

- (b) Each Human Resources Operations Office will maintain a paper copy of the agreement accessible to union members during normal business hours.
- (c) The Employer shall allow distribution through campus mail as needed.
- (d) The Employer will provide all current and new employees with a link to the new Agreement.

## **ARTICLE 56 – UNION MEMBERSHIP, DUES DEDUCTION, AND STATUS REPORTS**

### **56.1 Dues Deduction.**

Upon authorization by an individual employee to the Union, the Employer shall provide for the semi-monthly payroll deductions of union dues which are uniformly applied to all members in those bargaining units in which the Union is the exclusive bargaining agent.

- A. The Union shall transmit to the Employer by the cut-off date for each payroll period, the name and Employee ID number of employees who have, since the previous payroll cut-off date, provided authorization for deduction of dues, COPE, or have changed their authorization for deduction.

### **56.2 Indemnification.**

The Union and each employee authorizing the assignment of wages for the payment of Union dues hereby undertakes to indemnify and hold the University harmless from all claims, demands, suits or other forms of liability that may arise against the University for or on account of any deductions made from the wages of such employees or for any action taken in compliance with this Article.

### **56.3 Remittance of Dues.**

The Employer shall electronically transmit to the Union on the first bank working day after each payday all dues deducted for that pay period in those bargaining units for which the Union is the exclusive bargaining representative.

### **56.4 Revocation**

An employee may revoke their authorization for payroll deduction of payments to the Union by written notice to the Union in accordance with the terms and conditions of their signed membership card. Every effort will be made to end the deduction effective on the first payroll, and not later than the second payroll, after receipt by the Employer of confirmation from the Union that the terms of the employee's signed membership card regarding dues deduction revocation have been met.

### **56.5 Listing of Employees.**

- a. Authorized Use - All Reports

The information contained in the requested reports would be provided to each Union for the sole and exclusive purpose of enabling the Union to fulfill their representational responsibilities as the collective bargaining representative for the UW employees about whom the information is requested. No personally identifiable data will be published or shared by any Union, except among those within each Union with a need-to-know for the purpose of enabling the Union to fulfill its representational responsibilities as the collective bargaining representative for the University employees about whom the data or information is requested.

Information provided pursuant to this Section will be maintained by the Union in confidence according to the law. The Union will indemnify the Employer for any violations of employee privacy committed by the Union pursuant to this Section.

**Each pay period UW shall provide the following four reports electronically in EXCEL format**

**A. Total Compensation and deductions**

Name  
Home Address  
Home phone  
Cell phone  
Work phone  
Work location (building)  
Work location (address)  
Work station or office (suite and/or number)  
Employee ID number  
Personal Email  
UW email  
UW mailbox  
Employment status  
Employment status effective date  
Job classification  
Department  
Pay grade  
Pay step  
Pay rate salary  
Hourly rate  
Supervisor  
Supervisor email  
Race  
Gender  
DOB  
Date of hire  
Job title  
Job class code

Shift  
Deduction amount dues  
Deduction amount other  
Deduction amount cope  
Total wages for the pay period  
Total base pay for pay period  
Total overtime pay for pay period  
Total overtime hours per pay period  
Total hours worked in the pay period  
Days in the pay period  
Total hours for each class/type of differential and or/ premium pay for the pay period  
Total wages for each class/type of differential and or/ premium pay for the pay period  
Total wages year to date.  
Pension plan enrollment (which plan)  
Position number  
Medical plan enrollment (which plan)  
Bargaining Unit  
Total FTE  
Anniversary date (step date)  
Employment status (regular fulltime, regular part time, hourly, fixed duration part time, fixed duration full time)

**B. All appointment list**

All information above with wages and codes organized by appointment including:

- a. Id by each worker.
- b. Appointment budget number(s)
- c. Beginning date
- d. End date
- e. Department and /or hiring unit
- f. College/Org name
- g. Job Classification
- h. Job Classification Code
- i. Full time salary or hourly rate
- j. Appointment/FTE Percentage
- k. Appointment status
- l. Appointment term
- m. Distribution line information.
- n. Position number
- o. Earnings in last pay cycle
- p. Hours worked in last pay cycle
- q. FTE in last pay cycle

**C. Change Report**

Name,

Job classification,  
Job classification code,  
Department,  
Employee id,  
Original hire date,  
Status change date,  
Termination/separation date if any,  
Reason for status change, nature of status change,  
Reason for termination/separation  
LOA effective date,  
Nature of LOA  
New hire date  
New Hire

**D. Vacancy Report**

Position Number,  
Job Classification  
Date of vacancy  
Elimination date of vacancy  
Reason for elimination (filled, deleted, transferred to a different classification/status)

56.6 Privacy Rights of Union Members

In recognition of the privacy interests of all persons covered under this Agreement, the Employer will not disclose any personally identifiable wage or deduction information, or membership status, concerning persons covered by this Agreement to any members of the public or to nongovernmental organizations except to the extent required by law, including the Public Disclosure Act and the Freedom of Information Act.

**ARTICLE 57 – MANAGEMENT RIGHTS AND RESPONSIBILITIES**

The Employer through its designated management personnel or agents has the right and responsibility, except as expressly modified by this Agreement, to control, change, and supervise all operations and to direct and assign work to all working forces. Such rights and responsibilities shall include by way of illustration but shall not be limited to: the selection and hiring, training, discipline and discharge, classification, reclassification, layoff, promotion and demotion or transfer of employees; the establishment of work schedules; the allocation of all financial and other resources; the control and regulation of the use of all equipment and other property of the Employer. The Employer shall determine the methods, technological means and qualifications of personnel by and for which operations are to be carried out. The Employer shall take whatever action as may be necessary to carry out its rights in any emergency situation.

Application of this Article shall not preclude the use of the grievance procedure as established in this Agreement.