Article X: Preamble and Purpose

1X.1 The Agreement is made by and between the Board of Regents of the University of Washington, hereinafter referred to as the Employer, and the Service Employees International Union, Local 925, hereinafter referred to as the Union. The Employer is the Board of Regents of the University of Washington acting through its agents, administrators, and supervisors as determined by the Board of Regents.

1X.2 Provisions of this Agreement apply to all full-time and regular part-time nonsupervisory and supervisory Professional Staff and Librarians exempt from chapter 41.06 RCW employed by the University of Washington working within the University of Washington Library System (UW Libraries, UW Press and the Gallagher Law Library), excluding confidential employees and all other employees. Regular temporary employees shall be covered per Article X.

1X.3 The purpose of this Agreement is to set forth certain terms and conditions of employment and to promote orderly and peaceful labor relations between the parties. The parties agree that it has been and will be their mutual aim to promote systematic and effective employee-management cooperation; fair and reasonable working conditions, effective methods for the prompt adjustment of differences, misunderstandings, and disputes; and dignified and fair treatment of employees in the implementation of all policies and procedures.

1X.4 The parties agree that the provisions contained within this agreement and/or University policy shall apply to employees covered by this agreement. The Librarian Personnel Code, Professional Staff Program, and the Appointment and Promotion of Librarians for the Gallagher Law Library shall not apply.

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________

Erika Currier Jennifer Mallahan

Date: 12/21/2022 Date: 12/21/2022
Article X - Non-Discrimination

X.1 The parties individually agree that they will not engage in any act or practice or pursue any policy which is discriminatory against any employee who may be a qualified disabled individual, has status as a protected veteran, who is a victim of domestic violence, sexual assault or stalking, nor because of their military status, age, sex *except where sex or age is a bona fide occupational qualification), sexual orientation, gender identity or expression, genetic information, pregnancy, political affiliation, political belief, marital status, race, national origin, color, creed, religion, citizenship, or membership or non-membership in a union. Unlawful harassment is included as a form of prohibited discrimination.

X.2 Sexual Harassment
No employee shall be subjected to discrimination in the form of sexual harassment as defined in University of Washington Executive Order 31 on Nondiscrimination and Affirmative Action.

X.3 Complaints
Employees who feel they have been the subject of discrimination, harassment, or retaliation are encouraged to discuss such issues with their supervisors, administrator, or Human Resource Consultant for local resolution. The goal of local resolution is to address and resolve problems as quickly as possible and to stop any inappropriate behavior for which a University employee is responsible. A formal complaint may be filed with the University Complaint Investigation and Resolution Office (UCIRO). Employees may also file discrimination, harassment or retaliation complaints with appropriate federal or state agencies or through the grievance process in accordance with Article 5-X of this Agreement. In cases where an employee files both a grievance and an internal complaint regarding the alleged discrimination, harassment or retaliation the grievance will be suspended until the internal complaint process has been completed.

In accordance with Executive Order 31, retaliation against any individual who reports concerns regarding discrimination or harassment, or who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation is prohibited.

X.4 The parties also agree that they will not engage in any act or practice or pursue any policy which is discriminatory against any employee based on political affiliation, political belief or because of the participation or lack of participation in union activities.

X.5 Both parties agree that nothing in this Agreement will prevent the implementation of an approved affirmative action plan.

X.6 A grievance alleging a violation of this article must be submitted within 180 days of an alleged occurrence.

X.7 When a grievance or complaint is filed, the University will implement interim measures as if appropriate.
Tentatively Agreed To:

For the Union:

Erika Currier

Date: 10/27/2021

For the Employer:

Jennifer Mallahan

Date: 10/28/2021
Article X – Workplace Behavior

The Employer and the Union agree that all employees should work in an environment that fosters mutual respect and professionalism. The parties agree that inappropriate behavior in the workplace does not promote the University’s business, employee well-being, or productivity. The parties agree that perceptions of “appropriate” behavior can be racialized and gendered or characterized by other prescriptive stereotype-based biases. The values of equity and diversity should inform all conversations, decisions, and outcomes related to this article. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect.

X 1. Definitions

Inappropriate workplace behavior by employees, supervisors and/or managers will not be tolerated. This behavior disrupts the workplace, the academic environment, and the University’s ability to provide service to the public. At no time will exclusionary, intimidating, offensive and/or hostile conduct, including discrimination (Article X Non-Discrimination), sexual harassment, and/or bullying be accepted as appropriate workplace behavior. Inappropriate behavior is defined in the UW Workplace Violence policy, applicable for all bargaining unit employees: https://hr.uw.edu/policies/workplace-violence/.

Bullying is defined as language or conduct that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with an employee’s work performance, when viewed through both an objective and subjective standard.

X 2. Processes

If an employee and/or the employee’s union representative believes the employee has been subjected to inappropriate workplace behavior, the employee and/or the employee’s representative are encouraged to report this behavior to the employee’s supervisor, a manager in the employee’s chain of command and/or the applicable local, campus or academic human resources office. An employee or the employee’s representative should identify complaints as inappropriate workplace behavior. The Employer will evaluate the reported behavior and take appropriate action as necessary, which may include an investigation. The employee and/or union representative will be notified in writing upon conclusion of the investigation.

These processes shall take into consideration concerns of equity and diversity.

Other possible processes for resolving workplace behavior complaints may include:

- University Complaint Investigation and Resolution Office (UCIRO)
- Title IX Coordinator
- ADA Coordinator
- Office of Ombud

Retaliation against employees who make a workplace behavior complaint will not be tolerated.
Grievances may be filed up to Step 3 Mediation with the support of a Union representative.

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Article X – Affirmative Action

X.1 Policies

In conjunction with Federal and State laws, regulations and Executive Orders, the Employer and the Union agree on the need for an affirmative action program to correct and review any inequities in employment processes. The Employer shall develop, implement, monitor and report on an affirmative action program requiring the Employer to make good faith efforts to recruit, employ, retain, train, and promote, underrepresented-underutilized groups even if exclusion cannot be traced to particular discriminatory actions by the Employer. The Employer shall also develop, implement, monitor, and report on affirmative action goals and timetables through expanding the diversity of candidates from protected groups for hiring and/or promoting members of protected groups into job classes/categories where the Employer determines it has been determined that under-utilization underrepresentation exists. The Employer shall make no decisions regarding employment based solely on membership in any protected class.

X.2 Groups included in the affirmative action program are the protected classes covered by the relevant federal and state regulations.

X.3 Affirmative Action Reports

Upon request, the Employer will provide the Union with its current affirmative action reports listing placement goals and other goals and timetables of the University for bargaining unit employees.

X.2 It is agreed by the parties that a bargaining unit member elected or selected by the Union shall be encouraged to take an active interest in affirmative action plans affecting each bargaining unit covered by this Agreement.

Tentatively Agreed To:

For the Union: ________________________________

For the Employer: ________________________________

Date: 7/14/2022 Date: 7/14/2022
ARTICLE XX – GRIEVANCE PROCEDURE

The Union and the Employer agree that it is in their best interest to resolve disputes at the earliest opportunity and at the lowest level. Whenever possible, disputes should be resolved informally prior to filing a formal written grievance. To that end, all supervisors and employees are encouraged to engage in free and open discussions about disputes.

XX.1 Definition. A grievance, within the meaning of this Agreement, shall be defined as any dispute between the University and the Union, an employee, or a group of employees as to alleged misapplication or misinterpretation of the terms of this Agreement or the Employer’s written personnel rules, policies or practices.

XX.2 Employee Grievance Rights. Any employee who believes they have been aggrieved may personally seek relief from that condition by filing a grievance, irrespective of any supervisor’s opinion of the grievance’s validity. In the presentation of grievances, the employees shall be safe from restraint, interference, discrimination, or reprisal.

XX.3 Employee Representation. The Union as exclusive representative of bargaining unit employees is the responsible representative of said employees in grievance matters.

XX.4 Time Limitations.
An extension of the time limitations as stipulated in the respective steps below, may be obtained by mutual consent of the parties. Failure of the union to comply with the time limitations without a request of time extension shall constitute withdrawal of the grievance. Failure of the Employer to comply with the time limitations without a request for time extension shall move the grievance to the next step of the grievance procedure. For the purpose of calculating time requirements, the first day shall be the day following the day on which the employee was aware, or reasonably should have been aware, of the issue giving rise to the grievance. Saturdays, Sundays, and University holidays shall be included in the calculation of days except that the final day may not be on a Saturday, Sunday, or holiday but will end at the close of the first working day following the Saturday, Sunday, or holiday.

XX.5 Contents. The written grievance shall include the following information:

a. The date upon which the grievance occurred.
b. The specific Article(s) and Section(s) of the Agreement violated.
c. The past practice, rule, policy violated.
d. Specific remedy requested.
e. The grievant(s) name.
f. Name and signature of Union representative (Staff or Steward).
g. The nature of the grievance.

Failure to include the above information shall not be a reason for invalidating the grievance.

XX.6 Pay Status – Meetings. Meetings and discussions on the grievance held with the Employer in connection with this grievance procedure shall normally be held during the University’s regular business hours, or as mutually agreeable, and no deduction in pay status shall be made for the grievant or steward for reasonable time spent in such meetings or discussions during the employee’s scheduled duty hours. The work schedule of the grievant will be seriously considered in the scheduling of the grievance meetings. Time off for employees and stewards shall be granted by supervision following a request, but in consideration of job responsibilities. If the requested time off cannot be granted, the parties shall arrange for time off at the earliest possible time thereafter.

XX.7 Grievance Withdrawal. A grievance may be withdrawn by the Union in writing at any time, and if withdrawn shall not be resubmitted.

XX.8 Resolution
If the Employer provides the requested remedy or a mutually agreed-upon alternative, the grievance will be considered resolved and may not be moved to the next step.

XX.9 Consolidation
Grievances arising out of the same set of facts may be consolidated by written agreement.

XX.10 Filing and Processing
a. Filing A grievance must be filed within thirty (30) days of the occurrence giving rise to the grievance, or the date the grievant knew or could reasonably have known of the occurrence. When possible the thirty (30) day periods above should be used to attempt to informally resolve the dispute. The union steward or staff representative will indicate when a discussion with the Employer is an attempt to informally resolve a dispute.

b. Alternative Resolution Methods Any time during the grievance process, by mutual consent, the parties may use alternative methods to resolve the dispute. If the parties agree to use alternative methods, the time frames in this Article are suspended. If the selected alternative method does not result in a resolution, the Union may return to the grievance process and the time frames resume. Any expenses and fees of alternative methods will be shared equally by the parties.

c. Processing The Union and the Employer agree that in-person meetings are preferred at all steps of the grievance process and will occur either remotely or in
XX.11 Steps of the Grievance Procedure. All grievances shall be processed in accordance with the following procedure. Upon mutual agreement, Step One, Two or Three may be skipped. Grievances over final counseling or dismissal will begin at Step Two.

Step One: Supervisor, Manager or Designee
If the issue is not resolved informally, the Union may file a written grievance to the supervisor or designee, and the Labor Relations office (laborrel@uw.edu). The Employer will designate a supervisor, manager or designee(s) who will meet in person or confer by telephone with a union steward and/or staff representative and the grievant. The date of the meeting will be mutually agreed upon within fifteen (15) calendar days of receipt of the grievance and when possible the meeting will take place within the aforementioned fifteen (15) calendar days. The format (face to face or by telephone) for the meeting will be by mutual agreement. The employer will respond in writing to the Union within fifteen (15) calendar days after the meeting. The Human Resources Consultant may also attend, if desired by the University. If the grievance is directed against the employee’s immediate supervisor, the grievance may be presented to the next higher level of supervision. In the event the employee’s immediate supervisor does not have authority to resolve the grievance, the grievance will be presented at the level having authority to act as determined by the Employer.

Step Two: If a satisfactory settlement is not reached in Step One, said grievance may be moved to the Step Two by filing the written grievance, including a copy of the Step One decision to department head, designee, or to the next appropriate level of management and the Office of Labor Relations (laborrel@uw.edu) within fifteen (15) calendar days after the decision from Step One. The date of the meeting will be mutually agreed upon within fifteen (15) calendar days after notice of the filing at Step Two and when possible the meeting will take place within the aforementioned fifteen (15) calendar days. The grievant may be represented by a steward and a Union staff representative. The University will be represented by the appropriate management official(s) or designee(s), and a representative from the Office of Labor Relations, and a Human Resources Consultant, if desired by the University. The University will respond in writing within thirty (30) calendar days after the meeting.

Step Three: Grievance Mediation. If the grievance is not resolved at the Step Two, the Union may file a request for mediation with the Public Employment Relations Commission (PERC) in accordance with WAC 391-55-020, with a copy to the Labor Relations Office within thirty (30) days of receipt of the Step Two decision. In addition to all other filing requirements, the request must include a copy of the grievance and all previous responses. The Employer will inform the Union, in writing, and PERC within thirty (30) days of receipt of Mediation request if they are not in agreement. If those services are
unavailable on a timely basis, the parties may request a list of grievance mediators from
the Federal Mediation and Conciliation Service (FMCS) or other agreed upon mediation
provider. The cost of the mediation shall be borne equally by both parties.

Step Four: Arbitration. If a satisfactory settlement is not reached at the prior step, or the
step was skipped, either of the signatory parties to this Agreement may submit the
grievance to binding arbitration. Such submittal must be made within thirty (30) calendar
days following the written notice that the employer does not agree to Step Three (3)
Mediation or the conclusion of the prior step.

Panel of Arbitrators:
A. Within sixty (60) calendar days of the execution of the Agreement, the parties,
SEIU 925, WFSE 1488, and the Employer, agree to meet to establish a
permanent panel of six (6) arbitrators. If the parties do not meet or if there is no
agreement on the panel, the current panel will remain.

B. These arbitrators shall be assigned cases by the parties on a rotating basis. If
the arbitrator is not available to hear the case within sixty (60) calendar days of
being contacted to request available arbitration dates either party may elect to
go to the next arbitrator in the rotation. If no arbitrator can hear the case within
sixty (60) calendar days of being contacted, the case will be assigned to the
arbitrator who can hear the case on the earliest date.

C. The appointment to the panel will be for the life of the Agreement. If an arbitrator
decides to remove their name from the panel the parties will meet to decide
whether to substitute an additional name(s).

No later than seven (7) working days prior to the scheduled arbitration meeting, the parties
will submit questions of arbitration eligibility to the arbitrator for preliminary determination,
share the name of each witness intending to testify at the hearing, and attempt to agree
upon the issue statement. A copy of written materials submitted to the arbitrator will be
provided to the opposing party.

If either party raises an issue of procedural arbitrability, i.e. that any step of the grievance
process or movement to arbitration was not pursued within the time limits proscribed in
this article, the arbitrator shall make a determination on the arbitrability issue prior to
proceeding to a hearing on the merits of the grievance. If the arbitrator determines the
grievance is not arbitrable, then no hearing on the merits of the grievance will be held.

Authority of the Arbitrator
The parties agree that the arbitrator shall have no power to render a decision that adds
to, subtracts from, alters or modifies in any way the terms and conditions of the
Agreement. The parties further agree that the decision of the arbitrator will be final and
binding upon all parties.
The Union or the Employer will have the right to request the arbitrator to require the
presence of witnesses and/or documents. The arbitrator’s decision shall be made in
writing and the arbitrator shall be encouraged to render the decision within thirty (30)
calendar days of the close of the arbitration.

In cases where a grievance is moved to arbitration and the Employer did not agree to
Step Three: Grievance Mediation, either party may request a pre-arbitration settlement
conference. These conferences shall not delay the arbitration process, and may be held
with or without the presence of the arbitrator, at the option of the moving party. In the
event that an arbitrator is present, the cost of the arbitrator’s participation shall be borne
equally by the parties.

XX.12 Arbitration Costs

1. The fees and costs of the arbitrator, and the cost (if any) of the hearing room,
will be shared equally by the parties.

2. If the arbitration hearing is postponed or canceled because of one party, that
party will bear the cost of the postponement or cancellation. The costs of any
mutually agreed upon postponements or cancellations will be shared equally by
the parties.

3. If either party desires a record of the arbitration, a court reporter may be used.
If that party purchases a transcript, a copy will be provided to the arbitrator free of
charge. If the other party desires a copy of the transcript, it will pay for half of the
costs of the fee for the court reporter, the original transcript and a copy.

4. Each party is responsible for all fees and costs of its staff representatives,
attorneys, experts, witnesses –and all other costs related to the development and
presentation of their case. Every effort will be made to avoid the presentation of
repetitive witnesses.

XX.13 Files. Grievance documents shall be maintained separately from employee
personnel files. Employee personnel files will accurately reflect the final outcome
of a grievance.

Tentatively Agreed To:

For the Union: ________________________________

For the Employer: ________________________________

Date: 4/15/2022

Date: 4/25/2022
Article X - Employee Rights

X.1 Representation
Upon request, an employee will have the right to representation at an investigatory meeting, requested by management in which the employee reasonably believes could lead to corrective action. Upon request, an employee will have the right to an interpreter at an investigatory meeting. The employer will provide reasonable time to allow an employee to secure a representative. The exercise of this right will not unreasonably delay or postpone a meeting. Except as otherwise specified in this Agreement, representation will not apply to discussions with an employee in the normal course of duty, such as giving instructions, assigning work, informal discussions, delivery of paperwork, staff or work unit meetings or other routine communications with an employee.

X.2 Paid Release Time
Employees will be provided a reasonable amount of time during their normal working hours to meet with the union steward and/or staff representative to process a grievance. In addition, employees will be released during their normal working hours to attend meetings or hearings scheduled by management for the following:

A. Informal grievance resolution meetings, grievance meetings, alternative dispute resolution meetings, mediation sessions and arbitration hearings, in accordance with Article X, Grievance Procedure, and held during the employee’s work time;

B. Management scheduled investigatory interviews and/or pre-disciplinary meetings, in accordance with Article X, Corrective Action and Dismissal, and;

C. Negotiations in accordance with Article X, Mandatory Subjects.

D. Joint Labor Management meetings in accordance with X.

X.3 When an employee is subpoenaed as a witness on behalf of the Union in an arbitration case, with the employer, the employee may appear without loss of pay if the employee appears during scheduled work time, providing the testimony given is related to their own job function or involves matters they have witnessed, and is relevant to the arbitration case. Every effort will be made to avoid the presentation of repetitive witnesses.

X.4 Notification
An employee will obtain prior approval from their supervisor before attending any meeting or hearing. All requests must include the approximate amount of time the employee expects the activity to take. Employees will suffer no loss in pay for attending management scheduled meetings and hearings that are scheduled during the employee’s work time. Attendance at meetings or hearings during the employee’s non-work hours will not be considered as time worked. An employee cannot use a state vehicle to travel to and from a worksite in order to attend a meeting or hearing unless authorized by the Employer.

X.5 Indemnification
The University will indemnify employees for activities arising out of their employment in accordance with University policy.
X.6 Off the Job Activities

The private and personal “off the job” lifestyle and activities of any employee shall not be legitimate grounds for corrective action initiated by Management except where such lifestyle or activities, constitute a conflict of interest as set forth in RCW 42.18 or are detrimental to the employee’s work performance.

X.7 Off Duty Employment

Employees may engage in off duty employment that is consistent with University policy and state law.

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Date: 10/27/2021

Date: 10/27/2021
ARTICLE XX – EMPLOYEE FACILITIES

X.1 Employee Facilities.

Adequate lunchroom, washroom and toilet–restroom facilities shall be provided and available for the use of the employees. Suitable dressing rooms and/or lockers shall be provided to employees in those occupations where a change of clothing is required by the Employer. Existing locker rooms and showers will continue to be available for employees.

(a) Employees are encouraged to report to supervision any condition in employee facilities which appear to be below minimum standards.

(b) The adequacy of employee facilities, including sanitary supply dispensers, lactation stations, all-gender bathrooms, gender-neutral individual facilities or gender-neutral restrooms, or any change in employee facilities, shall be a proper subject for discussion by the Joint Union-Management Committee.

(c) Regarding the use of Gender Segregated Facilities:

(1) Facility use. The Employer shall allow individuals the use of gender-neutral individual facilities or gender-segregated group facilities, such as restrooms, locker rooms and showers, where applicable, locker rooms, and dressing rooms that are consistent with that individual’s gender expression or gender identity.

In such facilities where undressing in the presence of others occurs, the Employer shall allow access to and use of a facility consistent with that individual’s gender expression or gender identity.

(2) The Employer shall not request or require an individual to use a gender-segregated facility that is inconsistent with that individual’s gender expression or gender identity, or request or require an individual to use a separate or gender-neutral facility.

If another person expresses concern or discomfort about a person who uses a facility that is consistent with the person’s gender expression or gender identity, the person expressing discomfort should be directed to a separate or gender-neutral facility, if available.

Any action taken against a person who is using a restroom or other gender-segregated facility, such as removing a person, should be taken
due to that person's actions or behavior while in the facility, and must be unrelated to gender expression or gender identity. The same standards of conduct and behavior must be consistently applied to all facility users, regardless of gender expression or gender identity.

(3) Provision of options encouraged. Whenever feasible, the Employer will provide options for privacy, such as single-use gender-neutral bathrooms or private changing areas that are available to any individual desiring privacy.

X.2 Wellness Room

The University will continue to provide access to a wellness room, consistent with applicable law. These spaces, that can be utilized for medical needs, lactation, lactating mothers and/or religious and spiritual practice. Parties agree that wellness room access is an appropriate topic for labor management meetings.

X.3 Temporary Work Spaces

A. When an Employee is required to report to a UW worksite that is not their typical work location, temporary workspaces will be made available.

B. Temporary workstation facilities, access, and availability are appropriate topics for a meeting of a Joint Union Management Committee.

Tentatively Agreed To:

For the Union: Erika Currier

For the Employer: Jennifer Mallahan

Erika Currier

Date: 8/24/2022

Jennifer Mallahan

Date: 8/24/2022
ARTICLE XX – NEW EMPLOYEES

XX.1. New Employee Orientation

A. The Employer will offer a regularly scheduled, in-person, all day new employee orientation (NEO) which will include a benefits orientation. The orientation will be offered by the office of Professional and Organizational Development in coordination with the Benefits Office and the Employer will require new employees whose work location is the Seattle Main Campus to attend. Employees at worksites or with an official duty station within a 50 mile radius (for example, Tacoma and Bothell Campuses) may also be encouraged to attend NEO in-person with approval from their supervisor. Online orientations (self-paced) will be offered to employees in locations or positions that cannot attend in-person and in positions permanently telework.

B. If the University conducts orientation on-line (self-paced), the Union will be permitted to display a reasonable amount of information as part of the program.

B.C. A Union representative shall be allowed up to thirty (30) minutes with employees during the new employee orientation NEO and if applicable, member presenters shall be released for up to one hour for online orientation, and up to two hours for in-person orientation, depending on the distance traveled. Such release time will be subject to the operational needs of the department and does not count as time worked for the purpose of calculating overtime.

C-D. The Employer will send the Union a list of all new hires scheduled to attend NEO, with all contact and job information available, by the Friday before the orientation date. Updates with any additional available information will be provided no later than the morning of the orientation. A list of last-minute registrants and actual attendance will be provided no later than the end of the week in which the orientation occurs. If the University conducts orientation on-line, the Union will be permitted to display a reasonable amount of information as part of the program.

D.E. For employees hired into the bargaining unit who do not attend the orientation described in A or those that do not attend the Union’s drop in session after attending the self-paced online orientation described in and B above, within ninety (90) days of the employee’s start date, the Employer will provide the Union access to the employee during the employee’s regular work hours to present information about the Union. This access will be provided at the employee’s
regular worksite, online or at a location mutually agreed to by the Employer (in accordance with Article X Union Activities Rights and Stewards) and the Union and will be for no less than thirty (30) minutes.

**X.2 New Employee Training**

New employees will be onboarded and trained on their duties for their specific department. Onboarding will include, but not be limited to, informing Employees of available leave benefits, professional development funding and opportunities, and safety and security procedures for their specific worksite or building.

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ARTICLE XX – PROBATION FOR PROFESSIONAL LIBRARIES AND PRESS EMPLOYEES

A. All Professional Libraries and Press Employees library staff bargaining unit employees who successfully complete the probationary period described in this Article, will be covered by Article XX Corrective Action/Dismissal.

B. Every part-time and full-time Professional Libraries and Press Employees library staff employee, following the initial appointment to a position, will serve a probationary period of six (6) consecutive months. The Employer may extend the probationary period for an individual employee as long as the extension does not cause the total period to exceed twelve (12) months. Employees will be provided with a written explanation for the extension. If the extension is based on performance issues, the employee will receive a performance improvement plan. Extension of probationary periods shall not be a normal practice.

C. Supervisors will provide feedback during the employee’s probationary period which may include written performance expectations. If at any point during a probationary period the supervisor believes that the Employee’s performance may result in their rejection, when possible, the supervisor will provide feedback as soon as possible identifying areas of improvement and offering support.

C.D. Employees who complete their probationary period at IHME within the University of Washington Library System (UW Libraries, UW Press, and the Gallagher Law Library) shall not be required to complete another probationary period at IHME within the University of Washington Library System, provided there is no break in service between appointments. However they may be required to complete trial service in accordance with Article XX.

D.E. The Employer will extend an employee’s probationary period, on a day-for-a-day basis, for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service or for purposes of faith or conscience under Article XX. For the purpose of calculating the completion date, an employee’s probationary period shall not end on the employee’s regularly scheduled weekend off or
a scheduled holiday off. In those instances, the completion date will be the next scheduled work day.

E.F. By mutual agreement, the probationary period for additional selected classifications may be established for a period in excess of six (6) months but not to exceed twelve (12) months.

F.G. Employees in probationary status will earn seniority from their initial date of hire but may not exercise seniority rights until completion of the probationary period. Probationary employees are not eligible for layoff or rehire rights.

G.H. An employee who is appointed to a different position in a different classification prior to completing their initial probationary period will serve a new probationary period. The length of the new probationary period will be in accordance with Subsection (A) above, unless adjusted by the Appointing Authority for time already served in probationary status. In no case, however, will the total probationary period be less than six (6) consecutive months.

H.I. Probationary Period Rejection.
An appointing authority may reject an employee who has not completed a probationary period. Upon request by the employee and within 10 business days of notice, a meeting to explain such action shall be held with a representative of the Employer. At the employee’s request a representative of the Union shall attend such meetings. Such rejection is not subject to the grievance procedure, except in cases involving discrimination, under Article XX.

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Article X – Hours of Work

X.1 Definitions

A. Full-time Employee

An employee regularly scheduled to work forty (40) hours per work week.

B. Part-time Employee

An employee regularly scheduled to work less than forty (40) hours per workweek.

C. Workweek

A regularly recurring period consisting of seven (7) consecutive twenty-four (24) hour periods that begins Monday, 12:00 a.m. and ends the following Sunday at 11:59 p.m.

D. Overtime-Eligible Position

An overtime-eligible position is one that is assigned duties and responsibilities that meet the criteria for overtime coverage under federal and state law.

E. Overtime-Exempt Position

A position determined not eligible for the mandatory overtime provisions under State and Federal Law.

F. Work Schedules

Work schedules may be established by the Employer in order to meet operational needs, as long as the work schedules are administered in compliance with federal and state laws.

G. Operating Hours

IHME office hours are typically Monday through Friday, 8:00 am to 6:00 pm Seattle time or alternative flexible timeframes.

X.2 Determination

Per federal and state law, the Employer will determine whether a position is overtime-eligible or overtime-exempt. When the Employer determines that an overtime-eligible position is overtime-exempt or vice versa, the employee will be notified in writing of the determination.

X.3 Work Schedules

A. Regular Work Schedules

1. The regular work schedule will normally include two (2) consecutive scheduled days off.
2. Work schedules of different numbers of hours may be established for employees, as long as the alternate work schedules meet federal and state laws. Employees may request alternative work schedules, based on personal or family needs and such requests will be approved by the Employer, subject to operational needs. The Employer will consider employees' personal and family needs.

3. Employees will be allowed to work alternative schedules, as long as 50% of their typical workday falls within the operating hours. Other arrangements are allowable with final agreement of the supervisor and Human Resources.

B. Alternative Work Schedules

From time to time, there may be a need for flexibility to adjust the daily work schedules within the workweek to accomplish assigned job duties and responsibilities. The Employer will consider an employee’s preference in determining the work schedule.

C. Emergency Schedule Changes

The Employer may adjust an employee’s work schedule without prior notice in emergencies, or extraordinary unforeseen operational needs.

D. Employee-Requested Schedule and FTE Changes

Employees’ work schedules and FTEs may be changed, temporarily or permanently, at the employee’s request and with the Employer’s approval, provided the Employer’s needs are met and no overtime expense is incurred.

Tentatively Agreed To:

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<thead>
<tr>
<th>For the Union:</th>
<th>For the Employer:</th>
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</thead>
<tbody>
<tr>
<td>Erika Currier</td>
<td>Jennifer Mallahan</td>
</tr>
<tr>
<td>Date: 1/26/2023</td>
<td>Date: 1/26/2023</td>
</tr>
</tbody>
</table>
ARTICLE XX – OVERTIME

X.1 Overtime Exempt Employees.

Overtime-exempt employees are not covered by federal or state overtime laws and do not receive overtime compensation or compensatory time off. These employees are accountable for their work product, and for meeting the objectives of the institution for which they work. The Employer’s policy for all overtime-exempt employees is as follows:

A. The Employer determines the products, services, and standards that must be met by overtime-exempt employees.

B. Full time schedules are assumed to be 40 hours; however employees are expected to work to complete job responsibilities. Overtime-exempt employees may be required to work specific hours to provide services, including nights and weekends, when deemed necessary by the Employer.

C. Part time schedules are assumed to be any schedule that is at least 20 hours in a workweek but less than full time. Employees are expected to work beyond their normal schedule when necessary. The supervisor may establish a regular work schedule, but part-time employees are expected to remain flexible to accommodate the unit’s goals and mission.

D. No employee will typically be required to work more than five (5) consecutive days in a seven (7) day period. The typical IHME operating hours are Monday through Friday, 8:00 am to 6:00 pm Seattle time (PST) or alternative flexible timeframes. Employees will consult with their supervisors to adjust work hours to accommodate the appropriate balance between extended work time and offsetting time.

X.2 Overtime Eligible Employees.

A. Work in excess of forty (40) hours in one (1) standard work week constitutes overtime for over-time eligible employees. Use of paid time off does not count as time worked when calculating overtime. Overtime work must be requested by the employee and must be pre-approved by the Employer prior to working overtime.

B. Overtime worked by the eligible employees shall be compensated at a rate of one and one-half (1-1/2) times the employee's straight time hourly rate.

C. Overtime-eligible employees shall receive monetary payment as compensation for overtime worked; however, at the employee's request, compensatory time off at one and one-half (1-1/2) times the overtime hours worked may be granted in lieu of monetary payment.
D. Compensation paid to an employee for accrued compensatory time shall be paid at the regular rate earned by the employee at the time the employee receives such payment. Upon termination of employment, an employee will be paid for any unused compensatory time in accordance with the Fair Labor Standards Act.

E. Use of accrued compensatory time shall be approved by the employing official with consideration being given to the work requirements of the department and the wishes of the employee. Compensatory time off may be scheduled by the employing official during the final sixty (60) days of a biennium.

F. Compensatory time must be used or paid for by June 30th of each fiscal year. The employee’s unused compensatory time balance will be cashed out every June 30th or when the employee leaves University employment for any reason. The employee’s compensatory time balance may also be cashed out when the employee:

1. Transfers within their department to a position with different funding sources, or
2. Transfers to a position in another department.

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________
Erika Currier  Jennifer Mallahan
Date: 1/26/2023 Date: 1/26/2023
Article X - Professional Development

Professional Development benefits both the Employer and the Employee. Professional Development is the responsibility of the Employee with the support and encouragement of their supervisor. The Employer sets professional development funds aside for each fiscal year (July 1 to June 30). It is encouraged that employees wishing to consider utilizing these funds may discuss potential opportunities with their supervisors at any time, including during annual performance evaluations. Annually by July 1, employees will be notified in writing of the professional development allocations for the year. UW Press, Gallagher Law Library, UW Bothell and Cascadia College Library, and UW Tacoma Library are funded separately than UW Seattle Libraries, and their allocations may vary.

X.1 Funding Allocations

The Employer shall provide funding and requests for professional development funds may include opportunities for research and other professional development activities including scholarly meetings, conferences, creative activities, professional meetings, seminars, professional association membership fees, workshops, and webinars, and any necessary travel costs to attend these events. The employer shall make arrangements for bulk conference registrations and professional association membership fees as appropriate. Requests require documented supervisor support. Supervisors may make requests for use of professional development funds on behalf of their employees when there is a professional development opportunity needed to support the work of the organization or when the employee’s performance needs improvement.

These funds shall be a minimum amount per biennium and shall not preclude the allocation of additional funds at the discretion of the Employer:

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Biennial Funding Allocation</th>
<th>Prorating Year 1 July-June</th>
<th>Prorating Year 2 for appointments on or after July 1</th>
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<tbody>
<tr>
<td>UW Libraries Librarian</td>
<td>$1,100/year or $2,200/biennium</td>
<td>$1,100/year or $2,200/biennium</td>
<td>$1,100/year or $2,200/biennium</td>
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<tr>
<td>Appointment Status</td>
<td>UW Libraries Librarian</td>
<td>Law Librarian</td>
<td>Professional</td>
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</tr>
<tr>
<td>Retired re-employed</td>
<td>$1,320/year or $2,640/biennium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provisional</td>
<td>$1,320/year or $2,640/biennium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-continuing</td>
<td>$1,320/year or $2,640/biennium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary</td>
<td>$1,100/year per Dean’s discretion</td>
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If an Employee changes appointment status during the year, the staff member is eligible for whatever allocation is larger. Unspent funds may be carried over into the new biennium.

Employees should submit requests for professional development funds as far in advance as possible. The Employer will make a good faith effort to respond in writing to Requests for funding must be responded to in writing within two (2) weeks.

X.2 Law Librarian Fees
Membership fees for the following Law Librarian professional associations shall be paid centrally from for by Gallagher Law Library Administration: AALL or; ALA; CEAL/AAS; LLOPS; Westpac. The Employee may request payment for additional membership in other organizations (e.g. LLOPS, Westpac, etc.), subject to Employer approval. may also be approved selectively.
The Employer will also pay for the Washington State Librarian’s Certificate.

X.3 Funding for UW Information School
Tuition for classes and degrees at UW Information School will be covered for all Employees.

X.4 Employee Awareness and Planning
Upon hire, annually, and upon promotion to a higher position, rank, or classification, Employees will be given information describing the existence of and procedures surrounding the professional development programs described in this Article, including the specific amount of professional development funding available to them.

Supervisors should have career conversations with their supervisees meant to identify, discuss organizational goals, their supervisees’ professional goals, and professional development and the possible opportunities, mentors, training, and available funding that may help them achieve these goals, as per Article X.

Performance Evaluations. Career conversations may happen outside the performance review and goal cycle and are not tied to an Employee’s performance. It is up to the employee to determine if they would like to participate and engage in the opportunities identified with their supervisor.

An employee’s balance/use information shall be made available to the employee at any time.

X.5 Release Time
The Employer will make every effort to allow the Employee to participate in relevant professional development on paid release time. Employees who have received outside funding or scholarships for professional development opportunities may request paid release time to attend. Release time for training for employees accepted for UW-sponsored training and development programs shall be in accordance with Executive Order 52. Upon request, reasons for denial of release time will be provided in writing.

Declined Requests. When release time requests impact the work of the unit, employees and supervisors are expected to collaborate on work planning and task reassignment in a manner that supports the professional development opportunity. Necessary denials must be accompanied by a written explanation of how the Employee absence would pose insurmountable challenges to the work of the unit. Denial of release time for
professional development is an appropriate topic for Joint Union/Management Committee meetings.

X.6 Required Training
If the Employer requires an Employee to receive training all fees and related costs will be paid by the employing department. If attendance in such courses requires use of the Employee’s personal vehicle, the Employee will be reimbursed at the University’s travel rates applying at the time. If other transportation must be taken, the Employee will be reimbursed for all transportation costs. When attendance is required for courses that take place outside of regular work hours, supervisors will work with their supervisees to adjust work hours to accommodate the appropriate balance between extended work time and offsetting time, per Article X. Overtime.

X.7 Mentorship Program
Mentorship is a supportive, learning and professional relationship between people who have specific skills and knowledge (mentors) and individuals (mentees) who need or want the same skills and advantages to move up in work, skill level, or performance. The Employer will provide formal mentorship opportunities to all employees. Participation in this program is voluntary. Mentors and mentees will commit to one hour per month for a year that will be considered work time. Mentors are required to have worked in the UW Libraries, Gallagher Law Library, and UW Press for at least one (1) year and have five (5) or more years of full-time professional experience. Applications for mentors and mentees will be solicited twice annually in Winter and Spring.

X.8 BIPOC Mentoring and Professional Development Fund
UW Libraries, Gallagher Law Library, and UW Press will provide robust mentoring and resources for BIPOC library workers, including mentoring into leadership roles. The Employer will create a fund for self-identified BIPOC library workers of all job classes to cover attendance at conferences, and fees for professional organizations. Such resources would be supplementary to any standardized travel and education funding. Recognizing current underrepresentation of BIPOC staff in the UW Libraries, Gallagher Law Library, and UW Press, these funds can also be used for BIPOC library workers’ pursuit of mentoring beyond the workplace.

X.9 Other Professional Development Opportunities
See Article X. Tuition Exemption and Article X. Professional Leave.

X.10 Training - Layoff
Employees on layoff status shall be eligible to participate on a space available basis in regularly scheduled layoff training Professional & Organizational Development programs in accordance with https://hr.uw.edu/pod/courses-and-workshops/layoff-training/.

**X.11 Procurement/Travel Card**

All staff are eligible for a Procurement/Travel Card that may be used to pay for Professional Development opportunities, including travel and food costs, instead of advancing their own funds and waiting for reimbursement. Sufficient documentation to ensure all payments are official UW business purchases will be retained by the Employee until the cardholder account is reconciled.

**X.11 Travel Funding**

Following allocation and travel approval process, Employees are generally expected to pay out of pocket and submit documented expenses for reimbursement. Options for per-diem advances and prior trip reimbursement may be available through UW Travel Services in accordance with University policy. The Employer will make a good faith effort to process travel reimbursement requests within ten (10) working days of receiving a complete request.

Tentatively Agreed To:

For the Union: For the Employer:

_____________________________ ______________________________
Erika Currier Jennifer Mallahan

Date: 1/24/2023 Date: 1/24/2023
Article X - Hiring

X.1 Filling Positions

A. The University Employer will determine when a position will be filled, the appropriate type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The University can fill a position on a full-time or part-time basis. Employees who are appointed as part-time in classifications included in the bargaining units will also be included in the bargaining unit in accordance with the provisions of this Agreement. They will be eligible to receive medical benefits and retirement in accordance with state law and University policy.

B. Volunteers will not fill vacant bargaining unit positions.

C. It is the intent of the Employer to fill vacancies as soon as possible within budgetary limitations and where replacements are needed.

D. Notice that applications are being accepted for vacant bargaining unit positions will be published by the Employer and will be made available in places intended to reach bargaining unit employees for a minimum of fourteen-seven (147) calendar days prior to the closing of the application period. The University may limit the scope of the posting area if applications only from within the posting area are accepted. Temporary librarian appointments may be filled by a competitive or non-competitive process, as determined by the Employer.

E. The Employer may not skim bargaining unit work to employees outside of the bargaining unit or outside the employer.

F. The Union will have an opportunity to share recommendations on recruitment process and practice before the notice of vacancy is finalized. Recruitment (processes and practices) and staffing are appropriate subjects for Joint Union/Management Committee Meetings.

X.2 Equity, Diversity, Inclusion and Anti-Racism in Employee Recruitment

A. UW Libraries, Law Library, and Press will is strongly committed to engage engaging in practices that deliberately engage applicants from underrepresented underutilized groups.

B. In order to help overcome institutional barriers to racial equity, and improve the diversity climate of the institution, UW Libraries, Law Library, and Press will create coordinated cross-portfolio hiring plans, with widely accessible and documented policy and procedures, which facilitate cluster hires of three or more staff.
C. UW Libraries, Law Library, and Press will appoint search advisory committees in a manner that prioritizes diversity, and communicate transparently about that process.

D. The parties acknowledge and adopt the principle of affirmative action in hiring, as set forth in the adopted and approved affirmative action plan for the University of Washington.

E.B. UW Libraries, Law Library, and Press will provide anti-racist require implicit bias trainings to for all search committee members before searches commence.

E.C. UW Libraries, Law Library, and Press will maintain a list of the places where positions are advertised. Upon request, the list will be made available to the Union.

G.D. All UW Libraries, Law Library, and Press job vacancy announcements and advertisements will include reference to the parties’ CBA and will articulate wage and salary information in compliance with RCW 49.58.110-.

    a. Minimum and maximum salaries,
    b. Complete articulation of employee benefits,
    c. Negotiable options, including bonuses, equipment, relocation, and other incentives,
    d. Opportunities for promotion and advancement.

H.E. All UW Libraries, Law Library, and Press candidate correspondence will be transparent about process, timing, and decision-making.

Tentatively Agreed To:

For the Union:  __________________________________  __________________________________

Erika Currier  Jennifer Mallahan

Date: 12/6/2022  Date: 12/6/2022
Article X - Appointments

X.1 Regular Appointments

A. Types of Appointments for Professional Libraries and Press employees

1. Regular Appointments for positions scheduled to work twelve (12) months per year.

B. Types of Appointments for Law Librarians

a. Permanent Appointment is the right of a librarian to hold their rank without discriminatory reduction of salary, and not to suffer loss of such rank, or discriminatory reduction of salary, except for the reasons resignation (Article XX), retirement, termination (Article XX) and Layoff (Article XX) and in the manner recommended by University Libraries’ General Order 101. Permanent appointment, as described in the present General Order, is an attribute of the individual and not of the job assignment or administrative appointment without affecting the librarian’s permanent appointment. Permanent appointment shall be granted to those librarians whose training, ability, and contribution warrant a commitment on the part of the University to employ them for their entire professional careers. Such a policy requires that the granting of permanent appointment be considered carefully. It should be a specific act, even more significant than promotion in rank, which is exercised after careful consideration of the candidate’s qualifications and accomplishments.

b. Continuing Appointment is granted to those librarians whose positions are funded either wholly or in part from sources outside the University. Continuing appointment implies the same rights and privileges as permanent appointment, except that the duration of the appointment is determined by and dependent upon continuation of the external funding.

c. Eligibility

i. Unless disqualified under any other provisions of this Agreement, a full-time librarian has permanent appointment if they are an Associate Librarian or Librarian.

ii. Unless disqualified under any other provisions of this Agreement, in unusual cases a Senior Assistant Librarian may be recommended for permanent appointment effective after completion of six years of full-time service at that rank at the University of Washington.

iii. A librarian may not acquire permanent appointment:

1. Under a visiting or temporary appointment, or
2. Under any other appointment for which the University does not provide the salary from its regularly appropriated funds, unless the
Associate Dean notifies the appointee in writing that permanent appointment may be acquired under such appointment. Each appointment governed by this provision shall contain notice whether permanent appointment may or may not be acquired.

iv. Appointments to the rank of Associate Librarian or Librarian “without permanent appointment” are limited to not more than three years.

v. A librarian with permanent appointment who assumes a part-time status will have permanent appointment in the status.

vi. Under paragraph dc.iii of this Section a part-time librarian is eligible for permanent appointment if the requirement of full-time service is specifically waived in writing by the Associate Dean, but an acting or visiting librarian is not eligible for permanent appointment.

d. Duration of Non-Permanent Appointments

i. For the purposes of these guidelines, a year is one complete University fiscal year, plus any time short of another full fiscal year.

ii. The initial appointment of an Assistant Librarian is for two years, exclusive of time spent during leaves of absence. Not later than January 1 of the second complete year of the initial appointment, the librarian will be notified either that the appointment has been renewed for an additional two years, or that the appointment will terminate at the end of the next fiscal year. If by January 1 of the fourth year the librarian has not been promoted to Senior Assistant Librarian, appointment for a fifth and final year will be accompanied by notice of termination as of the end of the fifth year.

iii. The first appointment or the re-appointment of a Senior Assistant Librarian is for a basic period of three years, exclusive of time spent during leaves of absence, subject to earlier dismissal for cause. Not later than January 1 of the third complete year of the initial appointment as Senior Assistant Librarian, the librarian will be notified either (1) that that appointment has been renewed for an additional three years, or (2) that the librarian will be promoted to Associate Librarian, or (3) that the appointment will be extended for a fourth and final year. If the appointment is renewed, not later than January 1 of the third year of the renewal period the librarian will be notified either (1) that they have been promoted to Associate Librarian, or (2) that they have been granted permanent appointment as a Senior Assistant Librarian, or (3) that the appointment will be extended for a seventh and final year.

iv. A librarian promoted to the rank of Associate Librarian or Librarian will have permanent or continuing appointment. However, a librarian may be appointed as Associate Librarian or Librarian either with or without permanent appointment. An initial appointment at either of these ranks “without permanent appointment” will be for three years, exclusive of time spent during leaves of absence. In the case of a Librarian without
permanent appointment, the voting peer group will be the Librarian of
their department. Not later than January 1 of the third complete year of
the appointment, the librarian will be notified whether permanent or
continuing appointment has been granted. If permanent or continuing
appointment has not been granted, the librarian will be notified of
termination effective at the end of the succeeding fiscal year.

v. A librarian whose salary is not provided by state funds may be considered
for continuing appointment on the same basis as is applied in granting
permanent appointment, but subject to removal upon termination of
funding or for cause. If a librarian with continuing appointment
subsequently is selected, through the normal appointment procedures
specified herein, to a position funded entirely by state funds, their
appointment will become permanent.

