

ARTICLE 1XX:-- PREAMBLE AND PURPOSE

1.1 This 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.

Provisions of this Agreement apply to all full-time and regular part-time professional employees of the University of Washington within the Continuum College excluding supervisors, employees excluded by RCW 41.56.021(1)(a) through (e), employees covered by chapter 41.76 RCW, employees covered by chapter 41.80 RCW, supervisors, and employees included in any other bargaining unit.~~all full-time and regular part-time professional staff employees of the University of Washington within Continuum College,~~

~~1.2 excluding confidential employees, employees covered by Chapter 41.76 RCW, employees covered by Chapter 41.80 RCW, supervisors, and employees covered by any other bargaining unit.~~

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.

1.2 Union Recognition.

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 covered employees of the University of Washington as certified by and under the Public Employment Relations Commission under the RCW 41.56. The Agreement covers the employees in the bargaining unit described in Appendix I, entitled "Bargaining Unit Represented by the Service Employees International Union Local 925 at the University of Washington" but does not cover any positions excluded by the statute, regulation, or other common law. The titles of the jobs listed in Appendix I are listed for descriptive purposes only.

1.3 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

38 conflicts with the terms of this Agreement unless the employee(s), Union and Employer
39 specifically agree to such Agreement.

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41 Tentatively Agreed To:

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43 For the Union:

44 _____
45 Signed by: *Kristen Sharp*
46 EA0601991FBC4E3...

47 Date: 3/26/2025

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49 For the Employer:

50 _____
51 DocuSigned by: *Banks Evans*
52 C5469E99932C427...

53 Date: 3/26/2025

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50 Signed by:

51 _____
52 *Tamara Rivera*
53 704E38E756EA42F...

Date: 3/26/2025

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ARTICLE XX EMPLOYEE FACILITIES

X.1 Employee Facilities.

Adequate lunchroom, washroom, showers and toilet facilities shall be provided and available for the use of the 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, 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, and showers that are consistent with that individual’s gender expression or gender identity. This may include a reasonable amount of travel time if applicable.

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.

X.2 Wellness Room.

The Employer shall provide access to a wellness room, consistent with applicable law, that can be scheduled for lactating mothers and religious and spiritual practice. Parties agree that wellness room access is an appropriate topic for joint labor management meetings.

45 X.3 Temporary Work Spaces.

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47 A. Available temporary work spaces will be equipped to be commensurate with
48 permanent workstations.

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50 B. A reservation system will be established for employees.

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52 C. Temporary workstation facilities, access, and availability are appropriate topics
53 for JLMs.

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56 Tentatively Agreed To:

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58 For the Union:

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60 _____ Signed by: *Kristen Sharp*

61 Date: 4/29/2025

62 EA0601991FBC4E3...
Signed by:

63 _____ Signed by: *Tamara Rivera*

64 Date: 4/29/2025

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For the Employer:

DocuSigned by:

Banks Evans

Date: 4/30/2025

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ARTICLE XX: 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 XX, Grievance Procedure, and held during the employee's work time;
- B. Management scheduled investigatory interviews and/or pre-disciplinary meetings, in accordance with Article XX, Corrective Action and Dismissal, and;
- C. Joint Labor Management meetings in accordance with Article XX, Joint Union Management Committee.

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.

40 The University will indemnify employees for activities arising out of their employment in
41 accordance with University policy.

42 **X.6 Off the Job Activities.**

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

47 **X.7 Off Duty Employment.**

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

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Tentatively Agreed To:

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For the Union:

Signed by:

Kristen Sharp

Date: 3/26/2025

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For the Employer:

DocuSigned by:

Banks Evans

Date: 3/26/2025

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Signed by:

Tamara Rivera

Date: 3/26/2025

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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.

X.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.

X.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.

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

X.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.

X.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, or policy violated.
- d. A description of the specific events that occurred that resulted in the alleged violation.
- d.e. Specific remedy requested.
- e.f. The grievant(s) name and position.

45 **f.g.** Name and signature of Union representative (Staff or Steward).
 46 **g.h.** _____ The nature of the grievance.

47
 48 Failure to include the above information shall not be a reason for invalidating the
 49 grievance.

50
 51 **X.6 Pay Status – Meetings.** Meetings and discussions on the grievance held with
 52 the Employer in connection with this grievance procedure shall normally be held
 53 during the University’s regular business hours, or as mutually agreeable, and no
 54 deduction in pay status shall be made for the grievant or steward for reasonable
 55 time spent in such meetings or discussions during the employee’s scheduled
 56 duty hours. The work schedule of the grievant will be seriously considered in the
 57 scheduling of the grievance meetings. Time off for employees and stewards shall
 58 be granted by supervision following a request, but in consideration of job
 59 responsibilities. If the requested time off cannot be granted, the parties shall
 60 arrange for time off at the earliest possible time thereafter.

61
 62 **X.7 Grievance Withdrawal.** A grievance may be withdrawn by the Union in writing at
 63 any time, and if withdrawn shall not be resubmitted.

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

68
 69 **X.9 Consolidation.** Grievances arising out of the same set of facts may be
 70 consolidated by written agreement.

71
 72 **X.10 Filing and Processing.**

73
 74 a. **Filing.** A grievance must be filed within thirty (30) days of the occurrence
 75 giving rise to the grievance, or the date the grievant knew or could reasonably
 76 have known of the occurrence. When possible the thirty (30) day periods
 77 above should be used to attempt to informally resolve the dispute. The union
 78 steward or staff representative will indicate when a discussion with the
 79 Employer is an attempt to informally resolve a dispute.

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

87 c. **Processing.** The Union and the Employer agree that in-person meetings are
 88 preferred at all steps of the grievance process and will make efforts to
 89 schedule in-person meetings, if possible.
 90

91 X.11 **Steps of the Grievance Procedure.** All grievances shall be processed in
92 accordance with the following procedure. Upon mutual agreement, Step One,
93 Two or Three may be skipped. Grievances over final counseling or dismissal will
94 begin at Step Two.
95

96 Step One: Supervisor, Manager or Designee. If the issue is not resolved informally, the
97 Union may file a written grievance to the supervisor or designee, and the Labor
98 Relations office (laborrel@uw.edu). The Employer will designate a supervisor, manager
99 or designee who will meet in person or confer by telephone with a union steward and/or
100 staff representative and the grievant. The date of the meeting will be mutually agreed
101 upon within fifteen (15) calendar days of receipt of the grievance and when possible the
102 meeting will take place within the aforementioned fifteen (15) calendar days. The
103 format (face to face or by telephone) for the meeting will be by mutual agreement. The
104 employer will respond in writing to the Union within fifteen (15) calendar days after the
105 meeting. The Human Resources Consultant may also attend, if desired by the
106 University. If the grievance is directed against the employee's immediate supervisor, the
107 grievance may be presented to the next higher level of supervision. In the event the
108 employee's immediate supervisor does not have authority to resolve the grievance, the
109 grievance will be presented at the level having authority to act as determined by the
110 Employer.
111

112 Step Two: If a satisfactory settlement is not reached in Step One, said grievance may
113 be moved to the Step Two by filing the written grievance, including a copy of the Step
114 One decision to department head, designee, or to the next appropriate level of
115 management and the Office of Labor Relations within fifteen (15) calendar days after
116 the decision from Step One. The date of the meeting will be mutually agreed upon
117 within fifteen (15) calendar days after notice of the filing at Step Two and when possible
118 the meeting will take place within the aforementioned fifteen (15) calendar days. The
119 grievant may be represented by a steward and a Union staff representative. The
120 University will be represented by the appropriate management official(s) or designee(s),
121 a representative from the Office of Labor Relations, and a Human Resources
122 Consultant, if desired by the University. The University will respond in writing within
123 thirty (30) calendar days after the meeting.
124

125 Step Three: Grievance Mediation. If the grievance is not resolved at ~~the~~ Step Two, the
126 Union may file a request for mediation with the Public Employment Relations
127 Commission (PERC) in accordance with WAC 391-55-020, with a copy to the Labor
128 Relations Office within thirty (30) days of receipt of the Step Two decision. In addition to
129 all other filing requirements, the request must include a copy of the grievance and all
130 previous responses. The Employer will inform the Union, in writing, and PERC within
131 thirty (30) days of receipt of Mediation request if they are not in agreement. If those
132 services are unavailable on a timely basis, the parties may request a list of grievance
133 mediators from the Federal Mediation and Conciliation Service (FMCS) or other agreed
134 upon mediation provider. The cost of the mediation shall be borne equally by both
135 parties.
136

137 Step Four: Arbitration. If a satisfactory settlement is not reached at the prior step, or the
138 step was skipped, either of the signatory parties to this Agreement may submit the
139 grievance to binding arbitration. Such submittal must be made within thirty (30) calendar
140 days following the written notice that the employer does not agree to Step Three (3)
141 Mediation or the conclusion of the prior step. The Union and the University must begin
142 the arbitration scheduling process and provide availability to the arbitrator within thirty
143 (30) calendar days of the Union advancing the grievance to arbitration.

144

145 Panel of Arbitrators:

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

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

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

160

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

166

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

173

174 Authority of the Arbitrator

175

176 The parties agree that the arbitrator shall have no power to render a decision that adds
177 to, subtracts from, alters or modifies in any way the terms and conditions of the
178 Agreement. The parties further agree that the decision of the arbitrator will be final and
179 binding upon all parties.

180

181 The Union or the Employer will have the right to request the arbitrator to require the
182 presence of witnesses and/or documents. The arbitrator's decision shall be made in
183 writing and the arbitrator shall be encouraged to render the decision within thirty (30)
184 calendar days of the close of the arbitration.
185

186 In cases where a grievance is moved to arbitration and the Employer did not agree to
187 Step Three: Grievance Mediation, either party may request a pre-arbitration settlement
188 conference. These conferences shall not delay the arbitration process, and may be held
189 with or without the presence of the arbitrator, at the option of the moving party. In the
190 event that an arbitrator is present, the cost of the arbitrator's participation shall be borne
191 equally by the parties.
192

193 X.12 **Arbitration Costs.** 194

195 A. The fees and costs of the arbitrator, and the cost (if any) of the hearing room, will
196 be shared equally by the parties.
197

198 B. If the arbitration hearing is postponed or canceled because of one party, that
199 party will bear the cost of the postponement or cancellation. The costs of any
200 mutually agreed upon postponements or cancellations will be shared equally by
201 the parties.
202

203 C. If either party desires a record of the arbitration, a court reporter may be used. If
204 that party purchases a transcript, a copy will be provided to the arbitrator free of
205 charge. If the other party desires a copy of the transcript, it will pay for half of the
206 costs of the fee for the court reporter, the original transcript and a copy.
207

208 D. Each party is responsible for all fees and costs of its staff representatives,
209 attorneys, experts, witnesses –and all other costs related to the development and
210 presentation of their case. Every effort will be made to avoid the presentation of
211 repetitive witnesses.
212

213 X.13 **Files.** Grievance documents shall be maintained separately from employee
214 personnel files. Employee personnel files will accurately reflect the final outcome
215 of a grievance.
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Tentatively Agreed To:	
For the Union:	For the Employer:
<p>Signed by: <i>Kristen Sharp</i> EA0601991FBC4E3...</p>	<p>DocuSigned by: <i>Banks Evans</i> C5469E99932C427...</p>
Date: 8/26/2025	Date: 8/21/2025

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2 **New Employees** **ARTICLE XX NEW EMPLOYEES**
3

4 X.1 New Employees

5 A. The Employer will offer a regularly scheduled, in-person, all day new employee
6 orientation (NEO) which will include a benefits orientation. The orientation will be
7 offered by the office of Professional and Organizational Development in
8 coordination with the Benefits Office and the Employer will require new
9 employees whose work location is the Seattle Main Campus to attend.
10 Employees with an official duty station within a fifty (50) mile radius will be
11 encouraged to attend NEO in-person. A NEO will be included on an employees's
12 onboarding agenda or checklist. Online orientations (self-paced) will be offered to
13 employees in locations or positions that cannot attend in person.

- 14 1. The Employer shall release a member presenter to attend.
15 2. The Union orientation is included on the agenda as part of the NEO. The
16 NEO facilitator will clarify that union orientation is on paid time and refer
17 to the Union as "Union Partner".
18 3. The facilitator will announce the transition to Union time and give clear
19 instructions to the new employees about where to find the proper union
20 group at the end of the employer's presentation.

21 B. A Union representative shall be allowed up to one (1) hour with employees
22 during the new employee orientation, and if applicable, member presenters shall
23 be released for up to one (1) hour for online orientation, and up to 2 (two) hours
24 for in-person orientation, depending on the distance traveled. Such release time
25 will be subject to the operational needs of the department and does not count as
26 time worked for the purpose of calculating overtime.

27 C. If the University conducts orientation online, the Union will be permitted to display
28 a reasonable amount of information as part of the program.

29 D. For employees hired into the bargaining unit who do not attend the orientation
30 described in A and B above, within ninety (90) days of the employee's start date,
31 the Employer will provide the Union access to the employee during the
32 employee's regular work hours to present information about the Union. This
33 access will be provided at the employee's regular worksite, or at a location
34 mutually agreed to by the Employer and the Union and will be for no less than
35 thirty (30) minutes.

36 E. The Union may conduct its orientation virtually. The Employer will notify new
37 employees of the one (1) hour Union orientation within the first week of
38 employment during regular work hours. Should the new employee miss the
39 opportunity to attend in the first week, they will be encouraged-allowed-released

40 to attend the one-hour Union orientation during regular work hours in a
41 subsequent week.

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44 Tentatively Agreed To:

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For the Union:

Signed by:

Kristen Sharp

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Date: 10/16/2025

For the Employer:

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Banks Evans

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Date: 10/8/2025

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Non-DiscriminationARTICLE XX: NON-DISCRIMINATION AND AFFIRMATIVE ACTION

~~X.1—University of Washington Executive Order 81 Prohibiting Discrimination, Harassment, and Sexual Misconduct prohibits discrimination or harassment against a member of the University community because of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status. 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, sexual orientation, gender identity or expression, genetic information, pregnancy, political affiliation, political belief, marital status, race, national origin, color, creed, religion, citizenship, mental health condition, neurodivergent status, or membership or non-membership in a union. Unlawful harassment is included as a form of prohibited discrimination.~~

~~X.2~~**X.1 Sexual Harassment.** No employee shall be subjected to discrimination in the form of sexual harassment as defined in University of Washington Executive Order ~~831~~**831** on ~~Nondiscrimination and Affirmative Action.~~

~~X.3~~**X.2 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 Civil Rights ~~Compliance Investigation~~ Office. Employees may also file discrimination, harassment, or retaliation complaints with appropriate federal or state agencies or through the grievance process in accordance with Article 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 ~~831~~**831**, 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~~**X.3** 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.

~~Affirmative Action: The Office of Equal Opportunity and Affirmative Action (EOAA) supports the University's compliance with the law and in the spirit of equal opportunity and affirmative action.~~

41 ~~X.4 The vision of UW and EOAA is to uphold the laws and respect equal opportunity in the~~
 42 ~~selection and advancement of all qualified applicants and employees within the~~
 43 ~~institution. Affirmative Action: As a federal contractor, the University of Washington~~
 44 ~~maintains an Affirmative Action Program.~~

45
 46 Both parties agree that nothing in this Agreement will prevent the implementation of an
 47 approved affirmative action plan.

48 X.5 A grievance alleging a violation of this article must be submitted within 180 days of an
 49 alleged occurrence.

50 X.6 When a grievance or complaint is filed, the University will implement interim measures
 51 as appropriate.

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53 Tentatively Agreed To:

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55 For the Union:

56 Signed by:

57 *Kristen Sharp*

58 EA0601991FBC4E3...

59 Date: 3/17/2026

For the Employer:

DocuSigned by:

Banks Evans

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Date: 3/17/2026

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ARTICLE XX CORRECTIVE ACTION AND DISMISSAL

X.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.

X.2 **Representation.**

A. Employees shall be notified orally or in writing that upon request they shall be entitled to have a Union 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 union representative.

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.
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.

D. An interpreter can be requested by either party and will be provided.

X.3 **Coaching.**

38 Coaching is an informal discussion or instruction between employee and their
39 immediate supervisor. Supervisor may follow in writing which may include a
40 simple action plan. This is not a form of corrective action or the disciplinary
41 process.

42
43 **X.4 Corrective Action/Dismissal Process**

44 The Employer will make clear when formal or final counseling is being conducted
45 and will inform the employee about their right to representation under the CBA.
46 When counseling or dismissing an employee, the Employer will make every effort
47 to protect the privacy of the employee. Translators may be requested by any
48 party.

49
50 **X.5 Formal Counseling**

51 Formal counseling (may involve administrative personnel other than the
52 employee's immediate supervisor) including the development of a written action
53 plan. The action plan will identify specific problem areas, performance objectives,
54 suggestions for remedying, and a timeframe for improvement. Prior to issuance
55 of formal counseling, a meeting may be scheduled by the employer or requested
56 by the employee to give the employee and opportunity to make their case before
57 the final decision is made. Employee requests for such a meeting will be granted.
58 An employee is entitled to representation at this meeting.

59
60 **X.6 Final Counseling**

61 Final counseling (may involve administrative personnel other than the
62 employee's immediate supervisor) including action plan discussion and revision,
63 where appropriate. A decision-making period of one (1) day of paid time away
64 from the work site for the employee to consider the consequences of failure to
65 follow the action plan may be used at this step. If the Employer decides to
66 provide a decision-making day, the employee will be given a list of expectations
67 and problem statements prior to the day taking place.

68
69 **X.7 Dismissal**

70 Prior to dismissal, a pre-determination meeting will be scheduled to give an
71 employee an opportunity to make their case before the final decision is made.
72 The employee has the right to have a union representative present at the pre-
73 determination meeting. At least five (5) days prior to the meeting, the employee
74 will be informed in writing of the reasons for the contemplated dismissal and
75 given referenced documentation. The employee will be furnished with written
76 notification of the outcome of the pre-determination hearing.

77

78 ~~X.8 Demotion.~~
79 ~~Demotion of Leads may be initiated by the Employer at any step of the Corrective~~
80 ~~Action process.~~

82 X.8 **Removal of Records.**

83 Upon written request by the employee, any formal or final counseling, excluding
84 those for workplace violence or University policies against harassment,
85 discrimination, or retaliation, will be removed from an employee’s personnel file
86 after three (3) years if the following criteria have been met:

- 88 A. Circumstances set forth in writing, and as determined by the University do
89 not warrant a longer retention period; and
- 90 B. There has been no subsequent corrective action.

92 Nothing in this Article prevents the Employer from agreeing to an earlier removal
93 date.

95 Once a corrective action has been removed from the employee’s file as outlined
96 above, the information removed will not be used in subsequent corrective action,
97 unless mutually agreed otherwise.

99 X.9 **Grievability/Arbitrability.**

100 Formal counseling may be grieved beginning at Step One or Step Two of the
101 grievance procedure and up to Step Three Mediation only.

103 Final counseling, demotion, and dismissal may be grieved through every step of
104 the grievance procedure beginning at Step Two.

106 Tentatively Agreed To:

108 For the Union:	108 For the Employer:
109 _____	109 _____
110 <small>Signed by:</small> <i>Kristen Sharp</i>	110 <small>DocuSigned by:</small> <i>Banks Evans</i>
111 <small>EA0601991FBC4E3...</small>	111 <small>C5469E99932C427...</small>
112 Date: 3/26/2025	112 Date: 3/26/2025
115 <small>Signed by:</small> <i>Tamara Rivera</i>	
116 <small>EA42F...</small>	
117 Date: 3/26/2025	

ARTICLE ~~XX9~~— PROBATION

9.1 All bargaining unit employees who successfully complete the probationary period described in this Article, will be covered by Article ~~XX39~~ Corrective Action.

9.2 Every part-time and full-time 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.

9.3 Employees who complete their probationary period at ~~IHME~~Continuum College shall not be required to complete another probationary period at ~~IHME~~Continuum College, provided there is no break in service between appointments. However they may be required to complete a trial service period in accordance with Article ~~XX13~~.

9.4 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, unpaid time off, or shared leave, except for time off taken for military service or for purposes of faith or conscience under Article ~~XX25~~. 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.

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

9.6 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.

9.7 An employee who is appointed to a different position in a different ~~classification~~ job profile 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.

45 9.8 Probationary Period Rejection.
46 An appointing authority may reject an employee who has not completed a
47 probationary period. Upon request by the employee and within ten (10) business
48 days of notice, a meeting to explain such action shall be held with a representative
49 of the Employer. At the employee's request, a representative of the Union shall
50 attend such meetings. Such rejection is not subject to the grievance procedure,
51 except in cases involving discrimination, under Article XX2.
52

53 Tentatively Agreed To:

54
55 For the Union:
56 Signed by:
57 Kristen Sharp
58 EA0601991FBC4E3...
59 Date: 3/26/2025

For the Employer:
DocuSigned by:
Banks Evans
C5469E99932C427...
Date: 3/26/2025

60
61 Signed by:
62 Tamara Rivera
63 BF56EA42F...
64 Date: 3/26/2025

65

66

ARTICLE XX HOLIDAYS

XX.1 Holidays. The present holiday schedule includes the following ~~ten~~eleven (11~~4~~0) days with pay.

New Year’s Day	Labor Day
Martin Luther King Jr. Day (3 rd Monday of January)	Veteran’s Day
President’s Day (3 rd Monday of February)	Thanksgiving Day
Memorial Day	Native American Heritage Day
Juneteenth (June 19)	Christmas Day
Independence Day	

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~~workday 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~~workday and is worked, the employee will receive the prorated to full time number of hours of holiday credit. If overtime eligible, and the

39 employee is required to work, they will also receive a rate of one and
 40 one-half times the employee’s hourly rate.
 41

42 2. When the holiday falls on the part time employee’s regularly scheduled
 43 ~~work day~~workday and is not worked, the employee will be paid the
 44 prorated to full time number of hours at the employee’s regular rate of
 45 pay.
 46

47 **XX.3 Holiday Credit**

48
 49 **A. Scheduling.**

50 Holiday credit will be used and scheduled by the employee in the same manner
 51 as vacation ~~leave time off~~ in Article ~~XX19~~. Holiday credit must be used before
 52 other paid time off in the following order: holiday credit, compensatory time off,
 53 vacation time off.
 54

55 **B. Holiday Credit Cash Out.**

56 All holiday credit must be used by June 30th of each year. The employee’s
 57 holiday credit balance will be cashed out every June 30th or when the
 58 employee leaves University employment for any reason. The employee’s
 59 holiday credit balance may be cashed out when the employee transfers to a
 60 position in another department.
 61

62 **XX.4 Personal Holiday**

63
 64 **A. Each employee may select one personal holiday each calendar year in
 65 accordance with the following:**

- 66 1. The employee has been continuously employed by the University for
 67 more than four (4) months;
- 68 2. The employee has requested and been approved to take the personal
 69 holiday in accordance with Article ~~XX19~~ Vacation ~~Leavetime off~~.
 70
 71

72
 73 **B. It is the employee’s responsibility to schedule the Personal Holiday before
 74 December 31st. If not requested it is forfeited.**

75
 76 **C. Entitlement to the holiday will not lapse when it is cancelled by the Employer
 77 and cannot be rescheduled before December 31st.**

78
 79 **D. Full-time employees shall receive eight (8) hours of regular pay for the personal
 80 holiday.**

81
 82 **E. Part-time employees shall be entitled to a pro-rated number of paid hours on a
 83 Personal Holiday based on their FTE.**
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Tentatively Agreed To:

For the Union: Signed by: <u>Kristen Sharp</u> EA0601991FBC4E3... Date: 3/26/2025	For the Employer: DocuSigned by: <u>Banks Evans</u> C5469E99932C427... Date: 3/26/2025
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Signed by: <u>Tamara Rivera</u> EA42F... Date: 3/26/2025

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ARTICLE XX – RESIGNATION AND ABANDONMENT

XX.1 Resignation.

Employees are encouraged to provide at least two weeks’ 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 be deemed to have resigned. 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 XX.

XX.3 Separated employees have the right to compensation for accrued vacation time off and compensatory compensation time according to University policy.

Tentatively Agreed To:

<p>For the Union:</p> <p>Signed by: <u>Kristen Sharp</u> EA0601991FBC4E3...</p> <p>Date: 3/26/2025</p> <p>Signed by: <u>Tamara Rivera</u> 70AE85BF56EA42F...</p> <p>Date: 3/26/2025</p>	<p>For the Employer:</p> <p>DocuSigned by: <u>Banks Evans</u> C5469E99932C427...</p> <p>Date: 3/26/2025</p>
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ARTICLE XX OVERTIME

X.1 Exempt (Overtime Exempt) Employees.

Exempt (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 University. The Employer’s policy for all exempt employees is as follows.

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

B. Full time schedules are assumed to be forty (40) hours, however, employees are expected to work to complete job responsibilities. 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 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~~ Continuum College operating hours are Monday through Friday, 8:00 am to 6:00 pm Seattle time (PST) or alternative flexible time frames.

E. Overtime exempt eEmployees will consult with their supervisors to adjust work hours to accommodate the appropriate balance between extended work time and offsetting time.

F. An occasional supervisor-approved, partial-day absence does not require the use of paid time off.

X.2 Nonexempt (Overtime Eligible) Employees.

A. Work in excess of forty (40) hours in one (1) standard work week constitutes overtime for nonexempt (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 pre-approved by the Employer prior to

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working overtime. The Employer will notify employees of the approval process and expectations.

- B. Overtime worked by nonexempt employees shall be compensated at a rate of one and one-half (1-1/2) times the employee’s regular rate of pay.
- 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 hourly 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 earned 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 each 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:	
<p>For the Union:</p> <p>Signed by: <u>Kristen Sharp</u></p> <p><small>EA0601991FBC4E3...</small></p> <p>Date: 3/17/2026</p>	<p>For the Employer:</p> <p>DocuSigned by: <u>Banks Evans</u></p> <p><small>C5469E99932C427...</small></p> <p>Date: 3/3/2026</p>

ARTICLE ~~XX10~~ – HOURS OF WORK & WORK ASSIGNMENTS

10.1 Definitions.

A. Full-time Employee.

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

B. Part-time Employee.

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

C. Workweek.

A regularly re-occurring 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. Nonexempt (Overtime-Eligible) Position.

A nonexempt (overtime-eligible) position is one that is assigned duties and responsibilities that meet the criteria for overtime coverage under Federal and State law.

E. Exempt (Overtime-Exempt) Position.

An exempt (overtime-exempt) 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 ~~IHME~~ Continuum College's needs, as long as the work schedules are administered in compliance with federal and state laws.

G. Operating Hours.

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

10.2 Determination.

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

This language does not preclude the Union or any individual employee from challenging the University's overtime determination in appropriate forums.

1 10.3 Work Schedules.

2
 3 A. Regular Work Schedules.

- 4 1. The regular work schedule will normally include two (2) consecutive
 5 scheduled days off.
 6
 7 2. Work schedules of different numbers of hours may be established for
 8 employees, as long as the alternate work schedules meet federal and
 9 state laws. For example, an alternative schedule could be ten (10) hours
 10 of work per day for four (4) workdays within a seven (7) day work week.
 11 Employees may request alternative work schedules, based on personal
 12 or family needs and such requests will be approved by the Employer,
 13 subject to IHME-Continuum College's needs. The Employer will consider
 14 employees' personal and family needs. The Employer will provide the
 15 employee in writing the reason for denial of an alternative work
 16 schedule.
 17
 18 3. Employees will be allowed to work alternative schedules, as long as fifty
 19 percent (50%) of their typical workday falls within the operating hours
 20 outlined above. Other arrangements are allowable with final agreement
 21 of the supervisor and IHME-Continuum College Human Resources.
 22

23 B. Flexible Work Arrangement. From time to time, there may be a need for
 24 flexibility to adjust the daily work schedules within the workweek to accomplish
 25 assigned job duties and responsibilities. Employees may utilize flexible work
 26 arrangements so long as all job responsibilities are fulfilled, subject to
 27 operational needs, and supervisory approval.
 28

29 C. Emergency Schedule Changes. The Employer may adjust an employee's work
 30 schedule without prior notice in emergencies, or extraordinary unforeseen
 31 operational needs.
 32

33 D. Employee-Requested Schedule and FTE Changes. Employees' work
 34 schedules and FTEs may be changed, temporarily or permanently, at the
 35 employee's request and with the Employer's approval, provided the Employer's
 36 needs are met and no overtime expense is incurred.
 37

38 E. Employer Directed Schedule Changes. The Employer shall provide no
 39 lessfewer than fourteen (14) calendar days' advance written notice to an
 40 employee in the event of an Employer-directed permanent change to the
 41 employee's regular work schedule. This notice requirement shall not apply in
 42 cases of emergency schedule changes or circumstances beyond the
 43 Employer's reasonable control, in which case the Employer shall provide as
 44 much notice as practicable

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F. Rest Periods. Employees will be provided with paid 15-minute rest periods for every four (4) hours worked. In the event the employee is unable to complete the 15-minute paid rest period because they are required to remain on duty or if they're called back to work thus interrupting the rest period, the employee shall be entitled to complete their uninterrupted rest period as soon as possible.

E.G. Unpaid Meal Period. Employees will be provided with one unpaid meal period of at least 30 minutes during any shift that exceeds five hours in length. When an employee's unpaid meal period is interrupted by work duties, the employee will be allowed to resume their unpaid meal period following the interruption, if possible, and to complete the 30-minute unpaid meal period. In the event the employee is unable to complete the 30-minute unpaid meal period because they are required to remain on duty or if they're called back to work thus interrupting the meal period, the employee will be appropriately compensated for the entire 30-minute unpaid meal period.

Some positions may have up to a sixty (60) minute meal period.

10.4 Changes to Work Assignments

- A. In the normal course of meeting HME's Continuum College's mission, employee's exact work assignments, sequence of them, and deadlines may change. To promote effective communication and convey respect for each team member's contributions, such changes and the reason for them will be clearly communicated amongst team leaders, supervisors, and employees. Achieving such changes effectively may also require that the team leaders and supervisors communicate how current work will be adjusted, reassigned, or reprioritized to accommodate the changes.
- B. An employee should initiate discussions with their supervisor as soon as they anticipate or experience any workload-related issues such as but not limited to being assigned work outside of scope of their job profile, inequitable distribution of work, and excessive workload. 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 XX11 Overtime.
- C. Team workload concerns are an appropriate topic for Joint Labor Management.

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Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by: <i>Kristen Sharp</i>	DocuSigned by: <i>Banks Evans</i>
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Date: 3/17/2026	Date: 3/3/2026

ARTICLE XX JOINT UNION MANAGEMENT COMMITTEE

Section XX.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 SEIU 925 Continuum College bargaining unit 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.

Section XX.2 **Meetings.**

Committee meetings may be requested by an authorized representative of either party. Requests for a ~~quarterly~~ Semi Annual 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.

Section XX.3 **Limitations.**

Committee meeting topics shall be limited to subjects of group rather than individual concern, and the committee shall not discuss grievances properly processes under Article ~~XX5~~ of the Agreement. Further, it is not intended that this Article obligate in any way either part 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.

Section XX.4 **Team Labor Management.**

44 In an effort to resolved workplace problems collaboratively and at the lowest level,
45 staff are strongly encouraged to bring concerns about staffing and other working
46 conditions to the attention of Continuum College HR. SEIU Local 925 can request
47 that Continuum College HR and/or the Office of Labor Relations set up a Joint
48 Labor Management meeting for the involved parties. The Union can also place on
49 the agenda of any Continuum College HR and/or Labor Management meeting
50 issues of staffing and/or other working conditions in particular teams/units.
51

52 Tentatively Agreed To:
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54 For the Union: For the Employer:
55 Signed by: DocuSigned by:
56 Kristen Sharp Banks Evans
57 EA0601991FBC4E3... C5469E99932C427...
58 Date: 3/26/2025 Date: 3/26/2025
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60 Signed by:
61 Tamara Rivera
62 79AE956BF56EA42F...
63 Date: 3/26/2025
64
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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. Leave without pay exceeding six (6) months without loss of seniority 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, leave payment exclusively or any combination of the two. ~~Employees using accrued sick time off during a period in which they receive worker's compensation under the industrial insurance provisions shall receive full sick time off pay, less any industrial insurance payments for time loss during the sick time off period.~~

XX.4 The University's policies on family and medical leave, sick time off and disability accommodations apply to employees with work related injuries or illnesses.

