental Teaching and Outside Professional Work."
- 42 ● Active participation in or support of student ~~and faculty~~ activities, particularly
- 43 where opportunities exist to enhance the standing of the University Libraries,
- 44 or of the profession. Examples might include serving as an advisor to a

1 student or faculty publication, or participating in a formal mentoring program
2 for students interested in becoming librarians.

- 3 • Service to the scholarly community that enhances the stature of the University
4 Libraries and the University. Examples might include serving on the board of a
5 museum or historical society, speaking on a topic of professional interest, or
6 consulting in an area of professional expertise.
- 7 • Community service that enhances the stature of the University Libraries and
8 the University. Examples might include serving on the board of a community
9 library or as a literacy volunteer.
- 10 • ~~Participation in job exchanges at the local, state, regional, national and/or~~
11 ~~international levels.~~

13 **X.4 Committees to Support Ranking-Initial Appointments, Renewal of** 14 **Appointments, Status, and Reranking Promotions of UW Libraries Librarians**

16 The following Committees perform essential duties in support of the processes of initial
17 appointments, renewal of appointments, Ranking granting of permanent status, and
18 pPromotions for Reranking-UW Libraries Librarians:

- 19 • Librarian Personnel Committee - ~~provides representative-based oversight in the~~
20 ~~support, implementation and revisions of the Librarian Personnel Code~~ provides
21 representative-based oversight in the support and implementation of the
22 promotion process and makes recommendations to the Dean regarding a
23 librarian's qualifications for promotion, rank, appointment status, renewal of
24 appointment and promotion.
- 25 • Review Committees - make recommendations to the Librarian Personnel
26 Committee regarding a librarian's qualifications for promotion, appointment
27 status, renewal of appointment and promotion.
- 28 • Ad Hoc Review Committees - make recommendations to the Librarian Personnel
29 Committee on initial rank and appointment, excluding temporary appointments.
- 30 • Librarian Advisory Program Committee - coordinates, monitors, reviews and
31 evaluates the Librarian Advisory Program, which assists Librarians' progress
32 through the procedures outlined in this Article.

34 ~~The formation, composition, and responsibilities of these committees are detailed in~~
35 ~~Chapter III, Appendix A, and Appendix D of the Librarian Personnel Code Revised~~
36 ~~2017.~~

38 **Committees**

39
40 ~~Librarian Personnel Committee – The Librarian Personnel Committee of seven~~
41 ~~members provides representative-based oversight in the support,~~
42 ~~implementation and revisions of the Librarian Personnel Code.~~

43

1 ~~**Review Committees**—Review committees of nine members make~~
2 ~~recommendations to the Librarian Personnel Committee regarding a librarian's~~
3 ~~qualifications for promotion, appointment status, renewal of appointment and~~
4 ~~promotion.~~

5
6 ~~**Ad Hoc Review Committees**—Ad Hoc Review committees of five members~~
7 ~~make recommendations to the Librarian Personnel Committee on initial rank and~~
8 ~~appointment, excluding temporary appointments.~~

9
10 ~~**Merit Review Committee**—The Merit Review Committee of five members provides~~
11 ~~librarian oversight by reviewing the merit documentation and forwarding its~~
12 ~~recommendations to the Dean of University Libraries.~~

13
14 ~~**Librarian Advisory Program Committee**—The Librarian Advisory Program~~
15 ~~Committee of five members coordinates the Librarian Advisory Program and~~
16 ~~reports to the Dean of University Libraries.~~

17
18 ~~**Adjudication Committee**—The Adjudication Committee of five members is a~~
19 ~~standing committee which presides over Comprehensive Adjudications and is~~
20 ~~appointed by the Dean of University Libraries.~~

21 22 **SECTION A: Librarian Personnel Committee**

23
24 The role of the Librarian Personnel Committee is to make recommendations to
25 the Dean regarding a librarian's qualifications for promotion, rank, appointment
26 status, renewal of appointment and promotion~~to provide representative-based~~
27 ~~oversight in the support, implementation and revisions of the Librarian~~
28 ~~Personnel Code.~~ The Librarian Personnel Committee ensures librarian
29 involvement in the review of rank, appointment status, renewal of appointment
30 and promotion. The Librarian Personnel Committee also contributes to
31 professional development by commenting on, and making recommendations for
32 future improvements of, candidate's documentation materials (e.g.,
33 organization, writing style, addenda, and content).

34
35 The Librarian Personnel Committee is an ~~elect~~ body~~with the addition of one~~
36 ~~Dean's appointee.~~ All librarians in the bargaining unit~~(except the Dean of University~~
37 ~~Libraries, Associate Deans, and the Administrative Officer Responsible for Personnel)~~
38 ~~serv~~ing .5 FTE or more~~with permanent or continuing~~ status, with twenty-four months
39 experience with the University of Washington Libraries at the time of the election, are
40 eligible to serve on the Librarian Personnel Committee. ~~Elections will be conducted~~
41 ~~by the Administrative Officer Responsible for Personnel.~~ The Librarian Personnel
42 Committee appoints and receives recommendations from review committees for each
43 personnel group of the University Libraries to ensure librarian involvement in all

1 personnel actions for which the Committee is responsible. For the list of personnel
2 groups see Appendix AX.

3
4 ~~The Librarian Personnel Committee in consultation with the Administrative Officer~~
5 ~~Responsible for Personnel will monitor changes to University policies, procedures~~
6 ~~and codes to identify areas of the Librarian Personnel Code that may require revision.~~
7 ~~The Administrative Officer Responsible for Personnel will seek to bring these~~
8 ~~changes to the attention of the Chair, Librarian Personnel Committee.~~

9
10 In addition, the Librarian Personnel Committee makes recommendations to the
11 Dean of University Libraries on: rank and appointment status (excluding temporary
12 appointments), promotion, renewal of appointment, and permanent/~~continuing~~
13 status. ~~The Committee is informed by the Dean of University Libraries of the rank~~
14 ~~assigned to a temporary appointee.~~ The Librarian Personnel Committee appoints
15 and receives recommendations from review committees considering promotion,
16 renewal of appointment, and permanent-~~or continuing~~ status.

17
18 The chair of the Librarian Personnel Committee appoints members for each ad hoc
19 review committee when appropriate. Appointment procedures are described in
20 Chapter III Article X.4, Section C. Ad Hoc review committees make
21 recommendations on initial rank and appointment (excluding temporary
22 appointments).

23
24 In its review of supervisory, review committee and other documentation, the Librarian
25 Personnel Committee determines whether there is consistency in the use of criteria
26 within a personnel group and on a University Libraries-wide basis. The Librarian
27 Personnel Committee maintains a record of the membership of review committees
28 and forwards a copy of that record to the Administrative Officer Responsible for
29 Personnel. It questions perceived inequities or discrepancies; recommends
30 appropriate corrective action, and records and forwards its recommendation and all
31 documentation on each individual to the Dean of University Libraries. In arriving at its
32 recommendations, the Committee uses its knowledge to form independent
33 assessments of the case. Recommendations must be based on the documentation
34 presented. If the Librarian Personnel Committee has questions about the review
35 committee recommendation, the Librarian Personnel Committee may ask to meet
36 with the chair of the review committee to ask for clarification. The Dean of University
37 Libraries is responsible for the final decision. The deliberations of the Librarian
38 Personnel Committee as they apply to specific personnel cases are confidential.

39
40 The Librarian Personnel Committee consists of seven members and reports to the
41 Dean of University Libraries. Members are elected for two year terms to represent the
42 personnel groups within the University Libraries. All members of the Librarian
43 Personnel Committee, regardless of rank and status, may vote on all cases before
44 the Committee, except where precluded ~~by the Librarian Personnel Code~~. Each year
45 the Librarian Personnel Committee will elect its own chair and additional officers as

1 necessary to conduct its business. A Librarian Personnel Committee member will not
2 be present during consideration of the documentation and recommendations
3 concerning individuals in the Committee member's supervisory line, or for
4 deliberations on the member's own candidacy. ~~Five~~Four members of the Librarian
5 Personnel Committee constitute a quorum.
6

7 Each personnel group will have two elected representatives who will serve staggered
8 two-year terms. Each personnel group will elect its own representatives. In addition,
9 there will be one ~~member-at-large~~Dean's representative from outside the bargaining
10 unit appointed elected every two years. ~~Candidacy for the member-at-large will rotate~~
11 ~~through the personnel groups and the member-at-large will be elected by all~~
12 ~~librarians eligible to vote.~~ Members may serve no more than two succeeding terms at
13 one time on the Librarian Personnel Committee. If a Librarian Personnel Committee
14 member resigns, a special election will be held to select a member from the same
15 personnel group, or librarians outside the bargaining unit, as appropriate, ~~or if a~~
16 ~~member who has resigned is a member-at-large appointed by the Dean, from this~~
17 ~~member's personnel group the Dean will appoint a new member,~~ to complete the
18 term.
19

20 **Election Procedures for the Librarian Personnel Committee.** Elections for the
21 Librarian Personnel Committee will be held during the ~~Autumn-Spring~~ Quarter,
22 with the process to be completed by the end of ~~Autumn-Spring~~ Quarter. Terms of
23 office will begin on ~~January-July~~ 1. Elections will be conducted by the
24 Administrative Officer Responsible for Personnel who will prepare the slate of all
25 eligible candidates. These individuals constitute the slate of candidates and, if
26 elected, are requested to serve unless extenuating circumstances dictate
27 otherwise.
28

29 The vote will be taken by ballot under the direction of the Administrative Officer
30 Responsible for Personnel. All librarians in the bargaining unit with a .5 FTE or more
31 are eligible to vote, except those librarians holding temporary appointments. Every
32 year they will elect a representative from their personnel group. Every other year
33 ~~they non-bargaining unit librarians~~ will vote for a ~~member-at-large~~librarian
34 representative from outside the bargaining unit. The Administrative Officer
35 Responsible for Personnel and continuing members of the Librarian Personnel
36 Committee will be responsible for tallying the ballots.
37

38 Librarians with split assignments must choose with which personnel group they
39 wish to participate at the time of initial appointment. The personnel group chosen
40 will apply to all subsequent elections and review committee meetings while the
41 individual holds that position.
42

43 The librarian in a personnel group who receives the most votes is elected to the
44 Librarian Personnel Committee. In the case of a tie vote, those candidates with the
45 highest number of votes in the personnel group will be candidates in a runoff election.

1 The candidate in the runoff who receives the most votes is elected. If a tie vote is the
2 result of the runoff, a representative will be selected using a random method (e.g., by
3 drawing lots) under the direction of the Administrative Officer Responsible for
4 Personnel.

5
6 ~~In the event that the same person is selected as a member-at-large and as a
7 representative from that person's respective personnel group, the individual will be
8 designated as the member-at-large. The individual with the second highest number
9 of votes from the personnel group will be designated the representative.~~

11 SECTION B: Review Committees

12
13 Annually, the Librarian Personnel Committee appoints Review Committees for the
14 personnel actions of promotion, renewal of appointment, and for the granting of
15 permanent-~~or continuing~~ status to serve for a one year term. These committees are
16 charged to review the documentation and make recommendations to the Librarian
17 Personnel Committee regarding a librarian's qualifications for promotion, renewal of
18 appointment, and permanent-~~or continuing~~ status. These committees can also
19 contribute to professional development by commenting on, and making
20 recommendations for future improvements of, candidate's documentation materials
21 (e.g., organization, writing style, addenda, and content).

22
23 Each Review Committee reviews the documentation and records [see Article X.2
24 and X.3(A)Chapter IV, Guideline A] and forwards its recommendation and all
25 documentation on each individual to the Librarian Personnel Committee.
26 Recommendations must be based on the documentation presented. A candidate's
27 documentation should be a complete and accurate reflection of the candidate's
28 career to ensure that any librarian reading it will have a full understanding of the
29 candidate's performance. Committee discussion is documented by summarizing
30 the substantive issues and their resolution. This report becomes a part of the
31 candidate's documentation. If a committee has identified any recommendations
32 concerning the improvement of future documentation, they shall include a separate
33 memo with those comments to the Librarian Personnel Committee detailing these
34 recommendations. As noted in Chapter IV, Section A, Part 2Article X.3(B), the
35 Librarian Personnel Committee will forward these recommendations to the
36 Administrative Officer Responsible for Personnel. After the promotion cycle, the
37 Administrative Officer Responsible for Personnel will forward any comments
38 received from the Librarian Personnel Committee regarding future improvements to
39 the candidate's documentation to the candidate and the candidate's immediate
40 supervisor and others in the supervisor line, as appropriate. The deliberations of
41 the Review Committees as they apply to specific personnel cases are confidential.

42
43 All librarians in the bargaining unit with permanent-~~or continuing~~ status and with
44 twenty-four months experience in the University of Washington Libraries at the time of

1 the election ~~(except the Dean of University Libraries and the Administrative Officer~~
2 ~~Responsible for Personnel)~~ are eligible to serve on Review Committees. Librarians
3 with the rank of Senior Assistant Librarian or Associate Librarian with Provisional ~~or~~
4 ~~Non-Continuing~~ Status and with twenty-four months of experience in the University of
5 Washington Libraries at the time of election are eligible to serve on Review
6 Committees for Assistant Librarians or Senior Assistant Librarians. Since the purpose
7 of the Librarian Personnel Committee is advisory and to provide oversight of the
8 promotion process ~~Librarian Personnel Code~~, current members of the Librarian
9 Personnel Committee may not serve on Review Committees. Any eligible librarian
10 may be appointed and should serve unless extenuating circumstances dictate
11 otherwise. Librarians may not serve on more than two Review Committees at the
12 same time. Librarians may not succeed themselves on the same peer committee, with
13 the exception of a Review Committee for promotion to the rank of Librarian. In the
14 event the above conditions cannot be met to ensure appropriate review group
15 composition, the Librarian Personnel Committee will have the responsibility to make
16 the necessary adjustments.

17
18 **Review Committees for the Ranks of Senior Assistant and Associate Librarian.**

19 The Librarian Personnel Committee will appoint one or more Review Committees, at
20 its discretion, for each personnel group as defined in Appendix A-X to review the
21 documentation and make recommendation on a librarian's promotion or renewal of
22 appointment for the ranks of Senior Assistant and Associate Librarian, and
23 additionally, permanent ~~or continuing~~ status for the rank of Associate Librarian, within
24 that personnel group. A Review Committee for the ranks of ~~senior~~ Senior Assistant
25 and ~~associate~~ Associate Librarians is composed of nine librarians and, whenever
26 possible, will include:

- 27
28
- 6 librarians from the same personnel group where the candidate has major responsibilities and
 - 3 librarians from other personnel groups.
- 30

31
32 Whenever possible, two librarians with the rank of Senior Assistant Librarian will
33 serve on a Review Committee that includes Senior Assistant Librarian
34 appointments. They may review the documentation and be present at the
35 consideration of promotion, renewal of appointment, and permanent ~~or continuing~~
36 status at the rank of Associate Librarian, but they are not allowed to vote on
37 personnel recommendations for Associate Librarians.

38
39 **Review Committees for Promotion to the Rank of Librarian.** For consideration of
40 promotion to the rank of Librarian, the Librarian Personnel Committee will appoint one
41 or more system-wide Review Committees, at its discretion, consisting of nine
42 members at the rank of Librarian. Whenever possible, all personnel groups will be
43 represented on a Review Committee(s) for promotion to the rank of Librarian.

44

1 **Conduct of Review Committees.** A Review Committee will elect its own chair,
2 proceedings recorder and additional officers as necessary to conduct its business.
3 Five members of a committee constitute a quorum and must be present for all
4 deliberations concerning promotion, renewal of appointment, and permanent-~~of~~
5 ~~continuing~~ status. A Review Committee member will not be present during
6 consideration of the documentation and recommendations concerning individuals in
7 the Committee member's supervisory line, or for deliberations on the member's own
8 candidacy. The Chair of the Committee must be at the rank where the Chair can
9 participate in all of the discussions, deliberations, and decisions for all of the
10 candidates under review.

11
12 If a Review Committee determines that additional information would contribute
13 significantly to more informed deliberations, the committee can request it through the
14 Librarian Personnel Committee. It is the responsibility of the Librarian Personnel
15 Committee, in consultation with the Administrative Officer Responsible for
16 Personnel, to evaluate the request and provide the requested information when
17 appropriate.

18
19 The chair of a Review Committee working with the proceedings recorder prepares
20 a separate written recommendation on each librarian under consideration based
21 on the documentation and discussion. Each committee reviews the proceedings
22 documentation before the chair forwards it to the Librarian Personnel Committee.
23

24 **SECTION C: Ad Hoc Review Committees**

25
26 An ad hoc review committee may be appointed at the discretion of the Librarian
27 Personnel Committee when appropriate for an initial appointment recommendation.
28 The responsibility of an ad hoc review committee is to review the documents
29 pertaining to the background, experience and professional activities of the candidate
30 proposed for appointment and make a recommendation to the Librarian Personnel
31 Committee regarding the determinations of rank and status of appointments,
32 excluding temporary appointments. The ad hoc review committee can consult with
33 the chair of the search advisory committee for assistance in making its
34 recommendation.
35

36 Ad hoc review committees must consist of five librarians selected by the chair of the
37 Librarian Personnel Committee or the chair's designate. An ad hoc review committee,
38 whenever possible, is composed of librarians at the proposed new rank, or higher. It
39 is preferred that an ad hoc review committee will include:

- 40
41 • 3 librarians from the same personnel group where the candidate will have
42 major responsibilities and
- 43 • 2 librarians from other personnel groups.
44

1 **SECTION D: Merit Review Committee**

2
3 ~~The role of the Merit Review Committee is to provide review oversight for the merit~~
4 ~~review process. Primarily, the Merit Review Committee is charged to carefully~~
5 ~~review all no-merit recommendations, and split recommendations. The guidelines~~
6 ~~for determining salary increases based on merit and Merit Review Committee~~
7 ~~responsibilities are described in Chapter IV, Guideline D.~~
8

9 **SECTION E: Librarian Advisory Program Committee**

10
11 The Librarian Advisory Program Committee coordinates, monitors, reviews and
12 evaluates the Librarian Advisory Program and reports to the Dean of University
13 Libraries. The Librarian Advisory Program is designed to assist in the advancement of
14 the University Libraries' mission to develop a quality staff and to contribute to the
15 library profession. The program is meant to support librarians beyond the University
16 Libraries' general orientation and initial orientations taking place in individual units.
17 The Librarian Advisory Program is described in Appendix ~~D~~X.
18

19 **SECTION F: Adjudication Committee**

20
21 ~~The Adjudication Committee shall be a standing committee consisting of five~~
22 ~~members with no more than two members from the same personnel group. The~~
23 ~~members shall be appointed by the Dean of University Libraries upon the~~
24 ~~recommendation of the Librarian Personnel Committee. The Adjudication Committee~~
25 ~~will elect its own chair and additional officers as necessary to conduct its business.~~
26 ~~The Adjudication Committee presides over Comprehensive Adjudications. The~~
27 ~~adjudicative procedures are described in Chapter IV, Guideline G.~~
28
29
30
31

32 **APPENDIX ~~A~~X: Distribution of Personnel Representation on University Libraries**
33 **Committees**

34
35 Librarians elected to the Librarian Personnel Committee represent personnel groups
36 within the University Libraries. The Librarian Personnel Committee consists of
37 seven members. Cabinet members with librarian appointments and other librarians
38 excluded from the bargaining unit, with the exception of Dean and Administrative
39 Officer Responsible for Personnel, will be members of the Dean's Representative
40 Personnel Group in which their department is listed. ~~The Administrative Officer~~
41 ~~Responsible for Personnel will be a member of Personnel Group III.~~
42

| Personnel Groups | | Representatives |
|------------------|--|-----------------|
| I. | Access Services Information Technology Services & Digital Strategies Odegard Undergraduate Library Reference and Research Services Scholarly Communication & Publishing | 2 |
| II. | UW Bothell Library UW Tacoma Library Branch Libraries Health Sciences Libraries | 2 |
| III. | Collections & Content Distinctive Collections <u>Assessment and Planning</u> Office of the Dean | 2 |
| | Member at largeDean's <u>Representative Representative</u> <u>from outside the Bargaining Unit</u> | 1 |

Librarians with split assignments must choose at time of initial appointment in which personnel group they wish to participate. The personnel group chosen will apply to all subsequent elections while the individual holds that position. If a librarian holding provisional, ~~non-continuing~~ or permanent, ~~or-continuing~~ status (e.g. any status other than a Temporary Appointment or Emeritus) undertakes a temporary assignment or is appointed to a temporary position within the Libraries, the librarian will retain the librarian's rank, status, personnel group membership, and all other rights and privileges for the duration of the reassignment.

The Employer may change personnel group membership when necessary to maintain balance. Personnel group makeup is an appropriate topic for Joint Labor Management Meetings.

APPENDIX ~~D~~. LIBRARIAN ADVISORY PROGRAM

As part of the Libraries' stated goal to create a workplace of choice, the University of Washington Libraries seeks to develop and retain a highly knowledgeable and diverse staff. There is a need to provide support and encouragement for all librarians on staff, but particularly for newly-hired

1 permanent-~~and continuing~~- track librarians as they progress through the
2 promotion procedures outlined in the Collective Bargaining Agreement Librarian
3 Personnel Code.

4
5 As the University Libraries applies the highest professional standards in hiring,
6 newly appointed librarians with provisional status should have every expectation of
7 achieving permanent/~~continuing~~ status. The attainment of permanent/~~continuing~~
8 status is an ongoing process that begins on the first day of employment and
9 continues for several years.

10
11 The Librarian Advisory Program is designed to assist in the advancement of the
12 University Libraries' mission to develop a quality staff and to contribute to the library
13 profession. The program is meant to support librarians beyond the University
14 Libraries' general orientation and initial orientations taking place in individual units.
15

16 1. Goal

17 The goal of the Librarian Advisory Program is to support newly appointed and
18 permanent-~~or continuing~~- track librarians as they participate in the promotion
19 processthe procedures outlined in the Librarian Personnel Code. The program is
20 designed to support an environment within the University Libraries where librarians
21 can achieve success in their careers and contribute to the overall mission of the
22 University Libraries and the University.
23

24 The Librarian Advisory Program provides two advisors to support each newly
25 appointed librarian in achieving permanent/~~continuing~~ status. Librarians at the rank
26 of Associate Librarian with permanent ~~or continuing~~ status who wish to pursue
27 promotion may request advisors through the Librarian Advisory Program by
28 contacting the chair of the Librarian Advisory Program Committee. All eligible
29 librarians with permanent/~~continuing~~ status are expected to serve as advisors when
30 asked. The advisors provide guidance and support in the areas of performance,
31 professional development and contributions and service to the University Libraries,
32 the University, and the research and learning community.
33

34 2. Librarian Advisory Program Committee

35 The Librarian Advisory Program Committee (LAPC) oversees the Librarian Advisory
36 Program (LAP) and reports to the Dean of University Libraries. Each member of the
37 Committee serves a two-year term. Terms of office begin on July~~January~~ 1. The
38 Committee consists of five members:
39

- 40 ○ Two immediate past members of the Librarian Personnel Committee (LPC).
41 LPC past members serve staggered 2-year terms. LPC representatives are
42 chosen by a process determined by the LPC. At the end~~beginning~~ of Spring
43 Quarter, the chair of the LAPC will initiate correspondence with the chair of
44 the LPC to ensure that a member is identified and ready to serve by January

1 July 1. If either position is vacated before end of term, LPC will choose a
2 replacement by a process to be determined by LPC.

- 3 ○ ~~One representative of the Association of Librarians of the University of~~
4 ~~Washington Executive Board. At the end of Spring Quarter, the chair of the~~
5 ~~LPC will initiate correspondence with the chair of the ALUW Executive Board~~
6 ~~to ensure that a representative is identified and ready to serve by January 1.~~
7 ~~If the position is vacated before the end of the term, ALUW will choose a~~
8 ~~replacement by a process to be determined by the Executive Board of~~
9 ~~ALUW.~~
- 10 ○ Two elected at-large representatives, one with provisional/~~non-continuing~~
11 status and one with permanent/~~continuing~~ status. The Administrative Officer
12 Responsible for Personnel conducts elections during ~~Autumn~~ Spring Quarter.
13 The slate of candidates is established by a nominating committee which
14 consists of the Chair, Librarian Advisory Program Committee; ~~the President,~~
15 ~~Association of Librarians of the University of Washington;~~ and the Chair,
16 Librarian Personnel Committee. The slate of at-large librarians consists of
17 twice the number of open positions. The vote will be taken under the direction
18 of the Administrative Officer Responsible for Personnel. Voting is open to all
19 librarians except temporary or retired librarians. The Administrative Officer
20 Responsible for Personnel and continuing members of the LPC will be
21 responsible for tallying the ballots. Ad hoc elections will be conducted using
22 these same procedures if any at-large positions are vacated before end of
23 term.
- 24 ○ One immediate past Dean's Representative- elected representative from
25 outside the bargaining unit of the Librarian Personnel Committee (LPC).

26
27 Each year the Librarian Advisory Program Committee will elect its own chair
28 and additional officers as necessary. The Librarian Advisory Program
29 Committee will decide when and how often the Committee will meet.

30
31 Newly appointed librarians receive information concerning the Librarian Advisory
32 Program from the Administrative Officer Responsible for Personnel upon
33 employment, and after a period of three months, they are contacted by the
34 Librarian Advisory Program Committee regarding their participation in the
35 program. Two advisors are then assigned by the Librarian Advisory Program
36 Committee for a minimum period of one year, except in unusual circumstances.

37
38 These advisors are chosen from a pool of all bargaining unit librarians in the
39 University of Washington Libraries with permanent/~~continuing~~ appointments,
40 ~~excluding the Dean of University Libraries and the Administrative Officer~~
41 ~~Responsible for Personnel~~. If possible, one advisor is from the librarian's area of
42 expertise and the second advisor is chosen from outside of the librarian's area of
43 expertise. Both the advisors and the advisee must agree to the arrangement.
44 Librarians in the supervisory line of an advisee may not serve as advisors for that
45 advisee. At the end of one year the advisory arrangement is reviewed, and the

1 advisors and/or the advisee can choose to end the advisory arrangement, or,
2 ideally, the arrangement can continue until the librarian has achieved
3 permanent/~~continuing appointment status~~ with the University Libraries. The
4 advisee or advisor who wishes to make changes in the advisory arrangement
5 should consult the chair of the Librarian Advisory Program Committee. The
6 advisory arrangement review takes into account the needs and preferences of
7 the advisee.
8

9 **3. Roles and Responsibilities**

10 **a. Librarian Advisory Program Committee**

- 11 i. Coordinates, monitors, reviews and evaluates the Librarian Advisory
- 12 Program.
- 13 ii. Elects its own chair and additional officers as necessary.
- 14 iii. Notifies the chairs of the LPC and ~~ALUW Executive Board~~ when
- 15 new representatives are needed from these groups.
- 16 iv. Develops a strong knowledge base of the promotion
- 17 process~~Librarian Personnel Code~~ and the Librarian Advisory
- 18 Program.
- 19 v. Orients advisors and advisees to the program and expectations of their
- 20 roles.
- 21 vi. Appoints advisors and makes advisor changes and reassignments as
- 22 necessary.
- 23 vii. Receives promotion cycle calendar information from the Administrative
- 24 Officer Responsible for Personnel and plans events in coordination with
- 25 promotion and tenure cycle.
- 26 viii. Periodically sends reminders to all librarians promoting the
- 27 services of the Librarian Advisory Program (at least annually).
- 28 ix. Responsible for scheduling and organizing the annual Librarians'
- 29 Recognition Ceremony.
- 30 x. Submits Annual Report to the Dean of University Libraries.
- 31
- 32

33 **b. Librarian (Advisee)**

34 Librarians are responsible for their own success, determining their own levels of
35 performance, professional development and contributions and service to the
36 University Libraries, the University, and the research and learning community as
37 well as for the quality of written documentation.
38

39 Within the Librarian Advisory Program, the advisee shall:

- 40 i. Attend quarterly events sponsored by the Librarian Advisory Program.
- 41 ii. Inform advisors of projects, interests and areas of concern or need.
- 42 iii. Ask advisors for suggestions and advice or guidance as needed.
- 43
- 44

- 1 iv. Consult with the advisee's supervisor.
2 v. Continue, terminate or request changes of advising arrangement at the
3 end of the first year.
4

5 **c. Advisors**

6 All bargaining unit librarians with permanent/~~continuing status~~appointments,
7 ~~except the Dean of University Libraries and the Administrative Officer~~
8 ~~Responsible for Personnel~~, are expected to participate in the program.
9

10 The number of advisors needed will vary from year to year. It is recommended
11 that advisors not advise more than two advisees at one time.
12

- 13 i. Encouraged to attend quarterly information sessions presented by the
14 LAPC.
15 ii. Initiate first meeting with advisee within three months of being
16 selected to serve as an advisor.
17 iii. Consult with advisee's supervisor to assure coordination of advisory and
18 supervisory roles.
19 iv. Offer to advisee suggestions, guidance and/or advice on matters
20 of performance, professional development and contributions and
21 service to the University Library, the University, and the research
22 and learning community.
23 v. Offer advice on preparation of promotion documentation.
24 vi. Serve as a resource and provide referrals as necessary.
25 vii. Continue, terminate or request reassignment of advising arrangement at
26 the end of the first year.
27

28 **d. Supervisor**

29 The librarian's primary source of guidance in the area of performance is the
30 librarian's supervisor. The supervisor will:
31

- 32 i. Work with the librarian to develop a position description and performance
33 expectations.
34 ii. Recommend avenues for professional development, including committee
35 involvement.
36 iii. Consult with advisors to assure coordination of supervisory and advisory
37 roles.
38 iv. Provide ongoing feedback to the librarian on the progress of the
39 librarian's performance, including conducting the annual performance
40 evaluation.
41 v. Help to create an environment where the librarian will have the
42 opportunity to develop in areas of performance, professional
43 development, and contributions and service to the University
44 Libraries, the University, and the research and learning community.

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e. Administrative Officer Responsible for Personnel

The Administrative Officer Responsible for Personnel will:

- i. Be responsible for promotion cycle calendar.
- ii. Refer names of newly appointed librarians and those whose status has changed to permanent/~~continuing~~ to the Librarian Advisory Program Committee.
- iii. Include description of program with documentation given to librarians upon appointment.
- iv. Serve as resource for Librarian Advisory Program Committee.
- v. Conduct elections for at-large representatives of the Librarian Advisory Program Committee.

4. Evaluation

Every five years the Librarian Advisory Program Committee will conduct a review and evaluation of the program to study its effectiveness and to make recommendations for needed changes or improvement.

5. Communication

The chair of LAPC will ensure effective communication with committee members and librarians, as well as the Administrative Officer Responsible for Personnel as noted in the Committee Communication Responsibility Guidelines.

APPENDIX E. DOCUMENTATION CHECKLIST FOR RENEWAL OF REAPPOINTMENT, PROMOTION AND REVIEW FOR PERMANENT/~~CONTINUING APPOINTMENT~~STATUS

Candidates must submit the following items of documentation in order to be considered for renewal of appointment, promotion and permanent/~~continuing~~ appointmentstatus. A candidate’s documentation should be a complete and accurate reflection of the candidate’s career to ensure that any librarian reviewing it will have a full understanding of the candidate’s performance. It is the candidate’s responsibility to ensure that all required materials are included. Each candidate should use this checklist and read this Article the Librarian Personnel Code thoroughly before submitting documentation. Candidates are strongly advised to share their documentation with supervisors, advisors, and other colleagues to obtain comments and advice.

The documentation should be submitted to the Administrative Officer Responsible

1 for Personnel (AORP) ~~via flash drive or zip file (the Libraries will provide flash drives~~
2 ~~through Libraries Supplies)~~ with documents labeled as follows (documents for 11-14
3 132 will be added by the AORP as necessary):

- 4
- 5 1. Table of Contents
- 6 2. Cover letter
- 7 3. Position descriptions
- 8 4. Curriculum vitae
- 9 5. Summary document
- 10 6. Position expectations
- 11 7. Professional development
- 12 8. Service contributions
- 13 9. Additional materials
- 14 10. References
- 15 ~~11. Internal letters~~
- 16 ~~12.~~ Supervisory line evaluation and recommendations
- 17 ~~12.311.~~ External reviewer
- 18 ~~14.132.~~ Candidate's statement
- 19

20 **Table of Contents.** Include a table of contents which lists the documents and other
21 materials you have in each section.

22

23 **Cover letter.** The cover letter should be addressed to the Administrative Officer
24 Responsible for Personnel and state what action is being requested.

25

26 **Position descriptions.** Position descriptions for each position held at the UW
27 Libraries should be submitted. The current position description should be dated and
28 signed by the candidate and candidate's immediate supervisor.

29 If the position held is less than full-time, the position description should so indicate. If
30 previous position descriptions are not available, a general description of
31 responsibilities for each position should be provided.

32

33 **Curriculum vitae.** An up-to-date curriculum vitae should be included.

34

35 **Summary document.** A candidate should use the summary document to write
36 about the candidate's entire career in whatever style or manner the candidate
37 chooses. It is recommended that the document be at least 500 words, but no more
38 than 1,000. There are no guidelines or suggestions. This is the unique part of the
39 documentation. Candidates are advised to have several colleagues (e.g.,
40 supervisors and mentors) read drafts of the summary document.

41

42 **Position expectations.** Candidates should provide evidence of excellence in
43 position responsibilities and effectiveness in performance. Consult Article X.3(B) the
44 Librarian Personnel Code (Chapter IV, Section B, Guidelines for Activities

1 Supporting Reappointment, Promotion, and Permanent/Continuing
2 ~~Appointment~~Status) for examples.

3
4 **Professional development.** Candidates should include copies of scholarly and
5 library-related publications, articles, bibliographies, and other writings. Consult
6 ~~(Article X.3(B)) the Librarian Personnel Code (Chapter IV, Section B.~~ Guidelines for
7 Activities Supporting Reappointment, Promotion, and Permanent/Continuing
8 ~~Appointment~~Status) for a list of sample activities.

9
10 **Service contributions.** Candidates should list and describe service to the University
11 Libraries, the University, and the Community. Candidates should refer to (Article
12 X.3(B)) ~~the Librarian Personnel Code (Chapter IV, Section B.~~ Guidelines for
13 Activities Supporting Reappointment, Promotion, and Permanent/Continuing
14 ~~Appointment~~Status) for examples of contributions.

15
16 **Additional materials.** In this section a candidate may include any other materials
17 that will enhance the documentation. Candidates are urged to use good judgment
18 and common sense as to the types and quantities of material.

19
20 **References.** The candidate must include the names of at least three references that
21 are knowledgeable about the candidate's accomplishments. Candidates are
22 responsible for asking individuals to serve as references. Candidates may provide
23 the individuals with information (e.g., curriculum vitae and copy of the
24 documentation) that will help them to write letters of reference. Individuals in the
25 direct supervisory line (those who supervise the candidate or those who are
26 supervised by the candidate) should not be included as references. Those who
27 supervise the candidate will be asked to write letters by the Administrative Officer
28 Responsible for Personnel as part of the process. ~~Those supervised by the~~
29 ~~candidate may submit internal letters if desired.~~

30
31 For those individuals requesting promotion to the rank of Associate Librarian or
32 Librarian with permanent status, or for those individuals holding the rank of
33 Associate Librarian applying for permanent/continuing status at the same rank, there
34 must be at least one reference ~~one reference~~ not employed by the University
35 Libraries who is knowledgeable about the candidate's contributions to the
36 profession.

37
38 For those individuals requesting promotion to the rank of Librarian, there must be at
39 least two references not employed by the University Libraries who are
40 knowledgeable about the candidate's contributions to the profession. ~~;~~

41
42 Names, addresses, phone numbers, and email addresses of references should be
43 included.

44

1 NOTE: When the Administrative Officer Responsible for Personnel receives the
2 letters, the letters will be placed in this section.

3
4 ~~Internal letters. Letters of reference received by the Administrative Officer
5 Responsible for Personnel after the general call to all University Libraries Staff for
6 letters will be placed in this section.~~

7
8 **Supervisory line evaluations.** When the Administrative Officer Responsible for
9 Personnel receives supervisors' evaluations, the letters will be placed in this section.

10
11 **External reviewer.** If appropriate to the rank, candidates should submit three names
12 of people outside the Libraries who could serve as the external reviewer. The three
13 individuals will be from outside the University of Washington, and needs to be able
14 to provide a candid, arm's length (non-conflicted) review of the candidate's
15 qualifications.

16
17 An external reviewer receives a copy of the documentation and is asked to comment
18 on the documentation. Based on the results of ~~consultations~~ conversations with the
19 supervisor and the candidate, the Administrative Officer Responsible for Personnel
20 is the decision-maker who selects the external reviewer.

21
22 The external reviewer is chosen for the reviewer's ability to evaluate the candidate's
23 professional accomplishments and activities. In identifying three proposed external
24 reviewers, the candidate should consider these guidelines:

- 25
- 26 • The reviewer should be from (or have worked recently at) a comparable
27 institution (e.g., size and scope) in order to understand and evaluate the UW
28 position responsibilities and the appropriateness and value of the candidate's
29 professional activities and contributions.
- 30 • Candidates do not need to know the external reviewer nor is it a concern if
31 they do know the proposed reviewer.
- 32 • If the candidate knows the proposed reviewer, they should document for how
33 long they have known the reviewer and the nature of their relationship.
- 34 • An external ~~outside~~ reviewer means the individual has the perspective of
35 someone not familiar with the UW Libraries (i.e., not a former UW librarian).
- 36 • The reviewer should hold a comparable position or formerly held a
37 comparable position or serve as a head of a unit/department that oversees
38 librarians who carry out comparable duties.
- 39 • If possible, the reviewer is serving or has formerly served at an institution that
40 has a relatively similar personnel system (i.e., academic status ~~with promotion~~
41 and tenure/permanent status).
- 42 •

43
44 **Candidate's statement(s).** Initially, this section is empty. If the candidate submits a

1 statement explaining points of dispute with the ~~evaluation and~~ recommendation;
2 ~~and/or the internal letters~~, it will be added to the relevantis section during the review
3 process.
4

5 Tentatively Agreed To:

6
7 For the Union:

8 DocuSigned by:
9 *Erika Currier*
10 922E85C8C36140F...
11 Erika Currier
12 Date: 1/17/2023

For the Employer:

DocuSigned by:
Ashlee Hooten
A71188E27298445...
Ashlee Hooten
Date: 1/17/2023

13

Article X - Duties and Assignments

X.1 Core Duties and Other Assignments

Except as otherwise provided in this Agreement, duties assigned to an employee shall be consistent with the overall class concept of the employee's job classification for Professional Libraries and Press employees or rank. Librarian duties may vary based on the librarian's assigned work, as outlined in Section A below. ~~Work at a level above the employee's current job classification or rank is allowable when there is a direct path to promotion into a higher classification or rank.~~

A. Job Duties (Librarians)

Job duties include both ongoing core responsibilities and temporary responsibilities.

They can encompass a variety of assignments, tasks, or activities that may manifest as one of the following types of work:

Core Duties (approximately 80% of annual workload)

- Permanent responsibilities
- Temporary projects and assignments
- Committee appointments
- Professional development including but not limited to training, conference and professional meeting attendance,
- Preparing documentation for promotion, (re-)appointment, re-classification, and performance evaluations

Research and Service (approximately 20% of annual workload)

- Rresearch, publication and scholarship endeavors in support of the employee's scholarly agenda
- ~~Preparing documentation for promotion, (re-)appointment, re-classification, and performance evaluations, and merit review~~
- Professional service - including but not limited to library, university, community, and association, and related tasks and projects, ~~peer-reviewer activities~~

B. Job Duties (Libraries and Press Professional Employees)

In addition to the overall class concept, Professional Libraries and Press employees' work will include opportunities for professional development. All other work-related activities approved by their supervisor, including but not limited to committee appointments, research, service, performance-evaluation documentation, and re-classification documentation, will also be considered part of the employee's regular work. ~~In addition to the overall class concept,~~

~~Professional Libraries and Press employees work will include performance evaluation documentation. Additionally, the employees' work may include professional development, committee appointments, re-classification documentation, and research and service. Supervisors will determine if and how to incorporate these activities into an employee's regular work.~~

~~B.C. An employee should initiate discussions with their supervisor as soon as they anticipate any workload-related issues. Supervisors will work with employees to provide support by assisting in setting priorities and adjusting workload, when possible. For overtime exempt employees, this may include supervisor approval of offsetting time, per Article X Overtime.~~

~~All job duties should be carried out during the Hours of Work as described in Article X.~~

~~Core duties are described in the position description to which the Employer and Employee agree. The Employer will review Position position descriptions at least will be reviewed annually in conjunction with the performance evaluation process to ensure that they accurately reflect the Employer's business needs and the Employee's ongoing responsibilities and that Employees are able to accomplish their duties within the Hours of Work.~~

~~**C.D. Assignment of Additional Duties**~~

~~Assignment of additional duties that are expected to be ongoing may require a revision to the position description. The addition of core duties may trigger the need for reclassification, regrading, or appointment to a higher-different position, depending on the nature of the responsibilities and whether they are consistent with the assigned librarian work, or overall class concept of the Employee's job classification for Professional Libraries and Press employees or rank. The Employer may determine that the addition of temporary short-term duties may trigger the need for result in an interim appointment as described in Article X - Appointments, or acting appointment. Employees may take on duties outside their class concept or rank without immediate reclassification only if they are part of a defined work plan meant to enable a specific promotion or reclassification.~~

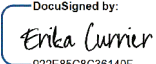
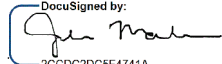
Assignment of any additional duties, either core or temporary, require a documented conversation between the Employee and their supervisor to articulate: (1) the nature and expectations of the work, (2) the duration of the work; (3) how current work will be adjusted, reassigned, or reprioritized to accommodate the additional activity.

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~~Employees assigned additional responsibility on an acting basis for a minimum of ten work days may receive a temporary pay increase of at least 5 percent over the current salary. Temporary pay increases are also an acceptable means for temporarily paying an employee for increased workload/duties at the same level, provided that temporary is at least ten work days in duration.~~

X.2 Paid Release Time for Internal Job Interviews

Employees shall receive reasonable paid release time for job interviews (which may include sitting for an examination) at the University. Such time must be approved in advance by the supervisor subject to unit staffing needs.

| | |
|--|---|
| Tentatively Agreed To: | |
| <p>For the Union:</p> <p><small>DocuSigned by:</small>  <small>922E85C8C36140F...</small> Erika Currier Date: 12/9/2022</p> | <p>For the Employer:</p> <p><small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small> Jennifer Mallahan Date: 12/21/2022</p> |

ARTICLE XX – TELEWORK

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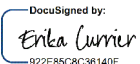
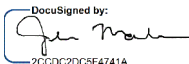
Bargaining unit employees may be eligible to telework in accordance with the University’s Telework Policy: <https://hr.uw.edu/policies/telework/telework-remote-work-and-out-of-state-work/>.

The University encourages and allows the use of telework arrangements and flexible scheduling within the bounds of good public practice, business operations, and resource limitations. Telework should be incorporated into the continuity of operations plans for each organizational unit. University policy permits employees in telework eligible positions to telework when the employee’s supervisor (or other designated official) evaluates the telework request and approves it. When evaluating the request, the supervisor must determine that the employee can effectively perform the job duties of the position while teleworking. If an eligible employee’s teleworking request is denied, the Employer will provide the reason for denial in writing. The denial of a telework request is not subject to Article X Grievance Procedure.

A. Teleworking is a workplace option that allows work to be done at an alternate work site, such as the home, for one or more full or partial days a week. Teleworking can be considered a means to meet business needs, use office space more efficiently, reduce vehicle and transit trips and costs, and improve employee productivity, morale and retention. ~~Teleworking can also serve as a way to keep inclement weather from interrupting operations.~~

B. Employees’ work status, job duties, and job description will remain consistent with the on-site Employees of the same job classification, except that Employee may be required to make periodic trips to an Employer site for meetings and equipment repair. Employees remain obligated to comply with all of Employer’s rules, policies, practices and procedures except as designated in this article. Requests to telework as a disability accommodation are handled through ~~a separate process~~ the Disability Accommodation process, per Article X – Reasonable Accommodation of Employees with Disabilities.

C. Departmental policies around teleworking will be considered appropriate subjects for Joint Labor Management Meetings.

| | |
|---|---|
| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <small>DocuSigned by:</small>  <small>922E85C8C38140F...</small> Erika Currier Date: 8/24/2022 | <small>DocuSigned by:</small>  <small>2CDDC2DC5F4741A...</small> Jennifer Mallahan Date: 8/24/2022 |

Article X – Compensation, Wages, and Other Pay Provisions

X.1 General Provisions

The SEIU 925 job profiles for the UW Libraries, Gallagher Law Library, and UW Press ~~classifications profiles~~ with their respective market ranges and grades are hereby incorporated into this contract as Appendix Appendices 1 & 2. The Libraries-SEIU 925 ~~class specifications profiles~~ for these jobs are considered in effect upon the execution of this contract and will be created within one hundred twenty (120) days of execution.

X.2 Implementation of Salary Minimums

If ratified on or before January 31, 2023, effective July 1, 2023~~Upon contract ratification,~~ ~~Employees employees~~ currently earning less than the established minimums in Appendix 1 and Appendix 2 shall receive a pay increase to bring any employees below the minimum up to the minimum that (at least) corrects the disparity. For Librarians, any adjustments to minimums, effective July 1, 2023, will be implemented before the across-the-board increase that is effective the same date. For Professional Libraries and Press Employees, any adjustments to the minimum, effective July 1, 2023, will be implemented after the across-the-board increase that is effective the same date. No ~~Employee employee~~ may be hired below the minimum ~~Libraries salaries~~for their job as listed in Appendix 1 or Appendix 2.

X.3 Increases for Promotion for Librarians

At minimum, salaries increase by ten percent (10%) for each rank and grade promotion. ~~For Librarians, salaries increase five percent (5%) for renewal of appointment with provisional/non-continuing status.~~

~~At minimum, salaries increase by five percent (5%) with the addition of management responsibilities at the head or manager level, and by ten percent (10%) for the addition of leadership responsibilities at the director level.~~

X.X4 Rotational Roles (Librarians only)

For limited duration (rotational) roles, employees will receive a \$300 monthly supplement. The supplement will continue only while the employee is performing the additional duties.

28 ~~All salaries and increases described in this section shall be part of Employees' base~~
29 ~~compensation.~~

30 ~~**X.3 Market Adjustments and Salary Survey**~~

31 ~~A. All Employees will receive a retroactive base salary increase of 0.9% for FY 2019-2020,~~
32 ~~5.5% for FY 2020-2021 and 10.1% for FY 2021-2022 within two (2) pay periods following~~
33 ~~contract ratification.~~

34 ~~B. **Salary Survey.** Beginning July 1, 2023, the Employer will conduct a biennial salary~~
35 ~~survey of Libraries Union represented classifications. Upon completion, the Employer~~
36 ~~will provide the Union with a copy of the survey results. Either party may file a demand to~~
37 ~~bargain economic terms in which case the parties will meet and bargain in good faith.~~
38 ~~Neither party is obligated to agree to a proposal made by the other.~~

39 ~~C. **Minimum Salary Increases.** Beginning July 1, 2023, and on each July 1st thereafter,~~
40 ~~annual salary shall be increased by the larger of the following: the percentage allocated~~
41 ~~for the University-wide merit pool, or an amount that matches any increases in the cost~~
42 ~~of living during the previous 12 months. The cost of living percentage increase shall~~
43 ~~correspond to the Consumer Price Index for the Seattle metropolitan area, as reported~~
44 ~~on January 1 of the corresponding year by the U.S. Bureau of Labor Statistics.~~

45 ~~**X.5 Salary Increases.**~~

46 ~~1. If ratified on or before January 31, 2023, effective March 1, 2023, Professional~~
47 ~~Libraries and Press Employees will receive a five-point two five percent (5.25%)~~
48 ~~recruitment and retention increase over their current salary. The increase will be~~
49 ~~paid on the first available pay period following ratification, as determined by the~~
50 ~~Employer.~~

51 ~~2. If ratified on or before January 31, 2023, effective March 1, 2023, Librarians will~~
52 ~~receive a five percent (5%) recruitment and retention increase over their current~~
53 ~~salary. The increase will be paid on the first available pay period following~~
54 ~~ratification, as determined by the Employer.~~

55 ~~1-3. If ratified on or before December January 31, 2023, effective March July 1,~~
56 ~~2023, Professional Libraries and Press Employees will receive a four percent~~

57 (4%) increase over their current salary. The increase will be paid on the first
58 available pay period following July 1, 2023, as determined by the Employer.

59 4. If ratified on or before ~~December~~ January 31, 2023, effective ~~March~~ July 1, 2023,
60 Librarians will receive a three-point five percent (3.5%) increase over their
61 current salary. The increase will be paid on the first available pay period
62 following July 1, 2023, as determined by the Employer.

63 5. If ratified on or before ~~December~~ January 31, 2023, effective January 1, 2024, all
64 members of the bargaining unit will receive a three percent (3%) increase over
65 their current salary on December 31, 2023.

66 2.6. If ratified on or before ~~December~~ January 31, 2023, effective January 1,
67 2025, all members of the bargaining unit will receive a two percent (2%) increase
68 over their current salary on December 31, 2024.

69 **X. 6 Market Rate Wage Adjustments.** If market conditions determine that an upward
70 adjustment in one or more economic areas is essential to maintain competitiveness, both the
71 Union and the Employer shall be given the opportunity to raise issues of competitive
72 compensation and propose market adjustments. When the Employer proposes adjustments,
73 the Union shall be given at least thirty (30) days' notice in advance of the implementation date to
74 negotiate the adjustment.

75 **X.4-6 Temporary Pay Increases, Temporary Salary Supplements, and Administrative**
76 **Supplements**

77 A temporary pay increase (TPI)/Temporary Salary Supplement (TPS) or administrative
78 supplement (ADS) ~~shall~~ may be applied when Employees ~~take on~~ are assigned higher-level or
79 additional responsibilities for a limited time or assume roles that tend to transfer from person to
80 person over time (including interim assignments). Employees assigned additional responsibility
81 on an acting basis for a minimum of ten (10) work days shall receive a ~~temporary pay~~
82 increase TPI/TPS of at least five percent (5%) over the current salary. The pay increase will be
83 effective the first day of working the additional duties. ~~Temporary pay increases are also an~~
84 acceptable means for paying an employee for increased workload/duties at the same level,
85 provided that temporary work is at least ten (10) work days in duration.

86 **A. ~~Amount.~~** ~~Employees shall receive TPI and ADS increases in the amount of five percent~~
87 ~~(5%) to twenty percent (20%) over their current salary. The pay increase will be~~
88 ~~retroactive to the first day of working the additional duties.~~

89 **B. ~~Duration.~~** Appointments, projects, duties and responsibilities associated with TPI/TPS
90 ~~and ADS~~ shall be made in increments of up to six (6) months and be renewed for up to
91 ~~eighteen-twelve (18/12)~~ months. Extensions beyond twelve months may be requested
92 based on business need, in increments of no more than twelve (12) months. ~~If a project~~
93 ~~or role spans more than 18 months, TPI and ADS shall increase by two percent (2%)~~
94 ~~every six (6) months. The duration for an ADS varies and is based on the work assigned~~
95 ~~that necessitates the supplement.~~

96 1. At the end of the appointment term, the TPI/TPS or ADS and corresponding
97 duties will end.

98 2. If at the end of the appointment term, the corresponding duties are made
99 permanent, the ~~Employee's~~ Employer will evaluate whether a salary increase is
100 appropriate. ~~base pay shall increase by at least the same amount as the~~
101 ~~temporary pay.~~

102 **C.** TPI/TPS and ADS compensation may end early if the Employee chooses to stop
103 assuming the corresponding role or responsibilities-, or if the Employer determines the
104 additional duties no longer need to be performed.

105 ~~**D. ~~Process.~~**~~ ~~TPS and ADS requests may be initiated by either the Employer or the~~
106 ~~Employee. The Employer will resolve requests in no more than 30 days following~~
107 ~~submission of the initial request.~~

108 **X.5-7 Salary Setting Upon Promotion or Reclassification to a Job Class with a Higher** 109 **Market Range – Professional Libraries and Press Employees**

110 Upon promotion or reclassification from one Libraries-SEIU 925 position to another Libraries-
111 SEIU 925 position with a higher market range maximum (except head or director positions), the
112 affected Employee shall receive a salary no less than the minimum of the new job class ~~profile~~
113 and no higher than the maximum. The affected Employee shall receive at least a ~~ten-five seven~~
114 percent (~~1057~~%) salary increase.

115 **X.6-8 Salary Setting Upon Lateral Movement – Professional Libraries and Press** 116 **Employees**

117 Movement to a different Libraries-SEIU 925 position in the same compensation grade by
118 transfer, reclassification, rehire or through a recruitment process does not require or preclude a
119 salary adjustment. In no case will the Employee's salary be lower than the minimum of the job
120 they laterally move to.

121 **X.7-9 Salary Setting Upon Voluntary Movement or Reclassification to a Job Class with a**
122 **Lower Market Range – Professional Libraries and Press Employees**

123 An Employee who voluntarily moves into a position or is reclassified to a Libraries-SEIU 925
124 job class with a lower market range shall be paid a salary no less than the market range
125 minimum of the new job class and no higher than the market range maximum of the new job
126 class, unless Libraries, Press, or and-Law School HR requests a salary higher than the market
127 range maximum and UW HR Compensation approves this request. The Employer will consider
128 equity and years of UW service in salary placement. If applicable, in the event of a
129 reclassification to a lower market range, no Employees will receive a lower salary than they had
130 previously held in that range.

131 **X.10 Salary Setting for Librarian-Head or Director Positions**

132 An employee Librarian who moves into a head or director position through a recruitment process
133 will have their salary increased by at least five percent (5%) for responsibilities at the head level
134 and by at least ten percent (10%) for responsibilities at the director level.

135 An employee who is initially hired into a head or director position will have a minimum salary of
136 the designated rank or classification plus at least five percent (5%) at the head level and at least
137 ten percent (10%) at the director level.

138 **X.11 Salary Setting for Librarian Movement Between Positions**

139 Movement of a Librarian into a new position through a recruitment process does not require or
140 preclude a salary adjustment (except as in X.10). In no case will the Employee's salary be lower
141 than the minimum of the job they move to.

142 **X.8-12 Pay Increases**

143 A. **In-grade Salary Adjustments.** The Employer, at its discretion, may approve additional
144 in-grade salary increases for any Employee-employee in the bargaining unit at any time,
145 for reasons of retention, market competitiveness, internal equity (such as to address

146 ~~problematic salary compression or inversion), job growth (such as changes in~~
147 ~~supervisory duties), or increased functioning for meritorious performance resulting in an~~
148 ~~increased level of functioning, changes in supervisory duties, or additional or advanced~~
149 ~~degrees and/or certifications relevant to the position.~~

150 ~~1. **Retention.** When the Employer wishes to retain an Employee who has a bona~~
151 ~~fide offer in writing from another institution, the Employer may offer a competitive~~
152 ~~salary adjustment to attempt to retain the individual without prior union approval.~~
153 ~~In the event that a salary increase results, the Employer shall inform the union in~~
154 ~~writing within ten days of the decision.~~

155 ~~2. Bargaining unit members shall be eligible for merit increases to the extent as~~
156 ~~they are provided to non-represented academic personnel.~~

157 ~~B. As established in Article X – Professional Development, the Employer will allocate~~
158 ~~BIPOC Mentoring and Professional Development funding. Funding allocations will be~~
159 ~~determined through joint union management committee (JUMC) meetings.~~

160 ~~C.B. **Pay Over Market Maximum.** The Employer may provide compensation to~~
161 ~~individual Employees employees at rates above the maximum for their job class profile~~
162 ~~upon request by Libraries Human Resources or Law School Human Resources and with~~
163 ~~the approval by the appropriate Central HR Compensation Office.~~

164 ~~D.C. **Increases for Entire Job Classes Profiles for Recruitment/Retention.** The~~
165 ~~Employer may increase the salaries of job classes profiles that are experiencing~~
166 ~~recruitment/retention problems, upon thirty (30) days' notice to the Union and the~~
167 ~~opportunity for the Union to bargain.~~

168 ~~E. **Salary Compression and Inversion.** The Employer may hire external candidates~~
169 ~~above base if a prospective Employee has documentable and verifiable experience. If a~~
170 ~~new Employee is hired at a rate that is equivalent to or greater than more experienced~~
171 ~~current Employee(s), existing Employee(s) shall receive a five percent (5%) increase~~
172 ~~above the rate of pay for the new employee. The existing Employee's anniversary date~~
173 ~~will not change with this adjustment.~~

174 ~~• The JUMC shall meet quarterly and review the placement of new hires and~~
175 ~~discuss if adjustments greater than 5% are warranted for existing Employees~~
176 ~~under this section.~~

177 ~~F. **Retention Pay.** Employees will receive in-grade salary increases five percent (5%) to~~
178 ~~seven percent (7%) on the fifth and the tenth anniversary of the Employee's hire date.~~

179 **X.9-13 Pay for Teaching**

180 In its sole discretion, the Employer may approve payment for teaching a for-credit course when
181 the teaching is clearly in addition to the employee's regular bargaining unit duties. In addition,
182 teaching for-credit courses requires Academic Human Resources approval in advance. The
183 decision to permit teaching for-credit courses is a management right and not subject to the
184 grievance process. This provision does not apply to Law Librarians; they are subject to the MOU
185 – Gallagher Law Libraries Teaching.

186
187 ~~A. Teaching in the regular University curriculum, if applicable, should normally be included~~
188 ~~in an Employee's regular work schedule.~~

189 ~~B. The academic unit administrative officer or designees may approve payment for~~
190 ~~teaching when:~~

191 ~~C. The teaching is clearly in addition to regular University duties; and~~

192 ~~D. The activities cannot be accommodated by release time.~~

193 ~~**E. Payment Methods for Teaching.** Payment for teaching may be provided either by~~

194 ~~F. Excess Compensation, which is a one time, lump sum payment; or~~

195 ~~G. Period Activity Pay, which is a series of equal installments paid through the quarter~~
196 ~~during which the teaching occurs.~~

197 ~~H. **Required Approvals.** Teaching for credit courses requires Academic Human~~
198 ~~Resources approval. All requests for period activity pay must be approved by the unit~~
199 ~~administrative officer, or designee, and the UW HR Compensation Office.~~

200
201 **X.4014 Excess Compensation for Exceptional Circumstances**

202 Employees are expected to devote their entire efforts to the work of their position during their
203 regular work schedule, and all University-related work should be included as part of an
204 Employee's normal duties. ~~Under circumstances when staffing levels do not meet operational~~
205 ~~needs, Under exceptional circumstances overtime exempt positions may ~~be asked to take on~~~~
206 ~~additional duties that are not able to be accomplished within standard hours of work. In these~~
207 ~~cases, employees will~~ qualify for "excess compensation" or "additional compensation" as
208 determined by the Employer. Excess compensation to employees for all University work that is
209 not part of the position's regular duties may not exceed twenty-five percent (25%) of the
210 employee's regular annual salary, in the amount of at least twenty percent (20%) over regular
211 annual salary for work that is not part of the Employee's normal position duties.

212 All requests for excess compensation must be approved by the unit administrative officer or
 213 designee. ~~Units use Workday to process excess compensation payments.~~

214 **X.11 Salary Scale Placement**

215 ~~New Employees shall be placed on the wage scale in such a way that equity, diversity, and~~
 216 ~~years of experience are taken into consideration.~~

217 **X.12 Salary Equity**

218 ~~The Employer will produce an annual report that surfaces salary disparities, inversions, or~~
 219 ~~compressions that impact Employees in the bargaining unit and will adjust salaries for any~~
 220 ~~affected Employees.~~

221

222 **Appendix 1**

223 **Law Librarians**

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Law – Assistant Librarian | \$90,200 | \$107,994 | \$94,710 | \$113,394 | \$99,220 | \$118,793 |
| Law – Senior Assistant Librarian | \$99,220 | \$118,793 | \$104,181 | \$124,733 | \$109,142 | \$130,673 |
| Law – Associate Librarian | \$109,142 | \$130,673 | \$114,599 | \$137,206 | \$120,056 | \$143,740 |
| Law – Librarian | \$120,056 | \$159,792 | \$126,059 | \$167,782 | \$132,062 | \$175,771 |

224 **Librarians**

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|---------------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Assistant Librarian | \$79,200 | \$94,824 | \$83,160 | \$99,565 | \$87,120 | \$104,306 |
| Senior Assistant Librarian | \$87,120 | \$104,306 | \$91,476 | \$109,522 | \$95,832 | \$114,737 |
| Associate Librarian | \$95,832 | \$114,737 | \$100,624 | \$120,474 | \$105,415 | \$126,211 |

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Librarian | \$105,415 | \$126,214 | \$110,686 | \$132,521 | \$115,957 | \$138,832 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

225 ~~Information Technology Services & Digital Strategies Librarians~~

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|----------------------------|-----------|-----------|-----------|-----------|--------------|--------------|
| Assistant Librarian | \$90,200 | \$107,994 | \$94,710 | \$113,394 | \$99,220 | \$118,793 |
| Senior Assistant Librarian | \$99,220 | \$118,793 | \$104,181 | \$124,733 | \$109,142 | \$130,673 |
| Associate Librarian | \$109,142 | \$130,673 | \$114,599 | \$137,206 | \$120,056 | \$143,740 |
| Librarian | \$120,056 | \$159,792 | \$126,059 | \$167,782 | \$132,062 | \$175,774 |

226 ~~Professional Libraries Employees~~

227 ~~Archivist~~

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|---------|----------|-----------|-----------|-----------|--------------|--------------|
| Grade 8 | \$95,832 | \$126,214 | \$100,624 | \$132,521 | \$105,415 | \$138,832 |

229 ~~Conservation Specialist~~

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|---------|----------|-----------|-----------|-----------|--------------|--------------|
| Grade 7 | \$87,120 | \$114,737 | \$91,476 | \$120,474 | \$95,832 | \$126,214 |
| Grade 8 | \$95,832 | \$126,214 | \$100,624 | \$132,521 | \$105,415 | \$138,832 |

231 ~~Libraries Curator~~

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|---------|-----------|-----------|-----------|-----------|--------------|--------------|
| Grade 8 | \$95,832 | \$126,214 | \$100,624 | \$132,521 | \$105,415 | \$138,832 |
| Grade 9 | \$105,415 | \$138,832 | \$110,686 | \$145,773 | \$115,957 | \$152,715 |

232

233 ~~Libraries Program Operations~~

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Grade 7 | \$87,120 | \$114,737 | \$91,476 | \$120,474 | \$95,832 | \$126,211 |
| Grade 8 | \$95,832 | \$126,211 | \$100,624 | \$132,521 | \$105,415 | \$138,832 |
| Grade 9 | \$105,415 | \$138,832 | \$110,686 | \$145,773 | \$115,957 | \$152,715 |

234

235 ~~Libraries Access Services Manager~~

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Grade 7 | \$87,120 | \$114,737 | \$91,476 | \$120,474 | \$95,832 | \$126,211 |
| Grade 8 | \$95,832 | \$126,211 | \$100,624 | \$132,521 | \$105,415 | \$138,832 |
| Grade 9 | \$105,415 | \$138,832 | \$110,686 | \$145,773 | \$115,957 | \$152,715 |

236

237 ~~Libraries Outreach Specialist/Officer~~

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Grade 7 | \$87,120 | \$114,737 | \$91,476 | \$120,474 | \$95,832 | \$126,211 |
| Grade 8 | \$95,832 | \$126,211 | \$100,624 | \$132,521 | \$105,415 | \$138,832 |
| Grade 9 | \$105,415 | \$138,832 | \$110,686 | \$145,773 | \$115,957 | \$152,715 |

238 ~~Libraries Computing Specialist~~

| | Min | Max | Head Min | Head Max | Director Min | Director Max |
|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Grade 8 | \$104,181 | \$137,206 | \$109,390 | \$144,067 | \$114,599 | \$150,927 |
| Grade 9 | \$114,599 | \$150,927 | \$120,329 | \$158,473 | \$126,059 | \$166,020 |

239

240 ~~Professional Press Employees~~241 ~~UW Press Acquisitions Fellow/Specialist~~

| | Min | Max | Head Min | Head Max |
|--------------------|----------------------|----------------------|----------------------|----------------------|
| Grade 5 | \$72,000 | \$94,824 | \$75,600 | \$99,565 |
| Grade 6 | \$79,200 | \$104,306 | \$83,160 | \$109,522 |
| Grade 7 | \$87,120 | \$114,737 | \$91,476 | \$120,474 |
| Grade 8 | \$95,832 | \$126,211 | \$100,624 | \$132,521 |
| Grade 9 | \$105,415 | \$138,832 | \$110,686 | \$145,773 |

242

243 ~~UW Press Marketing & Sales Specialist~~

| | Min | Max | Head Min | Head Max |
|--------------------|---------------------|----------------------|---------------------|----------------------|
| Grade 7 | \$87,120 | \$114,737 | \$91,476 | \$120,474 |

244 ~~UW Press Grant Writer/Grants and Digital Projects Specialist~~

| | Min | Max | Head Min | Head Max |
|--------------------|---------------------|----------------------|----------------------|----------------------|
| Grade 7 | \$87,120 | \$114,737 | \$91,476 | \$120,474 |
| Grade 8 | \$95,832 | \$126,211 | \$100,624 | \$132,521 |

245

246 ~~UW Press EDP Specialist~~

| | Min | Max | Head Min | Head Max |
|--------------------|---------------------|----------------------|----------------------|----------------------|
| Grade 7 | \$87,120 | \$114,737 | \$91,476 | \$120,474 |
| Grade 8 | \$95,832 | \$126,211 | \$100,624 | \$132,521 |
| | | | | |

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Tentatively Agreed To:

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|---|--|
| <p>For the Union:</p> <p><small>DocuSigned by:</small> <i>Erika Currier</i> <small>922E85C8C36140F...</small></p> <p>_____</p> <p>Erika Currier Date: 1/30/2023</p> | <p>For the Employer:</p> <p><small>DocuSigned by:</small> <i>Jennifer Mallahan</i> <small>2CCDC2DC5F4741A...</small></p> <p>_____</p> <p>Jennifer Mallahan Date: 1/30/2023</p> |
|---|--|

Article X – Performance Evaluations

X.1 Purpose

The purpose of a performance evaluation is to establish an ongoing shared dialogue between employees and supervisors. It is also a means to assist individuals in improving their performance and thereby improving the quality of their work. The evaluation helps to reinforce mutual awareness between employees and their supervisors regarding performance expectations, position requirements, and UW Libraries, Gallagher Law Library, and UW Press unit priorities. ~~Ideally, Supervisors serve as mentors for the professional development of the employees they supervise, and in cases where they cannot, supervisors will promote and support alternative mentor relationships for the employees they supervise.~~

~~Performance evaluations shall be performed annually, with two exceptions. With one exception, First, in the years Librarians are undergoing promotion/reappointment/status review, no annual evaluation is required that year. Second, Librarians with permanent status are only required to have written performance evaluations at least every third year. During years when they are not scheduled for a written evaluation, librarians may receive one on request or supervisors may also elect to perform a written evaluation of a librarian in unscheduled years. During years when there is not a formal evaluation, these librarians and will meet with their supervisors to discuss report on the previous year's accomplishments and prepare a list of goals for the coming year for discussion with their supervisors.~~

The evaluation process should take into account all aspects of the Employee's duties and position performance. The process should ~~be collaborative and lend support for~~ continued growth by ~~emphasizing detailing~~ the accomplishments ~~and experimentation of~~ the previous year and ~~making constructive suggestions~~ areas of needed improvement for further development in the year ahead. Performance evaluations shall not be used to initiate personnel actions such as transfer, promotions, or corrective disciplinary action, however they may serve as supporting documentation for personnel actions.

In addition to the formal performance evaluation, supervisors will routinely meet with employees to discuss informally Employee progress to date ~~and~~, communicate what the Employee is doing well, and provide guidance to help the employee improve their performance, as needed; ~~and employees will collaborate with their supervisors to develop a plan for ongoing development, growth, and improvement as needed. Plans~~

38 Support for Employee development may include both Employee and supervisor actions,
39 and may consist of, but not be limited to, internal or external training, mentoring, and
40 additional supervisory support, career goals, training and professional development
41 opportunities, and related mentoring, funding and leave options.

42 X.2 Timeline

43 ~~Formal performance evaluations shall be performed on the following timeline:~~

- 44 ~~● At least annually for staff employed less than 5 years or, for librarians, until the~~
45 ~~rank of Associate Librarian is achieved.~~
- 46 ~~● At least every three years for staff employed 5 years or more or, for librarians,~~
47 ~~after the rank of Associate Librarian is achieved.~~
- 48 ~~● Employees assigned to a new position will receive a formal performance~~
49 ~~evaluation at least annually for the first 2 years in their new position, regardless~~
50 ~~of years employed.~~
- 51 ~~● Employees may request and supervisors may initiate an evaluation process at~~
52 ~~any time.~~

54 X.3 Evaluation Forms Process

55 A. Written performance evaluations will at a minimum include the following:

- 56 1. A current position description.
- 57
- 58 2. A description of the job-related factors upon which the evaluation is
59 based. These will may include:
 - 60 a. Quality of work (e.g., competence, accuracy, neatness,
61 thoroughness),
 - 62 b. Quantity of work (e.g., use of time, volume of work
63 accomplished, ability to meet schedules, productivity levels),
 - 64 c. Progress toward written goals,
 - 65 d. Position knowledge (e.g., degree of technical knowledge,
66 understanding implementation and impact of work related policies,
67 procedures and outcomes),
 - 68 e. Achievements and ~~Position~~ contributions to your unit, section
69 and the University Libraries or Gallagher Law Library (e.g.
70 research, teaching, and professional contributions as appropriate)
 - 71 f. Professional development related to position and skills (e.g.,
72 communications, leadership, supervision, organization, subject
73 fields, library technology and/or others as appropriate)
 - 74 g. Working relationships (e.g. ~~cooperation~~ collaboration and ability
75 to work with supervisor, colleagues within and beyond departments,

76 students, and clients served).

77 h. Supervisory duties (if applicable)

78 ~~a. Performance of job duties and responsibilities and important~~
79 ~~contributions, including position-related contributions to the~~
80 ~~Employee's unit and UW Libraries, Gallagher Law Library,~~
81 ~~and UW Press, and professional activities as appropriate.~~
82 ~~The Employee will concentrate on why the contributions are~~
83 ~~important, how they relate to position responsibilities, the~~
84 ~~work of the department, unit or UW Libraries, Gallagher Law~~
85 ~~Library, and UW Press.~~

86 ~~b. **Goal setting.** The Employee, in consultation with their~~
87 ~~supervisor, will provide position-related goals for the coming~~
88 ~~review period. This list should include goals they have a~~
89 ~~reasonable expectation of achieving during the review period~~
90 ~~and long-term goals towards which they are making some~~
91 ~~progress.~~

92 ~~c. **Progress in relation to written goals.** The Employee will~~
93 ~~describe what they have learned this year, focusing on~~
94 ~~position-related development and professional activities as~~
95 ~~appropriate. They will provide an update on progress toward~~
96 ~~last year's goals, including goals they have achieved or~~
97 ~~changes to goals and priorities.~~

98 ~~d. Other skills, including communications, leadership,~~
99 ~~supervision, organization, subject fields, library technology,~~
100 ~~and working relationships (e.g. ability to work with~~
101 ~~supervisor, co-workers, students, and clients served, team~~
102 ~~participation, providing services to internal and external~~
103 ~~customers) and other skills as may be deemed essential.~~

104 3. Provision for identifying specific achievements of the Employee,
105 ~~performance~~ goals for the next evaluation period, training,
106 development plans, and management supervision support needed
107 to meet these goals.

108
109 4. Provision for career and development opportunities ~~and funding~~ for
110 the Employee that may include learning experiences,
111 experimentation, and service commitments.

112
113 5. Provision for Employee comments.

114
115 6. ~~Provision for mutually agreed updates or revisions to position~~
116 ~~description based on past performance or anticipated work~~

117 ~~according to Article X Duties and Assignments, to be adopted with~~
118 ~~evaluation submission.~~

119
120 7. Provision for Employee signature accompanied by a statement that
121 “Employee signature means that the Employee has seen and is
122 aware of the content of the evaluation, but does not necessarily
123 mean that the Employee agrees with the evaluation content.”

124
125 8. Provision for the evaluator and reviewer signatures, and reviewer
126 comments.

127 B. The performance evaluation form may be supplemented with other forms
128 and/or information used to support the employee’s evaluation. Upon request, an
129 employee may review any written materials used by supervisors to prepare the
130 evaluation.

131
132 ~~B. At their own discretion, supervisors may solicit feedback from Employee~~
133 ~~coworkers.~~

134 C. Implementation of alternative performance evaluation models is an
135 appropriate topic for Joint Union/Management Committee Meetings.

136 **X.4 Employee Evaluation Information**

137 A. Upon appointment to a position, the Employee’s supervisor will provide the
138 Employee with a copy of:

139 41 The class specification for the Employee’s current position (when
140 applicable) and any higher classifications in the series;

141
142 51 The position’s job duties.

143 B. Written performance expectations shall be provided to the Employee in
144 sufficient time to allow the Employee to meet the work expectations. The
145 Employer will provide at least sixty (60) calendar days’ notice to employees prior
146 to the evaluation when modifications that substantively alter performance
147 expectations are made. ~~Assignment of any additional duties require a~~
148 ~~documented conversation between the Employee and their supervisor, as~~
149 ~~outlined in Article X. Duties and Assignments.~~ Minor modifications that do not
150 substantively alter performance expectations require no notice.

151 **X.5 Evaluation ~~Roles~~Process**

- 152 A. **Responsibilities of the Employee.** Employees are active participants in
153 shaping their goals, development plans, and career advancement goals.
154 Employees are responsible for reporting on their activities to their supervisor on
155 an ongoing basis and for documenting their accomplishments and goals for the
156 performance evaluation process.
157
- 158 B. **Responsibilities of the Supervisor.** Supervisors must be knowledgeable of the
159 job duties and performance of the employees they supervise. In particular, they
160 need to ~~Supervisors should also~~ be knowledgeable about the Employee's
161 contributions to teams, committees and activities within the UW Libraries,
162 Gallagher Law Library, and UW Press. Supervisors will actively include
163 employees in goal setting and plans for development ~~and advancement~~, and
164 encourage and guide their ~~must provide encouragement in the Employee's~~
165 professional growth ~~as well as guidance~~, when necessary, to help improve
166 performance.
167
- 168 C. The evaluator shall communicate regularly with the Employee about performance
169 problems as they occur and subsequently develop and document a plan for
170 performance improvement. ~~Substantial issues which have the potential to impact~~
171 ~~the Employee's continued employment should be discussed and documented, in~~
172 ~~writing, as should a written and consultative plan for performance improvement~~
173 ~~before proceeding to formal action, as described in Article X. Corrective Action~~
174
- 175 D. The purpose of the evaluation meeting is to review, discuss, and if appropriate,
176 modify the evaluation. The Employee shall have an opportunity to discuss the
177 proposed evaluation with the evaluator and to provide a written response.
178
- 179 E. The final evaluation, with Employee comments attached, will be signed by the
180 evaluator and the Employee. The Employee will be provided a copy.
181
- 182 F. ~~During evaluation, the evaluator and the Employee will review the Employee's~~
183 ~~position description to see if any updates or modifications should be made based~~
184 ~~on the actual work performed during the evaluation period as described in Article~~
185 ~~X. Duties and Assignments.~~
186
- 187 G. Performance Evaluations will be retained in the Employee's personnel file
188 according to UW records management retention policies.

189 **X.6 Evaluator Training**

190 The Employer shall make available training opportunities for evaluators regarding the
191 Employer’s performance evaluation process, ~~writing evaluations and supporting~~
192 ~~Employee growth.~~ Upon request, the Employer will share and discuss the contents of
193 such training programs with the Union. Evaluators ~~shall take into consideration~~
194 ~~concerns of equity, unconscious bias, and anti-racism~~ will be required to complete
195 implicit bias training.

196 **X.7 Grievability**

197 Employee performance evaluations are grievable only through Step Two of the
198 grievance procedure, as outlined in Article XX. Grievance Procedure

199

200 Tentatively Agreed To:

201

202 For the Union:

203

DocuSigned by:

Erika Currier

922E85C8C36140F...

Erika Currier

Date: 1/17/2023

For the Employer:

DocuSigned by:

Ashlee Hooten

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Ashlee Hooten

Date: 1/17/2023

208

ARTICLE XX HOLIDAYS

XX.1 Holidays

The present holiday schedule includes the following eleven (11) days with pay.

- | | |
|---|------------------------------|
| New Year’s Day | Independence Day |
| Martin Luther King Jr. (Third Monday of January) | Labor Day |
| President’s Day (Third Monday of February) | Veteran’s Day |
| Memorial Day | Thanksgiving Day |
| Juneteenth (June 19 th) | Native American Heritage Day |
| | Christmas Day |

Holidays are prorated for part-time employees.

To be paid for a holiday not worked Employees must be in pay status for at least four (4) hours on the last regularly scheduled work day preceding the holiday.

The Employer may designate other days ~~or shifts~~ to be observed in lieu of the above holidays.

XX.2 Holiday Pay Rules

The following applies to the holidays listed in this Article

A. Full Time Employee:

- 1) When the holiday falls on the full time employee’s regularly scheduled work day and is worked, the employee will receive eight (8) hours of holiday credit. If overtime eligible, and the employee is required to work, they will also receive a rate of one and one-half times the employee’s hourly rate.
- 2) When the holiday falls on the full time employee’s regularly scheduled work day and is not worked, the employee will be paid eight (8) hours at the employee’s regular rate of pay.
- 3) When the holiday falls on the employee’s regularly scheduled day off, the employee will receive eight (8) hours of holiday credit.

B. Part Time Employee:

- 1) When the holiday falls on the part time employee’s regularly scheduled work day and is worked, the employee will receive the prorated to full time number of hours of holiday credit. If overtime eligible, and the employee is required to work, they will also receive a rate of one and one-half times the employee’s hourly rate.

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2) When the holiday falls on the part time employee’s regularly scheduled work day and is not worked, the employee will be paid the prorated to full time number of hours at the employee’s regular rate of pay.

XX.3 Holiday Credit

A. Scheduling:

Holiday credit will be used and scheduled by the employee in the same manner as vacation leave in Article XX. Holiday credit must be used before other paid time off in the following order: holiday credit, compensatory time off, vacation time off.

B. Unused Holiday Credit Cash Out:

The balance of unused holiday credit should be used up or paid when an Employee is moving from one staff position to another within the University. The balance must be used up or paid when the Employee separates from University employment. All holiday credit must be used by June 30th of each year. The employee’s holiday credit balance will be cashed out every June 30th or when the employee leaves University employment for any reason. The employee’s holiday credit balance may be cashed out when the employee:

- ~~1. Transfers to a position in his or her department with different funding sources or,~~
- ~~2. Transfers to a position in another department.~~

XX.4 Personal Holiday

- A. Each employee may select one personal holiday each calendar year in accordance with the following:
 - 1) The employee has been continuously employed by the University for more than four (4) months;
 - 2) The employee has requested and been approved to take the personal holiday in accordance with Article XX Vacation Leave.
- B. It is the employee’s responsibility to schedule the Personal Holiday before December 31st. If not requested it is forfeited.
- C. Entitlement to the holiday will not lapse when it is cancelled by the Employer and cannot be rescheduled before December 31st.
- D. Full-time employees shall receive eight (8) hours of regular pay for the personal holiday.
- E. Part-time employees shall be entitled to a pro-rated number of paid hours on a Personal Holiday based on their FTE.

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Tentatively Agreed To:

| | |
|---|--|
| <p>For the Union:</p> <p>DocuSigned by: <i>Erika Currier</i> 922E85C8C38140F...</p> <p>_____</p> <p>Erika Currier</p> <p>Date: 4/20/2022</p> | <p>For the Employer:</p> <p>DocuSigned by: <i>Jennifer Mallahan</i> 2CCDC2DC5F4741A...</p> <p>_____</p> <p>Jennifer Mallahan</p> <p>Date: 4/25/2022</p> |
|---|--|

ARTICLE XX – VACATION LEAVETIME OFF

XX.1 Policy

To the degree possible vacation leave-time off shall be scheduled in accordance with the preference of the employee, unless there is an operational need that requires the Employee to work. Employees will not be disciplined for not working or responding to work communications during their vacations.

XX.2 Accrual

Professional Libraries and Press employees Non-Librarians— Employees will accrue vacation leave during the new hire probationary period. The vacation accrual rate is determined by the employee's length of service. Time off accrues at the end of the month in which it is earned and is available for use the following month.

| Years | Length of Service | | Vacation Time Off Accrual Rate | |
|-------|-------------------|-------------|--------------------------------|--|
| | Months | Hrs / Month | Days/Hrs Per Year | |
| 1st | 0-12 | 10.00 | 15/120 | |
| 2nd | 13-24 | 10.67 | 16/128 | |
| 3rd | 25-36 | 11.34 | 17/136 | |
| 4th | 37-48 | 12.00 | 18/144 | |
| 5th | 49-60 | 12.67 | 19/152 | |
| 6th | 61-72 | 13.34 | 20/160 | |
| 7th | 73-84 | 14.00 | 21/168 | |
| 8th | 85-96 | 14.67 | 22/176 | |
| 9th | 97-108 | 16.00 | 24/192 | |
| 10th | 109-120 | 16.67 | 25/200 | |
| 11th | 121 & Above | 17.34 | 26/208 | |

Librarians – Librarians accrue 26 days of vacation time off per year regardless of years of service. This time off accrues monthly at a rate of 17.34 hours per month.

A. Part-Time Accrual Rates

Part-time Professional Libraries and Press employees non-librarians employees of .5 FTE or more accrue vacation time off on a prorated basis based on their full-time equivalent (FTE). Part-time librarians accrue vacation time off hours on a pro-rated basis based on monthly FTE.

B. Vacation Accrual for a Newly Hired Staff Employees

Newly hired staff employees who start work before the 16th of the month, accrue vacation time off during the first calendar month of employment. Newly hired

1 employees who start work on or after the 16th of the month, begin accruing
2 vacation time off at the end of the second calendar month of employment.

3
4 C. Time Off Accrual – Effect of Unpaid Time Off

5 An employee does not accrue vacation hours during a calendar month in which
6 they have taken more than 10 equivalent days of their FTE as unpaid time off.
7 For 1.0 FTE, that would be 80 hours; for 0.5 FTE, that would be 40 hours. The 10
8 days includes any holidays that an employee took without pay.

9
10 In addition, ~~non-librarian~~Professional Libraries and Press employees do not earn
11 a month of service toward a higher vacation accrual rate for every month in which
12 they have taken more than 10 days of time off without pay. This does not apply to
13 Librarians.

14
15 D. Time off accrual during an employee's final month of work

16 Employees who terminate from UW employment on or after the 16th of the
17 month accrue time off for the month of termination. Employees who separate
18 from UW employment prior to the 16th of the month do not accrue any time off
19 for the month of termination.

20 ~~XX.3 The annual vacation schedule for use of vacation leave in each team shall be~~
21 ~~established in the following manner:~~

- 22 ~~A. IHME Employees are responsible for managing their own annual vacation leave~~
23 ~~balances.~~
24 ~~B. All requests must be made in writing, via an email, from employee to supervisor.~~
25 ~~Requests for five (5) or more consecutive days should be made at least two (2)~~
26 ~~months in advance. When possible, the supervisor will respond to the request~~
27 ~~within five (5) business days.~~
28 ~~C. Approved requests will be added to Outlook calendars of employee and~~
29 ~~supervisor by the employee and then the request will be added to Workday.~~
30 ~~D. Vacations will be approved on a first come, first serve basis. In the event that~~
31 ~~more than one employee on a team, on the same date, requests the same time~~
32 ~~off and the workload will suffer, if multiple employees are absent, the vacations~~
33 ~~will be approved in IHME seniority order as defined in Article XX Seniority, Layoff,~~
34 ~~Rehire, with the most senior employee's vacation approved first.~~

35 XX.3. Scheduling.

- 36 ~~—The annual vacation schedule for use of vacation leave time off in each~~
37 ~~department shall be established in the existing departmental manner if adequate~~
38 ~~or in the following manner:~~
39 ~~—Twice each year, on or about April 1 and October 1, a vacation request sheet~~
40 ~~shall be circulated by the department to the bargaining unit employees. Each~~
41 ~~employee shall indicate their preferences of a vacation time period. In the event~~
42 ~~that two (2) or more employees request the same vacation period and~~

~~supervision must limit the number of persons who may take vacation leavetime off at one (1) time due to work requirements, preference shall be determined by departmental seniority. If departmental seniority is equal, the determination will be decided by lot.~~

~~1. Supervision shall post the vacation schedule by May 1 and November 1, which shall remain in effect for each succeeding six (6) months; that is, June 1 through November 30 and December 1 through May 31, respectively. Individual vacation periods may be changed at any time by mutual agreement between the employee(s) concerned and supervision. However, in no case shall an employee's scheduled vacation interfere with the necessary work of the organization, the determination of which shall rest with supervision.~~

~~a) Either the Union or employees may suggest new departmental procedures and/or changes to existing departmental procedures. These may also be appropriate agenda items for Joint Labor Management meetings. The Employer will not create a new departmental procedure nor change an existing departmental procedure (include the schedule listed above) without following Article X Mandatory Subjects.~~

~~Employees may make supplemental vacation requests (requests made outside the provisions of X.3(1) at any time. However, such supplemental requests shall not take precedence over requests scheduled in accordance with x.3(a).~~

~~Individual vacation periods may be changed at any time by mutual agreement between the employee(s) concerned and supervision; however, in no case shall an employee's scheduled vacation interfere with the necessary work of the organization, the determination of which shall rest with supervision.~~

~~An employee who makes a supplemental vacation request will be notified whether the request is approved or denied within a reasonable period of time, but in no case more than fourteen (14) calendar days after the supplemental vacation request is submitted.~~

~~2. Any bargaining unit employee who may transfer into a department shall alter their preferred vacation period for that year if in conflict with a previously established vacation schedule for that department and the affected employees and department are unable to mutually resolve the conflict.~~

~~3. Vacation Denial. When an employee's vacation cannot be approved, the supervisor shall schedule the employee's vacation at the next earliest date requested by the employee and deemed possible by the supervisor. If an employee's request for vacation leavetime off is denied, the Employer, upon request, must provide the reason for denying vacation leavetime off electronically or in writing.~~

~~The Employer may implement reoccurring blackout periods only when there is a demonstrable business or operational need.~~

XX. 4 ~~No Cap on~~ Vacation Time ~~Off Balances:~~

~~Non-librarians~~ Professional Libraries and Press employees - While employees are encouraged to keep vacation time-off balances below two hundred forty (240) hours, they are allowed to carry larger balances when work obligations prevent

1 them from using vacation time. Employees do not need extension approvals from
2 HR in order to exceed a balance of two hundred forty (240) hours.

3 Librarians – Employees will continue to accrue vacation time off until they reach
4 the two hundred eighty eight (288) hour limit. Hours that exceed the two hundred
5 eighty eight (288) hour limit are not accrued and will be forfeited.

6 ~~XX.5 Week of Thanksgiving and the Week Between Christmas and New Year~~
7 ~~–Remote work will be allowed during these weeks.~~

8
9 XX.65 Vacation Leave Time Off Cash Payment.

10 Non-librarians Professional Libraries and Press employees: Any employee who
11 has been employed for at least six continuous months, who either resigns or
12 retires, is laid-off or is terminated by the University shall be entitled to accrued
13 vacation pay up to 240 hours.

14
15 Librarians: Upon termination of employment, librarians who have completed at
16 least 6 months of continuous service are paid for their unused vacation time off up
17 to the maximum balance of 288 hours. Payout is based on the rate at the time of
18 termination. Payment is based on the regular salary at the time of termination.
19 Librarians who have not completed 6 months of employment are not eligible for
20 annual leavetime off compensation.
21
22

23 Tentatively Agreed To:

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25 For the Union:

26 DocuSigned by:

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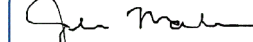
28 922E85C8C36140F...

29 Erika Currier

Date: 1/26/2023

For the Employer:

DocuSigned by:



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Jennifer Mallahan

Date: 1/26/2023

30

ARTICLE XX – SICK ~~LEAVE~~TIME OFF

XX.1 Sick ~~Leave~~Time Off

a. Accrual.

Full-time employees (prorated for part-time) accrue eight (8) hours of sick ~~leave~~ time off for each month of completed regular monthly service. ~~Employees with unpaid time off exceeding 80 hours in a month (prorated for part-time) will earn a monthly accrual proportionate to the number of hours in pay status. Sick leave accruals must not exceed eight hours in a month. Sick leave accrues at a rate of one (1) hour for every forty (40) hours worked when leave without pay exceeds eighty (80) hours (prorated for part time) in any calendar month.~~

b. Sick ~~Leave~~Time off – Use. Sick leave shall be allowed for an employee under the following conditions.

- (1) Because of and during any physical or mental illness, disability or injury which has incapacitated the employee from performing required duties.
- (2) By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.
- (3) Because of a health condition of a family member that requires treatment or supervision, or that requires the presence of the employee to make arrangements for extended care.

The Union and Employer acknowledge that “family” may be defined in many different ways. For the purposes of this article, eligible family members includes biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee ~~or the employee’s spouse or domestic partner,~~ or a person who stood in loco parentis when the employee was a minor child; sibling, spouse, domestic partner, grandparent, grandchild, or child, regardless of age or dependency status, including a biological, adopted or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent. Family members include those persons in a “step” relationship. Family members also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent (as defined above), or grandparent.

1 (4) Sick leave-time off may also be used to provide emergency child care (as
2 defined in the Employer's Family Care Emergencies Absence Policy) or
3 because of condolence or bereavement (as in Article XX)
4

5 (5) For personal medical, dental, or optical appointments or for family members'
6 appointments when the presence of the employee is required, if arranged
7 in advance with the Employer.
8

9 c. Use of Vacation Leave-Time Off or Compensatory Time Off for Sick Leave-Time
10 Off Purposes. An employee who has used all accrued sick leave-time off may
11 be allowed to use accrued vacation leave-time off and/or compensatory time
12 off for sick leave-time off purposes when authorized by ~~HME~~ the departmental
13 supervisor. All available compensatory time must be used prior to accrued
14 vacation leavetime off, unless this will result in the loss of vacation time.
15

16 d. Restoration of Vacation LeaveTime Off. In the event of an incapacitating illness
17 or injury during vacation leavetime off, the employee's supervisor may
18 authorize the use of sick leave-time off and the equivalent restoration of any
19 vacation leave-time off otherwise charged. Such requests shall be in writing,
20 and a medical certificate may be requested.
21

22 e. No Abuse of Sick LeaveTime Off. Both parties agree that neither the abuse
23 nor the arbitrary denial of sick leave-time off will be condoned. The Employer
24 and the Union agree to work cooperatively toward the resolution of mutually
25 identified problems regarding the use of sick leavetime off.
26

27 f. Sick Leave-Time Off Verification: The Employer will not require verification for
28 absences of three (3) consecutive work days or fewer. Such verification or
29 proof may be given to the supervisor/manager or Human Resources according
30 to departmental policy. The Employer will not make unreasonable requests for
31 sick leave-time off verification.
32

33 XX.2 Sick Leave-Time Off Cash Out. Eligible employees may elect to receive monetary
34 compensation for accrued sick leave-time off as follows:
35

36 In January of each year an employee whose sick leave-time off balance at the end
37 of the previous year exceeds four hundred eighty (480) hours may elect to convert
38 the sick leave-time off hours earned in the previous calendar year, minus those
39 hours used during the year, to monetary compensation. No sick leave-time off
40 hours may be converted which would reduce the calendar year end balance below
41 four hundred eighty (480) hours. Monetary compensation shall be paid at the rate
42 of twenty-five percent (25%) and shall be based on the employee's current salary.
43 All converted hours will be deducted from the sick leave-time off balance.
44

1 Employees who separate from University service due to retirement or death shall
2 be compensated for the unused sick leave-time off accumulation from the date of
3 most recent hire in a leave eligible position with the State of Washington at the rate
4 of 25%. Compensation shall be based upon the employee's wage at the time of
5 separation. For the purpose of this section, retirement shall not include vested out
6 of service employees who leave funds on deposit with the retirement system.
7

8 In accordance with state law, former eligible employees who are re-employed shall
9 be granted all unused sick leave-time off credits, if any, to which they are entitled
10 at time of separation, if they return to state employment within five years of
11 termination.
12

13 **18.3 Family Care Leave.**

14 In accordance with RCW 49.12 and WAC 296-130, employees shall be allowed to
15 use any or all of their choice of sick leave-time off or other paid time off to care for
16 a family member (as defined above) who has a serious health condition or an
17 emergency condition. Employees shall not be disciplined or otherwise
18 discriminated against because of their exercise of these rights.
19
20

| | |
|--|--|
| 21 Tentatively Agreed To: | |
| 22 For the Union: | 22 For the Employer: |
| 23 DocuSigned by: 24 <i>Erika Currier</i> 922E85C8C36140F... | 23 DocuSigned by: 24 <i>Ashlee Hooten</i> A71188E27298445... |
| 25 Erika Currier | 25 Ashlee Hooten |
| 26 Date: 7/14/2022 | 26 Date: 7/14/2022 |

27

Article X – Washington Paid Family and Medical Leave Program

Washington Paid Family and Medical Leave Program (PFML) effective January 1, 2020. The parties recognize that the Washington State Family and Medical Leave Program (RCW 50A.04) is in effect beginning January 1, 2020 and eligibility for and approval of leave for purposes as described under that Program shall be in accordance with RCW 50A.04. In the event that the legislature amends all or part of RCW 50A.04, those amendments are considered by the parties to be incorporated herein. In the event that the legislature repeals all of part of RCW 50A. 04, those provisions that are repealed are considered by the parties to be expired and no longer in effect upon the effective date of their repeal.

Under RCW 50A, employer provided healthcare benefits must be maintained during a PFML leave, so interspersing time off is not required provided the employee qualifies for a reason under the federal FMLA. Under RCW 50A. 15.060 (2), the University has elected to offer supplemental benefits in the form of bereavement time off when the employee is qualified for PFML family leave per RCW 50A.05.010 10(d), sick time off, vacation time off, personal holiday, holiday credit, holiday taken, or compensatory time off.

Employees requesting PFML benefits through the Employment Security Department must provide notice to the University as outlined under RCW 50A.04.030.

Tentatively Agreed To:

For the Union:

DocuSigned by:
Erika Currier
922E85C8C36140F...

Erika Currier
Date: 5/6/2022

For the Employer:

DocuSigned by:
Jennifer Mallahan
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Jennifer Mallahan
Date: 5/5/2022

1 **Article X: Federal Family Medical Leave Act and Parental Leave**

2 **X.1 Federal Family and Medical Leave Act (FMLA)**

3 Consistent with the federal Family and Medical Leave Act of 1993, an employee who has
4 worked for the state for at least (12) months and for at least one thousand two hundred and fifty
5 (1250) hours during the twelve (12) months prior to the requested leave is entitled to up to
6 twelve (12) work weeks of leave per year for any combination of the following:

7 A. parental leave to care for a newborn or newly placed adopted or foster child; or

8 B. personal medical leave due to the employee's own serious medical condition that requires
9 the employee's absence from work; or

10 C. family medical leave to care for a family member who suffers from a serious medical
11 condition that requires care or supervision by the employee.

12 Family Member is defined as: the employee's spouse or same or opposite sex domestic partner,
13 child, parent, grandparent, grandchild, sister, or brother. It also includes individuals in the
14 following relationships with the employee's spouse or domestic partner: child, parent, and
15 grandparent. "Child" also includes any child residing in the employee's home through foster
16 care, legal guardianship or custody. Family members include those persons in a "step"
17 relationship.

18 **X.2**

19 The amount of family medical leave available to an employee is determined by using a rolling
20 twelve (12) month period. The rolling twelve (12) month period measures FMLA leave
21 availability by "looking backward" from the date an employee begins FMLA leave, adding up any
22 FMLA leave used in the previous twelve (12) months, and subtracting that amount from the
23 employee's twelve (12) workweek FMLA leave entitlement. The remaining amount is available
24 to the employee.

25 **X.3**

26 The University will continue the employee's existing employer-paid health insurance benefits
27 during the period of leave covered by FMLA. If necessary, due to continued approved personal
28 medical or parental leave approved beyond the FMLA period, or if the employee is not eligible
29 for FMLA, the employee may elect to use eight (8) hours of accrued applicable paid leave for
30 continuation of employer paid health insurance benefits for the duration of the approved leave of
31 absence. The interspersed paid leave will be applied to the first working day of the month.

32 **X.4**

33 FMLA leave may be taken intermittently or as part of a reduced work schedule when medically
34 necessary, as determined by the Employer.