B. Types of Appointments for UW Libraries Librarians and Gallagher Law Librarians

The appointment status for librarians can be provisional, permanent, non-continuing,
continuing or temporary, dependent upon the qualifications of the librarian and whether
they are supported by state-appropriated funds or other than state-appropriated funds. If
an appointment is supported by state funds that are not under the jurisdiction or control
of the University Libraries, the appointment will be equivalent to appointments supported
by other than state-appropriated funds. All provisional, permanent, and temporary
appointments must be to positions at a minimum of .5 FTE. Appointment status applies
to all UW Libraries librarians and Gallagher Law librarians.

e.a. Appointment Status – Supported by State-Appropriated Funds

i. Provisional Appointment
A provisional appointment is a specific term appointment exclusive of time
granted for extension of appointment in accordance with Chapter IV,
Guideline Article XX Promotions for positions which are entirely supported
by state-appropriated funds. Provisional appointments are always made
for the ranks of Assistant Librarian and Senior Assistant Librarian and
may be made for initial appointment at the rank of Associate Librarian.
Provisional appointments are generally made for all librarians who have
less than five years of experience or who have not yet sufficiently
demonstrated that they have met the expectations for
permanent/continuing appointment at the University of Washington
Libraries or Gallagher Law Library. Employees coming from temporary
librarian positions at UW may elect to count the time in their temporary
position toward the five years of experience. Provisional appointments
are subject to resignation (Article XX), retirement, Corrective Action and
Dismissal (Article XX) and Layoff (Article XX).

ii. Permanent Appointment
Permanent appointment is based on the achievements of the individual and carries with it the right of librarians to hold their rank without reduction of salary or FTE, except for the grounds and in the manner provided in resignation (Article XX), retirement, Corrective action and Dismissal (Article XX) and Layoff (Article XX). Permanent appointment is not affected by transfer or reassignment from a particular position or administrative appointment. Permanent appointment is not affected by transfer or reassignment between Librarian positions or from an administrative appointment.

Permanent appointment shall be granted to those librarians whose training, ability, and contributions are of sufficient significance to warrant a commitment on the part of the University to employ them for the remainder of their professional careers on an ongoing basis, except for resignation (Article XX), retirement, Corrective Action and Dismissal (Article XX), and Layoff (Article XX). Such a policy requires that the granting of permanent appointment be considered carefully. It is a specific action which is exercised after careful consideration of the candidate’s qualifications and accomplishments in relation to the qualifications and responsibilities associated with their Rank.

Permanent appointment is made at the ranks of Associate Librarian or Librarian, for those librarians appointed to positions of .5 FTE or more, entirely supported by state-appropriated funds. Permanent appointment is not possible if a librarian only holds a temporary, or provisional, non-continuing or continuing appointment. If a librarian holds an appointment which is funded by a combination of state-appropriated funds and other than state-appropriated funds, only the state-fledged portion of the appointment is subject to change from provisional to permanent status. If a librarian with continuing appointment subsequently is selected through normal appointment procedures for a position funded entirely by state-appropriated funds, then the appointment status will change from continuing to permanent.

### f. Appointment Status — Supported by Other than State-Appropriated Funds

#### i. Non-Continuing Appointment

Non-continuing appointment is made for an Assistant Librarian or Senior Assistant Librarian whose position is supported either wholly or in part by other than state-appropriated funds and is dependent upon continuation of such funding. The regulations for provisional appointments for Assistant Librarian and Senior Assistant Librarian apply to individuals having those ranks with non-continuing appointment. Initial appointment in the University of Washington Libraries at the rank of Associate Librarian may be made with non-continuing status.

#### ii. Continuing Appointment
Continuing appointment is granted to those librarians whose positions are supported either wholly or in part by other than state-appropriated funds. Continuing appointment implies the same rights and privileges as permanent appointment, except that the duration of the appointment is determined by and dependent upon continuation of support as determined by the University Libraries of salary funding available from other than state-appropriated funds. Librarians whose salaries are supported by other than state-appropriated funds may be considered for continuing appointment on the same basis as is applied in granting permanent appointment, but are subject to removal upon expiration of such funding. If a librarian with continuing appointment subsequently is selected through the normal appointment procedures for a position supported by state-appropriated funds, then the appointment status will change from continuing to permanent.

9. Emeritus Appointment

The emeritus appointment may be recommended by the University Libraries for a retired librarian whose professional performance and achievements have been meritorious. Such a recommendation requires approval by the Dean of University Libraries and the President of the University. The normal criteria for appointment with the emeritus title are at least ten years of prior service as a member of the University Libraries and achievement of the rank of Librarian or Associate Librarian.

X.2 Temporary and Interim Appointments

Temporary and Interim appointments will be for a fixed duration, established and documented at the beginning of the appointment. Individuals hired under this section will receive written notification of the anticipated maximum length of the appointment and the eligibility for benefits. Employees in Temporary and Interim Appointments are subject to all terms of this Agreement except as stated otherwise. The Employer may convert a Temporary Appointment into a regular Appointment if the Employer used a competitive process to fill the temporary appointment. Professional Libraries and Press employees will serve a probationary or trial service period whichever is applicable. Either halfway through the original duration, or six months before the end of the appointment (whichever is shorter), upon request, the Employer will meet with a temporary employee to discuss the status of their temporary appointment. At the conclusion of a temporary or interim appointment, a permanent employee shall have the right to revert to their former position or to an equivalent position. No temporary or interim appointment shall take the place of employees laid-off due to lack of work or lack of funds.

A. Temporary Librarian Appointments

A temporary appointment shall have a specified date of expiration and shall generally be limited to two years or less. Temporary librarian appointments are subject to resignation (Article XX), retirement, Corrective Action (Article XX) and Layoff (Article XX). Temporary
appointments may be supported by state-appropriated funds or supported by other than state-appropriated funds, and may be made for any position at an appropriate rank the Assistant Librarian, Senior Assistant Librarian or Associate Librarian Rank or classification when it becomes necessary to employ temporary staff librarians. This type of appointment may also be used when it is necessary to employ temporary replacements for vacant positions. Under no circumstances is the appointment period to exceed the period of time for which funds have been made available. For UW Libraries, Librarians with temporary appointments are not eligible for promotion, and are not eligible to serve on personnel committees. Librarians with temporary appointments are also not eligible to vote for representatives to personnel committees. For Gallagher Law Library, Librarians with temporary appointments are not eligible for promotion and are not eligible to vote on promotions of other law librarians.

Time worked in a temporary appointment will count toward seniority for employees who are appointed to a regular or non-temporary position represented by SEIU, Local 925 without a break in service.

For temporary appointments, either half way through the duration, or six months before the end of the appointment (whichever is shorter), the Employer will meet with the Employee to discuss the Employer’s long-term goals for the position, strategies they are pursuing for funding, and anticipated timelines for when concrete decisions about the position may be made.

The Employer may convert a temporary appointment Librarian into a regular permanent or non-temporary provisional Librarian appointment if the Employer used a competitive process to fill the temporary appointment.

B. Project Appointments (Professional Libraries and Press employees)

Appointments for a limited term may be made for assignments initially intended to be six (6) to twelve (12) months in duration. The filling of project appointments will be determined by the University. Individuals hired under this section will receive written notification of the anticipated maximum length of the appointment and the eligibility for benefits. Conclusion of the appointment will be at the discretion of the University, including termination of appointment prior to its originally intended expiration date, and will not be subject to Articles X (Grievance Procedure) and X (Layoff Seniority, Layoff, Rehire) of the contract. Time worked in a project appointment will count towards seniority for employees who are appointed to a regular monthly position represented by SEIU, Local 925 without a break in service.

1. An individual appointed to a Project Appointment who is hired into the, same job, or in the same classification in the same unit through open recruitment will have their Project Appointment months of service apply toward their probationary period for that position.

2. Employees recruited into positions under section one (a) who have worked in the Project Appointment six (6) months or longer, extending on a day-for-a-day
basis for paid or unpaid absences, will be considered to have completed their
probationary period and all months of service under that Project Appointment
(including extensions) shall count toward their seniority.

The Employer may convert a Project Appointment into a regular Appointment if the
Employer used a competitive process to fill the Project appointment or if the Project
Appointment was filled using a veteran placement in such circumstances the employee will
serve a probationary or trial service period whichever is applicable.

B. Interim Appointment to a Higher Position or Administrative Appointment.

Professional Libraries and Press employees The employing official may temporarily
assign a regular employee the duties and responsibilities of a higher level position for up
to one (1) year. Such appointments shall be made in increments of no more than six (6)
months. The employee shall be paid at least a five percent (5%) increase over the
present salary. Such increase shall be effective the first day of the assignment when
approved.

A. For employees that take on duties in addition to their previous position
description, the employer will calculate what percentage of FTE the work
represents, adding that percentage of the minimum salary that would be
advertised for the position to the employee’s existing salary.

B. For employees where their previous position/job duties are no longer their
responsibility, they shall be paid at least the minimum salary that would be
advertised for the position, or given a 10% increase over their current salary,
whichever is greater.

C. Such increase shall be effective retroactive to when assumption of those duties
commenced.

Librarians—The employing official may temporarily assign an employee(s) supplemental
operationally necessary the duties and responsibilities of a higher level or
administrative position generally for up to one (1) year. Such appointments shall be
made in increments of no more than six (6) months. Extensions beyond twelve months
may be requested based on business need, in increments of no more than twelve (12)
months.

X.3 Movement Between Positions within the Unit

who transfer, move laterally, or voluntarily demote shall serve a trial service period. Paid or
unpaid leave taken during the six (6) week trial service period shall extend the length of the trial
service period on a day-for-a-day basis for any day(s) that the employee takes paid time off,
leave without pay, or shared leave, except for leave taken for military service. Either the
Employer or the employee may end the appointment by providing notice. Both the trial service
requirement and reversion rights (Employer and employee) apply to employees accepting
positions represented by a different Union. During the six (6) week trial service period, the
employee may revert back to their former position if the position is still unoccupied.
Tentatively Agreed To:

For the Union:  
Erika Currier  
Date: 1/17/2023

For the Employer:  
Ashlee Hooten  
Date: 1/17/2023
Article X - Classification, Reclassification and Promotion and Transfers of Professional Libraries and Press Employees

X.1 The Employer will allocate positions on a “best fit” basis to the most appropriate classification at the University of Washington. Allocations shall be based on a position’s duties, responsibilities, or qualifications.

X.2 Reallocations shall be based on a permanent and substantive change in the duties, responsibilities, or qualifications of a position or application of the professional exemption criteria set forth in RCW 41.06.070(2).

X.3 Should the Employer decide to create, eliminate or modify class specifications which do not involve a major restructure to the overall classification system, it will notify the Union in advance of implementing the action. Notification will include the bargaining unit status of the classification and, for a newly created or modified classification considered to be in the bargaining unit, a proposed salary. Notification will occur at least forty-five (45) days in advance of any proposed implementation date. The Union may bargain over the salary.

X.4 All new Professional Libraries and Press Employees class specifications will be considered included in the bargaining unit, unless exempted by law. UW HR will follow RCW 41.56.21 to determine whether a new position is prohibited by law from being in the bargaining unit. If a new non-supervisory or supervisory position is not prohibited from being in the bargaining unit by RCW 41.56.21, it will be considered bargaining unit work. For work that is permitted to be in the bargaining unit, a new bargaining unit class specification may be created or the position may be assigned to an existing bargaining unit job class specification. The Union may bargain over the salary placement.

X.5 Within thirty (30) calendar days following implementation of the Employer’s decision to create or combine classifications per this article, or modify class specifications for bargaining unit positions, the Union may file an appeal with the Classification Review Hearing Officer selected under this article of this contract, to determine if the salary assigned to the classification is appropriate.

X.6 The Union may, at any time, propose a new classification or edits to an existing classification with appropriate justification through the position review process as outlined below. These proposals will be reviewed by the UWHR Compensation Office which will accept, reject, or modify any proposal. The Union and the UWHR Compensation Office will meet and discuss the proposal within sixty (60) days. This review is not grievable.

X.7 The Employer agrees to notify the Union of any proposed reclassifications of occupied bargaining unit positions into non-bargaining unit positions at least thirty (30) days prior to implementation.
X.8 Position Review Process

A. The Employer or employee representative may request that a position be reviewed when the requesting party believes that the basis of its request has become a permanent requirement of the position, either through reclassification or proposing a new classification. Employees and employee representatives may not request that a position be reviewed more often than once every six (6) months.

B. The request must be complete and in writing on forms provided by the Employer. Requests may be submitted to Libraries or Law Human Resources.

C. The UWHR Compensation Office will investigate the position and issue a written response to the employee or employee representative within sixty (60) calendar days from receipt, by Human Resources, of the completed request. The response will include notification of the class and salary assigned when the position is reallocated, or notification of the reasons the position does not warrant reallocation when the request is not approved.

D. The effective date of allocations or reallocations initiated by the Employer shall be determined by the Employer. The effective date of a reallocation resulting from an employee representative request for position review will be established as the 1st or the 16th of the month which precedes the date that the completed request was filed with Libraries or Law HR or the employee's direct supervisor or department, whichever date is earliest. The date of receipt must be appropriately documented.

X.9 Position Review Appeal Process:

A. If the Union wishes to appeal the decision of the Employer, it may appeal to the Classification Review Hearing Officer within thirty (30) calendar days following the date of the Employer's written response.

B. Hearing Officer The Hearing Officer shall be jointly selected by the parties within thirty (30) days of the execution of this contract and shall serve for a minimum of one (1) year from the date of selection. At that time the parties may choose to re-appoint the Hearing Officer or select a different Hearing Officer who will also serve for a minimum of one (1) year from date of selection.

C. Hearings The Hearing Officer shall hold hearings on a quarterly basis unless there are no appeals to hear or the parties agree to pend any open appeals. All materials considered in the position review shall be submitted to the Hearing Officer prior to the hearing and neither party will submit evidence at the hearing that was not submitted during the position review. The Hearing Officer shall endeavor to hold multiple hearings each day, and shall issue a concise decision which shall be final and binding. The Hearing Officer shall have no authority to alter the terms and conditions of this contract. Employees may be represented at the hearing and will be released from work with no loss of pay to attend the hearing. The Hearing Officer’s fees and expenses shall be shared equally by the parties.
X.10 Promotions/Transfers

A. Policy

It is the policy of the University to encourage job advancement and promote from within. It is the responsibility of each employee seeking promotion or transfer to provide the Employer with complete information regarding the employee’s skills and qualifications relative to the position sought. The Employer will make the application process, necessary submittals and the essential skills of the vacant position clear to prospective applicants. All employees will be informed of the processes and steps necessary for advancement. This may be done as part of the annual performance evaluation.

B. Definitions

For the purpose of this Article the following definitions apply:

1. Promotion Reclassification via position review Movement to a position in a job class with a higher salary range minimum without the need for a competitive application process.
2. Promotion via application Movement to a position in a job class with a higher salary range minimum that requires a competitive application process.
3. Transfer Movement to a position within another team in the same classification.
4. Lateral Movement of employee to a position in a different class which has the same salary range minimum as the employee’s current class, via reclassification or a competitive application process.
5. Voluntary Demotion Movement to a position with a lower salary minimum, where the position is attained through the employment process. This section does not apply to employees who demote as the result of corrective action.

C. The Employer will determine if applicants possess the essential skills required of the position. Essential skills are the minimum qualifications listed in the job description for the classification and any specific position requirements. In accordance with applicable law, affirmative action goals will be considered when filling vacancies.

D. Provided there is at least two (2) bargaining unit applicants per job requisition, who are regular monthly employees and who possess the essential skills, they shall be among those granted an interview for bargaining unit positions per job requisition. If there are multiple bargaining unit applicants, there is no limit to the number of internal applicants who may be granted an interview by the Employer. Interviews and priority consideration of bargaining unit applicants will take place prior to interviews of outside candidates. Applicants who possess the essential skills and not offered an interview may seek a review of the assessment through Human-Resources. Which bargaining unit applicant(s) the Employer chooses to interview shall not be grievable.
E. Applicants from within the bargaining unit determined not to possess the essential skills for the vacant position may seek a non-grievable review of the assessment through Human Resources. Applicants from the bargaining unit who are interviewed but are not offered the position may request an explanation, written or oral, as to why the position was not offered. The decision is not subject to the grievance procedure.

F. There will be no formal requirement for time spent in a given position before an employee changes positions through promotion reclassification via review, promotion via application, transfer, lateral, or voluntary demotion.

G. During the annual promotion and salary increase cycle, the Employer will communicate to employees in grant-funded positions if funding is available for promotions or not.

H. There will be no restrictions on the number of employees recommended for promotion.

X.11.2 Movement Between Positions within UW Libraries, Gallagher Law Library, and UW Press

Professional Libraries and Press employees who transfer, move laterally, or voluntarily demote shall serve a trial service period. Paid or unpaid leave taken during the six (6) week trial service period shall extend the length of the trial service period on a day-for-a-day basis for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service. Either the Employer or the employee may end the appointment by providing notice. Both the trial service requirement and reversion rights (Employer and employee) apply to employees accepting positions represented by a different Union. During the six (6) week trial service period, the employee may revert back to their former position if the position is still unoccupied. If the former position is occupied, the employee may be placed on the rehire list for their former position.

X.12.3 Promotional Trial Service

Promotional appointees will serve a six (6) month trial service. During the first two (2) months of the trial service period, employees have preemptive rights to their former position. After the first two (2) months but during the remainder of trial service, employees who are not staying in the new position shall have the option to revert to their former position if it is still vacant, be considered for reassignment in the same class as their former class, or be placed on the rehire list. Paid or unpaid leave taken during the six (6) month trial service period shall extend the length of the trial service period on a day-for-a-day basis for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service.

X.13.4 Demotion

Any employee who demotes to a classification in which they have previously held permanent status will serve a six (6) week trial service. At any time during the six (6) weeks the employee has preemptive rights to their former position. This section does not apply to corrective action related demotions.
X.14

Employees shall receive reasonable paid release time for job interviews (which may include sitting for an examination) at the University. Such time must be approved in advance by the supervisor subject to unit staffing needs.

X.15 Internal Job Postings

The Employer will provide all employees notice via email when a new position has been posted on the internal job board.

Tentatively Agreed To:

For the Union: For the Employer:

_________________________ ____________________________
Erika Currier Jennifer Mallahan
Date: 1/26/2023 Date: 1/26/2023
Article X - Classification, and Reclassification and Promotion of Professional Libraries and Press Employees

X.1 The Employer will allocate positions on a “best fit” basis to the most appropriate classification in the Libraries-SEIU 925 bargaining unit classifications at the University of Washington. Allocations shall be based on a position’s duties, responsibilities, or qualifications.

X.2 Reallocations shall be based on a permanent and substantive change in the duties, responsibilities, or qualifications of a position or application of the professional exemption criteria set forth in RCW 41.06.070(2).

X.3 Should the Employer decide to create, eliminate or modify class specifications which do not involve a major restructure to the overall classification system, it will notify the Union in advance of implementing the action. Notification will include the bargaining unit status of the classification and, for a newly created or modified classification considered to be in the bargaining unit, a proposed salary. Notification will occur at least forty-five (45) days in advance of any proposed implementation date. The Union may bargain over the salary.

X.4 All new Professional Libraries and Press Employees class specifications will be considered included in the bargaining unit, unless exempted by law. UW HR The Employer will follow RCW 41.56.21 to determine whether a new position is prohibited by law from being in the bargaining unit. If a new non-supervisory or supervisory position is not prohibited from being in the bargaining unit by RCW 41.56.21, it will be considered bargaining unit work. For work that is permitted to be in the bargaining unit, a new bargaining unit class specification may be created or the position may be assigned to an existing bargaining unit job class specification. The Union may bargain over the salary.

X.5 Within thirty (30) calendar days following implementation of the Employer’s decision to create or combine classifications per this article, or modify class specifications for bargaining unit positions, the Union may file an appeal with the Classification Review Hearing Officer selected under this article of this contract, to determine if the salary assigned to the classification is appropriate.

X.6 Revising or Creating New Job Classifications: The Union may, at any time, propose a new classification or edits to an existing classification with appropriate justification through the position review process as outlined below. These proposals will be reviewed by the UW HR Compensation Office which will accept, reject, or modify any proposal. The Union and the UWHR Compensation Office will meet and discuss the proposal within sixty (60) days. This review is not grievable.

X.7 The Employer agrees to notify the Union of any proposed reclassifications of occupied bargaining unit positions into non-bargaining unit positions at least thirty (30) days prior to implementation.
X.8 Position Review Process

A. The Employer or employee representative may request that a position be reviewed when the requesting party believes that the basis of its request has become a permanent requirement of the position, either through reclassification or proposing a new classification. Employees and employee representatives may not request that a position be reviewed more often than once every six (6) months.

B. The request must be complete and in writing on forms provided by the Employer. Requests may be submitted to Libraries or Law Human Resources.

C. The UWHR Compensation Office will investigate the position and issue a written response to the employee or employee representative within sixty (60) calendar days from receipt, by Human Resources, of the completed request. The response will include notification of the class and salary assigned when the position is reallocated or notification of the reasons the position does not warrant reallocation when the request is not approved.

D. The effective date of allocations or reallocations initiated by the Employer shall be determined by the Employer. The effective date of a reallocation resulting from an employee representative request for position review will be established as the 1st or the 16th of the month which precedes the date that the completed request was filed with Libraries or Law HR or the employee’s direct supervisor or department, whichever date is earliest. The date of receipt must be appropriately documented.

X.9 Position Review Appeal Process:

A. If the Union wishes to appeal the decision of the Employer, it may appeal to the Classification Review Hearing Officer within thirty (30) calendar days following the date of the Employer’s written response.

B. Hearing Officer The Hearing Officer shall be jointly selected by the parties within thirty (30) days of the execution of this contract and shall serve for a minimum of one (1) year from the date of selection. At that time the parties may choose to re-appoint the Hearing Officer or select a different Hearing Officer who will also serve for a minimum of one (1) year from date of selection.

C. Hearings The Hearing Officer shall hold hearings on a quarterly basis unless there are no appeals to hear or the parties agree to pend any open appeals. All materials considered in the position review shall be submitted to the Hearing Officer prior to the hearing and neither party will submit evidence at the hearing that was not submitted during the position review. The Hearing Officer shall endeavor to hold multiple hearings each day, and shall issue a concise decision which shall be final and binding. The Hearing Officer shall have no authority to alter the terms and conditions of this contract. Employees may be represented at the hearing and will be released from work with no loss of pay to attend the hearing. The Hearing Officer’s fees and expenses shall be shared equally by the parties.
X.10 Promotions/Transfers

A. Policy

It is the policy of the University to encourage job advancement and promote from within. It is the responsibility of each employee seeking promotion or transfer to provide the Employer with complete information regarding the employee’s skills and qualifications relative to the position sought. The Employer will make the application process, necessary submittals and the essential skills of the vacant position clear to prospective applicants. All employees will be informed of the processes and steps necessary for advancement. This may be done as part of the annual performance evaluation.

B. Definitions

For the purpose of this Article the following definitions apply:

1. Promotion via position review Movement to a position in a job class with a higher salary range minimum without the need for a competitive application process.

2. Promotion via application Movement to a position in a job class with a higher salary range minimum that requires a competitive application process.

3. Transfer Movement to a position within another team in the same classification.

4. Lateral Movement of employee to a position in a different class which has the same salary range minimum as the employee’s current class.

5. Voluntary Demotion Movement to a position with a lower salary minimum, where the position is attained through the employment process. This section does not apply to employees who demote as the result of corrective action.

C. The Employer will determine if applicants possess the essential skills required of the position. Essential skills are the minimum qualifications listed in the job description for the classification and any specific position requirements. In accordance with applicable law, affirmative action goals will be considered when filling vacancies.

D. At least two (2) bargaining unit applicants per job requisition, who are regular monthly employees and who possess the essential skills, shall be among those granted an interview for bargaining unit positions. Interviews and priority consideration of bargaining unit applicants will take place prior to interviews of outside candidates. Applicants who possess the essential skills and not offered an interview may seek a review of the assessment through Human Resources. Which bargaining unit applicant(s) the Employer chooses to interview shall not be grievable.

E. Applicants from within the bargaining unit determined not to possess the essential skills for the vacant position may seek a non-grievable review of the assessment through Human Resources. Applicants from the bargaining unit who are interviewed but are not offered the position may request an explanation, written or oral, as to why the position was not offered. The decision is not subject to the grievance procedure.
F. There will be no formal requirement for time spent in a given position before an employee changes positions through promotion via review, promotion via application, transfer, lateral, or voluntary demotion.

G. During the annual promotion and salary increase cycle, the Employer will communicate to employees in grant-funded positions if funding is available for promotions or not.

H. There will be no restrictions on the number of employees recommended for promotion.

X.11 Movement Between Positions within UW Libraries, Gallagher Law Library, and UW Press

Employees who transfer, move laterally, or voluntarily demote shall serve a trial service period. Paid or unpaid leave taken during the six (6) week trial service period shall extend the length of the trial service period on a day-for-a-day basis for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service. Either the Employer or the employee may end the appointment by providing notice. Both the trial service requirement and reversion rights (Employer and employee) apply to employees accepting positions represented by a different Union.

X.12 Promotional Trial Service

Promotional appointees will serve a six (6) month trial service. During the first two (2) months of the trial service period, employees have preemptive rights to their former position. After the first two (2) months but during the remainder of trial service, employees who are not staying in the new position shall have the option to revert to their former position if it is still vacant, be considered for reassignment in the same class as their former class, or be placed on the rehire list. Paid or unpaid leave taken during the six (6) month trial service period shall extend the length of the trial service period on a day-for-a-day basis for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service.

X.13 Demotion

Any employee who demotes to a classification in which they have previously held permanent status will serve a six (6) week trial service. At any time during the six (6) weeks the employee has preemptive rights to their former position. This section does not apply to corrective action related demotions.

X.14

Employees shall receive reasonable paid release time for job interviews (which may include sitting for an examination) at the University. Such time must be approved in advance by the supervisor subject to unit staffing needs.

X.15 Internal Job Postings
The Employer will provide all employees notice via email when a new position has been posted on the internal job board.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Jennifer Mallahan

Date: 12/9/2022 Date: 12/21/2022
Article X — Ranking, Status, Initial Appointments, Renewal of Appointments and Reranking Promotions of for Gallagher Law Librarians

X.1 Rank and Status for Gallagher Law Librarians

Librarians may hold the rank of Assistant Librarian, Senior Assistant Librarian, Associate Librarian, or Librarian dependent upon their qualifications. Criteria for appointment, expectations for rank, and appointment status are described in Chapter II, Section A of the Librarian Personnel Code Revised 2017.

Law librarians are appointed at the rank of Assistant Librarian, Senior Assistant Librarian, Associate Librarian, or Librarian dependent upon their qualifications. Each rank carries with it different levels of responsibility, and law librarians are expected to fulfill the responsibilities associated with their ranks and their positions. However, supervisory and management responsibilities are not requirements for promotion in any rank.

Law librarians may be promoted from Assistant Librarian to Senior Assistant Librarian, from Senior Assistant Librarian to Associate Librarian, and from Associate Librarian to Librarian. Persons holding the rank of Associate Librarian are not required to pursue promotion to the rank of Librarian.

The qualifications, responsibilities, and expectations for appointment and promotion at each rank are described in the following section. Within this section, whenever this document refers to the duration of an appointment year, a year is one University academic year (July 1 through June 30) and for purposes of rank and status, the librarian’s initial appointment period is defined as beginning on July 1 following the date of hire.

1. Assistant Librarian
   a. Criteria for Appointment to Assistant Librarian. This rank is for law librarians who have received the appropriate graduate degree from a program accredited by the American Library Association \( \text{ALA} \) or an equivalent graduate library science, information studies or archival studies degree, and have little or no professional experience in librarianship. In compliance with the ABA’s definition of law librarian, the JD (or equivalent) is a suitable substitute for a graduate degree in librarianship in the appointment of a law librarian by Gallagher Law Library. When applicable, appointed law librarians not holding a graduate degree in librarianship will be required to comply with RCW 27.04.055. Generally, appointment to Assistant Librarian will be made for those individuals with fewer than two years of experience as a librarian.
b. **Expectations for Rank.** Librarians at this rank are generally at the beginning of their career. They are expected to fulfill at a consistently high level the responsibilities described in the position description. Assistant Librarians develop a strong understanding of the context for their role and demonstrate an impact in their responsibilities and competencies. Assistant Librarians become familiar with library functions, operations and policies. They demonstrate an interest in and an ability to contribute to the workings of their individual unit, department, or user community. They show evidence of an interest in pursuing their own professional development and in making contributions to the profession beyond the work environment.

c. **Appointment Status.** The appointment as Assistant Librarian is always with provisional/non-continuing status and is for a period of two years only, exclusive of time granted for extension of appointment in accordance with Article X.2 and X.3(A)section IV, Guideline A. Assistant Librarians do not hold permanent/continuing appointment status. They qualify for promotion to Senior Assistant Librarian after the first completed year of their initial two-year appointment as Assistant Librarian.

d. **Promotion to Senior Assistant Librarian.** Not later than October 1, December 15, or August 1 of the second year of the provisional appointment, an Assistant Librarian may apply for promotion to Senior Assistant Librarian with provisional status. If the Assistant Librarian does not apply for promotion, the appointment will expire on the following June 30.

When the Assistant Librarian applies for promotion to Senior Assistant Librarian, the librarian will be notified, no later than June 30 of the second year of the appointment, of one of the following actions:

1. Promotion to Senior Assistant Librarian with provisional/non-continuing status effective the beginning of the next academic year; or

2. Nonrenewal of appointment at the end of the next academic year.

2. **Senior Assistant Librarian**

a. **Criteria for Appointment to Senior Assistant Librarian.** This rank is for law librarians who generally have at least two years of demonstrated competence as an Assistant Librarian in the University of Washington Libraries Gallagher Law Library; have two or fewer years of experience as a law librarian but hold both a JD (or equivalent) and a graduate degree in librarianship accredited by the ALA; or have established an equivalent record through in comparable positions, service, and professional development at other institutions; or have established a cumulative equivalent record at University of Washington Libraries-Gallagher Law Library and other institutions.
Law librarians promoted to the rank of Senior Assistant Librarian have met the position responsibilities and expectations of Assistant Librarians. They have demonstrated the ability to master the foundations, theory, and practice of law librarianship, to develop an understanding of library operations beyond their immediate assignment and to recognize the role of the Gallagher Law Library in the School of Law, and the role of serving the broader research and legal information community. They have demonstrated the capacity for continued growth and development in the profession.

b. Expectations for Rank. Senior Assistant Librarians develop a strong understanding of the context for their role, demonstrate an impact in their responsibilities and competencies, and proactively seek ways to support community needs in their domain of responsibility. Librarians at this rank fulfill responsibilities requiring the utilization of the professional skills and techniques of the trained and experienced librarian. Senior Assistant Librarians contribute to and/or initiate projects and programs within their units and may contribute to projects outside the assigned unit as members of a Library, University or other user community task force, council or committee. They are accountable for performing assigned position responsibilities in a consistently excellent manner. They contribute constructively to recommendations concerning law library functions, operations, and policies, and to the implementation and success of policies, programs, and services of the University Libraries, the University and other user communities. Gallagher Law Library, the School of Law, and the University. They show evidence of substantive professional development, which includes participation in professional activities beyond the work environment.

c. Appointment Status. The appointment as Senior Assistant Librarian is always provisional/non-continuing status and is for an initial period of three years, exclusive of time granted for extension of appointment in accordance with Article X.2 and X.3(A)Chapter IV, Guideline A. Senior Assistant Librarians may apply for a renewal of their appointment for an additional, and final, three-year period. Senior Assistant Librarians do not hold permanent/continuing appointment status. They qualify for renewal/reappointment or for promotion to Associate Librarian after the second complete year of their initial three-year appointment as Senior Assistant Librarian.

d. Renewal of Appointment Status or Promotion to Associate Librarian. Not later than October 1st August 1st of the third complete year of the initial appointment as Senior Assistant Librarian, the librarian must either:

1. Apply for renewal of appointment with provisional/non-continuing status; or
2. Apply for promotion to Associate Librarian with permanent/continuing status. Candidates applying for promotion must document that they meet the criteria stated in Article X.1(3)(a) Chapter II.A.3.a.

If one of the above actions is not taken, the initial appointment will expire on the following June 30.

If the Senior Assistant Librarian applies for renewal of provisional/non-continuing appointment for an additional, and final, three-year period, the law librarian will be notified not later than June 30 of the third year of one of the following actions:

1. Renewal of provisional/non-continuing appointment for an additional, and final, three-year renewal period effective the beginning of the next academic year; or
2. Nonrenewal of appointment at the end of the next academic year.

If the Senior Assistant Librarian applies for promotion, the law librarian will be notified not later than June 30 of the third year of one of the following actions:

1. Renewal of provisional/non-continuing appointment for an additional, and final, three-year period effective the beginning of the next academic year; or
2. Promotion to Associate Librarian with permanent/continuing status effective the beginning of the next academic year; or
3. Nonrenewal of appointment at the end of the next academic year.

If a Senior Assistant Librarian has had a provisional/non-continuing appointment renewed for an additional, and final, three-year period, the Senior Assistant Librarian may apply for promotion to Associate Librarian with permanent/continuing status during the first and second years of this renewed three-year appointment. If the Senior Assistant Librarian does not apply for this promotion by the third year of the renewed appointment, the appointment will expire on the following June 30.

The Senior Assistant Librarian will be notified of one of the following actions not later than June 30 of the third year of the renewed appointment:

1. Promotion to Associate Librarian with permanent/continuing status effective the beginning of the next academic year; or
2. Nonrenewal of appointment at the end of the next academic year.
3. **Associate Librarian**

   a. **Criteria for Appointment to Associate Librarian.** This rank is for librarians who generally have at least five years of demonstrated competence in the University of Washington Libraries-Gallagher Law Library; have established an equivalent record through in-comparable positions, service, and professional development at other institutions; or have established a cumulative equivalent record at the University of Washington Libraries Gallagher Law Library and other institutions.

Librarians promoted to or appointed at the rank of Associate Librarian have met the position responsibilities and expectations of Senior Assistant Librarian, have achieved an understanding of the interrelationships of library functions and operations, and have made substantial and sustained contributions to their user communities or to the libraries in which they have gained their experience.

Librarians promoted to or appointed at the rank of Associate Librarian also demonstrate substantial growth in their profession and have made sustained and significant contributions in professional activities beyond the work environment. Such activities should enhance the individual’s value and contributions to the University Libraries, the University, the research and learning community, user communities or the profession to Gallagher Law Library, the School of Law, the broader UW research and legal information community. Associate Librarians also demonstrate excellent potential for a sustained and substantive professional career.

b. **Expectations for Rank.** The rank of Associate Librarian is indicative of sustained excellence in professional performance and achievement. Associate Librarians develop a strong understanding of the context for their role, demonstrate an impact in their responsibilities and competencies, and proactively seek ways to support community needs in their domain of responsibility. Associate Librarians contribute significantly toward the development and implementation of projects and programs in their assigned units. They contribute to and/or initiate projects with broad scope outside their assigned units, either individually or as members of a committee or task force. They are accountable for performing assigned responsibilities in a consistently excellent manner; for making thoughtful and innovative recommendations concerning library functions, operations, and policies; and for the implementation and success of new or existing policies, programs, and services. Associate Librarians may contribute to the University, the research and learning community or user community the School of Law, the broader UW research and legal information community through service on councils, committees, or task forces. They show evidence of sustained, substantive
professional development, which includes significant participation in professional activities beyond the work environment.

c. **Appointment Status.** Promotion to the rank of Associate Librarian is always made with permanent/continuing status. Initial appointment in the University of Washington Libraries Gallagher Law Library at the rank of Associate Librarian may be made without permanent/continuing status for one three-year period. Associate Librarians appointed with provisional/non-continuing status may apply for permanent/continuing status during the first and second years of their three-year appointment. Associate Librarians appointed with provisional/non-continuing status must apply for permanent status no later than October 1/August 1 of the third year after the date of initial appointment. If the Associate Librarian does not apply for permanent/continuing status by the third year of their appointment, the appointment will expire on the following June 30. The Associate Librarian will be notified of one of the following actions not later than June 30 of the third year of the renewed appointment:

1. Permanent/continuing status effective the beginning of the next academic year; or
2. Nonrenewal of appointment at the end of the next academic year.

d. **Promotion to Librarian.** An Associate Librarian may request promotion to the rank of Librarian after the second year of appointment as Associate Librarian with permanent/continuing status. Applications for promotion to the rank of Librarian must be received not later than October 1/August 1 of any academic year. The Associate Librarian will be notified whether the promotion has been granted or not by June 30 of the same academic year. If the promotion is granted, it will become effective the beginning of the next academic year. If the promotion is not granted, additional applications may be made in future years. Persons holding the rank of Associate Librarian are not required to pursue promotion to the rank of Librarian.

4. **Librarian**

a. **Criteria for Appointment to Librarian.** This rank is for librarians who have at least eight years of demonstrated professional competence in the University of Washington Libraries Gallagher Law Library, or have an equivalent record in comparable positions at other institutions, or have a cumulative equivalent record at the University of Washington Libraries Gallagher Law Library and other institutions.

Law librarians promoted to or appointed at the rank of Librarian must have a record of substantial constructive impact on library services through active decision-making, setting priorities and policies, and developing
programs. Librarians promoted to or appointed at the rank of Librarian
must also have the demonstrated ability to continue this substantial level of
contribution throughout the remainder of their careers. Significant service
within the University or user community—School of Law, University or legal
information community—may also be evident.

The rank of Librarian is indicative of a career which is exemplary in its
evidence of professional competence, achievement, and influence. It
manifests a record of superior achievement in the law librarian’s specific
areas of concentration, of contributions to their user community or the
libraries in which they have gained their experience, and in the practice of
and significant contributions to the profession.

b. Expectations for Rank. Librarians are accountable and responsible for
the development and implementation of University Libraries Gallagher Law
Library policies, programs, and services. Librarians, regardless of position
assignment, exert leadership or influence within the University Libraries,
and may do so within the University or research and learning community
Gallagher Law Library, the School of Law, the broader UW research and
legal information community. To this end, they serve on, and contribute to
committees, task forces, or other special projects, within the University
Libraries research or learning communities or user communities.
Gallagher Law Library, the School of Law, the broader UW research or
legal information community. Librarians, by their sustained exemplary
performance of their position responsibilities, serve as models of
professional excellence for other librarians at the University of Washington
Gallagher Law Library, as well as regionally, nationally, or internationally.
Librarians must have a substantial record of contributions to the profession
and of sustained professional development. This rank is reserved for those
librarians whose careers are exemplary in their evidence of professional
competence, achievement, leadership, or influence.

c. Appointment Status. Promotion to the rank of Librarian is with
permanent/continuing status.

X.2 Procedural Guidelines for Initial Appointments, Renewal of Appointments,
and Promotions Assignment of Rank for Gallagher Law Librarians
Appointment
procedures for Librarians, both regular and temporary, including the initial assignment of
rank, are described in Chapter IV, Section A.1 of the Librarian Personnel Code Revised
2017.

A. Guidelines for Appointment, Renewal of Appointment, and Promotion

4. Appointment
Librarians at the University of Washington Gallager Law Library are appointed, promoted, and granted permanent/continuing status solely upon their qualifications consistent with Executive Order No. 31, and ABA Standards, and Rules of Procedure for Approval of Law Schools [accreditation standards].

Appointment to a part-time (at least .5 FTE) or temporary position and the promotion or permanent/continuing appointment of a part-time law librarian requires the same qualifications as set forth for full-time appointments.

The creative and educational functions of the University of Washington require the appointment of librarians with outstanding qualifications who are committed to achieving the objectives of the University to preserve, to increase, and to transmit knowledge.

A graduate degree from a program accredited by the American Library Association or an equivalent library science, information studies or archival studies degree constitutes the primary credential for librarians and is considered the terminal degree. Determination of the equivalency of a graduate degree from a librarianship program outside the United States and Canada will be made by the Administrative Officer Responsible for Personnel in accord with the resources provided by the American Library Association.

The creative and educational functions of the School of Law require the appointment of law librarians with outstanding qualifications who are committed fulfilling the ABA prescribed mission to provide support through expertise, resources, and services adequate to enable the law school to carry out its program of legal education.

Law librarians customarily hold both a Juris Doctor (JD) (or equivalent) and a graduate degree in librarianship accredited by the ALA. In line with the ABA’s definition of law librarian, the JD (or equivalent) is a suitable substitute for a graduate degree in librarianship in the appointment of a law librarian by Gallagher Law Library. When applicable, appointed law librarians not holding an ALA accredited graduate degree in librarianship will be expected to pass the librarian certification exam as required by RCW 27.04.055.

A. Procedural Guidelines for Initial Appointments, Renewal of Appointment, and Promotion

1. Appointment

a. Appointment Procedures for Librarians. If the appointed search committee decides to recommend a candidate for appointment to a position in the Gallagher Law Library librarian position at the conclusion of candidate interviews, the search committee will
assemble the necessary documentation pertaining to the background, education, experience, and professional activities of all final candidates. The documentation shall include, but not be limited to, the curriculum vitae, cover letter, pertinent background information, evaluations/comments submitted by law faculty and/or law library personnel, and summaries of interviews with recommenders. The search committee will submit this documentation, with the committee’s recommendation, to the Associate Dean. In making a recommendation, the committee will refer to and carefully consider the qualifications and responsibilities contained in Article X.1 and Article X.1.B Appointments.

In compliance with ABA [accreditation] standards, the Associate Dean will carefully consider the information provided by the committee and provide the Dean of the School of Law (Dean) their final recommendation, including if an offer of appointment should be extended and the terms of the appointment. In turn, the Dean will decide the matter.

Once a decision has been made to recommend a candidate for appointment to a position on the staff of the University Libraries, the Administrative Officer Responsible for Personnel will assemble the necessary documentation pertaining to the background, education, experience, and professional activities of the candidate. The documentation shall include, but not be limited to, the letter of application, curriculum vitae, pertinent background information, letters of reference and the recommendations for rank and appointment status from the supervisor, and those in the supervisory line. In making a recommendation, these individuals refer to and carefully consider the qualifications and responsibilities as contained in Chapter II.