Tentatively Agreed To:

<p>For the Union:</p> <p>Signed by: <u>Kristen Sharp</u> EA0601991FBC4E3...</p> <p>Date: 3/26/2025</p>	<p>For the Employer:</p> <p>DocuSigned by: <u>Banks Evans</u> C5469E99932C427...</p> <p>Date: 3/26/2025</p>
<p>Signed by: <u>Tamara Rivera</u> EA42F...</p> <p>Date: 3/26/2025</p>	

ARTICLE XX SALARY OVERPAYMENT RECOVERY

XX.1 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. Active employees

a. The employee must choose one (1) of the following options for paying back the overpayment:

- i. Voluntary wage deduction
- ii. Cash, or
- ~~1. Check (separated employee).~~
- iii. Vacation (if under 280 hours only) or Compensatory time balances.

2. Separated employees

a. The employee must choose one (1) of the following options for paying back the overpayment:

- i. Cash, or
- ~~i.ii.~~ Check

~~2.3.~~ 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.

~~3.4.~~ If the employee fails to choose one (1) of the three (3) options described above, within thirty (30) 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.

1 4.5. Any overpayment amount still outstanding at separation of employment
2 will be deducted from their final pay.

3 C. Neither A nor B above are required for employee reported overpayments and/or
4 employee corrected time including leave submittal corrections. All employee initiated
5 overpayment corrections may be collected from the next available pay check.

6 D. Appeal Rights: Any dispute concerning the occurrence or amount of the overpayment will
7 be resolved through the grievance procedure in Article 6 of this Agreement. The Employer
8 will suspend attempts to collect an alleged overpayment until the grievance process has
9 concluded.

10

11 Tentatively Agreed To:

12 For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

Date: 3/26/2025

13 For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 3/26/2025

14 Signed by:

Tamara Rivera

EA42F...

15 Date: 3/26/2025

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ARTICLE XX – VACATION ~~LEAVE~~ TIME OFF

XX.1 Policy.

To the degree possible vacation ~~time off~~ leave shall be scheduled in accordance with the preference of the employee. Employees will not be disciplined for not working or responding to work communications during their vacations.

XX.2 Accrual.

Employees will accrue vacation ~~time off~~ 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.

Length of Service		Vacation Time Off Accrual Rate	
Years	Months	Hrs / Month	Days/Hrs Per Year
1st	0-12	10.00	15/120
2nd	13-24	10.67	16/128
3rd	25-36	11.34	17/136
4th	37-48	12.00	18/144
5th	49-60	12.67	19/152
6th	61-72	13.34	20/160
7th	73-84	14.00	21/168
8th	85-96	14.67	22/176
9th	97-108	16.00	24/192
10th	109-120	16.67	25/200
11th	121 & Above	17.34	26/208

A. Part-Time Accrual Rates.

Part-time employees ~~of .5 FTE or more~~ accrue vacation on a prorated basis based on their full-time equivalent (FTE).

B. Vacation Accrual for a Newly Hired Staff.

Newly hired staff 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.

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

46
 47 ~~In addition, employees do not earn a month of service toward a higher~~
 48 ~~vacation accrual rate for every month in which they have taken more than ten~~
 49 ~~(10) days of time off without pay.~~

50
 51 D. Time Off Accrual During an Employee’s Final Month of Work.

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

56
 57 XX.3 The annual vacation schedule for use of vacation time off leave in each team
 58 shall be established in the following manner:

59
 60 A. ~~IHME~~ Employees are responsible for managing their own annual vacation
 61 ~~leave~~ time off balances.

62
 63 B. Employees will utilize Workday’s Absence Request tool to submit requests ~~All~~
 64 ~~requests must be made in writing, via an email, from employee to supervisor.~~
 65 Request for five (5) or more consecutive days should be made at least two (2)
 66 months in advance. When possible, the supervisor will respond to the request
 67 within five (5) business days, and no later than ten (10) business days.

68
 69 C. Approved requests will be added to Outlook calendars of employee and
 70 supervisor by the employee ~~and then the request will be added to Workday.~~

71
 72 D. Vacations will be approved on a first come, first serve basis. In the event that
 73 more than one employee on a team, on the same date, requests the same
 74 time off and the workload will suffer, if multiple employees are absent, the
 75 vacations will be approved ~~in IHME~~ by seniority order as defined by
 76 continuous length of service in calendar days at Continuum College ~~in Article~~
 77 ~~41 Layoff Seniority, Layoff, Rehire, with the most senior employee’s vacation~~
 78 ~~approved first.~~

81 **XX.4 No Cap on Vacation Time.**

82 While employees are encouraged to keep vacation time-off balances below two
83 hundred ~~forty-eighty~~ (280240) hours, they are allowed to carry larger balances
84 when work obligations prevent them from using vacation time. Employees do not
85 need extension approvals from HR in order to exceed a balance of two hundred
86 ~~forty-eighty~~ (240280) hours.
87

88 **XX.5 Week of Thanksgiving and the week between Christmas and New Year's.**

89 ~~Remote work will be allowed during these weeks. Employees may request and be~~
90 ~~allowed to work remote during the week of Thanksgiving and Native American~~
91 ~~Heritage Day, as well as the scheduled workdays between Christmas and New~~
92 ~~Year's Day.~~
93

94 **XX.6 Vacation Leave Cash Payment.**

95 Any employee who has been employed for at least six (6) continuous months,
96 who either resigns or retires, is laid-off or is terminated by the University shall be
97 entitled to accrued vacation pay up to two hundred ~~eightyforty~~ (240280) hours.
98

99 Tentatively Agreed To:

101 For the Union:

Signed by:

Kristen Sharp
EA0601991FBC4E3...

105 Date: 10/16/2025

101 For the Employer:

DocuSigned by:

Banks Evans
C5469E99932C427...

105 Date: 9/25/2025

107

ARTICLE XX SICK TIME OFF

1
2
3 **XX.1 Sick Time Off**

4
5 **A. Accrual.**

6 Full-time employees (prorated for part-time employees) accrue eight (8) hours of
7 sick time off for each month of completed regular monthly service. Sick time off
8 accrues at a rate of one (1) hours for every forty (40) hours worked when unpaid
9 times off exceeds eighty (80) hours (prorated for part-time) in any calendar
10 month.

11
12 **B. Sick Time Off – Use.**

13 Sick time off can be used under the following conditions.

- 14
- 15 1. Because of and during any physical or mental illness, disability or injury
16 which has incapacitated the employee from performing required duties.
 - 17
 - 18 2. By reason of exposure of the employee to a contagious disease during
19 such period as attendance on duty would jeopardize the health of fellow
20 employees or the public.
 - 21
 - 22 3. Because of a health condition of a family member that requires treatment
23 or supervisor, or that requires the presence of the employee to make
24 arrangements for extended care.

25
26 Family members includes biological, adoptive, de facto, or foster parent,
27 stepparent, or legal guardian of an employee or the employee’s spouse or
28 domestic partner, or a person who stood in loco parentis when the
29 employee was a minor child; sibling, spouse, domestic partner,
30 grandparent, grandchild, or child, regardless of age or dependency status,
31 including a biological, adopted or foster child, stepchild, or a child to whom
32 the employee stand in loco parentis, is a legal guardian, or is a de facto
33 parent. Family members include those persons in a “step” relationship.

34
35 Family member includes any individual who regularly resides in the
36 employee’s home or where the relationship creates an expectation that
37 the employee care for the person, and that individual depends on the
38 employee for care. This does not include an individual who simply resides

39 in the same home with no expectation that the employee care for the
40 individual.

41
42 4. Sick time off may also be used to provide emergency childcare (as defined
43 in the Employer's Family Care Emergencies Absence Policy).

44
45 5. For personal medical, dental or optical appointments or for family
46 members' appointments when the presence of the employee is required, if
47 arranged in advance with the Employer.

48
49 6. For the closure of the University by order of a public official for any health-
50 related reason.

51
52 7. For the closure of a child's school or place of care by order of a public
53 official for any health-related reason. A school or place of care is
54 considered closed if the physical location is closed and even if some or all
55 instruction is provided online where the child is expected or required to
56 complete assignments.

57
58 8. For domestic violence, sexual assault, or stalking covered absences.

59
60 8.9. To allow the employee to prepare for, or participate in, any judicial
61 or administrative immigration proceeding involving the employee or
62 employee's family member.

63
64
65 C. Use of Vacation Time Off or Compensatory Time Off for Sick Time Off Purposes.
66 An employee who has used all accrued sick time off may be allowed to use
67 accrued vacation time off and/or compensatory time off for sick time off purposes
68 when authorized by the Employer.

69
70 D. Restoration of Vacation Time Off.
71 In the event of an incapacitating illness or injury during vacation time off, the
72 employee's supervisor may authorize the use of sick time off and the equivalent
73 restoration of any vacation time off otherwise charged. Such requests shall be in
74 writing, and a medical certificate may be requested.

75
76 E. Sick Time Off Verification.

77 The Employer will not request verification for the use or the request to use paid
78 sick time off until after absences of three (3) consecutive scheduled workdays
79 Such verification or proof may be given to the supervisor/manager or Human
80 Resources according to departmental policy. The Employer will not make
81 unreasonable requests for sick time off verification.

82

83 **XX.2 Sick Time Off Cash Out.**

84 Eligible employees may elect to receive monetary compensation for accrued sick
85 time off as follows:

86

87 In January of each year, an employee whose sick time off balance at the end of
88 the previous year exceeds four hundred eighty (480) hours may elect to convert
89 the sick time off hours earned in the previous calendar year, minus those hours
90 used during the year, to monetary compensation. No sick time off hours may be
91 converted which would reduce the calendar year end balance below four
92 hundred eighty (480) hours. Monetary compensation shall be paid at the rate of
93 twenty-five percent (25%) and shall be based on the employee's current salary.
94 Full-time employees may cash out up to 96 hours per year. Maximums for part-
95 time employees are prorated based on the employee's FTE. All converted hours
96 will be deducted from the sick time off balance.

97

98 **XX.3** Former eligible employees who are re-employed within five (5) years of
99 separation shall be credited for all unused sick time off credits, if any, to which
100 they were entitled at time of separation.

101

102 **XX.4 Family Care Leave.**

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

108

109 **XX.5** Employees who separate from state service due to retirement or death must be
110 compensated for their total unused sick time off accumulation at the rate of
111 twenty five percent (25%). The employer will deposit the equivalent funds into a
112 Health Reimbursement Account (HRA) through Voluntary Employee's
113 Beneficiary Associate (VEBA). Compensation will be based on the employee's
114 salary at the time of separation. For the purpose of this subsection, retirement
115 does not include "vested out-of-service" employees who leave funds on deposit

116 with the Department of Retirement Systems (DRS). Furthermore, no
117 contributions will be made to the DRS, nor any other retirement system, for
118 payments under this subsection, nor are such payments reported as
119 compensation for retirement purposes.
120

121 Tentatively Agreed To:
122
123 For the Union: Signed by: For the Employer: DocuSigned by:
124 _____ *Kristen Sharp* _____ *Banks Evans*
125 EA0601991FBC4E3... C5469E99932C427...
126 Date: 7/31/2025 Date: 7/16/2025
127
128

ARTICLE XX UNPAID HOLIDAYS FOR A REASON OF FAITH OR CONSCIENCE

XX.1 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. 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. 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 holiday credit time off, compensatory time off, personal holiday or vacation time off in lieu of unpaid time off. All requests to use holiday credit time off, compensatory time off, personal holiday or vacation time off must indicate the time off is being used in lieu of unpaid time off for a reason of faith or conscience. ~~An employee’s personal holiday must be used as a full workday.~~

C. An employee’s seniority date, probationary period or trial service period will not be affected by unpaid time off taken for a reason of faith or conscience.

D. Employees will only be required to identify that the request for time off is for a reason of faith or conscience.

Tentatively Agreed To:

<p>For the Union:</p> <p>Signed by: <u>Kristen Sharp</u></p> <p>EA0601991FBC4E3...</p> <p>Date: 4/29/2025</p>	<p>For the Employer:</p> <p>DocuSigned by: <u>Banks Evans</u></p> <p>C5469E99932C427...</p> <p>Date: 4/30/2025</p>
<p>Signed by: <u>Tamara Rivera</u></p> <p>70AE85BF56EA42F...</p> <p>Date: 4/29/2025</p>	

1 **ARTICLE XX LEAVE RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR**
2 **STALKING**
3

4 As required by state law, and in accordance with University policy (Administrative Policy
5 Statement 46.8), the University will grant time and/or reasonable safety accommodations
6 to an employee who is a victim of domestic violence, sexual assault, or stalking.
7

8 Employees may choose whether to take leave as paid, unpaid, or a combination of paid
9 and unpaid time off. For a paid leave of absence, employees may use sick time, other
10 paid time off, compensatory time or holiday credit. Employees may qualify for shared
11 leave.

12 Time off may also be granted to an employee who has to assist a family member who is
13 a victim of domestic violence, sexual assault or stalking. For the purpose of this article
14 and the leave described herein, family member is defined as:

- 15
16 A. Your spouse or domestic partner, child, parent, grandparent, grandchild, sister,
17 or brother
18 B. The child, parent, or grandparent of your spouse or domestic partner
19 C. A person with whom you have a dating relationship

20 The Employer will inform employees of the right annually.
21

22 The University will not refuse to make a reasonable safety accommodation requested
23 by an employee who is a victim of domestic violence, sexual assault or staking unless
24 the University can demonstrate the accommodation would impose an undue hardship. A
25 reasonable safety accommodation may include, but is not limited to, a transfer,
26 reassignment, modified schedule, changed work telephone number, changed work
27 email address, changed workstation, installed lock, implemented safety procedure, or
28 any other adjustment to a job structure, workplace facility, or work requirement in
29 response to actual or threatened domestic violence, sexual assault, or stalking. ~~A~~
30 ~~reasonable safety accommodation will be determined by the Employer, and will be~~
31 ~~informed by the needs of the employee.~~
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Tentatively Agreed To:

<p>For the Union:</p> <p>_____ Date: 4/23/2025</p> <p>_____ Date: 4/23/2025</p>	<p>Signed by:</p> <p><i>Kristen Sharp</i></p> <p>EA0601991FBC4E3... Signed by:</p> <p><i>Tamara Rivera</i></p> <p>70AE85BF56EA42F...</p>	<p>For the Employer:</p> <p>_____ Date: 4/23/2025</p>	<p>DocuSigned by:</p> <p><i>Banks Evans</i></p> <p>C5469E99932C427...</p>
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Article XX – Military Duty Leave

X.1 Paid Military Duty Leave

Military duty 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 up to twenty-one (21) work days of paid military duty leave annually from October 1 through September 30. Such paid military leave shall be in addition to any compensatory time-off, holiday credit-time-off, vacation time off, sick time off, or personal holiday time-off 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 duty 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 duty leave only for the first calendar day.

X.1.1 Military Fitness Exams

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.

X.2 Unpaid Military Leave of Absence (up to 5 years)

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 duty leave of absence without pay for absence from work for up to five (5) years in addition to any time covered by the provisions of Section ~~XX28~~.1. During an unpaid military duty 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 eight (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 services at the conclusion of the leave in accord with applicable Federal and State laws related to military duty leave; and
- E. any additional benefit required by then-applicable state or federal law.

38 **X.3 Request Process**

39 The employee should follow the military duty leave of absence request process. Unless
40 prohibited by military necessity, the University shall be provided with a copy of an
41 employee's orders at the time the employee requests military duty leave. Such request
42 shall be made as soon as reasonably practical after the employee learns of the need for
43 such leave.

44 **X.4 Return from Military Leave**

45 Following release from military service, an employee shall have the right to return to
46 employment as provided by then-applicable state and federal law. The employee will
47 provide a copy of employee's discharge papers and any other documentation permitted
48 or required by military duty leave laws to their supervisor and to Human Resources.

49 **X.5 Military Family Leave Act (Spouses)**

50 Employees who are spouses of members of the armed forces will be released for the
51 provisions of the Military Family Leave Act RCW 49.77 when the service member has
52 been notified of an impending call or order to active duty or when on leave from
53 deployment.

54

55 Tentatively Agreed To:

56

57 For the Union:

58  Signed by:
59 *Kristen Sharp*
60 EA0601991FBC4E3...

61 Date: 7/31/2025

For the Employer:

 DocuSigned by:
Banks Evans
C5469E99932C427...

Date: 7/16/2025

62

ARTICLE XX WASHINGTON PAID FAMILY AND MEDICAL LEAVE PROGRAM

XX.1 Washington Paid Family And Medical Lease Program (PFML) eligibility for and approval of time off for purposes as described under that Program shall be in accordance with RCW 50A. If the legislature amends all or part of RCW 50A, those amendments are considered by the parties to be incorporated herein. If the legislature repeals all or part of RCW 50A, 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 sick time off, vacation time off, personal holiday, holiday credit, holiday taken, bereavement time off, or compensatory time off.