35

36 Tentatively Agreed To:

37 For the Union:

38 DocuSigned by:
Erika Currier _____
922E85C8C38140F...

39 Erika Currier

40 Date: 10/27/2021

For the Employer:

DocuSigned by:
Jennifer Mallahan _____
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Jennifer Mallahan

Date: 10/28/2021

41

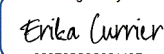
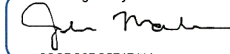
Article X – Parental Leave

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Parental leave is defined as: up to ~~four-six (46)~~ months of leave taken after the birth of a child to the employee, spouse or domestic partner, or because of the placement of a child with the employee or domestic partner through adoption or foster care. ~~Parental leave may extend up to six (6) months,~~ including time covered by the FMLA, during the first year after the child’s birth or placement. Leave beyond the period covered by FMLA may only be denied by the Employer due to operational necessity. The Employer will provide the Employee reasons for denial in writing. Extensions beyond six (6) months may be approved by the Employer. For birth parents, temporary disability leave for pregnancy is in addition to parental leave.

Parental leave may be taken as continuous leave of absence or, if it meets business needs and has the approval of the unit, can be granted as intermittent leave or a modified work schedule. To be paid during Parental leave the employee must use accrued vacation time off, sick time off up to ~~eighteen (18) weeks~~ seven hundred twenty (720) hours, personal holiday, holiday credit, or compensatory time, discretionary time off, the combination of which may be determined by the employee. Employees must use all applicable accrued leave prior to going on leave without pay.

Tentatively Agreed To:

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|---|---|
| For the Union: <small>DocuSigned by:</small>  <small>922E85C8C36140F...</small> Erika Currier Date: 1/24/2023 | For the Employer: <small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small> Jennifer Mallahan Date: 1/24/2023 |
|---|---|

ARTICLE XX – SHARED LEAVE

XX.1 The purpose of this article is to inform employees of the basic provision of the leave-sharing program established by RCW 41.04.650- 41.04-670, as now or hereafter amended. In the event that there is any question as to leave sharing eligibility, entitlement or definition of terms, the language of the Revised Code of Washington is definitive.

The leave sharing program permits eligible state employees to donate a portion of their time off to financially aid other state employees who will need to take unpaid time off or separate from employment because of:

- Having a severe or extraordinary illness; or
- Having caregiver responsibilities for a relative or household member with a severe or extraordinary illness; or,
- The employee is serving as an approved emergency worker; or,
- When voluntarily or involuntarily serving in one of the uniformed services; of the United States, or,
- Being a victim of domestic violence, sexual assault or stalking, or assisting a family member who is a victim of domestic violence, sexual assault or stalking, or
- Sickness or temporary disability due to a pregnancy-related medical condition or miscarriage; or
- Taking parental leave to bond with and care for their newborn, adoptive or foster child, for a period of up to sixteen (16) weeks after birth or placement.

XX.2 Shared Leave Program. The shared leave program is administered consistent with state law and University policy. Employees seeking to request shared leave or to donate shared leave to another employee will follow the request procedures outlined on the UW Human Resources Operations website~~that the Human Resources Department publishes for that purpose.~~

XX.3 WA State Shared Leave Pool Programs: In accordance with state law and University Policy, eligible state employees may donate leave to the following shared leave pool programs:


- Uniformed Services Shared Leave Pool Program
- Foster Parent Shared Leave Pool Program
- Veterans' In-State Service Shared Leave Pool Program

XX.4 University of Washington Organ Donor Share Leave Program: The University of Washington Organ Donor Shared Leave Program is separate from the state-authorized shared leave program. It is open to all time off-eligible University


1 employees, either as organ donors requesting leave from other UW employees or
2 as employees gifting time off to an organ donor.
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7 Tentatively Agreed To:

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9 For the Union:

10 DocuSigned by:
11 
12 922E85C8C36140F...
Erika Currier
Date: 1/24/2023

For the Employer:

10 DocuSigned by:
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12 2CCDC2DC5F4741A...
Jennifer Mallahan
Date: 1/24/2023

14

ARTICLE XX – UNPAID HOLIDAYS FOR A REASON OF FAITH OR CONSCIENCE

XX.1 ~~Leave without pay~~Unpaid time off will be granted for a reason of faith or conscience for up to two (2) workdays per calendar year as provided below.

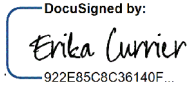
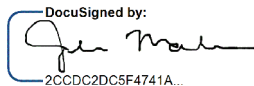
a) ~~Leave without pay~~Unpaid time off will be granted for up to two (2) workdays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. ~~Leave without pay~~Unpaid time off may only be denied if the employee’s absence would impose an undue hardship on the Employer as defined by Chapter 82-56 WAC or the employee is necessary to maintain public safety.

b) The Employer will allow an employee to use compensatory time, personal holiday, holiday credit or vacation ~~leave time off~~ in lieu of ~~leave without pay~~unpaid time off. ~~Requests to use compensatory time, personal holiday or vacation time off that indicate that the leave is being used in lieu of unpaid time off for reasons of faith or conscience may only be denied if the employee’s absence would impose an undue hardship on the Employer as defined by Chapter 82-56 WAC or the employee is necessary to maintain public safety. All requests to use compensatory time, personal holiday or vacation leave requests must indicate the leave is being used in lieu of leave without pay for a reason of faith or conscience.~~ An employee’s personal holiday must be used in full workday increments.

c) An employee’s seniority date, probationary period or trial service period will not be affected by ~~leave without pay~~unpaid time off taken for a reason of faith or conscience.

d) Employees will only be required to identify that the request for ~~leave time off~~ is for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

Tentatively Agreed To:

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| For the Union: | For the Employer: |
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| Erika Currier | Jennifer Mallahan |
| Date: 5/6/2022 | Date: 5/5/2022 |

1 Sick time off may be requested to be used for bereavement or condolence for a
2 family member or friend when bereavement time off is not available, or if you need
3 to extend your leave due to other related circumstances.

4 The University has elected to offer supplemental benefits in the form of
5 bereavement time off when the Employee is qualified for Washington Paid Family
6 and Medical Leave (PFML) per RCW 50A.05.010 10(d), as outlined in Article X.

7 Tentatively Agreed To:

8 For the Union:

9 DocuSigned by:
10 *Erika Currier*
11 922E85C8C36140F...

12 Erika Currier

13 Date: 7/14/2022

For the Employer:

DocuSigned by:
Ashlee Hooten
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Ashlee Hooten

Date: 7/14/2022

14

**ARTICLE XX – LEAVE RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT
OR STALKING**

As required by state law, and in accordance with University policy, the University will grant time off and/or reasonable safety accommodations to an employee who is a victim of domestic violence, sexual assault, or stalking.

Employees may choose whether to take leave as paid, unpaid, or a combination of paid and unpaid time. For a paid leave of absence, Employees may use sick time, other paid time off, compensatory time or holiday credit. Employees may qualify for shared leave.

Time off may also be granted to an employee who has to assist a family member who is a victim of domestic violence, sexual assault or stalking. ~~The parties will continue to work to promote knowledge of this employee right. For the purpose of this leave, family member is defined as:~~


- Your spouse or domestic partner, child, parent, grandparent, grandchild, sister, or brother
- The child, parent, or grandparent of your spouse or domestic partner
- A person with whom you have a dating relationship

The Employer will inform Employees of the right annually.


A reasonable safety accommodation may include, but is not limited to, a transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking. A reasonable safety accommodation will be determined by the Employer, and will be informed by the needs of the employee.

Tentatively Agreed To:

For the Union:

DocuSigned by:

922E85C8C38140F...
Erika Currier
Date: 5/18/2022

For the Employer:

DocuSigned by:

2CCDC2DC5F4741A...
Jennifer Mallahan
Date: 5/19/2022

ARTICLE XX – MILITARY LEAVE

1
2
3 XX.1 Military Leave will be approved in accordance with University of Washington
4 Administrative Policy Statement 45.4, which is subordinate to the Uniformed
5 Services Employment and Reemployment Rights Act, RCW 38.40, and RCW
6 49.77. Employees who are called to active duty in any of the uniformed services
7 or their reserves shall receive 21 work days of paid military leave annually from
8 October 1 through September 30. Such paid military leave shall be in addition to
9 any compensatory time, holiday credit, vacation or sick ~~leave-time off~~ to which the
10 employee might be otherwise entitled, and shall not involve the reduction of any
11 benefits, performance rating, privileges or base pay. During the period of paid
12 military leave, the employee shall receive their normal pay. If the employee is
13 scheduled to work a shift that begins on one calendar day and ends on the next
14 calendar day, the employee is charged military leave only for the first calendar day.

15 XX.2 Employees required to appear during working hours for a physical examination to
16 determine physical fitness for military service shall receive full pay for the time
17 required to complete the examination.

18 XX.3 Employees who are called to active duty in one of the uniformed services of the
19 United States or the State of Washington shall be granted a military leave of
20 absence without pay for absence from work for up to 5 years in addition to any
21 time covered by the provisions of Section XX.1. During an unpaid military leave of
22 absence, an employee is entitled to receive:

23 a. retirement benefits and service credit in accord with the provisions of the
24 applicable retirement system;

25 b. paid medical and dental insurance if in pay status at least 8 hours per month.

26 c. Other health plan coverage at the employee's request and expense for a limited
27 period of time as determined by the Health Care Authority;

28 d. other length-of-service credits related to employment that would have been
29 granted had the employee not been absent; provided that the employee returns
30 to University service at the conclusion of the leave in accord with applicable
31 Federal and State laws related to military leave; and

32 e. any additional benefit required by then-applicable state or federal law.

33 XX.4 The employee should follow the military leave of absence request process, as
34 outlined on the UW HR website (library staff) or the Office of Academic Personnel
35 website (Librarians).

36 Unless prohibited by military necessity, the University shall be provided with a copy
37 of an employee's orders at the time the employee requests military leave. Such

1 request shall be made as soon as reasonably practical after the employee learns
2 of the need for such leave.


3 XX.5 Following release from military service, an employee shall have the right to return
4 to employment as provided by then-applicable state and federal law. The
5 employee will provide a copy of employee's discharge papers and any other
6 documentation permitted or required by military-leave laws to their supervisor and
7 to Human Resources.

8 XX.6 Employees who are spouses of members of the armed forces will be released for
9 the provisions of the Military Family Leave Act RCW 49.77 when the service
10 member has been notified of an impending call or order to active duty or when on
11 leave from deployment.

12

13 Tentatively Agreed To:

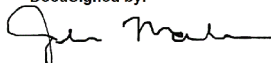
14 For the Union:

15 DocuSigned by:
16 
922E85C8C36140F...

17 Erika Currier

18 Date: 4/15/2022

For the Employer:

DocuSigned by:

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Jennifer Mallahan

Date: 4/25/2022

19


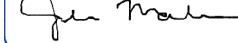
ARTICLE XX – WORK RELATED INJURY LEAVE

XX.1 An employee who sustains a work-related illness or injury shall be granted a disability leave of absence in accordance with federal and state law. It is the intention of the University to comply with state and federal laws regarding such absences through its policies and procedures.

XX.2 ~~[PLACEHOLDER]Employees who are in leave without pay status for up to six (6) months due to a work-related injury, upon written request and proof of continuing disability, shall maintain their seniority and progression start date. Leave without pay exceeding six (6) months without loss of seniority or change in progression start date may be granted at the option of the employing official.~~

XX.3 Employees who suffer a work-related injury or illness that is compensable under the state worker’s compensation law may select time loss compensation exclusively or a combination of leave payment and time loss compensation.

XX.4 The University’s policies on family and medical leave, sick ~~leave~~ time off and disability accommodations apply to employees with work related injuries or illnesses.

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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <small>DocuSigned by:</small>  <small>922E85C8C36140F...</small> | <small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small> |
| Erika Currier | Jennifer Mallahan |
| Date: 3/18/2022 | Date: 3/16/2022 |

- 37 3. Providing seating or allowing the employee to sit more frequently if their job
- 38 requires them to stand; and
- 39 4. Restricting lifting to 17lbs. or less.

40 B. An employee’s pregnancy or pregnancy-related health condition may also be accommodated
41 as follows:

- 42 1. Job restructuring, part-time or modified work schedules, reassignment to vacant
- 43 position, or acquiring or modifying equipment, devices, or an employee’s work
- 44 station;
- 45 2. Providing for a temporary transfer to a less strenuous or less hazardous position;
- 46 3. Providing assistance with manual labor and limits on lifting;
- 47 4. Scheduling flexibility for prenatal visits; and
- 48 5. Any further pregnancy accommodation an employee may request

49 With respect to these accommodations, the University may request an employee provide written
50 certification from their treating health care provider regarding the need for reasonable
51 accommodation and may deny and employee’s request for reasons of significant difficulty or
52 expense.

53 Tentatively Agreed To:

54 For the Union:

55 DocuSigned by:
Erika Carrier
922E85C8C38140F...

56 Erika Carrier

57 Date: 10/27/2021

For the Employer:

DocuSigned by:
Jennifer Mallahan
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Jennifer Mallahan

Date: 10/28/2021

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ARTICLE XX – MISCELLANEOUS LEAVE1
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XX.1 ~~Leave Without Pay~~Unpaid time off. In addition to the circumstances specified elsewhere in this Agreement, the Employer, in its discretion may approve an unpaid time off~~leave without pay~~ for the following reasons specified below. ~~Leaves without pay~~Unpaid time offs must be approved or denied by the Employer in writing within fourteen (14) calendar days of the request when practicable and if denied will include the reason for denial. Approval will set a date for the employee's return to work. Modification of the return date must also be approved in writing by the Employer.

XX.2 ~~Leave without pay~~Unpaid time off may be granted for the following reasons:

- a. Child or elder care emergencies
- b. Governmental service
- c. Citizen volunteer or community service
- d. Conditions applicable for ~~leave with pay~~paid time off
- e. Education
- f. Formal collective bargaining that is not otherwise provided for in this Agreement or contained within agreed upon ground rules
- g. ~~Leave-Time off~~ taken voluntarily to reduce the effect of a layoff
- h. Union project activities that are not otherwise provided for in this Agreement
- i. To accommodate annual work schedules of employees occupying cyclic year positions
- j. As otherwise provided for in this Agreement

XX.3 ~~Leave without pay~~Unpaid time off for the following reasons is not covered by this Article:

- a. Compensable work-related injury or illness, (Article XX)
- b. Military service (Article XX)
- c. ~~Leave-Time off~~ for serious health condition taken under the provisions of the Family and Medical Leave article (Article XX)
- d. ~~Leave-Time off~~ authorized by the Employer as part of a plan to reasonably accommodate a person ~~of with a~~ disability (Article X)
- e. ~~Disability due to pregnancy or childbirth~~Pregnancy, childbirth, and pregnancy related conditions (Article XX)
- f. Bereavement (Article XX)
- g. Parental leave (Article XX)
- h. Union activities (Article XX)

XX.4 Conditions Applicable to ~~Leave without Pay~~Unpaid time off:

1 Employees must submit any request for an leave without pay/unpaid time off in
2 writing when feasible prior to the leave time off being used. Except as required by
3 law, a request for leave without pay/unpaid time off must meet the following
4 conditions:

- 5 a. The employee must be a permanent employee
6
7 b. The employee must have a bona fide intention of returning to work following
8 the leave/unpaid time off
9
10 c. The leave without pay/unpaid time off must not, in the discretion of the
11 University, interfere with operational needs.
12

13 XX.5 Cancellation of Leave Without Pay/Unpaid time off. The Employer may cancel an
14 leave without pay/unpaid time off upon finding that the employee is using the leave
15 time off for purposes other than those specified at the time of approval, or where
16 there are extreme circumstances requiring the employee's return to work. The
17 Employer will provide written notice to the employee that an leave without
18 pay/unpaid time off has been cancelled. The notice will set a date for the
19 employee's return to work. When possible, The Employer will consider an
20 employee's individual circumstances and operational needs when determining a
21 return to work date. Unless mutually agreed, the employee's failure to return to
22 work on the date prescribed will be considered job abandonment.

23 XX.6 Benefits During Leave/Unpaid Time Off. Employees are encouraged to contact the
24 Employer's Benefits Office/SC (phone # 206-543-28000,
25 benefitsischelp@uw.edu) prior to any leave without pay/unpaid time off to
26 understand impact on benefits and learn about other points to consider.

27 XX.7 Returning Employee Rights. Employees returning to work following an approved
28 leave without pay/unpaid time off will be returned to the position they held prior to
29 the leave without pay/unpaid time off or to another position in the same
30 classification in the same geographical area unit and organizational unit. In the
31 event the employee's position is substantially impacted during the time the
32 employee is on leave/unpaid time off, the employee will be notified in writing and
33 provided a time in which to exercise any rights available pursuant to this
34 Agreement.

35 XX.8 Educational Leave. After applicable accrued leave time off has been exhausted,
36 leave without pay/unpaid time off may be granted for the duration of actual
37 attendance in an educational program.

38 XX.9 Government Service Leave. After applicable accrued leave time off has been
39 exhausted, Leave without pay/unpaid time off may be granted for government
40 service in the public interest, including but not limited to the U.S. Public Health
41 Service or Peace Corps.

1 XX.10 Volunteer or Community Service Leave. After applicable accrued leave-time off
2 has been exhausted, Leave without pay/unpaid time off may be granted for
3 community volunteerism or service.

4 XX.11 Formal Collective Bargaining Leave. Leave without pay/Unpaid time off may be
5 granted to participate in formal collective bargaining sessions authorized by RCW
6 41.8041.56 as mutually agreed by the parties.

7 XX.12 The use of leave-time off for certain emergency services personnel will be granted
8 in accordance with RCW 49.12.460.

9 XX.13 Leave-Time off for organ donors will be granted in accordance with UW APS 45.9.

10

11 Tentatively Agreed To:

12 For the Union:

13 DocuSigned by:

14 *Enka Currier*

15 922E85C8C36140F...

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Date: 7/14/2022

For the Employer:

DocuSigned by:

Asilee Hooten

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Date: 7/14/2022

ARTICLE XX – INCLEMENT WEATHER AND SUSPENDED OPERATIONS

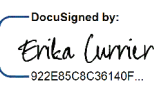
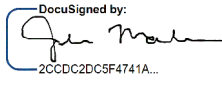
XX.1 Inclement Weather. When the University is in operation but an employee is faced with unanticipated problems related to natural disasters or severe weather conditions, the Employer will allow the employee to telework and may make adjustments to the employee’s job duties and/or deadlines as appropriate. Employees who are unable to telework may use compensatory time, holiday credit, personal holiday, vacation time off, or leave without pay. Employees designated as essential must make all reasonable efforts to report to work as scheduled.

XX.2 Suspended Operations. If the University determines it is advisable due to emergency conditions to suspend the operation of all or any portion of the institution, requiring only employees in-performing essential positions-services to report to work the following will govern: Any employee who can successfully accomplish their work away from the worksite has the option to telework. ~~Employees may request to use compensatory time, holiday credit, personal holiday, vacation time off.~~ Requests will not be unreasonably denied.

Employees who perform nonessential services are not required to report to work, but may telework if approved by the manager. Employees who perform nonessential services who cannot telework during an operational suspension may request to use compensatory time, holiday credit, personal holiday, or vacation time off, if available. Employees who cannot telework and do not have available time off balances may use unpaid time off.

UW parking in unrestricted spaces shall be provided at no cost to the employee at each campus for which suspended operations have been declared for any staff member designated by their supervisor as essential. Restricted spaces include but are not limited to: disability stalls, time limited stalls, load/unload stalls, pay by space stalls (restricted to pay station parking), university vehicle stalls, metered stalls (restricted to pay meter parking) carpool stalls, UCAR Only stalls, electric vehicle charging stalls, motorcycle stalls, and department reserved stalls. Employees qualified to use a restricted space (for example disabled stalls) shall be able to use the appropriate space.

Tentatively Agreed To:

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| For the Union: | For the Employer: |
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| Erika Currier | Jennifer Mallahan |
| Date: 1/17/2023 | Date: 11/22/2022 |

ARTICLE XX – LEAVE-TIME OFF DUE TO FAMILY CARE EMERGENCIES

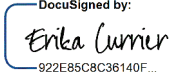
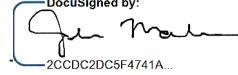
A. There are two types of family care emergencies:

a. A child care emergency is defined as a situation causing an employee's inability to report for or continue scheduled work because of emergency child care requirements such as unexpected absence of regular care provider, unexpected closure of the child's school, or unexpected need to pick up child at school earlier than normal.

b. An elder care emergency is defined as a situation causing an employee's inability to report for or continue scheduled work because of emergency elder care requirements.

B. An employee who is unable to report for or remain at work, whether that workstation be designated onsite or telework location, due to a family care emergency may use vacation leavetime off, sick leavetime off, compensatory time, holiday credit, discretionary time off, or leave without pay/unpaid time off up to a maximum of three (3) days of each type of leave-time off per calendar year, and their personal holiday. Use of any of the above leave-time off categories is dependent upon the employee's eligibility to use such leavetime off. The employee upon returning from such leave-time off shall designate to which leave-time off category the absence will be charged.

C. In accordance with RCW 49.46.210, sick leave-time off may be used when an employee's child's school or place of care has been closed by order of a public official for any health-related reason. Health-related reason means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material.

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| Tentatively Agreed To: | |
| <p>For the Union:</p> <p>DocuSigned by:  <small>922E85C8C36140F...</small> Erika Currier Date: 1/24/2023</p> | <p>For the Employer:</p> <p>DocuSigned by:  <small>2CCDC2DC5F4741A...</small> Jennifer Mallahan Date: 1/24/2023</p> |

ARTICLE XX – HEALTH AND SAFETY

1
2
3 X.1 Health and Safety. It is the policy of the University of Washington to create and
4 maintain a safe and healthful workplace free from recognized hazards that may
5 cause harm to employees, consistent with and in compliance with applicable state
6 and federal laws. Employees will play an active role in creating a safe and healthy
7 workplace and will comply with all applicable health and safety rules. The Union
8 and the Employer are jointly committed to the goal of implementing an effective
9 health and safety program and accident prevention program that meets or exceeds
10 Washington State Department of Labor and Industries, Division of Occupational
11 Safety and Health (DOSH) requirements.

12 X.2 Safety. All work shall be performed in conformity with applicable health and safety
13 standards. If an employee is assigned to work during an anticipated event at the
14 University and has concerns regarding their personal safety, they may discuss
15 their concerns with their supervisor, who may approve a temporary alternative
16 assignment during the event. If a request for a temporary alternative assignment
17 is denied, the employee's supervisor will provide the reason for denial in writing. If
18 an employee experiences an unanticipated situation in which individuals or groups
19 create a hostile or unsafe work environment, the employee may remove
20 themselves from the situation. Employees are encouraged to immediately report
21 any unsafe working conditions to their supervisor. If the matter is not resolved
22 satisfactorily between the supervisor and employee, either may involve the Union
23 Steward and request a decision from a medical center's Safety Officer, and/or the
24 University's Department of Environmental Health & Safety (EH&S) or the
25 Department of Labor & Industries (L&I). No other employee may do the work
26 believed to present an imminent risk to life and safety until a risk assessment has
27 been done by the Safety Officer and/or the University's Department of
28 ~~Environmental Health & Safety(EH&S)~~, or the ~~Department of Labor &~~
29 ~~Industries(L&I)~~, and it is confirmed that there is no imminent hazard. Once a risk
30 assessment is completed and it is confirmed that there is no imminent hazard and
31 conditions meet DOSH standards, the employee will be expected to perform the
32 work.

33 Employees are encouraged to attempt to resolve the matter first with the
34 supervisor, then the Safety Officer and/or ~~the University's Department of~~
35 ~~Environmental Health & Safety (EH&S)~~ prior to going outside the University.

36 No employee shall be disciplined or retaliated against for reporting any such
37 condition.

38 Employees with concerns about air quality standards should escalate the issue
39 through their supervisor. Staff shall not be discouraged from contacting Building
40 Coordinators, Safety Officers, or EH&S with questions or concerns.

1 Facilities and EH&S will continue to evaluate reports of individual room air
2 circulation problems and building issues can be reported to Facilities through an
3 online work order request.

4
5 X.3 Reporting. Employees in the bargaining units are encouraged to report
6 immediately to their supervisor and/or designated safety official any apparent
7 unsafe working condition. Employees shall use required safety devices and
8 perform work according to required safety procedures.

9 If a supervisor, the Employer-designated safety official, Labor and Industries or
10 Environmental Health and Safety (telephone 206-543-7262) declare a University
11 work site to be hazardous and unfit for work, affected employees may be assigned
12 to alternative work sites, including telework work sites, until the hazardous
13 condition is rectified. If assignment to an alternative work site is not possible and
14 it is not possible to telework and the supervisor decides to send the employee(s)
15 home, those employees sent home will receive their regular pay for all time the
16 employee(s) is scheduled to work on the day of the incident. For all subsequent
17 days the employee(s) may use accrued leave as appropriate or request make up
18 time as follows:

- 19 a. Employees must request make up time within three (3) working days after
20 operations resume.
- 21 b. Reasonable work must exist and the supervisor must approve the request to
22 work. The time must be made up within ninety (90) calendar days after
23 operations resume.

24 X.4 Health Examinations. The Employer shall provide at no cost to the employee, such
25 medical tests, health examinations and surveillance/monitoring as may be required
26 as a condition of employment and/or as a result of regulated hazards encountered
27 after-during employment.

28 X.5 Personal Protective Equipment (PPE) The Washington State Department of Labor
29 and Industries (L&I) in WAC 296-800-160 Personal Protective Equipment (PPE)
30 requires all employers to assess their workplace for hazards that might require the
31 use of personal protective equipment. If PPE has to be used, the supervisor must
32 require its use.

33 After the assessment and selection, employees required to use PPE must be
34 trained before they are required to use the PPE. All of the following must be
35 covered:

- 36 a. What PPE to use and when to use it
37 b. Limitations of the PPE
38 c. How to put it on, take it off and adjust it
39 d. Inspection and maintenance

1 e. Any manufacturer instructions and warnings

2 f. Make sure the PPE fits well

3 g. How to obtain PPE

4 h. How to dispose of PPE

5
6 Bargaining unit employees will not be disciplined for refusing to work in the event
7 that Employer required PPE is not provided by the Employer.

8
9 X.56 Safety Committees. Joint employee-elected and Employer appointed safety
10 committees shall be formed in accord with DOSH requirements and following
11 University of Washington policy. The Union is entitled to representation on the
12 University-wide or specific organizational or divisional committees where
13 bargaining unit employees are working. Any department or unit committee also
14 dealing with health and safety issues in work areas shall appropriately involve
15 bargaining unit employees. Participation in safety and health committees, including
16 meeting time, health and safety research, work on committee assignments,
17 seminars, and classes will be considered time worked for all employees in
18 accordance with University policy. Release time must be arranged with
19 supervisors in advance.

20 When the committee makes a recommendation that requires action or approval
21 beyond its scope of authority, the Employer will communicate its disposition of the
22 formal written recommendation within thirty (30) days.

23 X.67 Ergonomics. The supervisor/manager will provide training and equipment for staff
24 to safely perform job functions and avoid injury. Employees should contact their
25 supervisor if job procedures, equipment or workstations lead to risk of injury or
26 work-related musculoskeletal disorders. Further ergonomic guidelines shall be
27 referenced on the Environmental Health and Safety University's EH&S website
28 www.ehs.washington.edu. UW Libraries and Press employees have the option to
29 contact Libraries HR to request an ergonomic assessment. Gallagher Law Library
30 Employees-employees have the option to request the University of Washington
31 Environmental Health and SafetyEH&S to perform an ergonomic assessment of
32 their work station. Based on the ergonomic assessment, adjustments may be
33 needed or requested by the employee.

34 X.78 Workplace Review. Supervisors will periodically inspect the worksite for the
35 identification of recognized hazards, including ergonomic conditions, and put in
36 place appropriate and feasible mitigations for any identified conditions that may be
37 hazardous to health and safety. Such mitigations may include the use of
38 engineering controls, administrative controls, the use of personal protective
39 equipment, and/or increased training. The organizational unit will determine the
40 appropriate frequency of the inspections and such frequency shall be an
41 appropriate topic for Union Management meetings.

1 In response to a DOSH* ~~(Department of Occupational Safety & Health~~
2 ~~Administration—Labor & Industries)~~ inspection initiated by a bargaining unit
3 employee complaint, the Employer will contact the designated Union
4 representative to participate in the worksite inspection. Employees may also
5 request a workplace review by the employing department and employees shall be
6 given the results of the review.

7 X.~~89~~ DOSH Inspections: Each time there is a DOSH inspection of the Employer's
8 property in an area where ~~WFSE-Union~~ employees perform their duties, the
9 Employer shall contact the Union Office to find out whom the Union designates as
10 the employee representative. If the Union's representative is not present for the
11 inspection, the Employer shall request that the ~~DOSH inspector~~Compliance Safety
12 and Health Officer (CSHO) delay the inspection until the Union's representative
13 can arrive.

14 X.~~910~~ Wellness. The Employer and the Union will encourage and support employee
15 participation in appropriate programs including the UW Care Link Services through
16 which employees may seek confidential assistance in the resolution of chemical
17 dependency or other problems that may affect job performance. UW Care Link
18 Services may presently be reached at 1-866-598-3978 (business hours) or 1-800-
19 833-3031 (24 hour line). No employee's job security will be placed in jeopardy as
20 a result of seeking and following through with corrective treatment, counseling or
21 advice providing that the employee's job performance meets supervisory
22 expectations. Wellness room access will be provided per Article X Employee
23 Facilities.

24 X.~~101~~ Tools and Equipment. The Employer will furnish and maintain in safe working
25 condition all tools and equipment required to carry out the duties of each position,
26 and will provide, during working hours, training on the safe operation and use of
27 tools/equipment/supplies required to perform the employee's duties. The
28 Employer agrees to provide transport for necessary equipment and supplies which
29 cannot safely be transported by hand. The employees will properly use and
30 maintain all required tools/equipment/supplies and immediately report any defects
31 or malfunctions to the supervisor.

32 X.~~142~~ Joint Union/Management Committee. It shall be appropriate for either the Union
33 or the University to request that a Joint Union/Management committee be
34 convened, with ~~Environmental Health and Safety~~EH&S as a participating member,
35 to discuss health and safety concerns and to explore options for addressing those
36 concerns through appropriate training or other approaches.

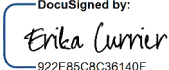
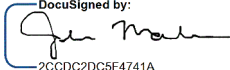
37 X.~~123~~ Training. Training that is relevant to the business operations and hazards involved
38 in the work activities will be provided in the workplace by qualified trained
39 individuals to employees.

1 Training needs will be an appropriate topic at Joint Union/Management committee
2 meetings. Assistance with interpretation may be requested by staff.

3

4 X.134 Safety and Health Grievances. Grievances arising out of violations of this Article
5 will start at Step 2 of the grievance procedure.

6

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| 7 Tentatively Agreed To: | |
| 8 For the Union: | 9 For the Employer: |
| 10  | 10  |
| 11 Erika Currier | 11 Jennifer Mallahan |
| 12 Date: 9/29/2022 | 12 Date: 9/29/2022 |

13

Article X – Health Care Benefits Amounts

X.1

A. For the 2021-2023 biennium, the Employer will contribute an amount equal to eighty-five percent (85%) of the total weighted average of the projected medical premium for each bargaining unit employee eligible for insurance each month as determined by the Public Employees Benefits Board (PEBB). The projected medical premium is the weighted average across all plans, across all tiers.

X.2

B. The point-of-service costs of the Classic Uniformed Medical Plan (deductible, out-of-pocket maximums and co-insurance/co-payment) may not be changed for the purpose of shifting health care costs to plan participants, but may be changed from the 2014 plan under two (2) circumstances.

- 1. In ways to support value-based benefits designs; and
- 2. To comply with or manage the impacts of federal mandates.

Value-based benefits designs will:

- 1. Be designed to achieve higher quality, lower aggregate health care services cost (as opposed to plan costs);
- 2. Use clinical evidence; and
- 3. Be the decision of the PEBB Board

C. Article X.1 and 2 will expire ~~X~~June 30, 2023.

X.3

A. For the 2023-2025 biennium, the Employer Medical Contribution (EMC) will be an amount equal to eighty-five percent (85%) of the monthly premium for the self-insured Uniform Medical Plan (UMP) Classic for each bargaining unit employee eligible for insurance each month, as determined by the Public Employees Benefits Board (PEBB). In no instance will the employee contribution be less than two percent (2%) of the EMC per month.