* The Administrative Officer Responsible for Personnel will forward the documentation to the Librarian Personnel Committee on behalf of the Dean of University Libraries.

* Ad hoc review committees may be appointed at the discretion of the Librarian Personnel Committee when appropriate for an initial appointment. In that event, the Librarian Personnel Committee chair will convey the documentation to the appropriate ad hoc review committee.

* If established, an ad hoc review committee will review the documentation and make a recommendation to the Librarian Personnel Committee regarding the rank and status of the appointment. In making its recommendation, the ad hoc review
committee refers to and carefully considers the qualifications and responsibilities as contained in Chapter II.

The chair of the respective ad hoc review committee transmits the committee’s recommendation to the Librarian Personnel Committee, specifying a proposed rank and status of appointment for the candidate.

The Librarian Personnel Committee reviews the recommendation taking into consideration, the material contained in Chapter II, and the rank and status of appointment of recent appointees. The Librarian Personnel Committee may either concur with the ad hoc review committee’s recommendation or make its own recommendation. The chair of the Librarian Personnel Committee will notify the respective ad hoc review committee if its recommendation differs from that of the ad hoc review committee.

The chair of the Librarian Personnel Committee submits its recommendation and all accompanying documentation to the Dean of University Libraries. The Dean of University Libraries will decide the matter and will determine if an offer of appointment will be extended, and shall determine the terms of the appointment.

If the Dean’s determination varies from the recommendation of the Librarian Personnel Committee, and after the offer has been accepted, the Dean of University Libraries will inform the Librarian Personnel Committee of the Dean’s action. The chair of the Librarian Personnel Committee will be responsible for notifying the respective ad hoc review committee (when one is appointed) of the Dean’s decision. The Administrative Officer Responsible for Personnel will notify the supervisory line of the Dean of University Libraries.

a.b. Temporary Appointment Procedures.

When the decision has been made to appoint a law librarian with the status of temporary appointment, the Associate Dean makes a recommendation to the Dean regarding the appropriate rank for the temporary appointee. In determining the appropriate appointment rank, the Dean refers to and carefully considers the qualifications and responsibilities as contained in Article X.1 Chapter II, Section A. If a law librarian holding a temporary appointment is selected to fill a position eligible for determination of rank and status, the procedures in Article X.2 and X.3(A) Chapter IV, Guideline A will be followed.

When the decision has been made to appoint a librarian with the status of temporary appointment, the immediate supervisor and those in the supervisory line will make a recommendation to the Dean of University Libraries.
Libraries regarding the appropriate rank for the temporary appointee. The Dean of University Libraries will determine the rank of the temporary appointee. In determining the appropriate appointment rank, the Dean of University Libraries refers to and carefully considers the qualifications and responsibilities as contained in Chapter II, Section A. If a librarian holding a temporary appointment is selected to fill a position eligible for determination of rank and status, the procedures in Chapter IV, Guideline A will be followed.

X.3 Procedure-Procedural Guidelines for Promotion, Renewal of Appointments, Promotions, and Review for Permanent/Continuing Status

Law librarians may be promoted from Assistant Librarian to Senior Assistant Librarian, from Senior Assistant Librarian to Associate Librarian, and from Associate Librarian to Librarian. In addition, those who are Associate Librarians with provisional status may be reviewed for permanent status, without a change in rank.

Procedures for promotion, renewal of appointment, and granting of permanent/continuing status are described in Chapter II, Section A and Chapter IV, Sections A.2 and B of the Librarian Personnel Code Revised 2017.

1. Promotion, Renewal of Appointment, and Review for Permanent/Continuing Status

Promotion, renewal of appointment, and granting of permanent/continuing status will be based upon the degree to which the criteria, qualifications and expectations described in Article X.1 Chapter II under the appropriate ranks are met. These actions will be taken without regard to position.

Candidates for promotion will be expected to demonstrate that they have met the criteria, qualifications, and expectations for the rank and status for which they are applying. Candidates applying for renewal of appointment as Senior Assistant Librarian must demonstrate growth and achievement in that rank.

Librarians may be promoted from Assistant Librarian to Senior Assistant Librarian; from Senior Assistant Librarian to Associate Librarian; and from Associate Librarian to Librarian.

A person in a temporary appointment is not eligible for promotion.

Renewal of appointment applies only to Senior Assistant Librarians as described in Article X.1 Chapter II, Section A.

Associate Librarians who were initially appointed with provisional/non-continuing status may apply for permanent/continuing status as defined in Article X.1.V.B.ii Appointments Chapter II, Section B.
The calendar for the promotion, renewal of appointment, and permanent/continuing status procedures will be established annually prior to the beginning of Autumn Quarter by the Associate Dean, within University guidelines and requirements.

a. Procedures. Prior to the beginning of Autumn Quarter, all law librarians eligible for promotion or for renewal of appointment, and those Associate Librarians eligible to apply for permanent/continuing status, will be notified by Administrative Officer Responsible for Personnel School of Law Human Resources or Gallagher Law Library Administration. This notification will specify what action is required from the individual and what documentation must be assembled. Not all librarians notified will choose to apply in a given year. While the ultimate responsibility for initiating a promotion request by the dates indicated in this policy rests with each individual, supervisors should encourage qualified librarians to seek promotion at the appropriate time.

In assembling the required documentation, each candidate will be expected to demonstrate that the candidate is pursuing a career which enhances the effectiveness and standing of the University of Washington Libraries, supports the mission of the University Libraries, the University and/or learning community, and enhances and contributes to the profession.

Complete and accurate documentation is essential to support a request for promotion, permanent status, or renewal of appointment. Candidates for whom an action is not required may withdraw their request any time prior to the submission of all documentation to the Librarian Personnel Committee.

The candidate must submit documentation to the Administrative Officer Responsible for Personnel in accordance with the calendar established by the Dean of University Libraries (see Appendix E (Documentation Checklist for Reappointment, Promotion and Permanent Appointment) for information regarding the contents of the documentation).

The candidate will assemble documentation pertaining to their background, education, experience, position expectations, professional development and service activities, as listed below. For promotions to Associate Librarian or Librarian, or for individuals holding the rank of Associate Librarian with provisional status being reviewed for permanent status, Gallagher Law Library Administration will identify an external reviewer to evaluate the candidate’s record. The external reviewer will be an individual who works in a comparable position at another ABA
accredited law school identified by Gallagher Law Library Administration, e.g., the Associate Dean or the Associate Director of the Law Library. This letter, and the identity of the reviewer, will be kept confidential from the candidate.

Each member of the Law Library who is superior in rank to the law librarian (candidate) under consideration will then review all pertinent documentation/evidence assembled by the candidate, as well as the letter from the external reviewer (where applicable). Based on the review of this documentation, they will decide whether to recommend the promotion and/or grant of permanent status. In this recommendation, they shall consider the qualifications prescribed for the various ranks in Section I.A. Promotion and/or granting of permanent status will be based upon the law librarian’s attainment of these qualifications and not upon position or length of service.

The eligible voting law librarians of superior rank and the external reviewer will separately transmit their individual recommendations to the Associate Dean, along with any additional supporting information the Associate Dean may request.

After reviewing the documentation submitted by the candidate, the external reviewer, and each recommendation from the eligible voting librarians, the Associate Dean shall transmit their recommendation to the Dean with the supporting documentation. In addition, the Associate Dean will provide a written summary of their recommendation to the candidate. The candidate may respond in writing within seven (7) calendar days and the response will be added to the candidate’s documentation.

In compliance with ABA accreditation standards, the Dean will decide the matter. If the recommendation from the Dean is favorable, or if the promotion or review for permanent status is mandatory, then the Dean shall transmit their recommendation and all documentation to the Provost. If a promotion during a non-mandatory year is denied, the candidate can apply again in accordance with X,1 above. Final action in all cases is subject to the approval of the Provost.

The Administrative Officer Responsible for Personnel Gallagher Law Library Administration, in accordance with the calendar established by the Dean of University Libraries Associate Dean, will:

Solicit letters of reference from those individuals listed in the candidate’s documentation. These individuals will be asked to provide specific documentation that the candidate has performed in a manner which:
1. Enhances the effectiveness and standing of the University of Washington Libraries;
2. Demonstrates the candidate’s ability to meet the responsibilities of the desired rank;
3. Enhances and contributes to the profession.

○ Solicit Letters of Reference
Solicit letters of support from the School of Law community specifying how the candidate has:
1. Enhanced the effectiveness and standing of the Gallagher Law Library,
2. Demonstrated the candidate’s ability to meet the responsibilities of the desired rank,
3. Enhanced and contributed to the legal information profession.

○ Identify an External Reviewer
In addition, for promotions to Associate Librarian or Librarian, or for individuals holding the rank of Associate Librarian without permanent/continuing status who are seeking permanent or continuing status, the Administrative Officer Responsible for Personnel, in consultation with the candidate and supervisors, will identify an individual from outside of the University of Washington. Gallagher Law Library Administration will identify an individual from outside of the University of Washington to serve as the external reviewer of the file. The external reviewer is chosen for the reviewer’s ability to evaluate the candidate’s professional accomplishments, and qualifications. This reviewer needs to be able to provide an arms-length, non-conflicted review of the candidate. The Administrative Officer Responsible for Personnel-Gallagher Law Library Administration will provide the external reviewer access to the file which consists of the candidate’s letter requesting consideration for promotion, documentation, supporting documentation, evidence, position descriptions, and the Libraries-Gallagher Law Library policies and procedures for promotion; and a copy of the Libraries’ mission statement.

A cover letter from the Administrative Officer Responsible for Personnel-Gallagher Law Library Administration will include any additional questions to be covered in the external review. Task the external reviewer will also be asked to document the nature of their relationship (if any) with the candidate, and to provide evaluative comments on whether the candidate has performed in a manner which:
1. Enhanced the effectiveness and standing of the University of Washington Libraries Gallagher Law Library,
2. Demonstrated the candidate’s ability to meet the responsibilities and qualifications of the desired rank,
3. Enhanced and contributed to the legal information profession.

**Solicit Internal Letters**
Distribute to University Libraries’ employees a list of candidates and their requested action. Library staff who wish to comment on an individual candidate may submit a signed letter to the Administrative Officer Responsible for Personnel which speaks to the requested action of that candidate as outlined in these guidelines. These internal letters will become part of the candidate's documentation. No anonymous internal letters will be accepted.

**Forward Documentation through Supervisory Line for an Evaluation and Recommendations**
Forward the documentation submitted by the candidate, letters of reference and the statement of evaluation by the external reviewer solicited by the Administrative Officer Responsible for Personnel, and the internal letters through the supervisory line for an evaluation and recommendation from the supervisor and recommendations, as applicable, from the Department Head, Director, or other appropriate unit head and from the appropriate Director or Associate Dean. Evaluations from former supervisors who have supervised the candidate within the previous year of application should also be requested by the Administrative Officer Responsible for Personnel.

**Forward Evaluation and Recommendations to Candidate**
Copies of the evaluation and recommendations made by the supervisor, others in the supervisory line, and former supervisors, and any internal letters will be added to the candidate's documentation and provided to the candidate two weeks prior to the submission of the documentation to the Librarian Personnel Committee. Letters of reference and the statement of evaluation by the external reviewer solicited by the Administrative Officer Responsible for Personnel will not be made available to the candidate. Candidates will have two weeks to review the internal letters documentation with evaluations and recommendations. Within those two weeks, any candidate who does not concur with the evaluation and recommendation, and/or the internal letters may submit a statement to the Administrative Officer Responsible for Personnel explaining the points of dispute accompanied by supporting details. This statement will become part of the candidate's documentation. A copy of the candidate’s statement also will be made available to the supervisory line. If a candidate for whom an action is not required decides to withdraw the candidate’s request, it must be done at this time.
Submit all Documentation to the Librarian Personnel Committee

Submit all documentation, including a cover letter stating what action is being requested by the individual and specific alternative actions which are permissible under the promotion process, to the Librarian Personnel Committee.

Forward any Documentation Comments

After the promotion cycle, the Administrative Officer Responsible for Personnel will forward any comments received from the Librarian Personnel Committee regarding future improvements to the candidate’s documentation to the candidate and the candidate’s immediate supervisor and others in the supervisory line as appropriate.

The Librarian Personnel Committee will:

Transmit the Documentation to the Appropriate Review Committee

The Librarian Personnel Committee will transmit all documentation to the appropriate review committee for review.

Review Documentation and any Documentation Comments

The Librarian Personnel Committee will review the documentation and the review committee’s recommendation for each candidate. The Librarian Personnel Committee will also review any review committee comments recommending improvements to the documentation.

Submit its Recommendation and Supporting Documentation to the Dean of University Libraries

The Librarian Personnel Committee may either concur with the review committee’s recommendation or make its own recommendation. The chair of the Librarian Personnel Committee submits its recommendation and all supporting documentation to the Dean of University Libraries. In addition, if the Librarian Personnel Committee has received review committee recommendations concerning a candidate’s documentation, it will forward this information to the Administrative Officer Responsible for Personnel. The Librarian Personnel Committee may also choose to incorporate these recommendations in a separate memo.

The Dean provides the candidate with the written recommendation from the Librarian Personnel Committee. The Candidate may respond in writing within 7 calendar days and the letter will be added to the Candidate’s documentation.
The Review Committee will:

- **Review Documentation**
  The review committee will review the documentation and make a recommendation for a specific action to the Librarian Personnel Committee. In making its recommendation, a review committee refers to and carefully considers the qualifications, responsibilities and other pertinent information relating to promotion, renewal of appointment, or granting or permanent status as stated in Chapter II. The chair of each review committee transmits its recommendation to the Librarian Personnel Committee. The review committee may also include a separate statement to the Librarian Personnel Committee detailing possible improvements for the candidate's future documentation.

  The Dean provides the candidate with the written committee recommendation from the Review Committee. The Candidate may respond in writing within 7 calendar days and the letter will be added to the Candidate's documentation.

The Dean of University Libraries will:

- **Make the Final Recommendation**
  The Dean of University Libraries will make the final recommendation and discuss it with the Librarian Personnel Committee if it varies from the Librarian Personnel Committee's recommendation.

- **Transmit Recommendations to Provost**
  The Dean of University Libraries' recommendations for promotion or granting of permanent status will then be transmitted to the Provost. Recommendations for renewal of appointment do not need to be reviewed by the Provost.

- **Notify Supervisory Line and Candidate of the Final Decision**
  After the Provost's decision has been received, the final decision for each individual will be made known to the immediate supervisor and others in the supervisory line as well as the chair of the Librarian Personnel Committee, prior to the Dean of University Libraries notifying the individual. The chair of the Librarian Personnel Committee will inform the Committee and the respective review committees, once the candidates have been notified. When a librarian has been unsuccessful in achieving the requested action, the Dean of University Libraries will work with the immediate
supervisor, the appropriate Director or Assistant/Associate Dean, and others in the supervisory line to assist the librarian in understanding the current situation and in planning for future options (assuming the action is not terminal). The Librarian Advisory Program will also be utilized.

2. Extension of the Appointment Period for Promotion and Permanent /Continuing Appointment

a. Purpose. The University of Washington Libraries-Gallagher Law Library has a critical interest in attracting and retaining law librarians of the highest quality. This interest is enhanced by ensuring that law librarians are reviewed and promoted in ways that are fair and conducive to a healthy work/life balance. To ensure fairness and equity in administering the system of academic permanent/continuing appointment, the Libraries-Gallagher Law Library must provide consistent conditions and standards while supporting members in balancing personal and family obligations with professional achievement. For these reasons, extensions of the probationary period for librarians seeking promotion and permanent/continuing appointment are reserved for compelling circumstances which impair the ability of an individual to establish the stature expected of law librarians at the University of Washington-Gallagher Law Library within the normal time frame.

b. Conditions. Approvals of extensions of the appointment period are never automatic but may be granted when circumstances cause substantial impairment of a candidate’s ability to pursue the candidate’s professional activities. Such circumstances may include severe personal illness, bereavement, childbirth, adoption of a child, or other significant obligations to a member of the family or household.

The probationary period may not be interrupted for more than one year per event, with a maximum extension of two years.

If an extension is granted, no additional requirements for permanent/continuing appointment can be imposed on the candidate by virtue of the extension. The candidate continues to be subject to the same requirements that the candidate would have been subject to without the extension.

c. Procedure. Requests for an extension of the appointment period must be made in writing and submitted to the Administrative Officer Responsible
for Personnel, Gallagher Law Library Administration, who will review the request. Candidates should consult with their supervisors prior to requesting an extension. Any supporting documentation should be included with the request. Requests are not granted automatically, and each will be considered on a case-by-case basis. However, every effort will be made to accommodate a request when it becomes clear that circumstances consistent with this policy will substantially impede the librarian’s progress toward achieving promotion, renewal, or permanent/continuing appointment. Next steps are as follows:

- Within 15 working days of receiving the request, the Gallagher Law Library Administration will review whether the request meets the conditions outlined above and submit a recommendation to extend or not extend the appointment period to the School of Law Human Resources and the Dean of the School of Law for approval or disapproval.
- If approved by the Dean, it will be referred to the Office of Academic Personnel for final approval.
- School of Law Human Resources will inform the candidate of the decision as soon as it is finalized.

Annual evaluations will continue to occur on a regular basis and are unaffected by this policy.

- Within five working days of receiving the request, the Administrative Officer Responsible for Personnel will forward it to the Librarian Personnel Committee for their review as to whether the request meets the conditions outlined above and a recommendation to extend or not extend the appointment period.
- Within 10 working days, the Librarian Personnel Committee will forward its recommendation to the Dean of University Libraries for approval or disapproval.
- If approved by the Dean, it will be referred to Academic Personnel for final approval.
- The Administrative Officer Responsible for Personnel will inform the candidate of the decision as soon as it is finalized.

Librarians may approach their unit heads or the Administrative Officer Responsible for Personnel for information concerning the policy or with individual requests for extension.

Annual evaluations will continue to occur on a regular basis and are unaffected by this policy.
B. Guidelines for Activities Supporting Reappointment, Promotion, and Permanent/Continuing Appointment

Librarians at the Gallagher Law Library contribute to the law library’s mission by performing effectively with regards to three criteria – position expectations, professional development, and service. Librarians at the University of Washington contribute to the Libraries’ vision and mission by performing effectively with regards to three criteria – Position Expectations, Professional Development, and Contribution and Service to the University Libraries, the University and the Community. While the primary emphasis for reappointment, promotion, and permanent/continuing appointment is placed on impact in regard to a librarian’s job expectations, professional development and service also are essential components of successful academic law librarianship.

Sustained professional performance is the most important criterion for reappointment, promotion, and permanent status. In assembling documentation for promotion, each candidate will be expected to demonstrate that they are pursuing a career which enhances the effectiveness and standing of the University and School of Law and furthers the goals of the profession. The principal evidence will relate to the candidate’s performance in line with their positions within the program and structure of the University of Washington School of Law and Gallagher Law Library. Additional evidence may relate to such considerations as:

1. Contributions in helping the School of Law carry out its program of legal education and accomplish its mission as required by ABA accreditation standards.
2. Contributions or influence in advancing the practice or standing of the profession, within or outside the University and the School of Law.
3. Contributions to research, scholarship, or instruction.
4. Achievement and growth in professional competence.
5. Contributions to the work of professional or learned societies.
6. Contributions to University affairs, School of law affairs, or community service.

Position Expectations

Since excellence in impact in position responsibilities weighs more heavily in consideration for reappointment, promotion, and permanent/continuing appointment status, the performance in one’s position must meet high standards of academic law librarianship. The following examples provide evidence of effectiveness in performance. Not all will apply to every position nor is effective performance restricted to these activities.
Mastery of the professional knowledge required for the position.

Positive interaction with members of the library staff and library users.

Positive interaction with other law librarians, staff, faculty, and students.

Creative response to assigned responsibilities and emergent needs.

Initiation of new projects, procedures, or functions which improve services of the University Libraries, Law Library, School of Law, or other user communities.

Effective interaction with other law librarians, staff, faculty, and students.

Creative response to assigned responsibilities and emergent needs.

Initiation of new projects, procedures, or functions which improve services of the unit, University Libraries, Law Library, School of Law, or other user communities.

Effective instructional and communication skills.

Demonstrated ability in report writing and analytical skills, such as:

- Preparation of written materials such as staff manuals, workflows.
- Development of in-house guides, bibliographies, etc., which improve the use of library resources.
- Analysis of data relating to library collections, functions, and use operations, and service.

Effective participation in policy formulation at the departmental and/or libraries-wide level.

Performance of managerial duties with demonstrated abilities in:

- Leadership of the department or area.
- Organizational skills.
- Supervisory skills.

Professional growth with an on-going commitment to mastery of new skills in one’s specialty and knowledge of current developments in the profession.

Professional Development

Law Librarians are expected to demonstrate a sustained commitment to professional development throughout their careers. They show evidence of this commitment in a variety of ways. Depending on the law librarian’s position, interests, and professional goals, a law librarian should pursue active participation in professionally-relevant associations, scholarly associations, research, scholarly activities, instruction as appropriate, publishing, additional education, and/or other professionally-relevant, creative or service activities. Such activities should constitute a substantive contribution to the profession or to scholarship, or should significantly enhance the individual law librarian’s ability to carry out their librarian’s professional responsibilities. A list of sample activities follows. No individual law librarian is expected to have engaged in every activity listed, nor is the list exhaustive.

- Participation in professional associations at the local, state, regional, national, and/or international levels.
  - Membership and active participation in professional organizations that result in professional development.
  - Active participation in or chairing committees of professional or scholarly societies, associations.
- Presentations, including **such things as papers, lectures, displays, and poster sessions**. **Symposia, webinars, conference sessions**, and other professional forums.
- Active participation in governance of professional or scholarly **societies**. **Associations**.
- Organization of workshops and meetings at state, regional, national and/or international levels.
- Service as a consultant or advisor on professional matters.

- Scholarly and library-related publications relating to **law, law librarianship** or other academic disciplines (regardless of format).
  - Books
  - Articles published in **formats such as, but not limited to: books, recognized professional or academic journals, and electronic publications**. **Other periodicals**.
  - Edited works or compilations, indexes, or translations of published works; service on editorial boards; editor of journals.
  - Bibliographies
    - Software packages, video/interactive programs.
    - Shorter works such as reviews and columns.
    - Online content such as blogs, wikis, and web sites.

- Contributions to the profession.
  - Instructions, lectures, workshops, or seminars other than those performed as a part of regularly assigned activities.
  - Development of innovative procedures, standards, or new technologies which improve library service.
  - Moderator of a listserver.

- Creative activities.
  - Preparation of scholarly exhibits.
  - Other examples of creative activities relating to librarianship.

- Proposals for research submitted and/or funded; grant writing.
- Serves as reviewer for library-related grant application.
- Additional education.
  - Executive or professional education
    - An advanced degree or progress toward a degree in an academic discipline other than library science/information studies/archival studies or certification in a professionally-related field.
    - An advanced degree or progress toward a degree in library science/information studies/archival studies beyond the MLS.

**Contributions and Service to** the **University Libraries, Gallagher Law Library, the School of Law, the University and/or the Legal Information Community**

**Service to Gallagher Law Library, the School of Law, the University, and/or the Legal Information Community are important aspects of law librarianship.** **Service to the**
University Libraries, the University and the community are important aspects of librarianship. Service to Gallagher Law Library, the School of Law, the University, and/or the legal information community are important aspects of law librarianship.

The purpose of the service criteria is to provide evidence of contributions which extend beyond effective performance in one’s position. Such contributions may include, but not be restricted to:

- Productive service on University Libraries’ Gallagher Law Library and School of Law committees and task forces, and in the activities of the Association of Librarians of the University of Washington.
- Active participation in School of Law and/or University activities including but not limited to committees, councils, task forces, organizations, or instruction, particularly where opportunities exist to enhance the standing of the University Libraries, or of the profession. Examples might include feedback about active involvement in law school curriculum revision at the department, college, or University level, ideas about or in the integration of technology into teaching and learning environments, or ways to support faculty who might be engaged in interdepartmental or outside teaching, as defined in section J of this chapter, “Guidelines for Interdepartmental Teaching and Outside Professional Work.”
- Active participation in or support of law student and faculty activities, particularly where opportunities exist to enhance the standing of the University Libraries’Gallagher Law Library, or of the profession. Examples might include serving as an advisor to a law review or journal student or faculty publication, or participating in a formal mentoring program for students interested in becoming law librarians.
- Service to the scholarly community that enhances the stature of the School of Law and the University Libraries and the University. Examples might include serving on the board of a museum or historical society, speaking on a topic of professional interest at a symposium, presenting a paper, or consulting in an area of professional expertise.
- Community service that enhances the stature of the University Libraries’School of Law and the University. E.g., serving on the board of a non-profit law firm or serving on an ABA accreditation or legal education section committee. Examples might include serving on the board of a community library or as a literacy volunteer.
- Participation in job exchanges at the local, state, regional, national and/or international levels.
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<th>Tentatively Agreed To:</th>
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<td>For the Union:</td>
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<td>Erika Currier</td>
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<td>For the Employer:</td>
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<td>Jennifer Mallahan</td>
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X.1 Rank and Status for UW Libraries Librarians

Librarians may hold the rank of Assistant Librarian, Senior Assistant Librarian, Associate Librarian, or Librarian dependent upon their qualifications. Criteria for appointment, expectations for rank, and appointment status are described in Chapter II, Section A of the Librarian Personnel Code Revised 2017.

Librarians are appointed at the rank of Assistant Librarian, Senior Assistant Librarian, Associate Librarian, or Librarian dependent upon their qualifications. Each rank carries with it different levels of responsibility and librarians are expected to fulfill the responsibilities associated with their ranks and their positions. However, supervisory and management responsibilities are not requirements for promotion in any rank.

Librarians may be promoted from Assistant Librarian to Senior Assistant Librarian, from Senior Assistant Librarian to Associate Librarian, and from Associate Librarian to Librarian. Persons holding the rank of Associate Librarian are not required to pursue promotion to the rank of Librarian.

The qualifications, responsibilities and expectations for appointment and promotion at each rank are described in the following section. Within this section, whenever this document refers to the duration of an appointment year, a year is one University academic year (July 1 through June 30) and for purposes of rank and status, the librarian’s initial appointment period is defined as beginning on July 1 following the date of hire.

1. Assistant Librarian
   a. Criteria for Appointment to Assistant Librarian. This rank is for librarians who have received the appropriate graduate degree from a program accredited by the American Library Association or an equivalent graduate library science, information studies or archival studies degree, and have little or no professional experience in librarianship. Generally, appointment to Assistant Librarian will be made for those individuals with fewer than two years of experience as a librarian.
   
   b. Expectations for Rank. Librarians at this rank are generally at the beginning of their career. They are expected to fulfill at a consistently high level the responsibilities described in the position description. Assistant Librarians develop a strong understanding of the context for their role and demonstrate an impact increasing proficiency in their responsibilities and
Assistant Librarians become familiar with library functions, operations and policies. They demonstrate an interest in and an ability to contribute to the workings of their individual unit, department or user community. They show evidence of an interest in pursuing their own professional development and in making contributions to the profession beyond the work environment.

c. **Appointment Status.** The appointment as Assistant Librarian is always with provisional/non-continuing status and is for a period of two years only, exclusive of time granted for extension of appointment in accordance with Article X.2 and X.3(A) Chapter IV, Guideline A. Assistant Librarians do not hold permanent/continuing appointment status. They qualify for promotion to Senior Assistant Librarian after the first completed year of their initial two-year appointment as Assistant Librarian.

d. **Promotion to Senior Assistant Librarian.** Not later than September 1 of the second year of the provisional or non-continuing appointment, an Assistant Librarian may apply for promotion to Senior Assistant Librarian with provisional/non-continuing status. If the Assistant Librarian does not apply for promotion, the appointment will expire on the following June 30.

When the Assistant Librarian applies for promotion to Senior Assistant Librarian, the librarian will be notified, no later than June 30 of the second year of the appointment, of one of the following actions:

1. Promotion to Senior Assistant Librarian with provisional/non-continuing status effective the beginning of the next academic year; or
2. Nonrenewal of appointment at the end of the next academic year.

2. **Senior Assistant Librarian**

a. **Criteria for Appointment to Senior Assistant Librarian.** This rank is for librarians who generally have at least two years of demonstrated competence as an Assistant Librarian in the University of Washington Libraries; or have established an equivalent record in comparable professional positions at other institutions; or have established a cumulative equivalent record at the University of Washington Libraries and other institutions.

Librarians promoted to or appointed at the rank of Senior Assistant Librarian have met the position responsibilities and expectations of Assistant Librarians. They have demonstrated the ability to master the foundations, theory and practice of librarianship, to develop an understanding of library operations beyond their immediate assignment and to recognize the role of
the Libraries in the University, and the role of serving the wider research and learning community. They have demonstrated the capacity for continued growth and development in the profession.

b. **Expectations for Rank.** Senior Assistant Librarians develop achieve a strong understanding of the context for their role, demonstrate an impact in their responsibilities and competencies, and proactively seek ways to support community needs in their domain of responsibility. Librarians at this rank fulfill responsibilities requiring the utilization of the professional skills and techniques of the trained and experienced librarian. Senior Assistant Librarians contribute to and/or initiate projects and programs within their units, and may contribute to projects outside the assigned units as members of a Library, University or other user community task force, council or committee. They are accountable for performing assigned position responsibilities in a consistently excellent manner. They contribute constructively to recommendations concerning library functions, operations and policies, and to the implementation and success of policies, programs, and services of the University Libraries, the University and other user communities. They show evidence of substantive professional development which includes participation in professional activities beyond the work environment.

c. **Appointment Status.** The appointment as Senior Assistant Librarian is always with provisional/non-continuing status and is for an initial period of three years, exclusive of time granted for extension of appointment in accordance with Article X.2 and X.3(A) Chapter IV, Guideline A. Senior Assistant Librarians may apply for a renewal of their appointment for an additional, and final, three-year period. Senior Assistant Librarians do not hold permanent/continuing appointment status. They qualify for renewal/reappointment or for promotion to Associate Librarian after the second complete year of their initial three-year appointment as Senior Assistant Librarian.

d. **Renewal of Appointment Status or Promotion to Associate Librarian.** Not later than September 1 (October 1/August 1) of the third complete year of the initial appointment as Senior Assistant Librarian, the librarian must either:

1. Apply for renewal of appointment with provisional/non-continuing status; or
2. Apply for promotion to Associate Librarian with permanent/continuing status. Candidates applying for promotion must document that they meet the criteria stated in Article X.1(3)(a) Chapter II.A.3.a.
If one of the above actions is not taken, the initial appointment will expire on the following June 30.

If the Senior Assistant Librarian applies for renewal of appointment with provisional/non-continuing appointment status for an additional, and final, three-year period, the librarian will be notified not later than June 30 of the third year of one of the following actions:

1. Renewal of appointment with provisional/non-continuing appointment status for an additional, and final, three-year renewal period effective the beginning of the next academic year; or
2. Nonrenewal of appointment at the end of the next academic year.

If the Senior Assistant Librarian applies for promotion, the librarian will be notified not later than June 30 of the third year of one of the following actions:

1. Renewal of appointment with provisional/non-continuing appointment status for an additional, and final, three-year period effective the beginning of the next academic year; or
2. Promotion to Associate Librarian with permanent/continuing status effective the beginning of the next academic year; or
3. Nonrenewal of appointment at the end of the next academic year.

If a Senior Assistant Librarian has had an appointment with provisional/non-continuing appointment status renewed for an additional, and final, three-year period, the Senior Assistant Librarian may apply for promotion to Associate Librarian with permanent/continuing status during the first and second years of this renewed three-year appointment. If the Senior Assistant Librarian does not apply for this promotion by the third year of the renewed appointment, the appointment will expire on the following June 30.

The Senior Assistant Librarian will be notified of one of the following actions not later than June 30 of the third year of the renewed appointment:

1. Promotion to Associate Librarian with permanent/continuing status effective the beginning of the next academic year; or
2. Nonrenewal of appointment at the end of the next academic year.

3. **Associate Librarian**
a. **Criteria for Appointment to Associate Librarian.** This rank is for librarians who generally have at least five years of demonstrated competence in the University of Washington Libraries; or have established an equivalent record through in-comparable positions, service, and professional development at other institutions; or have established a cumulative equivalent record at the University of Washington Libraries and other institutions.

Librarians promoted to or appointed at the rank of Associate Librarian have met the position responsibilities and expectations of Senior Assistant Librarian; have achieved an understanding of the interrelationships of library functions and operations; and have made substantial and sustained contributions to their user communities or to the libraries in which they have gained their experience.

Librarians promoted to or appointed at the rank of Associate Librarian also demonstrate substantial growth in their profession, and have made sustained and significant contributions in professional activities beyond the work environment. Such activities should enhance the individual's value and contributions to the University Libraries, the University, the research and learning community, user communities or the profession. Associate Librarians also demonstrate excellent potential for a sustained and substantive professional career.

b. **Expectations for Rank.** The rank of Associate Librarian is indicative of sustained excellence and demonstrated impact in professional performance and achievement. Associate Librarians develop a strong understanding of the context for their role, demonstrate an impact in their responsibilities and competencies, and proactively seek ways to support community needs in their domain of responsibility. Associate Librarians contribute significantly toward the development and implementation of projects and programs in their assigned units. They contribute to and/or initiate projects with broad scope outside their assigned units, either individually or as members of a committee or task force. They are accountable for performing assigned responsibilities in a consistently excellent manner, for making thoughtful and innovative recommendations concerning library functions, operations, and policies, and for the implementation and success of new or existing policies, programs, and services. Associate Librarians may contribute to the University, the research and learning community or user community through service on councils, committees or task forces. They show evidence of sustained, substantive professional development, which includes significant participation in professional activities beyond the work environment.

c. **Appointment Status.** Promotion to the rank of Associate Librarian is always made with permanent/continuing status. Initial appointment in the University of Washington Libraries at the rank of Associate Librarian may be made
without permanent/continuing status for one three-year period. Associate Librarians appointed with provisional/non-continuing status may apply for permanent/continuing status during the first and second years of their three-year appointment. Associate Librarians appointed with provisional/non-continuing status must apply for permanent/continuing status no later than September 1 of August 1 of October 1 of the third year after the date of initial appointment. If the Associate Librarian does not apply for permanent/continuing status by the third year of their appointment, the appointment will expire on the following June 30. The Associate Librarian will be notified of one of the following actions not later than June 30 of the third year of the renewed appointment:

1. Permanent/continuing status effective the beginning of the next academic year; or
2. Nonrenewal of appointment at the end of the next academic year.

**d. Promotion to Librarian.** An Associate Librarian may request promotion to the rank of Librarian after the second year of appointment as Associate Librarian with permanent/continuing status. Applications for promotion to the rank of Librarian must be received not later than September 1 of August 1 of any academic year. The Associate Librarian will be notified whether the promotion has been granted or not by June 30 of the same academic year. If the promotion is granted, it will become effective the beginning of the next academic year. If the promotion is not granted, additional applications may be made in future years. Persons holding the rank of Associate Librarian are not required to pursue promotion to the rank of Librarian.

**4. Librarian**

**a. Criteria for Appointment to Librarian.** This rank is for librarians who have at least eight years of demonstrated professional competence in the University of Washington Libraries; or have an equivalent record in comparable positions at other institutions; or have a cumulative equivalent record at the University of Washington Libraries and other institutions.

Librarians promoted to or appointed at the rank of Librarian must have a record of substantial constructive impact on library services through active decision-making, setting priorities and policies, and developing programs. Librarians promoted to or appointed at the rank of Librarian must also have the demonstrated ability to continue this substantial level of contribution throughout the remainder of their careers. Significant service within the University or user community may also be evident.
The rank of Librarian is indicative of a career which is exemplary in its evidence of professional competence, achievement, and influence. It manifests a record of superior achievement in the librarian’s specific areas of concentration, of contributions to their user community or the libraries in which they have gained their experience, and in the practice of and significant contributions to the profession.

b. **Expectations for Rank.** Librarians are accountable and responsible for the development and implementation of University Libraries policies, programs and services. Librarians, regardless of position assignment, exert leadership or influence within the University Libraries, and may do so within the University or research and learning community. To this end, they serve on, and contribute to committees, task forces, or other special projects, within the University Libraries, research or learning communities or user communities. Librarians, by their sustained exemplary performance of their position responsibilities, serve as models of professional excellence for other librarians at the University of Washington, as well as regionally, nationally or internationally. Librarians must have a substantial record of contributions to the profession and of sustained professional development. This rank is reserved for those librarians whose careers are exemplary in their evidence of professional competence, achievement, leadership or influence.

c. **Appointment Status.** Promotion to the rank of Librarian is with permanent/continuing status. Appointment to the rank of Librarian is with permanent/continuing status.

X.2 **Procedural Guidelines for Initial Appointments, Renewal of Appointments, and Promotions Assignment of Rank for UW Libraries Librarians**

Appointment procedures for Librarians, both regular and temporary, including the initial assignment of rank, are described in Chapter IV, Section A.1 of the Librarian Personnel Code Revised 2017. Librarians at the University of Washington are appointed, promoted and granted permanent status solely upon their qualifications consistent with Executive Order No. 31.

Appointment to a part-time (at least .5 FTE) permanent, provisional, or temporary position and the promotion or granting of permanent status to an eligible part-time librarian requires the same qualifications as set forth for full-time appointments.

The creative and educational functions of the University of Washington require the appointment of librarians with outstanding qualifications who are committed to achieving the objectives of the University to preserve, to increase, and to transmit knowledge.
A graduate degree from a program accredited by the American Library Association or an equivalent library science, information studies or archival studies degree constitutes the primary credential for librarians and is considered the terminal degree. Determination of the equivalency of a graduate degree from a librarianship program outside the United States and Canada will be made by the Administrative Officer Responsible for Personnel in accord with the resources provided by the American Library Association.

A. Procedural Guidelines for Initial Appointments, Renewal of Appointment and Promotion

B.A. Appointment

1. Appointment

Librarians at the University of Washington are appointed, promoted and granted permanent/continuing status solely upon their qualifications consistent with Executive Order No. 31.

Appointment to a part-time (at least .5 FTE), permanent, provisional, or temporary or temporary position and the promotion or granting of permanent status to an eligible part-time librarian and the promotion or permanent/continuing appointment of a part-time librarian requires the same qualifications as set forth for full-time appointments.

The creative and educational functions of the University of Washington require the appointment of librarians with outstanding qualifications who are committed to achieving the objectives of the University to preserve, to increase, and to transmit knowledge.

A graduate degree from a program accredited by the American Library Association or an equivalent library science, information studies or archival studies degree constitutes the primary credential for librarians and is considered the terminal degree. Determination of the equivalency of a graduate degree from a librarianship program outside the United States and Canada will be made by the Administrative Officer Responsible for Personnel in accord with the resources provided by the American Library Association.

a. Appointment Procedures for Librarians. Once a decision has been made to recommend a candidate for appointment to a position in on the staff of the University Libraries, the Administrative Officer Responsible for Personnel will assemble the necessary documentation pertaining to the background, education, experience, and professional activities of the candidate. The documentation shall include, but not be limited to, the letter of application, curriculum vitae, pertinent
background information, letters of reference and the recommendations for rank and appointment status from the supervisor, and those in the supervisory line. In making a recommendation, these individuals refer to and carefully consider the qualifications and responsibilities as contained in Chapter II Article X.1 and Article X.1.B Appointments.

- The Administrative Officer Responsible for Personnel will forward the documentation to the Librarian Personnel Committee on behalf of the Dean of University Libraries.

- Ad hoc review committees may be appointed at the discretion of the Librarian Personnel Committee when appropriate for an initial appointment. In that event, the Librarian Personnel Committee chair will convey the documentation to the appropriate ad hoc review committee.

- If established, an ad hoc review committee will review the documentation and make a recommendation to the Librarian Personnel Committee regarding the rank and status of the appointment. In making its recommendation, the ad hoc review committee refers to and carefully considers the qualifications and responsibilities as contained in Chapter II Article X.1.

- The chair of the respective ad hoc review committee transmits the committee’s recommendation to the Librarian Personnel Committee, specifying a proposed rank and status of appointment for the candidate.

- The Librarian Personnel Committee reviews the recommendation taking into consideration, the material contained in Chapter II Article X.1 Article X.1.B Appointments, and the rank and status of appointment of recent appointees. The Librarian Personnel Committee may either concur with the ad hoc review committee’s recommendation or make its own recommendation. The chair of the Librarian Personnel Committee will notify the respective ad hoc review committee if its recommendation differs from that of the ad hoc review committee.

- The chair of the Librarian Personnel Committee submits its recommendation and all accompanying documentation to the Dean of University Libraries. The Dean of University Libraries will decide the matter and will determine if an offer of appointment will be extended, and shall determine the terms of the appointment.
If the Dean’s determination varies from the recommendation of the Librarian Personnel Committee, and after the offer has been accepted, the Dean of University Libraries will inform the Librarian Personnel Committee of the Dean’s action. If it varies from the recommendation of the Committee, the Librarian Personnel Committee may wish to meet with the Dean of University Libraries. The chair of the Librarian Personnel Committee will be responsible for notifying the respective ad hoc review committee (when one is appointed) of the Dean’s decision. The Administrative Officer Responsible for Personnel will notify the supervisory line of the Dean of University Libraries’ decision.

b. Temporary Appointment Procedures. When the decision has been made to appoint a librarian with the status of temporary appointment, the immediate supervisor and those in the supervisory line will make a recommendation to the Dean of University Libraries regarding the appropriate rank for the temporary appointee. The Dean of University Libraries will determine the rank of the temporary appointee. In determining the appropriate appointment rank, the Dean of University Libraries refers to and carefully considers the qualifications and responsibilities as contained in Chapter II, Section AArticle X.1. If a librarian holding a temporary appointment is selected to fill a position eligible for determination of rank and status, the procedures in Article X.2 and X.3(A)Chapter IV, Guideline A will be followed.

The Dean of University Libraries will inform the Librarian Personnel Committee in writing regarding the rank awarded to the temporary appointee, providing pertinent background information on the temporary appointee. The Administrative Officer Responsible for Personnel will notify the supervisory line of the Dean of University Libraries’ decision.

X.3 Procedural Guidelines for Renewal of Appointments, Re-ranking for UW Libraries Librarians: Promotions, Renewal of Appointment, and Review for Permanent/Continuing Status

Librarians may be promoted from Assistant Librarian to Senior Assistant Librarian, from Senior Assistant Librarian to Associate Librarian, and from Associate Librarian to Librarian. In addition, those who are Associate Librarians with provisional status may be reviewed for permanent status, without a change in rank.
Procedures for promotion, renewal of appointment, and granting of permanent/continuing status are described in Chapter II, Section A and Chapter IV, Sections A.2 and B of the Librarian Personnel Code Revised 2017.

1. Promotion, Renewal of Appointment, and Review for Permanent/Continuing Status

Promotion, renewal of appointment, and granting of permanent/continuing status will be based upon the degree to which the criteria, qualifications and expectations described in Chapter II Article X.1 under the appropriate ranks are met. These actions will be taken without regard to position.

Candidates for promotion will be expected to demonstrate that they have met the criteria, qualifications and expectations for the rank and status for which they are applying. Candidates applying for renewal of appointment as Senior Assistant Librarian must demonstrate growth and achievement in that rank.

Librarians may be promoted from Assistant Librarian to Senior Assistant Librarian; from Senior Assistant Librarian to Associate Librarian; and from Associate Librarian to Librarian. In addition, those who are Associate Librarians with provisional status may be reviewed for permanent status, without a change in rank.

A person in a temporary appointment is not eligible for promotion.

Renewal of appointment applies only to Senior Assistant Librarians as described in Chapter II, Section AA Article X.1.

Associate Librarians who were initially appointed with provisional/non-continuing status may apply for permanent/continuing status as defined in Chapter II, Section BA Article X.1.V.B.ii Appointments.

