

Summary of SEIU 925 Libraries - UW 2023 - 2026 Collective Bargaining Agreement

CONTRACT PROVISION	SUMMARY OF CHANGES
Article X – Preamble and Purpose	The parties agreed to similar contract language contained in other SEIU 925 CBAs with minor edits to the reference of previous professional staff retitled to Professional Libraries and Press Employees. The parties agreed that the Librarian Personnel Code, Professional Staff Program, and the Appointment and Promotion of Librarians for the Gallagher Law Library shall not apply.
Article X – Non-Discrimination	The parties agreed to similar contract language contained in other SEIU 925 CBAs with the addition of citizenship as another category protected from discrimination.
Article X – Workplace Behavior	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, adding in language on appropriate behavior and that the values of equity and diversity should inform all conversations, decisions, and outcomes.
Article X – Affirmative Action	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, updated to reflect current practice, and clarifying that affirmative action reports can be requested by the Union.
Article X – Grievance Procedure	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, outlining a new process for union grievances.
Article X – Employee Rights	The parties agreed to contract language contained in other SEIU 925 CBAs regarding employee rights for union representation, paid release time, and notice for union meetings.
Article X – Employee Facilities	The parties agreed to language regarding adequacy of facilities for employees. The parties agreed that the Employer will continue to provide access to wellness rooms for medical needs, lactation, and/or religious and spiritual practice. Additionally, the parties agreed to language that when an employee is required to report to a UW worksite that is not their typical work location, temporary workspaces will be made available.
Article X – New Employees	The parties agreed to language which encourages in-person new employee orientation. Online new employee orientations (self-paced option) will be offered to employees in locations or positions that cannot attend in-person. The language makes clear that new employees will be onboarded and trained on their duties for their specific department.
Article X – Probation for Professional Libraries and Press Employees	The parties agreed to language which includes a six consecutive month probationary period upon the initial appointment into a Professional Libraries and Press Employee position. Probation may be extended up to twelve months, which includes a written explanation, but would not be a normal practice. Feedback shall be provided during the probationary period including the possibility of written performance expectations. If an employee’s performance may result in a rejection, then the supervisor will provide feedback for areas of improvement and offer support when possible. Employees who complete their probationary period shall not need to complete another probationary period within the UW Library system so long as there is no break in

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	service. Employees who move from one position to another within a probationary period will have to restart their probationary period. If an employee is rejected during the probationary period, the employee may request a meeting within 10 business days of notice and is not subject to the grievance procedure, except in the case of discrimination.
Article X – Hours of Work	The parties agreed to similar language as contained in other SEIU 925 CBAs, defining full-time employment as scheduled to work forty hours per work week and part time as less than forty.
Article X – Overtime	The parties agreed to similar language as contained in other SEIU 925 CBAs, defining overtime provisions for both overtime exempt and overtime eligible employees.
Article X – Professional Development	The parties agreed that the Employer sets professional development funds aside for each fiscal year and employees will be notified by July 1 of the allocations for the year. Funding may vary from location. The article details the process for professional development requests, travel related conditions for professional development, and employer covered law librarian specific fees.
Article X – Hiring	The parties agreed to language regarding the process and determination of filling positions by the Employer as soon as possible to fill a vacancy. Notice of a vacant position will be made available to the bargaining unit employees with at least a minimum of 7 calendar days prior to the closing of the application period. The temporary librarian appointments can be filled by a competitive or a non-competitive process. There will be a requirement for implicit bias trainings for all search committee members prior to the beginning of a search. All job vacancy announcements and advertisements will include reference to the CBA and include wage and salary information in accordance with the law.
Article X – Appointments	The parties agreed to language detailing the various types of appointments for bargaining unit employees. For Professional Libraries and Press employees, the conditions for both regular and project appointments are detailed. For Librarians, the conditions for provisional, permanent and temporary appointments are detailed. The article also details the process for temporary interim appointments to a higher position or administrative appointments, which can be up to one year or more, only in increments of six months.
Article X – Promotion and Transfers of Professional Libraries and Press Employees	The parties agreed to language to include definitions and process for movement between positions, including the introduction of a trial service period, when applicable.