Employees requesting PFML benefits through the Employment Security Department must provide notice to the University as outlined in UWHR Paid Family and Medical Leave Eligibility and Benefits webpage.

Tentatively Agreed To:

<p>For the Union:</p> <p>Signed by: <u>Kristen Sharp</u> EA0601991FBC4E3...</p> <p>Date: 4/29/2025</p>	<p>For the Employer:</p> <p>DocuSigned by: <u>Banks Evans</u> C5469E99932C427...</p> <p>Date: 4/30/2025</p>
<p>Signed by: <u>Tamara Rivera</u> 70AE858F56EA42F...</p> <p>Date: 4/29/2025</p>	

ARTICLE XX PERFORMANCE EVALUATION

XX.1. Performance evaluations shall be performed at least annually. Evaluations shall be based on job related performance factors. Performance evaluations shall not be used to initiate personnel actions such as transfer, promotions or corrective disciplinary action, however evaluations may serve as supporting documentation for personnel actions. Employee participation in the development of evaluation materials and rating factors is encouraged.

XX.2. Evaluation Forms.

- a. Performance evaluation forms will at a minimum include the following:
 - 1. A description of the job related factors upon which the evaluation is based. These will include:
 - i. quality of work (e.g. competence, accuracy, neatness, thoroughness),
 - ii. quantity of work (e.g. use of time, volume of work accomplished, ability to meet schedules, productivity levels),
 - iii. job knowledge (e.g. degree of technical knowledge, understanding of job procedures and methods),
 - iv. working relationships (e.g. cooperation and ability to work with supervisor, co-workers, students, and clients served), and
 - 2. Provision for identifying specific achievements of the employee, performance goals for the next evaluation period, training and development plans and other comments
 - 3. Provision for employee comments.
 - 4. 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.”
 - 5. 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 supervision to prepare the evaluation.
- c. Modifications to the form to better meet the needs of the employees or the Employer and the implementation of alternative performance evaluation models are appropriate topics for Joint Labor Management Meetings.

XX.3. EMPLOYEE EVALUATION INFORMATION

- A. Upon appointment to a position the employee’s supervisor will provide the employee with a copy 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. Minor modifications that do not substantively alter performance expectations require no notice

42

43 **XX.3. Evaluation Process.**

- 44 a. The supervisor will communicate with the employee about performance problems as
- 45 they occur.
- 46 b. The purpose of the evaluation meeting is to review, discuss, and if appropriate, modify
- 47 the evaluation. The employee shall have an opportunity to discuss the proposed
- 48 evaluation with the evaluator and to provide a written response.
- 49 c. The final evaluation, with employee comments attached, will be signed by the evaluator
- 50 and the employee. The employee will be provided a copy at their request.
- 51 d. Performance evaluations shall be retained in the departmental file for no more than three
- 52 (3) years.

53 **XX.X Evaluator Training.** The Employer shall make available training opportunities for
 54 evaluators all managers and supervisors regarding the Employer’s performance evaluation
 55 program and shall, upon request, share and discuss the contents of such training opportunities
 56 with the Union.

57 **XX.4. Grievability.**

58 Employee performance evaluations are grievable only through Step Two of the Grievance
 59 Procedure. The procedural aspects of the employee performance evaluation process are
 60 grievable only through Step Two of the Grievance Procedure. Procedural aspects include
 61 alleged violations of this contract or University policy. Disagreement over the supervisory marks
 62 assigned to a specific employee shall not be grievable and will be addressed via the actions
 63 described in Subsection XX.3.

64 Tentatively Agreed To:

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<p>For the Union:</p> <p>Signed by:</p> <p><i>Kristen Sharp</i></p> <p>EA0601991FBC4E3...</p> <p>Date: 12/19/2025</p>	<p>For the Employer:</p> <p>DocuSigned by:</p> <p><i>Banks Evans</i></p> <p>C5469E99932C427...</p> <p>Date: 12/18/2025</p>
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ARTICLE XX TELEWORK

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. Telework agreements are meant to be responsive to the changing needs of the workplace, and should be reviewed and updated both as needs change and, at a minimum, annually. The University’s telework policy can be found at the following link: <https://hr.uw.edu/hybridwork/telework-policies-and-agreements/telework-policy/>

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 XX Grievance Procedure.

Requests to telework as a disability accommodation or a pregnancy accommodation are handled through the accommodation process. Teleworking provisions approved due to an accommodation are subject to modifications based on the essential job functions.

- 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.
- C. Employees may propose new or revised individual teleworking agreements when ~~they believe~~ new efficiencies, technologies, or work processes would enable the remote completion of work previously performed onsite.

43 D. The Employer will provide necessary equipment for telework per University
44 policy. If the employee is required to pick up or drop off any provided equipment
45 this shall occur during paid time.
46

47 E. Departmental policies around teleworking will be considered appropriate
48 subjects for Joint Labor Management Meetings.
49

50 F. Termination of hybrid or occasional teleworking arrangements shall require no
51 less than thirty (30) business days written notice, unless it is for alleged
52 misconduct or an emergency, in which case, it may be terminated immediately,
53 or longer as included in the teleworking agreement.
54

55 G. For fully remote employees, termination of telework arrangements shall require
56 no less than thirty (30) business days' notice, but the Employer will provide
57 additional notice whenever possible. Employees may request an extended
58 transition time. Telework arrangements may be terminated immediately in the
59 case of misconduct or emergency.
60

61 H. The Employer will provide in writing the reason(s) for the termination of any
62 teleworking arrangements.
63

64 Tentatively Agreed To:

66 For the Union:

67 Signed by:

68 *Kristen Sharp*

69 EA0601991FBC4E3...

70 Date: 3/20/2026

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 3/17/2026

71

ARTICLE XX INCLEMENT WEATHER AND SUSPENDED OPERATIONS

XX.1 Inclement Weather.

When the University is in operation but an employee is faced with local unanticipated problems related to natural disasters or severe weather conditions, the Employer ~~will~~ may allow the employee to telework in accordance with the telework policy, and may ~~make adjustments to~~ adjust 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 unpaid time off in accordance with the inclement weather policy. Employees designated as essential must make all reasonable efforts to report to work as scheduled.

XX.2 Suspended Operations.

If the University determines~~d~~ 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 services ~~to report~~ to work the following will govern: Any employee, whether or not they perform essential services, who can successfully accomplish their work away from the worksite has the option to telework. Requests will not be unreasonably denied.

Employees who perform essential services and cannot telework are required to report to work. ~~nonessential services are not required to report to work but may telework if approved by the manager.~~ Overtime eligible Eemployees who perform nonessential services who cannot telework during an operational suspension may request to use compensatory time, holiday credit, personal holiday, sick time off, or vacation time off, if available, in accordance with the suspended operations policy. Overtime eligible Eemployees performing nonessential services who cannot telework and do not have available time off balances may use unpaid time off. Overtime-exempt employees who perform nonessential services remain responsible for meeting all work obligations regardless of the time missed during suspended operations.

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 staffs, 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.

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Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by: <i>Kristen Sharp</i>	DocuSigned by: <i>Banks Evans</i>
EA0601991FBC4E3...	C5469E99932C427...
Date: 10/30/2025	Date: 10/16/2025

ARTICLE XX HIRING, PROMOTIONS, AND TRANSFERS

XX.1 Filling Positions

The University 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 profile. The University can fill a position on a full-time or part-time basis. It is the intent of the Employer to fill vacancies as soon as possible within budgetary limitations and where replacements are needed. The Employer will make the application process, necessary submittals, and the essential skills of the vacant position clear to prospective applicants. The Employer will provide all employees notice via email when applications are being accepted for a vacant bargaining unit position. 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. Volunteers will not fill vacant bargaining unit positions.

XX.2 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 profile.

XX.3 Promotions/Transfers:

A. Policy. It is the policy of the University to encourage job advancement and promote from within.

B. Definitions.

For the purpose of this Article the following definitions apply to open competitive recruitment:

1. Promotion - Movement to a position in a job profile with a higher salary range maximum that requires a competitive application process.

2. Transfer - Movement to a new position in the same job profile.

3. Lateral - Movement of an employee to a position in a different job profile which has the same salary range maximum as the employee's current job profile.

4. Voluntary Demotion - Movement to a position with a lower salary maximum. 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 job profile and any specific position requirements.

1 XX.4 Movement Between Positions within Continuum:

2 Employees who promote, transfer, or voluntarily demote into positions covered by this
3 agreement, shall serve a Trial Service Period. Paid or unpaid leave taken during the
4 three (3) month Trial Service Period shall extend the length of the Trial Service Period
5 on a day-for-a-day basis for any day(s) that the employee takes paid time off, unpaid
6 time off, or shared leave, except for time off taken for military service. Either the
7 Employer or the employee may end the appointment by providing notice. During the
8 first thirty-five (35) days of the Trial Service Period, employees have preemptive rights
9 to their former position. After the first thirty-five (35) days but during the remainder of
10 trial service, employees who are not staying in the new position shall have the option to
11 revert to their former position if it is still vacant or be placed on the rehire list.

12 XX.5 Interview Leave:

13 Employees shall receive reasonable paid release time for job interviews (which may
14 include sitting for an examination) at the University. Such time must be approved in
15 advance by the supervisor subject to unit staffing needs. Employees may also utilize
16 vacation time off, compensatory time, or personal holiday.

17
18 Tentatively Agreed To:

19
20 For the Union:

21 Signed by:

22 Kristen Sharp

23 Date: 12/19/2025

20 For the Employer:

21 DocuSigned by:

22 Banks Evans

23 Date: 11/5/2025

1 **ARTICLE XX CIVIL/JURY DUTY ~~LEAVE TIME OFF~~ AND BEREAVEMENT TIME OFF**
 2

3 ~~For the purposes of this Article, paid time off will be the salary the employee receives in~~
 4 ~~their appointed position plus any additional monies (including, but not limited to shift~~
 5 ~~differential and assignment pay) and benefits.~~

6
 7 **XX.1 Civil Duty.**

8 Paid time off will be granted for jury duty, to serve as trial witnesses, or to exercise
 9 other subpoenaed civil duties such as testifying at depositions. Employees are not
 10 entitled to civil duty time off for civil legal actions that they initiate or when named
 11 as a defendant in a private legal action that is unrelated to their University
 12 employment. The employee will notify the Employer as soon as they become
 13 aware of the need for a civil duty time off.
 14

15
 16 **XX.2 Bereavement Time Off.**

17 An employee shall be granted up to ~~three five (53)~~ continuous or non-continuous
 18 days of bereavement time off, as requested by the employee, for each death of a
 19 family member, ~~including the stillbirth or miscarriage of a child including loss of~~
 20 ~~pregnancy. A qualifying pregnancy for the purpose of bereavement is defined as~~
 21 ~~the pregnancy of the employee, including as a surrogate, or employee parent-to-~~
 22 ~~be, including through surrogacy or adoption, where the employee would have been~~
 23 ~~the parent.~~

24
 25 Time away from work for, bereavement time off beyond ~~three five (53)~~ days may
 26 be approved based on individual circumstances, such as relationship of the
 27 employee to the deceased family member, employee responsibility for making
 28 funeral arrangements, religious reasons and/or distance of travel out of the area.
 29 Upon the Employer's approval, the employee may choose to use the following
 30 types of time off for beyond the ~~three five (53)~~ days; sick, vacation, holiday credit,
 31 compensatory time, personal holiday, or unpaid time off.
 32

33 Family members ~~includes biological, adoptive, de facto, or foster parent,~~
 34 ~~stepparent, or legal guardian of an employee, or a person who stood in loco~~
 35 ~~parentis when the employee was a minor child, sibling, spouse, domestic partner,~~
 36 ~~grandparent, grandchild, or child, regardless of age or dependency status,~~
 37 ~~including a biological, adopted or foster child, stepchild, or a child to whom the~~
 38 ~~employee stands in loco parentis, is a legal guardian, or is a de facto parent. Family~~
 39 ~~members include those persons in a "step" relationship. Family member also~~
 40 ~~includes individuals in the following relationships with the employee's spouse or~~
 41 ~~domestic partner: child, parent (as defined above), or grandparent.~~ is defined in
 42 Article XX Sick Time Off, Section XX.1.B.3.
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Tentatively Agreed To:	
For the Union:	For the Employer:
<hr/> Date: 7/31/2025	<hr/> Date: 7/16/2025
<p>Signed by: <i>Kristen Sharp</i> EA0601991FBC4E3...</p>	<p>DocuSigned by: <i>Banks Evans</i> C5469E99932C427...</p>

Article XX31 – Miscellaneous Leave/Time Off

X.1 Leave of Absence Without Pay

~~Leaves without pay must be approved or denied by the Employer in writing within 5 – 10 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.~~

~~In addition to the circumstances specified elsewhere in this Agreement, the Employer, in its discretion may approve a leave of absence 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.~~

~~X.1—Discretionary Unpaid Leave for Specified Reasons~~

~~Unpaid time off may be approved for the following reasons:~~

- ~~A. Personal Child or elder care emergencies, as defined in Article XX Absence due to Personal Emergencies~~
- ~~B. Governmental service and civic duty, including voting~~
- ~~C. Citizen volunteer or community service~~
- ~~D. Conditions applicable for leave with pay~~
- ~~E. Education~~
- ~~F. Formal collective bargaining~~
- ~~G. Leave taken voluntarily to reduce the effect of a layoff
— Union project activities~~
- ~~H. Personal well-being~~
- ~~I. As otherwise provided for in this Contract Agreement (see Section X.3)~~

X.2 Unpaid Leave Addressed Under Other Articles

Leave of absence without pay for the following reasons is not covered by this Article:

- A. Compensable work-related injury or illness, (Article ~~XX30~~)
- B. Military service (Article ~~XX-29~~)

32 C. Leave for serious health condition taken under the provisions of the Family and
33 Medical Leave article (Article ~~XX24~~)

34 D. Leave authorized by the Employer as part of a plan to reasonably accommodate
35 a person of disability (Article ~~XX3~~)

36 E. Disability due to pregnancy or childbirth (Article ~~XX21~~)

37 F. Parental leave (Article ~~XX21~~)

38 ~~G.~~ Union activities (Articles ~~XX42~~)

39 ~~G.H.~~ Absence due to Personal Emergencies Family Care Emergencies (Article
40 XX)

41 ~~H.I.~~ To accommodate annual work schedules of employees occupying cyclic year
42 positions.

43 **X.3 Conditions Applicable to Leave of Absence without Pay**

44 Employees must submit any request for a leave of absence without pay in writing when
45 feasible prior to the leave being used. Except as required by law, a request for leave
46 without pay must meet the following conditions:

47 A. The employee must be a permanent employee

48 B. The employee must have a bona fide intention of returning to work following the
49 leave

50 C. The leave without pay must not, in the discretion of the University, interfere with
51 operational needs.

52 **X.4 Cancellation of Leave of Absence Without Pay**

53 The Employer may cancel a leave of absence without pay upon finding that the
54 employee is using the leave for purposes other than those specified at the time of
55 approval, or where there are extreme circumstances requiring the employee's return to
56 work. The Employer will provide written notice to the employee that a leave of absence
57 without pay has been cancelled. The notice will set a date for the employee's return to
58 work. Unless mutually agreed, the employee's failure to return to work on the date
59 prescribed will be considered job abandonment.

60 **X.5 Benefits During Leave**

61 Employees are encouraged to contact the Employer's UW Benefits Office (phone # 206-
62 543-4444, ~~total~~benefits@uw.edu) prior to any leave of absence without pay to
63 understand impact on benefits and learn about other points to consider.

64 **X.6 Returning Employee Rights**

65 Employees returning to work following an approved leave of absence without pay will be
66 returned to the position they held prior to the leave without pay or to another position in
67 the same classification in the same geographical area unit and organizational unit. In the
68 event the employee's position is substantially impacted during the time the employee is
69 on leave, the employee will be notified in writing and provided a time in which to exercise
70 any rights available pursuant to this Agreement.

71 **X.7 Educational Leave**

72 After applicable accrued time off has been exhausted, unpaid time off may be granted
73 for the duration of actual attendance in an educational program.

74 **X.8 Government Service Leave**

75 After applicable accrued time off has been exhausted, unpaid time off may be granted
76 for government service in the public interest, including but not limited to the U.S. Public
77 Health Service or Peace Corps.

