

Section 8. The Union will submit to the Office of Labor Relations the name of each steward and the assigned jurisdiction of the steward. In the event of a re-designation of stewards, notice shall be provided to the University at least two days prior to the date such steward is recognized. Stewards will only process grievances within their steward jurisdiction, unless otherwise mutually agreed.

Section 9. The University shall provide paid release time for up to five (5) ASEs designated by the Union for the purpose of bargaining a replacement agreement.

Section 10. The University will provide a bulletin board space for the Union in those Departments where ASEs work.

Section 11. The University shall furnish an electronic copy to the Union of the Annual Graduate Student Financial Support Summary Report (ethnic breakdown).

Section 12. New ASE Rights.

- A. The University shall provide each new ASE, at the same time as providing forms required for new employment (e.g. W4 and I9), introductory materials from the Union, including a Union Membership Election Form and Voluntary Community Action Program (VCAP) form.
- B. In exceptional situations where the ASE has completed other required employment forms before they are hired into the bargaining unit, the University shall provide introductory materials from the Union, including a Union Membership Election Form and Voluntary Community Action Program (VCAP) form, at the time they are hired into the bargaining unit.
- C. The University will make every reasonable effort to have completed Membership Election Forms and VCAP forms returned to the Union within ten (10) calendar days of receipt and to notify the Union within ten (10) calendar days of all new ASEs hired to include name, home department/hiring unit, job code, home address, mail stop, Employee Identification Number, and appointment start date. The University shall meet with the Union to develop the method of notification.

Section 13. Training. Prior to the start of Fall Quarter 2018, the parties will jointly develop training for management summarizing changes from the prior collective bargaining agreement. The University and Union shall meet quarterly to discuss any training needs related to contract administration.

ARTICLE 30 - UNION SECURITY

Section 1. Union Membership. Employees who are covered under this Agreement may choose to execute a Union membership and payroll deduction form. The UAW will provide the University with the formula for calculating the dues and initiation fees.

Section 2. Upon ratification of this Agreement, the Union shall notify all ASEs of the option that they may join the Union. The notice shall include an application for Union

membership card and a dues authorization card. The notice shall be provided to all ASEs both electronically and in hard copy.

- 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 with new or changed deduction authorizations.

Section 3. Upon notification from the Union of an ASE's written authorization, the University shall deduct Union dues from each paycheck, and remit the same together with a list of names of the ASEs from whom deductions were made. The list shall contain: the employee's name, unique ID number, home department, amount of dues/initiation fees/VCAP deducted and gross wages. The University shall transmit this data in electronic format.

Section 4. Payroll deduction notifications will be processed in the pay period received. Payroll deduction notifications received by the deduction cutoff deadline for a pay period will be processed for the payday that corresponds to that pay period. The University is not required to make retroactive deductions if an employee is out on an unpaid leave of absence or other unpaid status. The University will determine the deduction cutoff deadline for each pay period and inform the Union in writing of all such deadlines, or changes to deadlines, as soon as is practicable but no later than two (2) weeks prior to the implementation of a new deadline.

Section 5. The University shall electronically transmit to the Union on the first bank working day after each payday all dues, initiation fees, and VCAP deducted for that pay period.

Section 6. The Union specifically agrees that the University shall assume no obligation other than that specified in this Article, or any financial liability, including the payment of any retroactive dues/service fees, arising out of the provisions of this Article. Further, the Union agrees that it will reimburse the University for any costs, and indemnify and hold the University harmless from any claims, actions, or proceedings by any person or entity arising from any deductions made or other actions taken under this Article. This indemnification includes the cost of representation.

Section 7. If an ASE contacts the University to request that payroll deduction be ended, the University will promptly refer the ASE to the Union to process the request. The University may request a copy of an employee's signed card at any time.

ARTICLE 31 - VOLUNTARY COMMUNITY ACTION PROGRAM (VCAP)

Upon presentation of a legible signed authorization form executed by an ASE, the University agrees to provide a voluntary check off for the UAW Voluntary Community Action Program (VCAP) in accordance with the following provisions: