

PROCEDURE

1. Employee requests advance supervisory approval of need to be absent from work.
2. Supervisor obtains necessary information from employee (including rescheduling time off, if necessary) and completes absence slip.
3. Employee notifies immediate supervisor of return to work, or alternate supervisor as established by management if emergency necessitates.
4. If necessary, supervisor revises return time on absence slip.
5. Supervisor **a)** gives original to department leave recordkeeper **b)** gives copy to employee **c)** sends copy to Human Resources Office.

Communication Committee – Article 5

5.3 The University will release employee representatives for time spent in committee meetings. Employees attending committee meetings during their scheduled work time shall suffer no loss in pay. Time spent by employees attending committee meetings outside their scheduled work time will not be considered time worked and will not result in additional compensation.

Contract Administration Training – Article 7

7.2 Time spent by designated Bargaining Unit participants in joint training activities developed pursuant to this article will be considered time worked. No overtime or comp time will be paid as a result of attendance at this training.

Discipline – Article 11

11.2.2 Employees are entitled, at their option, to have Union representation during any investigatory interview conducted by the University that the employee reasonably believes may result in discipline of the employee. During any such investigatory interview, a participating Union representative will be given the opportunity to ask questions, offer additional information and counsel the employee, but may not obstruct the University's investigation.

Grievance Procedure – Article 22

22.4 The employee on whose behalf the grievance has been filed will be provided paid release time, during work hours to attend and participate in all grievance proceedings/meetings. In the case of a grievance filed on behalf of a group of employees, up to two (2) employees may be chosen to represent the grievance, and they will be provided with paid release time during work hours to attend and participate in all grievance proceedings/meetings. No overtime or comp time will be paid as a result of participation in the grievance proceedings.

22.5 The employee(s) will have the right to union representation at every step of the grievance process.

22.6 The Union, as exclusive representative, is considered the primary representative of the employee(s) in grievance matters and has the right in a grievance to designate the person who will represent the employee(s) on behalf of the Union.

22.6.1 The University recognizes the right of the Union to designate Union Stewards who are authorized to investigate and represent the employee(s) during the grievance process. Pursuant to the provisions outlined in ARTICLE 56 – UNION REPRESENTATION, Union stewards will be granted a reasonable amount of paid time during their normal working hours to investigate and process grievances.

Health & Safety – Article 23

23.2.1 Employee participation in safety and health committee meetings will be considered time worked. No overtime or comp time will be paid as a result of participation on this committee.

Miscellaneous Provisions – Article 33

33.2 The Union may submit proposed agenda items through the Local 330 President to the CWU President's Office for consideration for submission to the CWU Board of Trustees. The Union may designate an employee representative from Bargaining Unit I who may attend the Board Meeting when such items are on the agenda. This Bargaining Unit I employee representative at Board Meetings shall receive paid time. No overtime or compensatory time will be paid as a result of attendance at these meetings. Any travel or other expenses that may be incurred for attendance at such meetings shall be borne by the Union.

Parking – Article 37

37.5.1 Employee participation in the Parking Advisory committee meetings will be considered time worked. No overtime or comp time will be paid as a result of participation on this committee.

Union – Management Relations – Article 55

55.7 Employees and designated resource people participating in Union-Management meetings to discuss mandatory subjects of bargaining per this Article will be in pay status during time spent participating. Time spent by employees attending these meetings outside their scheduled work time will not be considered time worked and will not result in additional compensation.

Union Representation – Article 56

56.3 Union stewards will be granted a reasonable amount of paid release time during their normal working hours to conduct representational activities. Union stewards will obtain approval from their supervisor prior to conducting representational activities. Notification will include the approximate amount of time the steward expects the activity to take. Any University business requiring the employee's immediate attention will be completed prior to attending the activity. Attendance at activities during the union steward's non-work hours will not be considered as time worked. Union stewards may not use state vehicles to travel to and from a work site off the University's Ellensburg campus in order to perform representational activities.

56.3.1 Use of Paid Release Time

56.3.1.1 Paid Release Time is intended to be used by Union shop stewards for legitimate Union-related business.

56.3.1.2 All release time must be requested in advance from the employee's supervisor and is subject to said supervisor's approval which shall be based on operational necessity to the University. The immediate supervisor must be notified by the employee as soon as possible upon return. In the case of an emergency where the immediate supervisor can not be contacted, an alternate supervisor as established by management within the department, shall be contacted for approval and/or return notification.

56.3.2 Overtime or compensatory time will not be incurred as a result of paid release time granted pursuant to this Agreement.

56.5 If the amount of time a steward spends performing representational responsibilities is affecting his or her ability to accomplish assigned duties, the University will not continue to release the employee and the Union will be notified.

56.6 Any use of release time must be documented on leave slips and time sheets. Supervisors may deny a request for release time and/or request that the employee seek a delay of the activity.

56.7 Except as provided for in this Article or elsewhere in this Agreement, employees may not use paid work time, University supplies or other University resources for Union business or activities.