B. The point-of-service costs of the Classic Uniform Medical Plan (deductible, out-of-pocket maximums and co-insurance/co-payment) may not be changed for the purpose of shifting health care costs to plan participants, but may be changed from the 2014 plan under two (2) circumstances.

- 1. In ways to support value-based benefits designs; and
- 2. To comply with or manage the impacts of federal mandates.

38 Value-based benefits designs will:

- 39 1. Be designed to achieve higher quality, lower aggregate health care
- 40 services cost (as opposed to plan costs);
- 41 2. Use clinical evidence; and
- 42 3. Be the decision of the PEBB Board.
- 43

44 C. Article X.3 (B) will expire June 30, 2025.

45

46 X.4

47 A. The Employer will pay the entire premium costs for each bargaining unit

48 employee for dental, basic life, and any offered basic long-term disability

49 insurance coverage. If changes to the long-term disability benefit structure occur

50 during the life of this agreement, the Employer recognizes its obligation to

51 bargain with the Coalition over the impacts of those changes within the scope of

52 bargaining.

53 B. If the PEB Board authorizes stand-alone vision insurance coverage, then the

54 Employer will pay the entire premium costs for each bargaining unit employee.

55

56 X.5 Wellness

57 A. To support the statewide goal for a healthy and productive workforce, employees

58 are encouraged to participate in a Well-Being Assessment survey. Employees

59 will be granted work time and may use a state computer to complete the survey.

60 B. The Coalition of Unions agrees to partner with the Employer to educate their

61 members on the wellness program and encourage participation. Eligible, enrolled

62 subscribers shall have the option to earn an annual one hundred twenty-five

63 dollars (\$125.00) or more wellness incentive in the form of reduction in deductible

64 or deposit into the Health Savings Account upon successful completion of

65 required Smart Health Program activities. During the term of this Agreement, the

66 Steering Committee created by Executive Order 13-06 shall make

67 recommendations to the PEBB regarding changes to the wellness incentive or

68 the elements of the Smart Health Program.

69

70 X.6 The PEB Program shall provide information on the Employer sponsored Insurance

71 Premium Payment Program on its website and in an open enrollment publication

72 annually.

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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <small>DocuSigned by:</small> <i>Erika Currier</i> <small>922E85C8C36140F...</small> | <small>DocuSigned by:</small> <i>Ashlee Hooten</i> <small>A71188E27298445...</small> |
| _____ | _____ |
| Erika Currier | Ashlee Hooten |
| Date: 1/17/2023 | Date: 1/17/2023 |

ARTICLE XX – TRANSPORTATION, TRAVEL, AND COMMUTE REDUCTION

X.1 U-PASS

The Employer will provide bargaining unit Employees with a fully-subsidized U-PASS. Activation and maintenance of this benefit are subject to UW Transportation Service requirements.

X.2 ~~Parking/U-Pass~~

The Union agrees that during the life of this Agreement, the University may apply changes in transportation policy, including adjusting parking ~~and U-pass~~ fees and criteria for assigning parking spots, to the bargaining unit without the obligation to bargain with the Union. The Union may raise issues and concerns about the University's parking program at Joint Labor/Management Committee meetings or at ad hoc Labor Management Committee meetings.

X.3 Flexible schedules to assist in commute trip reduction

~~Teams are~~ The Employer is encouraged to give serious consideration to employee requests for flexible schedules for commute trip reduction purposes. Individual requests for flexible scheduling may be approved by the employing official, provided that such scheduling does not interfere with the effective operation of the team and shall be dependent upon operating, business, and customer needs. Upon request, the Employer will provide the reason for denial in writing. The denial of a flexible schedule request is not subject to Article X Grievance Procedure.

X.4 Telework

Bargaining unit employees may be eligible to telework in accordance with the University's Telework Policy: <https://hr.uw.edu/policies/telework/telework-remote-work-and-out-of-state-work/> and Article X Telework.

X.5 Travel

Any employee required to travel to a place of work other than their regular official duty station shall be reimbursed for travel costs if eligible, in accordance with University of Washington Administrative Policy Statements, Section 70. All provisions in Article XX Overtime will apply to travel.

~~Work Time and Compensation for Overtime-Eligible Employees~~

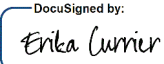
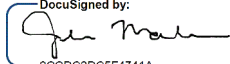
~~When employees are required to report for work to their official duty station before traveling to a temporary official duty station, work time computation shall commence at the time of reporting to the regular official duty station.~~

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~~When employees are required to travel on a nonscheduled work day they shall be paid in accordance with Articles X Hours of Work, X Overtime, and University policy. For purposes of determining hours of work, the work day shall commence at the time the employee leaves their official duty station and end upon arrival at the temporary duty station. The employee's domicile shall be their official work station when travel commences from that location if less than time calculation from the official duty station.~~

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Tentatively Agreed To:

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| <p>For the Union:</p> <p><small>DocuSigned by:</small>  <small>922E85C8C36140F...</small></p> <p>_____</p> <p>Erika Currier Date: 10/4/2022</p> | <p>For the Employer:</p> <p><small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small></p> <p>_____</p> <p>Jennifer Mallahan Date: 11/15/2022</p> |
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Article X- Paid Professional Leave

X.1 PURPOSE

The purpose of paid professional leave (PPL; otherwise known as sabbatical) is to afford eligible employees at the University Libraries the opportunity to increase their knowledge, further their scholarship, expand their skills, and enhance their professional development. The overall objective is to enhance the employee's capacity for and value of service to the University.

X.2 ELIGIBILITY

The character of the employee's PPL plan as well as the individual's ability to carry out these plans are important considerations in the granting of a PPL. The Employer will also consider whether an employee's performance warrants the privilege of a leave.

~~Paid professional leave will not be granted for the purpose of working toward an advanced degree or the possible acquisition of credit applicable toward an advanced degree.~~ Ordinarily, PPL will not be granted for the purpose of working toward an advanced degree. Under unusual circumstances, however, eligible employees may be granted this privilege upon recommendation by the appropriate Dean to the President.

The authority to grant paid professional leave rests with the appropriate Dean, followed by the final approval by the Provost (librarians) or Campus HR Operation (professional libraries and professional employees) in their sole discretion.

It is expected that the appropriate dean's office will verify eligibility before considering the PPL request and will not consider requests from ineligible librarians or Professional Libraries and Press Employees. Librarians: A librarian with a full-time appointment and permanent status becomes eligible for PPL no earlier than their seventh academic year of University service or their seventh academic year of service after their return from a previous PPL. Eligibility is calculated in academic years commensurate with the unit's standard service period. The year in which a PPL takes place is considered the 'PPL year', even if the PPL was only one or two quarters in duration.

After returning from PPL, a librarian can begin accruing time toward their next PPL in the academic year immediately following the 'PPL year.'

Professional Libraries and Press Employees: A professional staff employee is eligible to apply for a professional leave not earlier than their seventh year of service ~~in the University's professional staff program,~~ or not earlier than in the seventh year after return from a previous University of Washington professional leave with pay.

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3 **X.3 APPLICATION PROCESS**

4 Librarians:

5 Librarians must submit their applications by the submission date established annually
6 by the Office of Academic Personnel. PPL may be granted for up to twelve months (i.e.,
7 occurring within 3 or 4 academic quarters).

8 The process for submission of PPL applications is prescribed on the Office of Academic
9 Personnel's website and includes, among other things, instructions for completing the
10 application and their deadlines. The leave application should be submitted through the
11 applicant's supervisor to the appropriate Dean, who will review the application for
12 eligibility, merit, programmatic feasibility, and affordability to the unit at their sole
13 discretion. The dean will then forward supported applications to the Office of Academic
14 Personnel for Provost approval.

15 A librarian's eligibility for PPL may be impacted by other leaves taken during the service
16 accrual period.

17 PPL decisions are in the sole discretion of the Dean and Provost and therefore any
18 issues arising therefrom are not subject to the grievance procedure (Article X).

19 Professional Libraries and Press Employees:

20 Eligible employees must complete ~~the~~ an application form according to the forms
21 instructions and file the application at least 6 (six) months before the date of the
22 requested leave is to begin. PPL may be granted for up to nine months.

23 The immediate supervisor reviews the application and decides whether to endorse it.
24 The manager transmits the application to the appropriate dean for concurrence, and
25 then to Campus HR Operations for final approval.

26 Evaluation of a professional leave with pay request takes into consideration how
27 fulfillment of the plan is anticipated to enhance the value of the individual's service to
28 their employing unit and the University as well as the employing unit's and employee's
29 ability to fulfill the plan as described.

30 **X.4 SALARY SUPPORT DURING PAID PROFESSIONAL LEAVE**

31 State law requires that the aggregate cost of remunerated professional leaves awarded
32 at the institution during any year, including the cost of replacement personnel, shall not
33 exceed the cost of salaries that otherwise would have been paid to personnel on leave
34 (RCW 28B.10.650).

1 While the number of PPL allocations will be determined centrally, the Employer will
2 provide salary support during PPL as noted below. The percentage of salary support will
3 be commensurate with the number of academic quarters impacted by the leave:

- 4 • Full salary for a leave not exceeding three months (occurring within one quarter
5 for librarians);
- 6 • Three-fourths salary for a leave greater than three months up to six months
7 (occurring within two quarters for librarians);
- 8 • Two-thirds salary for a leave greater than six months (occurring within three or up
9 to four quarters for librarians; and no more than nine months for Professional
10 Libraries and Press Employees).

11 Other employment:

12 If an employee secures outside grant support that is designated for salary, such funds
13 may be applied to increase the employee's pay during sabbatical to no more than their
14 regularly established full salary, and any funds in excess of those necessary to achieve
15 full salary payment are used to reduce the UW's contribution. The employee's pay while
16 on sabbatical may not exceed the regularly established full salary. In addition, the
17 employee on sabbatical may not accept remunerative employment during the period of
18 the leave except when the purpose of the leave is for gaining experience which cannot
19 be obtained otherwise. Supplemental employment should not carry with it
20 responsibilities that interfere with the purpose for which the leave is granted. Salary
21 from other employment while on professional leave will be applied in the same manner
22 as grant support.

23 Such requests for librarians must be approved for Outside Professional Work for
24 Compensation [Outside Professional Work for Compensation form](#) (Form 1460) prior to
25 submitting the sabbatical application. As part of the PPL, librarians shall highlight the
26 difference between outside work and the proposed PPL activities. A copy of the
27 approved form must be attached to the PPL application. Professional librarians and press
28 employees must complete the [Outside Work – Request for Approval](#) (Form 1555) if
29 outside work as described above is requested.

30 State law limits the actual dollar amount of general state and local funds the UW may
31 pay to those on sabbatical. The maximum monthly salary limit for librarians on PPL are
32 referenced on the Office of Academic Personnel's website. Use of external sources
33 must be consistent with funding agency requirements.

34 **X.5 TIMING OF PAID PROFESSIONAL LEAVE QUARTERS FOR LIBRARIANS**

35 Requested PPL should fall within a single academic year (7/1 – 6/30, annually) and start
36 dates must align with UW's payroll academic quarter payroll start dates.

- 37 • Summer quarter (06/16 to 09/15)

- 1 • Autumn quarter (09/16 to 12/15)
- 2 • Winter quarter (12/16 to 03/15)
- 3 • Spring quarter (03/16 to 06/15)

4

5 **X.6 RETURN TO WORK SERVICE OBLIGATION**

6 In order to be granted paid professional leave, the employee must agree in writing to
 7 return to their University position for a period equivalent to the length of the leave
 8 (professional libraries and press employees) or one academic year following the PPL
 9 year (librarians). Pursuant to RCW 28B.10.650, if the employee does not comply with
 10 this agreement, the employee is obligated to repay all remuneration received from the
 11 UW during the period of the leave.

12 **X.7 REPORT OF LEAVE**

13 A written report of the principal accomplishments and summary of activities during the
 14 PPL must be submitted to the appropriate dean within one month after the conclusion of
 15 the leave. The report must state how and where the leave was spent and what the
 16 principal accomplishments were, including the leave's value to the University and to the
 17 employee's professional development.

18

19 Tentatively Agreed To:

20
21 For the Union:

22 DocuSigned by:

23 *Erika Currier*

24 922E85C8C36140F

25 Erika Currier

Date: 1/24/2023

20
21 For the Employer:

22 DocuSigned by:

23 *Jennifer Mallahan*

24 2CCDC2DC5F4741A

25 Jennifer Mallahan

Date: 1/24/2023

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Article X – Personnel Files

X.1 Files Relating to Employment

The Employer shall maintain files relating to employment in accordance with the applicable University policy and/or state or federal law. The official personnel file for each employee will be maintained by ~~the appropriate Human Resources Operations Campus Human Resources (for staff, Professional Libraries and Press employees) or the Office of Academic Personnel (for Librarians). These offices will be responsible for identifying the location of and process for accessing the file.~~ department and The official personnel file will accompany the employee throughout ~~his or her~~their service career at the University of Washington. The departmental file will be maintained by the department.

Individual supervisors may create and retain documents in a supervisor file. Documents in the supervisor file will not be placed in the departmental or official personnel file unless they are incorporated as part of an official action (such as a performance evaluation or a corrective action).

~~X.2 Files Relating to Promotion and Appointment Documentation~~

~~Files related to promotion and appointment documentation will be kept in the employee's departmental file. Selected documentation which addresses the quality of the Employee's work may include, for example, a class evaluation or an unsolicited letter which addresses work performance factors including comprehensiveness, accuracy, subject knowledge, communication skills, leadership, and supervisory skills. Additional selected documentation may also include a copy of a publication or publicly presented paper.~~

X.3-2 Employee Access to Files

~~Each employee has the right to review their personnel file, supervisory file, attendance file, payroll file, and medical file, and departmental file. The Employer will determine the location of all employee files. Upon written request by an employee to their Human Resources Consultant (for personnel file) or manager (for departmental file), the employee and/or representative may examine the employee's personnel file or departmental file. Review of employee files will be in the presence of an Employer representative during business hours. The employee and/or representative may request copies, which may be provided at no cost if the size of the request is reasonable. If the request is approved, a copy of the written authorization will be retained in the employee's file. Upon written request to the file custodian, employees have the right to examine all materials in their official personnel files that are not non-disclosable pursuant to state and/or federal laws. Information about accessing Professional Libraries and Press employees' official personnel files is provided here: <https://hr.uw.edu/policies/official-personnel-file-access/>.~~

47 Employees also have the right to access their departmental file. Upon written request by
48 the employee to their local HR (Libraries HR or Law School HR), the employee and/or
49 representative may examine the employee's departmental file. Review of departmental
50 employee files will be in the presence of the Employer representative during business
51 hours. The employee and/or representative may request copies, which may be provided
52 at no cost if the size of the request is reasonable. If the request is approved, a copy of
53 the written authorization will be retained in the employee's departmental file.

54 55 **X.4.3** Employee Response

56
57 A copy of any correspondence, adverse material, or letters issued and intended to be
58 included in an employee's official personnel file, except materials that are non-
59 disclosable pursuant to state and/or federal laws, shall be mailed or given to the
60 employee prior to becoming a permanent part of the file. ~~An employee may insert a~~
61 ~~reasonable amount of job-related materials in their personnel file that reflects favorably~~
62 ~~on their performance. An employee may provide a written rebuttal to any information in~~
63 ~~the files that they consider objectionable. The Employer will attach the rebuttal to the~~
64 ~~related document and will respond to the employee's rebuttal in writing. An employee~~
65 may insert a reasonable amount of job-related materials in their official personnel or
66 departmental files that reflects favorably on their performance. Employees shall have
67 the right to attach a concise statement in response to any item in the files and/or
68 request removal of inappropriate material from the files. Removal of records are is
69 subject to the Universities University's records retention policies.

70
71 ~~Information shall be retained per UW records retention policies as long as it has a~~
72 ~~reasonable bearing on the employee's job performance or upon the efficient and~~
73 ~~effective management of the institution, unless otherwise outlined in this agreement.~~

74 75 **X.5.4** Confidentiality

76
77 Access to personnel files will be in accordance with UW Policy and/or State Law. The
78 parties authorized to access an employee's official personnel or departmental file are
79 the employee, the employee's representative, the employee's direct supervisors,
80 Libraries HR, Campus HR, Academic HR, and Law HR. Unauthorized parties shall not
81 have access to any employee's official personnel or departmental file. Any unauthorized
82 party requesting access to personnel files will be directed to Public Records. ~~The~~
83 ~~employee will be notified of the request and given a protest period, in accordance with~~
84 ~~Article X – Privacy. A record will be retained in the HR personnel file of the names of~~
85 ~~individuals outside of HR who have reviewed any items in the personnel file who do not~~
86 ~~have written authorization from the employee, except requests for records in~~
87 ~~accordance with the Public Records request process.~~

88 89 **X.6.5** Medical Files

90
91 Medical information related to employment will be kept separate from all other
92 employment files and confidential in accordance with state and federal law.

93
94 **X.7-6** ~~A~~ adverse material or information related to alleged misconduct that is **determined**
95 **to be false unsubstantiated**, and all such information in situations where the employee
96 has been fully exonerated of wrongdoing, and/or any documents removed pursuant to
97 Article X Corrective Action, will be promptly removed from the employee's **official**
98 **personnel file and departmental files**. The Employer may retain this information in a
99 legal defense file in accordance with the prevailing Washington State law. **Subject to the**
100 **records retention schedule**, ~~T~~he Employer may retain information relating to employee
101 misconduct or alleged misconduct if the employee requests that the information be
102 retained.

103

104 Tentatively Agreed To:

105 For the Union:

106 DocuSigned by:

107 *Erika Currier*
922E85C8C36140F...

108

109 Date: 7/14/2022

For the Employer:

DocuSigned by:

Ashlee Hooten
A71188E27298445...

Date: 7/14/2022

ARTICLE XX – CORRECTIVE ACTION/DISMISSAL

1
2
3 XX.1 The parties will follow the “Corrective Action/Dismissal Process” outlined below.
4 No employee shall be subject to the process except for just cause. The corrective
5 action process will be considered to incorporate the concept of progressive action
6 while providing a positive method for improvement rather than punitive action. The
7 University will determine the specific step at which the process begins based on
8 the nature and severity of the problem.

9 XX.2 Representation

10 (a) Employees shall be notified ~~orally or~~ in writing that upon request they shall be
11 entitled to have a representative present when formal counseling, final counseling
12 or dismissal is occurring. Employees have a right to a meeting with management
13 whenever corrective action is issued. Attendance of a representative shall not
14 delay the disciplinary process unduly as determined by the Employer. All parties
15 shall make every effort possible to allow for Union representation without unduly
16 delaying the process.

17 (b) Upon request, an employee has the right to a union representative at an
18 investigatory interview called by the Employer, if the employee reasonably believes
19 corrective action could result. The employer will provide reasonable time to allow
20 an employee to secure a representative.

21 The role of the union representative in regard to an Employer-initiated investigation
22 is to provide assistance and counsel to the employee and not interfere with the
23 Employer’s right to conduct the investigation. Every effort will be made to
24 cooperate in the investigation.

25 (c) An employee placed on an alternative assignment during an investigation will
26 not be prohibited from contacting their union steward unless there is a conflict of
27 interest, in which case the employee may contact another union steward. This
28 does not preclude the Employer from restricting an employee’s access to the
29 Employer’s premises.

30 (d) An interpreter can be requested by either party and will be provided.

31 XX.3 Coaching. Coaching is defined as an ~~informal~~ informal discussion or instruction
32 between employee and their immediate supervisor. ~~When appropriate,~~
33 ~~Supervisors~~ supervisors are encouraged to attempt to resolve issue(s) through
34 coaching; this may include follow up in writing which may include a simple action
35 plan ~~in writing~~. This is not a form of corrective action.

36 XX.4 Corrective Action/Dismissal Process. The Employer will make clear when formal
37 or final counseling is being conducted and will inform the employee about their

1 right to representation under the CBA. When counseling or dismissing an
2 employee, the Employer will make every effort to protect the privacy of the
3 employee. Translators may be requested by any party.

4 **XX.5 Formal Counseling.**

5 Formal counseling (may involve administrative personnel other than the
6 employee's immediate supervisor) ~~including~~ includes the development of a written
7 action plan. The action plan will identify specific problem areas, performance
8 objectives, suggestions for remedying, and a timeframe for improvement. Prior to
9 issuance of formal counseling, a meeting may be scheduled by the employer or
10 requested by the employee to give the employee an opportunity to make their case
11 before the final decision is made. Employee requests for such a meeting will be
12 granted. An employee is entitled to representation at this meeting.

13 **XX.6 Final Counseling.** Final counseling (may involve administrative personnel other
14 than the employee's immediate supervisor) ~~including~~ includes action plan
15 discussion and revision, where appropriate. A decision-making period of one (1)
16 day of paid time away from the work site for the employee to consider the
17 consequences of failure to follow the action plan may be used at this step. If the
18 Employer decides to provide a decision-making day, the employee will be given a
19 list of expectations and problem statements prior to the day taking place.

20 **XX.7 Dismissal.** Prior to dismissal, a pre-determination meeting will be scheduled to
21 give an employee an opportunity to make their case before the final decision is
22 made. The employee has the right to have a union representative present at the
23 pre-determination meeting. At least five (5) days prior to the meeting, the
24 employee will be informed in writing of the reasons for the contemplated dismissal
25 and given referenced documentation. The employee will be furnished with written
26 notification of the outcome of the pre-determination hearing.

27 **XX.8 Demotion.** ~~Demotions of Leads and/or Supervisors~~ may be initiated by the
28 Employer at any step of the Corrective Action process.

29 **XX.9 Removal of Records**

30 Upon written request by the employee, any formal or final counseling, excluding
31 those for workplace violence or University policies against harassment,
32 discrimination, or retaliation, will be removed from an employee's personnel file
33 after three (3) years if the following criteria have been met:

- 34 1. Circumstances set forth in writing, and as determined by the University do not
35 warrant a longer retention period; and
- 36 2. There has been no subsequent corrective action.

37
38 Nothing in this Article prevents the Employer from agreeing to an earlier removal
39 date.

1 Once a corrective action has been removed from the employee's file as outlined
2 above, the information removed will not be used in subsequent corrective action,
3 unless mutually agreed otherwise.

4 **XX.10 Grievability/Arbitrability.**

5 Formal counseling may be grieved beginning at Step One or Step Two of the
6 grievance procedure and up to Step Three Mediation only.

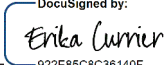
7 Final counseling, demotion, and dismissal may be grieved through every step of
8 the grievance procedure beginning at Step Two.

9

10 Tentatively Agreed To:

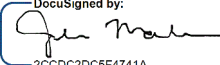
11

12 For the Union:

13 
14 922E85C8C36140F... _____

15 Erika Currier
16 Date: 1/26/2023

For the Employer:


2CCDC2DC5F4741A... _____

Jennifer Mallahan
Date: 1/26/2023

17

1 **Article X – Employee Assistance Program**

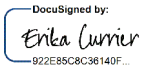
2 The Employer will continue to offer an Employer-supported Employee Assistance
3 Program for all employees covered by this Agreement. Employees can request, and the
4 Employer will consider, adjustments in schedule to allow access to the services of the
5 Employee Assistance Program.

6 The Employee Assistance Program will protect the confidentiality of those employees
7 using their services.

8
9

10 Tentatively Agreed To:

11 For the Union:

12  _____
922E85C8C36140F...

13 Erika Currier

14 Date: 12/16/2021

For the Employer:

12  _____
2CCDC2DCSF4741A...

Jennifer Mallahan

Date: 12/16/2021

15

1

2

Article XX – Layoff, Seniority, ~~Layoff~~, Rehire**XX.21****A. Layoff**

Whenever it becomes necessary for the Employer to reduce its workforce due to lack of work, ~~lack loss~~ of funds, or good faith reorganization ~~for efficiency purposes~~, the Employer shall use the following procedure. The Employer shall identify the positions to be abolished and the employee(s) affected and shall notify employees and the Union in writing, ~~at least forty five thirty (4530) calendar days in advance of implementation. For Librarians with permanent status as of the date of ratification, layoff notice will be at least six (6) months in advance of implementation, unless the Employer determines that a loss of funds makes that notice length not feasible. For all other employees, layoff notice will be at least thirty (30) forty-five (45) calendar days in advance of implementation.~~ The notice will include the employee's formal employment option. When possible, the Employer will provide more than the minimum notice. Affected employees will receive a written summary of employee benefits during layoff, including eligibility for maintaining health insurance.

18

19

20

21

22

1. The Employer shall not lay off bargaining unit employees in lieu of disciplinary action.
2. Librarians will be laid off in accordance with Article XX.2
3. Professional Libraries and Press Employees will be laid off in accordance with ~~seniority, as defined in~~with Article XX. ~~13(c)~~2.

B. Formal Employment Option

The employee affected by the reduction in force shall be considered first and offered the following employment options in descending order, provided they meet the essential skills (defined as the minimum qualifications listed in the job description for the ~~classification position~~ and any specific position requirements or credentialing) of the offered position:

Professional Libraries and Press Employees

30

31

32

33

34

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36

1. A funded vacant position in the same ~~or similar IHME~~ job profile in their current grade ~~and layoff unit~~, as determined by the Employer.
2. A funded vacant position within the same ~~or similar IHME~~ job profile series in a lower grade ~~and layoff unit~~, as determined by the Employer.
3. Employees with no formal employment option will be placed on the rehire list upon request. Employees who reject their formal employment option can elect to be placed on the rehire list.

1 When more than one employee from the same seniority group are laid off, eligibility for
2 placement in vacant positions will be made in seniority order (calendar days), most
3 senior person first.

4 Librarians

- 5 1. A funded vacant librarian position ~~within the layoff unit~~, as determined by
- 6 the Employer
- 7 2. Employees with no formal employment option will be placed on the rehire
- 8 list upon request. Employees who reject their formal employment option can
- 9 elect to be placed on the rehire list.

10

11 Employment Option Trial Period

12 Employees placed into vacant positions as an employment option will serve a three (3)
13 month employment option trial period. During the employment option trial period either
14 party may, at its sole discretion and without resort to the grievance procedure, initiate
15 placement on the rehire list. Time spent in an employment option trial period will not
16 count toward the twenty-four (24) month rehire list period. The three (3) month
17 employment option trial period will be adjusted to reflect any paid or unpaid leave taken
18 during the period.

19 C. Layoff units are defined as:

- 20 1. UW Libraries – Seattle Campus
- 21 2. UW Libraries – Bothell Campus
- 22 3. UW Libraries – Tacoma Campus
- 23 4. UW Libraries – Network of the National Library of Medicine (NNLM)
- 24 5. Gallagher Law Library
- 25 6. UW Press

26 **CD.** FTE Increase or Reduction

27 An employee in a position that is not abolished but is increased or reduced in FTE
28 status and who will remain benefit eligible after the reduction or increase will have the
29 choice of ~~between 1)~~ staying in the reduced or increased position and going on the
30 rehire list for the position and FTE status held by the employee immediately prior to the
31 increase or reduction, ~~or 2)~~ exercising available layoff rights under XX.14. The
32 employee must exercise this choice within three (3) working days of the increase or
33 reduction notice.

34 **DE.** Voluntary Layoff

1 Appointing authorities will allow an Professional Libraries and Press employee in the
2 same job ~~classification-profile, or a librarian; (excluding temporary librarians) and~~
3 ~~department in the layoff unit~~ where layoffs will occur, to volunteer to be laid off provided
4 that the employee is in a position requiring the same skills and abilities, as a position
5 subject to layoff. Any volunteer for layoff shall have no formal employment options. If the
6 appointing authority accepts the employee's voluntary request for layoff, the employee
7 will submit a ~~non-revocable~~ letter stating they are accepting a voluntary layoff from the
8 University. A written letter may be withdrawn within twenty-four (24) hours after
9 submission, excluding the employee's scheduled days off and holidays off. The
10 employee can elect to be placed on all applicable rehire lists.

11 XX.2 Librarian Layoffs

12 When a layoff is required, the Employer may consider the following when determining
13 which librarian-position(s) will be impacted. If possible, the employer will end temporary
14 appointments prior to impacting regular librarian-positions.

- 15 • Position specific specialized skills, duties and/or responsibilities
- 16 • Employee specific specialized skills
- 17 • Librarian rank (Librarians only)
- 18 • Appointment status (Librarians only)
- 19 • Funding source

20 When deciding between two employees using the criteria above, all other things being
21 equal, use layoff seniority described below.

22 XX.13-Layoff Seniority – Professional Libraries and Press Employees

23 **A.** Layoff seniority is defined as the length of service in calendar days with HMEUW
24 Libraries, UW Press or Gallagher Law Library. Service of less than full time shall be
25 considered full time. Calendar days spent on the layoff rehire list shall not be included in
26 computing seniority ~~except for cyclic year positions~~, but does not constitute a break in
27 service. Permanent employees who are veterans or their unmarried widows/widowers
28 shall have added to their seniority the veteran's active military service to a maximum of
29 five (5) years (1825 days) credit. Time spent on military duty leave, paid or unpaid, or
30 time spent on leave without pay to work for the union in accordance with Article XX.5 is
31 included in seniority calculation. Probationary employees are not vested with seniority
32 credits until successfully completing the probationary period.

33 **B.** Layoff Seniority shall be lost following a break in service including resignation,
34 termination for cause, failure to return from a leave of absence, expiration of rehire
35 rights.

36 ~~C. Seniority groups will be considered in selecting the order of employees being laid off~~
37 ~~within the layoff unit, determining eligibility for placement in vacant jobs, and order of~~

~~placement on the rehire list, employees will be listed in seniority categories, as follows: in calendar days 1-1824, 1825-5474, 5475 and over 1-365, 366-730, 731-1460, 1461-2190, 2191 and over. Individual layoffs would occur within the lowest seniority category first. Employees in the highest seniority group would be considered the most senior and the employees in the lowest seniority group would be considered the least senior.~~

D. The Employer will provide all employees notice when a new position has been posted ~~internally on the internal job board~~.

~~E. Once employees have been notified of a layoff (as described below), the Employer will include at least two internal layoff applicants in the interview pool for each position provided there are at least two applicants that meet the minimum qualifications.~~

XX.3.4 Rehire

A. Rehire List

The Employer shall make a concerted effort to re-employ bargaining unit members on the rehire list. ~~Professional Libraries and Press~~ Employees without employment options may be placed on the rehire list for the same ~~or similar~~ job profile or lower grade in the series from which the employee was laid off. ~~Librarians without employment options may be placed on the librarian rehire list. Rehire list options are determined by the Employer. Employees are eligible for the rehire list, from which the employee was laid off for twenty-four (24) months. Employees may provide the Employer with an updated copy of their resume/CV within five (5) business days of notification of layoff. Temporary librarians are not eligible for placement on the rehire list.~~

B. Placement from the Rehire List

~~The Employer will refer Professional Libraries and Press Employees in order of length of time on rehire list followed by seniority order from the designated rehire list(s) for any open positions in the bargaining unit for which the laid off employee possesses the essential skills. Employees referred from the rehire list(s) who possess the essential skills needed for a vacant position will be offered the position prior to the Employer posting for competitive recruitment. From among these employees, offers will be made to the employees with the longest duration on the rehire list first. If multiple employees have the same duration of time on the rehire list, offers will be made in seniority order, most senior person first. Recruitments for positions for which there are employees on rehire list(s) may not be withdrawn solely to avoid hiring laid off employees.~~

~~The Employer will refer librarians from the designated rehire list for any open positions in the bargaining unit for which the laid off employee possesses the essential skills.~~

1 Employees referred from the rehire list who possess the essential skills needed for a
2 vacant position will be offered the position prior to the Employer posting for competitive
3 recruitment. From among these employees, offers will be made based on the length of
4 time on the rehire list, longest duration first; followed by rank held at the time of the
5 layoff, Librarian rank first; followed by seniority, most senior person first. Recruitments
6 for positions for which there are employees on rehire list(s) may not be withdrawn solely
7 to avoid hiring laid off employees.

8 **BC.** Rehire Trial Period

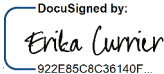
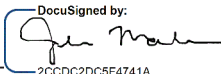
9 Employees placed into vacant positions from the rehire list will serve a three (3) month
10 rehire trial period. During the rehire trial period either party may, at its sole discretion
11 and without resort to the grievance procedure, initiate return to the rehire list. Time
12 spent in a rehire trial period will not count toward the twenty-four (24) month rehire list
13 period. The three (3) month rehire trial period will be adjusted to reflect any paid or
14 unpaid leave taking during the period.