The calendar for the promotion, renewal of appointment and permanent/continuing status procedures will be established annually prior to the beginning of Autumn Summer Quarter by the Dean of University Libraries, within University guidelines and requirements.

a. Procedures. Prior to the beginning of Autumn Summer Quarter, all librarians eligible for promotion or for renewal of appointment, and those Associate Librarians eligible to apply for permanent/continuing status, and their supervisors will be notified by the Administrative Officer Responsible for Personnel. This notification will specify what action is required from the individual and what documentation must be assembled. Not all librarians notified will choose to apply in a given year. While the ultimate responsibility for initiating a promotion request by the dates indicated in this policy rests with each individual,
supervisors should encourage qualified librarians to seek promotion at
the appropriate time.

In assembling the required documentation, each candidate will be
expected to demonstrate that the candidate is pursuing a career which
enhances the effectiveness and standing of the University of
Washington Libraries, supports the mission of the University Libraries,
the University and/or learning community, and enhances and
contributes to the profession.

Complete and accurate documentation is essential to support a request
for promotion, permanent/continuing status, or renewal of appointment.
Candidates for whom an action is not required may withdraw their
request any time prior to the submission of all documentation to the
Librarian Personnel Committee.

The candidate must submit documentation to the Administrative Officer
Responsible for Personnel in accordance with the calendar established
by the Dean of University Libraries (see Appendix EX below in the
(Documentation Checklist for Reappointment, Promotion and
Permanent/Continuing Appointment) for information regarding the
contents of the documentation).

The Administrative Officer Responsible for Personnel, in accordance
with the calendar established by the Dean of University Libraries,
will:

- **Solicit Letters of Reference**
  Solicit letters of reference from those individuals listed in the
candidate’s documentation. These individuals will be asked to provide
specific documentation that the candidate has performed in a manner
which:
  1. Enhances the effectiveness and standing of the University of
     Washington Libraries;
  2. Demonstrates the candidate’s ability to meet the responsibilities
     of the desired rank;
  3. Enhances and contributes to the profession.

- **Identify an External Reviewer**
  In addition, for promotions to Associate Librarian or Librarian, or for
individuals holding the rank of Associate Librarian without
permanent/provisional/continuing status who are seeking
permanent/or continuing status, the Administrative Officer
Responsible for Personnel, in consultation with the candidate and
supervisors, will identify an individual from outside of the University of Washington to serve as the external reviewer of the file. The external reviewer is chosen for the reviewer’s ability to evaluate the candidate’s professional accomplishments and activities. **This reviewer needs to be able to provide an arms-length, non-conflicted review of the candidate.** The Administrative Officer Responsible for Personnel will **provide** the external reviewer **access to** the file which consists of the candidate’s letter requesting consideration for promotion or review for permanent status, documentation, position descriptions; and the Libraries policies and procedures for promotion; and a copy of the Libraries’ mission statement.

A cover letter from the Administrative Officer Responsible for Personnel will include any additional questions to be covered in the external review. **Task** the external reviewer will also be asked to provide evaluative comments on whether the candidate has performed in a manner which:

1. Enhances the effectiveness and standing of the University of Washington Libraries;
2. Demonstrates the candidate’s ability to meet the responsibilities of the desired rank;
3. Enhances and contributes to the profession.

**Solicit Internal Letters**

Distribute to University Libraries’ employees a list of candidates and their requested action. Library staff who wish to comment on an individual candidate may submit a signed letter to the Administrative Officer Responsible for Personnel which speaks to the requested action of that candidate as outlined in these guidelines. These internal letters will become part of the candidate’s documentation. No anonymous internal letters will be accepted.

**Forward Documentation through Supervisory Line for an Evaluation and Recommendations**

Forward the documentation submitted by the candidate, letters of reference and the statement of evaluation by the external reviewer solicited by the Administrative Officer Responsible for Personnel, and the internal letters through the supervisory line for an evaluation and recommendation from the supervisor and recommendations, as applicable, from the Department Head, Director, or other appropriate unit head and from the appropriate Director or Associate Dean. Evaluations from former supervisors who have supervised the candidate within the previous year of application should also be requested by the Administrative Officer Responsible for Personnel.
o Forward Evaluation and Recommendations to Candidate

Copies of the evaluation and recommendations made by the supervisor, others in the supervisory line, and former supervisors, and any internal letters, will be added to the candidate’s documentation and provided to the candidate two weeks prior to the submission of the documentation to the Librarian Personnel Committee. Letters of reference and the statement of evaluation by the external reviewer solicited by the Administrative Officer Responsible for Personnel will not be made available to the candidate. Candidates will have seven calendar days to review the documentation with evaluations and recommendations. Within those seven days, any candidate who does not concur with the evaluation and recommendation, and/or the internal letters, may submit a statement to the Administrative Officer Responsible for Personnel explaining the points of dispute accompanied by supporting details. This statement will become part of the candidate’s documentation. A copy of the candidate’s statement also will be made available to the supervisory line. If a candidate for whom an action is not required decides to withdraw the candidate’s request, it must be done at this time.

o Submit all Documentation to the Librarian Personnel Committee

Submit all documentation, including a cover letter stating what action is being requested by the individual and specific alternative actions which are permissible under the promotion or the granting of permanent status process, to the Librarian Personnel Committee.

o Transmit the Documentation to the Appropriate Review Committee

The Librarian Personnel Committee will transmit all documentation to the appropriate review committee for review.

o Forward any Documentation Comments

After the promotion cycle, the Administrative Officer Responsible for Personnel will forward any comments received from the Librarian Personnel Committee regarding future improvements to the candidate’s documentation to the candidate and the candidate’s immediate supervisor and others in the supervisory line as appropriate.

The Librarian Personnel Committee will:
Transmit the Documentation to the Appropriate Review Committee

The Librarian Personnel Committee will transmit all documentation to the appropriate review committee for review.

- **Review Documentation and any Documentation Comments**
  The Librarian Personnel Committee will review the documentation and the review committee’s recommendation for each candidate. The Librarian Personnel Committee will also review any review committee comments recommending improvements to the documentation.

- **Submit its Recommendation and Supporting Documentation to the Dean of University Libraries**
  The Librarian Personnel Committee may either concur with the review committee’s recommendation or make its own recommendation. The chair of the Librarian Personnel Committee submits its recommendation and all supporting documentation to the Dean of University Libraries. In addition, if the Librarian Personnel Committee has received review committee recommendations concerning a candidate’s documentation, it will forward this information to the Administrative Officer Responsible for Personnel. The Librarian Personnel Committee may also choose to incorporate these recommendations in a separate memo.

  The Dean will provide the candidate with the written recommendation from the Librarian Personnel Committee. The Candidate may respond in writing within 7 calendar days and the letter will be added to the Candidate’s documentation.

The Review Committee will:

- **Review Documentation**
  The review committee will review the documentation and make a recommendation for a specific action to the Librarian Personnel Committee. In making its recommendation, a review committee refers to and carefully considers the qualifications, responsibilities and other pertinent information relating to promotion, renewal of appointment, or granting of permanent/continuing status as stated in Chapter II Article X.1 and Article X.1.B Appointments. The chair of each review committee transmits its recommendation to the Librarian Personnel Committee. The review committee may also include a separate statement to the Librarian Personnel Committee detailing possible improvements for the candidate’s future documentation.
The Dean provides the candidate with the written committee recommendation from the Review Committee. The Candidate may respond in writing within 7 calendar days and the letter will be added to the Candidate’s documentation.

The Dean of University Libraries will:

- **Make the Final Recommendation**
  The Dean of University Libraries will make the final recommendation and discuss it with the Librarian Personnel Committee if it varies from the Librarian Personnel Committee’s recommendation.

- **Transmit Recommendations to Provost**
  The Dean of University Libraries’ recommendations for promotion or granting of permanent/continuing status will then be transmitted to the Provost. Recommendations for renewal of appointment do not need to be reviewed by the Provost.

- **Notify Supervisory Line and Candidate of the Final Decision**
  After the Provost’s decision has been received, the final decision for each individual will be made known to the immediate supervisor and others in the supervisory line as well as the chair of the Librarian Personnel Committee, prior to the Dean of University Libraries notifying the individual. The chair of the Librarian Personnel Committee will inform the Committee and the respective review committees, once the candidates have been notified. When a librarian has been unsuccessful in achieving the requested action, the Dean of University Libraries will work with the immediate supervisor, the appropriate Director or Assistant/Associate Dean, and others in the supervisory line to assist the librarian in understanding the current situation and in planning for future options (assuming the action is not terminal). The Librarian Advisory Program will also be utilized.

2. Extension of the Appointment Period for Promotion and Permanent/Continuing Appointment

a. **Purpose.** The University of Washington Libraries has a critical interest in attracting and retaining librarians of the highest quality. This interest is enhanced by ensuring that librarians are reviewed and promoted in ways that are fair and conducive to a healthy work/life balance. To ensure
fairness and equity in administering the system of academic permanent/continuing appointment, the Libraries must provide consistent conditions and standards while supporting members in balancing personal and family obligations with professional achievement. For these reasons, extensions of the probationary period for librarians seeking promotion and permanent/continuing appointment status are reserved for compelling circumstances which impair the ability of an individual to establish the stature expected of librarians at the University of Washington within the normal time frame.

b. **Conditions.** Approvals of extensions of the appointment period are never automatic but may be granted when circumstances cause substantial impairment of a candidate’s ability to pursue the candidate’s professional activities. Such circumstances may include severe personal illness, bereavement, childbirth, adoption of a child, or other significant obligations to a member of the family or household.

The probationary period may not be interrupted for more than one year per event, with a maximum extension of two years.

If an extension is granted, no additional requirements for promotion, renewal, or permanent/continuing appointment status can be imposed on the candidate by virtue of the extension. The candidate continues to be subject to the same requirements that the candidate would have been subject to without the extension.

c. **Procedure.** Requests for an extension of the appointment period must be made in writing and submitted to the Administrative Officer Responsible for Personnel, who will review the request. Candidates should consult with their supervisors prior to requesting an extension. Any supporting documentation should be included with the request. Requests are not granted automatically and each will be considered on a case-by-case basis. Generally, however, every effort will be made to accommodate a request when it becomes clear that circumstances, consistent with this policy, will substantially impede the librarian’s progress toward achieving promotion, renewal, or permanent/continuing appointment status. Next steps are as follows:

- Within five working days of receiving the request, the Administrative Officer Responsible for Personnel will forward it to the Librarian Personnel Committee for their review as to whether the request meets the conditions outlined above and a recommendation to extend or not extend the appointment period.
Within 10 working days, the Librarian Personnel Committee will forward its recommendation to the Dean of University Libraries for approval or disapproval. If approved by the Dean, it will be referred to the Office of Academic Personnel for final approval. The Administrative Officer Responsible for Personnel will inform the candidate of the decision as soon as it is finalized.

Librarians may approach their unit heads or the Administrative Officer Responsible for Personnel for information concerning the policy or with individual requests for extension. Annual evaluations will continue to occur on a regular basis and are unaffected by this policy.

C.B. Guidelines for Activities Supporting Renewal of appointment, Promotion, and Permanent/Continuing status

Librarians at the University of Washington contribute to the Libraries’ vision and mission by performing effectively with regards to three criteria: Position Expectations, Professional Development, and Contribution and Service to the University Libraries, the University and the Community. While the primary emphasis for reappointment, promotion and permanent/continuing status is placed on impact and performance in regard to a librarian’s position expectations, professional development and service also are essential components of successful academic librarianship.

Position Expectations

Since excellence in position responsibilities weighs more heavily in consideration for reappointment, promotion and permanent/continuing status, the performance in one’s position must meet high standards of academic librarianship. The following examples provide evidence of effectiveness in performance; not all will apply to every position nor is effective performance restricted to these activities.

- Mastery of the professional knowledge required for the position.
- Positive interaction with members of the library staff and library users.
- Creative response to assigned responsibilities and emergent needs.
- Initiation of new projects, procedures, or functions which improve services of the unit, University Libraries, or other user communities.
- Effective instructional and communication skills.
- Demonstrated ability in report writing and analytical skills, such as:
  - Preparation of written materials such as staff manuals.
Development of in-house guides, bibliographies, etc., which improve the use of library resources.

- Analysis of data relating to library collections, functions, and use.

- Effective participation in policy formulation at the departmental and/or libraries-wide level.

- Performance of managerial duties with demonstrated abilities in:
  - Leadership of the department or area.
  - Organizational skills.
  - Supervisory skills.

- Professional growth with an on-going commitment to mastery of new skills in one’s specialty and knowledge of current developments in the profession.

**Professional Development**

Librarians are expected to demonstrate a sustained commitment to professional development throughout their careers. They show evidence of this commitment in a variety of ways. Depending on the librarian’s position, interests, and professional goals, a librarian should pursue active participation in professionally-relevant associations, scholarly associations, research, publishing, additional education, and/or other professionally-relevant, creative or service activities. Such activities should constitute a substantive contribution to the profession or to scholarship, or should significantly enhance the individual librarian’s ability to carry out the librarian’s professional responsibilities. A list of sample activities follows. No individual librarian is expected to have engaged in every activity listed, nor is the list exhaustive.

- Participation in professional associations at the local, state, regional, national, and/or international levels.
  - Membership and active participation in professional organizations that result in professional development.
  - Active participation in or chairing committees of professional or scholarly societies.
  - Presentations, including such things as papers, lectures, displays, and poster sessions and other professional forums.
  - Active participation in governance of professional or scholarly societies.
  - Organization of workshops and meetings at state, regional, national and/or international levels.
  - Service as a consultant or advisor on professional matters.

- Scholarly and library-related publications relating to librarianship or other academic disciplines (regardless of format).
  - Books
  - Articles published in formats such as, but not limited to: books, recognized professional journals, and electronic publications.
  - Edited works or compilations, indexes, or translations of published works; service on editorial boards; editor of journals.
1. Bibliographies
2. Software packages, video/interactive programs.
3. Shorter works such as reviews and columns.
4. Online content such as blogs, wikis, and web sites.

- Contributions to the profession.
  1. Instructions, lectures, workshops, or seminars other than those performed as a part of regularly assigned activities.
  2. Development of innovative procedures, standards, or new technologies which improve library service.

- Creative activities.
  1. Preparation of scholarly exhibits.
  2. Other examples of creative activities relating to librarianship.

- Proposals for research submitted and/or funded; grant writing.

- Serves as reviewer for library-related grant application.

- Additional education.
  1. An advanced degree or progress toward a degree in an academic discipline other than library science/information studies/archival studies or certification in a professionally-related field.
  2. An advanced degree or progress toward a degree in library science/information studies/archival studies beyond the MLS.

Contributions and Service to the University Libraries, the University and the Community

Service to the University Libraries, the University and the community are important aspects of librarianship. The purpose of the service criteria is to provide evidence of contributions which extend beyond effective performance in one’s position. Such contributions may include, but not be restricted to:

- Productive service on University Libraries’ committees and task forces, and in the activities of the Association of Librarians of the University of Washington.

- Active participation in University activities including but not limited to committees, councils, task forces, organizations, or instruction, particularly where opportunities exist to enhance the standing of the University Libraries, or of the profession. Examples might include active involvement in curriculum revision at the department, college, or University level, or in the integration of technology into teaching and learning environments, or interdepartmental or outside teaching as defined in section J of this chapter, “Guidelines for Interdepartmental Teaching and Outside Professional Work.”

- Active participation in or support of student and faculty activities, particularly where opportunities exist to enhance the standing of the University Libraries, or of the profession. Examples might include serving as an advisor to a
student or faculty publication, or participating in a formal mentoring program for students interested in becoming librarians.

- Service to the scholarly community that enhances the stature of the University Libraries and the University. Examples might include serving on the board of a museum or historical society, speaking on a topic of professional interest, or consulting in an area of professional expertise.

- Community service that enhances the stature of the University Libraries and the University. Examples might include serving on the board of a community library or as a literacy volunteer.

- Participation in job exchanges at the local, state, regional, national and/or international levels.

X.4 Committees to Support Ranking Initial Appointments, Renewal of Appointments, Status, and Reranking Promotions of UW Libraries Librarians

The following Committees perform essential duties in support of the processes of initial appointments, renewal of appointments, ranking granting of permanent status, and promotions for reranking UW Libraries Librarians:

- Librarian Personnel Committee - provides representative-based oversight in the support, implementation and revisions of the Librarian Personnel Code and provides representative-based oversight in the support and implementation of the promotion process and makes recommendations to the Dean regarding a librarian’s qualifications for promotion, rank, appointment status, renewal of appointment and promotion.

- Review Committees - make recommendations to the Librarian Personnel Committee regarding a librarian’s qualifications for promotion, appointment status, renewal of appointment and promotion.

- Ad Hoc Review Committees - make recommendations to the Librarian Personnel Committee on initial rank and appointment, excluding temporary appointments.

- Librarian Advisory Program Committee - coordinates, monitors, reviews and evaluates the Librarian Advisory Program, which assists Librarians’ progress through the procedures outlined in this Article.

The formation, composition, and responsibilities of these committees are detailed in Chapter III, Appendix A, and Appendix D of the Librarian Personnel Code Revised 2017.

Committees

Librarian Personnel Committee - The Librarian Personnel Committee of seven members provides representative-based oversight in the support, implementation and revisions of the Librarian Personnel Code.
Review Committees - Review committees of nine members make recommendations to the Librarian Personnel Committee regarding a librarian's qualifications for promotion, appointment status, renewal of appointment and promotion.

Ad Hoc Review Committees - Ad Hoc Review committees of five members make recommendations to the Librarian Personnel Committee on initial rank and appointment, excluding temporary appointments.

Merit Review Committee - The Merit Review Committee of five members provides librarian oversight by reviewing the merit documentation and forwarding its recommendations to the Dean of University Libraries.

Librarian Advisory Program Committee - The Librarian Advisory Program Committee of five members coordinates the Librarian Advisory Program and reports to the Dean of University Libraries.

Adjudication Committee - The Adjudication Committee of five members is a standing committee which presides over Comprehensive Adjudications and is appointed by the Dean of University Libraries.

SECTION A: Librarian Personnel Committee

The role of the Librarian Personnel Committee is to make recommendations to the Dean regarding a librarian’s qualifications for promotion, rank, appointment status, renewal of appointment and promotion, to provide representative-based oversight in the support, implementation and revisions of the Librarian Personnel Code. The Librarian Personnel Committee ensures librarian involvement in the review of rank, appointment status, renewal of appointment and promotion. The Librarian Personnel Committee also contributes to professional development by commenting on, and making recommendations for future improvements of, candidate’s documentation materials (e.g., organization, writing style, addenda, and content).

The Librarian Personnel Committee is an elected body with the addition of one Dean’s appointee. All librarians in the bargaining unit (except the Dean of University Libraries, Associate Deans, and the Administrative Officer Responsible for Personnel) serving .5 FTE or more with permanent or continuing status, with twenty-four months experience with the University of Washington Libraries at the time of the election, are eligible to serve on the Librarian Personnel Committee. Elections will be conducted by the Administrative Officer Responsible for Personnel. The Librarian Personnel Committee appoints and receives recommendations from review committees for each personnel group of the University Libraries to ensure librarian involvement in all
The Librarian Personnel Committee in consultation with the Administrative Officer Responsible for Personnel will monitor changes to University policies, procedures and codes to identify areas of the Librarian Personnel Code that may require revision. The Administrative Officer Responsible for Personnel will seek to bring these changes to the attention of the Chair, Librarian Personnel Committee.

In addition, the Librarian Personnel Committee makes recommendations to the Dean of University Libraries on: rank and appointment status (excluding temporary appointments), promotion, renewal of appointment, and permanent/continuing status. The Committee is informed by the Dean of University Libraries of the rank assigned to a temporary appointee. The Librarian Personnel Committee appoints and receives recommendations from review committees considering promotion, renewal of appointment, and permanent or continuing status.

The chair of the Librarian Personnel Committee appoints members for each ad hoc review committee when appropriate. Appointment procedures are described in Chapter III Article X.4, Section C. Ad Hoc review committees make recommendations on initial rank and appointment (excluding temporary appointments).

In its review of supervisory, review committee and other documentation, the Librarian Personnel Committee determines whether there is consistency in the use of criteria within a personnel group and on a University Libraries-wide basis. The Librarian Personnel Committee maintains a record of the membership of review committees and forwards a copy of that record to the Administrative Officer Responsible for Personnel. It questions perceived inequities or discrepancies; recommends appropriate corrective action, and records and forwards its recommendation and all documentation on each individual to the Dean of University Libraries. In arriving at its recommendations, the Committee uses its knowledge to form independent assessments of the case. Recommendations must be based on the documentation presented. If the Librarian Personnel Committee has questions about the review committee recommendation, the Librarian Personnel Committee may ask to meet with the chair of the review committee to ask for clarification. The Dean of University Libraries is responsible for the final decision. The deliberations of the Librarian Personnel Committee as they apply to specific personnel cases are confidential.

The Librarian Personnel Committee consists of seven members and reports to the Dean of University Libraries. Members are elected for two year terms to represent the personnel groups within the University Libraries. All members of the Librarian Personnel Committee, regardless of rank and status, may vote on all cases before the Committee, except where precluded by the Librarian Personnel Code. Each year the Librarian Personnel Committee will elect its own chair and additional officers as
necessary to conduct its business. A Librarian Personnel Committee member will not be present during consideration of the documentation and recommendations concerning individuals in the Committee member’s supervisory line, or for deliberations on the member’s own candidacy. Four members of the Librarian Personnel Committee constitute a quorum.

Each personnel group will have two elected representatives who will serve staggered two-year terms. Each personnel group will elect its own representatives. In addition, there will be one member at large elected every two years. Candidacy for the member at large will rotate through the personnel groups and the member at large will be elected by all librarians eligible to vote. Members may serve no more than two succeeding terms at one time on the Librarian Personnel Committee. If a Librarian Personnel Committee member resigns, a special election will be held to select a member from the same personnel group, or librarians outside the bargaining unit, as appropriate, or if a member who has resigned is a member at large appointed by the Dean, from this member’s personnel group the Dean will appoint a new member, to complete the term.

Election Procedures for the Librarian Personnel Committee. Elections for the Librarian Personnel Committee will be held during the Autumn-Spring Quarter, with the process to be completed by the end of Autumn-Spring Quarter. Terms of office will begin on January 1. Elections will be conducted by the Administrative Officer Responsible for Personnel who will prepare the slate of all eligible candidates. These individuals constitute the slate of candidates and, if elected, are requested to serve unless extenuating circumstances dictate otherwise.

The vote will be taken by ballot under the direction of the Administrative Officer Responsible for Personnel. All librarians in the bargaining unit with a .5 FTE or more are eligible to vote, except those librarians holding temporary appointments. Every year they will elect a representative from their personnel group. Every other year they non-bargaining unit librarians will vote for a member at large librarian representative from outside the bargaining unit. The Administrative Officer Responsible for Personnel and continuing members of the Librarian Personnel Committee will be responsible for tallying the ballots.

Librarians with split assignments must choose with which personnel group they wish to participate at the time of initial appointment. The personnel group chosen will apply to all subsequent elections and review committee meetings while the individual holds that position.

The librarian in a personnel group who receives the most votes is elected to the Librarian Personnel Committee. In the case of a tie vote, those candidates with the highest number of votes in the personnel group will be candidates in a runoff election.
The candidate in the runoff who receives the most votes is elected. If a tie vote is the result of the runoff, a representative will be selected using a random method (e.g., by drawing lots) under the direction of the Administrative Officer Responsible for Personnel.

In the event that the same person is selected as a member-at-large and as a representative from that person’s respective personnel group, the individual will be designated as the member-at-large. The individual with the second highest number of votes from the personnel group will be designated the representative.

SECTION B: Review Committees

Annually, the Librarian Personnel Committee appoints Review Committees for the personnel actions of promotion, renewal of appointment, and for the granting of permanent or continuing status to serve for a one year term. These committees are charged to review the documentation and make recommendations to the Librarian Personnel Committee regarding a librarian’s qualifications for promotion, renewal of appointment, and permanent or continuing status. These committees can also contribute to professional development by commenting on, and making recommendations for future improvements of, candidate’s documentation materials (e.g., organization, writing style, addenda, and content).

Each Review Committee reviews the documentation and records [see Article X.2 and X.3(A)Chapter IV, Guideline A] and forwards its recommendation and all documentation on each individual to the Librarian Personnel Committee. Recommendations must be based on the documentation presented. A candidate’s documentation should be a complete and accurate reflection of the candidate’s career to ensure that any librarian reading it will have a full understanding of the candidate’s performance. Committee discussion is documented by summarizing the substantive issues and their resolution. This report becomes a part of the candidate’s documentation. If a committee has identified any recommendations concerning the improvement of future documentation, they shall include a separate memo with those comments to the Librarian Personnel Committee detailing these recommendations. As noted in Chapter IV, Section A, Part 2Article X.3(B), the Librarian Personnel Committee will forward these recommendations to the Administrative Officer Responsible for Personnel. After the promotion cycle, the Administrative Officer Responsible for Personnel will forward any comments received from the Librarian Personnel Committee regarding future improvements to the candidate’s documentation to the candidate and the candidate’s immediate supervisor and others in the supervisor line, as appropriate. The deliberations of the Review Committees as they apply to specific personnel cases are confidential.

All librarians in the bargaining unit with permanent or continuing status and with twenty-four months experience in the University of Washington Libraries at the time of
the election (except the Dean of University Libraries and the Administrative Officer
Responsible for Personnel) are eligible to serve on Review Committees. Librarians
with the rank of Senior Assistant Librarian or Associate Librarian with Provisional or
Non-Continuing Status and with twenty-four months of experience in the University of
Washington Libraries at the time of election are eligible to serve on Review
Committees for Assistant Librarians or Senior Assistant Librarians. Since the purpose
of the Librarian Personnel Committee is advisory and to provide oversight of the
promotion process, current members of the Librarian Personnel Committee may not serve on Review Committees. Any eligible librarian may be appointed and should serve unless extenuating circumstances dictate otherwise. Librarians may not serve on more than two Review Committees at the same time. Librarians may not succeed themselves on the same peer committee, with the exception of a Review Committee for promotion to the rank of Librarian. In the event the above conditions cannot be met to ensure appropriate review group composition, the Librarian Personnel Committee will have the responsibility to make the necessary adjustments.

Review Committees for the Ranks of Senior Assistant and Associate Librarian. The Librarian Personnel Committee will appoint one or more Review Committees, at its discretion, for each personnel group as defined in Appendix A-X to review the documentation and make recommendation on a librarian’s promotion or renewal of appointment for the ranks of Senior Assistant and Associate Librarian, and additionally, permanent or continuing status for the rank of Associate Librarian, within that personnel group. A Review Committee for the ranks of Senior Assistant and Associate Librarians is composed of nine librarians and, whenever possible, will include:

- 6 librarians from the same personnel group where the candidate has major responsibilities and
- 3 librarians from other personnel groups.

Whenever possible, two librarians with the rank of Senior Assistant Librarian will serve on a Review Committee that includes Senior Assistant Librarian appointments. They may review the documentation and be present at the consideration of promotion, renewal of appointment, and permanent or continuing status at the rank of Associate Librarian, but they are not allowed to vote on personnel recommendations for Associate Librarians.

Review Committees for Promotion to the Rank of Librarian. For consideration of promotion to the rank of Librarian, the Librarian Personnel Committee will appoint one or more system-wide Review Committees, at its discretion, consisting of nine members at the rank of Librarian. Whenever possible, all personnel groups will be represented on a Review Committee(s) for promotion to the rank of Librarian.
Conduct of Review Committees. A Review Committee will elect its own chair, proceedings recorder and additional officers as necessary to conduct its business. Five members of a committee constitute a quorum and must be present for all deliberations concerning promotion, renewal of appointment, and permanent or continuing status. A Review Committee member will not be present during consideration of the documentation and recommendations concerning individuals in the Committee member’s supervisory line, or for deliberations on the member’s own candidacy. The Chair of the Committee must be at the rank where the Chair can participate in all of the discussions, deliberations, and decisions for all of the candidates under review.

If a Review Committee determines that additional information would contribute significantly to more informed deliberations, the committee can request it through the Librarian Personnel Committee. It is the responsibility of the Librarian Personnel Committee, in consultation with the Administrative Officer Responsible for Personnel, to evaluate the request and provide the requested information when appropriate.

The chair of a Review Committee working with the proceedings recorder prepares a separate written recommendation on each librarian under consideration based on the documentation and discussion. Each committee reviews the proceedings documentation before the chair forwards it to the Librarian Personnel Committee.

SECTION C: Ad Hoc Review Committees

An ad hoc review committee may be appointed at the discretion of the Librarian Personnel Committee when appropriate for an initial appointment recommendation. The responsibility of an ad hoc review committee is to review the documents pertaining to the background, experience and professional activities of the candidate proposed for appointment and make a recommendation to the Librarian Personnel Committee regarding the determinations of rank and status of appointments, excluding temporary appointments. The ad hoc review committee can consult with the chair of the search advisory committee for assistance in making its recommendation.

Ad hoc review committees must consist of five librarians selected by the chair of the Librarian Personnel Committee or the chair’s designate. An ad hoc review committee, whenever possible, is composed of librarians at the proposed new rank, or higher. It is preferred that an ad hoc review committee will include:

- 3 librarians from the same personnel group where the candidate will have major responsibilities and
- 2 librarians from other personnel groups.
SECTION D: Merit Review Committee

The role of the Merit Review Committee is to provide review oversight for the merit review process. Primarily, the Merit Review Committee is charged to carefully review all no-merit recommendations, and split recommendations. The guidelines for determining salary increases based on merit and Merit Review Committee responsibilities are described in Chapter IV, Guideline D.

SECTION E: Librarian Advisory Program Committee

The Librarian Advisory Program Committee coordinates, monitors, reviews and evaluates the Librarian Advisory Program and reports to the Dean of University Libraries. The Librarian Advisory Program is designed to assist in the advancement of the University Libraries’ mission to develop a quality staff and to contribute to the library profession. The program is meant to support librarians beyond the University Libraries’ general orientation and initial orientations taking place in individual units. The Librarian Advisory Program is described in Appendix DX.

SECTION F: Adjudication Committee

The Adjudication Committee shall be a standing committee consisting of five members with no more than two members from the same personnel group. The members shall be appointed by the Dean of University Libraries upon the recommendation of the Librarian Personnel Committee. The Adjudication Committee will elect its own chair and additional officers as necessary to conduct its business. The Adjudication Committee presides over Comprehensive Adjudications. The adjudicative procedures are described in Chapter IV, Guideline G.

APPENDIX AX: Distribution of Personnel Representation on University Libraries Committees

Librarians elected to the Librarian Personnel Committee represent personnel groups within the University Libraries. The Librarian Personnel Committee consists of seven members. Cabinet members with librarian appointments and other librarians excluded from the bargaining unit, with the exception of Dean and Administrative Officer Responsible for Personnel, will be members of the Dean’s Representative Personnel Group in which their department is listed. The Administrative Officer Responsible for Personnel will be a member of Personnel Group III.
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<tr>
<th>Personnel Groups</th>
<th>Representatives</th>
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<tbody>
<tr>
<td>I. Access Services</td>
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<tr>
<td>Information Technology Services &amp; Digital Strategies</td>
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<td>Odegaard Undergraduate Library</td>
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<td>Scholarly Communication &amp; Publishing</td>
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<td>II. UW Bothell Library UW Tacoma</td>
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<td>Library Branch Libraries</td>
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<tr>
<td>Health Sciences Libraries</td>
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<td>III. Collections &amp; Content</td>
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<td>Distinctive Collections</td>
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<td>Assessment and Planning</td>
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<td>Member at largeDean's</td>
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<tr>
<td>Representative Representative from outside the Bargaining Unit</td>
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Librarians with split assignments must choose at time of initial appointment in which personnel group they wish to participate. The personnel group chosen will apply to all subsequent elections while the individual holds that position. If a librarian holding provisional, non-continuing or permanent, or continuing status (e.g. any status other than a Temporary Appointment or Emeritus) undertakes a temporary assignment or is appointed to a temporary position within the Libraries, the librarian will retain the librarian’s rank, status, personnel group membership, and all other rights and privileges for the duration of the reassignment.

The Employer may change personnel group membership when necessary to maintain balance. Personnel group makeup is an appropriate topic for Joint Labor Management Meetings.

APPENDIX DX. LIBRARIAN ADVISORY PROGRAM

As part of the Libraries’ stated goal to create a workplace of choice, the University of Washington Libraries seeks to develop and retain a highly knowledgeable and diverse staff. There is a need to provide support and encouragement for all librarians on staff, but particularly for newly-hired
permanent- and continuing- track librarians as they progress through the promotion procedures outlined in the Collective Bargaining Agreement Librarian Personnel Code.

As the University Libraries applies the highest professional standards in hiring, newly appointed librarians with provisional status should have every expectation of achieving permanent/continuing status. The attainment of permanent/continuing status is an ongoing process that begins on the first day of employment and continues for several years.

The Librarian Advisory Program is designed to assist in the advancement of the University Libraries’ mission to develop a quality staff and to contribute to the library profession. The program is meant to support librarians beyond the University Libraries’ general orientation and initial orientations taking place in individual units.

1. Goal

The goal of the Librarian Advisory Program is to support newly appointed and permanent or continuing- track librarians as they participate in the promotion process the procedures outlined in the Librarian Personnel Code. The program is designed to support an environment within the University Libraries where librarians can achieve success in their careers and contribute to the overall mission of the University Libraries and the University.

The Librarian Advisory Program provides two advisors to support each newly appointed librarian in achieving permanent/continuing status. Librarians at the rank of Associate Librarian with permanent or continuing status who wish to pursue promotion may request advisors through the Librarian Advisory Program by contacting the chair of the Librarian Advisory Program Committee. All eligible librarians with permanent/continuing status are expected to serve as advisors when asked. The advisors provide guidance and support in the areas of performance, professional development and contributions and service to the University Libraries, the University, and the research and learning community.

2. Librarian Advisory Program Committee

The Librarian Advisory Program Committee (LAPC) oversees the Librarian Advisory Program (LAP) and reports to the Dean of University Libraries. Each member of the Committee serves a two-year term. Terms of office begin on January 1. The Committee consists of five members:

- Two immediate past members of the Librarian Personnel Committee (LPC). LPC past members serve staggered 2-year terms. LPC representatives are chosen by a process determined by the LPC. At the end-beginning of Spring Quarter, the chair of the LAPC will initiate correspondence with the chair of the LPC to ensure that a member is identified and ready to serve by January
July 1. If either position is vacated before end of term, LPC will choose a replacement by a process to be determined by LPC.

- One representative of the Association of Librarians of the University of Washington Executive Board. At the end of Spring Quarter, the chair of the LPC will initiate correspondence with the chair of the ALUW Executive Board to ensure that a representative is identified and ready to serve by January 1.

- If the position is vacated before the end of the term, ALUW will choose a replacement by a process to be determined by the Executive Board of ALUW.

- Two elected at-large representatives, one with provisional/non-continuing status and one with permanent/continuing status. The Administrative Officer Responsible for Personnel conducts elections during Autumn-Spring Quarter. The slate of candidates is established by a nominating committee which consists of the Chair, Librarian Advisory Program Committee; the President, Association of Librarians of the University of Washington; and the Chair, Librarian Personnel Committee. The slate of at-large librarians consists of twice the number of open positions. The vote will be taken under the direction of the Administrative Officer Responsible for Personnel. Voting is open to all librarians except temporary or retired librarians. The Administrative Officer Responsible for Personnel and continuing members of the LPC will be responsible for tallying the ballots. Ad hoc elections will be conducted using these same procedures if any at-large positions are vacated before end of term.

- One immediate past Dean’s Representative elected representative from outside the bargaining unit of the Librarian Personnel Committee (LPC).

Each year the Librarian Advisory Program Committee will elect its own chair and additional officers as necessary. The Librarian Advisory Program Committee will decide when and how often the Committee will meet.

Newly appointed librarians receive information concerning the Librarian Advisory Program from the Administrative Officer Responsible for Personnel upon employment, and after a period of three months, they are contacted by the Librarian Advisory Program Committee regarding their participation in the program. Two advisors are then assigned by the Librarian Advisory Program Committee for a minimum period of one year, except in unusual circumstances. These advisors are chosen from a pool of all bargaining unit librarians in the University of Washington Libraries with permanent/continuing appointments, excluding the Dean of University Libraries and the Administrative Officer Responsible for Personnel. If possible, one advisor is from the librarian’s area of expertise and the second advisor is chosen from outside of the librarian’s area of expertise. Both the advisors and the advisee must agree to the arrangement. Librarians in the supervisory line of an advisee may not serve as advisors for that advisee. At the end of one year the advisory arrangement is reviewed, and the
advisors and/or the advisee can choose to end the advisory arrangement, or, ideally, the arrangement can continue until the librarian has achieved permanent/continuing appointment status with the University Libraries. The advisee or advisor who wishes to make changes in the advisory arrangement should consult the chair of the Librarian Advisory Program Committee. The advisory arrangement review takes into account the needs and preferences of the advisee.

3. Roles and Responsibilities

a. Librarian Advisory Program Committee

i. Coordinates, monitors, reviews and evaluates the Librarian Advisory Program.

ii. Elects its own chair and additional officers as necessary.

iii. Notifies the chairs of the LPC and ALUW Executive Board when new representatives are needed from these groups.

iv. Develops a strong knowledge base of the promotion process Librarian Personnel Code and the Librarian Advisory Program.

v. Orients advisors and advisees to the program and expectations of their roles.

vi. Appoints advisors and makes advisor changes and reassignments as necessary.

vii. Receives promotion cycle calendar information from the Administrative Officer Responsible for Personnel and plans events in coordination with promotion and tenure cycle.

viii. Periodically sends reminders to all librarians promoting the services of the Librarian Advisory Program (at least annually).

ix. Responsible for scheduling and organizing the annual Librarians’ Recognition Ceremony.

x. Submits Annual Report to the Dean of University Libraries.

b. Librarian (Advisee)

Librarians are responsible for their own success, determining their own levels of performance, professional development and contributions and service to the University Libraries, the University, and the research and learning community as well as for the quality of written documentation.

Within the Librarian Advisory Program, the advisee shall:

i. Attend quarterly events sponsored by the Librarian Advisory Program.

ii. Inform advisors of projects, interests and areas of concern or need.

iii. Ask advisors for suggestions and advice or guidance as needed.
iv. Consult with the advisee’s supervisor.

v. Continue, terminate or request changes of advising arrangement at the end of the first year.

c. Advisors

All bargaining unit librarians with permanent/continuing status appointments, except the Dean of University Libraries and the Administrative Officer Responsible for Personnel, are expected to participate in the program.

The number of advisors needed will vary from year to year. It is recommended that advisors not advise more than two advisees at one time.

i. Encouraged to attend quarterly information sessions presented by the LAPC.

ii. Initiate first meeting with advisee within three months of being selected to serve as an advisor.

iii. Consult with advisee’s supervisor to assure coordination of advisory and supervisory roles.

iv. Offer to advisee suggestions, guidance and/or advice on matters of performance, professional development and contributions and service to the University Library, the University, and the research and learning community.

v. Offer advice on preparation of promotion documentation.

vi. Serve as a resource and provide referrals as necessary.

vii. Continue, terminate or request reassignment of advising arrangement at the end of the first year.

d. Supervisor

The librarian’s primary source of guidance in the area of performance is the librarian’s supervisor. The supervisor will:

i. Work with the librarian to develop a position description and performance expectations.

ii. Recommend avenues for professional development, including committee involvement.

iii. Consult with advisors to assure coordination of supervisory and advisory roles.

iv. Provide ongoing feedback to the librarian on the progress of the librarian’s performance, including conducting the annual performance evaluation.

v. Help to create an environment where the librarian will have the opportunity to develop in areas of performance, professional development, and contributions and service to the University Libraries, the University, and the research and learning community.
e. **Administrative Officer Responsible for Personnel**

The Administrative Officer Responsible for Personnel will:

- Be responsible for promotion cycle calendar.
- Refer names of newly appointed librarians and those whose status has changed to permanent/continuing to the Librarian Advisory Program Committee.
- Include description of program with documentation given to librarians upon appointment.
- Serve as resource for Librarian Advisory Program Committee.
- Conduct elections for at-large representatives of the Librarian Advisory Program Committee.

4. **Evaluation**

Every five years the Librarian Advisory Program Committee will conduct a review and evaluation of the program to study its effectiveness and to make recommendations for needed changes or improvement.

5. **Communication**

The chair of LAPC will ensure effective communication with committee members and librarians, as well as the Administrative Officer Responsible for Personnel as noted in the Committee Communication Responsibility Guidelines.

**APPENDIX E. DOCUMENTATION CHECKLIST FOR RENEWAL OF REAPPOINTMENT, PROMOTION AND REVIEW FOR PERMANENT/CONTINUING APPOINTMENT STATUS**

Candidates must submit the following items of documentation in order to be considered for renewal of appointment, promotion and permanent/continuing appointment status. A candidate’s documentation should be a complete and accurate reflection of the candidate’s career to ensure that any librarian reviewing it will have a full understanding of the candidate’s performance. It is the candidate’s responsibility to ensure that all required materials are included. Each candidate should use this checklist and read [this Article the Librarian Personnel Code](#) thoroughly before submitting documentation. Candidates are strongly advised to share their documentation with supervisors, advisors, and other colleagues to obtain comments and advice.

The documentation should be submitted to the Administrative Officer Responsible
for Personnel (AORP) via flash drive or zip file (the Libraries will provide flash drives through Libraries Supplies) with documents labeled as follows (documents for 11-14 will be added by the AORP as necessary):

1. Table of Contents
2. Cover letter
3. Position descriptions
4. Curriculum vitae
5. Summary document
6. Position expectations
7. Professional development
8. Service contributions
9. Additional materials
10. References
11. Internal letters
12. Supervisory line evaluation and recommendations
13. External reviewer
14. Candidate’s statement

Table of Contents. Include a table of contents which lists the documents and other materials you have in each section.

Cover letter. The cover letter should be addressed to the Administrative Officer Responsible for Personnel and state what action is being requested.

Position descriptions. Position descriptions for each position held at the UW Libraries should be submitted. The current position description should be dated and signed by the candidate and candidate’s immediate supervisor.

If the position held is less than full-time, the position description should so indicate. If previous position descriptions are not available, a general description of responsibilities for each position should be provided.

Curriculum vitae. An up-to-date curriculum vitae should be included.

Summary document. A candidate should use the summary document to write about the candidate’s entire career in whatever style or manner the candidate chooses. It is recommended that the document be at least 500 words, but no more than 1,000. There are no guidelines or suggestions. This is the unique part of the documentation. Candidates are advised to have several colleagues (e.g., supervisors and mentors) read drafts of the summary document.

Position expectations. Candidates should provide evidence of excellence in position responsibilities and effectiveness in performance. Consult Article X.3(B) the Librarian Personnel Code (Chapter IV, Section B, Guidelines for Activities
Supporting Reappointment, Promotion, and Permanent/Continuing Appointment Status) for examples.

Professional development. Candidates should include copies of scholarly and library-related publications, articles, bibliographies, and other writings. Consult (Article X.3(B)) the Librarian Personnel Code (Chapter IV, Section B.-Guidelines for Activities Supporting Reappointment, Promotion, and Permanent/Continuing Appointment Status) for a list of sample activities.

Service contributions. Candidates should list and describe service to the University Libraries, the University, and the Community. Candidates should refer to (Article X.3(B)) the Librarian Personnel Code (Chapter IV, Section B.-Guidelines for Activities Supporting Reappointment, Promotion, and Permanent/Continuing Appointment Status) for examples of contributions.

Additional materials. In this section a candidate may include any other materials that will enhance the documentation. Candidates are urged to use good judgment and common sense as to the types and quantities of material.

References. The candidate must include the names of at least three references that are knowledgeable about the candidate’s accomplishments. Candidates are responsible for asking individuals to serve as references. Candidates may provide the individuals with information (e.g., curriculum vitae and copy of the documentation) that will help them to write letters of reference. Individuals in the direct supervisory line (those who supervise the candidate or those who are supervised by the candidate) should not be included as references. Those who supervise the candidate will be asked to write letters by the Administrative Officer Responsible for Personnel as part of the process. Those supervised by the candidate may submit internal letters if desired.

For those individuals requesting promotion to the rank of Associate Librarian or Librarian with permanent status, or for those individuals holding the rank of Associate Librarian applying for permanent/continuing status at the same rank, there must be at least one reference not employed by the University Libraries who is knowledgeable about the candidate’s contributions to the profession.

For those individuals requesting promotion to the rank of Librarian, there must be at least two references not employed by the University Libraries who are knowledgeable about the candidate’s contributions to the profession.

Names, addresses, phone numbers, and email addresses of references should be included.
NOTE: When the Administrative Officer Responsible for Personnel receives the letters, the letters will be placed in this section.

Internal letters. Letters of reference received by the Administrative Officer Responsible for Personnel after the general call to all University Libraries Staff for letters will be placed in this section.

Supervisory line evaluations. When the Administrative Officer Responsible for Personnel receives supervisors’ evaluations, the letters will be placed in this section.

External reviewer. If appropriate to the rank, candidates should submit three names of people outside the Libraries who could serve as the external reviewer. The three individuals will be from outside the University of Washington, and needs to be able to provide a candid, arm’s length (non-conflicted) review of the candidate’s qualifications.

An external reviewer receives a copy of the documentation and is asked to comment on the documentation. Based on the results of consultations with the supervisor and the candidate, the Administrative Officer Responsible for Personnel is the decision-maker who selects the external reviewer.

The external reviewer is chosen for the reviewer’s ability to evaluate the candidate’s professional accomplishments and activities. In identifying three proposed external reviewers, the candidate should consider these guidelines:

- The reviewer should be from (or have worked recently at) a comparable institution (e.g., size and scope) in order to understand and evaluate the UW position responsibilities and the appropriateness and value of the candidate’s professional activities and contributions.
- Candidates do not need to know the external reviewer nor is it a concern if they do know the proposed reviewer.
- If the candidate knows the proposed reviewer, they should document for how long they have known the reviewer and the nature of their relationship.
- An external “outside” reviewer means the individual has the perspective of someone not familiar with the UW Libraries (i.e., not a former UW librarian).
- The reviewer should hold a comparable position or formerly held a comparable position or serve as a head of a unit/department that oversees librarians who carry out comparable duties.
- If possible, the reviewer is serving or has formerly served at an institution that has a relatively similar personnel system (i.e., academic status with promotion and tenure/permanent status).

Candidate’s statement(s). Initially, this section is empty. If the candidate submits a
statement explaining points of dispute with the \textit{evaluation and recommendation}, and/or the \textit{internal letters}, it will be added to the \textit{relevant} section during the review process.

Tentatively Agreed To:

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<tr>
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<th>For the Employer:</th>
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<td>Ashlee Hooten</td>
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Erika Currier
Ashlee Hooten
Date: 1/17/2023
Article X - Duties and Assignments

X.1 Core Duties and Other Assignments

Except as otherwise provided in this Agreement, duties assigned to an employee shall be consistent with the overall class concept of the employee’s job classification for Professional Libraries and Press employees or rank. Librarian duties may vary based on the librarian’s assigned work, as outlined in Section A below. Work at a level above the employee’s current job classification or rank is allowable when there is a direct path to promotion into a higher classification or rank.

A. Job Duties (Librarians)

Job duties include both ongoing core responsibilities and temporary responsibilities.

They can encompass a variety of assignments, tasks, or activities that may manifest as one of the following types of work:

Core Duties (approximately 80% of annual workload)
- Permanent responsibilities
- Temporary projects and assignments
- Committee appointments
- Professional development including but not limited to training, conference and professional meeting attendance,
- Preparing documentation for promotion, (re-)appointment, re-classification, and performance evaluations

Research and Service (approximately 20% of annual workload)
- Research, publication and scholarship endeavors in support of the employee’s scholarly agenda
- Preparing documentation for promotion, (re-)appointment, re-classification, and performance evaluations, and merit review
- Professional service - including but not limited to library, university, community, and association, and related tasks and projects, and peer-reviewer activities

B. Job Duties (Libraries and Press Professional Employees)

In addition to the overall class concept, Professional Libraries and Press employees’ work will include opportunities for professional development. All other work-related activities approved by their supervisor, including but not limited to committee appointments, research, service, performance-evaluation documentation, and re-classification documentation, will also be considered part of the employee’s regular work. In addition to the overall class concept,
Professional Libraries and Press employees work will include performance-evaluation documentation. Additionally, the employees’ work may include professional development, committee appointments, re-classification documentation, and research and service. Supervisors will determine if and how to incorporate these activities into an employee’s regular work.

B.C. 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, per Article X Overtime.

All job duties should be carried out during the Hours of Work as described in Article X.

Core duties are described in the position description to which the Employer and Employee agree. The Employer will review Position-position descriptions at least will be reviewed annually in conjunction with the performance evaluation process to ensure that they accurately reflect the Employer’s business needs and the Employee’s ongoing responsibilities and that Employees are able to accomplish their duties within the Hours of Work.

C.D. Assignment of Additional Duties

Assignment of additional duties that are expected to be ongoing may require a revision to the position description. The addition of core duties may trigger the need for reclassification, regrading, or appointment to a higher-different position, depending on the nature of the responsibilities and whether they are consistent with the assigned librarian work, or overall class concept of the Employee’s job classification for Professional Libraries and Press employees or rank. The Employer may determine that the addition of temporary short-term duties may trigger the need for result in an interim appointment as described in Article X - Appointments, or acting appointment. Employees may take on duties outside their class concept or rank without immediate reclassification only if they are part of a defined work plan meant to enable a specific promotion or reclassification.

Assignment of any additional duties, either core or temporary, require a documented conversation between the Employee and their supervisor to articulate: (1) the nature and expectations of the work, (2) the duration of the work; (3) how current work will be adjusted, reassigned, or reprioritized to accommodate the additional activity.
Employees assigned additional responsibility on an acting basis for a minimum of ten work days may receive a temporary pay increase of at least 5 percent over the current salary. Temporary pay increases are also an acceptable means for temporarily paying an employee for increased workload/duties at the same level, provided that temporary is at least ten work days in duration.

X.2 Paid Release Time for Internal Job Interviews

Employees shall receive reasonable paid release time for job interviews (which may include sitting for an examination) at the University. Such time must be approved in advance by the supervisor subject to unit staffing needs.

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________
Erika Currier                Jennifer Mallahan

Erika Currier
Date: 12/9/2022

Date: 12/21/2022
ARTICLE XX – TELEWORK

Bargaining unit employees may be eligible to telework in accordance with the University’s Telework Policy: https://hr.uw.edu/policies/telework/telework-remote-work-and-out-of-state-work/.

The University encourages and allows the use of telework arrangements and flexible scheduling within the bounds of good public practice, business operations, and resource limitations. Telework should be incorporated into the continuity of operations plans for each organizational unit. University policy permits employees in telework eligible positions to telework when the employee’s supervisor (or other designated official) evaluates the telework request and approves it. When evaluating the request, the supervisor must determine that the employee can effectively perform the job duties of the position while teleworking. If an eligible employee’s teleworking request is denied, the Employer will provide the reason for denial in writing. The denial of a telework request is not subject to Article X Grievance Procedure.

A. Teleworking is a workplace option that allows work to be done at an alternate work site, such as the home, for one or more full or partial days a week. Teleworking can be considered a means to meet business needs, use office space more efficiently, reduce vehicle and transit trips and costs, and improve employee productivity, morale and retention. Teleworking can also serve as a way to keep inclement weather from interrupting operations.

B. Employees’ work status, job duties, and job description will remain consistent with the on-site Employees of the same job classification, except that Employee may be required to make periodic trips to an Employer site for meetings and equipment repair. Employees remain obligated to comply with all of Employer’s rules, policies, practices and procedures except as designated in this article. Requests to telework as a disability accommodation are handled through a separate process the Disability Accommodation process, per Article X – Reasonable Accommodation of Employees with Disabilities.

C. Departmental policies around teleworking will be considered appropriate subjects forJoint Labor Management Meetings.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Jennifer Mallahan
Date: 8/24/2022 Date: 8/24/2022
Article X – Compensation, Wages, and Other Pay Provisions

X.1 General Provisions

The SEIU 925 job profiles for the UW Libraries, Gallagher Law Library, and UW Press classifications profiles with their respective market ranges and grades are hereby incorporated into this contract as Appendix 1 & 2. The Libraries-SEIU 925 class specifications profiles for these jobs are considered in effect upon the execution of this contract and will be created within one hundred twenty (120) days of execution.

X.2 Implementation of Salary Minimums

If ratified on or before January 31, 2023, effective July 1, 2023 Upon contract ratification, employees currently earning less than the established minimums in Appendix 1 and Appendix 2 shall receive a pay increase to bring any employees below the minimum up to the minimum that (at least) corrects the disparity. For Librarians, any adjustments to minimums, effective July 1, 2023, will be implemented before the across-the-board increase that is effective the same date. For Professional Libraries and Press Employees, any adjustments to the minimum, effective July 1, 2023, will be implemented after the across-the-board increase that is effective the same date. No Employee may be hired below the minimum Libraries salaries for their job as listed in Appendix 1 or Appendix 2.

X.3 Increases for Promotion for Librarians

At minimum, salaries increase by ten percent (10%) for each rank and grade promotion. For Librarians, salaries increase five percent (5%) for renewal of appointment with provisional/non-continuing status.

At minimum, salaries increase by five percent (5%) with the addition of management responsibilities at the head or manager level, and by ten percent (10%) for the addition of leadership responsibilities at the director level.

X.X4 Rotational Roles (Librarians only)

For limited duration (rotational) roles, employees will receive a $300 monthly supplement. The supplement will continue only while the employee is performing the additional duties.
All salaries and increases described in this section shall be part of Employees’ base compensation.

**X.3 Market Adjustments and Salary Survey**

A. All Employees will receive a retroactive base salary increase of 0.9% for FY 2019-2020, 5.5% for FY 2020-2021 and 10.1% for FY 2021-2022 within two (2) pay periods following contract ratification.

B. **Salary Survey.** Beginning July 1, 2023, the Employer will conduct a biennial salary survey of Libraries Union represented classifications. Upon completion, the Employer will provide the Union with a copy of the survey results. Either party may file a demand to bargain economic terms in which case the parties will meet and bargain in good faith. Neither party is obligated to agree to a proposal made by the other.

C. **Minimum Salary Increases.** Beginning July 1, 2023, and on each July 1st thereafter, annual salary shall be increased by the larger of the following: the percentage allocated for the University-wide merit pool, or an amount that matches any increases in the cost of living during the previous 12 months. The cost of living percentage increase shall correspond to the Consumer Price Index for the Seattle metropolitan area, as reported on January 1 of the corresponding year by the U.S. Bureau of Labor Statistics.

**X.5 Salary Increases.**

1. If ratified on or before January 31, 2023, effective March 1, 2023, Professional Libraries and Press Employees will receive a five-point two five percent (5.25%) recruitment and retention increase over their current salary. The increase will be paid on the first available pay period following ratification, as determined by the Employer.

2. If ratified on or before January 31, 2023, effective March 1, 2023, Librarians will receive a five percent (5%) recruitment and retention increase over their current salary. The increase will be paid on the first available pay period following ratification, as determined by the Employer.

3. If ratified on or before December January 31, 2023, effective March July 1, 2023, Professional Libraries and Press Employees will receive a four percent
(4%) increase over their current salary. The increase will be paid on the first available pay period following July 1, 2023, as determined by the Employer.

4. If ratified on or before December January 31, 2023, effective March July 1, 2023, Librarians will receive a three-point five percent (3.5%) increase over their current salary. The increase will be paid on the first available pay period following July 1, 2023, as determined by the Employer.

5. If ratified on or before December January 31, 2023, effective January 1, 2024, all members of the bargaining unit will receive a three percent (3%) increase over their current salary on December 31, 2023.

6. If ratified on or before December January 31, 2023, effective January 1, 2025, all members of the bargaining unit will receive a two percent (2%) increase over their current salary on December 31, 2024.

X. 6 Market Rate Wage Adjustments. If market conditions determine that an upward adjustment in one or more economic areas is essential to maintain competitiveness, both the Union and the Employer shall be given the opportunity to raise issues of competitive compensation and propose market adjustments. When the Employer proposes adjustments, the Union shall be given at least thirty (30) days’ notice in advance of the implementation date to negotiate the adjustment.

X.4-6 Temporary Pay Increases, Temporary Salary Supplements, and Administrative Supplements

A temporary pay increase (TPI)/Temporary Salary Supplement (TPS) or administrative supplement (ADS) may be applied when Employees take on or are assigned higher-level or additional responsibilities for a limited time or assume roles that tend to transfer from person to person over time (including interim assignments). Employees assigned additional responsibility on an acting basis for a minimum of ten (10) work days shall receive a temporary pay increase TPI/TPS of at least five percent (5%) over the current salary. The pay increase will be effective the first day of working the additional duties. Temporary pay increases are also an acceptable means for paying an employee for increased workload/duties at the same level, provided that temporary work is at least ten (10) work days in duration.
A. **Amount.** Employees shall receive TPI and ADS increases in the amount of five percent (5%) to twenty percent (20%) over their current salary. The pay increase will be retroactive to the first day of working the additional duties.

B. **Duration.** Appointments, projects, duties and responsibilities associated with TPI/TPS and ADS shall be made in increments of up to six (6) months and be renewed for up to eighteen-twelve (1812) months. Extensions beyond twelve months may be requested based on business need, in increments of no more than twelve (12) months. If a project or role spans more than 18 months, TPI and ADS shall increase by two percent (2%) every six (6) months. The duration for an ADS varies and is based on the work assigned that necessitates the supplement.

1. At the end of the appointment term, the TPI/TPS or ADS and corresponding duties will end.
2. If at the end of the appointment term, the corresponding duties are made permanent, the Employee’s Employer will evaluate whether a salary increase is appropriate. Base pay shall increase by at least the same amount as the temporary pay.

C. TPI/TPS and ADS compensation may end early if the Employee chooses to stop assuming the corresponding role or responsibilities, or if the Employer determines the additional duties no longer need to be performed.

D. **Process.** TPS and ADS requests may be initiated by either the Employer or the Employee. The Employer will resolve requests in no more than 30 days following submission of the initial request.

X.5.7 **Salary Setting Upon Promotion or Reclassification to a Job Class with a Higher Market Range – Professional Libraries and Press Employees**

Upon promotion or reclassification from one Libraries-SEIU 925 position to another Libraries-SEIU 925 position with a higher market range maximum (except head or director positions), the affected Employee shall receive a salary no less than the minimum of the new job class profile and no higher than the maximum. The affected Employee shall receive at least a ten-five seven percent (1057%) salary increase.

X.6.8 **Salary Setting Upon Lateral Movement – Professional Libraries and Press Employees**
Movement to a different Libraries-SEIU 925 position in the same compensation grade by transfer, reclassification, rehire or through a recruitment process does not require or preclude a salary adjustment. In no case will the Employee’s salary be lower than the minimum of the job they laterally move to.

X.7.9 Salary Setting Upon Voluntary Movement or Reclassification to a Job Class with a Lower Market Range – Professional Libraries and Press Employees

An Employee who voluntarily moves into a position or is reclassified to a Libraries-SEIU 925 job class with a lower market range shall be paid a salary no less than the market range minimum of the new job class and no higher than the market range maximum of the new job class, unless Libraries, Press, or Law School HR requests a salary higher than the market range maximum and UW HR Compensation approves this request. The Employer will consider equity and years of UW service in salary placement. If applicable, in the event of a reclassification to a lower market range, no Employees will receive a lower salary than they had previously held in that range.

X.10 Salary Setting for Librarian Head or Director Positions

An employee who moves into a head or director position through a recruitment process will have their salary increased by at least five percent (5%) for responsibilities at the head level and by at least ten percent (10%) for responsibilities at the director level.

An employee who is initially hired into a head or director position will have a minimum salary of the designated rank or classification plus at least five percent (5%) at the head level and at least ten percent (10%) at the director level.

X.11 Salary Setting for Librarian Movement Between Positions

Movement of a Librarian into a new position through a recruitment process does not require or preclude a salary adjustment (except as in X.10). In no case will the Employee’s salary be lower than the minimum of the job they move to.

X.8-12 Pay Increases

A. In-grade Salary Adjustments. The Employer, at its discretion, may approve additional in-grade salary increases for any Employee in the bargaining unit at any time, for reasons of retention, market competitiveness, internal equity (such as to address
problematic salary compression or inversion), job growth (such as changes in supervisory duties), or increased functioning for meritorious performance resulting in an increased level of functioning, changes in supervisory duties, or additional or advanced degrees and/or certifications relevant to the position.

1. Retention. When the Employer wishes to retain an Employee who has a bona fide offer in writing from another institution, the Employer may offer a competitive salary adjustment to attempt to retain the individual without prior union approval. In the event that a salary increase results, the Employer shall inform the union in writing within ten days of the decision.

2. Bargaining unit members shall be eligible for merit increases to the extent as they are provided to non-represented academic personnel.

B. As established in Article X - Professional Development, the Employer will allocate BIPOC Mentoring and Professional Development funding. Funding allocations will be determined through joint union management committee (JUMC) meetings.

C-B. Pay Over Market Maximum. The Employer may provide compensation to individual Employees at rates above the maximum for their job class-profile upon request by Libraries Human Resources or Law School Human Resources and with the approval by the appropriate Central HR Compensation Office.

D.C. Increases for Entire Job Classes Profiles for Recruitment/Retention. The Employer may increase the salaries of job classes-profiles that are experiencing recruitment/retention problems, upon thirty (30) days’ notice to the Union and the opportunity for the Union to bargain.

E. Salary Compression and Inversion. The Employer may hire external candidates above base if a prospective Employee has documentable and verifiable experience. If a new Employee is hired at a rate that is equivalent to or greater than more experienced current Employee(s), existing Employee(s) shall receive a five percent (5%) increase above the rate of pay for the new employee. The existing Employee’s anniversary date will not change with this adjustment.

- The JUMC shall meet quarterly and review the placement of new hires and discuss if adjustments greater than 5% are warranted for existing Employees under this section.

F. Retention Pay. Employees will receive in-grade salary increases five percent (5%) to seven percent (7%) on the fifth and the tenth anniversary of the Employee’s hire date.
X.9-13 Pay for Teaching

In its sole discretion, the Employer may approve payment for teaching a for-credit course when the teaching is clearly in addition to the employee’s regular bargaining unit duties. In addition, teaching for-credit courses requires Academic Human Resources approval in advance. The decision to permit teaching for-credit courses is a management right and not subject to the grievance process. This provision does not apply to Law Librarians; they are subject to the MOU – Gallagher Law Libraries Teaching.

A. Teaching in the regular University curriculum, if applicable, should normally be included in an Employee’s regular work schedule.

B. The academic unit administrative officer or designees may approve payment for teaching when:

C. The teaching is clearly in addition to regular University duties; and

D. The activities cannot be accommodated by release time.

E. Payment Methods for Teaching. Payment for teaching may be provided either by

F. Excess Compensation, which is a one-time, lump sum payment; or

G. Period Activity Pay, which is a series of equal installments paid through the quarter during which the teaching occurs.

H. Required Approvals. Teaching for-credit courses requires Academic Human Resources approval. All requests for period activity pay must be approved by the unit administrative officer, or designee, and the UW HR Compensation Office.

X.1014 Excess Compensation for Exceptional Circumstances

Employees are expected to devote their entire efforts to the work of their position during their regular work schedule, and all University-related work should be included as part of an Employee’s normal duties. Under circumstances when staffing levels do not meet operational needs, Under exceptional circumstances, overtime exempt positions may be asked to take on additional duties that are not able to be accomplished within standard hours of work. In these cases, employees will qualify for “excess compensation” or “additional compensation” as determined by the Employer. Excess compensation to employees for all University work that is not part of the position's regular duties may not exceed twenty-five percent (25%) of the employee’s regular annual salary in the amount of at least twenty percent (20%) over regular annual salary for work that is not part of the Employee’s normal position duties.
All requests for excess compensation must be approved by the unit administrative officer or designee. Units use Workday to process excess compensation payments.

X.11 Salary Scale Placement

New Employees shall be placed on the wage scale in such a way that equity, diversity, and years of experience are taken into consideration.

X.12 Salary Equity

The Employer will produce an annual report that surfaces salary disparities, inversions, or compressions that impact Employees in the bargaining unit and will adjust salaries for any affected Employees.

Appendix 1

Law Librarians

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Librarians

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<tr>
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### Information Technology Services & Digital Strategies Librarians

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### Professional Libraries Employees

#### Archivist

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<tr>
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<td>$100,624</td>
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#### Conservation Specialist

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<th>Director Min</th>
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#### Libraries Curator

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<thead>
<tr>
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<th>Min</th>
<th>Max</th>
<th>Head Min</th>
<th>Head Max</th>
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</tr>
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<td>$100,624</td>
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<th>Head Min</th>
<th>Head Max</th>
<th>Director Min</th>
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<tbody>
<tr>
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### Libraries Outreach Specialist/Officer

<table>
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<th>Max</th>
<th>Head Min</th>
<th>Head Max</th>
<th>Director Min</th>
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### Libraries Computing Specialist

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<th>Head Max</th>
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### Professional Press Employees

#### UW Press Acquisitions Fellow/Specialist

<table>
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<td>$138,832</td>
<td>$110,686</td>
<td>$145,773</td>
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#### UW Press Marketing & Sales Specialist

| Grade 7  | $87,120   | $114,737  | $91,476   | $120,474   |

#### UW Press Grant Writer/Grants and Digital Projects Specialist

| Grade 7  | $87,120   | $114,737  | $91,476   | $120,474   |
| Grade 8  | $95,832   | $126,211  | $100,624  | $132,521   |

#### UW Press EDP Specialist

| Grade 7  | $87,120   | $114,737  | $91,476   | $120,474   |
| Grade 8  | $95,832   | $126,211  | $100,624  | $132,521   |
Tentatively Agreed To:

For the Union:

Erika Currier

Date: 1/30/2023

For the Employer:

Jennifer Mallahan

Date: 1/30/2023
Article X – Performance Evaluations

X.1 Purpose

The purpose of a performance evaluation is to establish an ongoing shared dialogue between employees and supervisors. It is also a means to assist individuals in improving their performance and thereby improving the quality of their work. The evaluation helps to reinforce mutual awareness between employees and their supervisors regarding performance expectations, position requirements, and UW Libraries, Gallagher Law Library, and UW Press unit priorities. Ideally, Supervisors serve as mentors for the professional development of the employees they supervise, and in cases where they cannot, supervisors will promote and support alternative mentor relationships for the employees they supervise.

Performance evaluations shall be performed annually, with two exceptions. With one exception, First, in the years Librarians are undergoing promotion/reappointment/status review, no annual evaluation is required that year. Second, Librarians with permanent status are only required to have written performance evaluations at least every third year. During years when they are not scheduled for a written evaluation, librarians may receive one on request or supervisors may also elect to perform a written evaluation of a librarian in unscheduled years. During years when there is not a formal evaluation, these librarians and will meet with their supervisors to discuss report on the previous year’s accomplishments and prepare a list of goals for the coming year for discussion with their supervisors.

The evaluation process should take into account all aspects of the Employee’s duties and position performance. The process should be collaborative and lend support for continued growth by emphasizing detailing the accomplishments and experimentation of the previous year and making constructive suggestions areas of needed improvement for further development in the year ahead. Performance evaluations shall not be used to initiate personnel actions such as transfer, promotions, or corrective disciplinary action, however they may serve as supporting documentation for personnel actions.

In addition to the formal performance evaluation, supervisors will routinely meet with employees to discuss informally Employee progress to date and communicate what the Employee is doing well, and provide guidance to help the employee improve their performance, as needed; and employees will collaborate with their supervisors to develop a plan for ongoing development, growth, and improvement as needed. Plans
Support for Employee development may include both Employee and supervisor actions, and may consist of, but not be limited to, internal or external training, mentoring, and additional supervisory support. Career goals, training and professional development opportunities, and related mentoring, funding, and leave options.

X.2 Timeline

Formal performance evaluations shall be performed on the following timeline:

- At least annually for staff employed less than 5 years or, for librarians, until the rank of Associate Librarian is achieved.
- At least every three years for staff employed 5 years or more or, for librarians, after the rank of Associate Librarian is achieved.
- Employees assigned to a new position will receive a formal performance evaluation at least annually for the first 2 years in their new position, regardless of years employed.
- Employees may request and supervisors may initiate an evaluation process at any time.

X.3 Evaluation Forms Process

A. Written performance evaluations will at a minimum include the following:

1. A current position description.

2. A description of the job-related factors upon which the evaluation is based. These will may include:
   a. Quality of work (e.g., competence, accuracy, neatness, thoroughness).
   b. Quantity of work (e.g., use of time, volume of work accomplished, ability to meet schedules, productivity levels).
   c. Progress toward written goals.
   d. Position knowledge (e.g., degree of technical knowledge, understanding implementation and impact of work related policies, procedures, and outcomes).
   e. Achievements and Position contributions to your unit, section and the University Libraries or Gallagher Law Library (e.g., research, teaching, and professional contributions as appropriate).
   f. Professional development related to position and skills (e.g., communications, leadership, supervision, organization, subject fields, library technology and/or others as appropriate).
   g. Working relationships (e.g., cooperation, collaboration, and ability to work with supervisor, colleagues within and beyond departments,
students, and clients served).

h. Supervisory duties (if applicable)

a. Performance of job duties and responsibilities and important contributions, including position-related contributions to the Employee's unit and UW Libraries, Gallagher Law Library, and UW Press, and professional activities as appropriate. The Employee will concentrate on why the contributions are important, how they relate to position responsibilities, the work of the department, unit or UW Libraries, Gallagher Law Library, and UW Press.

b. Goal setting. The Employee, in consultation with their supervisor, will provide position-related goals for the coming review period. This list should include goals they have a reasonable expectation of achieving during the review period and long-term goals towards which they are making some progress.

c. Progress in relation to written goals. The Employee will describe what they have learned this year, focusing on position-related development and professional activities as appropriate. They will provide an update on progress toward last year’s goals, including goals they have achieved or changes to goals and priorities.

d. Other skills, including communications, leadership, supervision, organization, subject fields, library technology, and working relationships (e.g., ability to work with supervisor, co-workers, students, and clients served, team participation, providing services to internal and external customers) and other skills as may be deemed essential.

3. Provision for identifying specific achievements of the Employee, performance goals for the next evaluation period, training, development plans, and management supervision support needed to meet these goals.

4. Provision for career and development opportunities and funding for the Employee that may include learning experiences, experimentation, and service commitments.

5. Provision for Employee comments.

6. Provision for mutually agreed updates or revisions to position description based on past performance or anticipated work
according to Article X Duties and Assignments, to be adopted with
evaluation submission.

7. Provision for Employee signature accompanied by a statement that
“Employee signature means that the Employee has seen and is
aware of the content of the evaluation, but does not necessarily
mean that the Employee agrees with the evaluation content.”

8. Provision for the evaluator and reviewer signatures, and reviewer
comments.

B. The performance evaluation form may be supplemented with other forms
and/or information used to support the employee's evaluation. Upon request, an
employee may review any written materials used by supervisors to prepare the
evaluation.

B. At their own discretion, supervisors may solicit feedback from Employee
coworkers.

C. Implementation of alternative performance evaluation models is an
appropriate topic for Joint Union/Management Committee Meetings.

X.4 Employee Evaluation Information

A. Upon appointment to a position, the Employee's supervisor will provide the
Employee with a copy of:

1. The class specification for the Employee's current position (when
applicable) and any higher classifications in the series;

2. The position's job duties.

B. Written performance expectations shall be provided to the Employee in
sufficient time to allow the Employee to meet the work expectations. The
Employer will provide at least sixty (60) calendar days' notice to employees prior
to the evaluation when modifications that substantively alter performance
expectations are made. Assignment of any additional duties require a
documented conversation between the Employee and their supervisor, as
outlined in Article X. Duties and Assignments. Minor modifications that do not
substantively alter performance expectations require no notice.
X.5 Evaluation RolesProcess

A. Responsibilities of the Employee. Employees are active participants in shaping their goals, development plans, and career advancement goals. Employees are responsible for reporting on their activities to their supervisor on an ongoing basis and for documenting their accomplishments and goals for the performance evaluation process.

B. Responsibilities of the Supervisor. Supervisors must be knowledgeable of the job duties and performance of the employees they supervise. In particular, they need to know supervisors should also be knowledgeable about the Employee’s contributions to teams, committees and activities within the UW Libraries, Gallagher Law Library, and UW Press. Supervisors will actively include employees in goal setting and plans for development and advancement, and encourage and guide their professional growth as well as providing guidance, when necessary, to help improve performance.

C. The evaluator shall communicate regularly with the Employee about performance problems as they occur and subsequently develop and document a plan for performance improvement. Substantial issues which have the potential to impact the Employee’s continued employment should be discussed and documented, in writing, as should a written and consultative plan for performance improvement before proceeding to formal action, as described in Article X. Corrective Action.

D. The purpose of the evaluation meeting is to review, discuss, and if appropriate, modify the evaluation. The Employee shall have an opportunity to discuss the proposed evaluation with the evaluator and to provide a written response.

E. The final evaluation, with Employee comments attached, will be signed by the evaluator and the Employee. The Employee will be provided a copy.

F. During evaluation, the evaluator and the Employee will review the Employee’s position description to see if any updates or modifications should be made based on the actual work performed during the evaluation period as described in Article X. Duties and Assignments.

G. Performance Evaluations will be retained in the Employee’s personnel file according to UW records management retention policies.
X.6 Evaluator Training

The Employer shall make available training opportunities for evaluators regarding the Employer’s performance evaluation process, writing evaluations and supporting Employee growth. Upon request, the Employer will share and discuss the contents of such training programs with the Union. Evaluators shall take into consideration concerns of equity, unconscious bias, and anti-racism will be required to complete implicit bias training.

X.7 Grievability

Employee performance evaluations are grievable only through Step Two of the grievance procedure, as outlined in Article XX. Grievance Procedure

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Ashlee Hooten
Date: 1/17/2023 Date: 1/17/2023
ARTICLE XX HOLIDAYS

XX.1 Holidays
The present holiday schedule includes the following eleven (11) days with pay.

New Year’s Day       Independence Day
Martin Luther King Jr. Labor Day
(Third Monday of January) Veteran’s Day
President’s Day        Thanksgiving Day
(Third Monday of February) Native American Heritage Day
Memorial Day           Christmas Day
Juneteenth (June 19th)

Holidays are prorated for part-time employees.

To be paid for a holiday not worked Employees must be in pay status for at least four (4) hours on the last regularly scheduled work day preceding the holiday.

The Employer may designate other days or shifts to be observed in lieu of the above holidays.

XX.2 Holiday Pay Rules
The following applies to the holidays listed in this Article

A. Full Time Employee:
1) When the holiday falls on the full time employee’s regularly scheduled work day and is worked, the employee will receive eight (8) hours of holiday credit. If overtime eligible, and the employee is required to work, they will also receive a rate of one and one-half times the employee’s hourly rate.

2) When the holiday falls on the full time employee’s regularly scheduled work day and is not worked, the employee will be paid eight (8) hours at the employee’s regular rate of pay.

3) When the holiday falls on the employee’s regularly scheduled day off, the employee will receive eight (8) hours of holiday credit.

B. Part Time Employee:
1) When the holiday falls on the part time employee’s regularly scheduled work day and is worked, the employee will receive the prorated to full time number of hours of holiday credit. If overtime eligible, and the employee is required to work, they will also receive a rate of one and one-half times the employee’s hourly rate.
2) When the holiday falls on the part time employee’s regularly scheduled work day and is not worked, the employee will be paid the prorated to full time number of hours at the employee’s regular rate of pay.

XX.3 Holiday Credit
A. Scheduling:
Holiday credit will be used and scheduled by the employee in the same manner as vacation leave in Article XX. Holiday credit must be used before other paid time off in the following order: holiday credit, compensatory time off, vacation time off.

B. Unused Holiday Credit Cash Out:
The balance of unused holiday credit should be used up or paid when an Employee is moving from one staff position to another within the University. The balance must be used up or paid when the Employee separates from University employment. All holiday credit must be used by June 30th of each year. The employee’s holiday credit balance will be cashed out every June 30th or when the employee leaves University employment for any reason. The employee’s holiday credit balance may be cashed out when the employee:
1. Transfers to a position in his or her department with different funding sources or;
2. Transfers to a position in another department.

XX.4 Personal Holiday
A. Each employee may select one personal holiday each calendar year in accordance with the following:
   1) The employee has been continuously employed by the University for more than four (4) months;
   2) The employee has requested and been approved to take the personal holiday in accordance with Article XX Vacation Leave.
B. It is the employee’s responsibility to schedule the Personal Holiday before December 31st. If not requested it is forfeited.
C. Entitlement to the holiday will not lapse when it is cancelled by the Employer and cannot be rescheduled before December 31st.
D. Full-time employees shall receive eight (8) hours of regular pay for the personal holiday.
E. Part-time employees shall be entitled to a pro-rated number of paid hours on a Personal Holiday based on their FTE.
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<thead>
<tr>
<th></th>
<th>Tentatively Agreed To:</th>
<th>For the Employer:</th>
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<tbody>
<tr>
<td>1</td>
<td>For the Union:</td>
<td>For the Employer:</td>
</tr>
<tr>
<td>2</td>
<td>Erika Currier</td>
<td>Jennifer Mallahan</td>
</tr>
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<td>3</td>
<td></td>
<td>Date: 4/25/2022</td>
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<td>4</td>
<td>Date: 4/20/2022</td>
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ARTICLE XX – VACATION LEAVETIME OFF

XX.1 Policy
To the degree possible vacation leave time off shall be scheduled in accordance with the preference of the employee, unless there is an operational need that requires the Employee to work. Employees will not be disciplined for not working or responding to work communications during their vacations.

XX.2 Accrual
Professional Libraries and Press employees Non-Librarians— Employees will accrue vacation leave during the new hire probationary period. The vacation accrual rate is determined by the employee’s length of service. Time off accrues at the end of the month in which it is earned and is available for use the following month.

<table>
<thead>
<tr>
<th>Length of Service</th>
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<tr>
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<td>3rd</td>
<td>25-36</td>
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<td>109-120</td>
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<td>11th</td>
<td>121 &amp; Above</td>
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</table>

Librarians – Librarians accrue 26 days of vacation time off per year regardless of years of service. This time off accrues monthly at a rate of 17.34 hours per month.

A. Part-Time Accrual Rates
Part-time Professional Libraries and Press employees non-librarians employees of .5 FTE or more accrue vacation time off on a prorated basis based on their full-time equivalent (FTE). Part-time librarians accrue vacation time off hours on a pro-rated basis based on monthly FTE.

B. Vacation Accrual for a Newly Hired Staff Employees
Newly hired staff employees who start work before the 16th of the month, accrue vacation time off during the first calendar month of employment. Newly hired
employees who start work on or after the 16th of the month, begin accruing vacation time off at the end of the second calendar month of employment.

C. Time Off Accrual – Effect of Unpaid Time Off

An employee does not accrue vacation hours during a calendar month in which they have taken more than 10 equivalent days of their FTE as unpaid time off. For 1.0 FTE, that would be 80 hours; for 0.5 FTE, that would be 40 hours. The 10 days includes any holidays that an employee took without pay.

In addition, non-librarian Professional Libraries and Press employees do not earn a month of service toward a higher vacation accrual rate for every month in which they have taken more than 10 days of time off without pay. This does not apply to Librarians.

D. Time off accrual during an employee’s final month of work

Employees who terminate from UW employment on or after the 16th of the month accrue time off for the month of termination. Employees who separate from UW employment prior to the 16th of the month do not accrue any time off for the month of termination.

XX.3 The annual vacation schedule for use of vacation leave in each team shall be established in the following manner:

A. IHME Employees are responsible for managing their own annual vacation leave balances.

B. All requests must be made in writing, via an email, from employee to supervisor. Requests for five (5) or more consecutive days should be made at least two (2) months in advance. When possible, the supervisor will respond to the request within five (5) business days.

C. Approved requests will be added to Outlook calendars of employee and supervisor by the employee and then the request will be added to Workday.

D. Vacations will be approved on a first come, first serve basis. In the event that more than one employee on a team, on the same date, requests the same time off and the workload will suffer, if multiple employees are absent, the vacations will be approved in IHME seniority order as defined in Article XX Seniority, Layoff, Rehire, with the most senior employee’s vacation approved first.

XX.3. Scheduling.

The annual vacation schedule for use of vacation leave time off in each department shall be established in the existing departmental manner if adequate or in the following manner:

Twice each year, on or about April 1 and October 1, a vacation request sheet shall be circulated by the department to the bargaining unit employees. Each employee shall indicate their preferences of a vacation time period. In the event that two (2) or more employees request the same vacation period and
supervision must limit the number of persons who may take vacation leavetime off at one (1) time due to work requirements, preference shall be determined by departmental seniority. If departmental seniority is equal, the determination will be decided by lot.

1. Supervision shall post the vacation schedule by May 1 and November 1, which shall remain in effect for each succeeding six (6) months; that is, June 1 through November 30 and December 1 through May 31, respectively. Individual vacation periods may be changed at any time by mutual agreement between the employee(s) concerned and supervision. However, in no case shall an employee’s scheduled vacation interfere with the necessary work of the organization, the determination of which shall rest with supervision.

a) Either the Union or employees may suggest new departmental procedures and/or changes to existing departmental procedures. These may also be appropriate agenda items for Joint Labor Management meetings. The Employer will not create a new departmental procedure nor change an existing departmental procedure (include the schedule listed above) without following Article X Mandatory Subjects.

Employees may make supplemental vacation requests (requests made outside the provisions of X.3(1) at any time. However, such supplemental requests shall not take precedence over requests scheduled in accordance with x.3(a). Individual vacation periods may be changed at any time by mutual agreement between the employee(s) concerned and supervision; however, in no case shall an employee’s scheduled vacation interfere with the necessary work of the organization, the determination of which shall rest with supervision.

An employee who makes a supplemental vacation request will be notified whether the request is approved or denied within a reasonable period of time, but in no case more than fourteen (14) calendar days after the supplemental vacation request is submitted.

2. Any bargaining unit employee who may transfer into a department shall alter their preferred vacation period for that year if in conflict with a previously established vacation schedule for that department and the affected employees and department are unable to mutually resolve the conflict.

3. Vacation Denial. When an employee’s vacation cannot be approved, the supervisor shall schedule the employee’s vacation at the next earliest date requested by the employee and deemed possible by the supervisor. If an employee’s request for vacation leavetime off is denied, the Employer, upon request, must provide the reason for denying vacation leavetime off electronically or in writing.

The Employer may implement reoccurring blackout periods only when there is a demonstrable business or operational need.

XX. 4 No Cap on Vacation Time Off Balances:
Non-librariansProfessional Libraries and Press employees - While employees are encouraged to keep vacation time-off balances below two hundred forty (240) hours, they are allowed to carry larger balances when work obligations prevent
them from using vacation time. Employees do not need extension approvals from HR in order to exceed a balance of two hundred forty (240) hours.

Librarians – Employees will continue to accrue vacation time off until they reach the two hundred eighty eight (288) hour limit. Hours that exceed the two hundred eighty eight (288) hour limit are not accrued and will be forfeited.

XX.5 Week of Thanksgiving and the Week Between Christmas and New Year
–Remote work will be allowed during these weeks.

XX.65 Vacation Leave Time Off Cash Payment.
Non-librariansProfessional Libraries and Press employees: Any employee who has been employed for at least six continuous months, who either resigns or retires, is laid-off or is terminated by the University shall be entitled to accrued vacation pay up to 240 hours.

Librarians: Upon termination of employment, librarians who have completed at least 6 months of continuous service are paid for their unused vacation time off up to the maximum balance of 288 hours. Payout is based on the rate at the time of termination. Payment is based on the regular salary at the time of termination. Librarians who have not completed 6 months of employment are not eligible for annual leave time off compensation.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Jennifer Mallahan
Date: 1/26/2023 Date: 1/26/2023
ARTICLE XX – SICK LEAVETIME OFF

XX.1 Sick Leave Time Off

a. Accrual.

Full-time employees (prorated for part-time) accrue eight (8) hours of sick leave for each month of completed regular monthly service. 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. Sick leave accrues at a rate of one (1) hour for every forty (40) hours worked when leave without pay exceeds eighty (80) hours (prorated for part-time) in any calendar month.

b. Sick Leave Time off – Use. Sick leave shall be allowed for an employee under the following conditions.

(1) Because of and during any physical or mental illness, disability or injury which has incapacitated the employee from performing required duties.

(2) By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.

(3) Because of a health condition of a family member that requires treatment or supervision, or that requires the presence of the employee to make arrangements for extended care.

The Union and Employer acknowledge that “family” may be defined in many different ways. For the purposes of this article, eligible family members includes biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child; sibling, spouse, domestic partner, grandparent, grandchild, or child, regardless of age or dependency status, including a biological, adopted or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent. Family members include those persons in a “step” relationship. Family members also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent (as defined above), or grandparent.
(4) Sick **leave-time off** may also be used to provide emergency child care (as defined in the Employer’s Family Care Emergencies Absence Policy) or because of condolence or bereavement (as in Article XX).

(5) For personal medical, dental, or optical appointments or for family members’ appointments when the presence of the employee is required, if arranged in advance with the Employer.

c. **Use of Vacation Leave Time Off or Compensatory Time Off for Sick Leave Time Off Purposes.** An employee who has used all accrued sick **leave-time off** may be allowed to use accrued vacation **leave-time off** and/or compensatory time off for sick **leave-time off** purposes when authorized by IHME—the departmental supervisor. All available compensatory time must be used prior to accrued vacation **leave-time off**, unless this will result in the loss of vacation time.

d. **Restoration of Vacation Leave Time Off.** In the event of an incapacitating illness or injury during vacation **leave-time off**, the employee’s supervisor may authorize the use of sick **leave-time off** and the equivalent restoration of any vacation **leave-time off** otherwise charged. Such requests shall be in writing, and a medical certificate may be requested.

e. **No Abuse of Sick Leave Time Off.** Both parties agree that neither the abuse nor the arbitrary denial of sick **leave-time off** will be condoned. The Employer and the Union agree to work cooperatively toward the resolution of mutually identified problems regarding the use of sick **leave-time off**.

f. **Sick Leave-Time Off Verification:** The Employer will not require verification for absences of three (3) consecutive work days or fewer. Such verification or proof may be given to the supervisor/manager or Human Resources according to departmental policy. The Employer will not make unreasonable requests for sick **leave-time off** verification.

XX.2 **Sick Leave Time Off Cash Out.** Eligible employees may elect to receive monetary compensation for accrued sick **leave-time off** as follows:

In January of each year an employee whose sick **leave-time off** balance at the end of the previous year exceeds four hundred eighty (480) hours may elect to convert the sick **leave-time off** hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation. No sick **leave-time off** hours may be converted which would reduce the calendar year end balance below four hundred eighty (480) hours. Monetary compensation shall be paid at the rate of twenty-five percent (25%) and shall be based on the employee’s current salary. All converted hours will be deducted from the sick **leave-time off** balance.
Employees who separate from University service due to retirement or death shall be compensated for the unused sick leave time off accumulation from the date of most recent hire in a leave eligible position with the State of Washington at the rate of 25%. Compensation shall be based upon the employee’s wage at the time of separation. For the purpose of this section, retirement shall not include vested out of service employees who leave funds on deposit with the retirement system.

In accordance with state law, former eligible employees who are re-employed shall be granted all unused sick leave credits, if any, to which they are entitled at time of separation, if they return to state employment within five years of termination.

18.3 Family Care Leave.

In accordance with RCW 49.12 and WAC 296-130, employees shall be allowed to use any or all of their choice of sick leave off or other paid time off to care for a family member (as defined above) who has a serious health condition or an emergency condition. Employees shall not be disciplined or otherwise discriminated against because of their exercise of these rights.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Ashlee Hooten

Date: 7/14/2022 Date: 7/14/2022
Article X – Washington Paid Family and Medical Leave Program

Washington Paid Family and Medical Leave Program (PFML) effective January 1, 2020. The parties recognize that the Washington State Family and Medical Leave Program (RCW 50A.04) is in effect beginning January 1, 2020 and eligibility for and approval of leave for purposes as described under that Program shall be in accordance with RCW 50A.04. In the event that the legislature amends all or part of RCW 50A.04, those amendments are considered by the parties to be incorporated herein. In the event that the legislature repeals all of part of RCW 50A.04, those provisions that are repealed are considered by the parties to be expired and no longer in effect upon the effective date of their repeal.

Under RCW 50A, employer provided healthcare benefits must be maintained during a PFML leave, so interspersing time off is not required provided the employee qualifies for a reason under the federal FMLA. Under RCW 50A, 15.060 (2), the University has elected to offer supplemental benefits in the form of bereavement time off when the employee is qualified for PFML family leave per RCW 50A.05.010 10(d), sick time off, vacation time off, personal holiday, holiday credit, holiday taken, or compensatory time off.

Employees requesting PFML benefits through the Employment Security Department must provide notice to the University as outlined under RCW 50A.04.030.

Tentatively Agreed To:

For the Union: ____________________________ For the Employer: ____________________________

Erika Currier Jennifer Mallahan

Date: 5/6/2022 Date: 5/5/2022
Article X: Federal Family Medical Leave Act and Parental Leave

X.1 Federal Family and Medical Leave Act (FMLA)

Consistent with the federal Family and Medical Leave Act of 1993, an employee who has worked for the state for at least (12) months and for at least one thousand two hundred and fifty (1250) hours during the twelve (12) months prior to the requested leave is entitled to up to twelve (12) work weeks of leave per year for any combination of the following:

A. parental leave to care for a newborn or newly placed adopted or foster child; or

B. personal medical leave due to the employee’s own serious medical condition that requires the employee’s absence from work; or

C. family medical leave to care for a family member who suffers from a serious medical condition that requires care or supervision by the employee.

Family Member is defined as: the employee’s spouse or same or opposite sex domestic partner, child, parent, grandparent, grandchild, sister, or brother. It also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent, and grandparent. “Child” also includes any child residing in the employee’s home through foster care, legal guardianship or custody. Family members include those persons in a “step” relationship.

X.2

The amount of family medical leave available to an employee is determined by using a rolling twelve (12) month period. The rolling twelve (12) month period measures FMLA leave availability by “looking backward” from the date an employee begins FMLA leave, adding up any FMLA leave used in the previous twelve (12) months, and subtracting that amount from the employee’s twelve (12) workweek FMLA leave entitlement. The remaining amount is available to the employee.

X.3

The University will continue the employee’s existing employer-paid health insurance benefits during the period of leave covered by FMLA. If necessary, due to continued approved personal medical or parental leave approved beyond the FMLA period, or if the employee is not eligible for FMLA, the employee may elect to use eight (8) hours of accrued applicable paid leave for continuation of employer paid health insurance benefits for the duration of the approved leave of absence. The interspersed paid leave will be applied to the first working day of the month.

X.4

FMLA leave may be taken intermittently or as part of a reduced work schedule when medically necessary, as determined by the Employer.
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<td>Date: 10/27/2021</td>
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Article X – Parental Leave

Parental leave is defined as: up to four six (46) months of leave taken after the birth of a child to the employee, spouse or domestic partner, or because of the placement of a child with the employee or domestic partner through adoption or foster care. Parental leave may extend up to six (6) months, including time covered by the FMLA, during the first year after the child’s birth or placement. Leave beyond the period covered by FMLA may only be denied by the Employer due to operational necessity. The Employer will provide the Employee reasons for denial in writing. Extensions beyond six (6) months may be approved by the Employer. For birth parents, temporary disability leave for pregnancy is in addition to parental leave.

Parental leave may be taken as continuous leave of absence or, if it meets business needs and has the approval of the unit, can be granted as intermittent leave or a modified work schedule. To be paid during Parental leave the employee must use accrued vacation time off, sick time off up to eighteen (18) weeks seven hundred twenty (720) hours, personal holiday, holiday credit, or compensatory time, discretionary time off, the combination of which may be determined by the employee. Employees must use all applicable accrued leave prior to going on leave without pay.

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________
Erika Currier  Jennifer Mallahan

Date: 1/24/2023  Date: 1/24/2023
ARTICLE XX – SHARED LEAVE

XX.1 The purpose of this article is to inform employees of the basic provision of the leave-sharing program established by RCW 41.04.650-41.04-670, as now or hereafter amended. In the event that there is any question as to leave sharing eligibility, entitlement or definition of terms, the language of the Revised Code of Washington is definitive.

The leave sharing program permits eligible state employees to donate a portion of their time off to financially aid other state employees who will need to take unpaid time off or separate from employment because of:

- Having a severe or extraordinary illness; or
- Having caregiver responsibilities for a relative or household member with a severe or extraordinary illness; or,
- The employee is serving as an approved emergency worker; or,
- When voluntarily or involuntarily serving in one of the uniformed services of the United States, or,
- Being a victim of domestic violence, sexual assault or stalking, or assisting a family member who is a victim of domestic violence, sexual assault or stalking, or
- Sickness or temporary disability due to a pregnancy-related medical condition or miscarriage; or
- Taking parental leave to bond with and care for their newborn, adoptive or foster child, for a period of up to sixteen (16) weeks after birth or placement.

XX.2 Shared Leave Program. The shared leave program is administered consistent with state law and University policy. Employees seeking to request shared leave or to donate shared leave to another employee will follow the request procedures outlined on the UW Human Resources Operations website that the Human Resources Department publishes for that purpose.

XX.3 WA State Shared Leave Pool Programs: In accordance with state law and University Policy, eligible state employees may donate leave to the following shared leave programs:

- Uniformed Services Shared Leave Pool Program
- Foster Parent Shared Leave Pool Program
- Veterans’ In-State Service Shared Leave Pool Program

XX.4 University of Washington Organ Donor Share Leave Program: The University of Washington Organ Donor Shared Leave Program is separate from the state-authorized shared leave program. It is open to all time off-eligible University
employees, either as organ donors requesting leave from other UW employees or as employees gifting time off to an organ donor.

Tentatively Agreed To:

For the Union:  
Erika Currier  
Date: 1/24/2023

For the Employer:  
Jennifer Mallahan  
Date: 1/24/2023
ARTICLE XX – UNPAID HOLIDAYS FOR A REASON OF FAITH OR CONSCIENCE

XX.1 Leave without pay unpaid time off will be granted for a reason of faith or conscience for up to two (2) workdays per calendar year as provided below.

a) Leave without pay unpaid time off will be granted for up to two (2) workdays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. Leave without pay unpaid time off may only be denied if the employee's absence would impose an undue hardship on the Employer as defined by Chapter 82-56 WAC or the employee is necessary to maintain public safety.

b) The Employer will allow an employee to use compensatory time, personal holiday, holiday credit or vacation leave in lieu of leave without pay unpaid time off. Requests to use compensatory time, personal holiday or vacation time off that indicate that the leave is being used in lieu of unpaid time off for reasons of faith or conscience may only be denied if the employee's absence would impose an undue hardship on the Employer as defined by Chapter 82-56 WAC or the employee is necessary to maintain public safety. All requests to use compensatory time, personal holiday or vacation leave requests must indicate the leave is being used in lieu of leave without pay for a reason of faith or conscience. An employee's personal holiday must be used in full workday increments.

c) An employee's seniority date, probationary period or trial service period will not be affected by leave without pay unpaid time off taken for a reason of faith or conscience.

d) Employees will only be required to identify that the request for leave time off is for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

Tentatively Agreed To:

For the Union: ______________________________________________________

Erika Currier

Date: 5/6/2022

For the Employer: ____________________________________________________

Jennifer Mallahan

Date: 5/5/2022
ARTICLE XX – CIVIL/JURY DUTY LEAVETIME OFF AND BEREAVEMENT LEAVETIME OFF

For the purposes of this Article, paid leave time off will be the salary the employee receives in their appointed position plus any additional monies (including, but not limited to shift differential and assignment pay) and benefits.

XX.1 Civil Duty leave time off. Leave time off with pay will be granted for jury duty, to serve as trial witnesses, or to exercise other subpoenaed civil duties such as testifying at depositions. Employees are not entitled to civil leave for civil legal actions that they initiate or when named as a defendant in a private legal action that is unrelated to their University employment. The employee will notify the Employer as soon as they become aware of the need for a civil duty leave time off.

Employees assigned to work evening shift, who are scheduled to work the evening of civil duty shall be considered to be scheduled for the day shift for that day.

Employees assigned to work the night shift who are scheduled to work the day before and the day of civil duty leave will be allowed to have their civil duty leave the day before or the day of civil duty service.

XX.2 Bereavement Leave Time Off. An employee shall be granted up to three (3) continuous or non-continuous days of bereavement leave time off, as requested by the employee, for each death of a family member. Bereavement leave time off beyond three (3) days may be approved based on individual circumstances, such as relationship of the employee to the deceased family member, employee responsibility for making funeral arrangements, religious reasons and/or distance of travel out of the area. Upon the Employer’s approval, the employee may choose to use the following types of leave time off for beyond the three (3) days: sick, vacation, holiday credit, compensatory time, personal holiday, or leave without pay.

The Union and Employer acknowledge that “family” may be defined in many different ways. For the purposes of this article, eligible family members includes biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child; sibling, spouse, domestic partner, grandparent, grandchild, or child, regardless of age or dependency status, including a biological, adopted or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent. Family members include those persons in a “step” relationship. Family member also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent (as defined above), or grandparent.
Sick time off may be requested to be used for bereavement or condolence for a family member or friend when bereavement time off is not available, or if you need to extend your leave due to other related circumstances.

The University has elected to offer supplemental benefits in the form of bereavement time off when the Employee is qualified for Washington Paid Family and Medical Leave (PFML) per RCW 50A.05.010 10(d), as outlined in Article X.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier

Ashlee Hooten

Date: 7/14/2022

Date: 7/14/2022
ARTICLE XX – LEAVE RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING

As required by state law, and in accordance with University policy, the University will grant time off and/or reasonable safety accommodations to an employee who is a victim of domestic violence, sexual assault, or stalking.

Employees may choose whether to take leave as paid, unpaid, or a combination of paid and unpaid time. For a paid leave of absence, Employees may use sick time, other paid time off, compensatory time or holiday credit. Employees may qualify for shared leave.

Time off may also be granted to an employee who has to assist a family member who is a victim of domestic violence, sexual assault or stalking. The parties will continue to work to promote knowledge of this employee right. For the purpose of this leave, family member is defined as:

- Your spouse or domestic partner, child, parent, grandparent, grandchild, sister, or brother
- The child, parent, or grandparent of your spouse or domestic partner
- A person with whom you have a dating relationship

The Employer will inform Employees of the right annually.

A reasonable safety accommodation may include, but is not limited to, a transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking. A reasonable safety accommodation will be determined by the Employer, and will be informed by the needs of the employee.

Tentatively Agreed To:

For the Union:  
Erika Currier  
Date: 5/18/2022

For the Employer:  
Jennifer Mallahan  
Date: 5/19/2022
ARTICLE XX – MILITARY LEAVE

XX.1 Military Leave will be approved in accordance with University of Washington Administrative Policy Statement 45.4, which is subordinate to the Uniformed Services Employment and Reemployment Rights Act, RCW 38.40, and RCW 49.77. Employees who are called to active duty in any of the uniformed services or their reserves shall receive 21 work days of paid military leave annually from October 1 through September 30. Such paid military leave shall be in addition to any compensatory time, holiday credit, vacation or sick leave to which the employee might be otherwise entitled, and shall not involve the reduction of any benefits, performance rating, privileges or base pay. During the period of paid military leave, the employee shall receive their normal pay. If the employee is scheduled to work a shift that begins on one calendar day and ends on the next calendar day, the employee is charged military leave only for the first calendar day.

XX.2 Employees required to appear during working hours for a physical examination to determine physical fitness for military service shall receive full pay for the time required to complete the examination.

XX.3 Employees who are called to active duty in one of the uniformed services of the United States or the State of Washington shall be granted a military leave of absence without pay for absence from work for up to 5 years in addition to any time covered by the provisions of Section XX.1. During an unpaid military leave of absence, an employee is entitled to receive:

a. retirement benefits and service credit in accord with the provisions of the applicable retirement system;

b. paid medical and dental insurance if in pay status at least 8 hours per month.

c. Other health plan coverage at the employee’s request and expense for a limited period of time as determined by the Health Care Authority;

d. other length-of-service credits related to employment that would have been granted had the employee not been absent; provided that the employee returns to University service at the conclusion of the leave in accord with applicable Federal and State laws related to military leave; and

e. any additional benefit required by then-applicable state or federal law.

XX.4 The employee should follow the military leave of absence request process, as outlined on the UW HR website (library staff) or the Office of Academic Personnel website (Librarians).

Unless prohibited by military necessity, the University shall be provided with a copy of an employee’s orders at the time the employee requests military leave. Such
request shall be made as soon as reasonably practical after the employee learns of the need for such leave.

XX.5 Following release from military service, an employee shall have the right to return to employment as provided by then-applicable state and federal law. The employee will provide a copy of employee’s discharge papers and any other documentation permitted or required by military-leave laws to their supervisor and to Human Resources.

XX.6 Employees who are spouses of members of the armed forces will be released for the provisions of the Military Family Leave Act RCW 49.77 when the service member has been notified of an impending call or order to active duty or when on leave from deployment.

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ARTICLE XX – WORK RELATED INJURY LEAVE

XX.1 An employee who sustains a work-related illness or injury shall be granted a disability leave of absence in accordance with federal and state law. It is the intention of the University to comply with state and federal laws regarding such absences through its policies and procedures.

XX.2 Employees who are in leave without pay status for up to six (6) months due to a work-related injury, upon written request and proof of continuing disability, shall maintain their seniority and progression start date. Leave without pay exceeding six (6) months without loss of seniority or change in progression start date may be granted at the option of the employing official.

XX.3 Employees who suffer a work-related injury or illness that is compensable under the state worker’s compensation law may select time loss compensation exclusively or a combination of leave payment and time loss compensation.

XX.4 The University’s policies on family and medical leave, sick leave-time off and disability accommodations apply to employees with work related injuries or illnesses.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Jennifer Mallahan

Date: 3/18/2022 Date: 3/16/2022
Article X - Reasonable Accommodation of Employees with Disabilities

X.1 Disability Accommodation

The Employer and Union will comply with all relevant federal and state laws, regulations, executive orders and the provisions of University of Washington Administrative Policy Statement 46.5 on Reasonable Accommodation of Employees With Disabilities. The University and the Union are committed to providing reasonable accommodation to employees with disabilities.

X.2 An employee who believes that they suffer a disability and requires a reasonable accommodation to perform the essential function of their position may request such an accommodation through the Disability Services Office or otherwise informing the employee’s supervisor and/or department of the need for accommodation.

X.3 Employees requesting accommodation must cooperate with the University in discussing the need for and possible form of any accommodation. The Employer may require supporting medical documentation and may require the employee to obtain a second medical opinion at the Employer’s expense. Medical information disclosed to the Employer will be kept confidential.

X.4 The Employer will determine whether an employee is eligible for a reasonable accommodation and the final form of any accommodation to be provided.

X.5 An employee who is unable to perform the essential function of their position due to disability may be separated from service after the Employer has made good faith efforts to reasonably accommodate the employee’s disability in accordance with applicable state and federal law. Disability separation is not a corrective action.

X.6 Disability Leave

Disability leave may be a combination of the employee’s accrued sick time off, vacation time off, personal holiday, compensatory time, and/or unpaid time off, the combination of which may be determined by the employee. If disability leave is taken as an unpaid absence, the employee may apply eight (8) hours of accrued paid time off per month during at least the first four (4) months of disability leave to provide for continuation of employer paid health benefits. The interspersed paid time off will be applied to the first working day of the month.

X.7 Pregnancy Accommodation

The Employer and the Union will comply with all relevant federal and state laws, regulations, and executive orders and with the provisions of Washington Administration Policy Statement 46.7 Reasonable Accommodation of Pregnant Employees. The University and the Union are committed to providing reasonable accommodation to pregnant employees.

A. The following pregnancy-related accommodations shall not require health care provider certification and are not subject to an employer’s claim of undue hardship.

1. Providing more frequent, longer, or flexible restroom breaks;

2. Modifying a no food or drink policy;
3. Providing seating or allowing the employee to sit more frequently if their job requires them to stand; and
4. Restricting lifting to 17lbs. or less.

B. An employee’s pregnancy or pregnancy-related health condition may also be accommodated as follows:

1. Job restructuring, part-time or modified work schedules, reassignment to vacant position, or acquiring or modifying equipment, devices, or an employee’s work station;
2. Providing for a temporary transfer to a less strenuous or less hazardous position;
3. Providing assistance with manual labor and limits on lifting;
4. Scheduling flexibility for prenatal visits; and
5. Any further pregnancy accommodation an employee may request

With respect to these accommodations, the University may request an employee provide written certification from their treating health care provider regarding the need for reasonable accommodation and may deny an employee’s request for reasons of significant difficulty or expense.

Tentatively Agreed To:

For the Union: ____________________________
Erika Currier
Date: 10/27/2021

For the Employer: ____________________________
Jennifer Mallahan
Date: 10/28/2021
ARTICLE XX – MISCELLANEOUS LEAVE

XX.1 Leave Without Pay Unpaid time off. In addition to the circumstances specified elsewhere in this Agreement, the Employer, in its discretion may approve an unpaid time off leave without pay for the following reasons specified below. Leaves without pay must be approved or denied by the Employer in writing within fourteen (14) calendar days of the request when practicable and if denied will include the reason for denial. Approval will set a date for the employee’s return to work. Modification of the return date must also be approved in writing by the Employer.

XX.2 Leave without pay Unpaid time off may be granted for the following reasons:

a. Child or elder care emergencies
b. Governmental service
c. Citizen volunteer or community service
d. Conditions applicable for leave with pay

e. Education
f. Formal collective bargaining that is not otherwise provided for in this Agreement or contained within agreed upon ground rules
g. Leave Time off taken voluntarily to reduce the effect of a layoff
h. Union project activities that are not otherwise provided for in this Agreement
i. To accommodate annual work schedules of employees occupying cyclic year positions
j. As otherwise provided for in this Agreement

XX.3 Leave without pay Unpaid time off for the following reasons is not covered by this Article:

a. Compensable work-related injury or illness, (Article XX)
b. Military service (Article XX)
c. Leave Time off for serious health condition taken under the provisions of the Family and Medical Leave article (Article XX)
d. Leave Time off authorized by the Employer as part of a plan to reasonably accommodate a person of with a disability (Article X)
e. Disability due to pregnancy or childbirth (Article XX)
f. Bereavement (Article XX)
g. Parental leave (Article XX)
h. Union activities (Article XX)

XX.4 Conditions Applicable to Leave without Pay Unpaid time off:
Employees must submit any request for leave without pay in writing when feasible prior to the leave time off being used. Except as required by law, a request for leave without pay must meet the following conditions:

a. The employee must be a permanent employee

b. The employee must have a bona fide intention of returning to work following the leave without pay

c. The leave without pay must not, in the discretion of the University, interfere with operational needs.

XX.5 Cancellation of Leave Without Pay. The Employer may cancel an leave without pay upon finding that the employee is using the leave time off for purposes other than those specified at the time of approval, or where there are extreme circumstances requiring the employee’s return to work. The Employer will provide written notice to the employee that an leave without pay has been cancelled. The notice will set a date for the employee’s return to work. When possible, The Employer will consider an employee’s individual circumstances and operational needs when determining a return to work date. Unless mutually agreed, the employee’s failure to return to work on the date prescribed will be considered job abandonment.

XX.6 Benefits During Leave. Employees are encouraged to contact the Employer’s Benefits Office (phone # 206-543-2800, benefitsischelp@uw.edu) prior to any leave without pay to understand impact on benefits and learn about other points to consider.

XX.7 Returning Employee Rights. Employees returning to work following an approved leave without pay will be returned to the position they held prior to the leave without pay or to another position in the same classification in the same geographical area unit and organizational unit. In the event the employee’s position is substantially impacted during the time the employee is on leave without pay, the employee will be notified in writing and provided a time in which to exercise any rights available pursuant to this Agreement.

XX.8 Educational Leave. After applicable accrued leave has been exhausted, leave without pay may be granted for the duration of actual attendance in an educational program.

XX.9 Government Service Leave. After applicable accrued leave has been exhausted, Leave without pay may be granted for government service in the public interest, including but not limited to the U.S. Public Health Service or Peace Corps.
XX.10 Volunteer or Community Service Leave. After applicable accrued leave-time off has been exhausted, Leave without pay/unpaid time off may be granted for community volunteerism or service.

XX.11 Formal Collective Bargaining Leave. Leave without pay/unpaid time off may be granted to participate in formal collective bargaining sessions authorized by RCW 41.8041.56 as mutually agreed by the parties.

XX.12 The use of leave-time off for certain emergency services personnel will be granted in accordance with RCW 49.12.460.

XX.13 Leave-Time off for organ donors will be granted in accordance with UW APS 45.9.

Tentatively Agreed To:

For the Union:

For the Employer:

Date: 7/14/2022  Date: 7/14/2022
ARTICLE XX – INCLEMENT WEATHER AND SUSPENDED OPERATIONS

XX.1 Inclement Weather. When the University is in operation but an employee is faced with unanticipated problems related to natural disasters or severe weather conditions, the Employer will allow the employee to telework and may make adjustments to the employee’s job duties and/or deadlines as appropriate. Employees who are unable to telework may use compensatory time, holiday credit, personal holiday, vacation time off, or leave without pay. Employees designated as essential must make all reasonable efforts to report to work as scheduled.

XX.2 Suspended Operations. If the University determines it is advisable due to emergency conditions to suspend the operation of all or any portion of the institution, requiring only employees in performing essential positions/services to report to work the following will govern: Any employee who can successfully accomplish their work away from the worksite has the option to telework. Employees may request to use compensatory time, holiday credit, personal holiday, vacation time off. Requests will not be unreasonably denied.

Employees who perform nonessential services are not required to report to work, but may telework if approved by the manager. Employees who perform nonessential services who cannot telework during an operational suspension may request to use compensatory time, holiday credit, personal holiday, or vacation time off, if available. Employees who cannot telework and do not have available time off balances may use unpaid time off.

UW parking in unrestricted spaces shall be provided at no cost to the employee at each campus for which suspended operations have been declared for any staff member designated by their supervisor as essential. Restricted spaces include but are not limited to: disability stalls, time limited stalls, load/unload stalls, pay by space stalls (restricted to pay station parking), university vehicle stalls, metered stalls (restricted to pay meter parking) carpool stalls, UCAR Only stalls, electric vehicle charging stalls, motorcycle stalls, and department reserved stalls. Employees qualified to use a restricted space (for example disabled stalls) shall be able to use the appropriate space.

Tentatively Agreed To:

For the Union:

Erika Currier

Date: 1/17/2023

For the Employer:

Jennifer Mallahan

Date: 11/22/2022
ARTICLE XX – LEAVE TIME OFF DUE TO FAMILY CARE EMERGENCIES

A. There are two types of family care emergencies:
   a. A child care emergency is defined as a situation causing an employee's inability to report for or continue scheduled work because of emergency child care requirements such as unexpected absence of regular care provider, unexpected closure of the child's school, or unexpected need to pick up child at school earlier than normal.
   b. An elder care emergency is defined as a situation causing an employee's inability to report for or continue scheduled work because of emergency elder care requirements.

B. An employee who is unable to report for or remain at work, whether that workstation be designated onsite or telework location, due to a family care emergency may use vacation leave, sick leave, compensatory time, holiday credit, discretionary time off, or leave without pay up to a maximum of three (3) days of each type of leave per calendar year, and their personal holiday. Use of any of the above leave categories is dependent upon the employee's eligibility to use such leave. The employee upon returning from such leave shall designate to which leave category the absence will be charged.

C. In accordance with RCW 49.46.210, sick leave may be used when an employee's child's school or place of care has been closed by order of a public official for any health-related reason. Health-related reason means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material.

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________
Erika Currier                   Jennifer Mallahan

Date: 1/24/2023
ARTICLE XX – HEALTH AND SAFETY

X.1 Health and Safety. It is the policy of the University of Washington to create and maintain a safe and healthful workplace free from recognized hazards that may cause harm to employees, consistent with and in compliance with applicable state and federal laws. Employees will play an active role in creating a safe and healthy workplace and will comply with all applicable health and safety rules. The Union and the Employer are jointly committed to the goal of implementing an effective health and safety program and accident prevention program that meets or exceeds Washington State Department of Labor and Industries, Division of Occupational Safety and Health (DOSH) requirements.

X.2 Safety. All work shall be performed in conformity with applicable health and safety standards. If an employee is assigned to work during an anticipated event at the University and has concerns regarding their personal safety, they may discuss their concerns with their supervisor, who may approve a temporary alternative assignment during the event. If a request for a temporary alternative assignment is denied, the employee's supervisor will provide the reason for denial in writing. If an employee experiences an unanticipated situation in which individuals or groups create a hostile or unsafe work environment, the employee may remove themselves from the situation. Employees are encouraged to immediately report any unsafe working conditions to their supervisor. If the matter is not resolved satisfactorily between the supervisor and employee, either may involve the Union Steward and request a decision from a medical center’s Safety Officer, and/or the University’s Department of Environmental Health & Safety (EH&S) or the Department of Labor & Industries (L&I). No other employee may do the work believed to present an imminent risk to life and safety until a risk assessment has been done by the Safety Officer and/or the University’s Department of Environmental Health & Safety (EH&S), or the Department of Labor & Industries (L&I), and it is confirmed that there is no imminent hazard. Once a risk assessment is completed and it is confirmed that there is no imminent hazard and conditions meet DOSH standards, the employee will be expected to perform the work.

Employees are encouraged to attempt to resolve the matter first with the supervisor, then the Safety Officer and/or the University’s Department of Environmental Health & Safety (EH&S) prior to going outside the University.

No employee shall be disciplined or retaliated against for reporting any such condition.

Employees with concerns about air quality standards should escalate the issue through their supervisor. Staff shall not be discouraged from contacting Building Coordinators, Safety Officers, or EH&S with questions or concerns.
Facilities and EH&S will continue to evaluate reports of individual room air
circulation problems and building issues can be reported to Facilities through an
online work order request.

X.3 Reporting. Employees in the bargaining units are encouraged to report
immediately to their supervisor and/or designated safety official any apparent
unsafe working condition. Employees shall use required safety devices and
perform work according to required safety procedures.

If a supervisor, the Employer-designated safety official, Labor and Industries or
Environmental Health and Safety (telephone 206-543-7262) declare a University
work site to be hazardous and unfit for work, affected employees may be assigned
to alternative work sites, including telework work sites, until the hazardous
condition is rectified. If assignment to an alternative work site is not possible and
it is not possible to telework and the supervisor decides to send the employee(s)
home, those employees sent home will receive their regular pay for all time the
employee(s) is scheduled to work on the day of the incident. For all subsequent
days the employee(s) may use accrued leave as appropriate or request make up
time as follows:

a. Employees must request make up time within three (3) working days after
operations resume.

b. Reasonable work must exist and the supervisor must approve the request to
work. The time must be made up within ninety (90) calendar days after
operations resume.

X.4 Health Examinations. The Employer shall provide at no cost to the employee, such
medical tests, health examinations and surveillance/monitoring as may be required
as a condition of employment and/or as a result of regulated hazards encountered
after-during employment.

X.5 Personal Protective Equipment (PPE) The Washington State Department of Labor
and Industries (L&I) in WAC 296-800-160 Personal Protective Equipment (PPE)
requires all employers to assess their workplace for hazards that might require the
use of personal protective equipment. If PPE has to be used, the supervisor must
require its use.

After the assessment and selection, employees required to use PPE must be
trained before they are required to use the PPE. All of the following must be
covered:

a. What PPE to use and when to use it
b. Limitations of the PPE
c. How to put it on, take it off and adjust it
d. Inspection and maintenance
e. Any manufacturer instructions and warnings
f. Make sure the PPE fits well
g. How to obtain PPE
h. How to dispose of PPE

Bargaining unit employees will not be disciplined for refusing to work in the event that Employer required PPE is not provided by the Employer.

X.66 Safety Committees. Joint employee-elected and Employer appointed safety committees shall be formed in accord with DOSH requirements and following University of Washington policy. The Union is entitled to representation on the University-wide or specific organizational or divisional committees where bargaining unit employees are working. Any department or unit committee also dealing with health and safety issues in work areas shall appropriately involve bargaining unit employees. Participation in safety and health committees, including meeting time, health and safety research, work on committee assignments, seminars, and classes will be considered time worked for all employees in accordance with University policy. Release time must be arranged with supervisors in advance.

When the committee makes a recommendation that requires action or approval beyond its scope of authority, the Employer will communicate its disposition of the formal written recommendation within thirty (30) days.

X.67 Ergonomics. The supervisor/manager will provide training and equipment for staff to safely perform job functions and avoid injury. Employees should contact their supervisor if job procedures, equipment or workstations lead to risk of injury or work-related musculoskeletal disorders. Further ergonomic guidelines shall be referenced on the Environmental Health and Safety University’s EH&S website www.ehs.washington.edu. UW Libraries and Press employees have the option to contact Libraries HR to request an ergonomic assessment. Gallagher Law Library Employees employees have the option to request the University of Washington Environmental Health and Safety EH&S to perform an ergonomic assessment of their work station. Based on the ergonomic assessment, adjustments may be needed or requested by the employee.

X.78 Workplace Review. Supervisors will periodically inspect the worksite for the identification of recognized hazards, including ergonomic conditions, and put in place appropriate and feasible mitigations for any identified conditions that may be hazardous to health and safety. Such mitigations may include the use of engineering controls, administrative controls, the use of personal protective equipment, and/or increased training. The organizational unit will determine the appropriate frequency of the inspections and such frequency shall be an appropriate topic for Union Management meetings.
In response to a DOSH* (Department of Occupational Safety & Health Administration – Labor & Industries) inspection initiated by a bargaining unit employee complaint, the Employer will contact the designated Union representative to participate in the worksite inspection. Employees may also request a workplace review by the employing department and employees shall be given the results of the review.

X.89 DOSH Inspections: Each time there is a DOSH inspection of the Employer’s property in an area where WFSE Union employees perform their duties, the Employer shall contact the Union Office to find out whom the Union designates as the employee representative. If the Union’s representative is not present for the inspection, the Employer shall request that the DOSH inspector Compliance Safety and Health Officer (CSHO) delay the inspection until the Union’s representative can arrive.

X.910 Wellness. The Employer and the Union will encourage and support employee participation in appropriate programs including the UW Care Link Services through which employees may seek confidential assistance in the resolution of chemical dependency or other problems that may affect job performance. UW Care Link Services may presently be reached at 1-866-598-3978 (business hours) or 1-800-833-3031 (24 hour line). No employee’s job security will be placed in jeopardy as a result of seeking and following through with corrective treatment, counseling or advice providing that the employee’s job performance meets supervisory expectations. Wellness room access will be provided per Article X Employee Facilities.

X.101 Tools and Equipment. The Employer will furnish and maintain in safe working condition all tools and equipment required to carry out the duties of each position, and will provide, during working hours, training on the safe operation and use of tools/equipment/supplies required to perform the employee’s duties. The Employer agrees to provide transport for necessary equipment and supplies which cannot safely be transported by hand. The employees will properly use and maintain all required tools/equipment/supplies and immediately report any defects or malfunctions to the supervisor.

X.142 Joint Union/Management Committee. It shall be appropriate for either the Union or the University to request that a Joint Union/Management committee be convened, with Environmental Health and Safety EH&S as a participating member, to discuss health and safety concerns and to explore options for addressing those concerns through appropriate training or other approaches.

X.123 Training. Training that is relevant to the business operations and hazards involved in the work activities will be provided in the workplace by qualified trained individuals to employees.
Training needs will be an appropriate topic at Joint Union/Management committee meetings. Assistance with interpretation may be requested by staff.

X.134 Safety and Health Grievances. Grievances arising out of violations of this Article will start at Step 2 of the grievance procedure.

Tentatively Agreed To:

For the Union:

Erika Currier
Date: 9/29/2022

For the Employer:

Jennifer Mallahan
Date: 9/29/2022
Article X – Health Care Benefits Amounts

X.1 A. For the 2021-2023 biennium, the Employer will contribute an amount equal to eighty-five percent (85%) of the total weighted average of the projected medical premium for each bargaining unit employee eligible for insurance each month as determined by the Public Employees Benefits Board (PEBB). The projected medical premium is the weighted average across all plans, across all tiers.

X.2 B. The point-of-service costs of the Classic Uniformed Medical Plan (deductible, out-of-pocket maximums and co-insurance/co-payment) may not be changed for the purpose of shifting health care costs to plan participants, but may be changed from the 2014 plan under two (2) circumstances.

1. In ways to support value-based benefits designs; and
2. To comply with or manage the impacts of federal mandates.

Value-based benefits designs will:

1. Be designed to achieve higher quality, lower aggregate health care services cost (as opposed to plan costs);
2. Use clinical evidence; and
3. Be the decision of the PEBB Board

C. Article X.1 and 2 will expire June 30, 2023.

X.3 A. For the 2023-2025 biennium, the Employer Medical Contribution (EMC) will be an amount equal to eighty-five percent (85%) of the monthly premium for the self-insured Uniform Medical Plan (UMP) Classic for each bargaining unit employee eligible for insurance each month, as determined by the Public Employees Benefits Board (PEBB). In no instance will the employee contribution be less than two percent (2%) of the EMC per month.

B. The point-of-service costs of the Classic Uniformed Medical Plan (deductible, out-of-pocket maximums and co-insurance/co-payment) may not be changed for the purpose of shifting health care costs to plan participants, but may be changed from the 2014 plan under two (2) circumstances.

1. In ways to support value-based benefits designs; and
2. To comply with or manage the impacts of federal mandates.
Value-based benefits designs will:

1. Be designed to achieve higher quality, lower aggregate health care services cost (as opposed to plan costs);
2. Use clinical evidence; and
3. Be the decision of the PEBB Board.

C. Article X.3 (B) will expire June 30, 2025.

X.4

A. The Employer will pay the entire premium costs for each bargaining unit employee for dental, basic life, and any offered basic long-term disability insurance coverage. If changes to the long-term disability benefit structure occur during the life of this agreement, the Employer recognizes its obligation to bargain with the Coalition over the impacts of those changes within the scope of bargaining.

B. If the PEB Board authorizes stand-alone vision insurance coverage, then the Employer will pay the entire premium costs for each bargaining unit employee.

X.5 Wellness

A. To support the statewide goal for a healthy and productive workforce, employees are encouraged to participate in a Well-Being Assessment survey. Employees will be granted work time and may use a state computer to complete the survey.

B. The Coalition of Unions agrees to partner with the Employer to educate their members on the wellness program and encourage participation. Eligible, enrolled subscribers shall have the option to earn an annual one hundred twenty-five dollars ($125.00) or more wellness incentive in the form of reduction in deductable or deposit into the Health Savings Account upon successful completion of required Smart Health Program activities. During the term of this Agreement, the Steering Committee created by Executive Order 13-06 shall make recommendations to the PEBB regarding changes to the wellness incentive or the elements of the Smart Health Program.

X.6 The PEB Program shall provide information on the Employer sponsored Insurance Premium Payment Program on its website and in an open enrollment publication annually.
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ARTICLE XX – TRANSPORTATION, TRAVEL, AND COMMUTE REDUCTION

X.1 U-PASS

The Employer will provide bargaining unit Employees with a fully-subsidized U-PASS. Activation and maintenance of this benefit are subject to UW Transportation Service requirements.

X.2 Parking/U-Pass

The Union agrees that during the life of this Agreement, the University may apply changes in transportation policy, including adjusting parking and U-pass fees and criteria for assigning parking spots, to the bargaining unit without the obligation to bargain with the Union. The Union may raise issues and concerns about the University’s parking program at Joint Labor/Management Committee meetings or at ad hoc Labor Management Committee meetings.

X.3 Flexible schedules to assist in commute trip reduction

Teams are encouraged to give serious consideration to employee requests for flexible schedules for commute trip reduction purposes. Individual requests for flexible scheduling may be approved by the employing official, provided that such scheduling does not interfere with the effective operation of the team and shall be dependent upon operating, business, and customer needs. Upon request, the Employer will provide the reason for denial in writing. The denial of a flexible schedule request is not subject to Article X Grievance Procedure.

X.4 Telework

Bargaining unit employees may be eligible to telework in accordance with the University’s Telework Policy: https://hr.uw.edu/policies/telework/telework-remote-work-and-out-of-state-work/ and Article X Telework.

X.5 Travel

Any employee required to travel to a place of work other than their regular official duty station shall be reimbursed for travel costs if eligible, in accordance with University of Washington Administrative Policy Statements, Section 70. All provisions in Article XX Overtime will apply to travel.

Work-Time and Compensation for Overtime-Eligible Employees

When employees are required to report for work to their official duty station before traveling to a temporary official duty station, work time computation shall commence at the time of reporting to the regular official duty station.
When employees are required to travel on a nonscheduled work day they shall be paid in accordance with Articles X Hours of Work, X Overtime, and University policy. For purposes of determining hours of work, the work day shall commence at the time the employee leaves their official duty station and end upon arrival at the temporary duty station. The employee’s domicile shall be their official work station when travel commences from that location if less than time calculation from the official duty station.

Tentatively Agreed To:

For the Union: __________________________ For the Employer: __________________________

Erika Currier Jennifer Mallahan
Date: 10/4/2022 Date: 11/15/2022
Article X- Paid Professional Leave

X.1 PURPOSE

The purpose of paid professional leave (PPL; otherwise known as sabbatical) is to afford eligible employees at the University Libraries the opportunity to increase their knowledge, further their scholarship, expand their skills, and enhance their professional development. The overall objective is to enhance the employee’s capacity for and value of service to the University.

X.2 ELIGIBILITY

The character of the employee’s PPL plan as well as the individual's ability to carry out these plans are important considerations in the granting of a PPL. The Employer will also consider whether an employee’s performance warrants the privilege of a leave. Paid professional leave will not be granted for the purpose of working toward an advanced degree or the possible acquisition of credit applicable toward an advanced degree. Ordinarily, PPL will not be granted for the purpose of working toward an advanced degree. Under unusual circumstances, however, eligible employees may be granted this privilege upon recommendation by the appropriate Dean to the President. The authority to grant paid professional leave rests with the appropriate Dean, followed by the final approval by the Provost (librarians) or Campus HR Operation (professional libraries and professional employees) in their sole discretion.

It is expected that the appropriate dean’s office will verify eligibility before considering the PPL request and will not consider requests from ineligible librarians or Professional Libraries and Press Employees. Librarians: A librarian with a full-time appointment and permanent status becomes eligible for PPL no earlier than their seventh academic year of University service or their seventh academic year of service after their return from a previous PPL. Eligibility is calculated in academic years commensurate with the unit’s standard service period. The year in which a PPL takes place is considered the ‘PPL year’, even if the PPL was only one or two quarters in duration.

After returning from PPL, a librarian can begin accruing time toward their next PPL in the academic year immediately following the ‘PPL year.’

Professional Libraries and Press Employees: A professional staff employee is eligible to apply for a professional leave not earlier than their seventh year of service in the University's professional staff program, or not earlier than in the seventh year after return from a previous University of Washington professional leave with pay.
X.3 APPLICATION PROCESS

Librarians:

Librarians must submit their applications by the submission date established annually by the Office of Academic Personnel. PPL may be granted for up to twelve months (i.e., occurring within 3 or 4 academic quarters).

The process for submission of PPL applications is prescribed on the Office of Academic Personnel’s website and includes, among other things, instructions for completing the application and their deadlines. The leave application should be submitted through the applicant’s supervisor to the appropriate Dean, who will review the application for eligibility, merit, programmatic feasibility, and affordability to the unit at their sole discretion. The dean will then forward supported applications to the Office of Academic Personnel for Provost approval.

A librarian’s eligibility for PPL may be impacted by other leaves taken during the service accrual period.

PPL decisions are in the sole discretion of the Dean and Provost and therefore any issues arising therefrom are not subject to the grievance procedure (Article X).

Professional Libraries and Press Employees:

Eligible employees must complete the application form according to the forms instructions and file the application at least 6 (six) months before the date of the requested leave is to begin. PPL may be granted for up to nine months.

The immediate supervisor reviews the application and decides whether to endorse it. The manager transmits the application to the appropriate dean for concurrence, and then to Campus HR Operations for final approval.

Evaluation of a professional leave with pay request takes into consideration how fulfillment of the plan is anticipated to enhance the value of the individual’s service to their employing unit and the University as well as the employing unit’s and employee’s ability to fulfill the plan as described.

X.4 SALARY SUPPORT DURING PAID PROFESSIONAL LEAVE

State law requires that the aggregate cost of remunerated professional leaves awarded at the institution during any year, including the cost of replacement personnel, shall not exceed the cost of salaries that otherwise would have been paid to personnel on leave (RCW 28B.10.650).
While the number of PPL allocations will be determined centrally, the Employer will provide salary support during PPL as noted below. The percentage of salary support will be commensurate with the number of academic quarters impacted by the leave:

- Full salary for a leave not exceeding three months (occurring within one quarter for librarians);
- Three-fourths salary for a leave greater than three months up to six months (occurring within two quarters for librarians);
- Two-thirds salary for a leave greater than six months (occurring within three or up to four quarters for librarians; and no more than nine months for Professional Libraries and Press Employees).

Other employment:

If an employee secures outside grant support that is designated for salary, such funds may be applied to increase the employee’s pay during sabbatical to no more than their regularly established full salary, and any funds in excess of those necessary to achieve full salary payment are used to reduce the UW’s contribution. The employee’s pay while on sabbatical may not exceed the regularly established full salary. In addition, the employee on sabbatical may not accept remunerative employment during the period of the leave except when the purpose of the leave is for gaining experience which cannot be obtained otherwise. Supplemental employment should not carry with it responsibilities that interfere with the purpose for which the leave is granted. Salary from other employment while on professional leave will be applied in the same manner as grant support.

Such requests for librarians must be approved for Outside Professional Work for Compensation Outside Professional Work for Compensation form (Form 1460) prior to submitting the sabbatical application. As part of the PPL, librarians shall highlight the difference between outside work and the proposed PPL activities. A copy of the approved form must be attached to the PPL application. Professional libraries and press employees must complete the Outside Work – Request for Approval (Form 1555) if outside work as described above is requested.

State law limits the actual dollar amount of general state and local funds the UW may pay to those on sabbatical. The maximum monthly salary limit for librarians on PPL are referenced on the Office of Academic Personnel’s website. Use of external sources must be consistent with funding agency requirements.

X.5 TIMING OF PAID PROFESSIONAL LEAVE QUARTERS FOR LIBRARIANS

Requested PPL should fall within a single academic year (7/1 – 6/30, annually) and start dates must align with UW’s payroll academic quarter payroll start dates.

- Summer quarter (06/16 to 09/15)
X.6 RETURN TO WORK SERVICE OBLIGATION

In order to be granted paid professional leave, the employee must agree in writing to return to their University position for a period equivalent to the length of the leave (professional libraries and press employees) or one academic year following the PPL year (librarians). Pursuant to RCW 28B.10.650, if the employee does not comply with this agreement, the employee is obligated to repay all remuneration received from the UW during the period of the leave.

X.7 REPORT OF LEAVE

A written report of the principal accomplishments and summary of activities during the PPL must be submitted to the appropriate dean within one month after the conclusion of the leave. The report must state how and where the leave was spent and what the principal accomplishments were, including the leave’s value to the University and to the employee’s professional development.
Article X – Personnel Files

X.1 Files Relating to Employment

The Employer shall maintain files relating to employment in accordance with the applicable University policy and/or state or federal law. The official personnel file for each employee will be maintained by the appropriate Human Resources Operations Campus Human Resources (for staff, Professional Libraries and Press employees) or the Office of Academic Personnel (for Librarians). These offices will be responsible for identifying the location of and process for accessing the file. The official personnel file will accompany the employee throughout his or her service career at the University of Washington. The departmental file will be maintained by the department.

Individual supervisors may create and retain documents in a supervisor file. Documents in the supervisor file will not be placed in the departmental or official personnel file unless they are incorporated as part of an official action (such as a performance evaluation or a corrective action).

X.2 Files Relating to Promotion and Appointment Documentation

Files related to promotion and appointment documentation will be kept in the employee’s departmental file. Selected documentation which addresses the quality of the Employee’s work may include, for example, a class evaluation or an unsolicited letter which addresses work performance factors including comprehensiveness, accuracy, subject knowledge, communication skills, leadership, and supervisory skills. Additional selected documentation may also include a copy of a publication or publicly presented paper.

X.3-2 Employee Access to Files

Each employee has the right to review their personnel file, supervisory file, attendance file, payroll file, and medical file, and departmental file. The Employer will determine the location of all employee files. Upon written request by an employee to their Human Resources Consultant (for personnel file) or manager (for departmental file), the employee and/or representative may examine the employee’s personnel file or departmental file. Review of employee files will be in the presence of an Employer representative during business hours. The employee and/or representative may request copies, which may be provided at no cost if the size of the request is reasonable. If the request is approved, a copy of the written authorization will be retained in the employee’s file. Upon written request to the file custodian, employees have the right to examine all materials in their official personnel files that are not non-disclosable pursuant to state and/or federal laws. Information about accessing Professional Libraries and Press employees’ official personnel files is provided here: https://hr.uw.edu/policies/official-personnel-file-access/.
Employees also have the right to access their departmental file. Upon written request by the employee to their local HR (Libraries HR or Law School HR), the employee and/or representative may examine the employee’s departmental file. Review of departmental employee files will be in the presence of the Employer representative during business hours. The employee and/or representative may request copies, which may be provided at no cost if the size of the request is reasonable. If the request is approved, a copy of the written authorization will be retained in the employee’s departmental file.

X.4.3 Employee Response

A copy of any correspondence, adverse material, or letters issued and intended to be included in an employee’s official personnel file, except materials that are non-disclosable pursuant to state and/or federal laws, shall be mailed or given to the employee prior to becoming a permanent part of the file. An employee may insert a reasonable amount of job-related materials in their personnel file that reflects favorably on their performance. An employee may provide a written rebuttal to any information in the files that they consider objectionable. The Employer will attach the rebuttal to the related document and will respond to the employee’s rebuttal in writing. An employee may insert a reasonable amount of job-related materials in their official personnel or departmental files that reflects favorably on their performance. Employees shall have the right to attach a concise statement in response to any item in the files and/or request removal of inappropriate material from the files. Removal of records are subject to the University’s records retention policies.

Information shall be retained per UW records retention policies as long as it has a reasonable bearing on the employee’s job performance or upon the efficient and effective management of the institution, unless otherwise outlined in this agreement.

X.5.4 Confidentiality

Access to personnel files will be in accordance with UW Policy and/or State Law. The parties authorized to access an employee’s official personnel or departmental file are the employee, the employee’s representative, the employee’s direct supervisors, Libraries HR, Campus HR, Academic HR, and Law HR. Unauthorized parties shall not have access to any employee’s official personnel or departmental file. Any unauthorized party requesting access to personnel files will be directed to Public Records. The employee will be notified of the request and given a protest period, in accordance with Article X – Privacy. A record will be retained in the HR personnel file of the names of individuals outside of HR who have reviewed any items in the personnel file who do not have written authorization from the employee, except requests for records in accordance with the Public Records request process.

X.6.5 Medical Files

Medical information related to employment will be kept separate from all other employment files and confidential in accordance with state and federal law.
X.7-6 Adverse material or information related to alleged misconduct that is determined to be false unsubstantiated, and all such information in situations where the employee has been fully exonerated of wrongdoing, and/or any documents removed pursuant to Article X Corrective Action, will be promptly removed from the employee's official personnel file and departmental files. The Employer may retain this information in a legal defense file in accordance with the prevailing Washington State law. Subject to the records retention schedule, the Employer may retain information relating to employee misconduct or alleged misconduct if the employee requests that the information be retained.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Lurrie Ashlee Hooten

Date: 7/14/2022 Date: 7/14/2022
ARTICLE XX – CORRECTIVE ACTION/DISMISSAL

XX.1 The parties will follow the “Corrective Action/Dismissal Process” outlined below. No employee shall be subject to the process except for just cause. The corrective action process will be considered to incorporate the concept of progressive action while providing a positive method for improvement rather than punitive action. The University will determine the specific step at which the process begins based on the nature and severity of the problem.

XX.2 Representation

(a) Employees shall be notified orally or in writing that upon request they shall be entitled to have a representative present when formal counseling, final counseling or dismissal is occurring. Employees have a right to a meeting with management whenever corrective action is issued. Attendance of a representative shall not delay the disciplinary process unduly as determined by the Employer. All parties shall make every effort possible to allow for Union representation without unduly delaying the process.

(b) Upon request, an employee has the right to a union representative at an investigatory interview called by the Employer, if the employee reasonably believes corrective action could result. The employer will provide reasonable time to allow an employee to secure a representative.

The role of the union representative in regard to an Employer-initiated investigation is to provide assistance and counsel to the employee and not interfere with the Employer’s right to conduct the investigation. Every effort will be made to cooperate in the investigation.

(c) An employee placed on an alternative assignment during an investigation will not be prohibited from contacting their union steward unless there is a conflict of interest, in which case the employee may contact another union steward. This does not preclude the Employer from restricting an employee’s access to the Employer’s premises.

(d) An interpreter can be requested by either party and will be provided.

XX.3 Coaching. Coaching is defined as an informal discussion or instruction between employee and their immediate supervisor. When appropriate, Supervisors are encouraged to attempt to resolve issue(s) through coaching; this may include follow up in writing which may include a simple action plan in writing. This is not a form of corrective action.

XX.4 Corrective Action/Dismissal Process. The Employer will make clear when formal or final counseling is being conducted and will inform the employee about their
right to representation under the CBA. When counseling or dismissing an
employee, the Employer will make every effort to protect the privacy of the
employee. Translators may be requested by any party.

XX.5 Formal Counseling.

Formal counseling (may involve administrative personnel other than the
employee’s immediate supervisor) including the development of a written
action plan. The action plan will identify specific problem areas, performance
objectives, suggestions for remedying, and a timeframe for improvement. Prior to
issuance of formal counseling, a meeting may be scheduled by the employer or
requested by the employee to give the employee an opportunity to make their case
before the final decision is made. Employee requests for such a meeting will be
granted. An employee is entitled to representation at this meeting.

XX.6 Final Counseling. Final counseling (may involve administrative personnel other
than the employee’s immediate supervisor) including discussion and revision, where appropriate. A decision-making period of one (1)
day of paid time away from the work site for the employee to consider the
consequences of failure to follow the action plan may be used at this step. If the
Employer decides to provide a decision-making day, the employee will be given a
list of expectations and problem statements prior to the day taking place.

XX.7 Dismissal. Prior to dismissal, a pre-determination meeting will be scheduled to
give an employee an opportunity to make their case before the final decision is
made. The employee has the right to have a union representative present at the
pre-determination meeting. At least five (5) days prior to the meeting, the
employee will be informed in writing of the reasons for the contemplated dismissal
and given referenced documentation. The employee will be furnished with written
notification of the outcome of the pre-determination hearing.

XX.8 Demotion. Demotions of Leads and/or Supervisors may be initiated by the
Employer at any step of the Corrective Action process.

XX.9 Removal of Records

Upon written request by the employee, any formal or final counseling, excluding
those for workplace violence or University policies against harassment,
discrimination, or retaliation, will be removed from an employee’s personnel file
after three (3) years if the following criteria have been met:

1. Circumstances set forth in writing, and as determined by the University do not
   warrant a longer retention period; and
2. There has been no subsequent corrective action.

Nothing in this Article prevents the Employer from agreeing to an earlier removal
date.
Once a corrective action has been removed from the employee’s file as outlined above, the information removed will not be used in subsequent corrective action, unless mutually agreed otherwise.

XX.10 Grievability/Arbitrability.

Formal counseling may be grieved beginning at Step One or Step Two of the grievance procedure and up to Step Three Mediation only.

Final counseling, demotion, and dismissal may be grieved through every step of the grievance procedure beginning at Step Two.

Tentatively Agreed To:

For the Union:  For the Employer:

Erika Currier       Jennifer Mallahan

Date: 1/26/2023     Date: 1/26/2023
Article X – Employee Assistance Program

The Employer will continue to offer an Employer-supported Employee Assistance Program for all employees covered by this Agreement. Employees can request, and the Employer will consider, adjustments in schedule to allow access to the services of the Employee Assistance Program.

The Employee Assistance Program will protect the confidentiality of those employees using their services.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier  Jennifer Mallahan

Date: 12/16/2021  Date: 12/16/2021
Article XX – Layoff, Seniority, Layoff, Rehire

XX.21

A. Layoff

Whenever it becomes necessary for the Employer to reduce its workforce due to lack of work, lack of funds, or good faith reorganization for efficiency purposes, the Employer shall use the following procedure. The Employer shall identify the positions to be abolished and the employee(s) affected and shall notify employees and the Union in writing, at least forty-five (45) or thirty (30) calendar days in advance of implementation. For Librarians with permanent status as of the date of ratification, layoff notice will be at least six (6) months in advance of implementation, unless the Employer determines that a loss of funds makes that notice length not feasible. For all other employees, layoff notice will be at least thirty (30) or forty-five (45) calendar days in advance of implementation. The notice will include the employee's formal employment option. When possible, the Employer will provide more than the minimum notice. Affected employees will receive a written summary of employee benefits during layoff, including eligibility for maintaining health insurance.

1. The Employer shall not lay off bargaining unit employees in lieu of disciplinary action.
2. Librarians will be laid off in accordance with Article XX.2
3. Professional Libraries and Press Employees will be laid off in accordance with seniority, as defined in Article XX.13(c).

B. Formal Employment Option

The employee affected by the reduction in force shall be considered first and offered the following employment options in descending order, provided they meet the essential skills (defined as the minimum qualifications listed in the job description for the classification position and any specific position requirements or credentialing) of the offered position:

Professional Libraries and Press Employees

1. A funded vacant position in the same or similar IHME job profile in their current grade and layoff unit, as determined by the Employer.
2. A funded vacant position within the same or similar IHME job profile series in a lower grade and layoff unit, as determined by the Employer.
3. Employees with no formal employment option will be placed on the rehire list upon request. Employees who reject their formal employment option can elect to be placed on the rehire list.
When more than one employee from the same seniority group are laid off, eligibility for placement in vacant positions will be made in seniority order (calendar days), most senior person first.

Librarians

1. A funded vacant librarian position within the layoff unit, as determined by the Employer
2. Employees with no formal employment option will be placed on the rehire list upon request. Employees who reject their formal employment option can elect to be placed on the rehire list.

Employment Option Trial Period

Employees placed into vacant positions as an employment option will serve a three (3) month employment option trial period. During the employment option trial period either party may, at its sole discretion and without resort to the grievance procedure, initiate placement on the rehire list. Time spent in an employment option trial period will not count toward the twenty-four (24) month rehire list period. The three (3) month employment option trial period will be adjusted to reflect any paid or unpaid leave taken during the period.

C. Layoff units are defined as:

1. UW Libraries – Seattle Campus
2. UW Libraries – Bothell Campus
3. UW Libraries – Tacoma Campus
4. UW Libraries – Network of the National Library of Medicine (NNLM)
5. Gallagher Law Library
6. UW Press

CD. FTE Increase or Reduction

An employee in a position that is not abolished but is increased or reduced in FTE status and who will remain benefit eligible after the reduction or increase will have the choice of between 1) staying in the reduced or increased position and going on the rehire list for the position and FTE status held by the employee immediately prior to the increase or reduction, or 2) exercising available layoff rights under XX.44. The employee must exercise this choice within three (3) working days of the increase or reduction notice.

DE. Voluntary Layoff
Appointing authorities will allow a Professional Libraries and Press employee in the same job classification, profile, or a librarian, (excluding temporary librarians) and department in the layoff unit where layoffs will occur to volunteer to be laid off provided that the employee is in a position requiring the same skills and abilities, as a position subject to layoff. Any volunteer for layoff shall have no formal employment options. If the appointing authority accepts the employee’s voluntary request for layoff, the employee will submit a non-revocable letter stating they are accepting a voluntary layoff from the University. A written letter may be withdrawn within twenty-four (24) hours after submission, excluding the employee's scheduled days off and holidays off. The employee can elect to be placed on all applicable rehire lists.

XX.2 Librarian Layoffs

When a layoff is required, the Employer may consider the following when determining which librarian position(s) will be impacted. If possible, the employer will end temporary appointments prior to impacting regular librarian positions.

- Position specific specialized skills, duties and/or responsibilities
- Employee specific specialized skills
- Librarian rank (Librarians only)
- Appointment status (Librarians only)
- Funding source

When deciding between two employees using the criteria above, all other things being equal, use layoff seniority described below.

XX.13 Layoff Seniority – Professional Libraries and Press Employees

A. Layoff seniority is defined as the length of service in calendar days with IHMEUWLibraries, UW Press or Gallagher Law Library. Service of less than full time shall be considered full time. Calendar days spent on the layoff rehire list shall not be included in computing seniority except for cyclic year positions, but does not constitute a break in service. Permanent employees who are veterans or their unmarried widows/widowers shall have added to their seniority the veteran’s active military service to a maximum of five (5) years (1825 days) credit. Time spent on military duty leave, paid or unpaid, or time spent on leave without pay to work for the union in accordance with Article XX.5 is included in seniority calculation. Probationary employees are not vested with seniority credits until successfully completing the probationary period.

B. Layoff Seniority shall be lost following a break in service including resignation, termination for cause, failure to return from a leave of absence, expiration of rehire rights.

C. Seniority groups will be considered in selecting the order of employees being laid off within the layoff unit, determining eligibility for placement in vacant jobs, and order of
placement on the rehire list, employees will be listed in seniority categories, as follows:
in calendar days 1-1824, 1825 - 5474, 5475 and over. Individual layoffs would occur within the lowest seniority category
first. Employees in the highest seniority group would be considered the most senior and
the employees in the lowest seniority group would be considered the least senior.

D. The Employer will provide all employees notice when a new position has been
posted internally on the internal job board.

E. Once employees have been notified of a layoff (as described below), the Employer
will include at least two internal layoff applicants in the interview pool for each position
provided there are at least two applicants that meet the minimum qualifications.

XX.3.4 Rehire

A. Rehire List

The Employer shall make a concerted effort to re-employ bargaining unit members on
the rehire list. Professional Libraries and Press Employees without employment options
may be placed on the rehire list for the same or similar job profile or lower grade in the
series from which the employee was laid off. Librarians without employment options
may be placed on the librarian rehire list. Rehire list options are determined by the
Employer. Employees are eligible for the rehire list, from which the employee was laid
off for twenty-four (24) months. Employees may provide the Employer with an updated
copy of their resume/CV within five (5) business days of notification of layoff. Temporary
librarians are not eligible for placement on the rehire list.

B. Placement from the Rehire List

The Employer will refer Professional Libraries and Press Employees in order of length
of time on rehire list followed by seniority order from the designated rehire list(s) for any
open positions in the bargaining unit for which the laid off employee possesses the
essential skills. Employees referred from the rehire list(s) who possess the essential
skills needed for a vacant position will be offered the position prior to the Employer
posting for competitive recruitment. From among these employees, offers will be made
to the employees with the longest duration on the rehire list first. If multiple employees
have the same duration of time on the rehire list, offers will be made in seniority order,
most senior person first. Recruitments for positions for which there are employees on
rehire list(s) may not be withdrawn solely to avoid hiring laid off employees.

The Employer will refer librarians from the designated rehire list for any open positions
in the bargaining unit for which the laid off employee possesses the essential skills.
Employees referred from the rehire list who possess the essential skills needed for a vacant position will be offered the position prior to the Employer posting for competitive recruitment. From among these employees, offers will be made based on the length of time on the rehire list, longest duration first; followed by rank held at the time of the layoff, Librarian rank first; followed by seniority, most senior person first. Recruitments for positions for which there are employees on rehire list(s) may not be withdrawn solely to avoid hiring laid off employees.

**BC.** Rehire Trial Period

Employees placed into vacant positions from the rehire list will serve a three (3) month rehire trial period. During the rehire trial period either party may, at its sole discretion and without resort to the grievance procedure, initiate return to the rehire list. Time spent in a rehire trial period will not count toward the twenty-four (24) month rehire list period. The three (3) month rehire trial period will be adjusted to reflect any paid or unpaid leave taking during the period.

**CD.** Removal from Rehire List(s)

Removal from the rehire list(s) will occur for any of the following circumstances:

1. If placement does not occur within twenty-four (24) months,
2. If the employee accepts or rejects two offers of placement from any rehire list for a position with the same FTE status and pay as the position from which the employee was laid off.
3. Employees who notify the UW they want to be removed from the rehire list.

**DE.** Affirmation action goals and recognition of extraordinary work performance may be considered at any point during the layoff or rehire process.

Tentatively Agreed To:

For the Union:                      For the Employer:

Erika Currier                      Jennifer Mallahan

Date: 1/26/2023                     Date: 1/26/2023
ARTICLE XX – RESIGNATION, ABANDONMENT, AND RE-EMPLOYMENT

XX.1 Resignation. Employees are encouraged to provide at least two weeks’ written notice of resignation. A written or oral resignation may be withdrawn within twenty-four (24) hours excluding the employee’s scheduled days off and holidays off, after submitting the resignation. The employee may only withdraw one resignation per position held. The Employer may permit withdrawal of resignation at any time.

XX.2 Presumption of Resignation/Abandonment.

a. An employee who fails to appear for work and report absence to the supervisor, in accordance with departmental policy, on three (3) consecutive scheduled workdays, shall may be deemed to have resigned. The Employer will make reasonable attempts to contact the employee before the third (3rd) consecutive day of absence. Notice of separation will be sent to the employee’s last known address on record with the UW Payroll Office via certified mail after the third (3rd) consecutive day of absence. Prior to sending the notice, the Employer will attempt to contact the employee through current home telephone and emergency contact numbers on record in Employee Self-Service and departmental records.

b. Within fourteen (14) calendar days of mailing the separation notice and upon proof that the failure to report absent could not reasonably have been avoided, an employee may submit to the supervisor a written petition for reinstatement. The Employer’s decision to not reinstate may be grieved according to the grievance procedure in Article 6X.

XX.3 Separated employees have the right to compensation for accrued vacation leave and compensation time according to University policy.

XX.4 Exit Interviews

Exit interviews can provide valuable feedback for the UW Libraries, UW Press, Gallagher Law Library, and UW Press, and the Union about what conditions drive turnover and how we can continue to build a more sustainable work culture. Exit interviews are also an opportunity to evaluate the climate of Equity, Diversity, and Inclusion (EDIE). The Employer will offer exit interviews to all resigning or retiring employees. All exit interview questions will be publicly available. Upon request, the Union will be provided with the Employer’s exit interview questions.

A. Joint Union/Management Committee: Exit interview questions are an appropriate topic for Joint Union/Management Committee meetings. The
Employer and the Union may at any time initiate discussion of exit interview
trends in Joint/Labor Management Committee meetings.

B. Confidentiality: Both the Employer and the Union will keep individual responses from their respective exit interviews anonymous and discuss only common themes and aggregated statistics.

C. Notice: When an Employee in the bargaining unit gives notice of resignation when possible, the Union will be notified within five (5) business days.

XX.5 Re-Employment Upon Retirement

A. UW Libraries, Gallagher Law Library, and UW Press Employees Librarians who meet the eligibility requirements for retirement may be selected by the dean elect to retire and request consideration on an annual basis to be considered for re-employment on an annual calendar-year basis (or as articulated in the appropriate retirement plan) by the UW Libraries, Gallagher Law Library, and UW Press for not more than forty (40) percent of their appointment status at the time of retirement for up to five (5) years after the date of retirement. Also, if an employee librarian is interested in being considered for re-employment after retirement, they may apply for same. The request for approval for re-employment at least 90 days in advance of the first year of their retirement for the first year must be made in advance of retirement. All decisions regarding re-employment are determined by the dean on an annual basis, and approval for any or all of the additional four (4) years must be requested on an annual basis. Requests for re-employment must be approved in advance by the unit administrative officer.

B. All decisions regarding re-employment after retirement are at the sole discretion of the University, including, but not limited to, decisions to re-hire and termination of re-employment prior to its originally intended expiration date, and will not be subject to Articles X (Grievance Procedure) and X (Seniority, Layoff, Rehire) of the contract.

C. UW Libraries Librarians who have been re-employed upon retirement are not eligible to serve on librarian review and personnel committees and are not eligible to vote for representatives to the Librarian Personnel Committee. Other committee participation is at the discretion of the employer.
Tentatively Agreed To:

For the Union:  For the Employer:

Erika Currier  Jennifer Mallahan

Date: 12/6/2022  Date: 12/6/2022
Article XMOU - Equity, Diversity, Equity, and Inclusion (EDEI) and Anti-Racism

X.1 EDEI and Anti-Racism Values

The parties are Employer is committed to Diversity, Equity, and Inclusion (DEI), and acknowledges the value of a diverse workforce. The Employer will promote initiatives dedicated to DEI. Employees of all employment types (faculty, professional, classified, contract, etc.) will be able to contribute ideas and, where appropriate, participate in planning and executing activities intended to promote DEI. Any time spent formally contributing to such activities will be considered work time. Among other initiatives, the Employer may solicit feedback on the UW Libraries, UW Press and the Gallagher Law Library’s systems and policies with the goal of fostering a more inclusive environment.

With the goal of sustaining a safe environment for all Employees, UW Libraries, Gallagher Law Library and UW Press will articulate, communicate, and enforce policies that deter and limit hate speech, transphobia, racism, or other actions against marginalized communities. Employees have the right to work in facilities free from groups or individuals who create a hostile or unsafe work environment.

Employees shall be treated in a fair and equitable manner. Rules, standards, regulations, and policies affecting bargaining unit employees will be uniformly applied considering all relevant circumstances.

The Union shares the Employer’s vision of fostering an inclusive and respectful environment by listening and responding to the needs of Employees. The feedback, input, and voices of Employees who are Black, Indigenous, People of Color (BIPOC); Lesbian, Gay, Transgender, Bisexual, Transgender, Queer/Questioning, Intersex, and Asexual (LGBTQIA+); immigrants; disabled; or otherwise members of historically marginalized communities; are critical to this vision. The Employer will consider the inclusion of staff who self-identify as BIPOC, LGBTQIA+, disabled, immigrants, or otherwise members of historically marginalized communities, on hiring committees or interview panels.
The Employer will continue the work of developing, funding, and administering EDI initiatives with regard to recruitment, retention, mentorship, advancement, and organization-wide training. These efforts are an appropriate agenda item for JLMs.

X.2 Workshops and Trainings

A. The Union shares the Employer’s commitment to providing staff workshops in implicit bias, anti-racism, and other topics related to EDI. The Union and UW Libraries, UW Press, and Gallagher Law Library, and UW Press may discuss workshops, including the frequency of already established workshops as well as the updating or development of workshops, in Joint Union/Management Committees.

A.B. The University will provide training for employees with the purpose of eliminating structural racism against all races and promoting DEI as required by law. Once completed, a report containing a summary of the training results and progress towards the University’s goals will be provided to the Union upon request.

B.C. The Union and the Employer agree that missteps or gaps in knowledge can result in employees being given misinformation or even being treated unfairly or inconsistently. As part of the University’s Strategic Leadership Program (SLP), the Employer shall provide all managers and supervisors of bargaining unit employees information regarding the University’s existing programs and tools that elevate EDI in the recruitment and hiring process, including, but not limited to, the Search Advocate program pilot, the Inclusive Hiring page, and the Staff Diversity Hiring Toolkit. Additionally, the Employer will include a content module on anti-racism, implicit bias, privilege, micro-aggressions, and diversity in the hiring process during the SLP workshop for managers and supervisors with at least one direct report.

1. The Employer shall distribute annually an electronic copy of the Staff Diversity Hiring Toolkit to all managers and supervisors of bargaining unit employees.
X.3 Equity, Diversity, and Inclusion Work Groups

Union members will be able to contribute ideas and, where appropriate, participate in planning and executing activities intended to promote equity, diversity, and inclusion (EDI). Any time spent contributing to such activities formally will be considered work time. The selection and participation of employees for these work groups is an appropriate topic for Joint Union/Management meetings.

A. UW Libraries EDI Plan Task Force, including UW Press
   a. At least three (3) bargaining unit employees will participate in and contribute ideas for planning and executing EDI initiatives.
   b. Members of this task force will be granted time grants to allow their full participation in this work.
   c. The Union and the Employer will meet in Joint Union/Management on a quarterly basis. The Employer will provide and discuss with the Union the following:
      i. The recommendations made by the EDI working groups and why they were identified
      ii. The actionable and measurable goals the UW Libraries and Press will commit to as part of its overall EDI Plan and the resources necessary to achieve the goals
      iii. The recommendations not implemented, with an explanation of the barriers and potential steps to be taken/goals that can be added to work towards implementation
      iv. The communication plan and schedule to keep UW Libraries and Press updated on work and progress

B. UW Law Diversity, Equity and Inclusion Committee (DAC-DEI)
   a. At least one (1) bargaining unit employee will continue to participate in and contribute ideas for planning and executing DEI initiatives.
   b. Any employee is able to participate meaningfully in the Committee's discussions, programming and other work, whether through an advisory committee or through such other means as the Committee may from time to time determine.
c. The Union and the Employer will meet in Joint Union/Management two (2) times annually to discuss the progress and status of the goals outlined in the Strategic Plan for Diversity, Equity, Inclusion, Multiculturalism, and Antiracism that impact Law Librarians and staff.

C. UW Diversity Council Representation

a. SEIU 925 will select one (1) bargaining unit member from UW Libraries, Gallagher Law Library, and UW Press to be appointed to the University of Washington Diversity Council.

X.4 Reports

A. On an annual basis, the Employer will provide the Union with a report that includes a list of UW Libraries, UW Press, and Gallagher Law Library, and UW Press trainings offerings offered to bargaining unit employees in the prior year, with dates and titles, for staff trainings and courses that centered on aspects of diversity, equity, diversity, and inclusion, and anti-racism; including, but not limited to, anti-racism, cultural competency, cultural humility, cultural responsiveness, implicit or unconscious bias, and hiring best practices.

B. The Employer will provide the published report of the progress on the goals and action items set forth in the School of Law Strategic Plan for Diversity, Equity, Inclusion, Multiculturalism, and Antiracism, including details about their allocation of funds to accomplish EDI goals.

B. The parties acknowledge that the Washington’s Diversity Blueprint 2022 – 2026: Actions toward Access, Inclusion, and Equity articulates the tri-campus community’s aspirations for becoming an inclusive and equitable environment. On an annual basis, the Office of Minority Affairs and Diversity (OMA&D) will prepare an assessment report on University-wide diversity metrics for the Board of Regent’s Diversity, Equity, and Inclusion subcommittee. An electronic copy of the report will be made available to the Union.

C. The Employer will continue the work of developing, and administering DEI initiatives with regard to recruitment, retention, advancement, and organization-
wide training. Upon request, the parties will meet quarterly to discuss the Employer's progress toward goals in the Diversity Blueprint.

Tentatively Agreed To:

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<tr>
<td>Erika Currier</td>
<td>Jennifer Mallahan</td>
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<td>Date: 12/19/2022</td>
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Article X – Contracting

The University will not contract out work which results in the layoff or reduced FTE status of bargaining unit employees.

The University will provide the Union thirty (30) calendar days’ notice prior to the implementation of any contract allowed under this Article.

The University shall, upon request, meet and bargain with the Union over the effects of contracting on the bargaining unit. Contracting is also an appropriate agenda item for Joint Union Management Committee meetings.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Jennifer Mallahan

Date: 3/18/2022 Date: 3/16/2022
Article X – Union Activities, Rights, and Stewards

X.1 Staff Representatives

A. Within thirty (30) calendar days from the effective date of this Agreement, the Union shall provide the Office of Labor Relations a list of Union staff representatives. The Union shall provide written notice to the Employer of any changes within thirty (30) calendar days of the change.

B. Staff representatives may access University premises to carry out representational activities. The representative shall notify local management prior to their arrival and shall not interrupt the normal operations of the institution. The staff representative also may meet with bargaining unit employees in non-work areas during non-work times.

It is understood that any such visits which require a meeting with an employee will be restricted to the non-working time of the employee unless otherwise authorized by management or provided for elsewhere in this Agreement, and that there will be no interference with an employee’s work assignment.

While inspecting the workplace, the Union may engage in de minimis conversations with employees, so long as an employee does not object and such conversation does not interfere or disturb the operation of the facility or compromise the security of institutional information.

X.2 Steward Release Time

A steward who is processing a grievance in accordance with the grievance procedure of any SEIU Local 925 Agreement between the Employer and the Union shall be permitted reasonable time to assist in the resolution of legitimate employee grievances on the Employer’s property without loss of pay or recorded work time. Time off for processing grievances shall be granted to a steward by supervision following a request, but in consideration of job responsibilities. If permission for time off cannot be immediately granted, the supervisor shall arrange for time off at the earliest possible time thereafter.

A record of a steward’s work time spent on grievances or other authorized activity on behalf of the Union shall be maintained on a basis mutually agreeable between the Union and the department involved.

In the event the Employer determines that the amount of work time used by any steward on grievances or other authorized Union activities is unreasonable, it may become a topic for mutual discussion between the parties.

A. The Union shall prevail upon all employees in the bargaining unit and especially Union stewards, to make a diligent and serious attempt to resolve complaints at the lowest possible level. The Employer, likewise, shall prevail upon its supervisory
personnel to cooperate fully with the Union stewards and other Union representatives in the speedy resolution of any grievance that may arise.

B. Union stewards shall primarily conduct representational duties only within their designated area of jurisdiction. Stewards may represent members in another jurisdiction if the steward designated for that other jurisdiction is unavailable (e.g., away on approved leave), has a conflict, or if there is no steward in that area. In the event that a steward is unavailable, the steward of the next geographically or organizationally, closest designated jurisdiction will be contacted to represent the employee. The number of stewards in a particular area and the jurisdiction they serve shall be an appropriate subject of discussion between the Union and the Employer.

C. The Union agrees to submit an up-to-date list to the Office of Labor Relations once per month indicating the name of all Union stewards, their work locations, team and designation as Lead, Chief, or Officer. In any event, said list shall be submitted at least annually with changes noted as they occur. Union stewards shall be recognized when the Office of Labor Relations is informed of their appointment. Stewards shall be assigned by the union. Lead Stewards, Chief Stewards, and Local/Chapter officers shall be recognized to have broader jurisdictions.

D. Whereas it benefits the University to have Union stewards who understand the contract and are trained in administration of the contract, each of the Union’s stewards shall be allowed a total of eight (8) working hours annually without loss of pay to participate in the Union’s stewards training program. Said time off shall be approved in advance by the employee’s supervisor and shall be contingent upon the ability to provide coverage during the time off.

The Union shall submit to the Office of Labor Relations at least fifteen (15) days in advance the names of the employees (with their respective supervisors) that are scheduled to participate in the training. The Union will confirm the employee’s participation in the training upon completion.

E. New Steward Training

When the Union requests, in advance of an investigatory meeting or grievance hearing, a second steward may be present to be trained, or to provide steward training. This release will be approved without loss of pay or recorded work time subject to the operational needs of the second steward’s department. No overtime or compensatory time will be earned for participation and no steward shall attend as a second steward more than once.

X.3 Union Business Activities

A. Employees who intend to absent themselves from work for the purpose of attending and participating in Union business functions or programs, such as meetings,
conventions, seminars, or other authorized meetings or to work for the Union on a
temporary basis at the Union’s request, may do so with supervisory approval. The
Employee may use paid or unpaid time off consistent with applicable University policy,
including compensatory time, holiday credit, personal holiday, accrued vacation time, or
unpaid time off.

B. The Union and/or the employee shall request leave from the Employee’s immediate
supervisor at least two (2) weeks prior to the planned absence.

X.4 Use of State Facilities, Resources, and Equipment

A. Meeting Space and Facilities

The Employer’s campuses and facilities may be used by the Union to hold meetings
subject to the University’s policy and availability of the space. The Employer may
provide private space for stewards and/or Union representatives to meet in confidence
with those they represent on a space available basis, this meeting may be virtual
(Zoom, Teams, etc.) or in person in accordance with University Policy. Staff
representatives may reserve and utilize meeting rooms in accordance with University
policy and procedure. Such requests will be subject to availability and all applicable
fees.

B. E-mail, Fax Machines, the Internet, and Intranets, Communication Platforms (Zoom,
Teams, etc.).

Union delegates, and members may utilize state owned/operated equipment to
communicate with the Union and/or the Employer only for the exclusive purpose of
administration of this Agreement. Such use will:

1. Results in little or no cost to the Employer;
2. Be brief in duration and frequency;
3. Not interfere with the performance of their official duties;
4. Not distract from the conduct of state business;
5. Not disrupt other state employees and will not obligate other employees to make
a personal use of state resources; and
6. Not compromise the security or integrity of state information or software.

The Union and its union delegates will not use the above referenced state equipment in
a manner that is prohibited by the Executive Ethics Board. Communication that occurs
when using state-owned equipment is the property of the Employer.

C. Bulletin Boards and Distribution of Union Material

Upon request, space will be made available to the Union on bulletin boards in those
areas where bargaining unit employees work or frequent, for the posting of notices and
information pertaining to official business of the Union. Materials posted on the Union
bulletin boards without the signature of a recognized Union officer or representative may
be removed. If bulletin boards are lacking from locations where bargaining unit
employees work or frequent, the Union will provide a bulletin board and meet with the
Employer to determine the best location for installation. The Union shall have the right
to distribute information to members using common Libraries internal electronic
communications systems and platforms.

Employees shall have the right to distribute official Union information materials. Such
distribution of official material shall not interfere with the work assignments of
employees who are on duty. Further, such distribution activities must be held in
locations which cause no interference with the normal operations or with any employees
who may not be involved or interested.

X.5 Temporary Employment with the Union

With thirty (30) calendar days’ notice, unless agreed otherwise, employees may be
granted leave without pay if the employee is elected or appointed to serve as an officer
or staff member of a specified duration, not to exceed six (6) months, provided the
employee’s time off will not interfere with the operating needs of the Employer as
determined by management. Upon request, the department may agree to an extension
of leave without pay up to an additional six (6) months. The returning employee will be
employed in a position in the same job classification, in the same layoff unit, and in the
same geographic or organizational area, as determined by the Employer.

X.6 Information Requests

A. Upon written request of the Union to the Office of Labor Relations (laborrel@uw.edu),
the Employer will provide relevant information necessary for conducting
representational duties.

B. The Employer will acknowledge receipt of the information request and will provide the
union with a date by which the information is anticipated to be provided.

C. When the Union submits a request for information that the Employer believes is
unclear or unreasonable, the Employer will contact the Union and the parties will
discuss the relevance and necessity of the request. The costs associated with the
request and the amount the Union may pay for receipt of the information may also be
discussed.
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<tr>
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<td>For the Union:</td>
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<td>Erika Currier (DocuSigned by: Erika Currier)</td>
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<td>Ashlee Hooten (DocuSigned by: Ashlee Hooten)</td>
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Tentative Agreement
Page 5 of 5
Article X – Joint Union Management Committee

X.1 Committee Purpose and Membership

A Joint Union-Management Committee is established to provide a forum for communications between the two (2) parties and to deal with matters of general Union/Employer concern. The committee’s function will be limited to an advisory capacity and shall not include any decision-making or collective bargaining authority. Committee membership for employees in the UW Libraries bargaining units shall consist of three (3) representatives from the Union and three (3) representatives from the Employer. Additional employees may be granted release time from work to attend meetings or speak to specific topics.

The Employer will discuss with representatives of the Union significant changes affecting institutional conditions of employment generally affecting bargaining unit employees sufficiently in advance of the targeted implementation date of said changes so that reasonable alternative proposals can be adequately considered by the Joint Union-Management Committee.

X.2 Meetings

Committee meetings may be requested by an authorized representative of either party. Requests for a quarterly meeting shall be honored; however, once convened, the committee may meet more or less frequently as mutually agreed between the parties. At least one (1) weeks’ notice shall be given to members of any agreed upon meetings and the agenda. Committee meetings shall normally be held during University business hours and at a mutually agreeable time and date. Employee members shall experience no loss in salary for meeting participation. Time spent in meetings will be considered time worked by employees. Supervisors will make accommodation so that employees can attend joint union management committee meetings.

X.3 Limitations

Committee meeting topics shall be limited to subjects of group rather than individual concern, and the committee shall not discuss grievances properly processed under Article X of the Agreement. Further, it is not intended that this Article obligate in any way either party to negotiate on personnel matters covered in this Agreement or to alter, limit, restrict, or reduce prerogatives of either party otherwise provided in this Agreement.

X.4 Team Labor Management

In an effort to resolve workplace problems collaboratively and at the lowest level, staff are strongly encouraged to bring concerns about staffing and other working conditions to the attention of UW Libraries, Gallagher Law Library, and UW Press. SEIU Local 925
can request that the Office of Labor Relations set up a Joint Labor Management meeting for the involved parties. The Union can also place on the agenda any issues of staffing and/or other working conditions in particular teams/units.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Jennifer Mallahan

Date: 3/18/2022 Date: 3/16/2022
ARTICLE XX – PRIVACY

XX.1 Personnel, medical records, and other employment related files containing personal employee information, will be kept confidential in accordance with state and federal law and University policy.

XX.2 Labor Relations The Employer will notify the Union of public records requests for information received by the UW Office of Public Records that directly concern and encompass SEIU 925’s members. Notification will be provided in order to allow for a ten (10) day protest period during which the Union may attempt to seek a legal remedy in accordance with the Public Records Act (RCW 42.56).

Tentatively Agreed To:

For the Union: ____________________________

For the Employer: ____________________________

Date: 7/14/2022                      Date: 7/14/2022
ARTICLE XX – SALARY OVERPAYMENT RECOVERY

Salary Overpayment Recovery

A. When an Employer has determined that an employee has been overpaid wages, the Employer may recoup the overpayment. The Employer will provide written notice to the employee that will include the following items:
   1. The amount of the overpayment,
   2. The basis for the claim,
   3. A demand for payment, and
   4. The rights of the employee under the terms of this Agreement.

Employees may request a meeting with the Employer and an interpreter to have the overpayment notification explained.

B. Method of Payback

1. The employee must choose one (1) of the following options for paying back the overpayment:
   a. Voluntary wage deduction,
   b. Cash, or
   c. Check (separated employee).
   d. Vacation (if under 240 hours or 288 hours only) or Compensatory time balances if appropriate and with prior approval from ISC Integrated Services Center Payroll

2. The employee may propose a payment schedule to repay the overpayment to the Employer. If the employee’s proposal is accepted by the Employer, the deductions shall continue until the overpayment is fully recouped. Nothing in the section prevents the Employer and employee from agreeing to a different overpayment amount than specified in the overpayment notice or to a method other than a deduction from wages for repayment of the overpayment amount.

3. If the employee fails to choose one (1) of the four (4) options described above, within twenty (20) days of written notice of overpayment, the Employer will deduct the overpayment owed from the employee’s wages or the amount due may be placed with a collection agency. This overpayment recovery will not be more than five percent (5%) of the employee’s disposable earnings in a pay period. Disposable earnings will be calculated in accordance with the Attorney General of Washington’s guidelines for Wage Assignments.

4. Any overpayment amount still outstanding at separation of employment will be deducted from their final pay.
C. Neither A nor B above are required for employee reported overpayments and/or employee corrected time including leave submittal corrections. All employee initiated overpayment corrections may be collected from the next available pay check.

E. Appeal Rights: Any dispute concerning the occurrence or amount of the overpayment will be resolved through the grievance procedure in Article 6 of this Agreement. The Employer will suspend attempts to collect an alleged overpayment until the grievance process has concluded.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier
Date: 1/17/2023

Ashlee Hooten
Date: 1/17/2023
ARTICLE XX – TUITION EXEMPTION PROGRAM

XX.1 Eligible employees who wish to take a course in addition to their regular work responsibilities may participate in the University’s tuition exemption program as authorized by applicable state law and University policy set forth in the Administrative Policy Statement 22.1.

XX.2 Release Time and Fees.

Subject to operational needs and management discretion, supervisors will make a good faith effort to allow the use of flextime for Employees who wish to take a class during their regular work hours. The Employer will notify the Employee of the operational needs preventing the allowance of flextime. Upon request, this notification will be provided in writing. The course is not required to benefit UW Libraries, Gallagher Law Library, or UW Press.

When an employee is required to take a tuition exempt class by the Employer, all fees and related costs will be paid by the Employer. Required attendance outside of regular working hours will be considered time worked.

XX.3 Registration.

Employees will be allowed to register for class on the same timeline as Access students.

Tentatively Agreed To:

For the Union:
Erika Currier
Date: 10/20/2022

For the Employer:
Jennifer Mallahan
Date: 10/20/2022
Article X – Personal Services

The University agrees 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.

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________

Erika Currier  Jennifer Mallahan

Date: 12/16/2021  Date: 12/16/2021
ARTICLE XX: REPRESENTED LIMITED TERM HOURLY EMPLOYEES

Only the following language in this Article applies to the Professional Libraries and Press Represented Limited Term Hourly Employees and shall constitute the whole agreement between the Union and the University regarding these employees. See Article XX for language regarding temporary librarians.

The following Articles in this Agreement apply to Professional Libraries and Press Represented Limited Term Hourly employees, except as modified below:

PREAMBLE AND PURPOSE
ARTICLE X – UNION RECOGNITION
ARTICLE X – NON-DISCRIMINATION
ARTICLE X – REASONABLE ACCOMMODATION OF EMPLOYEES WITH DISABILITIES
ARTICLE X – WORKPLACE BEHAVIOR
ARTICLE X – AFFIRMATIVE ACTION
ARTICLE X – GRIEVANCE PROCEDURE
ARTICLE X – EMPLOYEE RIGHTS
ARTICLE X - HEALTH AND SAFETY
ARTICLE X – EMPLOYEE FACILITIES
ARTICLE X – MANDATORY SUBJECTS
ARTICLE X – UNION ACTIVITIES, RIGHTS, AND STEWARDS (except Article X.5 Temporary Employment with the Union)
ARTICLE X – JOINT UNION-MANAGEMENT COMMITTEE
ARTICLE X – PRIVACY
ARTICLE X - TELEWORK
ARTICLE X - TRANSPORTATION, TRAVEL AND COMMUTE REDUCTION
ARTICLE X - INCLEMENT WEATHER AND SUSPENDED OPERATIONS
ARTICLE X – WASHINGTON PAID FAMILY MEDICAL LEAVE PROGRAM

ARTICLE X – HEALTH CARE BENEFITS AMOUNTS (if qualified for PEBB)

ARTICLE X – EMPLOYEE ASSISTANCE PROGRAM (if qualified for PEBB)

ARTICLE X - TIME OFF DUE TO FAMILY CARE EMERGENCIES

ARTICLE X – UNPAID LEAVE FOR A REASON OF FAITH OR CONSCIENCE

ARTICLE X – LEAVE RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING

ARTICLE X – WORK RELATED INJURY LEAVE (except X.2)

ARTICLE X – PERSONAL SERVICES

ARTICLE X – SUBORDINATION OF AGREEMENT AND SAVINGS CLAUSE

ARTICLE X – CONTRACT DISTRIBUTION

ARTICLE X – UNION MEMBERSHIP, FAIR SHARE AND DUES DEDUCTION

ARTICLE X – MANAGEMENT RIGHTS AND RESPONSIBILITIES

ARTICLE X – DURATION

XX.1 Definition

The term Represented Limited Term Hourly Employee shall mean an hourly paid employee doing bargaining unit work on an hourly basis for less than twenty (20) hours per week for a term no longer than six (6) months. This is an hourly position and has no FTE percentage. Represented Limited Term Hourly positions may be extended upon request by IHME UW Libraries or Law School Human Resources and approval by HR Compensation.