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<p>Article X – Classification and Reclassification of Professional Librarians and Press Employees</p>	<p>The parties agreed to language similar to other SEIU 925 CBAs and includes a process for revising or creating new job classifications. The parties also agreed to a position review process in which either party may request the review, and utilizes an appeals process, when needed.</p>
<p>Article X – Ranking, Status, Initial Appointments, Renewal of Appointments and Promotions for Gallagher Law Librarians</p>	<p>The parties agreed to language for rank and status of Gallagher Law Librarians which capture ABA standards and requirements. In addition, the packet submission timeline has been moved up several months. The process will incorporate an external reviewer in the promotions process. Dual degree librarians at entry level will begin at senior assistant librarian to recognize the required professional degree.</p>
<p>Article X – Ranking and Promotions of UW Libraries Librarians</p>	<p>The parties agreed to language for rank and status of UW Libraries Librarians to retain much of the existing promotions process, while making it specific to bargaining unit employees and removing references to the Librarian Personnel Code. The article further clarifies expectations for ranks, has an earlier timeline for packet submission of September 1, removed internal letters, and includes a change in the Librarian Personnel Committee composition to include a non-bargaining unit representative elected by non-bargaining unit librarians, instead of a member at large, to include perspective from a participant outside of the bargaining unit.</p>
<p>Article X – Duties and Assignments</p>	<p>The parties agreed to language regarding duties and assignments. Librarian core duties will be approximately 80% of their annual workload and research and service will be approximately 20%. In addition to their overall class concept, Libraries and Press Professional employees work includes opportunities for professional development. Other work-related activities approved by their supervisor will also be considered part of the employee’s regular work, including but not limited to, committee appointments, research, service, performance-evaluation documentation, and re-classification documentation. An employee should initiate discussions with their supervisor as soon as they anticipate any workload-related issues. Supervisors will work with employees to provide support by assisting in setting priorities and adjusting workload, when possible. For overtime exempt employees, this may include supervisor approval of offsetting time. The article outlines assignment of additional duties, stating that it will require a documented conversation with the expectations, duration, and how the current work would be adjusted.</p>
<p>Article X – Telework</p>	<p>The parties agreed to language establishing telework in accordance with the University Telework Policy which encourages and allows for the use of telework arrangements and flexible scheduling taking into consideration business operations, good public practice and resources limitation. The parties also agreed to language regarding providing the reason for denial of telework in writing. The parties agreed to telework as an accommodation which would include requests through the Disability Accommodation process.</p>

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<p>Article X – Compensation, Wages and Other Pay Provisions</p>	<p>The parties agreed to the following pay increases:</p> <ul style="list-style-type: none"> • March 1, 2023; 5.25% recruitment and retention increase for Professional Libraries and Press Employees (PLEs) • March 1, 2023; 5% recruitment and retention increase for Librarians • July 1, 2023; 4% across-the-board (ATB) increase for PLEs • July 1, 2023; 9.25% adjustment to PLE minimums • July 1, 2023; adjustments to Librarian minimums as outlined in Appendix I (starting at \$66k for the lowest rank with a 10% differential between ranks; higher for Law) • July 1, 2023; 3.5% ATB for Librarians • January 1, 2024; 3% ATB for all employees • January 1, 2025; 2% ATB for all employees <p>The parties agreed that Librarians will receive 10% upon promotion to a higher rank and PLEs will receive a minimum of 7% upon promotion or reclassification to another SEIU 925 libraries job with a higher market range. Additionally, for limited duration rotational roles, Librarians will receive a \$300 monthly supplement. The article details process for market rate wage adjustments, temporary pay, salary setting when moving positions and pay for Head or Director positions.</p>
<p>Article X – Performance Evaluations</p>	<p>The parties agreed to language similar to other SEIU 925 CBAs stating that performance evaluations shall be annually with two exceptions. First, in the years Librarians are undergoing promotion, reappointment or a status review, no annual evaluation is required that year. Second, Librarians with permanent status are only required to have a written performance evaluation at least every three years. During years when Librarians are not scheduled for a written evaluation, Librarians may receive one by request or their supervisor may elect to perform a written evaluation. During the years where there is no formal evaluation, Librarians will meet with their supervisors for discussion on the previous year’s accomplishments and goals for the coming year. The article details the content topics that may be included in an evaluation, and further details the evaluation process, including both employee and supervisor responsibilities.</p>
<p>Article X – Holidays</p>	<p>The parties agreed to similar language as contained in other SEIU 925 CBAs including 11 days of paid holidays, prorated for part-time employees. An employee may designate other days to be observed as needed and will receive holiday credit if their regular scheduled workday is a holiday and they work that day.</p>
<p>Article X – Vacation Time Off</p>	<p>The parties agreed to maintain the current state for each employee group as it relates to the accrual of vacation time off, vacation time off balances, process for scheduling, and vacation time off cash out.</p>

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Article X – Sick Time Off	The parties agreed to similar language as contained in other SEIU 925 CBAs, making clear the provisions around the use of sick time off. The article clarifies that employees with unpaid time off exceeding 80 hours in a month (prorated for part-time) will earn a monthly accrual proportionate to the number of hours in pay status. Sick leave accruals must not exceed eight hours in a month. The article acknowledges there are many ways to define family but that there would be a specific family member definition for this article.
Article X – Washington Paid Family and Medical Leave Program	The parties agreed to similar contract language as contained in other SEIU 925 CBAs regarding compliance with the law, while also adding language from a recent law change that includes bereavement as a potential supplemental benefit when an employee qualifies for PFML family leave.
Article X – Family Medical Leave Act and Parental Leave	The parties agreed to similar language as contained in other SEIU 925 CBAs, outlining provisions of FMLA in accordance with the law.
Article X – Parental Leave	The parties agreed to similar language contained in the main SEIU 925 CBA which includes an allowance of up to six (6) months for parental leave.
Article X – Shared Leave	The parties agreed to similar language contained in other SEIU 925 CBAs, detailing the existing shared leave program established by law.
Article X – Unpaid Holidays For a Reason of Faith or Conscience	The parties agreed to similar language contained in other SEIU 925 CBAs, and added language clarifying holiday credit to be used as one of several possible leave types. In lieu of unpaid time off, requests to utilize compensatory time, personal holiday or vacation time off for reasons of faith or conscience may only be denied if the employee’s absence would impose an undue hardship on the employee as defined by Chapter 82-56 WAC or that the employee is necessary to maintain public safety.
Article X – Civil Jury Duty Leave and Bereavement Leave	The parties agreed to similar language as contained in other SEIU 925 CBAs, clarifying that for the purpose of bereavement leave, sick time off may be requested to be used for bereavement or condolence of a family member or friend when bereavement time off is not available. When an employee is qualified for WA Paid Family and Medical Leave (PFML), bereavement time off qualifies as a supplemental benefit.
Article X – Leave Related to Domestic Violence Sexual Assault or Stalking	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, stating that employees may take leave as paid, unpaid or a combination if they are a victim of domestic violence, sexual assault or stalking or to assist a family member who is a victim of domestic violence, sexual assault or stalking. The language includes family member defined using the current policies and laws. The Employer will inform employees of the right annually. The language includes reasonable safety accommodation options to be determined by the employer and will be informed by the needs of the employee.
Article X – Military Leave	The parties agreed to similar contract language as contained in the other SEIU 925 CBAs, clarifying that the absence request process can be found on the UW HR website for the Professional Libraries and Press employees and on the Office of Academic Personnel websites for Librarians.

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Article X – Work Related Injury	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, detailing compliance with related law and policy regarding work related injury leave.
Article X – Reasonable Accommodation of Employees with Disabilities	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, detailing the relevant law, policy, and process for disability accommodations.
Article X – Miscellaneous Leave	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, detailing unpaid time off and other miscellaneous leave such as formal collective bargaining and government service leave.
Article X – Inclement Weather Suspended Operations (and Building Closures)	The parties agreed to similar contract language as contained in other SEIU 925 CBAs regarding inclement weather and suspended operations. For inclement weather the Employer will allow for telework when possible, or employees may use time off. Language regarding suspended operations differentiates between employees performing essential and non-essential services.
Article X – Time Off Due to Family Care Emergencies	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, detailing the types of family care emergencies and what time off can be utilized for each scenario.
Article X – Health and Safety	The parties agreed to similar language found in the main SEIU 925 CBA with additions to sections regarding safety, ergonomics, and wellness. The parties agreed to include a new section on personal protective equipment in accordance with the Washington State Department of Labor and Industries and procedures for PPE training that will not include discipline of employees refusing to work if PPE is required and not provided.
Article X – Health Care Benefits Amounts	The parties agreed to contract language contained in other SEIU 925 CBAs. The parties also agreed to language for July 1, 2023-June 30, 2025, as negotiated through the Union coalition bargaining at the State level.
Article X – Transportation Travel and Commute Reduction	The parties agreed to similar language as contained in other SEIU 925 CBAs with additions to include a section on the fully subsidized U-PASS. The parties agreed that if an Employer denies an employee’s request for a flexible schedule to assist in commute reduction, upon request, the Employer will provide a reason for denial in writing. The denial of a flexible schedule request is not subject to the grievance procedure.
Article X – Paid Professional Leave	The parties agreed to language on paid professional leave for eligible employees. The article details eligibility, application process, salary support, timing, return to work service obligation, and the report of leave.

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Article X – Personnel Files	The parties agreed that the official personnel file for each employee remain with campus Human Resources for Professional Libraries and Press employees or the Office of Academic Personnel for Librarians. Employees will be able to access their official file upon request unless it is non disclosable based on state or federal laws. Employees have the right to access or receive copies of their departmental file upon written request and it would be examined in the presence of the Employer representative. Employees have the right to insert a reasonable amount of job related materials that reflects favorably upon their performance in either their official or departmental files, and may respond concisely to items in the files. Removal of records is subject to the University’s records retention policies.
Article X – Corrective Action/Dismissal	The parties agreed to similar language as contained in other SEIU 925 CBAs, providing just cause provisions for employees. The article details the steps of the corrective action process and includes information regarding union representation through the process.
Article X – Employee Assistance Program	The parties agreed to contract language contained in other SEIU 925 CBAs stating that the Employer will continue to offer an EAP program.
Article X – Layoff, Seniority, Rehire	The parties agreed to layoff provisions, including a process for layoffs, defining layoff units, employment options, rehire language, seniority, and voluntary layoffs. Librarians with permanent status will receive notice of a layoff at least six months in advance, and all other employees will receive notice at least 45 days in advance.
Article X – Resignation, Abandonment, and Re-Employment	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, adding language regarding re-employment upon retirement. The parties agreed that those who meet the eligibility requirements may be selected by the appropriate Dean to be considered for re-employment annually for not more than forty percent of their appointment status. After retirement, an employee may apply at least 90 days in advance of the first year of their retirement. The language specifies that re-employment after retirement is the sole discretion of the University and not subject to the grievance procedure or the seniority, layoff and rehire articles.

