

**CSU / Teamsters Local 2010  
Compilation of  
Tentative Agreements**

**01/19/2024**

**MEMORANDUM OF UNDERSTANDING**

**Successor Agreement**

**January 19, 2024**

The California State University (“CSU”) and Teamsters 2010, collectively referred to as the “Parties,” have reached a Tentative Agreement to a successor Collective Bargaining Agreement subject to ratification by the Board of Trustees and the union. The Successor Agreement contains the terms of the current agreement with the modifications attached hereto.

Tentative Agreements attached hereto.

Article 7: Union Rights
Article 9: Grievance Procedure
Article 10: Appointment
Article 11: Probationary Period
Article 13: Personnel File
Article 16: Vacation
Article 17: Holidays
Article 18: Leaves of Absence With Pay
Article 19: Leaves of Absence Without Pay
Article 24: Salary
Article 30: Layoff
Article 32: Duration and Implementation
New Appendix N (AB 119 MOU)
New Appendix (list of arbitrators/mediators)

Current Contract Language

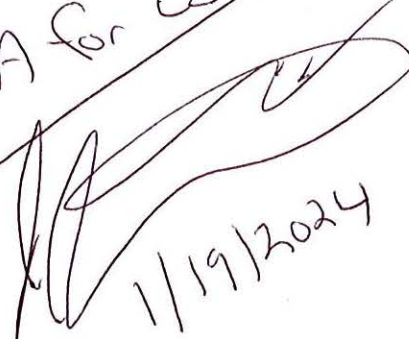
Article 1: Recognition
Article 2: Definitions
Article 3: Management Rights
Article 4: Contracting Out
Article 5: Effect of Agreement
Article 6: Non-Discrimination
Article 8: Concerted Activities

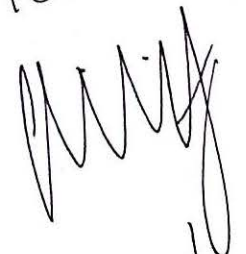
Article 12: Evaluation
Article 14: Corrective Action
Article 15: Employee Rights
Article 20: Assignment/Reassignment
Article 21: Outside Employment
Article 22: Hours of Work
Article 23: Overtime
Article 25: Benefits
Article 26: Apprenticeship Program
Article 27: Training and Development
Article 28: Health and Safety
Article 29: Work-Incurred Injury or Illness
Article 31: Savings Clause

All Appendices will be maintained with the exception of Appendix A, which will be updated, and Appendix D-6, which will be removed.

The Union agrees to no strike between tentative agreement and ratification. This includes sympathy strikes.

The parties agree that both sides will withdraw pending ULPs related to bargaining – list TBD.

TIA for CSU  
  
1/19/2024

Teamsters  
  
1/19/24

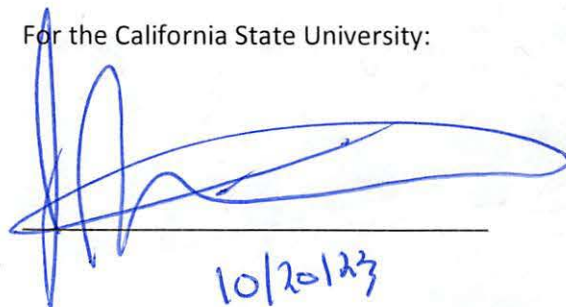
The parties Tentatively Agree to maintain status quo on the below listed articles:

Article 1: Recognition
Article 6: Non-Discrimination
Article 14: Corrective Action
Article 20: Assignment/Reassignment
Article 22: Hours of Work
Article 23: Overtime
Article 26: Apprenticeship Program
Article 28: Health and Safety

For Teamsters Local 2010:



For the California State University:



10/20/23



CSU Teamsters 2010 Unit 6 01 19 2024

The parties tentatively agree to current contract language on the following Articles:

Article 2 Definitions

Article 3: Management Rights

Article 4 Contracting Out

Article 8 Concerted Activities

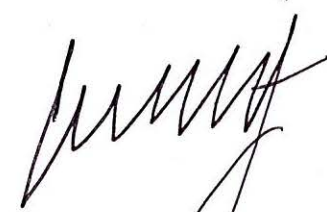
Article 12 Evaluation

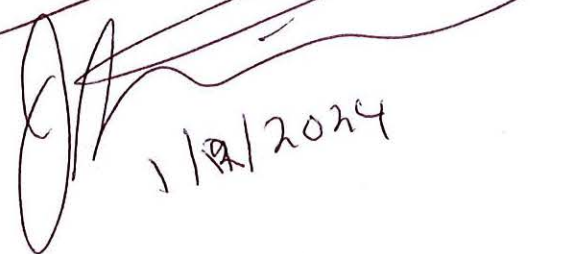
Article 25 Benefits

All Appendices CCL except

Update Appendix A to include updated salary schedule links

Remove Appendix D-6

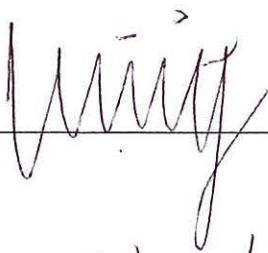
  
for Teamsters  
1/19/24

TIA for CSU  
  
1/19/2024

The parties Tentatively Agree to maintain status quo on the below listed articles:

Article 5: Effect of Agreement
Article 21: Outside Employment
Article 27: Training and Development
Article 29: Work-Incurred Injury or Illness
Article 31: Savings Clause

For Teamsters Local 2010:

  
\_\_\_\_\_  
6/21/23

For the California State University:

  
\_\_\_\_\_  
6/21/2023

## **ARTICLE 7**

### **UNION RIGHTS**

- 7.1 The Union shall have the right, upon providing reasonable advance notice to the appropriate administrator, to reasonable use of campus facilities, not otherwise in use, including plant operations shop areas. Use of plant operations shop areas shall be at no cost. The Union shall bear the actual cost incident to such use including, but not limited to, set up, cleaning and overtime. The Union agrees that use of campus facilities shall be restricted to union meetings and training workshops. The Union further agrees that the activities shall be restricted to non-worktime and shall not interfere with campus programs. Nothing contained herein shall guarantee to the Union the use of campus facilities if no such facilities are available, or the use of facilities which require the payment of fees.
- 7.2 The Union shall bear the cost of all campus materials and supplies incident to any union meeting or union business conducted on campus.
- 7.3 Intra-campus mail service shall be available for union business. Reasonable use of campus mail facilities shall be provided at no cost to the Union for communicating with bargaining unit members. The CSU shall be held harmless for the delivery and security of such mail and the CSU shall not bear the cost of moving union mail through the U. S. Postal Service or any private commercial delivery system. Such mailings must be of a reasonable size and volume and prepared by the Union in accordance with campus mail policy. The term "no cost" as used in this Article shall be exclusive of actual overtime costs or extraordinary clean-up costs incurred by the CSU in complying with the provisions of this Article. Such costs shall be borne by the Union. When a meeting request is submitted and the Union inquires, the CSU shall inform the Union whether or not costs shall be charged.
- 7.4 The CSU shall provide an open-faced mailbox or reasonable facsimile for union business at each campus Department of Plant Operations. The Employer shall determine the location of such mailboxes and shall not be required to bear the cost of providing such mailboxes. The CSU shall provide each campus union steward with an email account and access to a computer.

### Bulletin Boards

- 7.5 The Union shall have the use of an adequate number of designated bulletin boards on every CSU campus and off-site location on which there are employees represented by Teamsters Local 2010 for the posting of union material. Such bulletin boards shall be visible, accessible to employees, and in areas frequented by employees.
- 7.6 An area shall be designated in each shop and lunchroom where there are employees represented by Teamsters Local 2010 for posting of union materials.
- 7.7 All postings and mailings shall identify the individual who is requesting on behalf of the Union that the document be posted, the union posting the document, their telephone number, and the date of posting. A copy shall be delivered to the Director of Plant Operations or the appropriate administrator. It shall be the responsibility of the Union to post the document and maintain the bulletin board in accordance with campus, federal and state regulations.

### Employee Lists/Information

- 7.8 The Chancellor's Office shall provide the Union, upon written request, one or more monthly lists of all Unit 6 employees at no cost to the Union. The lists shall include the name, campus, classification, hire date, job status, and monthly salary. The Union also shall be provided a list, at least quarterly, of employees who have terminated their employment and a list of employees who are on a leave of absence of over one (1) month. Upon request of Teamsters Local 2010 and electronic capabilities of the CSU, these lists shall be provided in electronic format.
- 7.9 Upon written request of the Union, the Union shall be provided employee lists and other information that is public information disclosable under the Public Records Act or information required under HEERA.

Such information shall be provided within a reasonable period of time. The cost of such information shall be borne by the Union, as provided in 7.10 below.

7.10 Teamsters Local 2010 Information Requests

Where information is requested by the Union under the terms of this provision, that request shall be subject to the Side Letter of Agreement at Appendix D-7 of this Agreement. Contractual request to provide information under this provision are without prejudice to the Union's rights to request information under the Public Records Act and/or HEERA.

- 7.11 The Union will provide the Employer with a written list of designated union stewards, officers and union representatives by campus and by shop area. This written list shall be submitted annually to the Office of the Chancellor and the affected campus Human Resources Office. Changes to the list shall be brought to the Employer's attention as soon as possible and confirmed in writing in a timely manner.

Release Time

- 7.12 The Union shall be granted a reasonable amount of release time for purposes of official meet and confer sessions with the Employer. Not more than six (6) employees shall be provided with release time for official meet and confer sessions unless the parties mutually agree otherwise. The Union shall provide the Chancellor's Office with the names of the employees requiring release time with sufficient notice prior to the commencement of the meet and confer session(s). In case(s) of an emergency, the Employer may deny release time for a particular employee. The Union reserves the right to postpone the meeting(s) in those circumstances. Additional release time may be provided on an individual basis to meet special needs related to work schedules and travel requirements.

7.13 Reimbursable Union Leave

a. Statewide Officer Leave

1. Reimbursable Union Leave requested under this provision shall not exceed an aggregate amount of 900 working days per contract year to conduct union business. No more than 270 working days of union leave taken under this provision may be used at any one campus in a contract year. Reimbursable release time shall be for the purpose of conducting union business and shall be in full-day increments unless mutually agreed otherwise by an employee and the appropriate administrator.

2. Statewide Officers who averaged more than five (5) days per month of reimbursable leave in the prior Fiscal Year, will meet with their Facility/Plant Directors at the start of the next Fiscal Year and provide a calendar with anticipated dates of reimbursable leave throughout the upcoming Fiscal Year. The Officer and the Director will work out a reimbursement plan to assist the Department in covering the Officer's absences. It is understood these dates are not absolute and may be modified providing proper notice is given.
3. Not less than two (2) days notice shall be given to the Office of the Chancellor for leave requests under this provision of one (1) week or less.
4. Not less than two (2) weeks notice shall be given to the Office of the Chancellor for leave requests of more than one (1) week but less than six (6) months.
5. Not less than three (3) weeks notice shall be given to the Office of the Chancellor for leave requests under this provision of six (6) months or more.
6. An employee on such a leave shall continue to earn service credit and retirement credit. Vacation, holiday, and sick leave credit(s) shall accrue during such a leave. The employee on such a leave shall have the right to return to their former position upon expiration of the leave. Such a leave shall not constitute a break in the employee's continuous service for the purpose of salary adjustments, sick leave, vacation, or seniority.
7. The CSU reserves the right to refuse union leave requests for bona fide work.
8. The Union shall provide the Office of the Chancellor (Labor Relations) with the names of the employees for whom reimbursable release time is being requested within the time frames provided above. The Office of the Chancellor will provide official notice to the appropriate campus. The employee should also notify their Manager or Director.

b. Reimbursement

The CSU shall be reimbursed by the Union for all compensation (including benefits) paid the employee during such a leave. The referenced benefits currently include the employer's contributions to health, dental and vision insurance, CalPERS, Social Security and Medicare. The benefits included may change during the term of the Agreement should the employer make contributions to additional or

fewer benefit programs on behalf of the employee. To facilitate payment, the campus accounting office will provide the Union with an itemized billing that includes the following:

1. a copy of the Chancellor's Office Release Time Request Form with the Authorization form from the appropriate administrator;
2. the applicable campus time reporting form for the period of the time the campus is seeking reimbursement;
3. a breakdown of the costs being billed; and
4. an assigned invoice number and billing date.

Campuses shall bill the Union for reimbursable release time at least on a quarterly basis. Reimbursement by the Union shall be made no later than sixty (60) days after receipt by the Union of an itemized bill from the affected campus for reimbursable release time for authorized employees at the affected campus.

The Union will contact the Office of the Chancellor in the event that it disputes any portion of a CSU claim for reimbursement and will nonetheless reimburse the CSU for all non-disputed portions of any billing pursuant to the requirements of this provision. The parties agree that failure to reimburse the CSU within sixty (60) days will result in the denial of any subsequent requests for leave under this provision until all delinquent payments have been made.

If a campus fails to bill the Union for a quarter and subsequently bills the Union for a period of more than one quarter, the Union may make payment for the bill over the same number of quarters as the number of quarters billed.

#### 7.14 Non-Reimbursable Union Leave

##### Steward Training

The Union may request that each CSU campus grant up to an aggregate total of forty (40) hours in each fiscal year of release time, without loss of compensation, ~~to~~ **for employees designated by the union and union-designated campus stewards or union officers** employed on the campus to attend Union sponsored training. Such requests shall be submitted in writing to the campus at least five (5) workdays prior to the date of the release time. Such release time may be requested and granted in increments of one hour for partial or full days. The campus shall grant such requests, except when it determines



that there are significant bona fide work reasons not to do so. Unused release time hours do not carry forward to the next fiscal year.

~~Designated union stewards appearing on the list provided to the campus pursuant to provision 7.11 shall be eligible for release time pursuant to this provision.~~

~~Campus stewards~~ Employees provided with release time shall observe provisions 7.17 and 7.18 of this agreement. Procedures for securing release time for grievance processing are provided in provision 9.31 of this agreement.

- 7.15 The Union may request unpaid leaves of absence for a specified period of time for statewide officers.
- 7.16 Union representatives may request to meet with CSU appropriate administrators or with Employee Relations personnel in the Office of the Chancellor for the purpose of discussing ongoing contract administration issues. In the event that such meetings are agreed to by such CSU representatives, then the Union representatives who are scheduled to attend, and actually attend such meetings, shall be released from work for the period of time spent in attendance at such meetings. Additional release time may be provided on an individual basis to meet special needs related to work schedules and travel requirements.
- 7.17 Union business involving employees shall be conducted during non-worktime except as provided for elsewhere in this Agreement. Union business shall not interfere with campus programs or operations.
- 7.18 The appropriate administrator shall be notified of the presence of union representatives and officers who are not campus employees either upon arrival at the campus or by telephone in advance of arrival.
- 7.19 An employee shall not suffer reprisals for participating in union activities.

#### Union Security

- 7.20 ~~It is the intent of this Article to provide for payroll deduction of dues for Teamsters Local 2010 members to be deducted from their pay warrants insofar as permitted by law. The CSU agrees to advise the State Controller's Office (SCO) to deduct and~~

~~transmit to Teamsters Local 2010 all authorized deductions from all Teamsters Local 2010 members within Unit 6 who have signed approved authorization cards for such deduction on a form provided by Teamsters Local 2010, less necessary administrative costs incurred by the State of California.~~

**It is the intent of this Article to provide for dues or fees to be deducted from pay warrants of CSU employees represented by Teamsters Local 2010 insofar as permitted by law. Authorization for deductions shall be on a signed authorization card provided by the union. The CSU agrees to advise the State Controller's Office (SCO) to deduct and transmit to the union all authorized deductions, less necessary administrative costs incurred by the State of California from employees represented by the union. For purposes of this provision, "fees" shall mean monies payable to the union pursuant to a membership form or other agreement between the union and a CSU employee.**

- 7.21 The amount of dues deducted from Teamsters Local 2010's members' pay warrants shall be set by Teamsters Local 2010 and changed by the CSU upon written request of Teamsters Local 2010.
- 7.22 Any requirement to join the Union, or to pay a fee in lieu of joining the Union shall be governed by the law.
- 7.23 Teamsters Local 2010 agrees to indemnify, defend, and hold the CSU harmless against any claim made of any nature and against any suit instituted against the CSU arising from SCO's payroll deductions for Teamsters Local 2010 dues and deductions. In addition, Teamsters Local 2010 agrees to hold the CSU harmless for any error or omission made by the SCO arising from payroll deductions for Teamsters Local 2010 dues, fees and deductions.
- 7.24 The CSU shall provide the Union with notice of all new Systemwide CSU Human Resources, Coded Memoranda and Technical letters related to Unit 6 via email. The email notice shall indicate the web address where the document may be found. Trustee agenda packages shall also be made available via the CSU Board of Trustees website.
- 7.25 Upon movement of an employee out of the bargaining unit, the employee may elect to withdraw from Teamsters Local 2010.

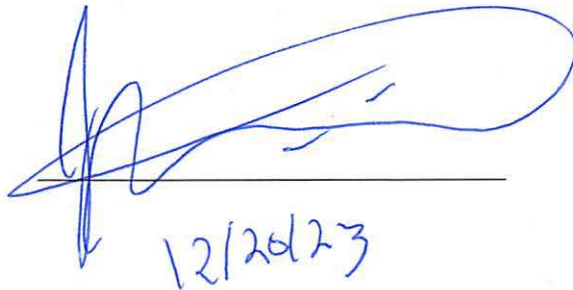
7.26 ~~Teamsters Local 2010 representatives will be informed of the date and time of any new employee orientation program organized by the campus that includes new Unit 6 employees, and shall be provided with an opportunity to present information about Teamsters Local 2010 to new Unit 6 members at some stage during, or immediately following, the campus program.~~

Upon request of Teamsters Local 2010, a campus may choose to provide office space to the Union. The campus may set forth, in writing, terms applicable to the availability and use of the space. Such request shall be submitted to the human resource department.

For Teamsters Local 2010:



For the California State University:



TA Jimmy  
Teamsters  
6/21/23

ARTICLE 9

CSU TA  
[Signature]  
06/21/2023

GRIEVANCE PROCEDURE

Definitions

- 9.1 Grievance - The term "grievance" as used in this Article refers to a written allegation by an employee that there has been a violation, misapplication, or misinterpretation of a specific term(s) of this Agreement.
- 9.2 Grievant - The term "grievant as used in this Article refers to a:
- a. permanent employee(s);
  - b. probationary employee(s);
  - c. apprentice employee;
  - d. temporary employee(s) employed at least thirty (30) consecutive days immediately prior to the event giving rise to the grievance; and
  - e. limited hourly employee(s) beginning thirty (30) days after appointment who alleges in a grievance that they have been directly wronged by the alleged violation, misapplication, or misinterpretation of the specific term of this Agreement.
  - f. The term "grievant," as used in this Article, may refer to the Union when alleging a violation, misapplication, or misinterpretation of a specific term(s) of this Agreement. When Teamsters Local 2010 is the grievant, it shall not file grievances where the unit member has provided a written notification that they do not wish to pursue an individual grievance. This provision shall not prohibit the Union from filing grievances that allege a violation, misinterpretation or misapplication of the Agreement which impact employees who may object to the grievance. However, in such a situation, the Union will not seek a remedy for any employee who provides written notification that they do not wish to be included in the terms of any subsequent settlement or arbitration award.
- 9.3 Immediate Manager Supervisor - The term "Immediate Manager supervisor" as used in this Article refers to the appropriate non-bargaining unit supervisory or management person to whom the employee is accountable.

- 9.4 Representative - The term "representative" as used in this Article shall be an employee or representative of the Union who at the grievant's request may be present at Levels I through III, or appear telephonically. Representation of the employee at Level IV shall be by a Union Representative only.
- 9.5 Respond and File - The terms "respond" and "file" as used in this Agreement refer to personal delivery or deposit in the U. S. mail ~~or transmittal by facsimile~~ or electronic mail. The University and Teamsters Local 2010 shall endeavor to use email whenever practicable.
- a. If mail delivery is used, it shall be **sent in a manner that allows for tracking by certified, return receipt requested mail** and the date mailed shall establish the date of response or filing. If personal delivery is used, the calendar date of delivery shall establish the date of response or filing.
  - ~~b. If facsimile transmittal is used either to file or respond to a grievance, the facsimile transmittal cover letter must be returned and shall include the signature of the receiving party acknowledging receipt as well as the date of receipt. A response or filing shall not be considered accomplished in the absence of such date and signature on the cover letter.~~
  - c. The University and Teamsters Local 2010 also will endeavor to acknowledge time-sensitive email communications whenever practicable.
  - ~~d. A copy of all responses shall be concurrently served on the grievant's representative. If the grievant has not provided a facsimile number, the grievant may be served by U.S. mail or email.~~

#### Optional Informal Review

- 9.6 a. Before filing a formal written grievance, the employee may attempt to resolve the problem by an informal **conference meeting** with the **Immediate Manager supervisor** no later than fourteen (14) days after the event giving rise to the problem or no later than (14) days after the employee knew or should have known of the event giving rise to the complaint. **The grievant, or their representative, must identify the meeting in writing as an Informal Grievance meeting.**

At the employee's request, a union representative, typically a shop steward, may be present at this informal **conference meeting**.



- b. The Immediate ~~Manager supervisor~~ shall provide ~~an answer~~ a response in writing to the employee no later than fourteen (14) days after the informal meeting.
- c. A resolution of the problem at the informal level shall not be precedent setting.

Level I- Formal - Appropriate Administrator

- 9.7 a. If the problem is not resolved at the Informal level or if the Informal step is not invoked by the grievant, the employee or Union may file a Level I grievance with the Human Resources office no later than thirty (30) days after the event giving rise to the grievance or after the grievant knew or should have known of the event giving rise to the potential grievance, or thirty (30) days after the response to the Informal meeting was issued, if one was-held. The campus Human Resources Office will refer the grievance to the appropriate administrator. Notification of the designated administrator will be provided in writing to the grievant and their representative. The grievant shall state clearly and concisely on a grievance form provided by the CSU:
1. the specific terms(s) of the Agreement alleged to have been violated;
  2. a description of the grounds of the grievance including names, dates, places, and times necessary for an understanding of the facts of the grievance;
  3. the remedy sought;
  4. the name and classification of the grievant(s). Where the identities of all grievants for whom a remedy is being sought is not known, and/or cannot be reasonably ascertained at the date of the initial filing, the union shall provide information to the CSU no later than the date of the Level III hearing meeting sufficient to allow the CSU to identify, through further inquiry if necessary, the individual grievants for whom a remedy is being sought by name. The grievance form shall be signed by the grievant(s), or by their representative with the grievant's consent.
  5. the name, ~~and~~ email address and mailing address of the campus representative, if any; and
  6. the date of submission.
- b. Provided the grievance form is complete, containing the information specified in 9.7(a) 1-6, the appropriate administrator shall hold a meeting with the grievant at a mutually acceptable time and location within twenty-one (21) days of receipt of the grievance. Such a meeting shall not be held where the appropriate administrator for the Level I meeting would be the same person who conducted an informal review

pursuant to Article 9.6 unless the parties agree otherwise. The appropriate administrator shall respond in writing to the grievant within fourteen (14) days of the Level I meeting, or within twenty one (21) days of the grievance being filed where a Level I meeting is not required under the terms of this provision. Such response shall address the grounds of the grievance cited in 9.7(a)(2) and include the reason(s) for the University's decision.

- c. All Formal grievances received by Human Resources shall be given a grievance number and subsequent communications will reflect that number.
- d. The Office of the Chancellor will notify Teamsters Local 2010 by email of Unit 6 grievance numbers when grievances are initially filed. After notification Teamsters Local 2010 shall indicate this number on all subsequent communications.
- e. Every attempt shall be made by both parties on the campus to resolve grievances at the lowest possible level.

#### Level II– Campus President

- 9.8
- a. Since time is frequently of the essence in rendering a remedy that is meaningful for both the grievant and the CSU, the President and the grievant may mutually agree to forego the Level II meeting based on the CSU Level I response and the grievance shall automatically be elevated to Level III, Office of the Chancellor.
  - b. In the event the grievance is not settled at Level I, the grievant may file a Level II with the President no later than fourteen (14) days after the receipt of the Level I response.
  - c. Should either party elect to have a Level II meeting and response, the following procedures and timeframes apply:
    1. The grievant shall include in the grievance a written statement indicating the reason that the proposed settlement at Level I was unsatisfactory.
    2. The President shall, within twenty-one (21) days of the receipt of a Level II appeal, hold a meeting with the grievant at a mutually acceptable time.
    3. The President shall respond to the grievant no later than fourteen (14) days after the Level II meeting. Such response shall include the reason(s) for the University's decision.



Level III – Office of the Chancellor

- 9.9 a. In the event the grievance is not settled at Level I or II, the grievant may file a written request for review with the Office of the Chancellor no later than fourteen (14) days after receipt of the Level I or II response, whichever is applicable.
- b. A designated individual in the Office of the Chancellor and the representative of the grievant shall schedule a **conference meeting** at the Office of the Chancellor for the purpose of reviewing the matter within twenty-one (21) days of the receipt of the Level III appeal.
1. **Conference** The Level III meeting shall be ~~defined as~~ either an in-person meeting or telephone /video conference call.
  2. The Office of the Chancellor shall have twenty-one (21) days to resolve the grievance or issue a Level III response following the Level III meeting.
- c. In accordance with 9.9 of this Article, Teamsters Local 2010 and the CSU agree to the following internal procedures at the Office of the Chancellor:
1. Teamsters Local 2010 Level I (or Level II if applicable) appeals to Level III shall be filed only by the Teamsters Local 2010 Chief Campus Steward or by a Teamsters Local 2010 Officer or Designated Representative. All Level III filings shall be submitted to the Office of the Chancellor.
  2. The Level I (or Level II if applicable) grievances should include the cover appeal letter, grievance number and as much initial information as to enable the Chancellor's Office to understand and resolve the grievance filed by Teamsters Local 2010.
  3. Extensions at Level III will be in writing, either by e-mail, **facsimile**, or United States mail in accordance with 9.5 of this Article.
- d. After the Level III meeting and response, in lieu of a Level IV Arbitration, upon mutual agreement the parties may agree to schedule a "Med-Arb" hearing as described in provisions 9.17-9.19 below.

Level IV – Arbitration

- 9.10 If the grievance has not yet been resolved, the parties have not agreed to schedule a "Med-Arb" as per provisions 9.9.d. above and 9.17 – 9.19 below or the Union alone may, no

later than ~~fourteen (14)~~forty (40) days after receipt of the Level III response, file a request for arbitration with the Office of the Chancellor.

- 9.11 The arbitration procedure shall be conducted in accordance with the rules of the AAA, subject to the provisions below:
- a. ~~The parties agree to meet within 60 days of the ratification of this Agreement to mutually select a panel of arbitrators to serve as members of the Arbitration Panel under this Agreement. The initial rotational order of arbitrators on the list shall be determined by a drawing of names. The panel members shall be designated to serve in the order of rotation designated by the drawing. The list of arbitrators agreed to by the parties is provided in Appendix XX. The parties agree to use the current list of nine (9) arbitrators, in the established rotation. provided the panel member next in order has an available day If the arbitrator is not available~~ within ninety (90) days of request then the parties will go to the next arbitrator. If the number of available arbitrators on the list becomes less than five (5), the parties will meet to select additional arbitrators and determine the order of rotation. The parties will also inform each other if they become aware that an arbitrator is no longer available.
  - b. The process to schedule a grievance for an arbitration hearing shall be initiated by a written request from the union representative to the designated individual at the Office of the Chancellor (Email is acceptable for this purpose). Grievances shall be assigned to arbitrators in the rotational order determined in Article 9.11(a).
  - c. Grievances with continuing financial back pay liability, and grievances alleging an unsafe work environment, shall be scheduled for arbitration in the chronological order of their appeal to arbitration prior to other cases.
  - d. The parties recognize that from time to time it may be in the interest of both parties by mutual agreement to schedule cases for arbitration in other than chronological order. Absent such mutual agreement, arbitration hearings shall be scheduled in the same chronological order in which each case was appealed to arbitration.
  - e. The parties shall accept the first date offered pursuant to by the arbitrator. Either party may request within twenty-one (21) days that date be rescheduled based on witness availability or other issues that require rescheduling. No objection may be made to any such request made within the twenty-one (21) day period. Requests to re-schedule outside of the twenty-one (21) day period that are not agreed to by the parties shall be submitted to the arbitrator who will then decide whether or not to grant the request.



Either party to the Agreement may challenge one panel member at any time during the term of this Agreement, and such panel member shall be removed from the panel and replaced with a mutually acceptable replacement. Absent a mutually acceptable replacement for such removed arbitrator, the parties agree to strike from a screened list of experienced arbitrators supplied by the American Arbitration Association. Once a party has notified the other party of its intention to remove an arbitrator, no new cases shall be heard by that arbitrator and that arbitrator shall not be notified of their removal prior to the receipt by the parties of any of the arbitrators' pending awards.

- 9.12 At least five (5) days prior to the scheduled date of arbitration, the parties shall attempt to prepare a submission to arbitration signed by both parties setting forth the issue(s) and specific provision number(s) in dispute. Should the parties fail to agree upon a submission, the arbitrator shall determine the issue(s), provided that such issues are arbitrable under the terms of this Agreement, after the parties' opening statements and prior to the taking of evidence or testimony.
- 9.13 If an arbitrability question exists, the arbitrator shall determine the arbitrability question prior to hearing the merits of the grievance. When the grievance is found not arbitrable, the grievance shall be denied and the arbitrator shall not hear the merits of the grievance. When the grievance is found arbitrable, the arbitrator shall hear the merits of the grievance. This provision shall not prohibit the parties from mutually agreeing to a second arbitration hearing on the merits of the grievance or from mutually agreeing to select a second arbitrator to hear the merits of the grievance.
- 9.14 It shall be the function of the arbitrator to rule on the specific grievance. The arbitrator shall be subject to the following limitations:
- a. In no event shall the arbitrator have the authority to add to, subtract from, modify, or amend any provision of this Agreement.
  - b. Either party to the Agreement may challenge one panel member at any time during the term of this Agreement and such panel member shall be removed from the panel and replaced with a mutually acceptable replacement.
  - c. Any grievance filed into arbitration shall be considered withdrawn by the Union if it has not been scheduled for an arbitration hearing within twelve (12) six (6) months of the filing to arbitration from Level III. **In the event an arbitration hearing needs to be rescheduled, the parties will endeavor to promptly**

**reschedule the hearing. For grievances filed prior to the effective date of this Agreement, the six (6) month limitation shall commence upon the effective date of the Agreement.**

- 9.15 A final decision or award of the arbitrator shall be made within sixty (60) calendar days after the close of the hearing. Such decision or award shall be binding upon the Union, the CSU, and the employees affected thereby.
- 9.16 The cost of arbitration, excluding advocate, unilateral withdrawal, postponement, or cancellation fees, shall be born equally by the parties. Expenses for witnesses, however, shall be borne by the party who calls them.

#### Mediation/Arbitration ("Med/Arb")

- 9.17 "Med/Arb" is a process under which the mediator begins the hearing by attempting to mediate a settlement. If unable to settle the grievance, the mediator assumes the role of arbitrator and the hearing changes from a mediation to an expedited arbitration process, with no court reporter, no hearing briefs, in which a final and binding decision is rendered on a non-precedent setting basis.
- 9.18 Grievances may be subject to "Med/Arb" for the purpose of compromising, settling, or resolving a grievance in accordance with the following guidelines:
- a. Either party may request "Med/Arb" at any time following the Level III **conference meeting** and prior to the grievance being scheduled for arbitration.
  - b. Both parties must agree to use the "Med/Arb" procedure.
  - c. Should a settlement not be reached during the mediation portion of the "Med-Arb" hearing, the award of the mediator/arbitrator from the arbitration portion of the "Med-Arb" shall be final and binding on both parties and is not subject to arbitration under Level IV of the Grievance Procedure.
  - d. The parties shall **utilize the currently agreed upon establish a** panel of three (3) mediators/arbitrators **from the list of arbitrators in Appendix XX, by mutual agreement**, to serve in alphabetical rotation. **The panel shall consist of (names to be negotiated). If one of the current mediators/arbitrators becomes unable to serve, then a replacement will be selected by mutual agreement.**
  - e. All costs of "Med/Arb" shall be borne equally by both parties.



- f. At least forty (40) days prior to the "Med/Arb" hearing, the parties shall conduct a Pre-Hearing Conference to try to reach agreement on an issue statement, stipulations, exhibits, and witnesses.
- g. At or after the "Pre-Hearing Conference" but prior to incurring a cancellation fee, should either party determine it did not wish to participate in a "Med/Arb" hearing, the "Med/Arb" shall be cancelled, a Level III response issued (if one had not been previously issued under provision 9.10), and the Union may pursue their appeal in accordance with provision 9.10.

9.19 "Med/Arb" hearings shall be conducted in accordance with the following procedure:

- a. The parties shall submit to the arbitrator any joint stipulations and exhibits agreed upon. Each side may also submit its own exhibits.
- b. The parties shall make opening statements during which they will describe the facts and evidence they intend to submit should the hearing become an arbitration.
- c. The mediator/arbitrator will then assist the parties pursue a resolution. If the mediator/arbitrator concurs, witnesses may be called during the mediation phase of the hearing.
- d. If the parties are unable to reach agreement, the mediator/arbitrator shall end the mediation phase of the hearing and begin the arbitration phase of the hearing.
- e. During the arbitration phase, both sides may call witnesses and enter evidence into the record.
- f. Each side is limited to no more than three (3) witnesses, unless they mutually agree to additional witnesses.
- g. At the conclusion of the hearing the parties shall present oral arguments. Unless the parties mutually agree or the mediator/ arbitrator so requests, the parties will not submit written briefs.
- h. The provisions of 9.14 and 9.16 apply to "Med/Arb" hearings.
- i. The arbitrator shall issue a decision without any supporting opinion or analysis within thirty (30) calendar days of the "Med/Arb" hearing.

General Provisions

- 9.20 Wherever a time limit is provided by this Article, the parties may extend the period only by mutual consent.

It is understood that the purpose of the procedure is to resolve grievances quickly and that extensions shall be sought only for good cause.

Extensions as needed by either party should be encouraged if the need exists to: (a) provide the necessary information identified above, and/or to (b) allow time for either party to investigate further and/or to (c) explore resolutions.

Where a grievance is advanced to Level III pursuant to Article 9.33 (failure to respond within a designated time limit), the campus shall still have the obligation to provide a written Level II response prior to seven (7) days before the scheduled date of the Level III **hearing meeting**.

Where a grievance is advanced to Level IV pursuant to Article 9.33 (failure to respond within a designated time limit), the Chancellor's Office shall still have the obligation to provide a written Level III response prior to 60 days before the scheduled arbitration hearing.

- 9.21 When hearings or meetings are held under this Article on CSU time, unit members who are entitled to attend hearings, or who are called as witnesses by a party, shall be excused for that purpose from other duties without loss or penalty. The parties shall not call witnesses to give testimony that has already been given at the same hearing or meeting. This shall not preclude the grievant from presenting new documentary and/or testimonial evidence necessary to resolve the grievance.

- 9.22 No reprisals of any kind shall be taken against any unit member for the filing and processing of any grievance.

- 9.23 In cases where it is necessary for the grievant or their representative to have access to information for the purpose of investigating a grievance, the grievant or their representative shall make a written request for such information to the appropriate administrator a reasonable amount of time before such information is needed. The appropriate administrator shall provide such information to the requesting party within a reasonable amount of time after the request for the information is made.

- 9.24 A grievance settlement shall not set a precedent, except as otherwise mutually agreed in writing by the CSU and Teamsters Local 2010, unless the sole purpose of referencing the grievance settlement is to prove a practice of enforcing its interpretation of disputed contract terms where this fact is an issue in dispute between the parties.
- 9.25 By mutual agreement, the parties may consolidate grievances on similar issues at any level of the grievance procedure.
- 9.26 The parties shall present at Level III all evidence known or which could have been reasonably known and related to the grievance.
- 9.27 There shall be no modification of issues presented or alleged violations made after the completion of the Level III procedures.
- 9.28 A grievance may be filed at the step at which the authority to resolve the grievance resides. By mutual agreement, the parties may waive either Level I or Level II of the grievance procedure and expedite the grievance to the next higher level of the grievance procedure.
- 9.29 Prior to filing a grievance, the potential grievant and representative, if any, shall each be provided with one (1) hour release time for grievance preparation and reasonable time for grievance presentation at the Informal Review.
- 9.30 After the grievance has been filed, a representative and the grievant shall be provided reasonable release time for the purpose of preparation and presentation of the grievance. CSU will not pay for the release time of employees to go to or be at another campus to represent employees in a grievance **meeting and/or** hearing unless the CSU has requested the employee to participate in the grievance procedure and/or hearing or the employee has been requested by the Chief Steward at another campus to represent that Chief Steward on a grievance where the Chief Steward is the Grievant.

It is understood by both CSU and Teamsters Local 2010 that the amount of release time requested by Teamsters Local 2010 shall be reasonable based on the issues and number of grievant(s) involved in the grievance. Should there be an issue with Teamsters Local 2010's request for release time, the parties shall first attempt to resolve the issue before Teamsters Local 2010 files a grievance regarding denials.



- 9.31 The procedures for securing release time for grievance processing shall be:
- a. Representatives and / or potential grievant shall contact the Appropriate Administrator or designee if release time is required to prepare and present a Level I grievance. The Representative or potential grievant shall be required to cite only provision 9.29 as a basis for their request.
  - b. Release time requested pursuant to provision 9.30 shall require the citation of only provision 9.30 as a statement of need.
  - c. In either case, the Appropriate Administrator or designee shall grant the contractually specified release time after considering the needs of the operation of the University.
  - d. Requests for release time shall include: (1) who the Representative or potential grievant desires to see; (2) at what time and location; and (3) the estimated duration of the meeting.
- 9.32 A grievant may withdraw a grievance at any time. The grievant shall not file any subsequent grievance on the same incident.
- 9.33 If the Employer fails to respond within the designated time limits, the grievance may be appealed to the next step of this grievance procedure. If the grievance is not appealed within the applicable time limits, the grievance shall be considered settled on the basis of the Employer's last answer and shall not be subject to further review.
- 9.34 The processing of grievances filed and unresolved prior to the effective date of this Agreement shall proceed under the provisions of the grievance procedure as amended by this Agreement.
- 9.35 Grievance records shall be filed separately from an employee's personnel file and shall be considered confidential.
- 9.36 An employee may present grievances and have such grievances adjusted without union representation as long as adjustment is not inconsistent with the terms of a written agreement then in effect; and provided that the Employer will not agree to resolution of the grievance until the Union has received a copy of the grievance and the proposed resolution.