15 **CD.** Removal from Rehire List(s)

16 Removal from the rehire list(s) will occur for any of the following circumstances:

- 17 1. If placement does not occur within twenty-four (24) months,
- 18 2. If the employee accepts or rejects two offers of placement from any rehire
- 19 list for a position with the same FTE status and pay as the position from
- 20 which the employee was laid off.
- 21 3. Employees who notify the UW they want to be removed from the rehire
- 22 list.

23 ~~**DE.** Affirmation action goals and recognition of extraordinary work performance may be~~
24 ~~considered at any point during the layoff or rehire process.~~

| | |
|--|---|
| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
|  <small>922E85C8C36140F...</small> |  <small>2CCDC2DC5F4741A...</small> |
| Erika Currier | Jennifer Mallahan |
| Date: 1/26/2023 | Date: 1/26/2023 |

32

33

ARTICLE XX – RESIGNATION, ~~AND ABANDONMENT,~~ AND RE-EMPLOYMENT

XX.1 Resignation. Employees are encouraged to provide at least two weeks' written notice of resignation. A written ~~or oral~~ resignation may be withdrawn within twenty-four (24) hours excluding the employee's scheduled days off and holidays off, after submitting the resignation. The employee may only withdraw one resignation per position held. The Employer may permit withdrawal of resignation at any time.

XX.2 Presumption of Resignation/Abandonment.

a. An employee who fails to appear for work and report absence to the supervisor, in accordance with departmental policy, on three (3) consecutive scheduled workdays, ~~shall may~~ be deemed to have resigned. The Employer will make reasonable attempts to contact the employee before the third (3rd) consecutive day of absence. Notice of separation will be sent to the employee's last known address on record with the UW Payroll Office via certified mail after the third (3rd) consecutive day of absence. Prior to sending the notice, the Employer will attempt to contact the employee through current home telephone and emergency contact numbers on record in Employee Self-Service and departmental records.

b. Within fourteen (14) calendar days of mailing the separation notice and upon proof that the failure to report absent could not reasonably have been avoided, an employee may submit to the supervisor a written petition for reinstatement. The Employer's decision to not reinstate may be grieved according to the grievance procedure in Article ~~6X~~.

XX.3 Separated employees have the right to compensation for accrued vacation leave and compensation time according to University policy.

XX.4 Exit Interviews

Exit interviews can provide valuable feedback for the UW Libraries, UW Press, Gallagher Law Library, ~~and UW Press~~, and the Union about what conditions drive turnover and how we can continue to build a more sustainable work culture. Exit interviews are also an opportunity to evaluate the climate of ~~Equity~~, Diversity, Equity, and Inclusion (~~EDEI~~). The Employer will offer exit interviews to all resigning or retiring employees. All exit interview questions will be publicly available. Upon request, the Union will be provided with the Employer's exit interview questions.

A. **Joint Union/Management Committee:** Exit interview questions are an appropriate topic for Joint Union/Management Committee meetings. The

1 Employer and the Union may at any time initiate discussion of exit interview
2 trends in Joint/Labor Management Committee meetings.
3

4 **B. Confidentiality:** Both the Employer and the Union will keep individual responses
5 from their respective exit interviews anonymous and discuss only common
6 themes and aggregated statistics.
7

8 **C. Notice:** When an Employee in the bargaining unit gives notice of resignation,
9 when possible, the Union will be notified within five (5) business days.

10
11 XX.5 Re-Employment Upon Retirement
12

13 A.

14 UW Libraries, Gallagher Law Library, and UW Press Employees ~~Librarians~~ who
15 meet the eligibility requirements for retirement may be selected by the dean elect
16 to retire and request consideration on an annual basis to be considered for re-
17 employment on an annual calendar-year basis (or as articulated in the
18 appropriate retirement plan) by the UW Libraries, ~~or~~ Gallagher Law Library, and
19 UW Press for not more than forty (40) percent of their appointment status at the
20 time of retirement for up to five (5) years after the date of retirement. Also, if a
21 employee librarian is interested in being considered for re-employment after
22 retirement, they may apply for same. The request for approval for re-employment
23 at least 90 days in advance of the first year of their retirement for the first year
24 must be made in advance of retirement. All decisions regarding re-employment
25 are determined by the dean on an annual basis, and approval for any or all of the
26 additional four (4) years must be requested on an annual basis. Requests for re-
27 employment must be approved in advance by the unit administrative officer.
28

29 B. All decisions regarding re-employment after retirement are at the sole discretion
30 of the University, including, but not limited to, decisions to re-hire and termination
31 of re-employment prior to its originally intended expiration date, and will not be
32 subject to Articles X (Grievance Procedure) and X (Seniority, Layoff, Rehire) of
33 the contract.
34

35 C. UW Libraries Librarians who have been re-employed upon retirement are not
36 eligible to serve on librarian review and personnel committees and are not
37 eligible to vote for representatives to the Librarian Personnel Committee. Other
38 committee participation is at the discretion of the employer.
39
40

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Tentatively Agreed To:

| | |
|---|--|
| <p>For the Union:</p> <p>DocuSigned by: <i>Erika Currier</i> 922E85C8C36140F... Erika Currier Date: 12/6/2022</p> | <p>For the Employer:</p> <p>DocuSigned by: <i>Jennifer Mallahan</i> 2CCDC2DC5F4741A... Jennifer Mallahan Date: 12/6/2022</p> |
|---|--|

1 **Article XMOU - ~~Equity~~, Diversity, Equity, and Inclusion (EDEI) and Anti-Racism**

2 **X.1 EDEI and Anti-Racism Values**

3 ~~The parties are Employer is committed to Diversity, Equity, and Inclusion (DEI), and~~
4 ~~acknowledges the value of a diverse workforce. The Employer will promote initiatives~~
5 ~~dedicated to DEI. Employees of all employment types (faculty, professional, classified,~~
6 ~~contract, etc.) will be able to contribute ideas and, where appropriate, participate in~~
7 ~~planning and executing activities intended to promote DEI. Any time spent formally~~
8 ~~contributing to such activities will be considered work time. Among other initiatives, the~~
9 ~~Employer may solicit feedback on the UW Libraries, UW Press and the Gallagher Law~~
10 ~~Library's systems and policies with the goal of fostering a more inclusive environment.~~

11
12 ~~With the goal of sustaining a safe environment for all Employees, UW Libraries,~~
13 ~~Gallagher Law Library and UW Press will articulate, communicate, and enforce policies~~
14 ~~that deter and limit hate speech, transphobia, racism, or other actions against~~
15 ~~marginalized communities. Employees have the right to work in facilities free from~~
16 ~~groups or individuals who create a hostile or unsafe work environment.~~

17
18 ~~Employees shall be treated in a fair and equitable manner. Rules, standards,~~
19 ~~regulations, and policies affecting bargaining unit employees will be uniformly applied~~
20 ~~considering all relevant circumstances.~~

21
22 ~~The Union shares the Employer's vision of fostering an inclusive and respectful~~
23 ~~environment by listening and responding to the needs of Employees. The feedback,~~
24 ~~input, and voices of Employees who are Black, Indigenous, People of Color (BIPOC);~~
25 ~~Lesbian, Gay, Transgender, Bisexual, Transgender, Queer/Questioning, Intersex, and~~
26 ~~Asexual (LGBTQIA+); immigrants; disabled; or otherwise members of historically~~
27 ~~marginalized communities; are critical to this vision. The Employer will consider the~~
28 ~~inclusion of staff who self-identify as BIPOC, LGBTQIA+, disabled, immigrants, or~~
29 ~~otherwise members of historically marginalized communities, on hiring committees or~~
30 ~~interview panels.~~

31

~~The Employer will continue the work of developing, funding, and administering EDI initiatives with regard to recruitment, retention, mentorship, advancement, and organization-wide training. These efforts are an appropriate agenda item for JLMs.~~

35

36 **X.2 Workshops and Trainings**

37 A. The Union shares the Employer's commitment to providing staff workshops in
38 implicit bias, anti-racism, and other topics related to ~~EDEI~~. The Union and UW
39 Libraries, UW Press, and Gallagher Law Library, ~~and UW Press~~ may discuss
40 workshops, including the frequency of already established workshops as well as
41 the updating or development of workshops, in Joint Union/Management
42 Committees.

43 A.B. ~~The University will provide training for employees with the purpose of eliminating~~
44 ~~structural racism against all races and promoting DEI as required by law. Once~~
45 ~~completed, a report containing a summary of the training results and progress towards~~
46 ~~the University's goals will be provided to the Union upon request.~~

47 B.C. ~~The Union and the Employer agree that missteps or gaps in knowledge~~
48 ~~can result in employees being given misinformation or even being treated unfairly~~
49 ~~or inconsistently.~~ As part of the University's Strategic Leadership Program (SLP),
50 the Employer shall provide all managers and supervisors of bargaining unit
51 employees information regarding the University's existing programs and tools
52 that elevate EDI in the recruitment and hiring process, including, but not limited
53 to, ~~the Search Advocate program pilot,~~ the [Inclusive Hiring page](#), and the [Staff](#)
54 [Diversity Hiring Toolkit](#). Additionally, the Employer will include a content module
55 on ~~anti-racism,~~ implicit bias, privilege, micro-aggressions, and diversity in the
56 hiring process during the SLP workshop for managers and supervisors with at
57 least one direct report.

58 1. The Employer shall distribute annually an electronic copy of the Staff
59 Diversity Hiring Toolkit to all managers and supervisors of bargaining unit
60 employees.

61

62 **X.3 Equity, Diversity, and Inclusion Work Groups**

63 ~~Union members will be able to contribute ideas and, where appropriate, participate in~~
64 ~~planning and executing activities intended to promote equity, diversity, and inclusion~~
65 ~~(EDI). Any time spent contributing to such activities formally will be considered work~~
66 ~~time. The selection and participation of employees for these work groups is an~~
67 ~~appropriate topic for Joint Union/Management meetings.~~

68 **A. UW Libraries EDI Plan Task Force, including UW Press**

- 69 a. ~~At least three (3) bargaining unit employees will participate in and~~
70 ~~contribute ideas for planning and executing EDI initiatives.~~
- 71 b. ~~Members of this task force will be granted time grants to allow their full~~
72 ~~participation in this work.~~
- 73 c. ~~The Union and the Employer will meet in Joint Union/Management on a~~
74 ~~quarterly basis. The Employer will provide and discuss with the Union the~~
75 ~~following:~~
- 76 i. ~~The recommendations made by the EDI working groups and why~~
77 ~~they were identified~~
- 78 ii. ~~The actionable and measurable goals the UW Libraries and Press~~
79 ~~will commit to as part of its overall EDI Plan and the resources~~
80 ~~necessary to achieve the goals~~
- 81 iii. ~~The recommendations not implemented, with an explanation of the~~
82 ~~barriers and potential steps to be taken/goals that can be added to~~
83 ~~work towards implementation~~
- 84 iv. ~~The communication plan and schedule to keep UW Libraries and~~
85 ~~Press updated on work and progress~~

86 **B. UW Law Diversity, Equity and Inclusion Committee (DAC DEI)**

- 87 a. ~~At least one (1) bargaining unit employee will continue to participate in and~~
88 ~~contribute ideas for planning and executing of DEI initiatives.~~
- 89 b. ~~Any employee is able to participate meaningfully in the Committee's~~
90 ~~discussions, programming and other work, whether through an advisory~~
91 ~~committee or through such other means as the Committee may from time~~
92 ~~to time determine.~~

~~c. The Union and the Employer will meet in Joint Union/Management two (2) times annually to discuss the progress and status of the goals outlined in the Strategic Plan for Diversity, Equity, Inclusion, Multiculturalism, and Antiracism that impact Law Librarians and staff.~~

~~C. UW Diversity Council Representation~~

~~a. SEIU 925 will select one (1) bargaining unit member from UW Libraries, Gallagher Law Library, and UW Press to be appointed to the University of Washington Diversity Council.~~

X.4 Reports

A. On an annual basis, the Employer will provide the Union with a ~~report that includes a~~ list of UW Libraries, UW Press, and Gallagher Law Library, and UW Press trainings offerings offered to bargaining unit employees in the prior year, ~~with dates and titles, for staff trainings and courses that centered on aspects of diversity, equity, diversity, and inclusion, and anti-racism; including, but not limited to, anti-racism, cultural competency, cultural humility, cultural responsiveness, implicit or unconscious bias, and hiring best practices.~~

~~B. The Employer will provide the published report of the progress on the goals and action items set forth in the School of Law Strategic Plan for Diversity, Equity, Inclusion, Multiculturalism, and Antiracism, including details about their allocation of funds to accomplish EDI goals.~~

B. The parties acknowledge that the Washington's Diversity Blueprint 2022 – 2026: Actions toward Access, Inclusion, and Equity articulates the tri-campus community's aspirations for becoming an inclusive and equitable environment. On an annual basis, the Office of Minority Affairs and Diversity (OMA&D) will prepare an assessment report on University-wide diversity metrics for the Board of Regent's Diversity, Equity, and Inclusion subcommittee. An electronic copy of the report will be made available to the Union.

C. The Employer will continue the work of developing, and administering DEI initiatives with regard to recruitment, retention, advancement, and organization-

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wide training. Upon request, the parties will meet quarterly to discuss the Employer's progress toward goals in the Diversity Blueprint.

Tentatively Agreed To:

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| <p>For the Union:</p> <p><small>DocuSigned by:</small>  <small>922E85C8C36140F...</small></p> <p>_____</p> <p>Erika Currier Date: 12/19/2022</p> | <p>For the Employer:</p> <p><small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small></p> <p>_____</p> <p>Jennifer Mallahan Date: 12/21/2022</p> |
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Article X – Contracting

2 The University will not contract out work which results in the layoff or reduced FTE
3 status of bargaining unit employees.

4 The University will provide the Union thirty (30) calendar days’ notice prior to the
5 implementation of any contract allowed under this Article.

6 The University shall, upon request, meet and bargain with the Union over the effects of
7 contracting on the bargaining unit. Contracting is also an appropriate agenda item for
8 Joint Union Management Committee meetings.

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11 Tentatively Agreed To:

12 For the Union:

For the Employer:

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14 *Erika Currier*
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DocuSigned by:
Jennifer Mallahan
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15 Erika Currier

Jennifer Mallahan

16 Date: 3/18/2022

Date: 3/16/2022

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1 **Article X – Union Activities, Rights, and Stewards**

2 **X.1 Staff Representatives**

3 A. Within thirty (30) calendar days from the effective date of this Agreement, the Union
4 shall provide the Office of Labor Relations a list of Union staff representatives. The
5 Union shall provide written notice to the Employer of any changes within thirty (30)
6 calendar days of the change.

7 B. Staff representatives may access University premises to carry out representational
8 activities. The representative shall notify local management prior to their arrival and
9 shall not interrupt the normal operations of the institution. The staff representative also
10 may meet with bargaining unit employees in non-work areas during non-work times.

11 It is understood that any such visits which require a meeting with an employee will be
12 restricted to the non-working time of the employee unless otherwise authorized by
13 management or provided for elsewhere in this Agreement, and that there will be no
14 interference with an employee's work assignment.

15 While inspecting the workplace, the Union may engage in *de minimis* conversations with
16 employees, so long as an employee does not object and such conversation does not
17 interfere or disturb the operation of the facility or compromise the security of institutional
18 information.

19 **X.2 Steward Release Time**

20 A steward who is processing a grievance in accordance with the grievance procedure of
21 any SEIU Local 925 Agreement between the Employer and the Union shall be permitted
22 reasonable time to assist in the resolution of legitimate employee grievances on the
23 Employer's property without loss of pay or recorded work time. Time off for processing
24 grievances shall be granted to a steward by supervision following a request, but in
25 consideration of job responsibilities. If permission for time off cannot be immediately
26 granted, the supervisor shall arrange for time off at the earliest possible time thereafter.

27 A record of a steward's work time spent on grievances or other authorized activity on
28 behalf of the Union shall be maintained on a basis mutually agreeable between the
29 Union and the department involved.

30 In the event the Employer determines that the amount of work time used by any steward
31 on grievances or other authorized Union activities is unreasonable, it may become a
32 topic for mutual discussion between the parties.

33 A. The Union shall prevail upon all employees in the bargaining unit and especially
34 Union stewards, to make a diligent and serious attempt to resolve complaints at the
35 lowest possible level. The Employer, likewise, shall prevail upon its supervisory

1 personnel to cooperate fully with the Union stewards and other Union representatives in
2 the speedy resolution of any grievance that may arise.

3 B. Union stewards shall primarily conduct representational duties only within their
4 designated area of jurisdiction. Stewards may represent members in another jurisdiction
5 if the steward designated for that other jurisdiction is unavailable (e.g., away on
6 approved leave), has a conflict, or if there is no steward in that area. In the event that a
7 steward is unavailable, the steward of the next geographically or organizationally,
8 closest designated jurisdiction will be contacted to represent the employee. The number
9 of stewards in a particular area and the jurisdiction they serve shall be an appropriate
10 subject of discussion between the Union and the Employer.

11 C. The Union agrees to submit an up-to-date list to the Office of Labor Relations once
12 per month indicating the name of all Union stewards, their work locations, team and
13 designation as Lead, Chief, or Officer. In any event, said list shall be submitted at least
14 annually with changes noted as they occur. Union stewards shall be recognized when
15 the Office of Labor Relations is informed of their appointment. Stewards shall be
16 assigned by the union. Lead Stewards, Chief Stewards, and Local/Chapter officers shall
17 be recognized to have broader jurisdictions.

18 D. Whereas it benefits the University to have Union stewards who understand the
19 contract and are trained in administration of the contract, each of the Union's stewards
20 shall be allowed a total of eight (8) working hours annually without loss of pay to
21 participate in the Union's stewards training program. Said time off shall be approved in
22 advance by the employee's supervisor and shall be contingent upon the ability to
23 provide coverage during the time off.

24 The Union shall submit to the Office of Labor Relations at least fifteen (15) days in
25 advance the names of the employees (with their respective supervisors) that are
26 scheduled to participate in the training. The Union will confirm the employee's
27 participation in the training upon completion.

28 E. New Steward Training

29 When the Union requests, in advance of an investigatory meeting or grievance hearing,
30 a second steward may be present to be trained, or to provide steward training. This
31 release will be approved without loss of pay or recorded work time subject to the
32 operational needs of the second steward's department. No overtime or compensatory
33 time will be earned for participation and no steward shall attend as a second steward
34 more than once.

35 **X.3** Union Business Activities

36 A. Employees who intend to absent themselves from work for the purpose of attending
37 and participating in Union business functions or programs, such as meetings,

1 conventions, seminars, or other authorized meetings or to work for the Union on a
2 temporary basis at the Union's request, may do so with supervisory approval. The
3 Employee may use paid or unpaid time off consistent with applicable University policy,
4 including compensatory time, holiday credit, personal holiday, accrued vacation time, or
5 unpaid time off.

6 B. The Union and/or the employee shall request leave from the Employee's immediate
7 supervisor at least two (2) weeks prior to the planned absence.

8 **X.4 Use of State Facilities, Resources, and Equipment**

9 A. Meeting Space and Facilities

10 The Employer's campuses and facilities may be used by the Union to hold meetings
11 subject to the University's policy and availability of the space. The Employer may
12 provide private space for stewards and/or Union representatives to meet in confidence
13 with those they represent on a space available basis, this meeting may be virtual
14 (Zoom, Teams, etc.) or in person in accordance with University Policy. Staff
15 representatives may reserve and utilize meeting rooms in accordance with University
16 policy and procedure. Such requests will be subject to availability and all applicable
17 fees.

18 B. E-mail, Fax Machines, the Internet, and Intranets, Communication Platforms (Zoom,
19 Teams, etc.).

20 Union delegates, and members may utilize state owned/operated equipment to
21 communicate with the Union and/or the Employer only for the exclusive purpose of
22 administration of this Agreement. Such use will:

- 23 1. Results in little or no cost to the Employer;
- 24 2. Be brief in duration and frequency;
- 25 3. Not interfere with the performance of their official duties;
- 26 4. Not distract from the conduct of state business;
- 27 5. Not disrupt other state employees and will not obligate other employees to make
28 a personal use of state resources; and
- 29 6. Not compromise the security or integrity of state information or software.

30 The Union and its union delegates will not use the above referenced state equipment in
31 a manner that is prohibited by the Executive Ethics Board. Communication that occurs
32 when using state-owned equipment is the property of the Employer.

33 C. Bulletin Boards and Distribution of Union Material

34 Upon request, space will be made available to the Union on bulletin boards in those
35 areas where bargaining unit employees work or frequent, for the posting of notices and

1 information pertaining to official business of the Union. Materials posted on the Union
2 bulletin boards without the signature of a recognized Union officer or representative may
3 be removed. ~~If bulletin boards are lacking from locations where bargaining unit
4 employees work or frequent, the Union will provide a bulletin board and meet with the
5 Employer to determine the best location for installation. The Union shall have the right
6 to distribute information to members using common Libraries internal electronic
7 communications systems and platforms.~~

8 Employees shall have the right to distribute official Union information materials. Such
9 distribution of official material shall not interfere with the work assignments of
10 employees who are on duty. Further, such distribution activities must be held in
11 locations which cause no interference with the normal operations or with any employees
12 who may not be involved or interested.

13 **X.5** Temporary Employment with the Union

14 With thirty (30) calendar days' notice, unless agreed otherwise, employees may be
15 granted leave without pay if the employee is elected or appointed to serve as an officer
16 or staff member of a specified duration, not to exceed six (6) months, provided the
17 employee's time off will not interfere with the operating needs of the Employer as
18 determined by management. Upon request, the department may agree to an extension
19 of leave without pay up to an additional six (6) months. The returning employee will be
20 employed in a position in the same job classification, in the same layoff unit, and in the
21 same geographic or organizational area, as determined by the Employer.

22 **X.6** Information Requests

23 A. Upon written request of the Union to the Office of Labor Relations (laborrel@uw.edu),
24 the Employer will provide relevant information necessary for conducting
25 representational duties.

26 B. The Employer will acknowledge receipt of the information request and will provide the
27 union with a date by which the information is anticipated to be provided.

28 C. When the Union submits a request for information that the Employer believes is
29 unclear or unreasonable, the Employer will contact the Union and the parties will
30 discuss the relevance and necessity of the request. The costs associated with the
31 request and the amount the Union may pay for receipt of the information may also be
32 discussed.

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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <small>DocuSigned by:</small> <i>Erika Currier</i> <small>922E85C8C36140F...</small> | <small>DocuSigned by:</small> <i>Ashlee Hooten</i> <small>A71188E27298445...</small> |
| Erika Currier | Ashlee Hooten |
| Date: 7/14/2022 | Date: 7/14/2022 |

Article X – Joint Union Management Committee

X.1 Committee Purpose and Membership

A Joint Union-Management Committee is established to provide a forum for communications between the two (2) parties and to deal with matters of general Union/Employer concern. The committee's function will be limited to an advisory capacity and shall not include any decision-making or collective bargaining authority. Committee membership for employees in the UW Libraries bargaining units shall consist of three (3) representatives from the Union and three (3) representatives from the Employer. Additional employees may be granted release time from work to attend meetings or speak to specific topics.

The Employer will discuss with representatives of the Union significant changes affecting institutional conditions of employment generally affecting bargaining unit employees sufficiently in advance of the targeted implementation date of said changes so that reasonable alternative proposals can be adequately considered by the Joint Union-Management Committee.

X.2 Meetings

Committee meetings may be requested by an authorized representative of either party. Requests for a quarterly meeting shall be honored; however, once convened, the committee may meet more or less frequently as mutually agreed between the parties. At least one (1) weeks' notice shall be given to members of any agreed upon meetings and the agenda. Committee meetings shall normally be held during University business hours and at a mutually agreeable time and date. Employee members shall experience no loss in salary for meeting participation. Time spent in meetings will be considered time worked by employees. Supervisors will make accommodation so that employees can attend joint union management committee meetings.

X.3 Limitations

Committee meeting topics shall be limited to subjects of group rather than individual concern, and the committee shall not discuss grievances properly processed under Article X of the Agreement. Further, it is not intended that this Article obligate in any way either party to negotiate on personnel matters covered in this Agreement or to alter, limit, restrict, or reduce prerogatives of either party otherwise provided in this Agreement.

X.4 Team Labor Management

In an effort to resolve workplace problems collaboratively and at the lowest level, staff are strongly encouraged to bring concerns about staffing and other working conditions to the attention of UW Libraries, Gallagher Law Library, and UW Press. SEIU Local 925

46 can request that the Office of Labor Relations set up a Joint Labor Management
47 meeting for the involved parties. The Union can also place on the agenda any issues of
48 staffing and/or other working conditions in particular teams/units.

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51 Tentatively Agreed To:

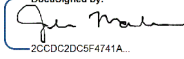
52 For the Union:

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54 Erika Currier

55 Date: 3/18/2022

For the Employer:

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Jennifer Mallahan

Date: 3/16/2022

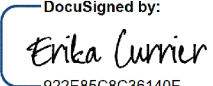
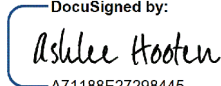
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ARTICLE XX – PRIVACY

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XX.1 Personnel, medical records, and other employment related files containing personal employee information, will be kept confidential in accordance with state and federal law and University policy.

XX.2 ~~Labor Relations~~The Employer will notify the Union of public records requests for information received by the UW Office of Public Records that directly concern and encompass SEIU 925’s members. Notification will be provided in order to allow for a ten (10) day protest period during which the Union may attempt to seek a legal remedy in accordance with the Public Records Act (RCW 42.56).

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| Tentatively Agreed To: | |
| <p>For the Union:</p> <p>DocuSigned by:  <small>922E85C8C36140F...</small></p> <p>Date: 7/14/2022</p> | <p>For the Employer:</p> <p>DocuSigned by:  <small>A71188E27298445...</small></p> <p>Date: 7/14/2022</p> |

1 **ARTICLE XX – SALARY OVERPAYMENT RECOVERY**

2
3 Salary Overpayment Recovery

4 A. When an Employer has determined that an employee has been overpaid
5 wages, the Employer may recoup the overpayment. The Employer will provide
6 written notice to the employee that will include the following items:

- 7 1. The amount of the overpayment,
8 2. The basis for the claim,
9 3. A demand for payment, and
10 4. The rights of the employee under the terms of this Agreement.

11
12 Employees may request a meeting with the Employer and an interpreter to have the
13 overpayment notification explained.

14
15 B. Method of Payback

16 1. The employee must choose one (1) of the following options for paying
17 back the overpayment:

- 18 a. Voluntary wage deduction,
19 b. Cash, or
20 c. Check (separated employee).
21 d. Vacation (if under 240 hours or 288 hours only) or Compensatory
22 time balances if appropriate and with prior approval from ISC
23 Integrated Services Center Payroll

24
25 2. The employee may propose a payment schedule to repay the
26 overpayment to the Employer. If the employee’s proposal is accepted by
27 the Employer, the deductions shall continue until the overpayment is fully
28 recouped. Nothing in the section prevents the Employer and employee
29 from agreeing to a different overpayment amount than specified in the
30 overpayment notice or to a method other than a deduction from wages for
31 repayment of the overpayment amount.

32
33 3. If the employee fails to choose one (1) of the four (4) options described
34 above, within twenty (20) days of written notice of overpayment, the
35 Employer will deduct the overpayment owed from the employee’s wages
36 or the amount due may be placed with a collection agency. This
37 overpayment recovery will not be more than five percent (5%) of the
38 employee’s disposable earnings in a pay period. Disposable earnings will
39 be calculated in accordance with the Attorney General of Washington’s
40 guidelines for Wage Assignments.

41
42 4. Any overpayment amount still outstanding at separation of employment
43 will be deducted from their final pay.
44

1 C. Neither A nor B above are required for employee reported overpayments
2 and/or employee corrected time including leave submittal corrections. All
3 employee initiated overpayment corrections may be collected from the next
4 available pay check.
5

6 E. Appeal Rights: Any dispute concerning the occurrence or amount of the
7 overpayment will be resolved through the grievance procedure in Article 6 of this
8 Agreement. The Employer will suspend attempts to collect an alleged
9 overpayment until the grievance process has concluded.
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11 Tentatively Agreed To:

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13 For the Union:

14 DocuSigned by:
15 *Erika Currier*
16 922E85C8C36140F...

Erika Currier
17 Date: 1/17/2023

For the Employer:

14 DocuSigned by:
15 *Ashlee Hooten*
16 A71188E27298445...

Ashlee Hooten
17 Date: 1/17/2023

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ARTICLE XX – TUITION EXEMPTION PROGRAM

XX.1 Eligible employees who wish to take a course in addition to their regular work responsibilities may participate in the University’s tuition exemption program as authorized by applicable state law and University policy set forth in the Administrative Policy Statement 22.1.

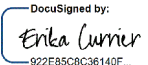
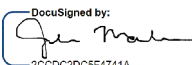
XX.2 Release Time and Fees.

Subject to operational needs and management discretion, supervisors will make a good faith effort to allow the use of flextime for Employees who wish to take a class during their regular work hours. The Employer will notify the Employee of the operational needs preventing the allowance of flextime. Upon request, this notification will be provided in writing. The course is not required to benefit UW Libraries, Gallagher Law Library, or UW Press.

When an employee is required to take a tuition exempt class by the Employer, all fees and related costs will be paid by the Employer. Required attendance outside of regular working hours will be considered time worked.

XX.3 Registration.



Employees will be allowed to register for class on the same timeline as Access students.

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| Erika Currier | Jennifer Mallahan |
| Date: 10/20/2022 | Date: 10/20/2022 |

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Article X – Personal Services

The University agrees it is inappropriate and contrary to University policy to assign any employee coffee making, related food service duties, or other tasks of a personal nature. The exception is when such an activity is based on a bona fide departmental requirement.

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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
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| Erika Currier | Jennifer Mallahan |
| Date: 12/16/2021 | Date: 12/16/2021 |

ARTICLE XX: REPRESENTED LIMITED TERM HOURLY EMPLOYEES

Only the following language in this Article applies to the Professional Libraries and Press Represented Limited Term Hourly Employees and shall constitute the whole agreement between the Union and the University regarding these employees. See Article XX for language regarding temporary librarians.

The following Articles in this Agreement apply to Professional Libraries and Press Represented Limited Term Hourly employees, except as modified below:

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| <u>PREAMBLE AND PURPOSE</u> |
| <u>ARTICLE X – UNION RECOGNITION</u> |
| <u>ARTICLE X – NON-DISCRIMINATION</u> |
| <u>ARTICLE X – REASONABLE ACCOMMODATION OF EMPLOYEES WITH DISABILITIES</u> |
| <u>ARTICLE X – WORKPLACE BEHAVIOR</u> |
| <u>ARTICLE X – AFFIRMATIVE ACTION</u> |
| <u>ARTICLE X – GRIEVANCE PROCEDURE</u> |
| <u>ARTICLE X – EMPLOYEE RIGHTS</u> |
| <u>ARTICLE X - HEALTH AND SAFETY</u> |
| <u>ARTICLE X – EMPLOYEE FACILITIES</u> |
| <u>ARTICLE X – MANDATORY SUBJECTS</u> |
| <u>ARTICLE X – UNION ACTIVITIES, RIGHTS, AND STEWARDS (except Article X.5 Temporary Employment with the Union)</u> |
| <u>ARTICLE X – JOINT UNION-MANAGEMENT COMMITTEE</u> |
| <u>ARTICLE X – PRIVACY</u> |
| <u>ARTICLE X - TELEWORK</u> |
| <u>ARTICLE X - TRANSPORTATION, TRAVEL AND COMMUTE REDUCTION</u> |
| <u>ARTICLE X - INCLEMENT WEATHER AND SUSPENDED OPERATIONS</u> |

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| <u>ARTICLE X – WASHINGTON PAID FAMILY MEDICAL LEAVE PROGRAM</u> |
| <u>ARTICLE X – HEALTH CARE BENEFITS AMOUNTS (if qualified for PEBB)</u> |
| <u>ARTICLE X – EMPLOYEE ASSISTANCE PROGRAM (if qualified for PEBB)</u> |
| <u>ARTICLE X - TIME OFF DUE TO FAMILY CARE EMERGENCIES</u> |
| <u>ARTICLE X – UNPAID LEAVE FOR A REASON OF FAITH OR CONSCIENCE</u> |
| <u>ARTICLE X – LEAVE RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING</u> |
| <u>ARTICLE X – WORK RELATED INJURY LEAVE (except X.2)</u> |
| <u>ARTICLE X – PERSONAL SERVICES</u> |
| <u>ARTICLE X – SUBORDINATION OF AGREEMENT AND SAVINGS CLAUSE</u> |
| <u>ARTICLE X – CONTRACT DISTRIBUTION</u> |
| <u>ARTICLE X – UNION MEMBERSHIP, FAIR SHARE AND DUES DEDUCTION</u> |
| <u>ARTICLE X – MANAGEMENT RIGHTS AND RESPONSIBILITIES</u> |
| <u>ARTICLE X – DURATION</u> |

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XX.1 Definition

The term Represented Limited Term Hourly Employee shall mean an hourly paid employee doing bargaining unit work on an hourly basis for ~~less than twenty (20) hours per week for a term~~ no longer than six (6) months. This is an hourly position and has no FTE percentage. Represented Limited Term Hourly positions may be extended upon request by HME-UW Libraries or Law School Human Resources and approval by HR Compensation.

XX.2 Hours of Work and Overtime

Hours of work for Represented Limited Term Hourly Employees shall be established by the employing official. Work hours assigned in excess of [placeholder for hours threshold in Overtime Article X.2(A)] hours in a seven (7) day work week constitutes overtime. Overtime hours will be compensated at a

1 rate of one-and-one-half (1 ½) times the employee's ~~straight time hourly~~regular
2 rate.
3

4 **XX.3 Probationary Period**

5 Represented Limited Term Hourly Employees are subject to all terms of the
6 Agreement at such time as a Represented Limited Term Hourly Employee is
7 appointed to a ~~monthly paid~~salaried bargaining unit position. This includes the
8 requirements to serve a probationary period.
9

10 A Represented Limited Term Hourly Employee who is hired into the same job
11 without a break in service, in the same unit through open recruitment will have
12 their Limited Term hours of service apply toward their probationary period for that
13 position up to a maximum of three (3) months of the six (6) month probationary
14 period.
15

16 **XX.4 Compensation**

17 The ~~Salary~~wage schedules for Represented Limited Term Hourly Employees
18 shall be incorporated into this Agreement as Appendix 1.
19

20 The hourly rate for a Represented Limited Term Hourly Employee under this
21 Appendix will not be below the market range minimum for the title that best fits
22 the work.
23

24 **XX.5 Holidays**

25 **A. Holiday Premium**

26 If an employee works one of the following holidays, they will receive time and one
27 half for all hours work on that holiday: New Year's Day, Martin Luther King Jr.
28 Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day,
29 Veteran's Day, Thanksgiving, Native American Heritage Day, and Christmas.
30

31 **B. Holidays and Holiday Credit**

32 1) Employees will be paid for holidays and receive holiday credit per Article XX
33 Holidays.
34

35 2) Holiday credit is a balance of time off that is received in lieu of holiday
36 compensation for represented limited term hourly employees. Holiday credit
37 accrual is proportionate to the number of hours in pay status (excluding
38 overtime hours) in the same month of the holiday to that required for full-time
39 (1.0 FTE) employment, excluding all holiday hours. Holiday credit accrual will
40 be calculated at the end of the month. Employees hired during the month of
41 the holiday will not receive credit for holidays that occur prior to their hire
42 date.
43

42 ~~3) Employees shall be paid for holiday credit in accordance with Article XX~~
43 ~~Holidays.~~
44

1 XX.6 Sick Time Off

2
3 A. Employees will earn a monthly sick time off accrual proportionate to the
4 number of hours in pay status (excluding overtime hours) in the month to
5 that required for full-time (1.0 FTE) employment. Sick time off accruals
6 cannot exceed eight (8) hours in a month.

7
8 B. Sick time off accrues at the end of the month and is available for use the
9 following month.

10
11 C. Accrued sick time off may be used:

12
13 1. in accordance with Article XX Sick Time Off

14
15 2. for the suspension of operations when the employee's workplace has
16 been closed by a public official for any health related reason; and

17
18 3. when the employee's child's school or day care has been closed by a
19 public official for any health related reason.

20
21 D. Carryover and Separation

22 Accrued sick time off is not paid at separation.

23
24
25 XX.7 Vacation Time Off

26 ~~A. Employees will use vacation time off per Article XX Vacation Time Off.~~

27
28 ~~B.A. Article XX Vacation Time Off applies to employees except as follows:~~

29 Employees will earn a monthly vacation time off accrual proportionate to the
30 number of hours in pay status (excluding overtime hours) in the month to that
31 required for full-time (1.0 FTE) employment.

32
33 ~~C. Employees will receive vacation time off accrual rate increases in accordance~~
34 ~~with the accrual schedule in Article XX Vacation Time Off.~~

35 XX.8 Personal Holiday

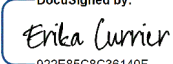
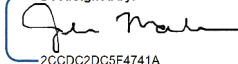
36 A. Employees will receive a personal holiday per Article XX.X Personal Holiday.

37
38 B. Employees will earn a personal holiday at a rate proportionate to the number of
39 hours in pay status (excluding overtime hours) in the same month when the
40 personal holiday is requested to that required for full-time (1.0 FTE) employment,
41 excluding all holiday hours. The value of the Personal Holiday cannot exceed
42 eight (8) hours.

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44 XX.9 Miscellaneous Leave

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If eligible, the Employer will continue to provide Family and Medical Leave, Domestic Violence Leave, Civil Duty Leave (as unpaid release time), Leave Without Pay for Reason of Faith or Conscience, and paid Military Leave in accordance with University Policy.

| | |
|--|---|
| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <small>DocuSigned by:</small>  <small>922E85C8C36140F...</small> Erika Currier | <small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small> Jennifer Mallahan |
| Date: 12/21/2022 | Date: 12/21/2022 |

1 **Article X – Contract Distribution**

2
3 **X.1 Contract Distribution**


4 Prior to posting on the Labor Relations website, the University will submit to the Union
5 the electronic version of the collective bargaining agreement between the University of
6 Washington and the SEIU Local 925.

7 **X.2 Distribution**

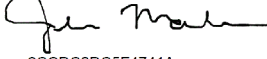
- 8 A. The Employer shall allow the Union to distribute paper copies through campus
- 9 mail as needed.
- 10 B. The Employer will provide all current and new employees with a link to the new
- 11 Agreement.

12
13 Tentatively Agreed To:

14 For the Union:

15 DocuSigned by:

 922E85C8C36140F... _____
 16
 17 Erika Currier
 18 Date: 4/15/2022

14 For the Employer:

15 DocuSigned by:

 2CCDC2DC5F4741A... _____
 16
 17 Jennifer Mallahan
 18 Date: 4/25/2022

19

1 **Article X – Union Membership, Dues Deduction, and Status Reports**

2

3 **X.1 Dues Deduction**

4 Upon authorization by an individual Employee to the Union, the Employer shall provide
5 for the semi-monthly payroll deductions of union dues which are uniformly applied to all
6 members in those bargaining units in which the Union is the exclusive bargaining agent.

7 A. The Union shall transmit to the Employer via a web based electronic reporting
8 system, by the cut-off date for each payroll period, the name and Employee ID
9 number of employees who have, since the previous payroll cut-off date, provided
10 authorization for deduction of dues, COPE, or have changed their authorization
11 for deduction. The Employer will provide instruction and templates for the web
12 based electronic reporting system and provide a calendar of required payroll cut-
13 off dates.

14 **X.2 Indemnification**

15 The Union and each Employee authorizing the assignment of wages for the payment of
16 Union dues hereby undertakes to indemnify and hold the University harmless from all
17 claims, demands, suits or other forms of liability that may arise against the University for
18 or on account of any deductions made from the wages of such employees or for any
19 action taken in compliance with this Article.

20 **X.3 Remittance of Dues**

21 The Employer shall electronically transmit to the Union on the first bank working day
22 after each payday all dues deducted for that pay period in those bargaining units for
23 which the Union is the exclusive bargaining representative.

24 **X.4 Revocation**

25 An Employee may revoke their authorization for payroll deduction of payments to the
26 Union by written notice to the Union in accordance with the terms and conditions of their
27 signed membership card. Every effort will be made to end the deduction effective on the
28 first payroll, and not later than the second payroll, after receipt by the Employer of
29 confirmation from the Union that the terms of the employee's signed membership card
30 regarding dues deduction revocation have been met.

31 **X.5 Listing of Employees**

32 A. Authorized Use – All Reports

33 The information contained in the requested reports would be provided to each
34 union for the sole and exclusive purpose of enabling the Union to fulfill their
35 representational responsibilities as the collective bargaining representative for
36 the UW employees about whom the information is requested. No personally
37 identifiable data will be published or shared by the Union, except among those
38 within each Union with a need-to-know for the purpose of enabling the Union to
39 fulfill its representational responsibilities as the collective bargaining
40 representative for the University employees about whom the data or information
41 is requested.

42 Information provided pursuant to this Section will be maintained by the Union in
43 confidence according to the law. The Union will indemnify the Employer for any
44 violations of employee privacy committed by the Union pursuant to this Section

45 Each pay period UW shall provide the following four reports electronically in EXCEL
46 format

- 47 A. Total Compensation and deductions
- 48 Name
- 49 Home Address
- 50 Home phone
- 51 Cell phone
- 52 Work phone
- 53 Work location (building)
- 54 Work location (address)
- 55 Work station or office (suite and/or number)
- 56 Employee ID number
- 57 Personal Email
- 58 UW email
- 59 UW mailbox
- 60 Employment status
- 61 Employment status effective date
- 62 Job classification
- 63 Department
- 64 Pay grade
- 65 Pay step
- 66 Pay rate salary
- 67 Hourly rate
- 68 Supervisor
- 69 Supervisor email
- 70 Race
- 71 Gender
- 72 DOB
- 73 Date of hire
- 74 Job title

- 75 Job class code
- 76 Shift
- 77 Deduction amount dues
- 78 Deduction amount other
- 79 Deduction amount COPE
- 80 Total wages for the pay period
- 81 Total base pay for pay period
- 82 Total overtime pay for pay period
- 83 Total overtime hours per pay period
- 84 Total hours worked in the pay period
- 85 Days in the pay period
- 86 Total hours for each class/type of differential and or/ premium pay for the pay
- 87 period
- 88 Total wages for each class/type of differential and or/premium pay for the pay
- 89 period
- 90 Total wages year to date
- 91 Pension plan enrollment (which plan)
- 92 Position number
- 93 Medical plan enrollment (which plan)
- 94 Bargaining Unit
- 95 Total FTE
- 96 Anniversary date (step date)
- 97 Employment status (regular full time, regular part time, hourly, Project
- 98 Appointment part time, Project Appointment full time)
- 99
- 100 B. All appointment list
- 101 All information above with wages and codes organized by appointment including:
- 102 ID by each worker
- 103 Appointment budget number(s)
- 104 Beginning date
- 105 End date
- 106 Department and/or hiring unit
- 107 College/Org name
- 108 Job Classification
- 109 Job Classification Code
- 110 Full time salary or hourly rate
- 111 Appointment/FTE Percentage
- 112 Appointment status
- 113 Appointment term
- 114 Distribution line information
- 115 Position number
- 116 Earnings in last pay cycle
- 117 Hours worked in last pay cycle
- 118 FTE in last pay cycle
- 119
- 120 C. Change Report

- 121 Name,
- 122 Job classification,
- 123 Job classification code,
- 124 Department,
- 125 Employee ID,
- 126 Original hire date,
- 127 Status change date,
- 128 Termination/separation date if any,
- 129 Reason for status change, nature of status change,
- 130 Reason for termination/separation
- 131 LOA effective date,
- 132 Nature of LOA
- 133 New hire date
- 134 New Hire

135
136 D. Vacancy Report

- 137 Position Number,
- 138 Job Classification
- 139 Date of vacancy
- 140 Elimination date of vacancy
- 141 Reason for elimination (filled, deleted, transferred to a different
- 142 classification/status)

143
144 **X.6 Privacy Rights of Union Members**

145 In recognition of the privacy interests of all persons covered under this Agreement, the
 146 Employer will not disclose any personally identifiable wage or deduction information, or
 147 membership status, concerning persons covered by this Agreement to any members of
 148 the public or to nongovernmental organizations except to the extent required by law,
 149 including the Public Disclosure Act and the Freedom of Information Act.

150
151 Tentatively Agreed To:

152 For the Union:

153 DocuSigned by:

154 *Erika Currier*

922E85C8C36140F...

155 Erika Currier

156 Date: 4/15/2022

For the Employer:

153 DocuSigned by:

154 *Jennifer Mallahan*

2CCDC2DC5F4741A...

155 Jennifer Mallahan

156 Date: 4/25/2022

157

ARTICLE XX – MANAGEMENT RIGHTS AND RESPONSIBILITIES

The Employer through its designated management personnel or agents has the right and responsibility, except as expressly modified by this Agreement, to control, change, and supervise all operations and to direct and assign work to all working forces. Such rights and responsibilities shall include by way of illustration but shall not be limited to: the selection and hiring, training, discipline and discharge, classification, reclassification, layoff, promotion and demotion or transfer of employees; the establishment of work schedules; the allocation of all financial and other resources; the control and regulation of the use of all equipment and other property of the Employer. The Employer shall determine the methods, technological means and qualifications of personnel by and for which operations are to be carried out. The Employer shall take whatever action as may be necessary to carry out its rights in any emergency situation.

Application of this Article shall not preclude the use of the grievance procedure as established in this Agreement.

Tentatively Agreed To:

For the Union:

DocuSigned by:
Erika Currier
922E85C8C38140F...
Erika Currier
Date: 10/20/2022

For the Employer:

DocuSigned by:
Jennifer Mallahan
2C0DC2DC5F4741A...
Jennifer Mallahan
Date: 10/20/2022

1 **ARTICLE XX – SUBORDINATION OF AGREEMENT AND SAVINGS CLAUSE**

2
3 Should any part of this Agreement or any provision contained herein be determined by a
4 body of competent jurisdiction to be unlawful or invalid the remainder of the Agreement
5 shall remain in full force and effect. Upon request from either party, the Union and
6 Employer negotiating committee shall commence negotiations within thirty (30) days for
7 the purpose of coming to agreement on a substitute provision for that which was declared
8 unlawful or invalid.

9 Nothing in this Agreement shall be construed to limit or reduce the rights and privileges
10 of the parties except where specifically modified herein.

11

12 Tentatively Agreed To:

13
14 For the Union:

15 DocuSigned by:
16 *Erika Currier*
17 922E85C8C36140F...
18 Erika Currier
 Date: 1/26/2022

14 For the Employer:

15 DocuSigned by:
16 *Jennifer Mallahan*
17 2CCDC2DC5F4741A...
18 Jennifer Mallahan
 Date: 1/26/2022

19

1 **Article X - ~~Academic Freedom~~Intellectual Freedom for Libraries & Press**

2 **X.1 Purpose**

3 ~~A free and vigorous exchange of ideas is integral to sustaining an environment in which~~
4 ~~teaching, learning, research, and publishing may thrive. As professionals who are~~
5 ~~explicitly committed to promoting the free exchange of ideas and freedom of access to~~
6 ~~information, and to defending intellectual freedom, librarians, law librarians and~~
7 ~~professional libraries and press staff are entitled to academic freedom in their roles as~~
8 ~~scholars, educators, researchers, and publishing professionals.~~

9 The University depends upon and routinely requires professional and scholarly
10 contributions by librarians, law librarians, and professional library and press employees.

11 **X.1 Freedom of Association, Assembly and Expression for Libraries & Press**

12 As the University's major information resource, the University Libraries, Gallagher Law
13 Library, and UW Press enhances and extends students' classroom and laboratory
14 experience, and facilitates their scholarly inquiry, as well as that of faculty, staff and
15 students. The University Libraries is an integral part of the University's mission to
16 sustain an atmosphere in which information and ideas are readily accessible and freely
17 exchanged.

18 **X.2 Definition**

19 Academic freedom is the freedom to teach or communicate ideas or facts, to explore all
20 avenues of scholarship, research, and creative expression, and to speak or write
21 without institution discipline or restraint on matters of public concern as well as on
22 matters related to the general welfare of the University.

23 ~~As University Employees, Academic freedom is the freedom to discuss all relevant~~
24 ~~matters in researching, teaching, discussing, investigating, exhibiting, performing, and~~
25 ~~publishing. Academic freedom is fundamental to the advancement of truth, and to speak~~
26 ~~or write without institutional discipline or restraint on matters of public concern as well as~~
27 ~~on matters related to shared governance and the general welfare of the University. the~~

28 ~~As academic~~ The University of Washington recognizes employees, librarians and
29 libraries and press professionals right to academic freedom and the right to examine
30 and communicate ideas by any lawful means, even if such activities should generate
31 hostility or pressure against the librarians, professional libraries and press employees,
32 or the University. 'lawful free expression of ideas and their commitment to the freedom
33 of access to information' are free to pursue scholarly inquiry without undue restriction
34 and to voice and publish their conclusions concerning the significance of evidence they
35 consider relevant. Employee's' who lawful exercise of their constitutionally protected
36 freedom of association, assembly, and expression, including participation in political
37 activities outside of work, does not constitute is not a violation of duties to the University.

1 ~~or, to their profession.~~ Such lawful exercise may not result in disciplinary action or
2 adverse ~~merit~~ evaluation of the Employee.

3 A librarian, law librarian, and professional library and press employees' academic
4 responsibility requires that when they speak or write as a citizen, they should be free
5 from institutional censorship or discipline, but their special position in the community
6 imposes special obligations. These obligations include an obligation to respect the
7 dignity of others, to acknowledge their right to express differing opinions, and to foster
8 and defend intellectual honesty, freedom of inquiry and instruction, and free expression
9 on and off campus. Librarians, law librarians, and professional library and press
10 employees should remember that the public may judge their profession and their
11 institution by their utterances. As such, they should at all times strive to be accurate,
12 exercise appropriate restraint, and make every effort to clarify that when they are
13 speaking on matters of public interest, they are not speaking for the institution. The
14 expression of dissent and the attempt to produce change may not be carried out in
15 ways that injure individuals and damage institutional facilities or disrupt the work of
16 other University personnel. Those who seek to call attention to grievances must not do
17 so in ways that clearly and significantly impede the functions of the University.

18 **X.3 Application**

19 ~~The Employer recognizes librarians, law librarians, professional libraries staff, and~~
20 ~~university press staff as academic employees who possess specialized expertise and~~
21 ~~independent, professional judgment that serves the University mission. As such, the~~
22 ~~Employer acknowledges the academic libraries and press professionals' entitlement to~~
23 ~~academic freedom.~~

24 ~~Employees shall be free from institutional censorship or discipline when they speak,~~
25 ~~write, or act, provided that they shall strive to be accurate, to show respect for the~~
26 ~~opinion of others, and to avoid creating the impression that they speak or act for the~~
27 ~~Employer when they speak or act as private persons.~~

28 ~~The Employer shall not limit the free expression of ideas of Employees on campus or in~~
29 ~~the public sphere. The Employer shall not retaliate against such free expression or limit~~
30 ~~or restrict academic freedom in the Employee's professional teaching, learning,~~
31 ~~publishing and research endeavors.~~

32 Tentatively Agreed To:

33 For the Union:

34  _____
922E85C8C38140F...

35 Erika Currier
36 Date: 1/24/2023

For the Employer:

34  _____
2CCDC2DC5F4741A...

Jennifer Mallahan
Date: 1/24/2023

1 **Article X - Mandatory Subjects**

2 The Employer shall satisfy its collective bargaining obligation before changing a matter that is a
3 mandatory subject. The Employer will notify the union staff representative in writing, with a copy
4 to the Executive Director of the Union, of these changes. The Union may request discussions
5 about and/or negotiations on the impact of these changes on employee's working conditions.
6 The Union will notify the Vice President of Labor Relations of any demands to bargain. In the
7 event the Union does not request discussions and/or negotiations within thirty (30) calendar
8 days, the Employer may implement the changes without further discussions and/or negotiations.
9 There may be emergency or mandated conditions that are outside of the Employer's control
10 requiring immediate implementation, in which case the Employer shall notify the Union as soon
11 as possible.

12 Prior to making any change in written agency policy that is a mandatory subject of bargaining;
13 the Employer shall notify the Union and satisfy its collective bargaining obligations per Article X.

14 Unless agreed otherwise, the parties agree to begin bargaining within thirty (30) calendar days
15 of receipt of the request to bargain. A valid request to bargain must include at least three (3)
16 available dates and times to meet. If the union makes a request for information at the same
17 time as the request to bargain, the thirty (30) calendar days will not begin until the information
18 request has been fulfilled. Information requests made after the request to bargain will not delay
19 the scheduling of discussion and/or negotiations. The parties shall agree to the location and
20 time for the discussions and/or negotiations. Each party is responsible for choosing its own
21 representatives for these activities. The Union will provide the Employer with the names of its
22 employee representatives at least seven (7) calendar days in advance of the meeting date
23 unless the meeting is scheduled sooner, in which case the Union will notify the Employer as
24 soon as possible.

25 **Release Time**

- 26 A. The Employer shall approve paid release time for up to ~~four~~three (43) employee
27 representatives who are scheduled to work during the time meetings or negotiations are
28 being conducted, provided the absence of the employee will not interfere with the operating
29 needs of the Employer. The Employer may approve leave without pay for additional
30 employee representatives provided the absence of the employee will not interfere with the
31 operating needs of the Employer. If the additional employee absence is approved, the
32 employee(s) may use personal holiday, vacation time off, holiday credit, or compensatory
33 leave instead of leave without pay.
34 B. No overtime will be incurred as a result of bargaining and/or preparation for bargaining.
35 C. The Union is responsible for paying any travel or per diem of employee representatives.
36 Employee representatives may not use a state vehicle to travel to and from a bargaining
37 session, unless authorized by the Employer for Business Purposes.

38
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40

41 Tentatively Agreed To:

42 For the Union:

43  _____
922E89C8C38140F...

44 Erika Currier

45 Date: 10/27/2021

For the Employer:

 _____
2CCDC2DC5F4741A...

Jennifer Mallahan

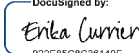
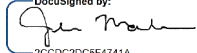
Date: 10/28/2021

CARTICLE XX – UNION RECOGNITION

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X.1 The Employer recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages and salaries, hours, and working conditions for all employees of the University of Washington in bargaining units certified by and under the Public Employment Relations Commission under the RCW 41.56. The composition of these units is as set forth in Appendix I of this Agreement (UW Libraries, UW Press and the Gallagher Law Library) – Bargaining Units Represented by the Service Employees International Union, Local 925, hereinafter referred to as the Union.

X.2 The Employer recognizes the exclusivity of the Union as bargaining representative for employees in the bargaining units. The Employer agrees not to enter into any agreement or contract with bargaining unit employees, individually or collectively, which conflicts with the terms of this Agreement unless the employee(s), Union and Employer specifically agree to such Agreement.

| | |
|---|---|
| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <small>DocuSigned by:</small>  <small>922E85C8C36140F...</small> | <small>DocuSigned by:</small>  <small>2CDDC2DC5F4741A...</small> |
| Erika Currier | Jennifer Mallahan |
| Date: 10/27/2021 | Date: 10/28/2021 |

ARTICLE XX – DURATION

1
2

3 This Agreement shall become effective upon ratification and remain in force through
4 ~~XXXX~~ January 31, 2026; provided that if this Agreement expires while negotiations
5 between the parties are underway for a successor Agreement, the terms and conditions
6 of this Agreement will remain in effect for a period not to exceed one (1) year from the
7 expiration date.

8 Either party may request negotiation of a successor Agreement by notifying the other
9 party in writing no sooner than ~~XXXX~~ August 1, 2025, and no later than ~~XXXX~~ August 31,
10 2025, to negotiate a new Agreement. Should such notice be served, bargaining shall
11 commence at a time agreed upon by the parties.

12

13 Tentatively Agreed To:

14 For the Union:

For the Employer:

15 DocuSigned by:
16 *Erika Currier*
922E85C8C36140F...

DocuSigned by:
Jennifer Mallahan
2CCDC2DC5F4741A...

17 Erika Currier

Jennifer Mallahan

18 Date: 1/26/2023

Date: 1/26/2023

19
20

1

2 **Appendix 1 – Librarians – Job Groups and Pay Ranges**3 **Librarians**

| Tracker Code | Job Group Title | Min (Monthly) | Max (Monthly) | Midpoint (Monthly) | Midpoint (Annualized) | Max Min (Annualized) | Max (Annualized) |
|--------------|----------------------------|--------------------------------------|---------------|--------------------|-----------------------|--|------------------|
| LIB1 | Assistant Librarian | \$4,500 <u>\$5,500</u> | Open | Open | Open | \$54,000 <u>\$66,000</u> | Open |
| LIB2 | Senior Assistant Librarian | \$4,725 <u>\$6,050</u> | Open | Open | Open | \$56,700 <u>\$72,600</u> | Open |
| LIB3 | Associate Librarian | \$4,962 <u>\$6,655</u> | Open | Open | Open | \$59,544 <u>\$79,860</u> | Open |
| LIB4 | Librarian | \$5,200 <u>\$7,321</u> | Open | Open | Open | \$62,400 <u>\$87,852</u> | Open |

4 **Law Librarians in positions requiring both J.D. and M.L.I.S degrees**

| Tracker Code | Job Group Title | Min (Monthly) | Max (Monthly) | Midpoint (Monthly) | Midpoint (Annualized) | Max-Min (Annualized) | Max (Annualized) |
|--------------|----------------------------|---------------|---------------|--------------------|-----------------------|----------------------|------------------|
| LIB1 | Assistant Librarian | \$6,167 | Open | Open | Open | \$74,004 | Open |
| LIB2 | Senior Assistant Librarian | \$6,784 | Open | Open | Open | \$81,408 | Open |
| LIB3 | Associate Librarian | \$7,462 | Open | Open | Open | \$89,544 | Open |
| LIB4 | Librarian | \$8,208 | Open | Open | Open | \$98,496 | Open |

5

Tentatively Agreed To:

For the Union:

DocuSigned by:
Erika Currier
922E85C8C36140F...

Erika Currier

Date: 1/26/2023

For the Employer:

DocuSigned by:
Jennifer Mallahan
2CCDC2DC9F4741A...

Jennifer Mallahan

Date: 1/26/2023

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APPENDIX 2 - Professional Libraries and Press Employees - Job Profiles and Pay Ranges
ECP5 1-24-23 with 9.25% Adjustments to Minimums effective 7/1/23 after 5.25% ATB 3/1/23 and 4% ATB 7/1/23

| Tracker Code (Rev. 1-10-23) | Tracker Code | Old PS Job Code | Old PS Job Profile Title | Old Min (Annualized) | Old Midpoint (Annualized) | Old Maximum (Annualized) | ECP5 1-24-23 Old Min (+9.25% as of 7/1/23) (Annualized) | Grade | Proposed *NEW* Job Profile | Batch # and Date Sent to SEIU 925 |
|-----------------------------|--------------|-----------------|--|----------------------|---------------------------|--------------------------|---|-------|--|---|
| PLE-ARC-8 | PLE1 | 19283 | Program Operations Specialist (NE S 8) | \$65,388 | \$ 81,732 | \$ 98,076 | \$ 71,436 | 8 | Archivist, grade 8 | Batch 2 - 4/11/22; 12/6/22 aligned market range with 11508. |
| PLE-ASM-7 | PLE9 | 11507 | Manager Of Program Operations (E S 7) | \$58,992 | \$ 73,740 | \$ 88,488 | \$ 64,452 | 7 | Libraries - Access Services Manager 7 | Batch 1 - 3/16/22 |
| PLE-ASM-8 | PLE9.1 | 11508 | Manager of Program Operations (E S 8) | \$67,068 | \$ 83,832 | \$ 100,596 | \$ 73,272 | 8 | Libraries - Access Services Manager 8 | 12/6/22 Mgt accepts union proposal to create grade 8 job profile between ASM 7 and ASM9. |
| PLE-ASM-9 | PLE11 | 11509 | Manager Of Program Operations (E S 9) | \$76,248 | \$ 95,304 | \$ 114,360 | \$ 83,304 | 9 | Libraries - Access Services Manager 9 | Batch 2 - 4/11/22 |
| PLE-CON-7 | PLE2 | 11540 | Program Operations Specialist (E S 7) | \$58,308 | \$ 72,888 | \$ 87,456 | \$ 63,696 | 7 | Libraries Conservation Specialist, grade 7 | Batch 2 - 4/11/22 |
| PLE-CON-8 | PLE3 | 11541 | Program Operations Specialist (E S 8) | \$65,388 | \$ 81,732 | \$ 98,076 | \$ 71,436 | 8 | Libraries Conservation Specialist, grade 8 | Batch 2 - 4/11/22 |
| PLE-CUR-8 | | 11218 | Curator, Senior - (E S 8) | \$67,836 | \$ 84,792 | \$ 101,748 | \$ 74,112 | 8 | Libraries Curator 8 | As proposed 1/17/23 in mgt ee mapping doc. |
| PLE-CUR-9 | | 11509 | Manager Of Program Operations (E S 9) | \$76,248 | \$ 95,304 | \$ 114,360 | \$ 83,304 | 9 | Libraries Curator 9 | As proposed 1/17/23 in mgt ee mapping doc. |
| PLE-ITS-8 | PLE15.1 | 11568 | Senior Computer Specialist (E S 8) | \$72,780 | \$ 90,984 | \$ 118,272 | \$ 79,512 | 8 | Libraries Computing Specialist 8 | Batch 3 - 5/2/22 |
| PLE-ITS-8-UXD | PLE15.2 | 11694 | Web Graphics Specialist (E S 8) | \$66,144 | \$ 82,680 | \$ 99,216 | \$ 72,264 | 8 | Libraries Computing Specialist 8 - UX Designer | Batch 3 - 5/2/22; per mgt proposal of 12/20/22, Sr. Computer Spec 8 and Web Graphics Spec 8 (UX Designer); would be in two different job profiles, with UX Designer as its own job with its own market range. The UX designer is also under a different civil service exemption, graphic design, whereas Senior Computer Specialist is under the civil service exemption for computing. |
| PLE-ITS-9 | PLE15.3 | 11569 | Senior Computer Specialist (E S 8) | \$81,000 | \$ 101,244 | \$ 131,616 | \$ 88,488 | 9 | Libraries Computing Specialist 9 | Mgt proposal 1/17/23 to accept creation of grade 9, Appendix 3 (mgt refers to it as MOU) moves one employee from the grade 8 to the new grade 9 job profile. |
| PLE-OO-9 | PLE14 | 11629 | Development Officer (E S 9) | \$75,936 | \$ 94,920 | \$ 113,904 | \$ 82,956 | 9 | Libraries - Outreach Officer 9 | Batch 4 part 1 - 5/4/22 |
| PLE-OS-7 | PLE12 | 11537 | Public Information Specialist (E S 7) | \$57,852 | \$ 72,312 | \$ 86,772 | \$ 63,204 | 7 | Libraries - Outreach Specialist 7 | Batch 4 part 1 - 5/4/22 |

