

ARTICLE 1 – PREAMBLE AND PURPOSE

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

- 1.1 The Agreement is made by and between the Board of Regents of the University of Washington, hereinafter referred to as the Employer, and the Service Employees International Union, Local 925, hereinafter referred to as the Union. The Employer is the Board of Regents of the University of Washington acting through its agents, administrators, and supervisors as determined by the Board of Regents.
- 1.2 Provisions of this Agreement apply to all full-time and regular part-time nonsupervisory and supervisory Professional Libraries and Press employees and Librarians exempt from chapter 41.06 RCW employed by the University of Washington working within the University of Washington Library System (UW Libraries, UW Press and the Gallagher Law Library), excluding confidential employees and all other employees. ~~Regular~~ temporary Represented Temporary Hourly employees shall be covered per Article 56.
- 1.3 The purpose of this Agreement is to set forth certain terms and conditions of employment and to promote orderly and peaceful labor relations between the parties. The parties agree that it has been and will be their mutual aim to promote systematic and effective employee-management cooperation; fair and reasonable working conditions, effective methods for the prompt adjustment of differences, misunderstandings, and disputes; and dignified and fair treatment of employees in the implementation of all policies and procedures.
- 1.4 The parties agree that the provisions contained within this agreement and/or University policy shall apply to employees covered by this agreement. The Librarian Personnel Code, Professional Staff Program, and the Appointment and Promotion of Librarians for the Gallagher Law Library shall not apply.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by: <u>Erika Currier</u></p> <p>Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by: <u>Jennifer Malahan</u></p> <p>Jennifer Malahan</p> <p>Date: 2/12/2026</p>

ARTICLE 2 – NON-DISCRIMINATION

1
2
3 2.1 ~~The parties individually~~Employer and Union agree to reaffirm the University’s statement
4 of non-discrimination. The University of Washington prohibits discrimination in all
5 programs and activities, including education, employment, and patient care, based on an
6 individual’s actual or perceived protected characteristics. Protected characteristics
7 include but are not limited to race, color, creed, religion, national origin, citizenship, sex,
8 pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic
9 information, disability, or veteran status. Upon learning of conduct that may constitute
10 discrimination, the University will take prompt and effective action to address it, remedy
11 its effects, and prevent recurrence.

12
13 Executive Order No. 81, prohibits discrimination, harassment, and sexual misconduct
14 and provides procedures for addressing reports and complaints.

15
16 Inquiries about Title VI, VII, IX, ADA and Section 504 may be referred to the University’s
17 Civil Rights Compliance Office, the U.S. Department of Education’s Office for Civil
18 Rights, or both.

19
20 To report information or make a complaint about conduct that may constitute
21 discrimination, harassment, or sexual misconduct, make a Civil Rights & Title IX
22 Report, or email or call the Civil Rights Compliance Office.
23 ~~that they will not engage in any act or practice or pursue any policy which is~~
24 ~~discriminatory against any employee who may be a qualified disabled individual, has~~
25 ~~status as a protected veteran, who is a victim of domestic violence, sexual assault or~~
26 ~~stalking, nor because of their military status, age, sex (except where sex or age is a~~
27 ~~bona fide occupational qualification), sexual orientation, gender identity or expression,~~
28 ~~genetic information, pregnancy, political affiliation, political belief, marital status, race,~~
29 ~~national origin, color, creed, religion, citizenship, or membership or non-membership in a~~
30 ~~union. Unlawful harassment is included as a form of prohibited discrimination.~~

31
32 ~~2.2 Sexual Harassment. No employee shall be subjected to discrimination in the form of~~
33 ~~sexual harassment as defined in University of Washington Executive Order 31 on~~
34 ~~Nondiscrimination and Affirmative Action.~~

35
36 ~~2.3 Complaints. Employees who feel they have been the subject of discrimination,~~
37 ~~harassment, or retaliation are encouraged to discuss such issues with their supervisors,~~
38 ~~administrator, or Human Resource Consultant for local resolution. The goal of local~~
39 ~~resolution is to address and resolve problems as quickly as possible and to stop any~~
40 ~~inappropriate behavior for which a University employee is responsible. A formal~~
41 ~~complaint may be submitted to the Civil Rights Investigation Office. Employees may also~~
42 ~~file discrimination, harassment or retaliation complaints with appropriate federal or state~~
43 ~~agencies or through the grievance process in accordance with Article 5 of this~~
44 ~~Agreement. In cases where an employee files both a grievance and an internal~~
45 ~~complaint regarding the alleged discrimination, harassment or retaliation the grievance~~
46 ~~will be suspended until the internal complaint process has been completed.~~

47
48 ~~In accordance with Executive Order 31, retaliation against any individual who reports~~
49 ~~concerns regarding discrimination or harassment, or who cooperates with or participates~~

50 ~~in any investigation of allegations of discrimination, harassment, or retaliation is~~
51 ~~prohibited.~~

53 2.4.2 The parties also agree that they will not engage in any act or practice or pursue any
54 policy which is discriminatory against any employee based on military status, political
55 affiliation, political belief or because of the participation or lack of participation in union
56 activities.

58 ~~2.5 Both parties agree that nothing in this Agreement will prevent the implementation of an~~
59 ~~approved affirmative action plan.~~

61 ~~2.6.2.3~~ A grievance alleging a violation of this article must be submitted within one hundred and
62 eighty (180) days of an alleged occurrence.

64 ~~2.7 When a grievance or complaint is filed, the University will implement interim measures if~~
65 ~~appropriate.~~

67 Tentatively Agreed To:

69 For the Union:

70 Signed by:

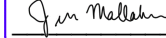
71 

72 Erika Currier

73 Date: 2/13/2026

69 For the Employer:

70 Signed by:

71 

72 Jennifer Mahan

73 Date: 2/12/2026

ARTICLE 3 – WORKPLACE BEHAVIOR

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

3.1 Definitions. Inappropriate workplace behavior by employees, supervisors and/or managers will not be tolerated. This behavior disrupts the workplace, the academic environment, and the University’s ability to provide service to the public. Inappropriate behavior is defined in the UW Workplace Violence policy, ~~which applicable for~~ applies to all bargaining unit employees: <https://hr.uw.edu/policies/workplace-violence/>.

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

3.2. Processes. If an employee and/or the employee’s Union representative believes the employee has been subjected to inappropriate workplace behavior, the employee and/or the employee’s representative are encouraged to report this behavior to the employee’s supervisor, a manager in the employee’s chain of command and/or the applicable local, campus or ~~Office for Academic Personnel and Faculty~~ Human Resources office: <https://hr.uw.edu/policies/complaint-resolution/options/>;

An employee or the employee’s representative should identify complaints as inappropriate workplace behavior. The Employer will evaluate the reported behavior and take appropriate action as necessary, which may include an investigation. The employee and/or Union representative will be notified in writing upon conclusion of the investigation.



Other possible processes for resolving workplace behavior complaints may include:

- Civil Rights ~~Investigation~~ Compliance Office
- ADA Coordinator
- Office of Ombud

Retaliation against employees who make a workplace behavior complaint will not be tolerated.

Grievances may be filed up to Step 3 Mediation with the support of a Union representative.

51
52
53
54
55
56
57
58

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by:	Signed by:
	
Anna-Marie Magdalena	Jennifer Malahan
Date: 2/18/2026	Date: 2/17/2026

ARTICLE 4 – AFFIRMATIVE ACTION

1
 2
 3 4.1 Policies. In conjunction with Federal and State laws, regulations and Executive Orders, the
 4 Employer and the Union agree on the need for an affirmative action program to correct
 5 and review any inequities in employment processes. The Employer shall have and
 6 implement an affirmative action plan which requires the Employer to make special efforts
 7 to recruit , employ, retain, train, promote, encourage career development, and transfer
 8 qualified members of groups that have been historically excluded, even if that exclusion
 9 cannot be traced to particular discriminatory actions on the part of the Employer. The
 10 Employer shall develop, implement, and monitor affirmative action goals and timetables for
 11 hiring and/or promoting members of protected groups into job classes/categories where
 12 under-utilization has been identified.