9.37 During release time granted for grievance preparation pursuant to provisions 9.29 and 9.30 above, the Union representative and the grievant shall be permitted to use campus telephones provided that the use of such telephones does not interfere with University business nor result in any expense to the University. The CSU has the right to refuse the use of campus telephones if abuses occur.

## ARTICLE 10

### APPOINTMENT

#### Appointments

- 10.1 ~~“All positions that are to be filled except for temporary or Limited Hourly positions of one hundred eighty (180) days or less in the Skilled Crafts Unit shall be posted electronically. Temporary or Limited Hourly positions of one hundred eighty (180) days or less that are to be filled need only be posted on the campus website where the vacancies exist.~~

**Except for Emergency Appointments, all vacancies shall be posted electronically.**

~~These Temporary or Limited Hourly positions of one hundred eighty (180) days or less need only be posted for three (3) days on the campus where the vacancy exists. Emergency Appointments of one hundred eighty (180) days or less are not required to be posted. Emergency Appointments may not exceed one hundred eighty (180) days. Emergency Appointments are not benefit eligible until the first qualifying pay period following ninety (90) days of completed service.”~~

- 10.2 ~~Except as provided in provision 10.1 above, posting~~ **All other postings** will be made at least two (2) weeks before the deadline to apply at the campus where the vacancy exists, and at least one (1) week before the deadline to apply at other campuses. Such position vacancies shall be posted as soon as possible after receipt by the appropriate administrator. Such announcement shall include the classification title, description of duties, desirable experience, minimum qualifications, salary range, and procedures to be followed by applicants applying for such vacancies. An employee who believes they are qualified for a vacant position at a CSU campus or the Office of the Chancellor may apply for such position within the specified application period. Applications shall be submitted to the appropriate campus Human Resources Office. **Unit 6 employees, who the appropriate administrator has determined meet the preferred qualifications, shall be interviewed. Determination of meeting or not meeting preferred qualifications is not subject to article 9, the grievance procedure.**

- 10.2 **Campuses may choose to post Unit 6 vacancies to internal Unit 6 employees (at that campus) only.**

10.3 Temporary employees may be reappointed within twelve (12) months of the end of a previous appointment without the position being posted, provided the temporary employee completed a recruitment process for the previous position.

10.4 The President shall make appointments.

10.5 Appointments may be classified as Limited Hourly, temporary, Emergency Appointment, probationary, or permanent positions. Appointments shall be made through official written notification by the President. No employee shall be deemed to be appointed in the absence of such official written notification from the President. Such notification shall include the class title and timebase (except for Limited Hourly appointments) to which the employee is being appointed, the initial salary, the employment status of the employee, and the effective date of the appointment.

Temporary, Emergency Appointment and Limited Hourly appointments shall also specify the expiration date of the appointment. Temporary, Emergency Appointment and Limited Hourly appointments shall provide that the employee may be separated prior to the expiration date of the appointment. Such a separation shall not be subject to Article 30, Layoff, or Article 9, Grievance Procedure.

10.6 Limited Hourly appointments shall only be utilized for hourly part-time or full-time work that is intermittent, sporadic, or periodic in nature. Employees in a Limited Hourly status will normally have different schedules within the same appointment.

Utilization of Limited Hourly appointments for full-time work may not exceed nine hundred sixty (960) hours in a fiscal year. It is not intended that Limited Hourly employees replace temporary, probationary, apprentice, or permanent employees. Retired Annuitants may be hired as Limited Hourly employees, but are not eligible for sick leave, vacation, or holiday pay.

10.7 New employees are assigned no less than the Minimum Rate on the salary range established for the classification.

10.8 An employee appointed to a position at another campus without a break in service shall ~~transfer have~~ their accumulated sick leave **transferred** and **their** retirement credit **will continue to be reported**. The appointing campus and the employee may mutually agree

to allow the employee to retain all or part of their accrued vacation up to a maximum of eighty (80) hours. Any vacation accrued but not used or transferred shall be paid.

Temporary Employee Eligibility List

10.9 Temporary employees who are appointed in the same classification for two (2) consecutive years and are not reappointed for reasons other than unsatisfactory performance and/or unsatisfactory conduct may request to be placed on an eligibility list for consideration for future temporary appointments in the same classification as the employee held for the two (2) consecutive years.

a. Reappointment Eligibility List

1. The employee must submit a written request to the designated person on campus to be considered for future temporary appointments in the same classification as the employee served for two (2) consecutive years. Such request must include current, accurate contact information.
2. The employee's name will remain on the list for three (3) years, provided the employee submits to the designated person on campus an updated request for future consideration for reappointment by July 1 of each year in which the employee is eligible to be on the list. Failure to submit this written notice with current, accurate contact information will result in removal from this list.
3. If someone on the list is contacted by the University, offered a temporary position, and turns down two (2) assignments of sixty (60) days or more, they shall be removed from the list. If three (3) offers of temporary positions of less than sixty (60) days are turned down, the person's name shall be removed from the Reappointment Eligibility List.

b. Reappointment Process

1. When the campus has a temporary position available, prior to advertising the position the appropriate manager on the campus will check the Reappointment Eligibility List to determine if anyone in the classification to be filled is on the list at the campus with reappointment rights in the classification to be filled.
2. Prior to posting the temporary position pursuant to provision 10.1, the campus shall offer the temporary position to each person on the Reappointment Eligibility List in the classification to be filled until the position is filled or everyone has turned down the appointment, whichever occurs first.

3. It is understood and agreed that temporary employees do not have seniority. However, temporary employees eligible for the Reappointment Eligibility List will be put on the Reappointment Eligibility List in order from the most number of seniority points accrued, not earned, pursuant to provision 30.11. Employees on the Reappointment Eligibility List in the appropriate classification will be called beginning with the employee with the most accrued seniority points. If there is more than one person on the Reappointment Eligibility List for the classification to be filled with the same number of seniority points, the tie shall be broken by: the University after considering the following factors:
  - a. specialized skills and competencies of the employee; and
  - b. meritorious service by the employee as documented in the personnel file.
4. The President may appoint outside applicants when they determine such action is necessary to meet the best interest of the campus by obtaining specialized skills and abilities not available from those on the Reemployment Eligibility List.
5. If an employee is reappointed for less than two (2) years, upon separation they shall remain on the Reemployment Eligibility List for two (2) additional years.

#### Interview Panel

- 10.10 An interview panel will be utilized when appointing an employee to a permanent position and may be used for temporary and apprentice appointments at the University's discretion. When an interview panel is utilized and the Union recommends one (1) unit member from the occupational group being recruited to serve on the panel; such unit member shall serve on the panel. The campus may appoint an additional unit member or members to the interview panel as well as management representative(s).

If a member of the occupational group being recruited is not available on the campus and the Union appoints a member from another campus, release time will be reimbursable and the Union will be responsible for any costs related to the member's participation on the interview panel. Release time must be requested and processed in accordance with provision 7.14 a, but the employee does not have to be a Union officer. Teamsters Local

2010 recommendations are expected to be timely. If Teamsters Local 2010 appointees are not available in a timely manner, the interview process will not be delayed.

### Reports

- 10.11 The CSU will provide to the Union a system-wide quarterly report of all Limited Hourly and temporary appointments in the bargaining unit on the date of the report. The list shall include the name, classification, hire date, funding source, and campus of each employee. This report shall be prepared effective February 1, May 1, August 1, and November 1 of each year.

### Permanency for Temporary Employees

- 10.12 The President shall grant permanent status to a temporary employee subject to the following conditions:
- a. The temporary employee shall have served in a Bargaining Unit Classification or in classifications in the same Defined Occupational Series Grouping (Appendix B) at the campus for at least three (3) consecutive years immediately prior to the granting of permanency.
  - b. Such employee service shall have been in an appointment with a timebase of at least fifty percent (50%).
  - c. An employee who has served three (3) or more consecutive years in a position designated as temporary shall be granted permanent status in the classification and the time base that is held at the time permanency is granted. A timebase shall not be reduced in the appointment immediately preceding the granting of permanency.
  - d. An employee who has served for less than three (3) consecutive years in a position designated as temporary under the prior Agreement shall be granted permanent status upon serving three (3) consecutive years in a temporary position.
  - e. This provision does not apply to employees in positions which are funded by grants, contracts, or special projects with beginning and ending dates.




- f. "Year," as used in this article, shall be a 365-day period commencing on the date of the appointment or anniversary date during which a temporary employee is in compensable status for 275 days or more.
  
- g. Nothing in this provision shall result in temporary services being credited toward an employee's probationary except as provided for in provision 11.2.

For Teamsters Local 2010:



For the California State University:



12/20/23

TVA for CSU  
01/19/2024

M. J. J. for Teachers  
1/19/24

ARTICLE 11

PROBATIONARY PERIOD

- 11.1 The term "probationary period" as used in this Article shall mean a period of continuous credited service an employee shall be required to serve prior to becoming eligible for permanent status.
- 11.2 A probationary employee is a full-time employee serving a period of probation. All probationary employees shall serve an initial probationary period of twelve (12) months of continuous full-time credited service. A portion of temporary service may count as credited service for probation when granted by the President. The President may grant, upon recommendation of the Director of Plant Operations or appropriate administrator, permanent status at any time prior to the completion of the twelve (12) month probationary period.
- 11.3 A probationary employee who successfully completes twelve (12) months of continuous full-time credited service shall be awarded permanent status on beginning their second year of such service.
- 11.4 **Probationary periods for eEmployees who are promoted to a higher appointed to a different classification within the bargaining unit at their current campus, and in the same occupational series, shall serve a probationary period of six (6) months of continuous full-time credited service from the date of appointment. Employees who are appointed to a different occupational series at their current campus, or who accept any appointment within the bargaining unit at another campus within the bargaining unit, shall serve a probationary period of be-twelve (12) months of continuous full-time credited service from the date of promotion or appointment. However, the employee may be appointed with permanent status or credit toward permanency as determined by the President of the campus to which the employee is appointed.**
- 11.5 Persons who are appointed to nonacademic positions that are fully or partially funded from sources other than the CSU, and/or the funding is in support of a program of work relief or work training for the utilization of the unemployed or the under employed, will not receive service credit toward permanent status while serving in such positions.

- 11.6 When a probationary employee goes on a leave of absence the President shall determine whether or not the time served before the leave is counted in determining the remaining length of probationary service. An employee's probationary period is extended for the same number of days such employee is on WC, IDL, NDI, formal LWOP, or paid sick leave of over thirty (30) days. The President shall determine if there has been a break in service when a full-time probationary employee is placed on a partial leave of absence.
- 11.7 If a reclassification action is taken and the employee is placed in the new class, the employee may be required to serve a new probationary period. Any time spent performing work in the new classification shall be counted toward the new probationary period.

#### Rejection During Probation

- 11.8 Any probationary employee may be separated from service at any time by the President upon written notice of rejection during probation and have been evaluated on their performance. The employee normally should be given two (2) weeks notice of rejection during probation and have been evaluated on their performance. Such a two (2) week notice should not normally be given less than thirty (30) days prior to the expiration date of the employee's probationary period. An action to reject an employee shall not be initiated while an employee is on WC, IDL, or NDI, unless the employee's performance prior to the application for WC, IDL, or NDI justified rejection and an action to reject the employee had been initiated.
- 11.9 If a full-time employee with permanent status in a lower classification is advanced to a position in a higher classification and is denied permanent status in the higher classification, they shall have the right to return to the lower classification with permanent status in that class.
- 11.10 Prior to the completion of a probationary period, an employee may be released from employment at the sole discretion of the CSU.



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ARTICLE 13

PERSONNEL FILE

13.1 Only one (1) official personnel file will be maintained for each employee in the campus Human Resources office.

- a. An employee shall have the right to inspect their personnel file by making an appointment at the Human Resources office during regular business hours.
- b. Upon written request an employee may request a copy of any written materials in the personnel file and a copy will be provided in a timely manner.
- c. The employee may be required to bear the cost of duplicating materials where the request is for more than 50 pages, unless the request is for copies of documents relating to a grievance. Documents relating to a grievance shall be provided free of charge irrespective of the number of pages requested.

Costs of duplication may be waived by the campus, but where a charge is made for duplication, the cost shall be at the Public Records Act rate of 0.10 cents per page.

13.2 If a campus decides to convert employee personnel files to an electronic format, it shall ensure that:

- a. A log (including, but not limited to, name, date and purpose) shall be maintained to record all access to an employee's personnel file by any non-Human Resources employee or by a Human Resource employee for the purpose of making a personnel decision/recommendation; and
- b. The data is maintained on a password-protected, secure system.

13.3 Personnel recommendations or decisions relating to any personnel action(s), shall be based primarily on material contained in the employee's personnel file and open to the employee's inspection.

If a personnel recommendation or decision is based on any reasons not contained in the employee's personnel file, the party making the recommendation or decision shall commit those reasons to writing and the written statement of those reasons shall become part of the employee's personnel file. If a personnel recommendation or decision is based upon any other written materials, the CSU shall provide a copy of such material to the



employee in a timely manner, prior to the placement of such material in their personnel file.

13.4 Employees shall not have access to pre-employment materials, except in instances when the material is used in subsequent personnel actions.

13.5 Attendance and payroll records of an individual employee maintained separately from the personnel file may be inspected and copied in accordance with the provisions of Sections 13.1 a-d and 13.2 of this Article.

13.6 Upon an employee's written request, written reprimands and/or documents relating to any disciplinary action **related to workplace violence, discrimination, harassment, or retaliation** more than **five (5) years** ~~three (3) years~~ old contained in an employee's personnel file shall be removed, provided that the employee has no other written reprimand or discipline in the personnel file for the same issue(s) or offense.

**Upon an employee's written request, written reprimands and/or documents relating to other issues more than three (3) years old contained in an employee's personnel file shall be removed, provided that the employee has no other written reprimand or discipline in the personnel file for the same issue(s) or offense.**

13.7 Employees' personnel files shall be held in strict confidence and shall be subject to inspection only by persons with official business.

13.8 An employee shall be provided with a copy of any letters of commendation placed in their personnel file within fourteen (14) days of such placement.

13.9 If, after examination of their records, an employee believes that any portion of the material is not accurate, the employee may request in writing to the campus Human Resources office correction of the record.

13.10 Within twenty-one (21) days of an employee's request for correction of the record, the campus Human Resources office shall notify the employee in writing of their decision regarding the request.

- a. If the campus Human Resources office denies the request, Human Resources shall state the reason(s) for denial in writing, and this written statement shall be sent to the employee.
  - b. If the campus Human Resources office grants the request for correction of the record, the record shall be corrected. The employee shall be sent a copy of the corrected record and a written statement that the incorrect record in question has been permanently removed from the employee's personnel file.
- 13.11 An employee may submit a rebuttal statement to material in their personnel file which shall be placed in the employee's personnel file.
- 13.12 The classification/reclassification of a position to which an employee is assigned shall not be considered a personnel recommendation or decision as defined above.

T/A CSU  
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ARTICLE 15  
EMPLOYEE RIGHTS

- 15.1 An employee may request, in writing to the appropriate administrator, an assignment to a particular set of duties they wish to perform. These duties must be consistent with the employee's classification. The appropriate administrator shall respond in writing to such requests.
- 15.2 An employee's position description shall be consistent with the classification standards for their classification. An employee may request, in writing, a meeting with appropriate administrator to discuss a position description, reassignment, work assignment, or workloads. Such a meeting shall not be unreasonably denied.
- 15.3 Employees shall have the right to use campus telephones in emergency situations. Employees will pay for long-distance calls.
- 15.4 An employee required by management (a) to use computing technology in carrying out their assigned responsibilities and/or (b) to receive and/or provide information electronically shall be provided appropriate computing access during work hours.
- 15.5 An employee shall be entitled to payroll deductions for insurance premiums according to the procedures determined by the CSU and the State Controller.
- 15.6 Bargaining unit employees shall be provided with keys determined necessary by the CSU and with identification badges or cards. If a campus establishes a fee schedule for replacing such property if it has been lost, stolen, or damaged, employees shall be charged such fees if the loss, theft, or damage was due to their gross negligence ~~or unauthorized use~~.

Investigatory Interviews (Weingarten Rights)

- 15.7 Upon their request, an employee may be represented at an investigatory interview if they reasonably believe that disciplinary action may result. An “investigatory interview” is when an employee is asked questions by a University representative with a view to obtaining information that could be used as a basis for disciplinary action, and/or where an employee is asked to defend their conduct and the employee has a reasonable belief that discipline may result from what they say. Prior to the interview, the employee shall be informed of the general nature of the matter being investigated. They may consult with their requested representative, if any. The right to representation does not apply to meetings held exclusively to inform an employee of a previously made disciplinary decision unless the CSU proposes to discuss or modify the disciplinary decision, or if the meeting turns into a discussion of the reasons for the disciplinary action. If the representative an employee requests is unavailable, the employee may request alternate representation. The CSU is not obliged to postpone the interview, nor to suggest or secure the alternate representation; however, the employee shall not be required to answer any questions without a representative present, unless they voluntarily choose to do so. At its discretion, the CSU may decline to hold any interview if the employee requests representation.

Due Process Rights (Skelly Review Rights)

- 15.8 A permanent employee shall have the right to a Skelly review, either orally or in writing, consistent with Skelly v. State Personnel Board and any subsequent decisions, prior to the imposition of formal disciplinary action under Education Code Section 89535 (suspension without pay, involuntary demotion, or dismissal). The employee may be represented at the hearing by a union representative or one person of the employee’s choosing. The Skelly review right does not apply to “corrective action” pursuant to Article 14 or any other type of “informal discipline” unless attached to the notice of disciplinary action, nor does it apply to probationary employees rejected during probation.

State Personnel Board Rights (Education Code 89539)

- 15.9 Any employee dismissed, suspended without pay, or demoted for cause may request a hearing by the State Personnel Board by filing a request, in writing, with the board within

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30 days of being served with the notice. Thereafter, the rules of the State Personnel Appeals Board (the "SPB") shall apply to any such proceedings.

Confidentiality of Employee Records

15.10 The CSU shall maintain the confidentiality of employee records maintained by the University pursuant to state and federal laws.



TA For CSU  
*[Signature]*  
03/15/2023

**ARTICLE 16**

**VACATION**

16.1 Employees are eligible for paid vacation in accordance with provision 16.2 below.

16.2 Vacation Accrual

- a. Service requirements below are in terms of full-time service. Vacation accrual shall be pro rata for employees who work less than full time.