XX.2 Hours of Work and Overtime

Hours of work for Represented Limited Term Hourly Employees shall be established by the employing official. Work hours assigned in excess of [placeholder for hours threshold in Overtime Article X.2(A)] hours in a seven (7) day work week constitutes overtime. Overtime hours will be compensated at a
rate of one-and-one-half (1 ½) times the employee’s straight time hourly regular rate.

XX.3 Probationary Period
Represented Limited Term Hourly Employees are subject to all terms of the Agreement at such time as a Represented Limited Term Hourly Employee is appointed to a monthly paid salaried bargaining unit position. This includes the requirements to serve a probationary period.

A Represented Limited Term Hourly Employee who is hired into the same job without a break in service, in the same unit through open recruitment will have their Limited Term hours of service apply toward their probationary period for that position up to a maximum of three (3) months of the six (6) month probationary period.

XX.4 Compensation
The Salary wage schedules for Represented Limited Term Hourly Employees shall be incorporated into this Agreement as Appendix 1.

The hourly rate for a Represented Limited Term Hourly Employee under this Appendix will not be below the market range minimum for the title that best fits the work.

XX.5 Holidays
A. Holiday Premium
If an employee works one of the following holidays, they will receive time and one half for all hours work on that holiday: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Native American Heritage Day, and Christmas.

B. Holidays and Holiday Credit
1) Employees will be paid for holidays and receive holiday credit per Article XX Holidays.

2) Holiday credit is a balance of time off that is received in lieu of holiday compensation for represented limited term hourly employees. Holiday credit accrual is proportionate to the number of hours in pay status (excluding overtime hours) in the same month of the holiday to that required for full-time (1.0 FTE) employment, excluding all holiday hours. Holiday credit accrual will be calculated at the end of the month. Employees hired during the month of the holiday will not receive credit for holidays that occur prior to their hire date.

3) Employees shall be paid for holiday credit in accordance with Article XX Holidays.
XX.6 Sick Time Off

A. Employees will earn a monthly sick time off accrual proportionate to the number of hours in pay status (excluding overtime hours) in the month to that required for full-time (1.0 FTE) employment. Sick time off accruals cannot exceed eight (8) hours in a month.

B. Sick time off accrues at the end of the month and is available for use the following month.

C. Accrued sick time off may be used:

1. in accordance with Article XX Sick Time Off

2. for the suspension of operations when the employee’s workplace has been closed by a public official for any health related reason; and

3. when the employee’s child’s school or day care has been closed by a public official for any health related reason.

D. Carryover and Separation

Accrued sick time off is not paid at separation.

XX.7 Vacation Time Off

A. Employees will use vacation time off per Article XX Vacation Time Off.

B. Article XX Vacation Time Off applies to employees except as follows:

Employees will earn a monthly vacation time off accrual proportionate to the number of hours in pay status (excluding overtime hours) in the month to that required for full-time (1.0 FTE) employment.

C. Employees will receive vacation time off accrual rate increases in accordance with the accrual schedule in Article XX Vacation Time Off.

XX.8 Personal Holiday

A. Employees will receive a personal holiday per Article XX.X Personal Holiday.

B. Employees will earn a personal holiday at a rate proportionate to the number of hours in pay status (excluding overtime hours) in the same month when the personal holiday is requested to that required for full-time (1.0 FTE) employment, excluding all holiday hours. The value of the Personal Holiday cannot exceed eight (8) hours.

XX.9 Miscellaneous Leave
If eligible, the Employer will continue to provide Family and Medical Leave, Domestic Violence Leave, Civil Duty Leave (as unpaid release time), Leave Without Pay for Reason of Faith or Conscience, and paid Military Leave in accordance with University Policy.

Tentatively Agreed To:

For the Union:  
___________________________  ____________________________
Erika Currier   Jennifer Mallahan

Date: 12/21/2022  

For the Employer:  
___________________________  ____________________________

Jennifer Mallahan

Date: 12/21/2022
Article X – Contract Distribution

X.1 Contract Distribution

Prior to posting on the Labor Relations website, the University will submit to the Union the electronic version of the collective bargaining agreement between the University of Washington and the SEIU Local 925.

X.2 Distribution

A. The Employer shall allow the Union to distribute paper copies through campus mail as needed.

B. The Employer will provide all current and new employees with a link to the new Agreement.

Tentatively Agreed To:

For the Union:

Erika Currier

Date: 4/15/2022

For the Employer:

Jennifer Mallahan

Date: 4/25/2022
Article X – Union Membership, Dues Deduction, and Status Reports

X.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 via a web based electronic reporting system, 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. The Employer will provide instruction and templates for the web based electronic reporting system and provide a calendar of required payroll cut-off dates.

X.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.

X.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.

X.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.

X.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 the 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 full time, regular part time, hourly, Project Appointment part time, Project Appointment full time)

B. All appointment list
All information above with wages and codes organized by appointment including:
ID by each worker
Appointment budget number(s)
Beginning date
End date
Department and/or hiring unit
College/Org name
Job Classification
Job Classification Code
Full time salary or hourly rate
Appointment/FTE Percentage
Appointment status
Appointment term
Distribution line information
Position number
Earnings in last pay cycle
Hours worked in last pay cycle
FTE in last pay cycle

C. Change Report
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)

X.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.

Tentatively Agreed To:

For the Union:

[Signature]
Erika Currier
Date: 4/15/2022

For the Employer:

[Signature]
Jennifer Mallahan
Date: 4/25/2022
ARTICLE XX – 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.

Tentatively Agreed To:

For the Union:

Erika Currier

Date: 10/20/2022

For the Employer:

Jennifer Mallahan

Date: 10/20/2022
ARTICLE XX – SUBORDINATION OF AGREEMENT AND SAVINGS CLAUSE

Should any part of this Agreement or any provision contained herein be determined by a body of competent jurisdiction to be unlawful or invalid the remainder of the Agreement shall remain in full force and effect. Upon request from either party, the Union and Employer negotiating committee shall commence negotiations within thirty (30) days for the purpose of coming to agreement on a substitute provision for that which was declared unlawful or invalid.

Nothing in this Agreement shall be construed to limit or reduce the rights and privileges of the parties except where specifically modified herein.

Tentatively Agreed To:

For the Union:

Erika Currier
Date: 1/26/2022

For the Employer:

Jennifer Mallahan
Date: 1/26/2022
Article X - Academic Freedom

X.1 Purpose

A free and vigorous exchange of ideas is integral to sustaining an environment in which teaching, learning, research, and publishing may thrive. As professionals who are explicitly committed to promoting the free exchange of ideas and freedom of access to information, and to defending intellectual freedom, librarians, law librarians and professional libraries and press staff are entitled to academic freedom in their roles as scholars, educators, researchers, and publishing professionals.

The University depends upon-and routinely requires-professional and scholarly contributions by librarians, law librarians, and professional library and press employees.

X.1 Freedom of Association, Assembly and Expression for Libraries & Press

As the University’s major information resource, the University Libraries, Gallagher Law Library, and UW Press enhances and extends students’ classroom and laboratory experience, and facilitates their scholarly inquiry, as well as that of faculty, staff and students. The University Libraries is an integral part of the University’s mission to sustain an atmosphere in which information and ideas are readily accessible and freely exchanged.

X.2 Definition

Academic freedom is the freedom to teach or communicate ideas or facts, to explore all avenues of scholarship, research, and creative expression, and to speak or write without institution discipline or restraint on matters of public concern as well as on matters related to the general welfare of the University.

As University Employees, academic freedom is the freedom to discuss all relevant matters in researching, teaching, discussing, investigating, exhibiting, performing, and publishing. Academic freedom is fundamental to the advancement of truth, and to speak or write without institutional discipline or restraint on matters of public concern as well as on matters related to shared governance and the general welfare of the University. the

As academic The University of Washington recognizes employees, 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. 'lawful free expression of ideas and their commitment to the freedom of access to information are free to pursue scholarly inquiry without undue restriction and to voice and publish their conclusions concerning the significance of evidence they consider relevant. Employee's who lawful exercise of their constitutionally protected freedom of association, assembly, and expression, including participation in political activities outside of work, does not constituteis not a violation of duties to the University.
or, to their profession. Such lawful exercise may not result in disciplinary action or adverse merit evaluation of the Employee.

A librarian, law librarian, and professional library and press employees’ academic responsibility requires that when they speak or write as a citizen, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. These obligations include an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. Librarians, law librarians, and professional library and press employees should remember that the public may judge their profession and their institution by their utterances. As such, they should at all times strive to be accurate, exercise appropriate restraint, and make every effort to clarify that when they are speaking on matters of public interest, they are not speaking for the institution. The expression of dissent and the attempt to produce change may not be carried out in ways that injure individuals and damage institutional facilities or disrupt the work of other University personnel. Those who seek to call attention to grievances must not do so in ways that clearly and significantly impede the functions of the University.

X.3 Application

The Employer recognizes librarians, law librarians, professional libraries staff, and university press staff as academic employees who possess specialized expertise and independent, professional judgment that serves the University mission. As such, the Employer acknowledges the academic libraries and press professionals’ entitlement to academic freedom.

Employees shall be free from institutional censorship or discipline when they speak, write, or act, provided that they shall strive to be accurate, to show respect for the opinion of others, and to avoid creating the impression that they speak or act for the Employer when they speak or act as private persons.

The Employer shall not limit the free expression of ideas of Employees on campus or in the public sphere. The Employer shall not retaliate against such free expression or limit or restrict academic freedom in the Employee’s professional teaching, learning, publishing and research endeavors.

<table>
<thead>
<tr>
<th>Tentatively Agreed To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the Union:</td>
</tr>
<tr>
<td>Erika Currier</td>
</tr>
<tr>
<td>Date: 1/24/2023</td>
</tr>
</tbody>
</table>
Article X - Mandatory Subjects

The Employer shall satisfy its collective bargaining obligation before changing a matter that is a mandatory subject. The Employer will notify the union staff representative in writing, with a copy to the Executive Director of the Union, of these changes. The Union may request discussions about and/or negotiations on the impact of these changes on employee’s working conditions. The Union will notify the Vice President of Labor Relations of any demands to bargain. In the event the Union does not request discussions and/or negotiations within thirty (30) calendar days, the Employer may implement the changes without further discussions and/or negotiations. There may be emergency or mandated conditions that are outside of the Employer’s control requiring immediate implementation, in which case the Employer shall notify the Union as soon as possible.

Prior to making any change in written agency policy that is a mandatory subject of bargaining; the Employer shall notify the Union and satisfy its collective bargaining obligations per Article X.

Unless agreed otherwise, the parties agree to begin bargaining within thirty (30) calendar days of receipt of the request to bargain. A valid request to bargain must include at least three (3) available dates and times to meet. If the union makes a request for information at the same time as the request to bargain, the thirty (30) calendar days will not begin until the information request has been fulfilled. Information requests made after the request to bargain will not delay the scheduling of discussion and/or negotiations. The parties shall agree to the location and time for the discussions and/or negotiations. Each party is responsible for choosing its own representatives for these activities. The Union will provide the Employer with the names of its employee representatives at least seven (7) calendar days in advance of the meeting date unless the meeting is scheduled sooner, in which case the Union will notify the Employer as soon as possible.

Release Time

A. The Employer shall approve paid release time for up to four (4) employee representatives who are scheduled to work during the time meetings or negotiations are being conducted, provided the absence of the employee will not interfere with the operating needs of the Employer. The Employer may approve leave without pay for additional employee representatives provided the absence of the employee will not interfere with the operating needs of the Employer. If the additional employee absence is approved, the employee(s) may use personal holiday, vacation time off, holiday credit, or compensatory leave instead of leave without pay.

B. No overtime will be incurred as a result of bargaining and/or preparation for bargaining.

C. The Union is responsible for paying any travel or per diem of employee representatives. Employee representatives may not use a state vehicle to travel to and from a bargaining session, unless authorized by the Employer for Business Purposes.
<table>
<thead>
<tr>
<th></th>
<th>Tentatively Agreed To:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>For the Union:</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Erika Currier</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Date: 10/27/2021</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>For the Employer:</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Jennifer Mallahan</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Date: 10/28/2021</td>
<td></td>
</tr>
</tbody>
</table>
CARTICLE XX – UNION RECOGNITION

X.1 The Employer recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages and salaries, hours, and working conditions for all employees of the University of Washington in bargaining units certified by and under the Public Employment Relations Commission under the RCW 41.56. The composition of these units is as set forth in Appendix I of this Agreement (UW Libraries, UW Press and the Gallagher Law Library) – Bargaining Units Represented by the Service Employees International Union, Local 925, hereinafter referred to as the Union.

X.2 The Employer recognizes the exclusivity of the Union as bargaining representative for employees in the bargaining units. The Employer agrees not to enter into any agreement or contract with bargaining unit employees, individually or collectively, which conflicts with the terms of this Agreement unless the employee(s), Union and Employer specifically agree to such Agreement.

Tentatively Agreed To:

For the Union:  
______________________________  
Erika Currier  
Date: 10/27/2021

For the Employer:  
______________________________  
Jennifer Mallahan  
Date: 10/28/2021
ARTICLE XX – DURATION

This Agreement shall become effective upon ratification and remain in force through XXXX January 31, 2026; provided that if this Agreement expires while negotiations between the parties are underway for a successor Agreement, the terms and conditions of this Agreement will remain in effect for a period not to exceed one (1) year from the expiration date.

Either party may request negotiation of a successor Agreement by notifying the other party in writing no sooner than XXXX August 1, 2025, and no later than XXXX August 31, 2025, to negotiate a new Agreement. Should such notice be served, bargaining shall commence at a time agreed upon by the parties.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Jennifer Mallahan

Date: 1/26/2023 Date: 1/26/2023
## Appendix 1 – Librarians – Job Groups and Pay Ranges

<table>
<thead>
<tr>
<th>Tracker Code</th>
<th>Job Group Title</th>
<th>Min (Monthly)</th>
<th>Max (Monthly)</th>
<th>Midpoint (Monthly)</th>
<th>Midpoint (Annualized)</th>
<th>Max-Min (Annualized)</th>
<th>Max (Annualized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB1</td>
<td>Assistant Librarian</td>
<td>$4,500</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>$54,000</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,500</td>
<td></td>
<td></td>
<td></td>
<td>$66,000</td>
<td></td>
</tr>
<tr>
<td>LIB2</td>
<td>Senior Assistant Librarian</td>
<td>$4,725</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>$56,700</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$6,050</td>
<td></td>
<td></td>
<td></td>
<td>$72,600</td>
<td></td>
</tr>
<tr>
<td>LIB3</td>
<td>Associate Librarian</td>
<td>$4,962</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>$59,544</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$6,655</td>
<td></td>
<td></td>
<td></td>
<td>$79,860</td>
<td></td>
</tr>
<tr>
<td>LIB4</td>
<td>Librarian</td>
<td>$5,200</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>$62,400</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$7,321</td>
<td></td>
<td></td>
<td></td>
<td>$87,852</td>
<td></td>
</tr>
</tbody>
</table>
## Law Librarians in positions requiring both J.D. and M.L.I.S degrees

<table>
<thead>
<tr>
<th>Tracker Code</th>
<th>Job Group Title</th>
<th>Min (Monthly)</th>
<th>Max (Monthly)</th>
<th>Midpoint (Monthly)</th>
<th>Midpoint (Annualized)</th>
<th>Max-Min (Annualized)</th>
<th>Max (Annualized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB1</td>
<td>Assistant Librarian</td>
<td>$6,167</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>$74,004</td>
<td>Open</td>
</tr>
<tr>
<td>LIB2</td>
<td>Senior Assistant Librarian</td>
<td>$6,784</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>$81,408</td>
<td>Open</td>
</tr>
<tr>
<td>LIB3</td>
<td>Associate Librarian</td>
<td>$7,462</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>$89,544</td>
<td>Open</td>
</tr>
<tr>
<td>LIB4</td>
<td>Librarian</td>
<td>$8,208</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>$98,496</td>
<td>Open</td>
</tr>
</tbody>
</table>

Tentatively Agreed To:

For the Union:  
Erika Currier  
Date: 1/26/2023

For the Employer:  
Jennifer Mallahan  
Date: 1/26/2023
## APPENDIX 2 - Professional Libraries and Press Employees - Job Profiles and Pay Ranges

ECP5 1-24-23 with 9.25% Adjustments to Minimums effective 7/1/23 after 5.25% ATB 3/1/23 and 4% ATB 7/1/23

<table>
<thead>
<tr>
<th>Tracker Code (Rev. 1-10-23)</th>
<th>Tracker Code</th>
<th>Old PS Job Code</th>
<th>Old PS Job Profile Title</th>
<th>Old Min (Annualized)</th>
<th>Old Midpoint (Annualized)</th>
<th>Old Maximum (Annualized)</th>
<th>ECPS 1-24-23 Old Min (+9.25% as of 7/1/23) (Annualized)</th>
<th>Grade</th>
<th>Proposed <em>NEW</em> Job Profile</th>
<th>Batch # and Date Sent to SEIU 925</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLE-ASM-7</td>
<td>PLE9</td>
<td>11507</td>
<td>Manager Of Program Operations (E S 7)</td>
<td>$58,992</td>
<td>$73,740</td>
<td>$88,488</td>
<td>$64,452</td>
<td>7</td>
<td>Libraries - Access Services Manager 7</td>
<td>Batch 1 - 3/16/22</td>
</tr>
<tr>
<td>PLE-ASM-8</td>
<td>PLE9.1</td>
<td>11508</td>
<td>Manager of Program Operations (E S 8)</td>
<td>$67,068</td>
<td>$83,832</td>
<td>$100,596</td>
<td>$73,272</td>
<td>8</td>
<td>Libraries - Access Services Manager 8</td>
<td>12/6/22 Mgt accepts union proposal to create grade 8 job profile between ASM 7 and ASM9.</td>
</tr>
<tr>
<td>PLE-ASM-9</td>
<td>PLE11</td>
<td>11509</td>
<td>Manager Of Program Operations (E S 9)</td>
<td>$76,248</td>
<td>$95,304</td>
<td>$114,360</td>
<td>$83,304</td>
<td>9</td>
<td>Libraries - Access Services Manager 9</td>
<td>Batch 2 - 4/11/22</td>
</tr>
<tr>
<td>PLE-CON-7</td>
<td>PLE2</td>
<td>11540</td>
<td>Program Operations Specialist (E S 7)</td>
<td>$58,308</td>
<td>$72,888</td>
<td>$87,456</td>
<td>$63,696</td>
<td>7</td>
<td>Libraries Conservation Specialist, grade 7</td>
<td>Batch 2 - 4/11/22</td>
</tr>
<tr>
<td>PLE-CON-8</td>
<td>PLE3</td>
<td>11541</td>
<td>Program Operations Specialist (E S 8)</td>
<td>$65,388</td>
<td>$81,732</td>
<td>$98,076</td>
<td>$71,436</td>
<td>8</td>
<td>Libraries Conservation Specialist, grade 8</td>
<td>Batch 2 - 4/11/22</td>
</tr>
<tr>
<td>PLE-CUR-8</td>
<td>11218</td>
<td></td>
<td>Curator, Senior - (E S 8)</td>
<td>$67,836</td>
<td>$84,792</td>
<td>$101,748</td>
<td>$74,112</td>
<td>8</td>
<td>Libraries Curator 8</td>
<td>As proposed 1/17/23 in mgt ee mapping doc.</td>
</tr>
<tr>
<td>PLE-CUR-9</td>
<td>11509</td>
<td></td>
<td>Manager Of Program Operations (E S 9)</td>
<td>$76,248</td>
<td>$95,304</td>
<td>$114,360</td>
<td>$83,304</td>
<td>9</td>
<td>Libraries Curator 9</td>
<td>As proposed 1/17/23 in mgt ee mapping doc.</td>
</tr>
<tr>
<td>PLE-ITS-8</td>
<td>PLE15.1</td>
<td>11568</td>
<td>Senior Computer Specialist (E S 8)</td>
<td>$72,780</td>
<td>$90,984</td>
<td>$118,272</td>
<td>$79,512</td>
<td>8</td>
<td>Libraries Computing Specialist 8</td>
<td>Batch 3 - 5/2/22</td>
</tr>
<tr>
<td>PLE-ITS-8-UXD</td>
<td>PLE15.2</td>
<td>11694</td>
<td>Web Graphics Specialist (E S 8)</td>
<td>$66,144</td>
<td>$82,680</td>
<td>$99,216</td>
<td>$72,264</td>
<td>8</td>
<td>Libraries Computing Specialist 8 - UX Designer</td>
<td>Batch 3 - 5/2/22; per mgt proposal of 12/20/22, Sr. Computer Spec 8 and Web Graphics Spec 8 (UX Designer); would be in two different job profiles, with UX Designer as its own job with its own market range. The UX designer is also under a different civil service exemption, graphic design, whereas Senior Computer Specialist is under the civil service exemption for computing.</td>
</tr>
<tr>
<td>PLE-ITS-9</td>
<td>PLE15.3</td>
<td>11569</td>
<td>Senior Computer Specialist (E S 8)</td>
<td>$81,000</td>
<td>$101,244</td>
<td>$131,616</td>
<td>$88,488</td>
<td>9</td>
<td>Libraries Computing Specialist 9</td>
<td>Mgt proposal 1/17/23 to accept creation of grade 9, Appendix 3 (mgt refers to it as MOU) moves one employee from the grade 8 to the new grade 9 job profile.</td>
</tr>
<tr>
<td>PLE-OO-9</td>
<td>PLE14</td>
<td>11629</td>
<td>Development Officer (E S 9)</td>
<td>$75,936</td>
<td>$94,920</td>
<td>$113,904</td>
<td>$82,956</td>
<td>9</td>
<td>Libraries - Outreach Officer 9</td>
<td>Batch 4 part 1 - 5/4/22</td>
</tr>
<tr>
<td>PLE-OS-7</td>
<td>PLE12</td>
<td>11537</td>
<td>Public Information Specialist (E S 7)</td>
<td>$57,852</td>
<td>$72,312</td>
<td>$86,772</td>
<td>$63,204</td>
<td>7</td>
<td>Libraries - Outreach Specialist 7</td>
<td>Batch 4 part 1 - 5/4/22</td>
</tr>
</tbody>
</table>

Prepared by: UWHR Compensation
# APPENDIX 2 - Professional Libraries and Press Employees - Job Profiles and Pay Ranges
ECP5 1-24-23 with 9.25% Adjustments to Minimums effective 7/1/23 after 5.25% ATB 3/1/23 and 4% ATB 7/1/23

<table>
<thead>
<tr>
<th>Tracker Code (Rev. 1-10-23)</th>
<th>Tracker Code</th>
<th>Old PS Job Code</th>
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<th>Old Min (Annualized)</th>
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<th>Old Maximum (Annualized)</th>
<th>ECP5 1-24-23 Old Min (+9.25% as of 7/1/23) (Annualized)</th>
<th>Grade</th>
<th>Proposed <em>NEW</em> Job Profile</th>
<th>Batch # and Date Sent to SEIU 925</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLE-POS-7</td>
<td>PLE6</td>
<td>11507</td>
<td>Manager Of Program Operations (E S 7)</td>
<td>$58,992</td>
<td>$ 73,740</td>
<td>$ 88,488</td>
<td>$ 64,452</td>
<td>7</td>
<td>Libraries - Program Operations Specialist 7</td>
<td>Batch 1 - 3/16/22; 12/6/22 accepts union 8/5/22 edit revising Program Operations to Program Operations Specialist.</td>
</tr>
<tr>
<td>PLE-POS-9</td>
<td></td>
<td>11542</td>
<td>Program Operations Specialist (E S 9)</td>
<td>$75,336</td>
<td>$ 94,164</td>
<td>$112,992</td>
<td>$ 82,308</td>
<td>9</td>
<td>Libraries - Program Operations Specialist 9</td>
<td>1/24/23 mgmt agreed to add grade 9 level in POS series.</td>
</tr>
<tr>
<td>Press-ACQ-5-FEL</td>
<td>PLE17</td>
<td>19735</td>
<td>Public Information Specialist (NE S 5)</td>
<td>$45,012</td>
<td>$ 56,268</td>
<td>$ 67,524</td>
<td>$ 55,000</td>
<td>5</td>
<td>UW Press Acquisitions Fellow 5</td>
<td>Batch 4, Part 2, 6/20/22; 12/6/22 invertingly omitted from 10/20/22 doc.</td>
</tr>
<tr>
<td>Press-ACQ-5-EA</td>
<td>PLE18</td>
<td>19735</td>
<td>Public Information Specialist (NE S 5)</td>
<td>$45,012</td>
<td>$ 56,268</td>
<td>$ 67,524</td>
<td>$ 55,000</td>
<td>5</td>
<td>UW Press Acquisitions Specialist 5 - Editorial Assistant</td>
<td>Batch 4, Part 2, 6/20/22</td>
</tr>
<tr>
<td>Press-ACQ-7-AE</td>
<td>PLE19</td>
<td>19827</td>
<td>Editor (NE S 7)</td>
<td>$58,188</td>
<td>$ 72,744</td>
<td>$ 87,288</td>
<td>$ 63,576</td>
<td>7</td>
<td>UW Press Acquisitions Specialist 7 - Associate Editor</td>
<td>Batch 4, Part 2, 6/20/22; mgmt proposed as 6, union countered as 7, mgmt accepts as 7. Old min shown is for grade 7.</td>
</tr>
<tr>
<td>Press-ACQ-8</td>
<td>PLE21</td>
<td>11958</td>
<td>Editor (E S 8)</td>
<td>$64,920</td>
<td>$ 81,156</td>
<td>$ 97,392</td>
<td>$ 70,920</td>
<td>8</td>
<td>UW Press Acquisitions Specialist 8</td>
<td>Batch 4, Part 2, 6/20/22</td>
</tr>
<tr>
<td>Press-EDP-7-DA</td>
<td>PLE25</td>
<td>19214</td>
<td>Graphic Designer (NE S 7)</td>
<td>$57,612</td>
<td>$ 72,024</td>
<td>$ 86,424</td>
<td>$ 62,940</td>
<td>7</td>
<td>UW Press EDP Specialist 7 Design Assistant</td>
<td>Batch 4, Part 2, 6/20/22; 12/14/22 propose to split UW Press EDP Specialist 7 into Design Assistant and Reprints Coordinator.</td>
</tr>
<tr>
<td>Press-EDP-7-RC</td>
<td>PLE25</td>
<td>19757</td>
<td>Production Coordinator (NE S 7)</td>
<td>$56,580</td>
<td>$ 70,728</td>
<td>$ 84,864</td>
<td>$ 61,812</td>
<td>7</td>
<td>UW Press EDP Specialist 7 Reprints Coordinator</td>
<td>Batch 4, Part 2, 6/20/22; 12/14/22 propose to split UW Press EDP Specialist 7 into Design Assistant and Reprints Coordinator.</td>
</tr>
<tr>
<td>Press-EDP-8-AD</td>
<td>PLE26</td>
<td>11698</td>
<td>Graphic Designer (E S 8)</td>
<td>$65,688</td>
<td>$ 82,116</td>
<td>$ 98,544</td>
<td>$ 71,760</td>
<td>8</td>
<td>UW Press EDP Specialist 8 Art Director</td>
<td>12/6/22, Mgt accepted union proposal to create this new job profile.</td>
</tr>
<tr>
<td>Press-Grant-7</td>
<td>PLE24</td>
<td>11634</td>
<td>Development Services Officer (E S 7)</td>
<td>$57,852</td>
<td>$ 72,312</td>
<td>$ 86,772</td>
<td>$ 62,204</td>
<td>7</td>
<td>UW Press Grant Writer 7</td>
<td>Batch 4, Part 2, 6/20/22</td>
</tr>
</tbody>
</table>
## APPENDIX 2 - Professional Libraries and Press Employees - Job Profiles and Pay Ranges

**ECP5 1-24-23 with 9.25% Adjustments to Minimums effective 7/1/23 after 5.25% ATB 3/1/23 and 4% ATB 7/1/23**

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<tr>
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<th>ECP5 1-24-23 Old Min (+9.25% as of 7/1/23) (Annualized)</th>
<th>Grade</th>
<th>Proposed <em>NEW</em> Job Profile</th>
<th>Batch # and Date Sent to SEIU 925</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press-MKT-6</td>
<td>PLE22</td>
<td>19736</td>
<td>Public Information Specialist (NE S 6)</td>
<td>$53,136</td>
<td>$ 63,420</td>
<td>$ 76,104</td>
<td>$ 60,000</td>
<td>6</td>
<td>UW Press Marketing &amp; Sales Specialist 6</td>
<td>Batch 4, Part 2, 6/20/22</td>
</tr>
<tr>
<td>Press-EDP-8 SPE</td>
<td>N/A</td>
<td>19202</td>
<td>Editor (NE S 8)</td>
<td>$64,920</td>
<td>$ 81,156</td>
<td>$ 97,392</td>
<td>$70,920</td>
<td>8</td>
<td>UW Press - EDP 8 - Senior Project Editor</td>
<td>Proposed 1/10/23 for Zucco. Old job is adjusted to Editor (NE S 8) to align with proposed spec.</td>
</tr>
</tbody>
</table>

Note: PLE1 is proposed to incorporate work from two different current job profiles, Program Operations Specialist (NE S 8) and Manager of Program Operations (E S 8). These two job profiles have different market ranges. The market range for Program Operations Specialist (NE S 8) has min $65,388, mid $81,732 and max $98,076. Below the min, mid and max of the Manager of Program Operations (E S 8). The only employee moving from the Program Operations Specialist (NE S 8) is Kelly Daviduke, who is paid at the minimum. Daviduke is 50% FTE, and would receive a pro-rated increase of $840 per year ($1,680 x .5) if the min for the proposed Archivist 8 is set at the minimum of the Manager of Program Operations (E S 8).

"*Old Min" is the market minimum of the professional staff job profile the employee was in before moving into the new Libraries-SEIU925 bargaining unit job profile.
## APPENDIX 2 - Professional Libraries and Press Employees - Job Profiles and Pay Ranges

ECP5 1-24-23 with 9.25% Adjustments to Minimums effective 7/1/23 after 5.25% ATB 3/1/23 and 4% ATB 7/1/23

<table>
<thead>
<tr>
<th>Tracker Code (Rev. 1-10-23)</th>
<th>Tracker Code</th>
<th>Old PS Job Code</th>
<th>Old PS Job Profile Title</th>
<th>Old Min (Annualized)</th>
<th>Old Midpoint (Annualized)</th>
<th>Old Maximum (Annualized)</th>
<th>ECP5 1-24-23 Min (+9.25% as of 7/1/23) (Annualized)</th>
<th>Grade</th>
<th>Proposed <em>NEW</em> Job Profile</th>
<th>Batch # and Date Sent to SEIU 925</th>
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</table>

Tentatively Agreed To:

**For the Union:**

![Erika Currier Signature]

Erika Currier  
Date: 1/26/2023

**For the Employer:**

![Jennifer Mallahan Signature]

Jennifer Mallahan  
Date: 1/26/2023

Prepared by: UWHR Compensation  
DRAFT January 24, 2023
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – PROFESSIONAL LIBRARIES AND PRESS EMPLOYEE MAPPING TO NEW JOB PROFILES

Within one hundred twenty (120) days of ratification, the Employer will map professional libraries and press employees into new job profiles in accordance with Attachment A.

The ongoing work of revising and finalizing classification specifications for Professional Libraries & Press Employees will be completed within this timeframe.

This MOU expires upon implementation.

Tentatively Agreed To:
For the Union: For the Employer:

Erika Currier Jennifer Mallahan
Date: 1/26/2023 Date: 1/26/2023
## Employee Mapping to Proposed New Job Profiles - ECP2 1/24/23

<table>
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<tr>
<th>Employee Name</th>
<th>EID</th>
<th>Position Number</th>
<th>Start Date</th>
<th>End Date</th>
<th>Tracker Code (mgt - new 1-7-23)</th>
<th>Tracker Code</th>
<th>Working Title (or flags)</th>
<th>Notes</th>
<th>Employee Placement</th>
<th>Employee Grade</th>
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<td>852007911</td>
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<td>3/5/12</td>
<td>7/24/23</td>
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<td>Libraries Computing Specialist 8</td>
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<td>Baccam, Michael</td>
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<td>PN-0032160</td>
<td>3/5/12</td>
<td>7/24/23</td>
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<td>Blair, Alex</td>
<td>817006155</td>
<td>PN-0026042</td>
<td>1/5/22</td>
<td>7/24/23</td>
<td>PLE-OS-7</td>
<td>PLE12</td>
<td>Advancement Outreach Officer</td>
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<td>PN-0027420</td>
<td>11/1/04</td>
<td>7/24/23</td>
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<td>PN-0028509</td>
<td>7/24/06</td>
<td>7/24/23</td>
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<td>PLE24</td>
<td>Grants and Digital Projects</td>
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<td>Garrard, Tamara M</td>
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<td>7/24/06</td>
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<td>Garrett, Adam R.</td>
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<td>8/14/95</td>
<td>7/24/23</td>
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<td>Director, Systems</td>
<td>1/24/23 mgt agrees to create create 9 and place Adam Garrett in it 7/24/23</td>
<td>Libraries Computing Specialist 9</td>
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<td>Graham, Anne</td>
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<td>Name</td>
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<td>Hamstra, Emily A</td>
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<td>Kenny, Claire</td>
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<td>Landri, Marcella</td>
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<td>Lieberman, Bryna K</td>
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<td>Ludecke, Paul</td>
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<td>Mahon, Thomas E.</td>
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<td>Pailin, Hannah Lee</td>
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<td>Pham, David T.Q.</td>
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<td>Pharriss, Sarah M</td>
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<td>Libraries - Program Operations Specialist 7</td>
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<td>Reynolds, Michael J</td>
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<td>Romansic, Madelena E</td>
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<td>Rosette-Tavares, Angela D.</td>
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Prepared by: UWHR Compensation

Page 2 of 3

January 24, 2023
### ATTACHMENT A Professional Libraries and Press Employees
#### Employee Mapping to Proposed New Job Profiles - ECP2 1/24/23

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<th>New Position</th>
<th>Department</th>
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<td>12/8/20</td>
<td>Press-EDP-7-DA</td>
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<td>(retired)</td>
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<td>Libraries - Access Services Manager 7</td>
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<td>New hire 1/11/23</td>
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MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU - COMPRESSION AND INVERSION STUDY

After the final negotiated pay increase has been implemented, Between January 1, 2025 and May 1, 2025, the Employer will conduct a compression and inversion analysis of bargaining unit employees. No later than six (6) months prior to the expiration of the contract, the Employer will provide the Union the results of this salary survey.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Jennifer Mallahan

Date: 1/26/2023 Date: 1/26/2023
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – DISCRETIONARY TIME OFF

Through calendar year 2023, employees may be eligible to receive discretionary time off, up to six days (48 hours for full-time employment) per calendar year, as determined by the Employer. Discretionary time off must be used by March 31 of the calendar year following the calendar year in which it was awarded, with March 31, 2024, as the last date for use of DTO earned in 2023. Employees may be eligible to receive discretionary time off (DTO) in accordance with 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 Article XX Grievance Procedure. Additionally, changes to the university policy on DTO are not subject to Article XX Mandatory Subjects.

This MOU expires [Placeholder for last day of the CBA].

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier Jennifer Mallahan

Date: 1/24/2023 Date: 1/24/2023
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – GALLAGHER LAW LIBRARIES TEACHING

The parties agree that a limited exception shall be made for Law Librarians in the Gallagher Law Library. The parties agree that Law Librarians will be members of the bargaining unit and may be reclassified hired into a librarian bargaining unit position on a 50% FTE, with another 50% FTE appointment to an instructional faculty appointment that is outside (and excluded from) the bargaining unit. These appointments in librarian titles will reflect only the portion of their job responsibilities that is not related to teaching. Consistent with the above, future dual appointments as Law Librarians and instructional faculty in the Gallagher Law Library will be necessary if the allocation of responsibilities consists of both teaching as instructor of record for credit courses in the Law School and/or law librarianship.

This MOU does not impact current Law Librarian positions, unless they apply to and are hired into a new position as described above.

The leave and time off provisions of the CBA shall supersede any other leave and time off benefits that apply to Law Librarians with a dual faculty appointment.

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________
Erika Currier Jennifer Mallahan
Date: 12/6/2022 Date: 11/30/2022
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

LIBRARIES IT EMPLOYEE RECRUITMENT AND RETENTION INCREASES

A. Effective July 1, 2023, Libraries employees in job code XXXXX Libraries Computing Specialist 8 (formerly job code 11568, Senior Computer Specialist 8), and job code XXXXX Libraries Computing Specialist 9 (formerly job code 11569, Senior Computing Specialist 9) will receive a four percent (4%) recruitment and retention increase over their current salary. The increase will be applied directly following the contractual July 1, 2023, across-the-board increases.

B. All increases will be paid on the first available pay date following July 1, 2023, as determined by the Employer.

C. This MOU will expire upon implementation.

Tentatively Agreed To:

For the Union: For the Employer:

Erika Currier

Jennifer Mallahan

Date: 1/26/2023

Date: 1/26/2023
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – LUMP SUM PAYMENT FOR PROFESSIONAL LIBRARIES AND PRESS
EMPLOYEES

During negotiations for an initial CBA, the parties reached agreement on the following lump
sum payments, if the agreement is ratified on or before January 31, 2023:

I. Professional Libraries and Press employees in an active position with a UW
compensation plan, and with an FTE on January 31, 2023, are eligible for the lump sum
as defined below:

a. Employees with .6 FTE and above on the date specified above will receive a
single one (1)-time lump sum payment of five one thousand two hundred
dollars ($5001,200).

b. Employees with below .6 FTE on the date specified above will receive a
single one (1)-time lump sum payment of two six hundred fifty ($250600).

II. The payment will be paid within ninety (90) days of January 31, 2023.

III. In order to receive the lump sum payment, the employee must have an active position in
Workday on the last day of the pay period in which the lump sum payment is distributed.
For example, if the lump sum is paid on 10th of the month, the employee must be in an
active position on the last day previous month. If the lump sum is paid on 25th of the
month, the employee must have an active position on the 15th of the month.

IV. This MOU will expire upon implementation.

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________
Erika Currier Jennifer Mallahan
Date: 1/26/2023 Date: 1/26/2023
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – NO STRIKE NO LOCKOUT

The Employer and the Union acknowledge that this Agreement provides, through the grievance procedure and through other administrative remedies, for an orderly settlement of grievances or disputes which may arise between the parties. Accordingly, the parties agree that the public interest requires the uninterrupted performance of all University services and to this end pledge to prevent or eliminate any conduct contrary to that objective. Therefore, during the life of the Agreement the Employer shall not lockout any of the employees as a result of a labor dispute or grievance or disputes on personnel matters nor shall the Union condone or authorize a work stoppage, work slowdown, or any other curtailment of work in the bargaining units.

Should the employees engage in any unauthorized concerted action, a Joint Union/Management Committee shall immediately convene and shall continue to meet until the dispute is settled, and the employees involved shall immediately return to work and continue working. Any employee who refuses to perform their work may be subject to disciplinary action.

There will be no strike or lockout regarding any matters pertaining to the contents of this Agreement.

Any action of the Employer in closing the University during a general strike, riot, or civil disturbance for the protection of the institution, its property, or its employees shall not be deemed a lockout.

Any action of an employee in refusing to cross, for their own personal safety, a picket line at the Employer's premises in case of an officially declared strike by some other employee organization or union representing employees working for the Employer shall not constitute a violation of this clause of the Agreement, provided, however, that such a decision shall be made freely by the employee without coercion by either the Employer or the Union and provided further that nothing herein shall preclude the Employer from continuing to operate the University with or without temporary replacement personnel.
Tentatively Agreed To:

For the Union:  

Erika Currier

Date: 1/26/2023

For the Employer:

Jennifer Mallahan

Date: 1/26/2023
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – PAY FOR LAW LIBRARIAN J. FRANKLIN
BARGAINING UNIT MEMBERS WITH A CURRENT
ANNUAL SALARY ABOVE $150,000

To address issues of pay equity for Librarians within Gallagher Law Library, bargaining unit members, any employee earning an annual salary of $150,000 or more as of January 24, 2023, Jonathon Franklin will be excluded from the 2023 contractual pay increases.

This MOU expires [Placeholder for last day of the CBA].

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________
Erika Currier Jennifer Mallahan
Date: 1/26/2023 Date: 1/26/2023
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925
MOU – PROFESSIONAL DEVELOPMENT ALLOCATIONS

The parties agree that the amounts remaining for individual employee professional development allocations prior to contract ratification will remain post-ratification through June 30, 2023.

This MOU expires upon notification on July 1, 2023.

Tentatively Agreed To:

For the Union:  
Erika Currier  
Date: 1/24/2023

For the Employer:  
Jennifer Mallahan  
Date: 1/24/2023
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – PROFESSIONAL LIBRARIES AND PRESS EMPLOYEE POSITION REVIEWS
REGRADING

The parties agree to the following regarding a position review for the following employees:

Within thirty-one hundred twenty (30120) days post ratification, UWHR Compensation will begin a position review of:

1. The following employees will submit a position description on the required HR form to their supervisor for supervisory review and input.
2. The supervisor will then submit the description to Libraries HR for central review.
3. Libraries HR will then send the form to HR Compensation for a position review in accordance with Article XX Classification and Reclassification. Upon request, these employees will complete and return any necessary position review related documents to the Employer.

If the position review results in a classification change to a position with a higher salary minimum, the classification change and associated salary increase will be retroactive to [date of ratification] the earlier of the date on which the employee or the employer’s supervisor signed the position review document.

The MOU expires upon completion of the position review.

- 858007442
- 866009312
- 872008470
- 859007088
- 868008206
- 821006080
- 859001791
- 847000795
- 850001242

NAMES REDACTED & REPLACED WITH EID
Tentatively Agreed To:

For the Union: ____________________________  For the Employer: ____________________________

Erika Currier  Jennifer Mallahan

Date: 1/26/2023  Date: 1/26/2023
MEMORANDUM OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WASHINGTON (UNIVERSITY)

AND

THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – UW LIBRARIES SUPPLEMENTS

Effective in the first available pay period as determined by the employer following the creation of the Union job profiles, the employees listed below will receive a salary increase to their monthly base pay equal to the amount of their current supplement, and the related supplement will be ended.

NAMES REDACTED & REPLACED WITH EID

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<th>Current Monthly Supplement</th>
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</table>
Within ninety (90) days of ratification, the Employer will evaluate the following employees and provide a salary increase to their monthly base pay, if appropriate, as determined by the Employer: The Employer will notify the Union of the results of the evaluation upon completion and provide a copy of the rationale for the decision.

<table>
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<th>Employee ID</th>
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<td>859007088</td>
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</table>

The provisions of this MOU shall expire upon implementation ninety (90) days after ratification.

Tentatively Agreed To:

For the Union:          For the Employer:

Erika Currier           Jennifer Mallahan
Date: 1/26/2023         Date: 1/26/2023
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION Local 925

MOU – TIME GRANTS

UW Libraries will continue to offer a Time Grant Program for UW Libraries employees in the bargaining unit, in accordance with their Time Grant Program Guidelines, last revised and approved August 1, 2019.

This MOU expires [Placeholder for last day of the CBA].

Tentatively Agreed To:

For the Union: For the Employer:

________________________________  __________________________________
Enika Currier Jennifer Mallahan

Date: 12/19/2022 Date: 12/21/2022