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Article X – Diversity, Equity, and Inclusion	The parties agreed to language to promote initiatives dedicated to DEI, formal time spent for such activities will be considered work time, and feedback may be solicited for systems and policies for a more inclusive environment. The parties agreed to staff workshops and other topics relating to DEI and they may be discussed at Joint Union/Management Committee meetings. The parties agreed to a summary report of training results towards University goals. The parties agreed that part of the University’s Strategic Leadership Program (SLP), managers and supervisors are provided with information regarding the existing programs for awareness on EDI for recruitment and hiring processes and will include a module for managers and supervisors with at least one direct report. The Employer will electronically deliver an annual Staff Diversity Hiring Toolkit to managers and supervisors in the bargaining unit. The parties agreed to provide a list of trainings on an annual basis that were offered in the prior year, the OMA&D report, and upon request would meet quarterly to discuss the progress toward goals in the Diversity Blueprint.
Article X – Contracting	The parties agreed to similar contract language as contained in other SEIU 925 CBAs. The parties agreed that the Employer will not contract out work resulting in the layoff or reduced FTE status of bargaining unit employees, and any necessary contracting will include 30 days’ notice to the Union, and the opportunity for the Union to bargain the effects of the contracting.
Article X – Union Activities Rights and Stewards	The parties agreed to similar language as contained in other SEIU 925 CBAs, adding language to clarify that meeting spaces can also include virtual meetings in addition to in-person meetings in accordance with UW Policy.
Article X – Joint Union Management	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, updated to reflect these bargaining units.
Article X - Privacy	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, adding that the Union may attempt to seek legal remedy in accordance with the Public Records Act (RCW 42.56) after they are notified of a public records request that encompasses SEIU 925 members.
Article X – Salary Overpayment Recovery	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, including language which clarifies that time off hours can only be used as pay back with ISC approval.
Article X – Tuition Exemption Program	The parties agreed to similar contract language as contained in other SEIU 925 CBAs, with the addition of language that the employer will notify the employee if they are unable to be released to attend a class during works, with notification in writing if requested.
Article X – Personal Services	The parties agreed to the same contract language contained in other SEIU 925 CBAs, stating that it is inappropriate and contrary to University policy to assign any employee coffee making, related food service duties, or other tasks of a personal nature. The exception is when such an activity is based on a bona fide departmental requirement.

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Article X – Represented Limited Term Hourly Employees	The parties agreed to an article outlining contract terms for the Professional Libraries and Press Represented Limited Term Hourly Employees, including a definition, hours of work and overtime details, probationary period, compensation, holiday premium, vacation and sick time accrual as well as a list of articles from the CBA that apply to this group.
Article X – Contract Distribution	The parties agreed to the same contract language contained in other SEIU 925 CBAs regarding distributing contract information electronically in addition to paper copies as needed. The distribution agreement includes a link for all current and new employees.
Article X – Union Membership, Dues Deduction and Status Reports	The parties agreed to the same contract language contained in other SEIU 925 CBAs which includes detailed information included on rosters provided to the Union each pay period. The article also includes the dues deduction procedures, remittance of dues and employee revocation of dues on their payroll deductions.
Article X – Management Rights and Responsibilities	The parties agreed to the same contract language found in other SEIU 925 CBAs contract outlining the rights retained by management, such as determining the size of the agency’s work force and directing, controlling, changing and supervising operations as needed in order to carry out operations. The Employer will be able to take whatever action necessary during an emergency situation.
Article X – Subordination of Agreement and Savings Clause	The parties agreed to the same contract language contained in other SEIU 925 CBAs stating that if any portion of the agreement were to be determined unlawful the parties would meet to negotiate.
Article X – Intellectual Freedom	The parties agreed to language stating, in part, that the Employer recognizes librarians and libraries and press professionals right to academic freedom and the right to examine and communicate ideas by any lawful means, even if such activities should generate hostility or pressure against the librarians, professional libraries and press employees, or the University. Employees’ lawful exercise of their constitutionally protected freedom of association, assembly, and expression, including participation in political activities, is not a violation of duties to the University. Such lawful exercise may not result in disciplinary action or adverse evaluation of the Employee.
Article X – Mandatory Subject	The parties agreed to similar contract language contained in other SEIU 925 CBAs with new language to include paid release time for up to three employee representatives for meetings or negotiations.
Article X – Union Recognition	The parties agreed to similar contract language contained in other SEIU 925 CBAs updated for this CBA, including the reference to RCW 41.56.
Article X – Duration	The agreement will be effective February 1, 2023, through January 31, 2026.
Appendix I – Librarian Job Classifications	The appendix names the four librarian ranks with minimum salaries for each rank. There is a separate table of minimums for UW Libraries Librarians and another for Law Librarians.