**Vacation Accrual Per Monthly Pay Period**

<b>Service Requirement</b>	<b>Days</b>	<b>(Hourly Equivalent of Days)</b>
1 Month to 3 Years	5/6	6-2/3
37 Months to 6 Years	1-1/4	10
73 Months to 10 Years	1-5/12	11-1/3
121 Months to 15 Years	1-7/12	12-2/3
181 Months to 20 Years	1-3/4	14
241 Months to 25 Years	1-11/12	15-1/3
301 Months and Over	2	16

- b. For purposes of computing vacation accrual, permanent, probationary or temporary employee who are in compensable status eleven (11) or more days in a monthly pay period are considered to have completed a month of service.
- c. Following completion of each 160 hours of qualifying service in a calendar year, Limited Hourly employees accrue vacation, based on their service, according to the schedule above in provision 16.2 a. to a maximum of twelve (12) accruals in a calendar year.
- d. An authorized leave of absence without pay shall not be considered service for the purpose of vacation accrual.

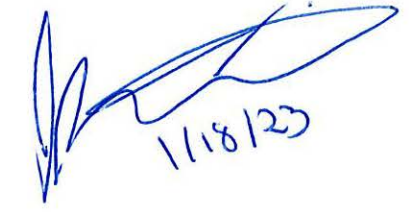
- e. Vacation accrual is cumulative to a maximum of ~~two hundred and seventy-two (272)~~ **three hundred and twenty (320)** working hours for ten (10) or less years of qualifying service, or ~~four hundred and forty (440)~~ **three hundred and eighty-four (384)** working hours for more than ten (10) years of such service. Accrual in excess of this amount as of January 1 of each year shall be forfeited by the employee. The President may permit an employee to carry over more than the allowable accrual when the employee was prevented from taking enough vacation to reduce the accrual because the employee (1) was required to work as a result of fire, flood, or other extreme emergency; (2) was assigned work of priority or critical nature over an extended period of time; (3) was absent on full or partial salary for compensable injury; or (4) was prevented from using accrued vacation previously scheduled to be taken in December because of being on paid sick leave.
- f. Vacation Scheduling: Requests for scheduling vacation shall be submitted in writing at least thirty (30) days in advance. Vacations shall be scheduled and taken only as authorized by the appropriate administrator. If a conflict arises when two (2) or more employees request the same vacation dates, the conflict will be resolved on the basis of seniority. If an employee submits a vacation request for three (3) days or less with less than thirty (30) days notice, such request will be approved subject to reasonable<sup>1</sup> operational needs.
- g. Upon separation from service due to voluntary resignation, retirement or layoff, an employee is entitled to a lump sum payment as of the time of separation for any unused or accumulated vacation and CTO. Such sum shall be computed by projecting the accumulated time on a calendar basis so that the lump sum will equal the amount which the employee would have been paid had they taken the time off, but not separated from service.
- h. Employees separated from service for cause are entitled to a lump sum payment for any used or accumulated vacation and CTO. The computation of this sum shall be based on actual accumulated time without projection as provided in provision 16.2.g.

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<sup>1</sup> There may be times in the year when vacation requests will be refused for reasonable operational reasons. For example, an administrator may exercise their discretion to refuse to authorize vacation around key campus events i.e. commencement, or where there is a scheduled project and certain employees are critical to the success of that project, or where granting the vacation requested would cause other demonstrable operational issues for the campus. However, blanket prohibitions on all employees taking any vacation for extended periods i.e. no vacation for any employee over the entire length of the summer break, would not be a reasonable exercise of managerial discretion under this article.

7A

Jorge Chul  
1-18-23



1/18/23

ARTICLE 17  
HOLIDAYS

17.1 The following paid holidays, except as provided in provision 17.3 below, shall be observed on the day specified.

- a. January 1
- b. Third Monday in January (Martin Luther King, Jr., Day)
- c. March 31 (Cesar Chavez Day)
- d. **June 19 (Juneteenth)**
- ~~d.e.~~ July 4
- ~~e.f.~~ First Monday in September (Labor Day)
- ~~f.g.~~ November 11 (Veterans Day)
- ~~g.h.~~ Thanksgiving Day
- ~~h.i.~~ December 25
- ~~i.j.~~ Any other day designated by the Governor for a public fast, Thanksgiving, or holiday.

17.2 The paid holidays listed in this provision shall be observed on the day specified unless they fall on a Saturday or Sunday, or are rescheduled for observance on another day by the President.

- a. Third Monday in February (~~Washington's~~ **President's** Birthday)
- b. February 12 (Lincoln's Birthday)
- c. Last Monday in May (Memorial Day)
- d. Admission Day
- e. Second Monday in October (Columbus Day)

17.3 Any holiday listed in provisions 17.1 or 17.2 above which falls on a Saturday shall be observed on the preceding Friday, and any holiday in provisions 17.1 or 17.2 above which falls on a Sunday shall be observed the following Monday.

- 17.4 An employee in pay status on the day a holiday is officially observed shall be entitled to the holiday. The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed. A Limited Hourly employee is entitled to holiday pay based on the relationship of total hours worked in the holiday pay period to total hours in that pay period. An employee on a leave of absence without pay or in other non-pay status on a day a holiday is officially observed shall not be entitled to the holiday.
- 17.5 If a holiday falls on a scheduled workday during an employee's vacation or within a period of absence chargeable to sick leave, the holiday will not be charged to sick leave or vacation time.
- 17.6 A campus yearly calendar shall be provided to the employees at least thirty (30) days before its effective date.
- 17.7 An employee shall be permitted to use accrued vacation or CTO if the President closes the campus and there is an insufficient number of holidays scheduled to be observed during the closure.
- 17.8 Should a new employee, because of length of service, not have vacation accrued or sufficient CTO balance to cover the scheduled days of closure, they shall be provided sufficient work to prevent any loss of pay or benefits. Such time shall be provided no later than sixty (60) days after such a scheduled day(s) of closure.
- 17.9 An employee is entitled to one (1) Personal Holiday which must be taken on one (1) day during the calendar year. If the employee fails to take the Personal Holiday before the end of the year, the holiday shall be forfeited. The scheduling of the holiday shall be by mutual agreement of the employee and the appropriate administrator.

#### Holiday Work

- 17.10 An employee who works on a holiday shall be compensated either in cash or in CTO to a maximum accrual of two hundred and forty (240) hours as determined by the appropriate administrator. Such determination shall be made prior to the time the employee works on a holiday.

- 17.11 Consistent with the current practice concerning holiday pay, an employee who works on a holiday listed in provision 17.1 or 17.2 shall be compensated at one and one-half (1 1/2) times the employee's basic hourly rate of pay in addition to the compensation provided under provision 17.4 of this Article. This will result in total compensation of double and one-half (2 1/2) times the employee's basic hourly rate of pay.
- 17.12 The CSU agrees to notify employees on each campus of their accrued holiday credits on a quarterly basis.

Alternate or Compressed Work Schedules

- 17.13 The parties agree that when an employee is on an alternate or compressed work schedule pursuant to Article 22, the campus may choose one of the following options:
- a. The employee may work their normal schedule on the day the holiday is officially observed. If the employee works on the holiday they shall be paid for hours worked pursuant to provisions 17.10-17.12 above.
  - b. If the holiday is officially observed on a day the employee is not scheduled to work, the employee is entitled to the number of holiday hours equal to their normal workday. This holiday shall be used within ninety (90) days after the holiday was officially observed on a day mutually agreed to by the employee and the appropriate administrator, so that the holiday shall not be lost.
  - c. The campus may also notify the affected employee, at least 14 days in advance that during the week in which the holiday falls their alternate work schedule shall revert to an 8 hour per day 5 day per week schedule to accommodate the observation of the holiday.
- 17.14 When the holiday is taken by the employee pursuant to 17.13c above, the holiday counts as time worked in accordance with provision 23.6 of the contract.
- 17.15 Consistent with provision 17.4, the options in 17.13 above do not apply to employees on a leave of absence without pay or in other non-pay status on the day the holiday is observed.



## ARTICLE 18

### LEAVES OF ABSENCE WITH PAY

#### Sick Leave

- 18.1 Following completion of one (1) month of continuous service, a full-time employee shall accrue eight (8) hours of credit for sick leave with pay. Thereafter, for each additional month of service, eight (8) hours of credit for sick leave with pay shall be accrued.
- 18.2 Each full-time employee shall be considered to work not more than forty (40) hours each week. Employees who are appointed less than full time shall accrue credit for sick leave with pay on a pro rata basis. Limited hourly employees accrue sick leave following each 160 hours of qualifying service to a maximum of twelve (12) accruals per year.
- 18.3 Sick leave may be accumulated without limitation. No additional sick leave with pay beyond that accumulated shall be provided.
- 18.4 An employee shall be responsible for reporting an absence to the appropriate administrator promptly, and preferably before the start of the shift.
- 18.5 An employee shall be responsible for completing and then submitting the campus's required absence documentation to the Appropriate Administrator by the designated date.
- 18.6 An employee may be required to provide a physician's statement or other appropriate verification when absent five (5) or more consecutive days due to illness/injury. When the appropriate administrator has reasonable cause to believe that there has been an abuse of sick leave; verification may be requested more frequently. The administrator shall notify the employee of this requirement for future absences.
- 18.7 When an employee is eligible, the appropriate administrator shall authorize sick leave for the following:
- a. illness, injury, pregnancy, or child birth;

- b. exposure to contagious disease;
- c. dental, eye, or other physical or medical examinations or treatments by a licensed practitioner;
- d. illness or injury in the immediate family, and/or death of a significantly close relative as defined in provision 18.7;
- e. death of a person in the immediate family.

18.8 **In addition to the bereavement leave in provision 18.15,** an employee, upon reasonable advance request, shall be granted up to forty (40) hours of accrued sick leave for bereavement. When one (1) or more deaths occur in a calendar year, up to forty (40) hours of accrued sick leave credits may be used for each death.

18.9 Sick leave for family care, as defined in 18.10, is primarily for emergency situations. Up to seven (7) days of accrued sick leave credit may be used for family care during any one (1) calendar year. The appropriate administrator may authorize the use of additional sick leave for family care upon request by an employee. Upon mutual agreement between the employee and appropriate administrator, an employee may use more than seven (7) days of sick leave for Family Care and Medical Leave as provided in Article 19.

18.10 “Immediate family” as used in this Article shall mean:

- The employee’s spouse or registered domestic partner;
- The employee, spouse or registered domestic partner’s: parent, step-parent, grandparent, great-grandparent, sibling, child or grandchild (including foster, adopted and step), parent’s siblings;
- The employee’s child-in-law;
- A person living in the immediate household of the employee, except domestic employees, roomers, boarders, and/or roommates.

18.11 An employee may be required to undergo a medical examination **(as allowed by law)** as **if** directed by the President to determine the employee’s ability to perform their required duties. Any medical exams required of employees by the CSU shall be paid for by the CSU, provided that the physician is selected by the CSU. Time required to travel to and

from the physician's office and time spent at the physician's office shall be considered time worked.

- 18.12 In the event an employee disagrees with the medical findings of the CSU-selected physician, the employee shall have the right to examination by a physician of their choice. The employee shall be required to bear the cost of such examination and shall charge any absence due to such examination to accumulated sick leave credits. The CSU shall consider the medical report from the employee's physician.
- 18.13 Under no circumstances may the employee be granted sick leave for days during layoff periods or during a leave of absence without pay.
- 18.14 An employee who has exhausted their sick leave or disability leave may be granted unpaid sick leave or may use their vacation credits or compensatory time off (CTO). Use of unpaid sick leave, vacation credits, or CTO shall be by mutual agreement of the employee and the appropriate administrator.

#### Bereavement Leave

- 18.15 For each death of a significantly close relative (as defined in provision 18.17) or an immediate family member (as defined in provision 18.10), upon request to the President, the employee shall be granted five (5) days leave with pay. Limited hourly employees are eligible for bereavement leave if they are scheduled to work at the time of the funeral and will be paid the number of hours they were scheduled to work.
- 18.16 A leave granted in accordance with provision 18.15 may be supplemented in accordance with the bereavement provision (18.8) of this Article.
- 18.17 The term "significantly close relative" shall mean a spouse or registered domestic partner and the employee's or their spouse's/registered domestic partner's parent, grandparent, grandchild, child, child-in-law, sibling, or relative living in the immediate household of the employee.
- 18.18 The employee shall give notice of the need to use bereavement leave to the Appropriate Administrator as soon as possible. Upon return to work, and only upon request, the employee shall provide the name and relationship of the deceased.

Time Off to Vote

- 18.19 If an employee does not have sufficient time outside of their working hours to vote at any general, direct, primary, or presidential primary election, the employee may take a sufficient amount of working time to enable them to vote. Not more than two (2) hours of such time shall be provided to an employee without loss of pay. Time off for voting shall be provided only at the beginning or end of the employee's regular work shift, unless otherwise mutually agreed.
- 18.20 If an employee requires time off to vote on the third working date before the day of the election, the employee shall give notice that they require time off, in accordance with provision 18.19, to the appropriate administrator at least two (2) days before the election.

Absence as a Witness

- 18.21 Employees serving as court-subpoenaed witnesses or as expert witnesses in the interest of the CSU shall seek payment of witness fees. Whenever possible, employees shall confer with the attorney requesting their appearance to determine whether certified copies of appropriate documents would be suitable and would eliminate the need for a court appearance.
- 18.22 An employee who is absent as a court-subpoenaed witness or expert witness in the interest of the CSU shall be paid the normal salary for the corresponding period of absence. No portion of the employee's salary shall be forfeited as the result of such an appearance; however, all court fees (except personal travel and/or subsistence payments) shall be remitted to the CSU. If an exceptional circumstance occurs whereby the employee does not remit such fees, an amount equal to the fees shall be deducted from the employee's salary. No vacation or CTO shall be used in such cases.
- 18.23 An employee who receives court fees in excess of regular earnings may retain the excess and need remit only an amount equal to the compensation paid the employee while on leave. If the employee chooses to retain the entire fee, then the time taken off shall be charged as vacation or CTO, and if no vacation time or CTO is available, the employee shall be docked for a period of absence.

- 18.24 A reasonable number of employees who are serving as witnesses at state administrative hearings to which the CSU is a party shall be provided with reasonable release time for appearance at the hearing. Such employees need not be subpoenaed and need not seek witness fees. Release time shall be provided only upon prior notification to the appropriate administrator. An employee who is notified that they are anticipated to be called as a witness shall immediately notify the appropriate administrator of the anticipated date(s) and/or time of absence.
- 18.25 An employee who is a party to a suit or who is an expert witness not serving in the interest of the CSU shall appear on their own time. The employee shall be charged vacation or CTO, and if no vacation time or CTO is available, the employee shall be docked for the period of absence.

#### Jury Duty

- 18.26 An employee who serves on jury duty shall receive their regular salary for the time spent on jury duty if the employee remits the amount received for such duty to the CSU. Payment for travel expenses and subsistence received by the employee need not be remitted. If the employee elects to retain the jury duty fees, their time off for jury duty is not compensable. The employee may elect to use vacation credit or CTO to cover the time off.
- 18.27 An hourly employee shall be eligible for time off with pay for jury duty only for those hours the employee was scheduled to work.
- 18.28 An employee who is called for jury duty shall promptly notify the appropriate administrator and shall make efforts to arrange jury duty services at a time least disruptive to their work schedule. Time off for jury duty is to be considered time worked in-lieu of the employee's work day.
- 18.29 The employee is required to notify the appropriate administrator in writing prior to taking leave for jury duty. Verification of actual service for jury duty shall be provided by the employee when requested by the appropriate administrator.
- 18.30 The provisions of this Article shall also apply during the jury selection process.



Military Leave

18.31 Emergency military leave, temporary military leave, and indefinite military leave shall be granted to eligible employees, in accordance with State and Federal laws.

18.32 Emergency Military Leave

Employees who are members of the National Guard are entitled to a leave of absence while engaged in the performance of ordered military or naval duty, including travel time, during any time that the governor has issued a proclamation of a state of emergency or during such time as the National Guard may be on appropriate active duty. Such leave of absence may not exceed the duration of the emergency.

18.33 Temporary Military Leave

Employees who are members of the Reserve Corps of the Armed Forces of the United States or of the National Guard are entitled to a temporary military leave of absence for ordered active duty, provided that the period of duty does not exceed one hundred and eighty (180) calendar days, including travel time.

A temporary military leave of absence shall be approved for periods of inactive military duty, i.e., attendance at drills of an organized reserve unit.

18.34 Indefinite Military Leave

Indefinite military leave may be granted under any of the following circumstances:

- a. when there is a condition of war or national emergency as proclaimed by the President or Congress of the United States;
- b. when U. S. Armed Forces are serving outside the United States or its territories at the request of the United Nations; or
- c. when there is a national conscription act in effect.

Employees who leave positions to join the U. S. Armed Forces or who, as members on active duty of any reserve force, are called upon and who then serve under the same conditions, have a right to return to their positions. The employee must have been honorably released, separated, or discharged, and must return within six (6) months following termination of active service.

Employees who fail to return to their positions within twelve (12) months after the first date upon which they could terminate, or could cause to have terminated, their active service forfeit their right to return.

18.35 Eligibility for Pay and Benefits at Commencement of Military Leave

- a. **Emergency Military Leave.** An employee who is eligible for emergency military leave is, without regard to length of employment, entitled to receive normal salary or compensation for a period not to exceed thirty (30) calendar days and will not, as a result of the leave, suffer any loss or diminution of vacation or holiday privileges or be prejudiced with reference to promotion, continued employment, or re-employment. Employees are entitled to these benefits regardless of the number of proclamations of emergency that may be issued by the Governor and without regard to other military leave benefits to which they may be entitled.
- b. **Temporary Military Leave.** An employee is entitled to receive salary or compensation for the first thirty (30) calendar days of a temporary military leave of absence, provided that the employee has State service of not less than one (1) year immediately prior to the date on which the absence begins. Prior military service is counted in determining State service for this purpose. The employee is not entitled to credit for vacation, sick leave, or holidays while in a nonpay status; however, time spent on leave does count toward a merit salary adjustment and vacation category change.

Pay for such leaves shall not exceed thirty (30) calendar days in any one (1) fiscal year, including pay for an indefinite military leave.

- c. **Indefinite Military Leave.** An employee is entitled to receive salary or compensation for the first thirty (30) calendar days of an indefinite military leave of absence, provided that the employee has State service of not less than one (1) year immediately prior to the date on which the absence begins. Prior military service is counted in determining State service for this purpose. The employee is not entitled to credit for vacation, sick leave, or holidays while in a nonpay status; however, time spent on leave does count toward a merit salary adjustment and vacation category change.

Pay for such leaves shall not exceed thirty (30) calendar days in any one (1) fiscal year, including pay for a temporary military leave.

18.36 Reinstatement Following Military Leave

- a. Reinstatement Following Emergency Military Leave. An employee eligible for emergency military leave has an absolute right to return to the position held at the time the leave commenced. In determining other benefits to which the employee is entitled, time spent on emergency military leave shall be considered full-time (State) service regardless of whether or not the leave extends for more than thirty (30) calendar days.
- b. Reinstatement Following Temporary Military Leave. An employee granted a temporary military leave of absence has an absolute right to be restored to the position held at the time the leave was granted. Any employee whose position has ceased to exist during the employee's absence must be reinstated to a position of comparable seniority, status, and pay. If such a position does not exist, the employee shall have the same rights and privileges the employee would have had, had they not taken temporary military leave of absence.

An employee who has been in State service for a period of not less than one (1) year immediately prior to the date upon which the temporary military leave of absence begins receives the same vacation, sick leave, and holiday privileges and the same rights and privileges to promotion, employment, or re-employment that the employee would have enjoyed had they not been absent on leave, with the provision that any unfinished probationary period must be completed upon reinstatement. In determining the one (1) year of service in a State agency, all time spent in recognized military service shall be counted as State service. The employee receiving the above benefits is not entitled to receive credit for vacation, sick leave or holidays while in a nonpay status. Time spent on leave will count toward merit salary adjustment and vacation category change.

- c. Reinstatement Following Indefinite Military Leave. Following indefinite military leave of absence, employees have a right, if released, separated, or discharged under conditions other than dishonorable, to return to their positions within six (6) months following the end of the war or national emergency.

Employees also have a right to return to their positions during terminal leave from the armed forces. Upon such return to employment, employees have all the rights and privileges connected with, or arising out of, the employment that they would have enjoyed had they not been absent. Employees other than probationary employees who are restored to their positions may not be discharged from such positions without cause during one (1) year after such restoration. An unfinished

probationary period must be completed upon reinstatement. An employee whose position has ceased to exist during the employee's absence must be reinstated in a position of comparable seniority, status, and pay if such a position exists, or to a comparable vacancy for which the employee is qualified.

Employees receiving the above benefits are not entitled to receive credit for vacation, sick leave, or holidays while in a nonpay status. Time spent on leave does, however, count toward a merit salary adjustment and vacation category change.

- d. Reinstatement Following Resignation to Serve in Armed Forces. Employees who resign employment to serve in the armed forces, either of the United States or the State of California, have a right to return to employment prior to the date at which their employment would have ended had they not resigned. They shall notify the President in writing of their intention to return, and this shall be done within six (6) months of the termination of active service with the armed forces.

Such right to return to a position shall not be granted employees who fail to return to their positions within twelve (12) months after the first date upon which they could have terminated, or cause to have terminated, their active service.

The foregoing paragraph does not apply to any employee to whom the right of reinstatement has been granted under any other circumstances.

#### 18.37 Documentation Required in Connection with Military Leave

When requesting military leave, employees are required to furnish a copy of the orders to active duty, and in order to be eligible for pay as provided in this Agreement, employees are required to provide verification from their commanding officer or other competent military authority that the active duty was performed as indicated in the orders previously provided. A copy of such orders and certification, which will include dates of active duty, is retained in the employee's personnel file to substantiate any payments made under the provisions of this Agreement.

#### 18.38 Physical Examinations

Sick leave shall be granted to an employee taking a physical examination for the purposes of entering military service. This kind of leave shall not be granted if the employee:

- a. does not actually enter the military service;

- b. is taking a physical examination for the purpose of selecting a branch of the military service; or
- c. is a reserve member of the military service and the physical examination is required to maintain reserve status.

In each of the three (3) cases above, the employee's absence may not be charged to sick leave, but may be charged to vacation or CTO.

### Catastrophic Leave Donation Program

18.39 Any CSU employee who accrues vacation or sick leave credits may voluntarily donate either of those credits to any other CSU employee on the same campus, if the recipient employee has exhausted all accrued leave credits, i.e., sick leave, vacation, personal holiday, and CTO due to a catastrophic illness or injury. Catastrophic illness or injury is an illness or injury that has totally incapacitated the employee from work.

The following provisions shall apply:

#### (1) Catastrophic Illness or Injury

- a. An employee, their representative, or the employee's family member must request the employee's participation and provide appropriate verification of illness or injury as determined by the campus president. The president shall then determine the employee's eligibility to receive donations based upon the definition provided above.
- b. An incapacitated employee may elect to defer a request to participate during a period of Industrial Disability Leave eligibility.
- c. Employees may donate a maximum of forty (40) hours of leave credits per fiscal year in increments of one hour or more. Donations are irrevocable.
- d. Donated leave credits may be used to supplement Industrial Disability Leave, Non-Industrial Disability Leave, or Temporary Disability payments from the third-party administrator upon the application for these benefit(s) by an eligible employee. The total amount of leave credits donated and used may not exceed an amount sufficient to ensure the continuance of the employee's regular monthly rate of compensation.
- e. The total donated leave credits shall normally not exceed an amount necessary to continue the employee for three calendar months calculated from the first day of



catastrophic leave. The president may approve an additional three-month period in exceptional cases. The leave should not be deemed donated until actually transferred by the campus record keeper to the record of the employee receiving leave credits.

- f. For employees whose appointments have not been renewed, donated time may not be used beyond the employee's appointment expiration date in effect at the beginning of the disability.
- g. Only vacation and sick leave credits may be donated.
- h. Donated leave credits may not be used to receive service credit following a service or disability retirement.
- i. Any CSU union may solicit leave donations from bargaining unit employees for direct transfer to employees eligible to receive such leave credits.
- j. Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family if this results in the employee being required to take time off for an extended period of time in order to care for the family member and the employee has exhausted both all of their accrued vacation credits and all of their accrued sick leave credits which may be used for family care in accordance with the appropriate collective bargaining agreement. Only donated vacation credits may be used for such family care catastrophic leave. Immediate family member shall be defined in accordance with the definition contained in the sick leave provisions of the collective bargaining agreement covering the recipient employee.
- k. The provisions of this program shall be subject to the grievance procedure contained in the collective bargaining agreement covering the grieving employee.

(1) Natural Disaster and State of Emergency:

- a. Catastrophic leave for a natural disaster shall be leave for an employee who faces financial hardship because the employee has exhausted all of all of their accrued vacation credits; accrued sick leave credits; personal holiday credits; and C.T.O. credits; and is unable to work due to the effect of a natural disaster on the employee's principal residence.

- b. The employee resides in one of the counties where a state of emergency exists as declared by the governor.
- c. An employee, or their representative, must request the employee's participation and provide appropriate verification as determined by the campus president. The president shall then determine the employee's eligibility to receive donations based upon the definitions provided above.
- d. Employees may donate a maximum of forty (40) hours of leave credits per fiscal year in increments of one hour or more. Donations are irrevocable.
- e. The total amount of leave credits donated and used may not exceed an amount sufficient to ensure the continuance of the employee's regular monthly rate of compensation.
- f. The total donated leave credits shall normally not exceed an amount necessary to continue the employee for three calendar months calculated from the first day of catastrophic leave. The president may approve an additional three-month period in exceptional cases. The leave should not be deemed donated until actually transferred by the campus record keeper to the record of the employee receiving leave credits.
- g. For employees whose appointments have not been renewed, donated time may not be used beyond the employee's appointment expiration date in effect at the beginning of the natural disaster/state of emergency.
- h. Only vacation and sick leave credits may be donated.
- i. Donated leave credits may not be used to receive service credit following a service or disability retirement.
- j. Any CSU union may solicit leave donations from bargaining unit employees for direct transfer to employees eligible to receive such leave credits.
- k. Pledged leave credits will be formally transferred to the recipient employee only at the end of a pay period, and then in chronological order of the dates actually pledged. This will ensure that any unused leave credits are never actually transferred until they can in fact be used by the recipient employee. In the event that an employee is unable to use all pledged credits in a pay period, the most recently donated leave credits that cannot be utilized will

then never formally be transferred, thereby guaranteeing that they are in no way lost by an employee who wants to donate them in order to help a co-worker who needs the credits.

Parental Leave

18.40 Parental Leave shall refer to a leave for the purpose of a parent preparing for the arrival of, or a parent or legal guardian caring for, new children, up to their eighteenth (18th) birthday, due to the birth, adoption, foster care assignment, or legal guardianship of the minor child with the employee.

An employee shall be entitled to a maximum of thirty (30) workdays Parental Leave (as defined above, and subject to the requirement of Article 19.14) in a twelve (12) month period, with pay which shall commence within sixty (60) days of the arrival of new children. Such leave shall be taken consecutively, unless mutually-agreed otherwise by the employee and the appropriate administrator. Parental Leave is normally taken in daily increments. Such leave shall be in addition to available sick leave and to available vacation under Article 14. Paid Parental Leave runs concurrently with any other related leaves for which the employee is eligible. In order for the employee to be entitled to Parental Leave, the employee must be employed with CSU prior to the birth or placement of new children with the employee.

18.41 If there are changes to state or federal law during the term of this Agreement that require CSU to amend any of the provisions relating to leaves with pay covered by this Article then, pursuant to Article 5.3 of this Agreement, the CSU will provide notification of the changes that have reasonably foreseeable impacts on matters within the scope of representation to the union.

For Teamsters Local 2010:



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For the California State University:



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12/20/23

CSU  
TA  
6/21/23

TA Ming  
Teams 6/21/23

ARTICLE 19

LEAVES OF ABSENCE WITHOUT PAY

Unauthorized Leaves of Absence

19.1 Automatic Resignation

- a. The President shall have the right to terminate an employee who is absent for five (5) consecutive workdays without securing authorized leave from the President. Such a termination shall be considered an automatic resignation from CSU employment as of the last day worked. All unauthorized absences, whether voluntary or involuntary, shall apply to the five (5) consecutive workday limitation. The five (5) day period referred to above shall commence at the beginning of the first shift of such absence and shall be deemed to have been completed at the end of the employee's scheduled work hours on the fifth consecutive date of unauthorized absence.
- b. The President shall notify the employee that the University will be terminating them by automatic resignation under this Article. This notification requirement shall be satisfied either by service in person or by certified mail to the employee's last known address and shall include:
  1. the dates the employee was absent without leave;
  2. the intended effective date of the employee's resignation; and
  3. the employee's appeal rights under this Article.
- c. If the employee responds to the President by certified mail, return receipt requested, within twenty-one (21) calendar days of notification as defined above, the employee will be provided with the opportunity for a pre-termination review in accordance with the current campus practice for State Personnel Board hearing appeals. The President may agree to extend the employee's time to respond. This pre-termination review will be conducted by a campus administrative officer designated by the President. No termination shall be final until a decision is made by the administrative officer. This decision shall be transmitted by certified mail to the employee's last known address and shall state:



1. whether the employee was absent for five (5) consecutive workdays;
  2. whether the employee had proper authorized leave to be absent; and
  3. whether the employee should be or is being terminated by automatic resignation. If an action other than automatic resignation is proposed, it shall be stated along with the reasons for its use.
- d. Any employee who is terminated by the President under this provision may, within twenty-one (21) days after mailing of the President's decision, request a hearing of the matter by the State Personnel Board as provided in Section 89539 of the Education Code. A request for a hearing by the State Personnel Board must be filed with the State Personnel Board with a copy to the President within the twenty-one (21) day time requirement noted above.
- e. Any employee who is reinstated under this provision shall not be paid salary for the period of unauthorized absence.
- f. Provision 19.1 shall supersede Section 89541 of the California Education Code.

#### Other Leaves of Absence Without Pay

- 19.2 A permanent full-time employee is entitled to parental leave without pay of up to twelve (12) months upon their written request. At least thirty (30) days prior to the ending date of the leave, the employee shall inform the appropriate administrator in writing of the employees' intention to return from leave. Changes in the terms of the leave may be made by mutual agreement of the appropriate administrator and the employee.
- 19.3 A full-time or part-time permanent employee may be granted a full or partial leave of absence without pay for up to one (1) year.
- 19.4 Leaves of absence without pay may be granted in accordance with this Article for the following purposes or reasons:
- a. loan of an employee to another governmental agency;
  - b. outside employment that would lessen the impact of a potential layoff or a layoff;



- c. temporary incapacity due to illness or injury;
- d. Family Care and Medical Leave; and
- e. other satisfactory reasons.

Leaves without pay granted for "d" above shall also be subject to Article 18, Leaves of Absence with Pay. Periods of disability related to pregnancy are subject to the provisions of Article 18, Leaves of Absence With Pay.

- 19.5 A written application for a leave of absence without pay or an extension of a leave of absence without pay shall be submitted to the appropriate administrator. The appropriate administrator shall determine if such a leave shall be granted and the conditions of such a leave.
- 19.6 An employee who is on a leave of absence without pay shall not return to active pay status prior to the expiration of such a leave without written approval of the appropriate administrator.
- 19.7 Service credit shall not be granted to an employee on a leave of absence without pay.
- 19.8 A leave so granted assures to the employee a right to return to their former position or a position within their classification upon expiration of the leave and the time lost shall not constitute a break in service.
- 19.9 When requested by the appropriate administrator, an employee granted a leave of absence without pay shall provide verification that the conditions of the leave were met.
- 19.10 An employee on a leave of absence without pay for more than fifteen (15) days may opt to continue their fringe benefits at the employees' own expense. Upon written request of an eligible employee as defined in Article 25, Benefits, the CSU shall provide a system for the continued payment of the employees' insurance premiums including health and dental benefits during the period of unpaid leave of absence. During this period, such an employee shall pay both the employee's and the CSU's contributions. The CSU shall not advance such payments. Such an employee shall pay all contributions prior to the date

each payment is due. Failure to pay such premiums will result in coverages lapsing unless the employee makes other arrangements.

### Family Care and Medical Leave

- 19.11 An employee who has met the requirements of either the California Family Rights Act (CFRA) or the Family Medical Leave Act (FMLA), is entitled to a family care and medical leave without pay under that Act.
- 19.12 Employees may take up to a total of twelve (12) weeks of family care and medical leave in a 12-month period.
- 19.13 An employee may be granted family care and medical leave for the birth of a child of the employee, the placement of a child with an employee in connection with the adoption or foster care of the child by the employee, or to care for a child, parent, spouse, registered domestic partner, sibling, grandparent, ~~or~~ grandchild **or Designated Person** of the employee who has a serious health condition, or for the employee's own serious health condition.

**As set forth in Government Code Section 12945.2, a designated person is any "individual related by blood or whose association with the employee is the equivalent of a family relationship." A designated person is identified at the time the employee requests the leave and is limited to one designated person per 12-month period.**

- 19.14 For family care and medical leave taken for reason of the birth of a child or adoption/foster care of a child by an employee, any leave taken shall be initiated within one (1) year of the birth of a child or placement of child with the employee in the case of adoption/foster care.

The period of the family care and medical leave granted to an employee for the birth of a child shall run concurrently with the period of leave available to an employee under Education Code Section 89519.

- 19.15 The amount of family leave that may otherwise be granted under this article may be reduced by the amount of family care and medical leave granted to an employee for reasons set forth under provisions 19.11 through 19.26.

- 19.16 Before granting a family care and medical leave for the serious health condition of a child, parent, spouse, registered domestic partner, sibling, grandparent, ~~or~~ grandchild **or Designated Person** the Employer may require certification of the serious health condition from the health care provider.
- 19.17 Upon expiration of the period which the health care provider originally estimated the employee needed to care for the child, parent, spouse, registered domestic partner, sibling, grandparent, ~~or~~ grandchild **or Designated Person** the Employer may require the employee to obtain re-certification if additional leave is requested.
- 19.18 Family care and medical leave shall be leave without pay except that an employee must utilize their personal holiday and all accrued vacation that they are otherwise eligible to take during the otherwise unpaid period of the family care and medical leave.
- 19.19 An employee may use accrued sick leave during the period of family care and medical leave upon mutual agreement between the employee and appropriate administrator. Such requests for sick leave shall be made in accordance with Article 18 of this Agreement.
- 19.20 Family care and medical leave is separate and distinct from the right of a female employee to take a pregnancy disability leave under Government Code Section 12945, subdivision (b)(2). If a female employee takes part or all of the maximum four (4) months of pregnancy disability leave, however, she may request up to twelve (12) weeks additional family care and medical leave.
- 19.21 An employee shall provide the Employer with written notice of a need for family care and medical leave within five (5) working days of the date the event necessitating the leave becomes known to the employee.
- 19.22 If the employee's need for family care and medical leave is foreseeable due to the planned medical treatment or planned supervision of a child, parent, spouse, registered domestic partner, sibling, grandparent, ~~or~~ grandchild **or Designated Person** with a serious health condition, the employee shall provide the Employer not less than fourteen (14) days notice of the need for leave. The employee shall consult with the appropriate administrator regarding the scheduling of the treatment or supervision so as to minimize disruption of the operations of the Employer.



- 19.23 Family care and medical leave may be deferred until the employee complies with the provisions of this Article.
- 19.24 A family care and medical leave so granted assures to the employee a right to return to their former position or a comparable position upon expiration of the family care and medical leave. If the former position and any comparable position has ceased to exist due to legitimate business reasons unrelated to the leave, the Employer shall make reasonable accommodation by alternative means. The family care and medical leave shall not constitute a break in service for the purposes of length of service and/or seniority under this Agreement.
- 19.25 During a family care and medical leave an employee may continue to participate in benefits to the same extent and under the same conditions as would apply to any other personal leave of absence without pay pursuant to this Agreement. However, if any paid portion of the family care and medical leave is less than 12 weeks, the CSU shall continue to make employer contributions toward health, dental and vision coverage for the unpaid remainder of the 12-week period, unless coverage is canceled by the employee. If an employee fails to return at the end of the family care and medical leave, the CSU may require repayment of insurance premiums paid during the unpaid portion of the leave. The CSU shall not require repayment of premiums if the employee's failure to return is due to their serious health condition or due to circumstances beyond the employee's control.
- 19.26 The leave of absence of a temporary employee eligible for such leave pursuant to this Article shall terminate upon the expiration of that employee's temporary appointment.
- 19.27 If there are changes to state or federal law during the term of this Agreement that require CSU to amend any of the provisions relating to leaves without pay covered by this Article then, pursuant to article 5.3 of this Agreement, the CSU will provide notification of the changes that have reasonably foreseeable impacts on matters within the scope of representation to the union.