13 ~~__The Employer shall develop, implement, monitor and report on an affirmative action~~
 14 ~~program requiring the Employer to make good faith efforts to recruit, employ, retain,~~
 15 ~~train, and promote, underutilized groups even if exclusion cannot be traced to particular~~
 16 ~~discriminatory actions by the Employer. The Employer shall also develop, implement,~~
 17 ~~monitor, and report on affirmative action goals for hiring and/or promoting into job~~
 18 ~~classes/categories where the Employer determines under-utilization exists. The~~
 19 ~~Employer shall make no decisions regarding employment based on membership in any~~
 20 ~~protected class.~~

21
 22 4.2 Groups included in the affirmative action program are the protected classes covered by
 23 the relevant federal and state regulations, including but not limited to women, racial and
 24 ethnic minorities, individuals with disabilities, veterans, and individuals identifying as
 25 LGBTQ+

26
 27 ~~4.3~~ 4-3- Goals and Timetables. Upon request the Employer will provide the Union with its
 28 affirmative action reports which set forth the goals and timetables of the University for bargaining unit
 29 employees.

30
 31 4.4 It is agreed by the parties that a bargaining unit member elected or selected by the Union shall be
 32 encouraged to take an active interest in affirmative action plans affecting the bargaining unit.

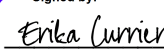
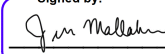
33
 34 4.5 The Employer shall designate a responsible personnel to be accountable for the implementation and
 35 monitoring of affirmative action efforts. The designated personnel and the bargaining unit member
 36 elected or selected by the Union shall meet at least annually to review the status of affirmative action
 37 efforts, assess progress toward achieving the stated goals, and discuss necessary improvement. This
 38 topic may be addressed in a JLM.

39 ~~Affirmative Action Reports. Upon request, the Employer will provide the Union with its current~~
 40 ~~affirmative action reports listing placement goals of the University for bargaining unit~~
 41 ~~employees.~~

42
 43 ~~4.4~~ ~~It is agreed by the parties that a bargaining unit member elected or selected by the~~
 44 ~~Union shall be encouraged to take an active interest in affirmative action plans affecting~~
 45 ~~each bargaining unit covered by this Agreement.~~

46
 47
 48

49
50
51
52
53
54
55

Tentatively Agreed To:	
For the Union:	For the Employer:
<small>Signed by:</small> 	<small>Signed by:</small> 
Erika Currier	Jennifer Malahan
Date: 2/13/2026	Date: 2/12/2026

ARTICLE 5 – 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.

5.1 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.

5.2 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.

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

5.4 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.

5.5 Contents. The written grievance shall include the following information:

- A. The date upon which the grievance occurred.
- B. The specific Article(s) and Section(s) of the Agreement violated.
- C. The past practice, rule, policy violated.
- D. Specific remedy requested.
- E. The grievant(s) name.
- F. Name and signature of Union representative (Staff or Steward).
- G. The nature of the grievance.
- H. Failure to include the above information shall not be a reason for invalidating the grievance.

5.6 Pay Status – Meetings. Meetings and discussions on the grievance held with the Employer in connection with this grievance procedure shall normally be held during the University’s regular business hours, or as mutually agreeable, and no deduction in pay status shall be made for the grievant or steward for reasonable time spent in such meetings or discussions during the employee’s scheduled duty hours. The work schedule of the grievant will be seriously considered in the scheduling of the grievance

51 meetings. Time off for employees and stewards shall be granted by supervision following
 52 a request, but in consideration of job responsibilities. If the requested time off cannot be
 53 granted, the parties shall arrange for time off at the earliest possible time thereafter.
 54

55 5.7 Grievance Withdrawal. A grievance may be withdrawn by the Union in writing at any
 56 time, and if withdrawn shall not be resubmitted.
 57

58 5.8 Resolution. If the Employer provides the requested remedy or a mutually agreed-upon
 59 alternative, the grievance will be considered resolved and may not be moved to the next
 60 step.
 61

62 5.9 Consolidation. Grievances arising out of the same set of facts may be consolidated by
 63 written agreement.
 64

65 5.10 Filing and Processing
 66

67 A. A grievance must be filed within thirty (30) days of the occurrence giving rise to
 68 the grievance, or the date the grievant knew or could reasonably have known of
 69 the occurrence. When possible the thirty (30) day periods above should be used
 70 to attempt to informally resolve the dispute. The Union steward or staff
 71 representative will indicate when a discussion with the Employer is an attempt to
 72 informally resolve a dispute.
 73

74 B. Alternative Resolution Methods Any time during the grievance process, by
 75 mutual consent, the parties may use alternative methods to resolve the dispute. If
 76 the parties agree to use alternative methods, the time frames in this Article are
 77 suspended. If the selected alternative method does not result in a resolution, the
 78 Union may return to the grievance process and the time frames resume. Any
 79 expenses and fees of alternative methods will be shared equally by the parties.
 80

81 C. The Union and the Employer agree that meetings at all steps of the grievance
 82 process will occur either remotely or in person, upon mutual agreement.
 83

84 5.11 Steps of the Grievance Procedure. All grievances shall be processed in accordance with
 85 the following procedure. Upon mutual agreement, Step One, Two or Three may be
 86 skipped. Grievances over final counseling or dismissal will begin at Step Two.
 87

88 Step One: Supervisor, Manager or Designee. If the issue is not resolved
 89 informally, the Union may file a written grievance to the supervisor or designee,
 90 and the Labor Relations office (laborrel@uw.edu). The Employer will designate a
 91 supervisor, manager or designee(s) who will meet with a Union steward and/or
 92 staff representative and the grievant. The date of the meeting will be mutually
 93 agreed upon within fifteen (15) calendar days of receipt of the grievance and
 94 when possible the meeting will take place within the aforementioned fifteen (15)
 95 calendar days. The format for the meeting will be by mutual agreement. The
 96 Employer will respond in writing to the Union within fifteen (15) calendar days
 97 after the meeting. If the grievance is directed against the employee's immediate
 98 supervisor, the grievance may be presented to the next higher level of
 99 supervision. In the event the employee's immediate supervisor does not have

100 authority to resolve the grievance, the grievance will be presented at the level
101 having authority to act as determined by the Employer.
102

103 Step Two: If a satisfactory settlement is not reached in Step One, said grievance
104 may be moved to the Step Two by filing the written grievance, including a copy of
105 the Step One decision to department head, designee, or to the next appropriate
106 level of management and the Office of Labor Relations (laborrel@uw.edu) within
107 fifteen (15) calendar days after the decision from Step One. The date of the
108 meeting will be mutually agreed upon within fifteen (15) calendar days after
109 notice of the filing at Step Two and when possible the meeting will take place
110 within the aforementioned fifteen (15) calendar days. The grievant may be
111 represented by a steward and a Union staff representative. The University will be
112 represented by the appropriate management official(s) or designee(s), and a
113 representative from the Office of Labor Relations. The University will respond in
114 writing within thirty (30) calendar days after the meeting.
115

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

128 Step Four: Arbitration. If a satisfactory settlement is not reached at the prior step,
129 or the step was skipped, either of the signatory parties to this Agreement may
130 submit the grievance to binding arbitration. Such submittal must be made within
131 thirty (30) calendar days following the written notice that the Employer does not
132 agree to Step Three (3) Mediation or the conclusion of the prior step.
133

134 Panel of Arbitrators:
135

- 136 A. Within sixty (60) calendar days of the execution of the Agreement, the parties,
137 SEIU 925, and the Employer, agree to meet to establish a permanent panel of six
138 (6) arbitrators. If the parties do not meet or if there is no agreement on the panel,
139 the current panel will remain.
140 B. These arbitrators shall be assigned cases by the parties on a rotating basis. If the
141 arbitrator is not available to hear the case within sixty (60) calendar days of being
142 contacted to request available arbitration dates either party may elect to go to the
143 next arbitrator in the rotation. If no arbitrator can hear the case within sixty (60)
144 calendar days of being contacted, the case will be assigned to the arbitrator who
145 can hear the case on the earliest date.
146 C. The appointment to the panel will be for the life of the Agreement. If an arbitrator
147 decides to remove their name from the panel the parties will meet to decide
148 whether to substitute an additional name(s).
149

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

155
 156 If either party raises an issue of procedural arbitrability, i.e. that any step of the
 157 grievance process or movement to arbitration was not pursued within the time limits
 158 proscribed in this article, the arbitrator shall make a determination on the arbitrability
 159 issue prior to proceeding to a hearing on the merits of the grievance. If the arbitrator
 160 determines the grievance is not arbitrable, then no hearing on the merits of the
 161 grievance will be held.

162
 163 Authority of the Arbitrator

164
 165 The parties agree that the arbitrator shall have no power to render a decision that adds
 166 to, subtracts from, alters or modifies in any way the terms and conditions of the
 167 Agreement. The parties further agree that the decision of the arbitrator will be final and
 168 binding upon all parties.

169
 170 The Union or the Employer will have the right to request the arbitrator to require the
 171 presence of witnesses and/or documents. The arbitrator’s decision shall be made in
 172 writing and the arbitrator shall be encouraged to render the decision within thirty (30)
 173 calendar days of the close of the arbitration.

174
 175 In cases where a grievance is moved to arbitration and the Employer did not agree to
 176 Step Three: Grievance Mediation, either party may request a pre-arbitration settlement
 177 conference. These conferences shall not delay the arbitration process and may be held
 178 with or without the presence of the arbitrator, at the option of the moving party. In the
 179 event that an arbitrator is present, the cost of the arbitrator’s participation shall be borne
 180 equally by the parties.

181
 182 5.12 Arbitration Costs

- 183
 184 A. The fees and costs of the arbitrator, and the cost (if any) of the hearing room, will
 185 be shared equally by the parties.
 186 B. If the arbitration hearing is postponed or canceled because of one party, that
 187 party will bear the cost of the postponement or cancellation. The costs of any
 188 mutually agreed upon postponements or cancellations will be shared equally by
 189 the parties.
 190 C. If either party desires a record of the arbitration, a court reporter may be used. If
 191 that party purchases a transcript, a copy will be provided to the arbitrator free of
 192 charge. If the other party desires a copy of the transcript, it will pay for half of the
 193 costs of the fee for the court reporter, the original transcript and a copy.
 194 D. Each party is responsible for all fees and costs of its staff representatives,
 195 attorneys, experts, witnesses –and all other costs related to the development and
 196 presentation of their case. Every effort will be made to avoid the presentation of
 197 repetitive witnesses.
 198

199 5.13 Files. Grievance documents shall be maintained separately from employee personnel
200 files. Employee personnel files will accurately reflect the final outcome of a grievance.
201

202 Tentatively Agreed To:

203 For the Union:

Signed by:

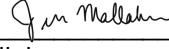


206 Anna-Marie Magdalena...

207 Date: 3/2/2026
208

203 For the Employer:

Signed by:



206 Jennifer Mahan...
207

208 Date: 3/2/2026

ARTICLE 6 – EMPLOYEE RIGHTS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

6.1 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.

6.2 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 5, Grievance Procedure, and held during the employee’s work time;
- B. Management scheduled investigatory interviews and/or pre-disciplinary meetings, in accordance with Article 44, Corrective Action and Dismissal, and;
- C. Negotiations in accordance with Article 62, Mandatory Subjects.
- D. Joint Labor Management meetings in accordance with Article 51.

6.3 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.

6.4 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.

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

6.6 Off the Job Activities. The private and personal “off the job” lifestyle and activities of any employee shall not be legitimate grounds for corrective action initiated by Management except where such ~~life-style~~lifestyle or activities, constitute a conflict of interest as set forth in RCW 42.18-52 or are detrimental to the employee’s work performance.

51 6.7 Off Duty Employment. Employees may engage in off duty employment that is consistent
52 with the University Outside Work for Compensation policy and state law.
53

54 Tentatively Agreed To:

56 For the Union:

Signed by:
Anna-Maria Magdalena

59 Anna-Maria Magdalena
60 Date: 2/18/2026

56 For the Employer:

Signed by:
Jennifer Mallahan

59 Jennifer Mallahan
60 Date: 2/17/2026

61

ARTICLE 7 – EMPLOYEE FACILITIES

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

- A. Employees are encouraged to report to ~~supervision~~their supervisor any condition in employee facilities which appear to be below minimum standards.
- B. The adequacy of employee facilities, including sanitary supply dispensers , lactation stations, gender-neutral individual facilities or gender-neutral restrooms, or any change in employee facilities, shall be a proper subject for discussion by the Joint Union-Management Committee.
- C. Regarding the use of Gender Segregated Facilities:
 - 1. Facility use. The Employer shall allow individuals the use of gender-neutral individual facilities or gender-segregated group facilities, such as restrooms, locker rooms and showers, where applicable, that are consistent with that individual’s gender expression or gender identity.
 - 2. The Employer shall not request or require an individual to use a gender-segregated facility that is inconsistent with that individual’s gender expression or gender identity, or request or require an individual to use a separate or gender-neutral facility.

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

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

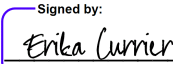
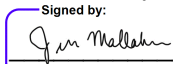
7.2 Wellness Room. The University will continue to provide access to a wellness room, which can be utilized for medical needs, lactation or religious and spiritual practice consistent with APS 46.7 Reasonable Accommodation of Pregnant Employees and Related Conditions applicable law. ~~These spaces can be utilized for medical needs, lactation or religious and spiritual practice.~~ Parties agree that wellness room access is an appropriate topic for labor management meetings.

7.3 Lactation spaces. Lactation spaces will be in accordance with APS 46.7 Reasonable Accommodation of Pregnant Employees and Related Conditions.

7.4 Temporary Work Spaces

- A. When an employee is required to report to a UW worksite that is not their typical work location, temporary workspaces will be made available.
- B. Temporary workstation facilities, access, and availability are appropriate topics for a meeting of a Joint Union Management Committee.

51
52
53
54
55
56
57
58

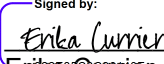
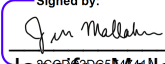
Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by:	Signed by:
	
<hr/>	<hr/>
Erika Currier	Jennifer Malahan
Date: 2/13/2026	Date: 2/12/2026

ARTICLE 8 – NEW EMPLOYEES

8.1. New Employee Orientation

- A. The Employer will offer a regularly scheduled, in-person, all day new employee orientation (NEO) which will include a benefits orientation. The orientation will be offered by the office of Professional and Organizational Development in coordination with the Benefits Office and the Employer will require new employees whose work location is the Seattle Main Campus to attend. Employees at worksites or with an official duty station within a fifty- (50-) mile radius (for example, Tacoma and Bothell Campuses) will be encouraged to attend NEO in-person . Online orientations (self-paced) will be offered to employees in locations or positions that cannot attend in-person.
- B. If the University conducts orientation on-line (self-paced), the Union will be permitted to display a reasonable amount of information as part of the program.
- C. The Union shall be allowed up to thirty (30) minutes with employees during the NEO and if applicable, member presenters shall be released for up to one (1) hour for online orientation, and up to 2 (two) hours for in-person orientation, depending on the distance traveled. Such release time will be subject to the operational needs of the department and does not count as time worked for the purpose of calculating overtime.
- D. The Employer will send the Union a list of all new hires scheduled to attend NEO, with all contact and job information available, by the Friday before the orientation date. Updates with any additional available information will be provided no later than the morning of the orientation. A list of last-minute registrants and actual attendance will be provided no later than the end of the week in which the orientation occurs.
- E. For employees hired into the bargaining unit who do not attend the orientation described in A or those that do not attend the Union’s drop-in session after attending the self-paced online orientation describe in B above, within ninety (90) days of the employee’s start date, the Employer will provide the Union access to the employee during the employee’s regular work hours to present information about the Union. This access will be provided at the employee’s regular worksite, online or at a location mutually agreed to by the Employer (in accordance with Article 50 Union Activities, Rights and Stewards) and the Union and will be for no less than thirty (30) minutes.

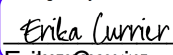
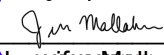
8.2 New Employee Training. New employees will be onboarded and trained on their duties for their specific department. Onboarding will include, but not be limited to, informing employees of available leave benefits, professional development funding and opportunities, and safety and security procedures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

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by:	Signed by:
	
Erika Currier	Jennifer Mallahan
Date: 2/13/2026	Date: 2/12/2026

ARTICLE 9 – PROBATION FOR PROFESSIONAL LIBRARIES AND PRESS EMPLOYEES

- 9.1 All Professional Libraries and Press employees who successfully complete the probationary period described in this Article, will be covered by Article 44 Corrective Action.
- 9.2 Every regular part-time and full-time Professional Libraries and Press 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 Supervisors will provide feedback during the employee’s probationary period which may include written performance expectations. Whenever possible, feedback will be provided to the employee approximately halfway through the six (6) month probationary period. If at any point during a probationary period the supervisor believes that the employee’s performance may result in their rejection, when possible, the supervisor will provide feedback as soon as possible identifying areas of improvement and offering support.
- 9.4 Employees who complete their probationary period within the University of Washington Library System (UW Libraries, UW Press, and the Gallagher Law Library) shall not be required to complete another probationary period within the University of Washington Library System, provided there is no break in service between appointments. However, they may be required to complete trial service in accordance with Article 15.3.
- 9.5 The Employer will extend an employee’s probationary period, on a day-for-a-day basis, for any day(s) that the employee takes paid time off, ~~leave without pay~~unpaid time off, or shared leave, except for leave taken for military service or for purposes of faith or conscience under Article 33 and 30. 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 workday.
- 9.6 By mutual agreement, the probationary period for additional selected classifications may be established for a period in excess of six (6) months but not to exceed twelve (12) months.
- 9.7 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.
- 9.8 An employee who is appointed to a different position in a different classification prior to completing their initial probationary period will serve a new probationary period. The length of the new probationary period will be in accordance with Subsection 9.2 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.

51
52 9.9 Probationary Period Rejection. An appointing authority may reject an employee who has
53 not completed a probationary period. Upon request by the employee and within ten (10)
54 business days of notice, a meeting to explain such action shall be held with a
55 representative of the Employer. At the employee's request a representative of the Union
56 shall attend such meetings. Such rejection is not subject to the grievance procedure,
57 except in cases involving discrimination, under Article 2.
58

59 Tentatively Agreed To:
60
61 For the Union: For the Employer:
62 Signed by: Signed by:
63  
64 Erika Currier Jennifer Malahan
65 Date: 2/13/2026 Date: 2/12/2026

ARTICLE 10 – HOURS OF WORK

10.1 Definitions.

- A. Full-time Employee. An employee regularly scheduled to work forty (40) hours per work week.
- B. Part-time Employee. An employee regularly scheduled to work less than forty (40) hours per workweek.
- C. Workweek. A regularly recurring period consisting of seven (7) consecutive twenty-four (24) hour periods that begins Monday, 12:00 a.m. and ends the following Sunday at 11:59 p.m.
- D. Overtime-Eligible Position. An overtime-eligible position is one that meets the criteria for overtime coverage under federal and state law.
- E. Overtime-Exempt Position. A position determined not eligible for the mandatory overtime provisions under State and Federal Law.
- F. Work Schedules. Work schedules may be established by the Employer in order to meet operational needs, as long as the work schedules are administered in compliance with federal and state laws.

10.2 Determination. Per federal and state law, the Employer will determine whether a position is overtime-eligible or overtime-exempt. When the Employer determines that an overtime-eligible position is overtime-exempt or vice versa, the employee and the employee’s supervisor will be notified in writing of the determination. Whenever possible, the employee will be notified in advance of the change.

10.3 Work Schedules

A. Regular Work Schedules

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

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

C. Employer-Initiated Schedule Changes.

- 1. Temporary Changes. For temporary changes in work shift or work schedule assignment occurring within the employee’s assigned workweek, the Employer will provide three (3) calendar days’ notice whenever possible, with the day of notification constituting the first day of notice. Temporary is defined as no longer than twenty-one (21) days. Temporary shift changes within the workweek shall not be employed to create a split work shift, work week, or to avoid the accrual of overtime.
- 2. Permanent Schedule Changes. The Employer agrees to provide as much notice as possible but no fewer than fourteen (14) calendar days notice to an

51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71

employee in the event of an Employer-directed permanent change in the employee's work shift assignment or work schedule, with the day of notification constituting the first day of notice. A shorter notification period may be used with the concurrence of the employee(s) impacted.

3. The assignment of employees in various shifts within each work group or department shall be determined by the Employer.

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

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

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p> <p><i>Anna-Marie Magdalena</i></p> <hr/> <p>Anna-Marie Magdalena</p> <p>Date: 5/11/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p><i>Jennifer Malahan</i></p> <hr/> <p>Jennifer Malahan</p> <p>Date: 5/11/2026</p>

ARTICLE 11 – OVERTIME

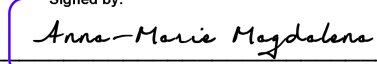
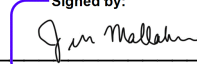
1
2
3 11.1 Overtime Exempt Employees. Overtime-exempt employees are not covered by federal
4 or state overtime laws and do not receive overtime compensation or compensatory time
5 off. These employees are accountable for their work product, and for meeting the
6 objectives of the institution for which they work. The Employer's policy for all overtime-
7 exempt employees is as follows:
8

- 9 A. The Employer determines the products, services, and standards that must be met by
10 overtime-exempt employees.
11 B. Full-time schedules are assumed to be forty (40) hours; however employees are
12 expected to work to complete job responsibilities. Overtime-exempt employees may
13 be required to work specific hours to provide services, including nights and
14 weekends, when deemed necessary by the Employer.
15 C. Part-time schedules are assumed to be any schedule less than full-time. Employees
16 are expected to work beyond their normal schedule when necessary. The supervisor
17 may establish a regular work schedule, but part-time employees are expected to
18 remain flexible to accommodate the unit's goals and mission.
19 D. No employee will typically be required to work more than five (5) consecutive days in
20 a seven (7) day period. Employees will consult with their supervisors to adjust work
21 hours to accommodate the appropriate balance between extended work time and
22 offsetting time.
23

24 11.2 Overtime Eligible Employees.

- 25 A. Work in excess of forty (40) hours in one (1) standard work week constitutes
26 overtime for over-time eligible employees. Use of paid time off does not count as
27 time worked when calculating overtime. Overtime requested by the employee must
28 be pre-approved by the Employer prior to working overtime. Pre-authorization of
29 overtime may be granted in accordance with UW Libraries Overtime Policy.
30 B. Overtime worked by the eligible employees shall be compensated at a rate of one
31 and one-half (1-1/2) times the employee's ~~straight time hourly~~regular rate of pay.
32 C. Overtime-eligible employees shall receive monetary payment as compensation for
33 overtime worked; however, at the employee's request, compensatory time off at one
34 and one-half (1-1/2) times the overtime hours worked may be granted in lieu of
35 monetary payment.
36 D. Compensation paid to an employee for accrued compensatory time shall be paid at
37 the regular rate earned by the employee at the time the employee receives such
38 payment. Upon termination of employment, an employee will be paid for any unused
39 compensatory time in accordance with the Fair Labor Standards Act.
40 E. Use of accrued compensatory time shall be approved by the employing official with
41 consideration being given to the work requirements of the department and the
42 wishes of the employee. Compensatory time off may be scheduled by the employing
43 official during the final sixty (60) days of a biennium
44 F. Compensatory time must be used or paid for by June 30 of each fiscal year. The
45 employee's unused compensatory time balance will be cashed out every June 30 or
46 when the employee leaves University employment for any reason. The employee's
47 compensatory time balance may also be cashed out when the employee:
48 1. Transfers within their department to a position with different funding sources,
49 or
50 2. Transfers to a position in another department.

51
52
53
54
55
56
57
58

Tentatively Agreed To:	
For the Union:	For the Employer:
<small>Signed by:</small> 	<small>Signed by:</small> 
_____ Anna-Marie Magdalena	_____ Jennifer Malahan
Date: 5/11/2026	Date: 5/11/2026

ARTICLE 12 – PROFESSIONAL DEVELOPMENT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

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

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

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

12.2 Law Librarian Fees. Membership fees for the following Law Librarian professional associations shall be paid for by Gallagher Law Library: AALL or ALA. The Employee may request payment for additional membership in other organizations (e.g. LLOPS, Westpac, etc.), subject to Employer approval.

The Employer will also pay for the Washington State Librarian’s Certificate.

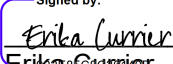
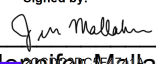
12.3 Employee Awareness and Planning. Upon hire, employees will be given information describing the existence of and procedures surrounding the professional development programs described in this Article.

Supervisors should have conversations with their supervisees meant to discuss organizational goals, their supervisees’ professional goals, and professional development opportunities, that may help them achieve these goals. Conversations may happen outside the performance review and goal cycle and are not tied to an employee’s performance.

12.4 Release Time. The Employer will make every effort to allow the employee to participate in relevant professional development on paid release time. Employees who have received outside funding or scholarships for professional development opportunities may request paid release time to attend. Release time for training for employees accepted for UW-sponsored training and development programs shall be in accordance with [the Taking time off for an event or activity during the workday webpage](#). ~~Executive Order 52.~~ Upon request, reasons for denial of release time will be provided in writing.

- 51 12.5 Required Training. If the Employer requires an employee to receive training all fees and
- 52 related costs will be paid by the employing department. If attendance in such courses
- 53 requires use of the employee’s personal vehicle, the employee will be reimbursed at the
- 54 University’s travel rates applying at the time. If other transportation must be taken, the
- 55 employee will be reimbursed for all transportation costs. When attendance is required for
- 56 courses that take place outside of regular work hours, supervisors will work with their
- 57 supervisees to adjust work hours to accommodate the appropriate balance between
- 58 extended work time and offsetting time, per Article 11, Overtime.
- 59
- 60 12.6 Other Professional Development Opportunities. See Article 54, Tuition Exemption and
- 61 Article 42, Paid Professional Leave.
- 62
- 63 12.7 Training – Layoff. Employees on ~~furlough or for up to sixty (60) days following~~ layoff
- 64 ~~status~~ shall be eligible to participate on a space available basis in ~~regularly scheduled~~
- 65 ~~layoff training~~ Professional & Organizational Development programs in accordance with
- 66 ~~[https://hr.uw.edu/pod/courses-and-workshops/layoff-](https://hr.uw.edu/pod/courses-and-workshops/layoff-training/)~~
- 67 ~~[training/https://hr.uw.edu/pod/career-development/layoff-training/](https://hr.uw.edu/pod/career-development/layoff-training/)~~.
- 68
- 69 12.8 Travel Funding. Following allocation and travel approval process, employees are
- 70 generally expected to pay out of pocket and submit documented expenses for
- 71 reimbursement. Options for per-diem advances and prior trip reimbursement may be
- 72 available through UW Travel Services in accordance with University policy. The
- 73 Employer will make a good faith effort to process travel reimbursement requests within
- 74 ten (10) working days of receiving a complete request.
- 75

Tentatively Agreed To:

<p>76</p> <p>77</p> <p>78 For the Union:</p> <p>79 Signed by:</p> <p>80 </p> <p>81 Erika Currier</p> <p>82 Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p></p> <p>Jennifer Mallahan</p> <p>Date: 2/12/2026</p>
---	---

ARTICLE 13 – HIRING

13.1 Filling Positions

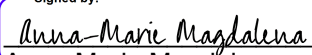
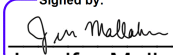
- A. The Employer will determine when a position will be filled, the appropriate type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The University can fill a position on a full-time or part-time basis. Employees who are appointed as part-time in classifications included in the bargaining units will also be included in the bargaining unit in accordance with the provisions of this Agreement. They will be eligible to receive medical benefits and retirement in accordance with state law and University policy.
- B. Volunteers will not fill vacant bargaining unit positions.
- C. It is the intent of the Employer to fill vacancies as soon as possible within budgetary limitations and where replacements are needed.
- D. Notice that applications are being accepted for vacant bargaining unit positions will be published by the Employer and will be made available in places intended to reach bargaining unit employees for a minimum of seven (7) calendar days prior to the closing of the application period. The University may limit the scope of the posting area if applications only from within the posting area are accepted. Temporary librarian appointments may be filled by a competitive or non-competitive process, as determined by the Employer.

Recruitment (processes and practices) and staffing are appropriate subjects for Joint Union/Management Committee Meetings.

13.2 ~~Equity, Diversity, Inclusion and Anti-Racism in~~ Employee Recruitment

- A. UW Libraries, Law Library, and Press is strongly committed to engaging in practices that encourage people from underrepresented groups to apply for bargaining unit positions~~engage applicants from underutilized groups.~~
- B. When required by the University or the law, UW Libraries, Law Library, and Press will require implicit bias trainings for all search committee members before searches commence.
- C. UW Libraries, Law Library, and Press will maintain a list of the places where positions are advertised. Upon request, the list will be made available to the Union.
- D. All UW Libraries, Law Library, and Press job vacancy announcements and advertisements will include reference to the parties' CBA and will articulate wage and salary information in compliance with RCW 49.58.110.

Tentatively Agreed To:

<p>For the Union:</p> <p>Signed by:</p> <p></p> <p>Anna-Marie Magdalena</p> <p>Date: 3/3/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p></p> <p>Jennifer Mallahan</p> <p>Date: 3/3/2026</p>
--	--

ARTICLE 14 – APPOINTMENTS

14.1 Regular Appointments

A. Types of Appointments for Professional Libraries and Press employees

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

B. Types of Appointments for UW Libraries Librarians and Gallagher Law Librarians. The appointment status for librarians can be provisional, permanent or temporary. All provisional, permanent, and temporary appointments must be to positions at a minimum of .5 FTE.

1. Provisional Appointment. A provisional appointment is a specific term appointment exclusive of time granted for extension of appointment in accordance with Articles 17 and 18. Provisional appointments are always made for the ranks of Assistant Librarian and Senior Assistant Librarian and may be made for initial appointment at the rank of Associate Librarian. Provisional appointments are generally made for all librarians who have less than five (5) years of experience or who have not yet sufficiently demonstrated that they have met the expectations for permanent appointment at the University of Washington Libraries or Gallagher Law Library. Employees coming from temporary librarian positions at UW may elect to count the time in their temporary position toward the five (5) years of experience. Provisional appointments are subject to resignation (Article 47), retirement, Corrective Action (Article 44) and Layoff, Seniority, Rehire (Article 46).

2. Permanent Appointment. Permanent appointment is based on the achievements of the individual and carries with it the right of librarians to hold their rank without reduction of salary or FTE, except for resignation (Article 47), retirement, Corrective Action (Article 44) and Layoff, Seniority, Rehire (Article 46). Permanent appointment is not affected by transfer or reassignment between Librarian positions or from an administrative appointment. Permanent appointment shall be granted to those librarians whose training, ability, and contributions are of sufficient significance to warrant a commitment on the part of the University to employ them for the remainder of their professional careers, except for resignation (Article 47), retirement, Corrective Action (Article 44), and Layoff, Seniority, Rehire (Article 46). Such a policy requires that the granting of permanent appointment be considered carefully. It is a specific action which is exercised after careful consideration of the candidate’s qualifications and accomplishments in relation to the qualifications and responsibilities associated with their Rank.

Permanent appointment is made at the ranks of Associate Librarian or Librarian. Permanent appointment is not possible if a librarian only holds a temporary or provisional appointment.

14.2 Temporary and Interim Appointments. Temporary and Interim appointments will be for a fixed duration, established and documented at the beginning of the appointment. Individuals hired under this section will receive written notification of the anticipated maximum length of the appointment and the eligibility for benefits. Employees in Temporary and Interim Appointments are subject to all terms of this Agreement except as stated otherwise. The Employer may convert a Temporary Appointment into a regular Appointment if the Employer used a competitive process to fill the temporary appointment. ~~Professional Libraries and Press employees will serve a probationary or~~

~~trial service period whichever is applicable.~~ Either halfway through the original duration, or six (6) months before the end of the appointment (whichever is shorter), upon request, the Employer will meet with a temporary employee to discuss the status of their temporary appointment.

A. Temporary Librarian Appointments. A temporary appointment shall have a specified date of expiration and shall generally be limited to two (2) years or less. When possible, the employer will make reasonable efforts to inform a temporary librarian of a potential contract extension a minimum of one (1) month in advance of the current contract's expiration. Temporary appointments may be made for any position at the Assistant Librarian, Senior Assistant Librarian or Associate Librarian Rank when it becomes necessary to employ temporary librarians. This type of appointment may also be used when it is necessary to employ temporary replacements for vacant positions. Under no circumstances is the appointment period to exceed the period of time for which funds have been made available. For UW Libraries, Librarians with temporary appointments are not eligible for promotion, and are not eligible to serve on personnel committees. Librarians with temporary appointments are also not eligible to vote for representatives to personnel committees. For Gallagher Law Library, Librarians with temporary appointments are not eligible for promotion and are not eligible to vote on promotions of other law librarians.

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

B. Project Appointments Temporary Salaried (Professional Libraries and Press employees). Temporary aAppointments for a limited term may be made for assignments initially intended to be six (6) to twelve (12) months in duration. The filling of project appointments temporary salaried positions will be determined by the University. Conclusion of the appointment will be at the discretion of the University, including termination of appointment prior to its originally intended expiration date, and will not be subject to Articles 5 (Grievance Procedure) and 46 (Layoff, Seniority, Rehire) of the contract. Time worked in a project appointment temporary salaried position will count towards seniority for employees who are appointed to a regular monthly position represented by SEIU, Local 925 without a break in service.

1. An individual appointed to a Project Appointment temporary salaried position who is hired into the same job, or in the same classification in the same unit through open recruitment will have their Project Appointment temporary salaried position months of service apply toward their probationary period for that position.
2. Employees recruited into positions under Section 1 who have worked in the Project Appointment temporary salaried position six (6) months or longer, extending on a day-for- a-day basis for paid or unpaid absences, will be considered to have completed their probationary period and all months of service under that Project Appointment temporary salaried position (including extensions) shall count toward their seniority.

~~C. Interim Appointment to a Higher Position or Administrative Appointment.~~

- ~~4.3. The employing official may temporarily assign an employee(s) supplemental operationally necessary duties and responsibilities of a higher level or administrative position generally for up to one (1) year. Such appointments~~

101
102
103
104
105
106
107
108
109
110
111

~~shall be made in increments of no more than six (6) months. Extensions beyond twelve months may be requested based on business need, in increments of no more than twelve (12) months.~~

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by:	Signed by:
<i>Anna-Marie Magdalena</i>	<i>Jennifer Mallahan</i>
_____ Anna-Marie Magdalena	_____ Jennifer Mallahan
Date: 2/18/2026	Date: 2/17/2026

**ARTICLE 15 – PROMOTION AND TRANSFERS OF PROFESSIONAL LIBRARIES
 AND PRESS EMPLOYEES**

15.1 Promotions/Transfers

- A. Policy. It is the policy of the University to encourage job advancement and promote from within. It is the responsibility of each employee seeking promotion or transfer to provide the Employer with complete information regarding the employee’s skills and qualifications relative to the position sought. The Employer will make the application process, necessary submittals and the essential skills of the vacant position clear to prospective applicants. ~~The Employer will inform a~~All employees ~~will be informed~~ of the processes and steps necessary for advancement. This may be done as part of the performance evaluation.
- B. Definitions. For the purpose of this Article the following definitions apply:
 - 1. ~~Promotion via position review~~. Movement to a position in a job classification with a higher salary range ~~minimum maximum, without the need for a competitive application process.~~
Promotion via application. Movement to a position in a job class with a higher salary range minimum that requires via reclassification or a competitive application process.
 - 2. Transfer. Movement to a position within the same job classification.
 - 3. Lateral. Movement ~~of employee~~ to a position in a different job classification which has the same salary range minimum maximum as the employee’s current class, via reclassification or a competitive application process.
 - 4. Voluntary Demotion. Movement to a position in a job classification with a lower salary ~~minimum maximum~~, where the position is attained through the employment process. This section does not apply to employees who demote as the result of corrective action.
 - 5. Classification. Also known as Job profile, such as Libraries Computer Specialist.
~~4-6.~~ Further definitions can be found on the Classification and Pay for Represented civil service exempt staff website:
<https://hr.uw.edu/comp/represented-civil-service-exempt-staff/classification-and-pay/>
- C. The Employer will determine if applicants possess the essential skills required of the position. Essential skills are the minimum qualifications listed in the job description for the classification and any specific position requirements.
- D. Provided there is at least one (1) bargaining unit applicant who is a regular monthly employee and who possesses the essential skills, they shall be among those granted an interview for bargaining unit positions per job requisition. If there are multiple bargaining unit applicants, there is no limit to the number of internal applicants who may be granted an interview by the Employer. Which bargaining unit applicant(s) the Employer chooses to interview shall not be grievable.
- E. Applicants from within the bargaining unit determined not to possess the essential skills for the vacant position may seek a non-grievable review of the assessment through Human Resources. Applicants from the bargaining unit who are interviewed but are not offered the position may request an explanation, written or oral, as to why the position was not offered. The decision is not subject to the grievance procedure.
- F. There will be no formal requirement for time spent in a given position before an employee changes positions through promotion via review, promotion via application, transfer, lateral, or voluntary demotion.

51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92

15.2 Promotion via Reclassification. Reclassifications are in accordance with Article 16.

15.3 In-grade Salary Adjustments. In-grade Salary adjustments are in accordance with Article 21.13.

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

15.3-5 Promotional Trial Service. Promotional appointees will serve a six (6) month trial service. During the first two (2) months of the trial service period, employees have preemptive rights to their former position. After the first two (2) months but during the remainder of trial service, employees who are not staying in the new position shall have the option to revert to their former position if it is still vacant, be considered for reassignment in the same class as their former class, or be placed on the rehire list. Paid or unpaid leave taken during the six (6) month trial service period shall extend the length of the trial service period on a day-for-a-day basis for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service.

15.4-6 Demotion. Any employee who demotes to a classification in which they have previously held permanent status will serve a six (6) week trial service. At any time during the six (6) weeks the employee has preemptive rights to their former position. This section does not apply to corrective action related demotions.

Tentatively Agreed To:	
For the Union: <small>Signed by:</small> <i>Anna-Marie Magdalena</i>	For the Employer: <small>Signed by:</small> <i>Jennifer Mahan</i>
_____ Anna-Marie Magdalena Date: 5/11/2026	_____ Jennifer Mahan Date: 5/11/2026

ARTICLE 16 – CLASSIFICATION AND RECLASSIFICATION OF PROFESSIONAL LIBRARIES AND PRESS EMPLOYEES

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

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

~~16.3 Should the Employer decide to create, eliminate or modify class specifications which do not involve a major restructure to the overall classification system, it will notify the Union in advance of implementing the action. Notification will include the bargaining unit status of the classification and, for a newly created or modified classification considered to be in the bargaining unit, a proposed salary. Notification will occur at least forty-five (45) days in advance of any proposed implementation date. The Union may bargain over the salary.~~

16.34 All new Professional Libraries and Press employees class specifications will be considered included in the bargaining unit, unless exempted by law. The Employer will follow RCW ~~41.56.2141.56.401~~ to determine whether a new position is prohibited by law from being in the bargaining unit. If a new non-supervisory or supervisory position is not prohibited from being in the bargaining unit by RCW ~~41.56.2141.56.401~~, it will be considered bargaining unit work. For work that is permitted to be in the bargaining unit, a new bargaining unit class specification may be created or the position may be assigned to an existing bargaining unit job class specification. The Union may bargain over the salary placement.

~~16.46 Should the Employer decide to create, eliminate or modify class specifications which do not involve a major restructure to the overall classification system, it will notify the Union in advance of implementing the action. Notification will include the bargaining unit status of the classification and, for a newly created or modified classification considered to be in the bargaining unit, a proposed salary. Notification will occur at least forty-five (45) days in advance of any proposed implementation date. The Union may bargain over the salary.~~

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

~~16.7-6~~ The Employer agrees to notify the Union of any proposed reclassifications of occupied bargaining unit positions into non-bargaining unit positions at least thirty (30) days prior to implementation.

~~16.8-7~~ Position Review Process

- 50 A. The Employer, ~~or employee,~~ or a Union representative may request that a position
- 51 be reviewed when the requesting party believes that the basis of its request has
- 52 become a permanent requirement of the position. Employees ~~and employee~~
- 53 ~~representatives~~ may not request that a position be reviewed more often than once
- 54 every six (6) months.
- 55 B. The request must be complete and in writing on forms provided by the Employer,
- 56 [https://hr.uw.edu/comp/represented-civil-service-exempt-staff/position-review-](https://hr.uw.edu/comp/represented-civil-service-exempt-staff/position-review-process/)
- 57 [process/](https://hr.uw.edu/comp/represented-civil-service-exempt-staff/position-review-process/). Requests may be submitted to Libraries or Law Human Resources. Human
- 58 Resources will notify the requestor if the request is incomplete.
- 59 C. An employee may request that their supervisor or a Union representative be present
- 60 as an observer at meetings with the University reviewer scheduled to discuss the
- 61 request for position review. Upon request of the employee, a portion of such
- 62 meetings may be conducted in a private location, away from the work station when
- 63 possible.
- 64 ~~C.D.~~ The UWHR Compensation Office will investigate the position and issue a written
- 65 response to the employere or employee ~~representative~~ within sixty (60) calendar
- 66 days from receipt, by Human Resources, of the completed request. The response
- 67 will include notification of the classification and salary assigned when the position is
- 68 reallocated or notification of the reasons the position does not warrant reallocation
- 69 when the request is not approved.
- 70 ~~D.E.~~ The effective date of allocations or reallocations initiated by the Employer shall
- 71 be determined by the Employer. The effective date of a reallocation resulting from an
- 72 employee or a Union representative request for position review will be established as
- 73 the first or the sixteenth of the month which precedes the date that the completed
- 74 request was filed with Libraries or Law HR or the employee’s direct supervisor or
- 75 department, whichever date is earliest. The date of receipt must be appropriately
- 76 documented.