78 **X.9 Volunteer or Community Service Leave**

79 After applicable accrued time off has been exhausted, unpaid time off may be granted
80 for community volunteerism or service.

81 **X.10 Formal Collective Bargaining Leave**

82 Unpaid time off may be granted to participate in formal collective bargaining sessions
83 authorized by RCW 41.5680 as mutually agreed by the parties

84 X.11 Discretionary Unpaid Leave for Specified Reasons:

85 Unpaid time off may also be approved for the following reasons:

86 A. Conditions applicable for certain leave with pay

87 B. Leave taken voluntarily to reduce the effect of a layoff

88 Tentatively Agreed To:

89

90 For the Union:

91 Signed by:

92 Kristen Sharp

93 EA0601991FBQ457 12/19/2025

94 Date:

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427 11/5/2025

Date:

ARTICLE XX ABSENCE DUE TO FAMILY CARE EMERGENCIES

XX.1 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 an unexpected absence of a regular care provider, an unexpected closure of the child's school, or an 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.

XX.2 An employee who is unable to report for or remain at work due to a family care emergency may use vacation time off, sick time off, compensatory time, holiday credit, or unpaid time off up to a maximum of three (3) days of each type time off per calendar year, and their personal holiday. Use of any of the above time off types is dependent upon the employee's eligibility to use such time off. The employee upon returning from such an absence shall designate to which time off type the absence will be charged.

XX.3 In accordance with RCW 49.46.210, sick time off 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 or after the declaration of an emergency by a local or state government or agency, or by the federal government. 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: _____ Date: 7/31/2025	For the Employer: _____ Date: 7/16/2025
Signed by: <i>Kristen Sharp</i> EA0601991FBC4E3...	DocuSigned by: <i>Banks Evans</i> C5469E99932C427...

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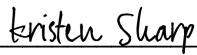

Article XX – Federal Family Medical Leave Act and Parental Leave

X.1 FMLA Eligibility & Leave

Consistent with the federal Family and Medical Leave Act of 1993 (FMLA) and APS 45.5, 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.

Additional guidance on FMLA covered leave and request procedures are available at <https://hr.uw.edu/ops/leaves/fmla/>.

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by:  EA0601991FBC4E3...	DocuSigned by:  C5469E99932C427...
Date: 10/16/2025	Date: 9/25/2025

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 DOSHA requirements.

X.2 Safety

All work shall be performed in conformity with applicable health and safety standards. 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 the University's Department of Environmental Health & Safety or the Department of Labor & Industries. 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, or the Department of Labor & Industries, 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 University's Department of Environmental Health & Safety prior to going outside the University.

No employee shall be disciplined or retaliated against for reporting any such condition.

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, Labor and Industries or Environmental Health and Safety (telephone 206-543-7262) declares a University work site to be hazardous and unfit for work, operations will be suspended in accordance with Article XX Inclement Weather and Suspended Operations. Affected employees may be assigned to alternative work sites, including telework work sites, until the hazardous condition is rectified and operations are no longer suspended.

37 ~~If an employee has reported to work prior to the suspension of operations, and it has~~
 38 ~~been determined that reassignment to an alternative work site or telework is not feasible,~~
 39 ~~and the supervisor directs the employee to return home, the employee will receive their~~
 40 ~~regular pay for all hours they were scheduled to work on the day suspension. If~~
 41 ~~assignment to an alternative work site is not possible and it is not possible to telework~~
 42 ~~and the supervisor decides to send the employee(s) home, those employees sent home~~
 43 ~~will receive their regular pay for all time the employee(s) is scheduled to work on the day~~
 44 ~~of the incident. For all subsequent days the employee(s) may use accrued leave as~~
 45 ~~appropriate or request make up time as follows:~~

46 ~~A. Employees must request make up time within three (3) working days after~~
 47 ~~operations resume.~~

48 ~~B. Reasonable work must exist and the supervisor must approve the request to~~
 49 ~~work. The time must be made up within ninety (90) calendar days after operations~~
 50 ~~resume.~~

51 **X.4 Health Examinations**

52 The Employer shall provide at no cost to the employee, such medical tests, health
 53 examinations and surveillance/monitoring as may be required as a condition of
 54 employment and/or as a result of regulated hazards encountered after employment.

55 **X.5 Safety Committees**

56 Joint employee-elected and Employer appointed safety committees shall be formed in
 57 accord with DOSH requirements and following University of Washington policy. The
 58 Union is entitled to representation on the University-wide or specific organizational or
 59 divisional committees where bargaining unit employees are working. Any ~~HME~~
 60 Continuum College committee also dealing with health and safety issues in work areas
 61 shall appropriately involve bargaining unit employees. Participation in safety and health
 62 committees, including meeting time, health and safety research, work on committee
 63 assignments, seminars, and classes will be considered time worked for all employees in
 64 accordance with University policy. Release time must be arranged with supervisors in
 65 advance.

66 When the committee makes a recommendation that requires action or approval beyond
 67 its scope of authority, the Employer will communicate its disposition of the formal written
 68 recommendation within thirty (30) days.

69 **X.6 Ergonomics**

70 Employees should contact their supervisor if job procedures, equipment or University-
 71 owned or operated workstations lead to risk of injury or work-related musculoskeletal
 72 disorders. Further ergonomic guidelines shall be referenced on the Environmental
 73 Health and Safety website www.ehs.washington.edu. Employees have the option to
 74 request the University of Washington Environmental Health and Safety to perform an
 75 ergonomic assessment of their University-owned or operated workstation. The
 76 University does not provide ergonomics assessments for non- University-owned or
 77 operated work environments. If available, employees may choose to utilize established
 78 University outside consultants at a pre-negotiated rate and at their own expense. The
 79 supervisor/manager will provide training and equipment for staff to safely perform job
 80 functions and avoid injury. Employees should ~~contact~~contract their supervisor if job
 81 procedures, equipment or workstations lead to risk of injury or work-related
 82 musculoskeletal disorders. Further ergonomic guidelines shall be referenced on the
 83 Environmental Health and Safety website www.ehs.washington.edu. Employees have
 84 the option to request the University of Washington Environmental Health and Safety to
 85 perform an ergonomic assessment of their work station.

86 **X.7 Workplace Review**

87 Supervisors will periodically inspect the worksite for the identification of recognized
 88 hazards, including ergonomic conditions, and put in place appropriate and feasible
 89 mitigations for any identified conditions that may be hazardous to health and safety.
 90 Such mitigations may include the use of engineering controls, administrative controls,
 91 the use of personal protective equipment, and/or increased training. The organizational
 92 unit will determine the appropriate frequency of the inspections and such frequency shall
 93 be an appropriate topic for Union Management meetings.

94 In response to a DOSH (Department of Occupational Safety & Health Administration)
 95 inspection initiated by a bargaining unit employee complaint, the Employer will contact
 96 the designated Union representative to participate in the worksite inspection. Employees
 97 may also request a workplace review by the employing department and employees shall
 98 be given the results of the review.

99 ~~**X.8—DOSH Inspections**~~

100 ~~Each time there is a DOSH inspection of the Employer's property in an area where SEIU~~
 101 ~~925 employees perform their duties, the Employer shall contact the Union Office to find~~
 102 ~~out whom the Union designates as the employee representative. If the Union's~~
 103 ~~representative is not present for the inspection, the Employer shall request that the~~
 104 ~~DOSH inspector delay the inspection until the Union's representative can arrive.~~

105 ~~**X.9X.8 Wellness**~~

106 ~~The Employer and the Union will encourage and support employee participation in~~
 107 ~~appropriate programs including the Washington State Employee Assistance Program~~
 108 ~~(WA EAP) through which employees may seek confidential assistance in the resolution~~
 109 ~~of chemical dependency or other problems that may affect job performance. WA EAP~~
 110 ~~may presently be reached at eap.wa.gov or 877.343.4455. No employee's job security~~
 111 ~~will be placed in jeopardy as a result of seeking and following through with corrective~~
 112 ~~treatment, counseling or advice providing that the employee's job performance meets~~
 113 ~~supervisory expectations. Wellness Rooms. Locations of wellness rooms throughout the~~
 114 ~~University can be found at the following link: [116 ~~X.10~~**X.9 Tools and Equipment**](https://hr.uw.edu/experience/wellness-</u>

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117 The Employer will furnish and maintain in safe working condition all tools and equipment
 118 required to carry out the duties of each position, and will provide, during working hours,
 119 training on the safe operation and use of tools/equipment/supplies required to perform
 120 the employee's duties. The Employer agrees to provide transport for necessary
 121 equipment and supplies which cannot safely be transported by hand. The employees will
 122 properly use and maintain all required tools/equipment/supplies and immediately report
 123 any defects or malfunctions to the supervisor. If applicable, the supervisor/manager will
 124 provide training on safe operation and handling of Employer issued equipment.

125 ~~X.14~~**X.10 Joint Labor/Management Committee**

126 It shall be appropriate for either the Union or the University to request that a Joint
 127 Labor/Management committee be convened, with Environmental Health and Safety as a
 128 participating member, to discuss health and safety concerns and to explore options for
 129 addressing those concerns through appropriate training or other approaches.

130 ~~X.12~~**X.11 Training**

131 Training that is relevant to the business operations and hazards involved in the work
 132 activities will be provided in the workplace by qualified trained individuals to employees.

133 Organizational units are required to develop a written Fire Safety and Evacuation Plan
 134 for each campus building they occupy pursuant to University policy.

135 Active shooter training resources can be found on the University website at:
 136 [http://police.uw.edu/community-engagement/activeshooter/.](http://police.uw.edu/community-engagement/activeshooter/)

137 Training needs will be an appropriate topic at Joint Labor/Management committee
 138 meetings. Assistance with interpretation may be requested by staff.

139 ~~X.13~~**X.12 Safety and Health Grievances**

140 Grievances arising out of violations of this Article will start at Step 2 of the grievance
141 procedure.

142 X.13 After Hours Support

143 Employees will have access to Husky Night Walk and UW Night Ride services in
144 accordance with University policy.

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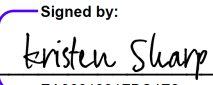

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by: <i>Kristen Sharp</i> EA0601991FBC4E3...	DocuSigned by: <i>Banks Evans</i> C5469E99932C427...
Date: 12/18/2025	Date: 12/18/2025

Article XX – Employee Assistance Program

~~The Washington State Employee Assistance Program (WA EAP) supports PEBB-eligible University of Washington employees and their household members to help identify and resolve personal concerns related to health, safety, and well-being. The Employer and the Union will encourage and support employee participation in appropriate programs including the Washington State Employee Assistance Program (WA EAP) through which employees may seek confidential assistance in the resolution of chemical dependency or other problems that may affect job performance.~~ WA EAP may presently be reached at eap.wa.gov or 877.313.4455. 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 provided that the employee’s job performance meets supervisory expectations.

~~The Employer will continue to offer an Employer supported Employee Assistance Program for all employees covered by this Agreement.~~ Employees can request, and 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: Signed by:  EA0601991FBC4E3...	For the Employer: DocuSigned by:  C5469E99932C427...
Date: 10/16/2025	Date: 9/25/2025

Article XX – 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 (OPF) for each employee will be maintained by Campus Human Resources. This office will be responsible for identifying the location of and process for accessing the file. The OPF will accompany the employee throughout their service career at the University of Washington. No grievance materials shall be placed in an individual's OPF. Grievances shall not be referenced unless necessary for payroll, leave, or other similar legitimate business purposes. The departmental file will be maintained by the department.

Medical information related to employment will be kept in Campus HR and will be kept separate from all other employment files and confidential in accordance with state and federal law.

Individual supervisors may create and retain documents in a supervisor file. Documents in the supervisor file will not be placed in the departmental file or OPF unless they are incorporated as part of an official action (such as performance evaluation or a corrective action).

X.2 Employee Access to Files

Upon written request, an employee or an employee with their representative have the right to examine all materials in the OPF that are not non-disclosable pursuant to state and/or federal laws. Information about accessing OPF is provided here:
<https://hr.uw.edu/policies/official-personnel-file-access/>.

Employees also have the right to examine all materials in their departmental file and/or supervisor file that are not non-disclosable pursuant to state and/or federal laws. Upon written request by the employee to their departmental HR, the employee and/or the employee with their representative may examine the employee's departmental file and/or supervisor file. A copy of the written authorization will be retained in the employee's departmental file. Departmental files will be reviewed with the Employer representative during business hours. The employee and/or employee's representative may request copies, which may be provided at no cost if the size of the request is reasonable.

X.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 shall be provided to the employee.](#)

An employee may insert a reasonable amount of job-related materials in their personnel file that reflects favorably on their job performance.

38 Employees shall have the right to request removal or correction of inaccurate materials
39 in their personnel files, attach a concise statement in response to any item in the files
40 and/or request removal of inappropriate material from the files. Removal of records is
41 subject to the University's records retention policies.

42 **X.4 Confidentiality**

43 Unauthorized parties shall not have access to any employee's OPF or departmental file.

44

45 No individually identifiable information in the personnel files of an Employee, including
46 supervisory job performance evaluations, shall be made publicly available except as
47 required under state and/or federal law.

48

49 Tentatively Agreed To:

50

51 For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

51 For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

54 Date:

11/5/2025

54 Date:

10/30/2025

56

ARTICLE XX – PARENTAL LEAVE

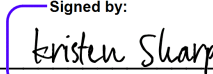
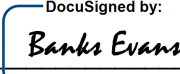
XX.1 Parental leave is defined as: up to six (6) months of leave taken after the birth of a child to the employee, spouse or domestic partner, or because of the placement of a child with the employee or domestic partner through adoption or foster care, including time covered by the FMLA, during the first 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 with 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.

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, the combination of which may be determined by the employee.

Employee’s on parental leave may use unpaid time off before applicable accrued time off.

Parental leave is generally taken as continuous (full) leave of absence or, if it meets business needs and has the approval of your supervisor, can be granted as intermittent leave or a reduction in hours. Employees may also request schedule and/or FTE changes in accordance with Article XX.3.

If changes made to the University’s parental leave policies impact mandatory subjects of bargaining, including changes made as a result of updates to Washington’s Paid Family Medical Leave Program (PFML), the Employer will provide Union notice and fulfill its bargaining obligations.

Tentatively Agreed To:	
For the Union: _____ Signed by:  EA0601991FBC4E3...	For the Employer: _____ DocuSigned by:  C5469E99932C427...
Date: 9/3/2025	Date: 8/27/2025

Article XX – Classification and Reclassification

X.1 Position Allocation

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

X.2 Position ~~Reallocation~~ Reclassification

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

X.3 ~~Classification~~ Job Profile Changes

A. Should the Employer decide to create, eliminate or modify ~~class specifications~~ job profiles which does 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-job profile and, for a newly created or modified classification-job profile 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.

~~B. An employee occupying a position reallocated to a class with a lower salary range maximum due to a class being created, abolished or modified will be placed at a step on the new range closest to but not less than their current rate of pay, up to the max auto step. If an employee's current salary is above max auto step, the employee's salary will be y-rated (frozen) until the new range catches up. The Progression Start Date will remain unchanged. An employee occupying a position reallocated to a class with a higher salary range to due a class being created, abolished, or modified will receive the same step in the new range as the employee's held in the previous range. The Progression Start Date shall be the first of the current month for effective dates falling between the first and fifteenth of the month and the first of the following month for effective dates falling between the sixteenth and the end of the month.~~

B. All new SEIU 925 Continuum College Pro Staff non-supervisory class specifications job profiles will be considered included in the bargaining unit, unless exempted by RCW 41.56.401 law as:

~~The Employer will follow RCW 41.56.21 to determine whether a new Continuum College Pro Staff non-supervisory position job profile is prohibited by law from being in the bargaining unit.~~

38 C. Nothing in this section shall be considered to be a waiver of the rights of either
 39 party.

40 ~~C. If a new Continuum College Pro Staff non-supervisory position is not prohibited~~
 41 ~~from being in the bargaining unit by RCW 41.56.21, it will be considered~~
 42 ~~bargaining unit work. For work that is permitted to be in the bargaining unit, a~~
 43 ~~new bargaining unit class specification may be created or the position may be~~
 44 ~~assigned to an existing bargaining unit job class specification. The Union may~~
 45 ~~bargain over the salary placement.~~

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

52 **X.4 Union ~~Classification~~ Job Profile Proposals**

53 The Union may, at any time, propose a new ~~classification~~ job profile or edits to an
 54 existing ~~classification~~ job profile with appropriate justification. These proposals will be
 55 reviewed by the UWHR Compensation Office which will accept, reject, or modify any
 56 proposal. The Union and the UWHR Compensation Office will meet and discuss the
 57 proposal within sixty (60) days. This review is not grievable and not subject to position
 58 review appeal process.