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Appendix II – PLE Job Classifications	The appendix lists the new job classifications for Professional Libraries and Press Employees in the bargaining unit, including salary ranges for each classification.
MOU – Professional Libraries and Press Employee Mapping to New Job Profiles	The parties agreed that within one hundred twenty days of ratification, the Employer will map professional libraries and press employees into new job profiles as outlined in the MOU’s attachment. In addition, the ongoing work of revising and finalizing classification specifications for these employees will be completed within this timeframe.
MOU – Compression and Inversion Study	The parties agreed that between January 1, 2025 and May 1, 2025 there will be a compression and inversion analysis of bargaining unit employees with results provided to the Union.
MOU – Discretionary Time Off	The parties agreed that employees may be eligible to receive discretionary time off (DTO) according to university policy and as determined by the Employer. Neither the decision to award DTO nor the number of DTO days awarded will be subject to the grievance procedure.
MOU – Gallagher Law Libraries Teaching	The parties agreed to a limited exception that would allow for Law Librarians in the Gallagher Law Library to be hired into positions that have a 50% FTE with the librarian bargaining unit positions and a 50% FTE to an instructional faculty appointment outside of the bargaining unit. The parties agreed that this type of position does not impact current Law Librarian positions unless they are hired into a new dual faculty appointment. These positions will follow CBA leave and time off provisions which will supersede any other applicable time off benefits with the faculty appointment.
MOU – Libraries IT Employee Recruitment and Retention Increases	The parties agreed that effective July 1, 2023, those in new job codes Libraries Computing Specialists 8, formerly Senior Computer Specialists 8 and 9, will receive a 4% recruitment and retention increase, after the July 1, 2023 across-the-board increases.
MOU – Lump Sum Payment for Professional Libraries and Press Employees	The parties agreed to provide Professional Libraries and Press employees with a \$1,200 lump sum payment if they are .6 FTE and above and a \$600 lump sum payment if they are below .6 FTE and have an active appointment. Eligible employees will be paid within 90 days of January 31, 2023.
MOU – No Strike/Lockout	The parties agreed to similar language found in other SEIU 925 CBAs stating the Employer will not lockout employees, and should employees engage in any unauthorized concerted activity, the parties will meet until the dispute is settled.
MOU – Pay for Bargaining Unit Members with a Current Annual Salary Above \$150,000	The parties agreed to address issues of pay equity, any bargaining unit members earning an annual salary of \$150,000 or more as of January 24, 2023 will be excluded from the 2023 contractual pay increases.
MOU – Professional Development Allocations	The parties agreed that amounts remaining for individual employee professional development allocations prior to contract ratification will remain post-ratification until June 30, 2023.

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MOU – Professional Libraries and Press Employee Position Reviews	The parties agreed to a position review for a subset of employees, and the MOU outlines the process. If a position review results in a classification change to a position with a higher salary minimum, the increases would be retroactive to the date the review paperwork was submitted.
MOU - Supplements	The parties agreed to a list of employees whose current supplements will be rolled into their monthly base salary following creation of the new job codes, ending their current supplement. Within 90 days of ratification, a subset of employees will be evaluated to determine whether they should be provided a salary increase to their monthly base pay.
MOU – Time Grants	The parties agreed that the UW Libraries will continue to offer the Time Grant Program (guidelines from August 2019) for the UW Libraries bargaining unit employees.