77
 78 16.9-8 Position Review Appeal Process:

- 79 A. If the Union wishes to appeal the decision of the Employer, it may appeal to the
- 80 Classification Review Hearing Officer within thirty (30) calendar days following the
- 81 date of the Employer’s written response.
- 82 B. Hearing Officer. The Hearing Officer shall be jointly selected by the parties within
- 83 thirty (30) days of the execution of this contract and shall serve for a minimum of one
- 84 (1) year from the date of selection. At that time the parties may choose to re-appoint
- 85 the Hearing Officer or select a different Hearing Officer who will also serve for a
- 86 minimum of one (1) year from date of selection.
- 87 C. Hearings. The Hearing Officer shall hold hearings on a quarterly basis unless there
- 88 are no appeals to hear or the parties agree to pend any open appeals. All materials
- 89 considered in the position review shall be submitted to the Hearing Officer prior to
- 90 the hearing and neither party will submit evidence at the hearing that was not
- 91 submitted during the position review. The Hearing Officer shall endeavor to hold
- 92 multiple hearings each day and shall issue a concise decision which shall be final
- 93 and binding. The Hearing Officer shall have no authority to alter the terms and
- 94 conditions of this contract. Employees may be represented at the hearing and will be
- 95 released from work with no loss of pay to attend the hearing. The Hearing Officer’s
- 96 fees and expenses shall be shared equally by the parties.

99
100
101
102
103
104
105

Tentatively Agreed To:	
For the Union: <small>Signed by:</small> <i>Anna-Marie Magdalena</i> _____ Anna-Marie Magdalena Date: 5/11/2026	For the Employer: <small>Signed by:</small> <i>Jennifer Malahan</i> _____ Jennifer Malahan Date: 5/11/2026

ARTICLE 17 – RANK, STATUS, INITIAL APPOINTMENTS, RENEWAL OF APPOINTMENTS AND PROMOTIONS FOR GALLGHER LAW LIBRARIANS

17.1 Rank and Status for Gallagher Law Librarians. The University of Washington School of Law Gallagher Law Library employs law librarians of two types:

Single-degreed law librarians have received the appropriate graduate degree, such as an M.L.I.S. from a program accredited by the American Library Association (ALA) (or equivalent) or a J.D. (or law degree equivalent).

Dual-degreed law librarians possess a J.D. and M.L.I.S. (or their equivalents). When applicable, appointed law librarians who do not hold a graduate librarianship degree from a program accredited or otherwise officially recognized by the American Library Association will be required to comply with RCW 27.04.055.

The degree requirements for both single-degreed and dual-degreed law librarians must be a requirement of the law librarian’s position both at the time of hiring and throughout their appointment as a law librarian. J.D. or M.L.I.S. degrees (or their equivalents) acquired while a person is employed by the law library in a non-law librarian position do not confer law librarian status unless the employee is subsequently hired into a law librarian position.

Unless specifically stated otherwise, “law librarian” in this article refers to both single-degreed and dual-degreed academic personnel employed at the University of Washington School of Law Gallagher Law Library.

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

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

The qualifications, responsibilities, and expectations for appointment and promotion at each rank are described in the following section/article.

~~“Year” Defined. Within this section, whenever~~ Whenever this document refers to the duration of an appointment year, a year is one (1) University academic year (July 1 through June 30) and for purposes of rank and status, the law librarian’s initial appointment period is defined as beginning on July 1 following the date of hire. The “Application Year” is the year in which a law librarian applies for promotion in rank, renewal of appointment, or permanent appointment.

A. Assistant Librarian

- 51 1. Criteria for Appointment to Assistant Librarian. ~~This The Assistant Librarian~~ rank
 52 is for law librarians who have received the appropriate single or dual graduate
 53 degrees from a program accredited by the American Library Association (ALA) or
 54 an equivalent graduate library science, information studies or archival studies
 55 degree, and have little or no professional experience in librarianship. ~~In~~
 56 ~~compliance with the ABA's definition of law librarian, the JD (or equivalent) is a~~
 57 ~~suitable substitute for a graduate degree in librarianship in the appointment of a~~
 58 ~~law librarian by Gallagher Law Library. When applicable, appointed law librarians~~
 59 ~~not holding a graduate degree in librarianship will be required to comply with~~
 60 ~~RCW 27.04.055.~~ Generally, appointment to the Assistant Librarian rank will be
 61 made for those individuals with fewer than two years of experience as a librarian.
 - 62 2. Expectations for Rank. Law librarians at this rank are generally at the beginning
 63 of their career. They are expected to fulfill at a consistently high level the
 64 responsibilities described in the position description. ~~Assistant Librarians develop~~
 65 ~~a strong understanding of the context for their role and demonstrate an impact in~~
 66 ~~their responsibilities and competencies. They demonstrate an interest in and an~~
 67 ~~ability to contribute to the workings of their individual unit, department, or user~~
 68 ~~community. They demonstrate emerging competence in assigned responsibilities~~
 69 ~~and begin building a professional record reflecting learning, engagement, and~~
 70 ~~skill development within the law library context.~~ They show evidence of an
 71 interest in pursuing their own professional development and in making
 72 contributions to the profession beyond the work environment.
 - 73 3. Appointment Status. ~~The appointment~~ Appointment as at the Assistant Librarian
 74 rank is always with provisional status and is for a period of two years only,
 75 exclusive of time granted for extension of appointment in accordance with Article
 76 17.2(B) and 17.3(A)(1). Assistant Librarians do not hold permanent appointment
 77 status. They qualify must apply for promotion to Senior Assistant Librarian after
 78 the first completed year of their initial two-year appointment as Assistant
 79 Librarian.
 - 80 4. Promotion to Senior Assistant Librarian. Not later than August 1 of the second
 81 year of the provisional appointment, a law librarian at the an Assistant Librarian
 82 rank may apply for promotion to the Senior Assistant Librarian rank with
 83 provisional status. If they do Assistant Librarian does not apply for promotion, the
 84 appointment will expire on the following June 30.
- 85
 86 ~~When the Assistant Librarian applies for promotion to Senior Assistant Librarian,~~
 87 ~~the librarian will be notified, no later than June 30 of the second year of the~~
 88 ~~appointment, of one of the following actions:~~
- 89 a. ~~Promotion to Senior Assistant Librarian with provisional status effective~~
 90 ~~the beginning of the next academic year; or~~
 - 91 b. ~~Nonrenewal of appointment at the end of the next academic year~~

92
 93
 94 B. Senior Assistant Librarian

- 95 1. Criteria for Appointment to Senior Assistant Librarian. The Senior Assistant This
 96 rank is for law librarians who meet the requisite degree requirements and
 97 generally have at least two (2) years of demonstrated competence as at the
 98 Assistant Librarian rank in the Gallagher Law Library; ~~have two or fewer years of~~
 99 ~~experience as a law librarian but hold both a JD (or equivalent) and a graduate~~
 100 ~~degree in librarianship accredited by the ALA;~~ have established an equivalent

101 record through comparable positions, service, and professional development at
102 other institutions; or have established a cumulative equivalent record at
103 Gallagher Law Library and other institutions.
104

~~105 Law librarians promoted to the rank of Senior Assistant Librarian have met the
106 position responsibilities and expectations of Assistant Librarians. They have
107 demonstrated the ability to master the foundations, theory, and practice of law
108 librarianship, to develop an understanding of library operations beyond their
109 immediate assignment and to recognize the role of the Gallagher Law Library in
110 the School of Law, and the role of serving the broader research and legal
111 information community. They have demonstrated the capacity for continued
112 growth and development in the profession.~~

- 113
- 114 2. Expectations for Rank. ~~Appointment at the Senior Assistant Librarians rank~~
115 ~~develop a strong understanding of the context for their role, demonstrate an~~
116 ~~impact in their responsibilities and competencies, and proactively seek ways to~~
117 ~~support community needs in their domain of responsibility. demonstrates a body~~
118 ~~of work evidencing foundational mastery of law librarianship, including~~
119 ~~contributions to systems, workflows, services, administrative processes, resource~~
120 ~~management, or programmatic improvements in the Gallagher Law Library, the~~
121 ~~School of Law, and the University. Senior Assistant Librarians contribute to~~
122 ~~and/or initiate projects and programs within their units and may contribute to~~
123 ~~projects outside the assigned unit as members of the broader UW community.~~
124 ~~demonstrate an emerging record of professional impact through increasingly~~
125 ~~independent contributions, growing responsibility for initiatives or programs, and~~
126 ~~developing engagement with the institution or profession. They are accountable~~
127 ~~for performing assigned position responsibilities in a consistently excellent-high~~
128 ~~manner. They contribute constructively to recommendations concerning law~~
129 ~~library functions, operations, and policies, and to the implementation and success~~
130 ~~of policies, programs, and services of Gallagher Law Library, the School of Law,~~
131 ~~and the University. They show evidence of substantive professional~~
132 ~~development, which includes participation in professional activities beyond the~~
133 ~~work-university environment.~~