59 **X.5 Reclassification Notification**

60 The Employer agrees to notify the Union of any proposed reclassifications of occupied
 61 bargaining unit positions into non-bargaining unit positions at least thirty (30) days prior
 62 to implementation.

63 **X.6 Position Review Process.**

64 A. The ~~E~~employer, employee, ~~employee representative,~~ or Union ~~steward~~ may
 65 request that a position be reviewed when the requesting party believes that the
 66 basis of its request has become a permanent requirement of the position. A
 67 position review requires a current performance evaluation (completed within the
 68 previous twelve (12) months). Employees and employee representatives may not
 69 request that a position be reviewed more often than once every six (6) months.

70 B. The request must be complete and in writing on forms provided by the Employer.
 71 Requests may be submitted to Continuum College Human Resources.

72 C. The UWHR Compensation Office will investigate the position and issue a written
 73 response to the employee or employee representative within sixty (60) calendar
 74 days from receipt, by Continuum College Human Resources, of the completed

request. The response will include notification of the class-job profile 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 Continuum College Human Resources or the employee's direct supervisor or department, whichever date is earliest. The date of receipt must be appropriately documented.

X.7 Position Review Appeal Process

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.

~~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.~~

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 upon timely appropriate request.~~ 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 paid~~ by the parties moving party.

Tentatively Agreed To:

For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

Date: 3/20/2026

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 3/17/2026

Article XX – 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:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

Date: 7/10/2025

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 6/4/2025

Signed by:

Tamara Rivera

78AE85BF56EA42F...

Date: 6/11/2025

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Article XX – Contracting

A. The University will not contract out bargaining unit work which results in the layoff or reduced FTE status of bargaining unit employees without providing notice to the Union. The University will provide the Union thirty (30) - calendar days' notice prior to the implementation of any contract allowed under this Article.

B. 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.

C.

Tentatively Agreed To:	
For the Union: _____ Date: 1/12/2026	Signed by: <i>Kristen Sharp</i> <small>EA0601991FBC4E3...</small>
For the Employer: _____ Date: 12/22/2025	DocuSigned by: <i>Banks Evans</i> <small>C5469E99932C427...</small>

Article XX – Exit Interviews

Exit interviews can provide valuable feedback for the ~~Continuum~~Employer, specific teams, and the union about what conditions drive turnover and how we can continue to build a more sustainable work culture ~~at Continuum College~~. Exit interviews are also an opportunity to evaluate the climate of diversity, equity, inclusion, and belonging ~~at Continuum College~~. ~~Continuum~~The Employer will ~~continue to~~ offer exit interviews to all resigning or retiring employees.

X.1 Joint Labor Management

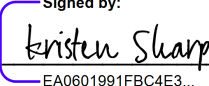

~~Upon request, Continuum and the Union~~the parties will discuss common trends from exit interviews at a joint labor management meeting ~~at least annually~~.

~~X.2 Confidentiality~~

~~Both parties will keep individual responses from exit interviews anonymous, and discuss common themes and aggregated statistics.~~

~~X.3 Notice~~

~~When an employee in the bargaining unit gives notice of resignation when possible, the Union will be notified within five (5) business days, so that the Union may have an opportunity to reach out to the employee before their departure.~~

Tentatively Agreed To:	
For the Union: _____ Signed by:  EA0601991FBC4E3...	For the Employer: _____ DocuSigned by:  C5469E99932C427...
Date: 8/26/2025	Date: 8/21/2025

Article XX – Health Care Benefits Amounts

X.1 Employer Medical Contribution

A. For the 202~~35~~-202~~75~~ 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 XX (B) will expire June 30, 202~~57~~.

X.2 Employer-Paid Premiums

The Employer will pay the entire premium costs for each bargaining unit employee for dental, stand-alone vision, basic life, and any offered basic long-term disability insurance coverage. If changes to the long-term disability benefits structure occur during the life of this agreement, the Employer recognizes its obligation to bargain with the Coalition over impacts of those changes within the scope of bargaining.

~~If the PEBB Board authorizes stand-alone vision insurance coverage, then the Employer will pay the entire premium costs for each bargaining unit employee.~~

X.3 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.

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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 deductible 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.4 PEBB

The PEBB Program shall provide information on the Employer sponsored Insurance Premium Payment Program on its website and in an open enrollment publication annually.

X.5 ~~Medical~~ Flexible Spending Arrangement

- A. During January 2024~~6~~ and again in January 2025~~7~~, the Employer will make available ~~two hundred fifty dollars (\$250)~~ three hundred (\$300) in a medical flexible spending arrangement (FSA) account for each bargaining unit member represented by a Union in the Coalition described in RCW 41.80.020 (3), who meets the criteria in Subsection ~~46XX~~.5(B) below.
- B. In accordance with IRS regulations and guidance, the Employer FSA funds will be made available for a Coalition bargaining unit employee who:
 - 1. Is occupying a position that has an annual full-time equivalent base salary of sixty~~-eight~~ thousand and four dollars (\$68,00~~40~~) or less on November 1 of the year prior to the year the Employer FSA funds are being made available; and
 - 2. Meets PEBB program eligibility requirements to receive the employer contribution for PEBB medical benefits on January 1 of the plan year in which the Employer FSA funds are made available, is not enrolled in a high-deductible health plan, and does not waive enrollment in a PEBB medical plan except to be covered as a dependent on another PEBB non-high deductible health plan.
 - 3. Hourly employees' annual base salary shall be the base hourly rate multiplied by two thousand eighty-eight (2088).
 - 4. Base salary excludes overtime, shift differential and all other premiums or payments.

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- C. A ~~medical~~ FSA will be established for all employees eligible under this Section who do not otherwise have one. An employee who is eligible for Employer FSA funds may decline this benefit but cannot receive cash in lieu of this benefits.

- D. The provisions of the State's salary reduction plan will apply. In the event that a federal tax that takes into account contributions to a FSA is imposed on PEBB health plans, this provision will automatically terminate. The parties agree to meet and negotiate over the termination of this benefit.

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Tentatively Agreed To:

<p>For the Union:</p> <p>Signed by: <u>Kristen Sharp</u> EA0601991FBC4E3...</p> <p>Date: 7/10/2025</p> <p>Signed by: <u>Tamara Rivera</u> 70AE85BF56EA42F...</p> <p>Date: 6/11/2025</p>	<p>For the Employer:</p> <p>DocuSigned by: <u>Banks Evans</u> C5469E99932C427...</p> <p>Date: 6/4/2025</p>
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Article XX – Privacy

X.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.

X.2 Labor Relations 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.

Tentatively Agreed To:

<p>For the Union:</p> <p>Signed by: <u>Kristen Sharp</u> EA0601991FBC4E3...</p> <p>Date: 7/10/2025</p>	<p>For the Employer:</p> <p>DocuSigned by: <u>Banks Evans</u> C5469E99932C427...</p> <p>Date: 6/4/2025</p>
<p>Signed by: <u>Tamara Rivera</u> 70A585BF56EA42F...</p> <p>Date: 6/11/2025</p>	

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:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

Date: 7/10/2025

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 6/4/2025

Signed by:

Tamara Rivera

70AE85BF56EA42F...

Date: 6/11/2025

Article XX – Tuition Exemption Program

X.1 Tuition Exemption Eligibility

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.

X.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 Continuum College.

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.

X.3 Registration

Employees will be allowed to register for class on the same timeline as Access students.

Tentatively Agreed To:

For the Union:	Signed by:	For the Employer:	DocuSigned by:
_____	<i>Kristen Sharp</i>	_____	<i>Banks Evans</i>
	<small>EA0601991FBC4E3...</small>		<small>C5469E99932C427...</small>
Date: 7/10/2025		Date: 6/4/2025	

	Signed by:
_____	<i>Tamara Rivera</i>
	<small>70A586BF56EA42F...</small>
Date: 6/11/2025	

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Article XX – Union Activities, Rights, and Stewards

X.1 Staff Representatives

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 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

39 the event that a steward is unavailable, the steward of the next geographically
40 closest designated jurisdiction will be contacted to represent the employee. The
41 number of stewards in a particular area and the jurisdiction they serve shall be an
42 appropriate subject of discussion between the Union and the Employer.

43 C. The Union agrees to submit an up-to-date list to Continuum HR and the Office of
44 Labor Relations once per month indicating the name of all Union stewards, their
45 work locations, team and designation as Lead, Chief, or Officer. In any event,
46 said list shall be submitted at least annually with changes noted as they occur.
47 Union stewards shall be recognized when Continuum HR and the Office of
48 Labor Relations is informed of their appointment. Stewards shall be assigned by
49 the union. Lead Stewards, Chief Stewards, and Local/Chapter officers shall be
50 recognized to have broader jurisdictions.

51 D. Whereas it benefits the University to have Union stewards who understand the
52 contract and are trained in administration of the contract, each of the Union's
53 stewards shall be allowed a total of eight (8) working hours annually without loss
54 of pay to participate in the Union's stewards training program. Said time off shall
55 be approved in advance by the employee's supervisor and shall be contingent
56 upon the ability to provide coverage during the time off.

57 The Union shall submit to Continuum HR and the Office of Labor Relations at
58 least fifteen (15) days in advance the names of the employees (with their
59 respective supervisors) that are scheduled to participate in the training. The
60 Union will confirm the employee's participation in the training upon completion.

61 E. New Steward Training. Where the Union requests in advance of an investigatory
62 meeting or grievance hearing that a second steward be present to be trained or
63 to provide steward training. This release will be approved without loss of pay or
64 recorded work time subject to the operational needs of the second steward's
65 department and notification to the steward's Supervisor. Confirmation of
66 attendance must be communicated to the Supervisor and Human Resources
67 representative attending the meeting in advance of the meeting. No overtime or
68 compensatory time will be earned for participation and no steward shall attend as
69 a second steward more than once.

70 X.3 Union Business Activities

71 A. Employees who intend to absent themselves from work for the purpose of
72 attending and participating in Union business functions or programs, such as
73 meetings, conventions, seminars, or other authorized meetings or to work for the
74 Union on a temporary basis at the Union's request, may do so with supervisory
75 approval. The Employee may use paid or unpaid time consistent with University
76 policy, including compensatory time, holiday credit, personal holiday, accrued
77 vacation time, or unpaid time off.

78 B. The Union and/or the employee shall request leave from the Employee's
79 immediate supervisor at least two (2) weeks prior to the planned absence.

80 X.4 Use of State Facilities, Resources, and Equipment.

81 A. Meeting Space and Facilities. The Employer's campuses and facilities may be
82 used by the Union to hold meetings subject to the University's policy and
83 availability of the space. The Employer may provide private space for stewards
84 and/or Union representatives to meet in confidence with those they represent on
85 a space available basis. Staff representatives may reserve and utilize meeting
86 rooms in accordance with University policy and procedure. Such requests will be
87 subject to availability and all applicable fees.

88 B. E-mail, Fax Machines, the Internet, and Intranets. Union delegates and members
89 may utilize state owned/operated equipment to communicate with the Union
90 and/or the Employer only for the exclusive purpose of administration of this
91 Agreement. Such use will:

- 92 1. Results in little or no cost to the Employer;
- 93 2. Be brief in duration and frequency;
- 94 3. Not interfere with the performance of their official duties;
- 95 4. Not distract from the conduct of state business;
- 96 5. Not disrupt other state employees and will not obligate other employees
97 to make a personal use of state resources; and
- 98 6. Not compromise the security or integrity of state information or software.

99 The Union and its union delegates will not use the above referenced state
100 equipment in a manner that is prohibited by the Executive Ethics Board.
101 Communication that occurs when using state-owned equipment is the property of
102 the Employer.

103 C. Bulletin Boards and Distribution of Union Material. Upon request, space will be
104 made available to the Union on bulletin boards in those areas where bargaining
105 unit employees work or frequent, for the posting of notices and information
106 pertaining to official business of the Union. Materials posted on the Union bulletin
107 boards without the signature of a recognized Union officer or representative may
108 be removed. If digital bulletin boards become available, upon request, the parties
109 will meet to discuss possible access.

110 D. Employee shall have the right to distribute official Union information materials.
111 Such distribution of official material shall not interfere with the work assignments
112 of employees who are on duty. Further, such distribution activities must be held

113 in locations which cause no interference with the normal operations or with any
114 employees who may not be involved or interested.

115 X.5 Temporary Employment with the Union

116 With thirty (30) calendar days' notice, unless agreed otherwise, employees may be
117 granted leave without pay if the employee is elected or appointed to serve as an officer
118 or staff member of a specified duration, not to exceed six (6) months, provided the
119 employee's time off will not interfere with the operating needs of the Employer as
120 determined by management. Upon request, the department may agree to an extension
121 of leave without pay up to an additional six (6) months. The returning employee will be
122 employed in a position in the same job classification, in the same layoff unit, and in
123 ~~the~~ same geographical area, as determined by the Employer.

124 X.6 Information Requests

125 A. All requests for information will clearly identify what information is being sought
126 and include the reason for the request. Requests will not normally extend more
127 than twenty-four (24) months prior to the date of the request.

128 B. Upon written request of the Union to the Office of Labor Relations
129 (laborrel@uw.edu), the Employer will provide relevant information necessary for
130 conducting representational duties.

131 C. The Employer will acknowledge receipt of the information request and will
132 provide the union with a date by which the information is anticipated to be
133 provided.

134 D. When the Union submits a request for information that the Employer believes is
135 unclear or unreasonable, the Employer will contact the Union and the parties will
136 discuss the relevance and necessity of the request. The costs associated with
137 the request and the amount the Union may pay for receipt of the information may
138 also be discussed.

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141 Tentatively Agreed To:

142

143 For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

Date: 9/16/2025

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 9/4/2025

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1 **Article XX – Union Membership, Dues Deduction, and Status Reports**

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3 X.1 **Dues Deduction**

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

7 A. The Union shall transmit to the Employer via a web based electronic reporting
8 system, by the cut-off date for each payroll period, the name and Employee ID
9 number of employees who have, since the previous payroll cut-off date, provided
10 authorization for deduction of dues, COPE, or have changed their authorization for
11 deduction. The Employer will provide instructions and templates for the web based
12 electronic reporting system and provide a calendar of required payroll cut-off dates.