## ARTICLE 24

### SALARY

- 24.1 **Prior to implementation of Provision 24.X2** the salary schedule for bargaining unit employees shall be found in Appendix A and incorporated in this Agreement by reference. **On October 1, 2024, assuming the contingency in Provision 24.X2 is met, the salary schedule that pertains to employees in this bargaining unit shall be the schedule found in Appendix P1 of this Agreement.**

Classifications will be grouped as specified in Appendix ~~B C~~. ~~Between the minimum and maximum rates, there shall be an “open range” with no incremental salary steps. Pursuant to Appendix D-7, CSU and Teamsters Local 2010 agree to meet and discuss the viability of the implementation of a step process salary structure.~~

- 24.2 **Prior to implementation of Provision 24.X2, An** employees shall **continue to** be assigned to a rate within the salary range appropriate to their classification. ~~New hires shall be assigned no less than the Minimum Rate appropriate to their classification. After implementation, employees shall always be placed on a step appropriate to their classification.~~

#### 24.X1 General Salary Increase (GSI):

- a. **For fiscal year 2023/2024, effective July 1, 2023, all bargaining unit employees in active pay status (or on leave) as of that date shall receive a GSI of five percent (5%).**

**Salary scale minimums and maximums for all classifications shall be increased by the amount of the GSI.**

**If the CSU agrees to provide another CSU bargaining unit with a General Salary Increase in excess of 5% for fiscal year 2023-24, then the Union may request to re-open negotiations on Provision 24.X1a for fiscal year 2023-24. The request must be made within 60 days of final ratification of such an agreement. A General Salary Increase is understood to be an across-the-board percentage increase, in the same amount, for all employees in that bargaining unit. If the parties cannot reach an agreement regarding the reopener and after the parties complete the**



**statutory impasse procedures under HEERA, Article 8 (Concerted Activities) shall be suspended.**

**Step Structure**

**24.X2 Effective October 1, 2024, the CSU will transition employees to a new salary step structure. Employees will be placed on the closest (higher) salary step to their current salary and then advanced two steps. However, in no circumstances will an employee be placed on a step higher than the top step of their classification.**

**In addition, for all employees who are below their Target Step as of October 1, 2024 they will receive two additional Step Progression(s): not to exceed four steps; the Target Step; or top step.**

**The term “Target Step” refers to the salary step that corresponds to the employee’s length of cumulative service in their current classification at their current campus as set forth in the CSU/Teamsters MOU (cumulative length of service).**

**The 2024/2025 step placement is contingent upon the State of California’s final Budget Act of 2024 maintaining the base budget appropriated to the CSU in the Budget Act of 2023. The final Budget Act of 2024 has an expected enactment date between June 27, 2024, and September 30, 2024.**

**If the above contingency is not met then the Union and CSU shall re-open negotiations on Article 24 (Salary - including salary in 2024/2025 and 2025/2026) and Article 25 (Benefits).**

24.3 The schedule of wages for approved and registered apprenticeships shall be as follows:

a.	Four (4) Year Apprenticeships	Percentage of Minimum Rate <b><u>or First Step</u></b> Of Journey Salary
	1st 6 months	65%
	2nd 6 months	69%
	3rd 6 months	73%
	4th 6 months	77%

5th 6 months	81%
6th 6 months	85%
7th 6 months	90%
8th 6 months	95%

b. Three (3) Year Apprenticeships

1st 6 months	65%
2nd 6 months	70%
3rd 6 months	75%
4th 6 months	80%
5th 6 months	87%
6th 6 months	95%

c. Two (2) Year Apprenticeships

1st 6 months	65%
2nd 6 months	75%
3rd 6 months	85%
4th 6 months	95%

**~~Provisions 24.6 through 24.11 below do not apply to employees in apprentice positions.~~**

General Salary Structure Adjustment Increase (GSI SSA)

24.4 a. A **General Salary Structure Adjustment Increase (GSI SSA)** is a percentage increase applied **to all steps within a classification, to the minimum and maximum rate on the new salary schedule for all bargaining unit classifications and to the individual salary rates of all bargaining unit members.**

**a.b. For fiscal year 2025/2026, effective July 1, 2025, there will be a one percent (1%) SSA to all classifications. The SSA will not be processed unless and until the contingency below is met.**

**This SSA is contingent upon the State of California's final Budget Act of 2025 containing a new, unallocated, ongoing appropriation to the CSU not less than \$480 million above the final Budget Act of 2023. The \$480 million represents the 2024-2025 and the 2025-2026 compact funding commitment. The final Budget Act of 2025 has an expected enactment date between June 27, 2025, and October 15, 2025.**

**If the above contingency is not met then the Union and CSU shall re-open negotiations on Article 24 (Salary) and Article 25 (Benefits).**

**2022/2023, effective July 1, 2022, all bargaining unit employees in active pay status (or on leave) as of that date shall receive a General Salary Increase (GSI) of three percent (3%).**

**Employees will be eligible for an additional one percent (1%) for a total of four percent (4%), depending on the State budget allocation to the CSU.**

**A calculation will be conducted based on the State of California's final Budget Act of 2022, which has an expected enactment date between June 27, 2022, and September 30, 2022. This calculation will determine the new, unallocated, ongoing funding for the CSU from the State.**

**If the new, unallocated, ongoing funding from the State for fiscal year 2022/2023 is increased to \$300,000,000 or more, then a one percent (1%) GSI will be added to the three percent (3%) increase set forth above for a total of a four percent (4%) increase effective July 1, 2022.**

### **Step Progression**

**24.X3 Step Progression is the movement from an employee's current salary step to a higher salary step. Eligibility criteria for step advancement will be subject to**

**negotiations in successor bargaining.**

- a. For fiscal year 2025/2026, effective July 1, 2025 there will be one Step Progression for all employees (except those at or above the top step of their classification).**

**In addition, for employees who are below their Target Step as of July 1, 2025 they will be placed at their Target Step.**

**The Step Progression in 24.X3a will not occur unless and until the contingency below is met.**

**This Step Progression is contingent upon the State of California's final Budget Act of 2025 containing a new, unallocated, ongoing appropriation to the CSU not less than \$480 million above the final Budget Act of 2023. The \$480 million represents the 2024-2025 and the 2025-2026 CSU compact funding commitment. The final Budget Act of 2025 has an expected enactment date between June 27, 2025, and October 15, 2025.**

**If the above contingency is not met then the Union and CSU shall re-open negotiations on Article 24 (Salary) and Article 25 (Benefits).**

**Recognition Bonus:**

~~24.5 All bargaining unit employees with a 1.0 timebase or greater, in active pay status, or on leave, as of the date of ratification of this Agreement shall receive a one-time payment of \$2,500. Payments will be pro-rated for employees who are less than a 1.0 timebase on the date of ratification. For hourly intermittent employees, the formula for determining the pro-rata amount is as follows:-~~

~~i. Determining the FTE: The total number of hours worked by the employee for the six pay periods prior to the date of ratification divided by the number of total work hours in the six-month period of time = FTE for six-month period.-~~

~~ii. Determining the Payment Amount: The \$2,500 one-time payment is then pro-rated based on the FTE determined by the formula above.-~~

~~iii. The maximum amount an employee may receive is \$2,500.~~

~~Rehired annuitants are not eligible for the one-time payment pursuant to California Government Code 21224 and CalPERS determination of the law.~~

### Employee Initiated Request for an In-Range Progression

24.6 Employee initiated In-Range Progression requests shall be submitted to Human Resources using information fields contained the form at Appendix A. An employee shall not submit a request for an in-range progression prior to twelve (12) months following receipt of a response to any prior in-range progression requests. However, when an employee has been notified in writing that the employee's in-range progression was denied solely due to budgetary or other financial reasons, the employee may submit a new in-range progression application after the start of the next fiscal year.

### Manager Initiated Request for an In-Range Progression

24.7 Manager initiated requests for an in-range progression may cover more than one employee. Such requests may be initiated by the president, president's designee or an appropriate administrator.

### In-Range Progressions: Factors to be considered

24.8 An increase within a salary range that is not given for merit pursuant to 24.19 or 24.20 is referred to as an in-range progression. An in-range progression of at least 3% may be awarded when the president, the president's designee, or appropriate administrator determines that an in-range progression should occur. Factors to be considered for granting such progressions shall include but not be limited to:

a. Long-term service:

When considering whether to grant an in-range progression on the basis of (c) Equity, the campus should take into consideration, as one of the factors being considered, the length of service of the employee in the classification. To be considered for a long-term service in-range progression, an employee must have at least 10 years of continuous campus service in the current classification and overall "satisfactory" (or equivalent) performance evaluations in each of the three preceding performance evaluation.

b. Retention:



**The president may adjust an employee's salary via an in-range progression to address a retention issue caused by an employee having received a bona fide offer of employment from another employer.**

**Where the request is based on the employee having received a bona fide offer of employment from another employer, Human Resources shall review the application expeditiously.**

**c. Equity**

**(a) Internal Equity: An in-range progression may be considered where employees within the same classification performing substantially similar work are receiving different rates of pay than other employees on campus. An internal equity analysis will consider job related factors of an employee as compared to other employees within the same classification performing substantially similar work.**

**(b) External Equity: An in-range progression may be considered where market data establishes that individuals employed outside the campus performing substantially similar work are receiving higher salaries than those employed on the campus. An external equity analysis will consider total compensation and job related factors of an employee as compared to other external employee groups performing substantially similar work.**

**In determining whether or not to grant an in-range progression under this provision, campuses may consider whether or not the existence of external market differential in salaries for employees performing substantially similar work is negatively impacting the campus' ability to recruit and retain individuals within the classification.**

**d. Assigned application of enhanced skill(s)**

**At the Appropriate Administrator's request, or as part of a pre-approved training plan, the employee has within 12 months of the date of the request**

- (i) Obtained new or enhanced skills; or**
- (ii) Obtained a new license/certification; or**
- (iii) Renewed an existing license/certification**

**AND**

- (iv) The new or enhanced skills and/or license/certification is essential to the position and consistent with the current classification standards, and**

- (v) **The employee is being assigned work that requires the utilization of the new/enhanced skills and/or license/certification on a regular basis.**

**A routine renewal of a license/certificate shall not warrant the award of an in-range progression under this provision unless the renewal is done at the request of the appropriate administrator and the employee has not previously received an in-range progression in respect of this license/certificate.**

**e. Performance**

**To be eligible, the employee must have received a better than overall "satisfactory" (or equivalent) rating in at least three consecutive performance evaluations, and have not received an in-range progression for performance in the prior three years.**

**f. Out-of-classification work that does not warrant a reclassification**

**Additional duties and/or responsibilities have been added to the position that increase the complexity or scope but do not warrant a reclassification. Changes to the job must be substantial and on-going.**

**g. Increased workload; and**

**h. New lead work or new project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility.**

**24.9 In-range progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources. If an employee**

receives a denial of request for an In-range Progression under this Article, then the campus shall provide the employee with a written reason for the denial.

- 24.10** Each campus shall develop procedures for an in-range progression consistent with this Article. Any changes to campus procedures shall be noticed to Teamsters Local 2010 prior to implementation and be subject to the meet and confer process where the union subsequently requests to meet and confer over the proposed changes.
- 24.11** The decision of the President, made in accordance with this provision, regarding the award of an in-range progression shall be final and shall not be subject to Article 9 (Grievance Procedure).
- 24.12** The union may, within 30 days of the employee receiving written notification of the IRP denial, file an appeal to an Umpire selected by the parties for the purpose of hearing such appeals. The grounds for the appeal shall be strictly limited to whether or not the decision was made “in accordance with this provision” pursuant to Articles 24.11 and 24.13.
- 24.13** A decision is made “in accordance with this provision” if the procedural requirements of this Article have been complied with, and the decision itself is not arbitrary or capricious. The Umpire should not substitute the Umpire’s opinion for that of the President. A decision of the President should not be disturbed unless it is proved by the Appellate to have been made on an arbitrary or capricious basis. A decision is arbitrary and capricious only if it is made on unreasonable grounds, or without any proper consideration of the circumstances of the employee’s IRP request.

### **Umpire Procedure**

- 24.14** If an umpire vacancy occurs, the parties shall select one arbitrator from the current arbitration panel to act as the Umpire for IRP appeals. If the parties are unable to agree on an Umpire, the Umpire shall be selected by strike from the names of arbitrators on the current panel who are willing to serve in this capacity. First strike shall be determined by the toss of a coin. The issue will be determined by the Umpire following the submission of written briefs, on a briefing schedule to be determined by the Umpire. There shall be no oral hearing. The Umpire’s decision shall be issued in writing within 21 days of the submission of the briefs, and shall set forth the Umpire’s findings, reasoning, and conclusions on the sole issue of whether or not the decision was made in “accordance with this provision” pursuant to Articles 24.11 and 24.13.

- 24.15 If the Umpire determines that the decision was not made “in accordance with this provision”, the application will be returned to the campus for reconsideration at the stage at which the error was made. The umpire shall have no authority to make any award other than an order to remit the IRP request back to the campus for them to reconsider following the Umpire’s written decision. The campus review will take place within 30 (thirty) days of the Umpire issuing the written decision.
- 24.16 The Umpire’s decision shall be final and binding.
- 24.17 The Umpire’s costs shall normally be shared equally by the parties, unless the Umpire makes a determination, on application of either party within 7 days of receiving the written decision, that there was no reasonable basis for either bringing, or defending, the Appeal. Having made that determination, the Umpire shall then order the full costs of the Appeal to be paid by the party against whom the determination was made.
- 24.18 Funds for in-range progression may come from campus funds, and/or total settlement costs resulting from bargaining between the parties on salary matters.
- 24.X4 No in-range progression request shall be accepted after May 1, 2024. All in-range progression requests submitted by May 1, 2024 shall be processed.
- Provisions 24.6 - 24.18 shall be eliminated effective October 1, 2024.

Performance Based Salary Additional Increases

- 24.19 Campuses may award salary increases or one-time bonuses for any reason, for meritorious performance from campus funds, at any time. These awards may also be requested by the employee. The employee will be informed when the request has been received and if the request is granted. These salary increases may be in the form of permanent increases to salary rates or one-time bonuses. However, in no case may an additional increase cause an employee’s salary rate to exceed the maximum of the range on the salary schedule for the employee’s range and or top step of the employee’s classification. Such awards are solely at the discretion of the President and shall not be subject to the Grievance Procedure. This provision may be subject to further review and negotiation in successor bargaining.

**Extended Performance Increase (EPI)**

~~24.20 — An Extended Performance Increase (EPI) is a permanent increase to an employee's base salary. It is the intent of the parties to bargain implementation of this program for each year during the life of this agreement. In the event the parties agree to fund the program — the specific amounts of both the size of the EPI pool and individual amounts of awards along with any associated implementation issues — will be determined through the collective bargaining process. However, in no case shall an employee receive any EPI award which would place their salary over the maximum salary rate for their classification. All EPIs awarded prior to July 1, 2004 shall remain in effect.~~

~~24.21 — **EPI Eligibility**~~

- ~~a. To be eligible for an EPI, the employee's overall performance must have been satisfactory for the previous three (3) years, as evidenced by an overall performance evaluation rating of satisfactory or better, and have no disciplinary actions received in the past three (3) years which remain in the personnel file.~~
- ~~b. In addition to these performance requirements, the employee must have completed an anniversary of continuous CSU employment at a fifty (50) percent or more timebase at the employee's 3rd, 6th, 10th, 15th, 20th, 25th, 30th 35th, 40th, etc. years) of qualifying pay periods and qualifying months of service at the CSU, as defined in Articles 16, 18, and 19 and below in this provision. For the purposes of this provision, any month in which the employee was not in pay status for at least eleven (11) days in the pay period is considered a break in the continuous service requirement.~~
- ~~c. A year of required service for a ten (10) month or 10/12 employee is the completion of twelve (12) pay periods and ten (10) qualifying months of service. A year of required service for an eleven (11) month or 11/12 employee is the completion of twelve (12) pay periods and eleven (11) qualifying months of service. A year of required service for a twelve (12) month employee is the completion of twelve (12) pay periods and twelve (12) qualifying months of service.~~
- ~~d. Employees who believe they are eligible for an EPI based on service at another campus shall notify in writing the campus Human Resources Office of such service.~~

~~24.22 Upon determination by the appropriate administrator, the EPI shall be authorized in writing. Upon request of an employee denied an EPI, a meeting shall be arranged within seven (7) days of the request with a representative of the President for the purpose of reviewing such a denial. The employee may be represented at this meeting. The denial of an EPI shall not be subject to Article 9, Grievance Procedure. An employee who meets the service requirements for an EPI in accordance with provision 24.21 and is denied an EPI shall remain eligible for reconsideration on an annual basis, if EPIs are funded in subsequent years.~~

### Classification Changes

24.23 When an employee moves to a classification in a lower **grade group**, the appropriate rate in the salary range **or salary step** shall be determined by the President, ~~except that in no case the new salary exceed the rate received in the higher classification or the maximum rate of the lower classification.~~ Determination of the appropriate rate **or salary step** in such cases shall be made by using the same criteria as would be used for an initial appointment to that classification ~~and by considering past PSIs, if any.~~

24.24 When an employee moves to a classification within **their current** a salary **grade group**, the appropriate rate **or salary step** in the new classification shall be determined by the President. There is no requirement to increase the employee's rate of pay unless it is below the minimum of the new classification, in which case it must be increased to at least the minimum of the new classification.

24.25 When an employee moves without a break in service to a classification in a higher salary **grade group**, the appropriate rate in the salary range **or salary step** shall be determined by the President. The new rate **or salary step** in the higher salary group shall be at least five (5) percent higher than the employee's previous rate **received**, except that the new rate **or salary step** may not exceed the maximum of the range **or top salary step of the new classification.**

### Payment Above the Maximum

24.26 A payment above the maximum of the salary range ~~for a class~~ **or top step of the employee's classification** may be granted by the President when an employee moves to a class with a lower salary **grade range**.



- 24.27 If a payment above the maximum of the salary range or top step of the employee's classification is granted, the employee shall retain either the salary currently being paid or a salary twenty-five (25) percent above the maximum salary ~~of or top step of~~ the lower class, whichever is less. The employee shall remain at that salary rates until the maximum salary ~~of or top step~~ of the lower class equals or exceeds the payment above the maximum rate or top step or until the authorized time period for maintaining the payment above the maximum rate or top step expires, whichever occurs first.
- 24.28 During the period of time an employee's salary remains above the maximum salary or top step for the class, the employee shall not receive further salary increases, including GSIs, SSA or additional increases-PSIs, except in cases of promotion.
- 24.29 A payment above the maximum or top step shall not exceed twenty-five (25) percent above the maximum of the salary range or top step of the class to which the employee is moving. An employee may retain a payment above the maximum or top step for up to five (5) years.
- 24.30 Payment above maximum or top step shall not be authorized for an employee when:
- a. an employee, for personal convenience, requests voluntary demotion;
  - b. an employee is demoted for cause other than for medical.
- 24.31 An employee who was compensated at a salary rate above the maximum or top step prior to a permanent separation will not be entitled to a payment above the maximum or top step upon their return to work. Also, the authorization for a payment above the maximum or top step shall be canceled if the employee refuses an offer of appointment to a position at the campus in a class at a salary level equivalent to the original classes from which the employee was moved.

Cost Savings/Staffing Committee

- 24.32 ~~A cost savings/staffing committee shall include an equal number of employee representatives and management/supervisory representatives.~~ The cost savings/staffing committee shall will be constituted upon request of either party and meet no less than twice per year shall include an equal number of employee and management representatives. The frequency of the meetings shall be with mutual agreement. The cost savings/staffing committee shall submit recommendations to the

appropriate administrator and president for economy measures and staffing issues. The committee may also recommend specific uses for any cost savings. The committee may choose to discuss economies associated with training, maintenance and repair, new technologies, and funding opportunities related to bargaining unit work.

### Shift Differential

- 24.33 There are three (3) shifts: day, swing, and graveyard. The day shift includes the hours between 6:00 a.m. to 6:00 p.m. The swing shift includes the hours between 6:00 p.m. and midnight. The graveyard shift includes the hours between midnight and 6:00 a.m.
- 24.34 Employees who work four (4) or more hours in the swing shift shall be paid a shift differential of one dollar and thirty cents (\$1.30) per hour for the employee's entire shift.
- 24.35 Employees who work four (4) or more hours in the graveyard shift shall be paid a shift differential of two dollars and thirty cents (\$2.30) per hour for the employee's entire shift.
- 24.36 To receive a shift differential, an employee must be assigned hours of work of which at least four (4) hours are within a regularly scheduled swing or graveyard shift.

### Sunday Pay Differential

- 24.37 Employees who are regularly scheduled to work on Sundays shall receive a differential equal to the swing shift differential. The Sunday pay differential shall not be added to or combined with any other pay differential or premium pay.

### Asbestos and Hazardous Material Handling Pay Differential

- 24.38 Whenever an employee is assigned to perform any asbestos-related or hazardous material handling duties including but not limited to removing or repairing asbestos lagging, performing any asbestos abatement or cleaning up asbestos, they shall be paid an asbestos pay differential of three dollars (\$3.00) per hour for the amount of time spent performing such work. "Hazardous material handling duties" as used in this provision refers to work that a) requires by law the employee be trained and certified to work with the specified material, and b) requires the employee use protective equipment and extra precautions to ensure their safety and health.

Asbestos Training and Hazardous Material Handling Certification Allowance

- 24.39 Employees who have been required by the CSU to undergo training in either asbestos abatement and handling or in hazardous materials handling as defined in 24.38 shall be paid an allowance of two hundred and fifty dollars (\$250). Payment shall be made within thirty (30) days after the demonstrated completion of such training and the certification, if required, for the performance of such work.
- 24.40 Employees who have been required by the CSU to undergo training in order to maintain or renew the certifications described in provision 24.39 above shall be paid an allowance of two hundred and fifty dollars (\$250). Payment shall be made within thirty (30) days after the demonstrated completion of such training and the subsequent renewal of such certification.
- 24.41 For the purpose of provisions 24.39 and 24.40 above, training in either asbestos abatement and handling or in hazardous materials handling must be either EPA-certified or CAL-OSHA approved.

Backflow Testing and Water Treatment Operator Allowances

- 24.42 Employees who are required by the CSU to obtain either a backflow testing license or the appropriate water treatment operator certificate shall be paid an allowance of two hundred and fifty dollars (\$250). Payment shall be made within thirty (30) days after the employee has demonstrated that they have obtained the license or certificate.
- 24.43 Employees who are required by the CSU to renew their license or certificate described in provision 24.42 above, shall be paid an allowance of two hundred and fifty dollars (\$250). Payment shall be made within thirty (30) days after the employee has demonstrated that they have renewed the license or certificate.

Welding Certification

- 24.44 Employees who are required by the CSU to obtain a Welding Certification shall be paid an allowance of two hundred and fifty dollars (\$250). Payment shall be made within

thirty (30) days after the employee has demonstrated that they have obtained the license or certificate.

24.45 Employees who are required by the CSU to renew their license or certificate described in provision 24.44 above, shall be paid an allowance of two hundred and fifty dollars (\$250). Payment shall be made within thirty (30) days after the employee has demonstrated that they have renewed the license or certificate.

#### High Voltage Stipend

24.46 Qualified high voltage electricians approved by the Director of Plant Operations or appropriate administrator shall be paid an annual stipend of four hundred and fifty dollars (\$450.00).

24.47 A qualified high voltage electrician for the purposes of this Agreement is a person who has:

- a. a minimum of two years of electrical training and experience with high voltage electrical infrastructure designed to operate over 600 volts;
- b. demonstrated by performance familiarity with the work to be performed and the hazards involved; and
- c. successfully completed the following training by an authorized OSHA Training Institute (OTI) Education Center:
  1. Core Safety Training;
  2. Advanced Electrical Safety and Lockout/Tagout training; and
  3. Hazardous Electrical High Voltage training.

24.48 Payment shall be made within thirty (30) days after the CSU/appropriate administrator Director of Plant Operations or Appropriate Administrator has evaluated and determined that the employee has demonstrated that they are a qualified high voltage electrician.

24.49 The decision whether to request employees to obtain certification and training as a qualified high voltage electrician is at the sole discretion of the CSU and is thus neither grievable nor arbitrable. Where the CSU requires such certification and training, the CSU will pay for the OTI training.

Critical Skills Bonus Plan

24.50 An employee shall be paid an initial one-time bonus of five hundred dollars (\$500) when they are asked by the Director of Plant Operations or the Appropriate Administrator to complete and obtain one of the following recognized certifications:

- California State Certified Electrician
- Certified Building Operator
- Certified Steam Operator/Universal Steam Certification
- ASE Master Technician status at Automobile, Medium-Heavy Truck, School Bus or Transit Bus.

The certification must be from a CSU preapproved training program to be determined by the parties, such as the following:

- a. Certified Electrician – OSHA Training Institute or another agency preapproved by the CSU
- b. Certified Building Operator – Building Operator Certification or another agency preapproved by the CSU
- c. Certified Steam Operator/Universal Steam Certification
- d. ASE Master Technician status at Automobile, Medium-Heavy Truck, School Bus or Transit Bus – National Institute for Automotive Service Excellence

24.51 The decision whether to request employees to obtain or renew such a certification is at the sole discretion of the CSU and is thus neither grievable nor arbitrable. Where the CSU requires such certification and training, the CSU will pay for the training.

24.52 Payment for the initial certification and any and all renewal certifications thereafter shall be made within thirty (30) days after the Director of Plant Operations or appropriate administrator has evaluated and determined that the employee received or renewed the certification from a preapproved training program.

24.53 Employees who are required by the CSU to renew a certification as described in provision 24.50, above, shall be paid a bonus of two hundred and fifty dollars (\$250).

**Emergency Pay**

- 24.54** When the President determines it is necessary to close the campus because of an emergency situation or condition and other employees are sent home on paid administrative leave, an employee that volunteers, is asked or is assigned by the appropriate administrator to continue working at the campus where the emergency exists, shall receive "Emergency Pay."
- a.** The term "emergency" as used in this provision means a sudden, unexpected happening; an unforeseen occurrence or condition requiring immediate action, including, but not limited to a natural disaster, act of terrorism, or threat to campus health, safety or property.
  - b.** "Emergency Pay" is compensation for the hours worked by the designated employees during their normal shift while the campus is closed during the administrative leave period.
  - c.** "Emergency Pay" is a premium payment (exclusive of the employee's regular pay), paid at one times the employee's straight time rate of pay for each hour worked during the emergency when the campus is on administrative leave. At the discretion of management, emergency pay may be awarded as cash or CTO. If paid as cash, the payment must be paid at the employee's straight time rate. If credited as CTO, the hours credited must be on a straight time basis.
  - d.** Time worked while receiving "Emergency Pay" are regular hours worked during their normal shift within the forty (40) hour workweek period.
  - e.** The emergency pay premium will also be paid for any hours worked on an overtime basis during the emergency when the campus is on administrative leave.
  - f.** Premium pay received as emergency pay for hours worked during the employee's regular shift and when on an overtime basis shall be includable compensation for the purposes of determining the regular rate of pay for the payment of overtime.
  - g.** Employees on paid time off (i.e., Sick Leave, Vacation, Personal Holiday) when the emergency is declared who are not called back to work shall remain on such paid time off status and will not receive administrative leave pay or emergency pay.



**10/12 and 11/12 Pay Plans**

- ~~24.55 — Probationary and permanent employees shall be eligible to request participation in the 10/12 or 11/12 pay plan.~~
- ~~24.56 — The assignment of an eligible employee into the 10/12 or 11/12 pay plan and the yearly schedule shall be by mutual agreement of the appropriate administrator and the employee. Final approval by the President is required prior to employee participation in the 10/12 or 11/12 pay plan.~~
- ~~24.57 — Withdrawal from participation in the 10/12 or 11/12 pay plan and return to a twelve (12) month annual work year may be requested by an employee in accordance with campus procedures. When operational needs require, the appropriate administrator may request an employee on the 10/12 or 11/12 work plan return to a twelve (12) month annual work year. In both instances, the employee and appropriate administrator shall attempt to reach mutual agreement regarding the request. In the absence of mutual agreement, the President shall make a final determination, provided that an employee be given at least twelve (12) months notice of their return to a twelve (12) month annual work year.~~
- ~~24.58 — An employee participating in the 10/12 or 11/12 pay plan shall receive their (10-month or 11-month) annual salary in twelve (12) salary warrants and appropriate benefits on a twelve (12) month basis.~~
- ~~24.59 — An employee moving from a twelve (12) month status to the 10/12 or 11/12 pay plan shall retain their salary anniversary date.~~
- ~~24.60 — An employee on the 10/12 or 11/12 pay plan shall accrue sick leave, vacation, and seniority during the full twelve (12) month period.~~
- ~~24.61 — Ten (10) months or eleven (11) months of service by an employee in the 10/12 or 11/12 pay plan shall constitute one (1) year of service for employment status matters, EPI and retirement.~~
- ~~24.62 — Approval and denial of employee requests by the President as specified in provisions 24.55 through 24.61 shall not be subject to Article 9, Grievance Procedure.~~

*TH Julia*  
*1/19/24 transfers*  
CSU Proposal

*TIA for CSU*  
*[Signature]*  
1/19/2024

Mapping of CSU Classifications To Proposed Step Structure  
TEAMSTERS 9/5/2023

CBID	CLASS CODE	Class Title	PROPOSED STRUCTURE - GRADE
R06	6477	CERTIFIED CARPENTER APPRENTICE	
R06	6536	CERTIFIED ELECTRICIAN APPRENTICE	
R06	6838	CERTIFIED AUTOMOTIVE/EQUIPMENT MECHANIC APPRENTICE	
R06	6701	CERTIFIED BUILDING SERVICE ENGINEER APPRENTICE	
R06	6692	CERTIFIED AIR CONDITIONING/REFRIGERATION MECHANIC APPRENTICE	
R06	6704	CERTIFIED OPERATING ENGINEER APPRENTICE	
R06	6641	CERTIFIED LOCKSMITH APPRENTICE	
R06	6585	CERTIFIED METAL WORKER APPRENTICE	
R06	6527	CERTIFIED PAINTER APPRENTICE	
R06	6550	CERTIFIED PLUMBER APPRENTICE	
R06	6250	FACILITIES WORKER I	R06-1
R06	6837	MECHANICS HELPER	R06-2
R06	6251	FACILITIES WORKER II	R06-2
R06	6575	BLACKSMITH	R06-3
R06	6476	CARPENTER	R06-3
R06	6270	AUTOMOTIVE/EQUIPMENT MECHANIC	R06-3
R06	6703	OPERATING ENGINEER	R06-3
R06	6642	LOCKSMITH	R06-3
R06	6526	PAINTER	R06-3
R06	6940	FACILITIES MAINTENANCE MECHANIC	R06-3
R06	6616	MASON	<b>R06-3</b>
R06	6685	POWER PLANT OPERATOR	<b>R06-3</b>
R06	6533	ELECTRICIAN	R06-4
R06	6280	METAL WORKER I	<b>R06-4</b>
R06	6549	PLUMBER	R06-4
R06	6475	LEAD CARPENTER	R06-4
R06	6702	BUILDING SERVICE ENGINEER	R06-4
R06	6643	LEAD LOCKSMITH	R06-4
R06	6525	LEAD PAINTER	R06-4
R06	6941	FARM MAINTENANCE MECHANIC	R06-4
R06	6699	AIR CONDITIONING/REFRIGERATION MECHANIC	R06-4
R06	6532	LEAD ELECTRICIAN	R06-5
R06	6852	LEAD AUTOMOTIVE/EQUIPMENT MECHANIC	R06-5
R06	6281	METAL WORKER II	<b>R06-5</b>
R06	6548	LEAD PLUMBER	R06-5
R06	6474	SUPERVISING CARPENTER	R06-5
R06	6260	FACILITIES CONTROL SPECIALIST	<b>R06-5</b>
R06	6707	LEAD BUILDING SERVICE ENGINEER	R06-5
R06	6644	SUPERVISING LOCKSMITH	R06-5
R06	6524	SUPERVISING PAINTER	R06-5
R06	6534	SUPERVISING ELECTRICIAN	R06-6

CSU Proposal  
Mapping of CSU Classifications To Proposed Step Structure  
TEAMSTERS 9/5/2023

CBID	CLASS CODE	Class Title	PROPOSED STRUCTURE - GRADE
R06	6269	SUPERVISING AUTOMOTIVE/EQUIPMENT MECHANIC	R06-6
R06	6587	SUPERVISING METAL WORKER	<b>R06-6</b>
R06	6547	SUPERVISING PLUMBER	R06-6
R06	6700	SUPERVISING BUILDING SERVICE ENGINEER	R06-6
R06	6265	FACILITIES PROJECT SUPERVISOR	R06-6

**Notes**

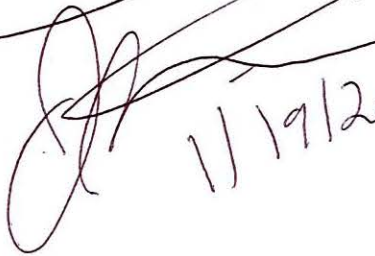
*Source: Extrapolated from Mercer's CSU Staff Compensation Program Assessment dated May 31, 2022, Pages 167-168*  
*Changes are shown in bold*

*Curry*  
*1/19/24*  
*Teamsters*

CSU Proposal - Step Structure  
 20 Steps at 2% Increments  
 Proposal for Teamsters - 09/05/2023

Structure-Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Range Spread
R06-7	\$100,574	\$102,585	\$104,637	\$106,730	\$108,865	\$111,042	\$113,263	\$115,528	\$117,839	\$120,196	\$122,600	\$125,052	\$127,553	\$130,104	\$132,706	\$135,360	\$138,067	\$140,828	\$143,645	\$146,518	46%
R06-6	\$89,959	\$91,758	\$93,593	\$95,465	\$97,374	\$99,321	\$101,307	\$103,333	\$105,400	\$107,508	\$109,658	\$111,851	\$114,088	\$116,370	\$118,697	\$121,071	\$123,492	\$125,962	\$128,481	\$131,051	46%
R06-5	\$80,464	\$82,073	\$83,714	\$85,388	\$87,096	\$88,838	\$90,615	\$92,427	\$94,276	\$96,162	\$98,085	\$100,047	\$102,048	\$104,089	\$106,171	\$108,294	\$110,460	\$112,669	\$114,922	\$117,220	46%
R06-4	\$71,971	\$73,410	\$74,878	\$76,376	\$77,904	\$79,462	\$81,051	\$82,672	\$84,325	\$86,012	\$87,732	\$89,487	\$91,277	\$93,103	\$94,965	\$96,864	\$98,801	\$100,777	\$102,793	\$104,849	46%
R06-3	\$64,260	\$65,545	\$66,856	\$68,193	\$69,557	\$70,948	\$72,367	\$73,814	\$75,290	\$76,796	\$78,332	\$79,899	\$81,497	\$83,127	\$84,790	\$86,486	\$88,216	\$89,980	\$91,780	\$93,616	46%
R06-2	\$57,120	\$58,262	\$59,427	\$60,616	\$61,828	\$63,065	\$64,326	\$65,613	\$66,925	\$68,264	\$69,629	\$71,022	\$72,442	\$73,891	\$75,369	\$76,876	\$78,414	\$79,982	\$79,982	\$79,982	40%
R06-1	\$51,000	\$52,020	\$53,060	\$54,121	\$55,203	\$56,307	\$57,433	\$58,582	\$59,754	\$60,949	\$62,168	\$63,411	\$64,679	\$65,973	\$67,292	\$68,638	\$68,638	\$68,638	\$68,638	\$68,638	35%

Notes  
 Some grades reach the maximum before the top step and are highlighted in light orange.

*TIA for CSU*  
  
*1/19/2024*



## ARTICLE 30

### LAYOFF

30.1 It is the intent of the Employer to provide stability of employment to the employees.

**30.X1 Prior to providing layoff notice, the President shall consider alternative programs intended to mitigate potential layoffs. If the President determines such a program(s) is appropriate, the CSU will notify the Union. The Union may then request to meet and confer over these programs.**

30.2 When the President determines that a layoff is necessary on a campus because of a lack of work and/or a lack of funds, the following procedures shall apply.

A layoff shall refer to an involuntary separation, involuntary reduction in an employee's timebase, or an involuntary pay plan change. Non-reappointment of a temporary employee does not constitute a layoff.

#### Notice of Layoff

30.3 ~~When the CSU determines that there is a need for implementation of any procedures outlined in this Article, the CSU agrees to immediately notify the Union.~~ **When the CSU determines a need for any unit 6 layoff, the Union shall be notified immediately.** The Union may submit a written request to the Office of the Chancellor to meet and confer ~~with the Union~~ on the bargaining unit impacts including, but not limited to, voluntary programs, reduced work time, leaves of absence, and any other remedy to mitigate layoffs.

#### Order of Layoff

30.4 Layoff shall be within a defined occupational series grouping as established by Appendix B. The order of layoff shall be:

- a. first, Limited Hourly employees:
- b. second, Temporary employees:

- c. third, Apprentices;
- d. fourth, Probatinary employees; and,
- e. last, Permanent employees.

- 30.5 When there is a layoff pursuant to provision 30.2 above, Limited Hourly, Temporary, Apprentice, and Probatinary employees shall be laid off in a defined occupational series grouping without regard to length of service. Layoff is to be determined by merit and competency in relation to program needs.
- 30.6 Permanent employees shall be laid off in a defined occupational series grouping as defined in Appendix B in reverse order of seniority.
- 30.7 An employee who possesses documentable specialized skills that are needed for the program not possessed by other employees in classification(s) undergoing layoff may be excluded by the President from the layoff list.

#### Computation of Seniority Points

- 30.8 All employees (Limited Hourly, Temporary, Apprentice, Probationary, and Permanent) earn seniority points but are not credited with these seniority points until they become Permanent employees.
- 30.9 Permanent employees shall be credited with seniority points for service in a defined occupational series grouping for each qualifying month of employment as described in provision 30.11 below.
- 30.10 For the purpose of computing Permanent employee seniority credit, length of service includes continuous time served as a Limited Hourly, Temporary, Apprentice, Probatinary, or Permanent employee in a defined occupational series grouping, and is counted from the date of appointment to a class within a defined occupational series grouping.

Time worked is credited as follows:



- a. One (1) seniority point for every month worked on an appointment of more than three-quarters.
  - b. Three-quarters (.75) points for every month worked on a three-quarters appointment.
  - c. One-half (.5) point for every month worked on a half-time appointment.
  - d. Five hundredths (.05) of a point for month worked on an intermittent appointment.
- 30.11 Seniority credit is counted from the first calendar month of appointment to the current classification or classification within a defined occupation series grouping, if the appointment date is on or before the fifteenth (15th) calendar day of that month. Seniority credit is counted from the second calendar month of appointment to the current classification or skill level within a classification held if the appointment is after the fifteenth (15th) calendar day in that month.
- 30.12 The parties may mutually agree that an employee may be temporarily assigned to a position in another classification at a salary rate appropriate for the temporarily assigned duties and responsibilities. Such temporary assignment shall not exceed six months (180 days), except by mutual agreement of the parties. A temporary assignment implemented under this provision shall not be considered as a break in service for computation of seniority points, and an employee on such temporary assignment shall retain bargaining unit status.
- 30.13 In no case shall a Permanent employee earn more than twelve (12) seniority points per year.
- 30.14 In the event a class is abolished or the use of the class restricted and a new class established in its place, all time served in the prior comparable class shall be counted as service in the new class, as long as both classes are within the same occupational series grouping.

Tie-Breaking in the Order of Layoff

- 30.15 A tie exists when two (2) or more Permanent employees in a defined occupational series grouping undergoing layoff have the same number of seniority points.