APPENDIX 2 - Professional Libraries and Press Employees - Job Profiles and Pay Ranges
ECP5 1-24-23 with 9.25% Adjustments to Minimums effective 7/1/23 after 5.25% ATB 3/1/23 and 4% ATB 7/1/23

| Tracker Code (Rev. 1-10-23) | Tracker Code | Old PS Job Code | Old PS Job Profile Title | Old Min (Annualized) | Old Midpoint (Annualized) | Old Maximum (Annualized) | ECP5 1-24-23 Old Min (+9.25% as of 7/1/23) (Annualized) | Grade | Proposed *NEW* Job Profile | Batch # and Date Sent to SEIU 925 |
|-----------------------------|--------------|-----------------|--|----------------------|---------------------------|--------------------------|---|-------|--|--|
| PLE-POS-7 | PLE6 | 11507 | Manager Of Program Operations (E S 7) | \$58,992 | \$ 73,740 | \$ 88,488 | \$ 64,452 | 7 | Libraries - Program Operations Specialist 7 | Batch 1 - 3/16/22; 12/6/22 accepts union 8/5/22 edit revising Program Operations to Program Operations Specialist. |
| PLE-POS-8 | PLE8 | 11541 | Program Operations Specialist (E S 8) | \$65,388 | \$ 81,732 | \$ 98,076 | \$ 71,436 | 8 | Libraries - Program Operations Specialist 8 | Batch 1 - 3/16/22; 12/6/22 accepts union 8/5/22 edit revising Program Operations to Program Operations Specialist. |
| PLE-POS-9 | PLE9 | 11542 | Program Operations Specialist (E S 9) | \$75,336 | \$ 94,164 | \$ 112,992 | \$ 82,308 | 9 | Libraries - Program Operations Specialist 9 | 1/24/23 mgt agreed to add grade 9 level in POS series. |
| Press-ACQ-5-FEL | PLE17 | 19735 | Public Information Specialist (NE S 5) | \$45,012 | \$ 56,268 | \$ 67,524 | \$ 55,000 | 5 | UW Press Acquisitions Fellow 5 | Batch 4, Part 2, 6/20/22; 12/6/22 inadvertently omitted from 10/20/22 doc. |
| Press-ACQ-5-EA | PLE18 | 19735 | Public Information Specialist (NE S 5) | \$45,012 | \$ 56,268 | \$ 67,524 | \$ 55,000 | 5 | UW Press Acquisitions Specialist 5 - Editorial Assistant | Batch 4, Part 2, 6/20/22 |
| Press-ACQ-7-AE | PLE19 | 19827 | Editor (NE S 7) | \$58,188 | \$ 72,744 | \$ 87,288 | \$ 63,576 | 7 | UW Press Acquisitions Specialist 7 - Associate Editor | Batch 4, Part 2, 6/20/22; mgt proposed as 6, union countered as 7, mgt accepts as 7. Old min shown is for grade 7. |
| Press-ACQ-8 | PLE21 | 11958 | Editor (E S 8) | \$64,920 | \$ 81,156 | \$ 97,392 | \$ 70,920 | 8 | UW Press Acquisitions Specialist 8 | Batch 4, Part 2, 6/20/22 |
| Press-EDP-7-DA | PLE25 | 19214 | Graphic Designer (NE S 7) | \$57,612 | \$ 72,024 | \$ 86,424 | \$ 62,940 | 7 | UW Press EDP Specialist 7 - Design Assistant | Batch 4, Part 2, 6/20/22; 12/14/22 propose to split UWD Press EDP Specialist 7 into Design Assistant and Reprints Coordinator. |
| Press-EDP-7-RC | PLE25 | 19757 | Production Coordinator (NE S 7) | \$56,580 | \$ 70,728 | \$ 84,864 | \$ 61,812 | 7 | UW Press EDP Specialist 7 - Reprints Coordinator | Batch 4, Part 2, 6/20/22; 12/14/22 propose to split UWD Press EDP Specialist 7 into Design Assistant and Reprints Coordinator. |
| Press-EDP-8-AD | PLE26 | 11698 | Graphic Designer (E S 8) | \$65,688 | \$ 82,116 | \$ 98,544 | \$ 71,760 | 8 | UW Press EDP Specialist 8 - Art Director | 12/6/22, Mgt accepted union proposal to create this new job profile. |
| Press-Grant-7 | PLE24 | 11634 | Development Services-Officer (E S 7) | \$57,852 | \$ 72,312 | \$ 86,772 | \$ 63,204 | 7 | UW Press-Grant-Writer 7 | Batch 4, Part 2, 6/20/22 |

APPENDIX 2 - Professional Libraries and Press Employees - Job Profiles and Pay Ranges
ECP5 1-24-23 with 9.25% Adjustments to Minimums effective 7/1/23 after 5.25% ATB 3/1/23 and 4% ATB 7/1/23

| Tracker Code (Rev. 1-10-23) | Tracker Code | Old PS Job Code | Old PS Job Profile Title | Old Min (Annualized) | Old Midpoint (Annualized) | Old Maximum (Annualized) | ECP5 1-24-23 Old Min (+9.25% as of 7/1/23) (Annualized) | Grade | Proposed *NEW* Job Profile | Batch # and Date Sent to SEIU 925 |
|-----------------------------|--------------|-----------------|--|----------------------|---------------------------|--------------------------|---|-------|---|---|
| Press-Grant-Digi-8 | | 11541 | Program Operations Specialist (E S 8) | \$65,388 | \$ 81,732 | \$ 98,076 | \$ 71,436 | 8 | UW Press Grants and Digital Projects Specialist 8 | 1/24/23 agreed to 8 contingent on not having UW Press Grant Writer 7. |
| Press-MKT-6 | PLE22 | 19736 | Public Information Specialist (NE S 6) | \$53,136 | \$ 63,420 | \$ 76,104 | \$ 60,000 | 6 | UW Press Marketing & Sales Specialist 6 | Batch 4, Part 2, 6/20/22 |
| Press-EDP-8-SPE | N/A | 19202 | Editor (NE S 8) | \$64,920 | \$ 81,156 | \$ 97,392 | \$ 70,920 | 8 | UW Press - EDP 8 - Senior Project Editor | Proposed 1/10/23 for Zucco. Old job is adjusted to Editor (NE S 8) to align with proposed spec. |


Note: PLE1 is proposed to incorporate work from two different current job profiles, Program Operations Specialist (NE S 8) and Manager of Program Operations (E S 8). These two job profiles have different market ranges. The market range for Program Operations Specialist (NE S 8) has min \$65,388, mid \$81,732 and max \$98,076. Below the min, mid and max of the Manager of Program Operations (E S 8). The only employee moving from the Program Operations Specialist (NE S 8) is Kelly Daviduke, who is paid at the minimum. Daviduke is 50% FTE, and would receive a pro-rated increase of \$840 per year (\$1,680 x .5) if the min for the proposed Archivist 8 is set at the minimum of the Manager of Program Operations (E S 8).

*"Old Min" is the market minimum of the professional staff job profile the employee was in before moving into the new Libraries-SEIU925 bargaining unit job profile.


APPENDIX 2 - Professional Libraries and Press Employees - Job Profiles and Pay Ranges
ECP5 1-24-23 with 9.25% Adjustments to Minimums effective 7/1/23 after 5.25% ATB 3/1/23 and 4% ATB 7/1/23

| Tracker Code (Rev. 1-10-23) | Old PS Job Code | Old PS Job Profile Title | Old Min (Annualized) | Old Midpoint (Annualized) | Old Maximum (Annualized) | ECP5 1-24-23 Old Min (+9.25% as of 7/1/23) (Annualized) | Grade | Proposed *NEW* Job Profile | Batch # and Date Sent to SEIU 925 |
|--------------------------------|-----------------|--------------------------|----------------------|---------------------------|--------------------------|---|-------|----------------------------|-----------------------------------|
| | | | | | | | | | |

Tentatively Agreed To:

For the Union:  _____
DocuSigned by:
Erika Currier
422E8FC38140F...

Erika Currier
Date: 1/26/2023

For the Employer:  _____
DocuSigned by:
Jennifer Mallahan
2C3C2C2D5F4741A...

Jennifer Mallahan
Date: 1/26/2023


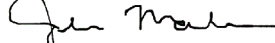
**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925**

**MOU – PROFESSIONAL LIBRARIES AND PRESS EMPLOYEE MAPPING TO NEW JOB
PROFILES**

Within one hundred twenty (120) days of ratification, the Employer will map professional libraries and press employees into new job profiles in accordance with Attachment A.

The ongoing work of revising and finalizing classification specifications for Professional Libraries & Press Employees will be completed within this timeframe.

This MOU expires upon implementation.

| | |
|---|---|
| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <p>DocuSigned by:  922E85C8C36140F... Erika Currier Date: 1/26/2023</p> | <p>DocuSigned by:  2CCDC2DC5F4741A... Jennifer Malanan Date: 1/26/2023</p> |

**ATTACHMENT A Professional Libraries and Press Employees
Employee Mapping to Proposed New Job Profiles - ECP2 1/24/23**

| Employee Name | EID | Position Number | Start Date | End Date | Tracker Code (mgt - new 1-7-23) | Tracker Code | Working Title (or flags) | Notes | Employee Placement | Employee Grade |
|------------------------|-----------|-----------------|------------|-------------------|---------------------------------|--------------|---|--|---|----------------|
| Aamot, Carolyn Huntley | 866009936 | PN-0025444 | | | PLE-POS-7 | PLE6 | Head, Gifts Program / Content Manager | Changing "Program Operations" to "Program Operations Specialist" as agreed in Dec. 2022. | Libraries - Program Operations Specialist 7 | 7 |
| Anderson, Allison | 852007911 | PN-0027464 | 3/5/12 | | PLE-ITS-8 | PLE15.1 | GIS Infrastructure and Support Specialist | | Libraries Computing Specialist 8 | 8 |
| Baccam, Michael | 845002727 | PN-0032160 | | | Press-ACQ-7-AE | PLE19 | Acquisitions Editor | | UW Press Acquisitions Specialist 7 - Associate Editor | 7 |
| Blair, Alex | 817006155 | PN-0026042 | 1/5/22 | | PLE-OS-7 | PLE12 | Advancement Outreach Officer | | Libraries - Outreach Specialist 7 | 7 |
| Bostelle, Timothy T | 870008276 | PN-0027420 | 11/1/04 | | PLE-ITS-8 | PLE15.1 | Head, Library Information Technology | | Libraries Computing Specialist 8 | 8 |
| Bromberg, Nicolette A. | 868001223 | PN-0022562 | | 7/11/22 (retired) | | | Visual Materials Curator | | Libraries Curator 9 | 9 |
| Daviduke, Kelly J V | 858005411 | PN-0122135 | | | PLE-ARC-8 | PLE1 | Archivist | | Archivist, grade 8 | 8 |
| Dotson, Ian Z. | 875008307 | PN-0027431 | 7/24/06 | | PLE-ITS-8 | PLE15.1 | Linux System Administrator | | Libraries Computing Specialist 8 | 8 |
| Fuget, Elizabeth Ann | 880006719 | PN-0028509 | | | Press-Grant-7 | PLE24 | Grants and Digital Projects | 1/17/23 mgt agrees to placement in the grade 8 job profile | UW Press Grant Writer 7 | 7 |
| Garrard, Tamara M | 858007442 | PN-0025457 | | | PLE-ASM-7 | PLE9 | Access Services Manager | 1/17/23 mgt declines grade 9 placement | Libraries - Access Services Manager 7 | 7 |
| Garrett, Adam R. | 868005965 | PN-0027663 | 8/14/95 | | PLE-ITS-8 | PLE15.1 | Director, Systems | 1/24/23 mgt agrees to create grade 9 and place Adam Garrett in it 1/17/23 mgt declines grade 9 placement | Libraries Computing Specialist 9 | 9 |
| Graham, Anne | 864005375 | PN-0027408 | 6/1/02 | | PLE-ITS-8 | PLE15.1 | Programmer | | Libraries Computing Specialist 8 | 8 |
| Guerrero, Lisa A | 848008085 | PN-0100701 | | | PLE-POS-7 | PLE7 | Grants Manager/Budget Analyst | Changing "Program Operations" to "Program Operations Specialist" as agreed in Dec. 2022. | Libraries - Program Operations Specialist 7 | 7 |
| Hagman, Lorri D | 866009312 | PN-0032154 | | | Press-ACQ-8 | PLE21 | Editor (E S 8) | 1/17/23 mgt declines grade 9 placement | UW Press Acquisitions Specialist 8 | 8 |
| Hall, Adam C | 878000116 | PN-0025452 | | | PLE-POS-7 | PLE6 | Head of Operations, Research Services | Changing "Program Operations" to "Program Operations Specialist" as agreed in Dec. 2022. | Libraries - Program Operations Specialist 7 | 7 |

**ATTACHMENT A Professional Libraries and Press Employees
Employee Mapping to Proposed New Job Profiles - ECP2 1/24/23**

| | | | | | | | | | | |
|----------------------------|-----------|------------|---------|------------------|-----------------|---------|---|--|---|---|
| Hamstra, Emily A | 819002879 | PN-0182448 | 8/15/22 | | PLE-POS-8 | PLE8 | Outreach and Access Coordinator | Changing "Program Operations" to "Program Operations Specialist" as agreed in Dec. 2022. | Libraries - Program Operations Specialist 8 | 8 |
| Hattwig, Denise | 872008470 | PN-0025449 | | | PLE-ARC-8 | PLE5 | Head of Digital Scholarship | 1/17/23 mgt declines grade 9 placement | Archivist, grade 8 | 8 |
| Hill, Mindy | 815003567 | PN-0029295 | 6/1/22 | | Press-EDP-8-AD | PLE26 | Graphic Designer (E S 8) | | UW Press EDP Specialist 8 | 8 |
| Hirahara, Aimee K. | 859007088 | PN-0026452 | 5/22/06 | | PLE-ITS-8 | PLE15.1 | Head, User Support Services | 1/17/23 mgt declines grade 9 placement | Libraries Computing Specialist 8 | 8 |
| Johnson, Justin P | 850009074 | PN-0026611 | | 8/26/22 | | | Senior Conservator | | Conservation Specialist, grade 8 | 8 |
| Kenny, Claire | 821008991 | PN-0059703 | | | PLE-CON-8 | PLE3 | Associate Conservator for Paper and Photographs | | Conservation Specialist, grade 8 | 8 |
| Kirk, Kerry | 850004163 | PN-0029586 | 12/9/13 | | PLE-ITS-8 | PLE15.1 | HEAL-WA Web Specialist | | Libraries Computing Specialist 8 | 8 |
| Landri, Marcella | 815002695 | PN-0134694 | 6/9/22 | | Press-ACQ-5-FEL | PLE17 | Public Information Specialist (NE S 5) | | UW Press Acquisitions Fellow 5 | 5 |
| Leonard, Kathryn L | 868008206 | PN-0026186 | | | PLE-CON-7 | PLE2 | Conservation Manager | 1/17/23 mgt declines grade 8 placement | Conservation Specialist, grade 7 | 7 |
| Lieberman, Bryna K | 821006080 | PN-0060531 | | | PLE-POS-7 | PLE7 | Assistant Director, Organization Development & Training | 1/17/23 mgt declines grade 9 placement. And adding Specialist | Libraries - Program Operations Specialist 7 | 7 |
| Liedtke, Armin G. | 868005026 | PN-0027477 | 7/1/11 | | PLE-ITS-8 | PLE15.1 | Senior Computer Specialist | | Libraries Computing Specialist 8 | 8 |
| Ludecke, Paul | 868005214 | PN-0027665 | 10/1/14 | | PLE-ITS-8 | PLE15.1 | Senior Computing Specialist | | Libraries Computing Specialist 8 | 8 |
| Mahon, Thomas E. | 861002484 | PN-0027478 | 7/1/11 | | PLE-ITS-8 | PLE15.1 | Supervisor, Student Tech Team | | Libraries Computing Specialist 8 | 8 |
| Palin, Hannah Lee | 863005395 | PN-0035147 | | 7/6/22 | | | Moving Image Curator | | Libraries Curator 8 | 8 |
| Pham, David T.Q. | 872006109 | PN-0027648 | 7/1/01 | | PLE-ITS-8 | PLE15.1 | System Administrator | | Libraries Computing Specialist 8 | 8 |
| Pharris, Sarah M | 856005314 | PN-0025516 | | | PLE-POS-7 | PLE7 | Libraries Purchasing Manager | 1/17/23 mgt declines grade 8 placement. And adding Specialist. | Libraries - Program Operations Specialist 7 | 7 |
| Reynolds, Michael J | 872008279 | PN-0027424 | | 8/1/21 (retired) | | | Senior Computer Specialist (E S 8) | | Libraries Computing Specialist 8 | 8 |
| Romansic, Madelena E | 856003345 | PN-0137799 | | | PLE-POS-7 | PLE7 | Program Analyst and Communications Specialist | Changing "Program Operations" to "Program Operations Specialist" as agreed in Dec. 2022. | Libraries - Program Operations Specialist 7 | 7 |
| Rosette-Tavares, Angela D. | 865009642 | PN-0029253 | | 5/1/22 | | | UX Designer | Terminated in 2022, accepted position with KUOW. | Libraries Computing Specialist 8 | 8 |

**ATTACHMENT A Professional Libraries and Press Employees
Employee Mapping to Proposed New Job Profiles - ECP2 1/24/23**

| | | | | | | | | | | |
|-----------------------|-----------|------------|----------|-------------------|----------------|---------|--|---|--|---|
| Rucki, Andrea | 817004869 | PN-0180300 | 12/8/20 | | Press-EDP-7-DA | PLE25 | Design Assistant | | UW Press EDP Specialist 7 | 7 |
| Ruhl, Deric J | 851005589 | PN-0027662 | 3/20/13 | | PLE-ITS-8 | PLE15.1 | Linux Administrator | | Libraries Computing Specialist 8 | 8 |
| Sanders, Jinny Star | 859001791 | PN-0025517 | | | PLE-ASM-7 | PLE9 | Head, Odegaard Access and Building Services | 1/17/23 mgt declines placement | Libraries - Access Services Manager 7 | 7 |
| Shepherd, Amy | 879004204 | PN-0027424 | 4/1/21 | | PLE-ITS-8 | PLE15.1 | System Administrator | | Libraries Computing Specialist 8 | 8 |
| Sherwood, Jeffrey M | 858008177 | PN-0027649 | 1/16/07 | | PLE-ITS-8 | PLE15.1 | Developer | | Libraries Computing Specialist 8 | 8 |
| Spatz, Michele A | 821001738 | PN-0098144 | | 9/30/22 (retired) | | | Outreach and Engagement Coordinator | | Libraries - Program Operations Specialist 8 | 8 |
| Spillum, Kirsten J. | 868005854 | PN-0025531 | | | PLE-ASM-9 | PLE11 | Interim Director of Access Services and Head, Central Circulation Services | | Libraries - Access Services Manager 9 | 9 |
| Toilmie, David | 858001569 | PN-0027508 | 11/20/17 | | PLE-ITS-8 | PLE15.1 | Developer | | Libraries Computing Specialist 8 | 8 |
| Turner, Trevor George | 850004625 | PN-0027602 | 1/25/21 | | PLE-ITS-8 | PLE15.1 | System Administrator | | Libraries Computing Specialist 8 | 8 |
| Van Horne, Bradley R | 847000795 | PN-0169297 | | | PLE-POS-7 | PLE7 | Facilities Manager | 1/17/23 mgt declines placement. Adding Specialist. | Libraries - Program Operations Specialist 7 | 7 |
| Williford, Shelby | 818001166 | PN-0028494 | | | PLE-OO-9 | PLE14 | Associate Director for Advancement | | Libraries - Outreach Officer 9 | 9 |
| Woolbright, Molly | 814007973 | PN-0046795 | 9/26/22 | | Press-MKT-6 | PLE22 | Publicity Manager | 1/17/23 mgt declines placement | UW Press Marketing & Sales Specialist 6 | 6 |
| Woolson, James | 819007460 | PN-0127038 | 2/13/19 | | Press-EDP-7-RC | PLE25 | Reprints Coordinator and Production Assistant | | UW Press EDP Specialist 7 | 7 |
| Yee, Perry | 850001242 | PN-0026987 | | | PLE-POS-8 | PLE8 | Senior Online Learning Support Manager | 1/17/23 mgt declines placement. Adding Specialist. | Libraries - Program Operations Specialist 8 | 8 |
| Zucco, Joeth F | 817004583 | PN-0032162 | 1/4/21 | | Press-MKT-7 | NEW? | Senior Project Editor | | UW Press EDP Specialist 8 - Sr. Project Editor | 8 |
| Gregory, Megan | 855000333 | PN-0025462 | 1/11/23 | | PLE-ASM-7 | PLE9 | UWT: Learning Commons and Access Services Manager | New hire 1/11/23 | Libraries - Access Services Manager 7 | 7 |
| Morris, Liz | 861001521 | PN-0124020 | 1/10/23 | | PLE-POS-8 | PLE8 | Outreach and Access Coordinator | Assuming union proposal same as for Emily Hamstra, whom Liz Morris replaced. Adding Specialist. | Libraries - Program Operations Specialist 8 | 8 |

1 **MEMORANDUM OF UNDERSTANDING**
2 **BETWEEN**
3 **THE UNIVERSITY OF WASHINGTON (UNIVERSITY)**
4 **AND**
5 **THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925**
6
7 **MOU – DISCRETIONARY TIME OFF**
8

9 ~~Through calendar year 2023, employees may be eligible to receive discretionary time~~
10 ~~off, up to six days (48 hours for full-time employment) per calendar year, as determined~~
11 ~~by the Employer. Discretionary time off must be used by March 31 of the calendar year~~
12 ~~following the calendar year in which it was awarded, with March 31, 2024, as the last~~
13 ~~date for use of DTO earned in 2023. Employees may be eligible to receive discretionary~~
14 ~~time off (DTO) in accordance with university policy and as determined by the Employer.~~
15 ~~Neither the decision to award DTO nor the number of DTO days awarded will be subject~~
16 ~~to Article XX Grievance Procedure. Additionally, changes to the university policy on~~
17 ~~DTO are not subject to Article XX Mandatory Subjects.~~

18
19 This MOU expires [Placeholder for last day of the CBA].
20

21 Tentatively Agreed To:

22
23 For the Union:

24 DocuSigned by:
25 *Erika Currier*
26 922E85C8C36140F...
27 Erika Currier
Date: 1/24/2023

23 For the Employer:

24 DocuSigned by:
25 *Jennifer Mallahan*
26 2CCDC2DC5F4741A...
27 Jennifer Mallahan
Date: 1/24/2023

28


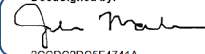
**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925
MOU – GALLAGHER LAW LIBRARIES TEACHING**

The parties agree that a limited exception shall be made for Law Librarians in the Gallagher Law Library. The parties agree that Law Librarians will be members of the bargaining unit and may be reclassified-hired into a librarian bargaining unit position on a 50% FTE, with another 50% FTE appointment to an instructional faculty appointment that is outside (and excluded from) the bargaining unit. These appointments in librarian titles will reflect only the portion of their job responsibilities that is not related to teaching. Consistent with the above, future dual appointments as Law Librarians and instructional faculty in the Gallagher Law Library will be necessary if the allocation of responsibilities consists of both teaching as instructor of record for credit courses in the Law School and/or law librarianship.

This MOU does not impact current Law Librarian positions, unless they apply to and are hired into a new position as described above.

The leave and time off provisions of the CBA shall supersede any other leave and time off benefits that apply to Law Librarians with a dual faculty appointment.

Tentatively Agreed To:


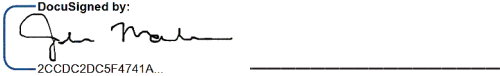
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| <p>For the Union:</p> <p><small>DocuSigned by:</small>  <small>922E85C8C3614D...</small> Erika Carrier Date: 12/6/2022</p> | <p>For the Employer:</p> <p><small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small> Jennifer Mallahan Date: 11/30/2022</p> |
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MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

LIBRARIES IT EMPLOYEE RECRUITMENT AND RETENTION INCREASES

- A. Effective July 1, 2023, Libraries employees in job code XXXXX Libraries Computing Specialist 8 (formerly job code 11568, Senior Computer Specialist 8), and job code XXXXX Libraries Computing Specialist 9 (formerly job code 11569, Senior Computing Specialist 9) will receive a four percent (4%) recruitment and retention increase over their current salary. The increase will be applied directly following the contractual July 1, 2023, across-the-board increases.
- B. All increases will be paid on the first available pay date following July 1, 2023, as determined by the Employer.
- C. This MOU will expire upon implementation.

| | |
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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
|  |  |
| Erika Currier | Jennifer Mallahan |
| Date: 1/26/2023 | Date: 1/26/2023 |

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND**

THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

**MOU – LUMP SUM PAYMENT FOR PROFESSIONAL LIBRARIES AND PRESS
EMPLOYEES**

During negotiations for an initial CBA, the parties reached agreement on the following lump sum payments, if the agreement is ratified on or before January 31, 2023:

- I. Professional Libraries and Press employees in an active position with a UW compensation plan, and with an FTE on January 31, 2023, are eligible for the lump sum as defined below:
 - a. Employees with .6 FTE and above on the date specified above will receive a single one (1)-time lump sum payment of ~~five one thousand two~~ hundred dollars (~~\$5001,200~~).
 - b. Employees with below .6 FTE on the date specified above will receive a single one (1)-time lump sum payment of ~~two six~~ hundred ~~fifty~~ (~~\$250600~~).
- II. The payment will be paid within ninety (90) days of January 31, 2023.
- III. In order to receive the lump sum payment, the employee must have an active position in Workday on the last day of the pay period in which the lump sum payment is distributed. For example, if the lump sum is paid on 10th of the month, the employee must be in an active position on the last day previous month. If the lump sum is paid on 25th of the month, the employee must have an active position on the 15th of the month.
- IV. This MOU will expire upon implementation.

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| Tentatively Agreed To: | |
| <p>For the Union:</p> <p>DocuSigned by: <i>Erika Currier</i> 922E85C8C36140F Erika Currier Date: 1/26/2023</p> | <p>For the Employer:</p> <p>DocuSigned by: <i>Jennifer Mallahan</i> 20CDC2DC5F4741A Jennifer Mallahan Date: 1/26/2023</p> |

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MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – No STRIKE NO LOCKOUT

The Employer and the Union acknowledge that this Agreement provides, through the grievance procedure and through other administrative remedies, for an orderly settlement of grievances or disputes which may arise between the parties. Accordingly, the parties agree that the public interest requires the uninterrupted performance of all University services and to this end pledge to prevent or eliminate any conduct contrary to that objective. Therefore, during the life of the Agreement the Employer shall not lockout any of the employees as a result of a labor dispute or grievance or disputes on personnel matters nor shall the Union condone or authorize a work stoppage, work slowdown, or any other curtailment of work in the bargaining units.

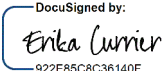
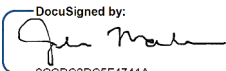
Should the employees engage in any unauthorized concerted action, a Joint Union/Management Committee shall immediately convene and shall continue to meet until the dispute is settled, and the employees involved shall immediately return to work and continue working. Any employee who refuses to perform their work may be subject to disciplinary action.

There will be no strike or lockout regarding any matters pertaining to the contents of this Agreement.

Any action of the Employer in closing the University during a general strike, riot, or civil disturbance for the protection of the institution, its property, or its employees shall not be deemed a lockout.

Any action of an employee in refusing to cross, for their own personal safety, a picket line at the Employer's premises in case of an officially declared strike by some other employee organization or union representing employees working for the Employer shall not constitute a violation of this clause of the Agreement, provided, however, that such a decision shall be made freely by the employee without coercion by either the Employer or the Union and provided further that nothing herein shall preclude the Employer from continuing to operate the University with or without temporary replacement personnel.

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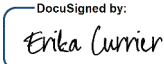
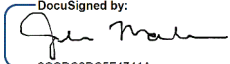
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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
|  922E85C6C36140F... Erika Currier |  2CCDC2DC5F4741A... Jennifer Mallahan |
| Date: 1/26/2023 | Date: 1/26/2023 |

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925**

MOU – PAY FOR ~~LAW LIBRARIAN J. FRANKLIN~~ BARGAINING UNIT MEMBERS WITH A CURRENT ANNUAL SALARY ABOVE \$150,000

To address issues of pay equity for ~~Librarians within Gallagher Law Library, bargaining unit members, any~~ employee earning an annual salary of \$150,000 or more as of January 24, 2023, Jonathon Franklin will be excluded from the 2023 contractual pay increases.

This MOU expires [Placeholder for last day of the CBA].

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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <p>DocuSigned by:  <small>922E85C8C36140F...</small> Erika Currier Date: 1/26/2023</p> | <p>DocuSigned by:  <small>2CCDC2DC5F4741A...</small> Jennifer Mallahan Date: 1/26/2023</p> |

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925
MOU – PROFESSIONAL DEVELOPMENT ALLOCATIONS**

The parties agree that the amounts remaining for individual employee professional development allocations prior to contract ratification will remain post-ratification through June 30, 2023.

This MOU expires upon notification on July 1, 2023.

Tentatively Agreed To:

For the Union:

DocuSigned by:
Erika Currier

922E85C8C36140F...
Erika Currier
Date: 1/24/2023

For the Employer:

DocuSigned by:
Jennifer Mallahan

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Jennifer Mallahan
Date: 1/24/2023

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925**

**MOU – PROFESSIONAL LIBRARIES AND PRESS EMPLOYEE POSITION REVIEWS
REGRADING**

The parties agree to the following regarding a position review for the following employees:

Within ~~thirty one hundred twenty (30120)~~ days post ratification, ~~UWHR Compensation will begin a position review of~~

1. ~~the~~ The following employees will submit a position description on the required HR form to their supervisor for supervisory review and input.
2. The supervisor will then submit the description to Libraries HR for central review.
- 4.3. Libraries HR will then send the form to HR Compensation for a position review in accordance with Article XX Classification and Reclassification. ~~Upon request, these employees will complete and return any necessary position review related documents to the Employer.~~

If the position review results in a classification change to a position with a higher salary minimum, the classification change and associated salary increase will be retroactive to ~~[date of ratification]~~ the earlier of the date on which the employee or the employer’s supervisor signed the position review document.

The MOU expires upon completion of the position review.

- 858007442

-
- 866009312
 - 872008470
 - 859007088
 - 868008206
 - 821006080
 - 859001791
 - 847000795
 - 850001242

NAMES REDACTED & REPLACED WITH EID

Tentatively Agreed To:

For the Union:

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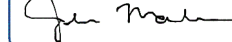
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Erika Currier

Date: 1/26/2023

For the Employer:

DocuSigned by:



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Jennifer Mallahan

Date: 1/26/2023

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**MEMORANDUM OF UNDERSTANDING
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MOU – ~~UW LIBRARIES~~ SUPPLEMENTS

Effective in the first available pay period as determined by the employer following the creation of the Union job profiles, the employees listed below will receive a salary increase to their monthly base pay equal to the amount of their current supplement, and the related supplement will be ended.

NAMES REDACTED & REPLACED WITH EID

| Employee | Current Monthly Supplement |
|----------------------|----------------------------|
| 870004127 | \$500 |
| 876003974 | \$500 |
| 875006612 | \$500 |
| 857000209 | \$250 |
| 876007188 | \$200 |
| 868003564 | \$250 |
| 866001109 | \$300 |
| 854005943 | \$125 |
| 881009660 | \$250 |
| 821007494 | \$500 |
| 878009306 | \$500 |
| 862004843 | \$250 |
| 868005965 | \$500 200 |
| 873006559 | \$300 |
| 881004654 | \$300 |
| 878000116 | \$250 |
| 867001729 | \$200 |
| 862007926 | \$300 |
| 873003245 | \$500 |
| 879003505 | \$500 |
| 856009209 | \$350 |
| 821006080 | \$250 |
| 861008111 | \$200 |
| 865007796 | \$500 |
| 867009786 | \$250 |
| 876002503 | \$500 |
| 863004859 | \$500 |
| 873003391 | \$250 |

| | |
|------------------|--------------|
| 873006673 | \$300 |
| 851004551 | \$350 |
| 875003852 | \$250 |
| 866006511 | \$250 |
| 859005191 | \$500 |
| <u>854004168</u> | <u>\$600</u> |
| 861000045 | \$200 |

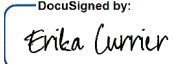
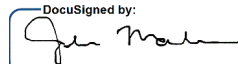
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Within ninety (90) days of ratification, the Employer will evaluate the following employees and provide a salary increase to their monthly base pay, if appropriate, as determined by the Employer: The Employer will notify the Union of the results of the evaluation upon completion and provide a copy of the rationale for the decision.

- A. 866009936
- B. 881006690
- C. 856008625
- D. 819002879
- E. 872008470
- F. 859007088
- G. 859003503
- H. 847001822
- I. 871003291
- J. 859001791
- K. 868005854
- L. 864007441

NAMES REDACTED & REPLACED WITH EID

The provisions of this MOU shall expire ~~upon implementation~~ ninety (90) days after ratification.

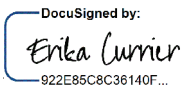
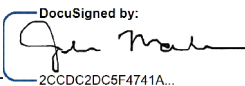
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| For the Union: | For the Employer: |
| <small>DocuSigned by:</small>  <small>922E85C8C36140F...</small> Erika Currier Date: 1/26/2023 | <small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small> Jennifer Mallahan Date: 1/26/2023 |

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925**

MOU – TIME GRANTS

UW Libraries will continue to offer a Time Grant Program for UW Libraries employees in the bargaining unit, in accordance with their Time Grant Program Guidelines, last revised and approved August 1, 2019.

This MOU expires [Placeholder for last day of the CBA].

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| Tentatively Agreed To: | |
| For the Union: | For the Employer: |
| <small>DocuSigned by:</small>  <small>922E85C8C36140F...</small> Erika Currier Date: 12/19/2022 | <small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small> Jennifer Mallahan Date: 12/21/2022 |