13 X.2 **Indemnification**

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

19 X.3 **Remittance of Dues**

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

23 X.4 **Revocation**

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

30 X.5 **Listing of Employees**

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

38 representational responsibilities as the collective bargaining representative for the
 39 University employees about whom the data or information is requested. Information
 40 provided pursuant to this Section will be maintained by the Union in confidence
 41 according to the law. The Union will indemnify the Employer for any violations of
 42 employee privacy committed by the Union pursuant to this Section.
 43

44 Each pay period UW shall provide the following ~~four reports union membership~~
 45 ~~information~~ electronically in EXCEL format

- 46
- 47 A. ~~Total Compensation and deductions Employee Information~~
- 48 Name
- 49 Home Address
- 50 ~~Home phone~~
- 51 Cell phone Primary phone
- 52 Work phone
- 53 ~~Work location (building)~~
- 54 Work location (address)
- 55 ~~Work station or office (suite and/or number)~~
- 56 Employee ID number
- 57 Personal Email
- 58 UW email
- 59 UW mailbox
- 60 Employment status
- 61 Employment status effective date Current position effective date
- 62 Job classification
- 63 Department Supervisory org
- 64 Pay grade
- 65 Pay step
- 66 Pay rate salary
- 67 Hourly rate
- 68 Supervisor
- 69 Supervisor email
- 70 Race
- 71 Gender
- 72 DOB
- 73 Date of hire
- 74 Job title
- 75 Job class code
- 76 Shift
- 77 Deduction amount dues
- 78 ~~Deduction amount other~~
- 79 Deduction amount cope
- 80 Total wages for the pay period
- 81 Total base pay for pay period

- 82 Total overtime pay for pay period
- 83 Total overtime hours per pay period
- 84 Total hours worked in the pay period
- 85 Days in the pay period
- 86 ~~Total hours for each class/type of differential and or/ premium pay for the~~
- 87 ~~pay period~~
- 88 ~~Total wages for each class/type of differential and or/ premium pay for the~~
- 89 ~~pay period~~ Premium pay and premium hours
- 90 Total wages year to date.
- 91 Pension plan enrollment (which plan)
- 92 ~~Position number~~ Position ID
- 93 Medical plan enrollment (which plan)
- 94 Bargaining Unit
- 95 Total FTE
- 96 Anniversary date (step date)
- 97 Employment status (regular fulltime, regular part time, hourly, fixed
- 98 duration part time, fixed duration full time)
- 99
- 100 ~~B. All appointment list~~
- 101 ~~All information above with wages and codes organized by appointment~~
- 102 ~~including:~~
- 103 ~~Id by each worker:~~
- 104 ~~Appointment budget number(s)~~
- 105 ~~Beginning date~~
- 106 ~~End date~~
- 107 ~~Department and /or hiring unit~~
- 108 College/Org name
- 109 ~~Job Classification~~
- 110 ~~Job Classification Code~~
- 111 Full time salary or hourly rate
- 112 Appointment/FTE Percentage
- 113 Appointment status
- 114 ~~Appointment term~~ Service Period
- 115 ~~Distribution line information.~~
- 116 ~~Position number~~
- 117 Earnings in last pay cycle
- 118 Hours worked in last pay cycle
- 119 FTE in last pay cycle
- 120 Leave of Absence effective date
- 121 Nature of Leave of Absence
- 122
- 123 ~~C.B. Change Report~~ Staffing Events and Terminations
- 124 Name,
- 125 Job classification,

126 Job classification code,
 127 Department,
 128 Employee id,
 129 Original hire date,
 130 Status change date,
 131 Termination/separation date if any,
 132 Reason for status change, nature of status change,
 133 Reason for termination/separation
 134 ~~LOA effective date,~~
 135 ~~Nature of LOA~~
 136 New hire date
 137 New Hire

138
 139 ~~D. Vacancy Report~~
 140 ~~Position Number~~
 141 ~~Job Classification~~
 142 ~~Date of vacancy~~
 143 ~~Elimination date of vacancy~~
 144 ~~Reason for elimination (filled, deleted, transferred to a different~~
 145 ~~classification/status)~~
 146

147 X.6 Privacy Rights of Union Members

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

153

154 Tentatively Agreed To:

155

156 For the Union:

157 Signed by:
 158 Kristen Sharp
 159 EA0601991FBC4E3...

160 Date: 7/10/2025

161

162

163 Signed by:

164 Tamara Rivera
 165 70AE85BF56EA42F...

166 Date: 6/11/2025

For the Employer:

DocuSigned by:
Banks Evans
 C5469E99932C427...

Date: 6/4/2025

Article XX – Layoff, Seniority, Rehire

X.1 Layoff Procedures and Employment Options

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. The Employer will attempt to notify impacted employees and the Union forty five (45) calendar days in advance of impending layoffs, but no ~~at least~~ fewer than thirty (30) days in advance of implementation. The notice will include the employee's formal employment option.

1. The Employer shall not lay off bargaining unit employees in lieu of disciplinary action.

2. Employees will be laid off in accordance with Article X.1.B. seniority, as defined below.

2.3. If possible, the Employer will end temporary appointments prior to impacting regular positions.

B. When a layoff is required, the Employer may also consider the following when determining which position(s) will be impacted. ~~If possible, the Employer will end temporary appointments prior to impacting regular positions.~~

- Position specific specialized skills, duties and/or responsibilities
- Employee specific specialized skills

When deciding between two employees using the criteria above, all other things being equal, use layoff seniority described in XX.2. below.

C. 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 and any specific position requirements or credentialing) of the offered position:

1. A funded vacant position in the same or similar Continuum College job profile in their current grade, as determined by the Employer.

2. A funded vacant position within the same or similar Continuum College job profile series in a lower grade, 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.

36 An employee who is offered a placement option will have up to three (3) working days
37 from the date of the placement option to accept the option or elect placement on the
38 rehire list. Failure to respond within the window will be treated as decline and the
39 employee will be placed on the rehire list.

40 **Employment Option Trial Period.** Employees placed into vacant positions as an
41 employment option will serve a three (3) month employment option trial period. During
42 the employment option trial period either party may, at its sole discretion and without
43 resort to the grievance procedure, initiate placement on the rehire list. Time spent in an
44 employment option trial period will not count toward the twenty-four (24) month rehire list
45 period. The three (3) month employment option trial period will be adjusted to reflect any
46 paid or unpaid leave taken during the period.

47 D. FTE Increase or Reduction. An employee in a position that is not abolished but is
48 increased or reduced in FTE status and who will remain benefit eligible after the
49 reduction or increase will have the choice of staying in the reduced or increased position
50 and going on the rehire list for the position and FTE status held by the employee
51 immediately prior to the increase or reduction exercising available layoff rights under
52 ~~41.4XX.3~~. The employee must exercise this choice within three (3) working days of the
53 increase or reduction notice.

54 E. Voluntary Layoff. Appointing authorities will allow an employee in the same job
55 classification and department where layoffs will occur to volunteer to be laid off provided
56 that the employee is in a position requiring the same skills and abilities, as a position
57 subject to layoff. Any volunteer for layoff shall have no formal employment options. If the
58 appointing authority accepts the employee's voluntary request for layoff, the employee
59 will submit a non-revocable letter stating they are accepting a voluntary layoff from the
60 University. The employee can elect to be placed on all applicable rehire lists.

61 X.2 Layoff Seniority

62 A. Layoff seniority is defined as the length of service in calendar days with Continuum
63 College. Service of less than full time shall be considered full time. Calendar days spent
64 on layoff shall not be included in computing, but does not constitute a break in service.
65 Permanent employees who are veterans or their unmarried widows/widowers shall have
66 added to their seniority the veteran's active military service to a maximum of five (5)
67 years credit. Time spent on military duty leave, paid or unpaid, or time spent on ~~leave~~
68 without pay/unpaid time off to work for the union in accordance with Articles XX and XX is
69 included in seniority calculation. Probationary employees are not vested with seniority
70 credits until successfully completing the probationary period.

71 B. Layoff Seniority shall be lost following a break in service including resignation,
72 termination for cause, failure to return from a leave of absence, expiration of rehire
73 rights.

74 C. Seniority groups will be considered in selecting the order of employees being laid off
75 within the layoff unit, determining eligibility for placement in vacant jobs, and order of

76 placement on the rehire list, Continuum College employees will be listed in seniority
77 categories, as follows: in calendar days 1-365, 366-730, 731-1460, 1461-2190, 2191
78 and over. Individual layoffs would occur within the lowest seniority category first.
79 Employees in the highest seniority group would be considered the most senior and the
80 employees in the lowest seniority group would be considered the least senior.

81 ~~D. The Employer will provide all employees notice when a new position has been posted on~~
82 ~~the internal job board.~~

83 E.D. Once employees have been notified of a layoff (as described above), the
84 Employer will include at least two internal layoff applicants in the interview pool for each
85 position provided there are at least two applicants that meet the minimum qualifications.

86 **X.3 Rehire**

87 A. The Employer shall make a concerted effort to re-employ bargaining unit members on
88 the rehire list. Employees without employment options may be placed on the rehire list
89 for the same or similar job profile, as determined by the Employer, from which the
90 employee was laid off for twenty-four (24) months.

91 B. Rehire Trial Period. Employees placed into vacant positions from the rehire list will serve
92 a three (3) month rehire trial period. During the rehire trial period either party may, at its
93 sole discretion and without resort to the grievance procedure, initiate return to the rehire
94 list. Time spent in a rehire trial period will not count toward the twenty-four (24) month
95 rehire list period. The three (3) month rehire trial period will be adjusted to reflect any
96 paid or unpaid leave taking during the period.

97 C. Removal from Rehire List(s). Removal from the rehire list(s) will occur for any of the
98 following circumstances:

- 99 1. If placement does not occur within twenty-four (24) months,
- 100 2. If the employee accepts or rejects two offers of placement from any rehire list for
- 101 a position with the same FTE status and pay as the position from which the
- 102 employee was laid off.
- 103 3. Employees who notify the UW they want to be removed from the rehire list.

104

105 Tentatively Agreed To:

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For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

Date: 3/17/2026

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 3/17/2026

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ARTICLE XX DURATION

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This Agreement shall become effective upon ratification and remain in force through hold for three (3) year duration; 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 hold for six (6) months before expiration of the contract, to negotiate a new Agreement. Should such notice be served, bargaining shall commence at a time agreed upon by the parties.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p> <p><i>Kristen Sharp</i></p> <p>EA0601991FBC4E3...</p> <p>Date: 3/20/2026</p>	<p>For the Employer:</p> <p>DocuSigned by:</p> <p><i>Banks Evans</i></p> <p>C5469E99932C427...</p> <p>Date: 3/17/2026</p>

ARTICLE XX NO STRIKE/LOCKOUT

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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.

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Tentatively Agreed To:

<p>For the Union:</p> <p>Signed by:</p> <p><i>Kristen Sharp</i></p> <p>EA0601991FBC4E3...</p> <p>Date: 3/20/2026</p>	<p>For the Employer:</p> <p>DocuSigned by:</p> <p><i>Banks Evans</i></p> <p>C5469E99932C427...</p> <p>Date: 3/17/2026</p>
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ARTICLE XX40 – MANDATORY SUBJECT

X.1 Existing practices not contained in this contract which have a bearing on employee wages, hours, or working conditions shall not be modified or eliminated without the Employer satisfying its collective bargaining obligations. 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 negotiations on the decision and/or impact of these changes on employees’ working conditions. The Union will notify the Assistant Vice President of Labor Relations with a copy to Labor Relations (laborrel@uw.edu) 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.

X.2 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 40.~~

Unless agreed otherwise, the parties ~~agree will attempt~~ to begin bargaining within thirty (30) calendar days of ~~receipt of the request to bargain notice~~. 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 sixty (60) 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.

X.3 Bargaining.

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)~~three (3) 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

40 use personal holiday, vacation time off, holiday credit, or compensatory leave
41 instead of leave without pay.

42 B. No overtime will be incurred as a result of bargaining and/or preparation for
43 bargaining

44 C. The Union is responsible for paying any travel or per diem of employee
45 representatives. Employee representatives may not use a state vehicle to travel
46 to and from a bargaining session, unless authorized by the Employer for
47 Business Purposes.

48

49 Tentatively Agreed To:

50

51 For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

Date: 3/17/2026

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For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 3/3/2026

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Article XX 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:
<small>Signed by:</small> <i>Kristen Sharp</i> <small>EA0601991FBC4E3...</small>	<small>DocuSigned by:</small> <i>Banks Evans</i> <small>C5469E99932C427...</small>
Date: 8/26/2025	Date: 8/21/2025

1 efforts to reasonably accommodate the employee's disability in accordance with
2 applicable state and federal law. Disability separation is not a corrective action.
3

4 **XX.6 Disability Leave**

5 Disability leave may be a combination of the employee's accrued holiday credit,
6 sick time off, vacation time off, personal holiday, compensatory time, and/or unpaid
7 time off, the combination of which may be determined by the employee. If disability
8 leave is taken as an unpaid absence, the employee may apply eight (8) hours of
9 accrued paid time off per month during at least the first four (4) months of disability
10 leave to provide for continuation of Employer paid health benefits. The
11 interspersed paid time off will be applied to the first working day of the month.
12

13 **XX.7 Pregnancy Accommodation**

14 The Employer and the Union will comply with all relevant federal and state laws,
15 regulations, and executive orders and with the provisions of Washington
16 Administration Policy Statement 46.7 Reasonable Accommodation of Pregnant
17 Employees. The University and the Union are committed to providing reasonable
18 accommodation for known limitations due to pregnancy, childbirth, and related
19 medical conditions.
20

21 A. The following pregnancy-related accommodations shall not require health care
22 provider certification and are not subject to an Employer's claim of undue
23 hardship:

- 24 1. Providing more frequent, longer, or flexible restroom breaks;
- 25 2. Modifying a no food or drink policy;
- 26 27 3. Providing seating or allowing the employee to sit more frequently if their
28 job requires them to stand; and
- 29 30 4. Restricting lifting to 17lbs. or less.
- 31 32 5. Providing reasonable break time for an employee to express breast
33 milk or breastfeed as needed.
- 34 35 6. Providing a lactation space which may be used by the employee to
36 express milk.
37 38

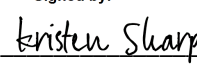

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41 B. An employee's pregnancy or pregnancy-related medical condition may also be
42 accommodated as follows:
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1. Job restructuring, part-time or modified work schedules, reassignment to vacant position, 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 and employee's request for reasons of significant difficulty or expense.

Tentatively Agreed To:

<p>For the Union:</p> <p>Signed by:  _____ EA0601991FBC4E3...</p> <p>Date: 12/19/2025</p>	<p>For the Employer:</p> <p>DocuSigned by:  _____ C5469E99932C427...</p> <p>Date: 12/3/2025</p>
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Article XX – Professional Development

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3 **12.1** Professional Development benefits both the Employer and the employee.
4 Professional Development is the responsibility of the employee with the support
5 and encouragement of their supervisor. The Employer may set professional
6 development funds aside for the fiscal year (July 1 to June 30); employees
7 considering utilization of these funds may discuss potential opportunities with their
8 supervisors at any time, including during annual performance evaluations.
9 Employees will be notified in writing of any professional development allocations.

10 Requests for professional development funds may include conferences,
11 professional meetings, seminars, professional association membership fees,
12 workshops, and webinars, and any necessary travel costs to attend these events.
13 Requests require documented supervisor support. Supervisors may make requests
14 for use of professional development funds on behalf of their employees when there
15 is a professional development opportunity needed to support the work of the
16 organization or when the employee’s performance needs improvement.

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

20 Employees receiving professional development (PD) funds outside of their
21 assigned department (e.g., via campus programs or staff awards) shall notify their
22 Manager within three (3) days of receiving notice of the award.

23 **12.3 Employee Awareness and Planning.** Upon hire, employees will be given
24 information by HR and/or their supervisor describing the existence of and
25 procedures surrounding the professional development programs described in this
26 Article.

27 Supervisors should have conversations with their supervisees meant to discuss
28 organizational goals, their supervisees’ professional goals, and professional
29 development opportunities that may help them achieve these goals. These
30 conversations may happen outside the performance review and goal cycle.

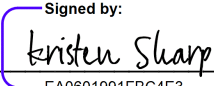
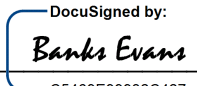
31 **12.4 Release Time.** The Employer will make every effort to allow the employee to
32 participate in relevant professional development on paid release time. Employees
33 who have received outside funding or scholarships for professional development
34 opportunities may request paid release time to attend **12.5 Required Training.** If
35 the Employer requires an employee to receive training all fees and related costs

36 will be paid by the employing department. When attendance is required for courses
 37 that take place outside of regular work hours, supervisors will work with their direct
 38 report(s) to adjust work hours to accommodate the appropriate balance between
 39 extended work time and offsetting time, per Article XX, Overtime. **12.6 Other**
 40 **Professional Development Opportunities.** See Article XX, Tuition Exemption

41 **12.7 Training – Layoff.** Employees on layoff status shall be eligible to participate on a
 42 space available basis in regularly scheduled layoff training as offered through
 43 Professional & Organizational Development programs. **12.8 Travel Funding.**
 44 Following the allocation and travel approval process, employees are generally
 45 expected to pay out of pocket and submit documented expenses for
 46 reimbursement. Options for per-diem advances and prior trip reimbursement may
 47 be available through UW Travel Services in accordance with University policy. The
 48 Employer will make a good faith effort to process travel reimbursement requests
 49 within ten (10) working days of receiving a complete request.

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Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by:  EA0601991FBC4E3...	DocuSigned by:  C5469E99932C427...
Date: 1/7/2026	Date: 12/22/2025

Article XX – Shared Leave

X.1 Eligibility

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:

- A. Having a severe or extraordinary illness; or
- B. Having caregiver responsibilities for a relative or household member with a severe or extraordinary illness; or
- C. The employee is serving as an approved emergency worker; or
- D. When voluntarily or involuntarily serving in one of the uniformed services; of the United States, or
- E. 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
- F. Sickness or temporary disability due to a pregnancy-related medical condition or miscarriage; or
- G. 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.

X.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 that ~~the Human Resources Department~~ UWHR publishes for that purpose.

X.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 pool programs:

- A. Uniformed Services Shared Leave Pool Program
- B. Foster Parent Shared Leave Pool Program

34 C. Veterans' In-State Service Shared Leave Pool Program

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Tentatively Agreed To:

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For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

Date: 7/31/2025

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 7/16/2025

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Article XX – Compensation, Wages and Other Pay Provisions

X.1 General Provisions

The ~~SEIU 925-Continuum College-SEIU 925-classifications job profiles~~ with their respective ~~market salary ranges and grades~~ are hereby incorporated into this contract as Appendix X. ~~The Continuum College-SEIU 925-class specifications for these jobs are considered in effect upon the execution of this contract.~~ No employee may be hired below the ~~salary range minimum~~ Minimum-Continuum-College-Grade.