- 30.16 In establishing the layoff order of Permanent employees, ties shall be broken considering only the following factors:
- a. specialized skills and competencies of the employee; and
  - b. documented meritorious service by the employee.
  - c. **if the President is unable to break the tie based on a and b above, the following method will be used:**
    - **The employee, with the lowest last digit of their CSU Employee Identification Number, remains.**
    - **If a tie still exists, the employee with the lowest second to last digit remains.**
    - **This process continues until the tie no longer exists.**

#### Voluntary Programs to Avoid Layoff

- 30.17 ~~At least seventy-five (75) days prior to the effective date of a layoff~~ **After providing the initial notice of layoff to an employee, the President shall make available ensure that voluntary programs designed to reduce layoffs are available. to avoid layoff in order to determine whether such programs can effectively mitigate the need to layoff. Response to these programs will be evaluated by the President to determine whether they will effectively mitigate the need to layoff.**
- 30.18 Such programs shall include, but shall not be limited to:
- a. A voluntary **reduction in work time.** ~~reduced worktime program may reduce the time worked by an employee within the workweek or within the workyear.~~
  - b. Leaves of absence without pay in accordance with Article 19. ~~Leaves of Absence Without Pay, of this Agreement.~~

#### Notice of Layoff

- 30.19 A Temporary, Intermittent, Apprentice or Probatory employee who is to be laid off shall receive notice of such layoff from the President no later than forty-five (45) calendar days before the effective date of layoff.

30.20 A Permanent employee who is to be laid off shall receive notice of such layoff from the President no later than sixty (60) calendar days prior to the effective date of layoff. ~~Such notice shall be in writing and mailed by certified mail, return receipt requested, to the employee's last known address.~~

**Notification of a layoff should be given in-person. If a campus determines an in-person meeting is not practicable, other options may include virtual meeting or telephone. In all cases, the written notice will also be provided by tracked mail delivery to the employee's last known address. Confirmation of service shall be recorded by the campus.**

#### Employee Options in Lieu of Layoff

30.21 A Permanent employee who has received a notice of layoff shall have the right to elect transfer to any vacancy for which they are currently qualified in the unit at the campus where notice occurred. Such qualification shall be determined in the normal manner. When two (2) or more such Permanent employees elect transfer to the vacancy, the employee to be transferred shall be selected on the basis of any of the following factors:

- a. specialized skills and competencies of the employees; and
- b. documented meritorious service by the employee.

30.22 A Permanent, Probatary, or Apprentice employee who has received a notice of layoff may elect to be transferred or demoted to any previously held classification outside of the occupational series grouping in which they held permanent status at the campus, provided there has been no break in service.

30.23 In order to elect provision 30.22 or 30.23 of this Article, an employee must notify the campus Personnel Office in writing of their election not later than seven (7) calendar days after receiving the notice of layoff.

30.24 An employee replaced by the demotion or transfer of an employee who has received a notice of layoff shall have the same rights as outlined in provisions 30.22 and 30.23 of this Article.

30.25 If an employee elects a demotion in lieu of layoff, they shall receive a payment above the maximum in accordance with Article 24, Salary.

### Re-employment Rights

30.26 The names of laid off permanent employees shall be entered on a re-employment list by classification in order of seniority. An employee's name shall remain on the re-employment list until the employee returns to a position within the defined occupational series group in the same classification or lower classification held at the time of layoff and at the same timebase as previously held.

In no case shall a name remain on the re-employment list for more than three (3) years.

### **30. X3 The following process will be used to offer reemployment:**

- **The campus will contact the employee by telephone and email to offer the employee reemployment.**
- **If the employee has not accepted or declined the offer of reemployment within two (2) days, then the campus will mail the offer to the employee's last known mailing address.**
- **The employee has fourteen (14) days from date of the first telephone call to accept or decline the offer of reemployment.**
- **If the employee fails to respond within the fourteen (14) day period, the offer will be considered declined.**

**The employee is responsible for keeping their contact information up to date with the Human Resources Office.**

30.27 Position vacancies in the same or lower classifications in a defined occupational series group for which there are names of qualified individuals on the re-employment list as established in provision 30.27 above shall not be filled without first making an offer of re-employment to those on the list. If an individual on the re-employment list declines two (2) such offers, the employee waives their re-employment rights. An individual on a re-employment list may request inactive status for up to one (1) year.

30.28 An employee re-employed under the conditions of this Article shall retain permanent status rights, service credit (subject to PERS regulations), salary step, sick leave, and seniority credits they held at the date of layoff.

30.29 Provisions of this Article shall apply only to the campus where the layoff occurred, except for provision 30.31 below.

Re-employment Opportunities

30.30 The CSU shall post all bargaining unit vacancies on the CSU careers section of the CSU website, thereby making available to employees information regarding employment opportunities at all CSU campuses. Employees in receipt of notice of layoff shall be notified of the opportunity to register online at the CSU Careers website in order to receive ~~RSS feeds, or~~ emails announcing position vacancies in the bargaining unit. Should such an employee be unable to receive such communications, they may request that Teamsters Local 2010 be sent those communications on their behalf.

No campus may fill a vacancy without first ascertaining whether there are individuals in the applicant pool who hold reemployment rights under Article 30.27. If such individuals have applied for the vacancy and self-identified as a laid-off employee or an employee in receipt of a layoff, they shall be interviewed.

30.31 The number of student work hours in this unit at a campus shall not be increased in the event of layoff of bargaining unit employees at that campus.

For Teamsters Local 2010:



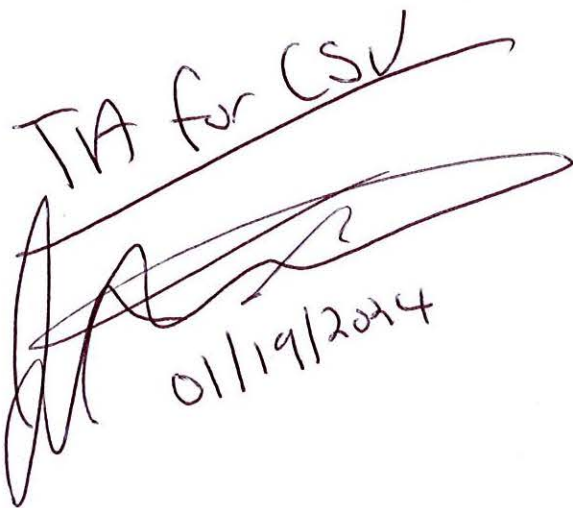
For the California State University:

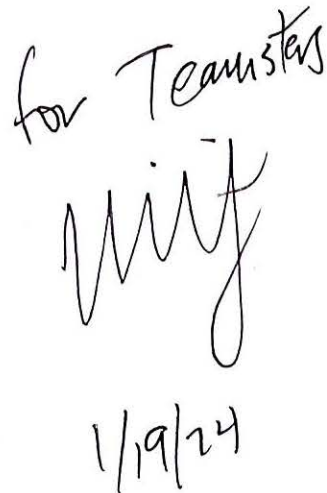


**ARTICLE 32**

**DURATION AND IMPLEMENTATION**

- 32.1 This Agreement shall remain in full force and effect from the date of ratification by both parties up to and including ~~June 30, 2026~~ June 30, 2023.
- 32.2 Negotiations for a successor agreement shall commence when the Union delivers to the CSU its proposals in writing no earlier than October 1, ~~2022~~ 2025 and no later than October 31, ~~2022~~ 2025.
- 32.3 Any term(s) of this Agreement which is deemed by the Employer to carry an economic cost shall not be implemented until the Employer determines that the amount required therefore has been appropriated and makes such amount available for expenditure for such purpose. If the Employer determines that less than the amount needed to implement this Agreement or any provision herein has been appropriated or makes available less than the amount needed to implement this Agreement or any provision herein, the term(s) of this Agreement deemed by the CSU to carry economic cost shall automatically be subject to the meet and confer process.
- 32.4 This Agreement may be amended or modified from time to time by mutual agreement in writing, and any such amendments or modifications shall become a part of this Agreement. All supplements to be effective must be signed by the parties.

TIA for CSU  
  
01/19/2024

for Teamsters  
  
1/19/24



For CSU  
01/24/2023

1-26-2023  
1/18/23  
TA [Signature]

## APPENDIX D-\_\_

**Memorandum of Understanding (MOU)  
Regarding New Teamsters 2010SETC Bargaining Unit Employee Orientation**

The Public Sector Employee Orientation Law (AB 119), in its legislative findings, sets out that a union's ability "to communicate with the public employees it represents is necessary to ensure the effectiveness of state labor relations statutes, and the exclusive representative cannot properly discharge its legal obligations unless it is able to meaningfully communicate through cost-effective and efficient means with the public employees on whose behalf it acts. In most cases, that communication includes an opportunity to discuss the rights and obligations created by the contract and role of the representative, and to answer questions. That communication is necessary for harmonious public employment relations and is a matter of statewide concern."

In order to carry out the legislative intent and to implement the provisions of AB 119, Teamsters Local 2010 State Employees Trades Council United (Teamsters 2010SETC); when referred to in this MOU, Teamsters 2010SETC is understood to be represented by Teamsters 2010SETC staff members, the campus Teamsters 2010SETC Steward Chapter President, and/or Teamsters 2010SETC campus-based designee(s) of the aforementioned) and California State University (CSU) agree to the following terms:

## DEFINITIONS

1. Consistent with state law, "**onboarding**" is understood to mean the process by which New Teamsters 2010SETC Bargaining Unit Employees are advised of their employment status, rights, benefits, duties, and responsibilities as outlined in paragraphs 3 through 11. It may happen in person, online, through electronic communications, and/or mail or postal courier.
2. "**New Teamsters 2010SETC Bargaining Unit Employee**" means any newly hired Teamsters 2010SETC Employee as defined in Article 2.12 of the Teamsters 2010SETC-CSU Collective Bargaining Agreement.

## ORIENTATION EVENTS AND PROGRAMS

3. In instances in which New Teamsters 2010SETC Bargaining Unit Employees are "onboarded" by way of a New Employee Orientation, in which there is a program and/or an agenda, Teamsters 2010SETC will receive thirty (30) days' notice of such events. When onboarding events are scheduled with less than thirty days' notice Teamsters 2010SETC will receive a notice of the event as soon as the information is available for distribution to new employees. At the request of Teamsters 2010SETC, and if available, the union shall receive confirmation of new employee attendance.



4. Teamsters 2010SETC will be allotted a mutually agreeable time in the program up to a maximum of thirty (30) minutes (or less if agreed to, by both the parties). The allotted time shall be scheduled alongside other campus unions. Additional arrangements may be made by mutual agreement between campuses and their local Teamsters 2010SETC chapter to supplement this arrangement.
5. When New Employee Orientation programs are held in spaces that accommodate audio-video media and other technology consistent with "smart classrooms," Teamsters 2010SETC shall have access to and use of the technology in its presentation upon request and with reasonable notice to the appropriate administrator.
6. In order to allow Teamsters 2010SETC stewards to participate in orientations, the CSU shall permit Teamsters 2010SETC stewards reasonable leave to represent Teamsters 2010SETC at orientation sessions upon request and so long as there is no demonstrable interference with campus programs or operations.

## OFFICE VISITS

7. In instances in which New Teamsters 2010SETC Bargaining Unit Employees are "onboarded" through scheduled office visits to Human Resources, or equivalent units, the CSU shall inform Teamsters 2010SETC of any appointments scheduled via a calendar to be shared with Teamsters 2010SETC. Additional arrangements may be made between campuses and their local Teamsters 2010SETC chapter to supplement this arrangement. Teamsters 2010SETC will be provided the opportunity to attend such appointments, and Teamsters 2010SETC will provide advance notice of Teamsters 2010SETC attendance. When onboarding occurs through drop-in visits or Teamsters 2010SETC representatives are unavailable, the CSU agrees to provide New Teamsters 2010SETC Bargaining Unit Employees with a "packet" to be supplied by Teamsters 2010SETC for such purposes. CSU agrees that when it distributes Teamsters 2010SETC packets, or supplies any information about Teamsters 2010SETC, its agents will do so without commentary or information beyond the source (the union, Teamsters 2010SETC). The CSU is not required to offer Teamsters 2010SETC's packet more than once to any New Teamsters 2010SETC Bargaining Unit Employee.

## MAIL AND ONLINE

8. In instances in which New Teamsters 2010SETC Bargaining Unit Employees are "onboarded" remotely by U.S. mail, other courier services, email, and/or other online mechanisms, the CSU agrees to provide New Teamsters 2010SETC Bargaining Unit Employees with a "packet" to be supplied by Teamsters 2010SETC for such purposes. Teamsters 2010SETC packets will be provided in the format utilized by the campus (paper or electronic) for New Teamsters 2010SETC Bargaining Unit Employees who do not physically present themselves to CSU's administrative offices. If the CSU is unable to



distribute Teamsters 2010SETC's "packet" in the format provided, the parties agree to reach alternative solutions at the campus level. CSU agrees that when it distributes Teamsters 2010SETC packets, or supplies any information about Teamsters 2010SETC, its agents will do so without commentary or information beyond the source (the union, Teamsters 2010SETC). The CSU is not required to offer Teamsters 2010SETC's packet more than once to any New Teamsters 2010SETC Bargaining Unit Employee.

9. In the official notification of appointment of a New Teamsters 2010SETC Bargaining Unit Employee, the CSU agrees to include the following statement which will be attributed to Teamsters 2010SETC: "-You are represented by Teamsters 2010, our Union consists of 15,000 higher education employees supporting the missions of California Universities. As your Union, we help support and bargain for wages, hours, and conditions related to your employment. Take the time to join Teamsters 2010, so you may have the opportunity to receive pertinent information related to your employment. You can find more information at the following website or by contacting your local representative. [https://teamsters2010.org/join-the-teamsters/http://teamsters2010.org/index.cfm?zone=/unionactive/form\\_page.cfm&formID=7660](https://teamsters2010.org/join-the-teamsters/http://teamsters2010.org/index.cfm?zone=/unionactive/form_page.cfm&formID=7660)." This message and link may be updated annually upon the union's request. If the CSU objects to the content of any updated message because it deviates from the purpose of this MOU, the parties agree to submit the matter to a neutral third party (next available arbitrator in current Article 9 panel).
10. If a campus offers a web page devoted to onboarding New Teamsters 2010SETC Bargaining Unit Employees, the CSU agrees to include the following statement which will be attributed to Teamsters 2010SETC: "'You are represented by Teamsters 2010, our Union consists of 15,000 higher education employees supporting the missions of California Universities. As your Union, we help support and bargain for wages, hours, and conditions related to your employment. Take the time to join Teamsters 2010, so you may have the opportunity to receive pertinent information related to your employment. You can find more information at the following website or by contacting your local representative. [https://teamsters2010.org/join-the-teamsters/http://teamsters2010.org/index.cfm?zone=/unionactive/form\\_page.cfm&formID=7660](https://teamsters2010.org/join-the-teamsters/http://teamsters2010.org/index.cfm?zone=/unionactive/form_page.cfm&formID=7660)." This message and link may be updated annually upon the union's request. If the CSU objects to the content of any updated message because it deviates from the purpose of this MOU, the parties agree to submit the matter to a neutral third party (next available arbitrator in current Article 9 panel).

## **DROP-IN HOURS**

11. On campuses in which open/drop-in hours are provided for New Teamsters 2010SETC Bargaining Unit Employees to complete "onboarding," the campuses shall provide the times and locations to Teamsters 2010SETC's campus chapter (care of Teamsters 2010SETC staff and/or Teamsters 2010SETC StewardChapter President).

## EMPLOYEE INFORMATION

12. AB 119 requires the CSU to provide the name, job title, department, work location, work, home, and personal cellular telephone numbers, personal email addresses, and home address on file for newly hired Teamsters 2010SETC Bargaining Unit Employees within 30 days of the date of hire or by the first pay period of the month following hire. The parties agree to continue to adhere to Article 7.8 of the Collective Bargaining Agreement. Nothing ~~is~~ in this agreement is intended to undermine or discourage campus and local Teamsters 2010SETC chapters from developing and/or maintaining additional campus-based practices regarding the provision of employee information.
13. AB 119 requires the CSU to provide the name, job title, department, work location, work, home, and personal cellular telephone numbers, personal email addresses, and home address on file for all employees at least every 120 days. The CSU shall provide the required information by November 15 and May 15 of each year based on data available as of October 31 and April 30 of each year. Notwithstanding this provision, the CSU shall supply information at any time upon request of Teamsters 2010SETC.

## ADDITIONAL TERMS

- ~~14. This MOU shall be in effect through December 31, 2018, but shall be extended automatically if the parties have not agreed to new terms. However, consistent with AB 119, the parties shall go to interest arbitration if they are unable to reach agreement within 60 days of bargaining over a successor agreement for New Employee Orientation. Upon mutual agreement, the parties may extend the 60 day bargaining period.~~
- ~~15.~~14. Any dispute regarding the enforceability or terms of the Agreement shall be adjudicated in accordance with the grievance procedure contained in Article 9 of the current Collective Bargaining Agreement.



CSU #5  
04/07/2023

CSU TA  
06/21/2023

Appendix XX

TA Ming  
Teamsters  
6/21/23

Arbitrators

- Robert Bergeson
- Norman Brand
- Christopher Cameron
- Juan Carlos Gonzalez
- Najeeb Khoury
- Paul Roose
- Carol Vendrillo
- Matthew Goldberg
- Luella Nelson

Mediators

- Christopher Cameron
- Najeeb Khoury
- Paul Roose

(Note: Parties continuing to bargain on the inclusion of Umpire for in-range progression procedure, if any)

## **CSU / TEAMSTERS MOU Cumulative Length of Service**

CSU and Teamsters agree to clarify the definition of “Target Step” in Provision 24.X2 and 24.X3 of the tentative agreement reached between CSU and Teamsters Local 2010 on January 19, 2024 as set forth below and contained in the Attached Article 24.

The term “Target Step” refers to the salary step that corresponds to the employee’s length of cumulative service in their current classification at their current campus (as of October 1, 2024).

Cumulative length of service excludes:

- Time spent at another CSU campus.
- Time spent in a different classification and/or skill level (including Teamsters and/or non-Teamsters classifications).
- Any time prior to a break in service. A break in service is an employment separation of, or employment at another CSU campus, of six months or more.

Exceptions to exclusions:

- When an employee is in a classification that originated after the abolishment of a prior classification, time in said abolished classification shall be counted when calculating cumulative service to establish Target Step.
- In the event that an employee utilized retreat rights during a layoff scenario, time in the higher classification shall be used for purposes of calculating placement on the step scale.
- In the event that an employee was on the layoff list and returned to their same classification through the rehire list, regardless of length of separation, all time in the classification prior and after the layoff shall be used for purposes of step placement. The period of time on the layoff list shall not be included in the calculation of cumulative time.

Modifications to the above definition may be made by mutual agreement.



The CSU will provide the union with a list of employees and their identified length of service in their current classification at their current campus. The union is encouraged to bring any concerns to the attention of the University for its evaluation. These concerns should be brought forward within thirty (30) days of receiving the list.


For Teamsters Local 2010:

For the California State University:

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Jason Rabinowitz (Mar 1, 2024 15:44 PST)

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