~~**X.2 Salary Scale Placement**~~

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

~~**X.3 Salary Minimums and Maximums**~~

~~A. Within three (3) months of the contract ratification in year one (1), minimum and maximum salaries in Appendix X will be increased by five percent (5%).~~

~~B. Within three (3) months of the contract ratification in year two (2), minimum and maximum salaries in Appendix X will be increased by four percent (4%).~~

~~C. Within three (3) months of the contract ratification in year three (3), minimum and maximum salaries in Appendix X will be increased by four percent (4%).~~

~~**X.4X.2 Salary Increases**~~

A. Effective within ninety (90) days of ratification, on the first available pay period as determined by the Employer, all members of the bargaining unit will receive a two percent (2%) across-the-board increase over their current salary.

B. On April 1, 2027, all members of the bargaining unit will receive a two percent (2%) across-the-board increase over their current salary.

C. On April 1, 2028, all members of the bargaining unit will receive a two percent (2%) across-the-board increase over their current salary.

D. When an across-the-board increase coincides with the effective date of a promotion or reclassification date and/or a market or range adjustment, the across-the-board increase will be applied first.

~~**X.5X.3 Market Salary Setting Upon Promotion or Reclassification to a Job Profile with a Higher Salary Range Maximum**~~
~~**Rate-Wage Adjustments**~~

~~Upon promotion or reclassification from one bargaining unit job profile to another bargaining unit job profile with a higher salary range maximum, the affected employee shall receive a salary no less than the minimum of the new job profile and no higher than the maximum. Employees categorized as severely underpaid shall receive a market rate~~

~~wage adjustment of no less than fifteen percent (15%), effective within three (3) months of the contract ratification in year one (1). Employees categorized as moderately underpaid shall receive a market rate wage adjustment of no less than ten percent (10%), effective within three (3) months of the contract ratification in year one (1). Employees categorized as slightly underpaid shall receive a market rate wage adjustment of no less than five percent (5%), effective within three (3) months of the contract ratification in year one (1).~~

X.6X.4 Salary Setting Upon Lateral Movement.

Movement to a different ~~Continuum College SEIU 925 position~~bargaining unit job profile with in the same salary range maximum~~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.~~

X.7X.5 Salary Setting Upon Voluntary Movement or Reclassification to a Job Class Profile with a Lower SalaryMarket Range Maximum.

An employee who voluntarily moves into a job profile~~position~~ or is reclassified to a ~~Continuum College SEIU 925 job class~~bargaining unit job profile with a lower market salary range maximum shall be paid a salary no less than the ~~market range~~-minimum of the new job class profile and no higher than the ~~market range~~-maximum ~~of the new job class~~, unless Continuum College HR requests a salary higher than the market salary range maximum and UW HR Compensation approves this request. ~~The Employer will consider equity and years of service at Continuum College 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.8X.6 Pay Increases Mechanisms

- 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 the following reasons: ~~of~~ a change in level of duties and responsibilities, meritorious performance with increased level of functioning, market competitiveness or retention, employment offer or active recruitment from outside the University, or internal equity ~~(misalignment of salary relationships, such as compression or inversion.)~~
- B. Pay ~~Over Exceeding Salary Range~~Market Maximum. The Employer may provide compensation to individual employees at rates above the maximum for their job class profile upon request by Continuum College HR staff and approval by the UWHR Compensation Office.
- C. Increases for Entire Job Classes for Recruitment/Retention. The Employer may increase the salary range of ~~Continuum College SEIU 925~~bargaining unit job classes profile that are experiencing recruitment/retention problems, upon thirty (30) days' notice to the union and the opportunity for the union to bargain.

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2 ~~X.9X.7~~ **Excess Compensation for Exceptional Circumstances**

3 Employees are expected to devote their efforts to the work of their position during their
4 regular work schedule, and all University-related work should be included as part of an
5 employee’s normal duties. Under exceptional circumstances overtime exempt positions
6 may qualify for “excess compensation” or “additional compensation” as determined by
7 the Employer. ~~Excess compensation to employees for all University~~ work that is not part
8 of the position’s regular duties, and that is typically performed outside of the employee’s
9 regular department. Excess compensation may not exceed twenty-five percent (25%) of
10 the employee’s regular annual salary.

11 ~~All requests for excess compensation must be approved by the Vice Provost of~~
12 ~~Continuum or designee. The HR Compensation office monitors the use of excess~~
13 ~~compensation. Units use Workday to process excess compensation payments.~~

14 ~~X.10X.8~~ **Temporary Pay/Salary Increase (TPI)**

15 An employee who for ten (10) or more working days is temporarily assigned additional
16 duties ~~at the same level, including when the assignment results in an increased~~
17 ~~workload, or who is assigned additional higher level responsibilities~~ may receive a
18 temporary pay increase of at least five percent (5%) over their current salary. The
19 temporarily assigned duties may be at the same level or a higher level (i.e., duties
20 belonging to a job profile with a higher salary range maximum). The pay increase will be
21 retroactive to the first day of working the additional duties and will be in effect until the
22 assignment of additional duties ~~or higher level responsibilities~~ ends. Alternatively, the
23 employee can choose to stop assuming those duties, and their temporary pay
24 increase TPI will stop. A temporary pay increase Temporary Pay Increase (TPI) requires
25 advance approval ~~of the Continuum, from Continuum College HR, HCM Operations or~~
26 the UW HR Compensation office.

27 ~~X.11~~ **Compression and Inversion Study**

28 ~~Within a year of the ratification of this contract, the Employer will conduct a compression~~
29 ~~and inversion analysis of bargaining unit employees. The Employer will provide the~~
30 ~~Union the results of this salary analysis. The Employer will implement adjustments to~~
31 ~~wages to correct compression and inversion within six months of completion of the~~
32 ~~study.~~

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Tentatively Agreed To:

For the Union: Signed by: <u>Kristen Sharp</u> EA0601991FBC4E3... Date: 3/20/2026	For the Employer: DocuSigned by: <u>Banks Evans</u> C5469E99932C427... Date: 3/17/2026
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Article XX. Workspace and Materials

X.1

The University shall provide all workspace and materials required for the position and project(s) as determined by the Employer. This may include but is not limited to:

- A. Office and desk space
- B. Access to telephone via Zoom or Teams
- C. Storage and recording space
- D. Office supplies
- E. Textbooks or reading materials
- A-F. Printing facilities

X.2

A. Materials and equipment provided or purchased by the Employer are the property of the Employer. Employees are accountable for materials and equipment provided to them. Employees who misuse, vandalize, lose or damage Employer property may be subject to corrective action. Employees will be required to return all Employer provided or purchased equipment and materials. In those cases where an employee fails to return the provided or purchased equipment and/or materials, the Employer may deduct the depreciated value (calculated in accordance with the Washington State Administrative and Accounting Manual) of the items from the employee's final pay.

A-B. The Employer will repair or replace Employer provided materials and equipment required for the position if damaged or worn out beyond usefulness during the normal course of business.

Tentatively Agreed To:	
For the Union: _____ Signed by: <i>Kristen Sharp</i> EA0601991FBC4E3... Date: 9/3/2025	For the Employer: _____ DocuSigned by: <i>Banks Evans</i> C5469E99932C427... Date: 8/27/2025

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Article XX: COMMUTE AND TRAVEL

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 Emergency Rides Home

The [U-PASS program](#), currently provides reimbursement for an emergency ride home for employees with an active U-PASS membership and have commuted via public transit on the day of the emergency ride or a permit for one of Transportation Services' secure bike facilities (house or locker) on campus. Eligible individuals can utilize this service up to eight (8) times in a fiscal year (July-June). UW Transportation Services will reimburse for up to 100 percent of a metered taxi or ride hail fare (tip not included), up to 60 miles per one-way trip to the employee's home, park & ride, daycare or other dependent care facility or hospital. During a trip, one 20-minute stop will be permitted to pick up things such as a prescription or dependent. The employee with an active U-PASS must have commuted via public transit on the day of the emergency ride or hold a permit for one of Transportation Services' secure bike facilities (house or locker) on campus. Qualifying circumstances include:

- A. Illness: either personal or of a child or dependent
- B. Family emergency
- C. Personal emergencies (ex. house flooding)
- D. Changes to rideshare plans without advance notice, such as a vanpool driver needing to leave early
- E. Unanticipated need to work late when reliable and safe public transportation is no longer available (must be approved by supervisor)

In order to be reimbursed, receipts, along with the reason for the ride, must be submitted to Transportation Services within three (3) months of date of the emergency ride home.

32 **X.3 Commute Reduction**

33 Per UW Transportation Services initiatives and APS 70.2, teams are encouraged to give
34 serious consideration to employee requests for flexible schedules for commute trip
35 reduction purposes. Individual requests for flexible scheduling may be approved by the
36 Employer, provided that such scheduling does not interfere with the effective operation
37 of the team and shall be dependent upon operating, business, and customer needs.

38
39 **X.4 Required Travel**

40 Any employee required to travel to a place of work other than their regular official duty
41 station shall be reimbursed for travel costs when eligible, in accordance with the
42 University travel policy. Employee travel policies are governed by
43 <https://finance.uw.edu/travel/policies> and APS 70.2:
44 <https://policy.uw.edu/directory/aps/section-70-travel/aps-70-2-general-travel-policies/>

45 **X.5 Travel Work Time and Compensation**

- 46 A. Travel that constitutes hours worked is outlined in [https://hr.uw.edu/comp/overtime-for-](https://hr.uw.edu/comp/overtime-for-staff/overtime-compensation/)
47 [staff/overtime-compensation/](https://hr.uw.edu/comp/overtime-for-staff/overtime-compensation/)
48 B. "Release time" is defined by UW Policy:: [https://hr.uw.edu/ops/holidays-time-off/taking-](https://hr.uw.edu/ops/holidays-time-off/taking-time-off-event-activity-during-work-day/)
49 [time-off-event-activity-during-work-day/](https://hr.uw.edu/ops/holidays-time-off/taking-time-off-event-activity-during-work-day/)

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52 **X.6 Policy Changes**

53 The Union agrees that during the life of this Agreement, the University may apply
54 changes in transportation policy, including the emergency ride home program, and
55 adjusting parking fees and criteria for assigning parking spots, to the bargaining unit
56 without the obligation to bargain with the Union. The Union may raise issues and
57 concerns about the University's parking program at Joint Labor/Management Committee
58 meetings or at ad hoc Labor Management Committee meetings.

59 Tentatively Agreed To:

60 For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

61
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63
64
65 Date: 1/12/2026

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 12/22/2025

66

1 **SIDE LETTER XX: ARTIFICIAL INTELLIGENCE**

2 The parties agree that Artificial Intelligence (AI) presents significant opportunities and
3 should be considered for use to accelerate the strategic, financial and operational goals
4 of Continuum College and the university. Any use of AI tools must be responsible,
5 compliant (with relevant laws, regulations, and policy), ethical, and balance potential
6 benefit with potential risks. For UW work, employees will use UW-approved AI tools.
7 The use of AI is an appropriate agenda item for a Joint Labor Management meeting.

8 This side letter expires (Placeholder to mirror Article XX Duration).

9

10

Tentatively Agreed To:	
<p>11 For the Union:</p> <p>12 Signed by:</p> <p>13 <i>Kristen Sharp</i></p> <p>14 _____ EA0601991FBC4E3...</p> <p>15 Date: 2/3/2026</p>	<p>11 For the Employer:</p> <p>12 DocuSigned by:</p> <p>13 <i>Banks Evans</i></p> <p>14 _____ C5469E99932C427...</p> <p>15 Date: 12/22/2025</p>

17

1 **SIDE LETTER XX: CODE OF PROFESSIONAL CONDUCT**

2 The Employer is developing an Executive Order (EO) on professional conduct- working
3 title Code of Professional Conduct. The parties agree that if the Employer implements
4 the executive order, the Employer will satisfy its collective bargaining obligations by
5 providing the Union notice and opportunity to bargain.

6

7 Tentatively Agreed To:

8

9 For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

10 Date: 1/7/2026

11 Date: 1/7/2026

12

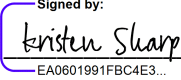
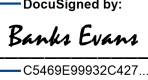
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**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
SERVICE EMPLOYEES INTERNATIONAL UNION Local 925, CONTINUUM COLLEGE BARGAINING UNIT**

The parties agreed to the following regarding Professional Staff Temporary Employees:

If a Professional Staff Temporary Employee works at least 350 hours in the same position and is employed in that same position for at least ~~twenty-four~~twelve (12) consecutive months, the Employer will convert the position to a regular appointment and include it in the bargaining if applicable per Article XX Classification and Reclassification, Section XX Job Profile Changes.

Tentatively Agreed To:	
For the Union: Signed by:  EA0601991FBC4E3...	For the Employer: DocuSigned by:  C5469E99932C427...
Date: 3/20/2026	Date: 3/17/2026

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
SERVICE EMPLOYEES INTERNATIONAL UNION Local 925, CONTINUUM
COLLEGE BARGAINING UNIT**

MOU: ADDITIONAL BASE PAY INCREASE

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3 During negotiations, the parties reached agreement on the following regarding an
4 additional base pay increase:

5 A. Effective within ninety (90) days of ratification, on the first available pay period as
6 determined by the Employer, the Employer will provide a salary-base pay
7 increase of threetwo percent (23%) to employees who:

- 8 1) Were hired into this bargaining unit prior to April 1, 2024, AND
9 2) Received no permanent salary increase throughout the entire period of
10 April 1, 2024, through the date of ratification, AND
11 3) Are in an active position, with a UW compensation plan, in this bargaining
12 unit on the date of ratification.

13 B. Effective April 1, 2027, all members of the bargaining unit will receive a one
14 percent (1%) base pay increase.

15 C. Effective April 1, 2028, all members of the bargaining unit will receive a one
16 percent (1%) base pay increase.

17 D. When an additional base pay increase coincides with the effective date of a
18 promotion or reclassification date, and/or an across the board increase, the
19 additional base pay increase will be applied first. If this salary adjustment
20 coincides with an across the board increase, this salary adjustment will be
21 applied first.

22
23 This MOU will expire upon implementation.
24

1

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by: <i>Kristen Sharp</i> EA0601991FBC4E3...	DocuSigned by: <i>Banks Evans</i> C5469E99932C427...
Date: 3/17/2026	Date: 3/17/2026

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
SERVICE EMPLOYEES INTERNATIONAL UNION Local 925, CONTINUUM
COLLEGE BARGAINING UNIT**

MOU: ACCESSIBILITY AND BELONGING

The parties affirm their shared commitment to fostering a workplace culture of accessibility, belonging, fairness, and respect. The Employer recognizes the importance of these values to a healthy, inclusive, and welcoming work environment, and supports efforts that advance them, consistent with applicable law and University policy.

This MOU will expire upon implementation.

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by: <i>Kristen Sharp</i>	DocuSigned by: <i>Banks Evans</i>
EA0601991FBC4E3...	C5469E99932C427...
Date: 3/20/2026	Date: 3/17/2026

Article XX – Financial Communications & Transparency

X.1 – Financial Transparency

~~To ensure employees remain informed about funding that may impact programs, projects, and organizational priorities, the Employer will make every effort to communicate relevant financial information. This includes details about financial conditions that influence employee decision-making.~~

X.2 – Financial Communication

~~To facilitate this, Continuum College will maintain a page on its internal HUB that communicates information on revenue, spending on internal and external projects and external funding sources, including but not limited to gifts, grants and scholarships. This page should be updated on a quarterly basis or more frequently as appropriate.~~

Side Letter XX: Financial Communications and Transparency

The Employer will continue to publish a monthly report available to all employees during the academic year that includes information on revenue and spending across departments. The goal of providing the monthly snapshots is to allow employees insight into how the Employer’s budget and finance actuals are tracking.

Annually, the Employer will discuss with and/or provide employees an annual recap that includes information on revenue, external funding sources, and spending across departments.

Tentatively Agreed To:

For the Union:

Signed by:

Kristen Sharp

EA0601991FBC4E3...

Date: 12/18/2025

For the Employer:

DocuSigned by:

Banks Evans

C5469E99932C427...

Date: 12/18/2025

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