- 134
- 135 3. Appointment Status. The appointment ~~at the as-Senior Assistant Librarian-rank~~ is
136 always provisional and is for an initial period of three (3) years, exclusive of time
137 granted for extension of appointment in accordance with Article 17.2(B) and
138 17.3(A)(1). ~~Senior Assistant Librarians may apply for a renewal of their~~
139 ~~appointment for an additional, and final, three (3)-year period. Senior Assistant~~
140 ~~Librarians do not hold permanent appointment status. They qualify for~~
141 ~~renewal/reappointment or for promotion to Associate Librarian after the second~~
142 ~~complete year of their initial three (3)-year appointment as Senior Assistant~~
143 ~~Librarian. They do not hold permanent appointment status. They qualify for~~
144 ~~renewal/reappointment or for promotion to the Associate rank after the second~~
145 ~~complete year of their initial three (3)-year appointment at the Senior Assistant~~
146 ~~rank. Upon nearing the end of this initial appointment period, law librarians at the~~
147 ~~Senior Assistant rank may either seek promotion to the Associate rank with a~~
148 ~~permanent appointment or apply for an additional, and final, three (3)-year period~~
149 ~~at the Senior Assistant rank.~~

150

- 151 4. Renewal of Appointment Status or Promotion to Associate Librarian. Not later
 152 than August 1 of the third complete year of the initial appointment ~~as at the~~
 153 Senior Assistant ~~Librarian rank~~, the law librarian must either:
 154 a. Apply for renewal of appointment with provisional status for an additional,
 155 and final 3-year term; or
 156 b. Apply for promotion to Associate ~~Librarian rank~~ with permanent status.
 157 Candidates applying for promotion must document that they meet the
 158 criteria stated in Article 17.1.(C)(1).
 159

160 If the Senior Assistant Librarian applies for renewal of their provisional
 161 appointment for an additional, and final, three (3)-year ~~period term~~, the law
 162 librarian will be notified not later than June 30 of the third year of one of the
 163 following actions:

- 164
 165 a. Renewal of provisional appointment for an additional, and final, three (3)-
 166 year ~~renewal period term~~ effective July 1 of the beginning of the next
 167 academic year; or
 168 b. Nonrenewal of appointment, which will end on June 30 of ~~at the end of~~
 169 the next academic year.
 170

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

- 173
 174 a. Renewal of provisional appointment for an additional, and final, three (3)-
 175 year ~~period term~~ effective July 1 of the beginning of the next academic
 176 year; or
 177 b. Promotion to Associate Librarian with permanent status effective July 1 of
 178 the ~~beginning of the~~ next academic year; or
 179 c. Nonrenewal of appointment at the end of the next academic year.
 180

181 If a Senior Assistant Librarian has had a provisional appointment renewed for an
 182 additional, and final, three (3)-year ~~period term~~, the Senior Assistant Librarian
 183 may apply for promotion to the Associate ~~Librarian rank~~ with permanent status
 184 during the first ~~and or~~ second years of this renewed three (3)-year appointment. If
 185 the Senior Assistant Librarian ~~does not apply for this has not applied for~~
 186 promotion to the Associate rank by the ~~third end of the second year of the~~
 187 ~~renewed appointment~~, the appointment will expire on the following June 30.
 188

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

- 191
 192 a. Promotion to Associate Librarian with permanent status effective ~~the~~
 193 beginning of the next academic year July 1; or
 194 b. Nonrenewal of appointment at on June 30 of the end of the next academic
 195 year.
 196

197 C. Associate Librarian

- 198 1. Criteria for Appointment to Associate Librarian. ~~This The Associate~~ rank is for law
 199 librarians who meet the requisite degree requirements as stated above and
 200 generally have at least five (5) years of demonstrated competence in Gallagher

201 Law Library; ~~have established~~ an equivalent record through comparable
202 positions, service, and professional development at other institutions; or have
203 established a cumulative equivalent record at Gallagher Law Library and other
204 institutions. ~~Librarians promoted to or appointed at the rank of Associate~~
205 ~~Librarian have met the position responsibilities and expectations of Senior~~
206 ~~Assistant Librarian, have achieved an understanding of the interrelationships of~~
207 ~~library functions and operations, and have made substantial and sustained~~
208 ~~contributions to their user communities or to the libraries in which they have~~
209 ~~gained their experience. Librarians promoted to or appointed at the rank of~~
210 ~~Associate Librarian also demonstrate substantial growth in their profession and~~
211 ~~have made sustained and significant contributions in professional activities~~
212 ~~beyond the work environment. Such activities should enhance the individual's~~
213 ~~value and contributions to Gallagher Law Library, the School of Law, the broader~~
214 ~~UW research and legal information community. Associate Librarians also~~
215 ~~demonstrate excellent potential for a sustained and substantive professional~~
216 ~~career.~~

- 217
- 218 2. Expectations for Rank. ~~Appointment at the~~ The rank of Associate rank Librarian
219 is appropriate for law librarians who have a sustained record of demonstrating
220 professional impact, leadership in initiatives or programs, and meaningful
221 engagement with the institution or profession. Contributions reflect continuity,
222 growth, and institutional value. ~~indicative of sustained excellence in professional~~
223 ~~performance and achievement. Associate Librarians develop a strong~~
224 ~~understanding of the context for their role, demonstrate an impact in their~~
225 ~~responsibilities and competencies, and proactively seek ways to support~~
226 ~~community needs in their domain of responsibility. They contribute to and/or~~
227 ~~initiate projects with broad scope outside their assigned units, either individually~~
228 ~~or as members of a committee or task force. They~~ These law librarians are
229 accountable for performing assigned responsibilities in a consistently excellent
230 manner; for making thoughtful and innovative recommendations concerning
231 library functions, operations, and policies; and for the implementation and
232 success of new or existing policies, programs, and services for the Gallagher
233 Law Library or School of Law. Associate Librarians may contribute to the School
234 of Law, the broader UW research and legal information community through
235 service on councils, committees, or task forces. ~~They show evidence of~~
236 ~~sustained, substantive professional development, which includes significant~~
237 ~~participation in professional activities beyond the~~ work-university environment.

- 238
- 239 3. Appointment Status. Promotion to the ~~rank of~~ Associate rank Librarian is always
240 made with permanent status. ~~Initial appointment in Gallagher Law Library at the~~
241 ~~rank of Associate Librarian~~ Hiring of law librarians with the Associate rank may
242 be made without permanent status for one three (3)-year period.

243

244 Law librarians appointed at the Associate rank Librarians appointed with
245 provisional status may apply for permanent status during the first and second
246 years of their three (3)-year appointment. Associate Librarians appointed with
247 provisional status must apply for permanent status no later than by August 1 of
248 the third year after the date of initial appointment. ~~If the~~ They Associate Librarian
249 ~~does~~ not apply for permanent status by the this time third year of their
250 appointment, the appointment will expire on the following June 30. These law

librarians may also apply for the rank of Librarian at this time. If they do not apply for Librarian at this time, they may reapply for the promotion to the rank of Librarian at any time in the future so long as their application for permanent appointment is granted.

A law librarian hired with a provisional appointment at the Associate rank and who has applied for a permanent appointment will, ~~The Associate Librarian will~~ be notified of one of the following actions not later than June 30 following the receipt of their permanent ~~of the third year of the renewed~~ appointment application:

- a. Permanent status effective the beginning of the next academic year; or
- b. Nonrenewal of appointment at the end of the next academic year.

4. Promotion to Librarian. An Associate Librarian may request promotion to the rank of Librarian ~~after the second year of appointment as as soon as August 1 of their third year of appointment at the Associate Librarian with permanent status rank.~~ Applications for promotion to the rank of Librarian must be received not later than August 1 of any academic year. ~~If the request for promotion to the Librarian rank is denied, the law librarian at the Associate rank may apply for promotion in future years on the same annual timeline as other promotions (by August 1).~~

If the law librarian at the Associate rank was hired with provisional status, this application to the Librarian rank must also include a request for a permanent appointment.

Both law librarians at the Associate rank with permanent status and law librarians at the Associate rank with provisional status~~The Associate Librarian~~ will be notified whether ~~the promotion~~their application has been granted ~~or not~~ by June 30 of the same academic year. If the promotion and/or permanent status is~~are~~ granted, it will become effective the beginning of the next academic year. If the promotion is not granted, additional applications may be made in future years. Persons holding the rank of Associate Librarian are not required to pursue promotion to the rank of Librarian.

D. Librarian

1. Criteria for Appointment to Librarian. ~~This The Librarian~~ rank is for law librarians who meet the requisite degree requirements as stated above and have at least eight (8) years of demonstrated professional competence in the Gallagher Law Library, ~~or~~ have an equivalent record in comparable positions at other institutions, or have a cumulative equivalent record at Gallagher Law Library and other institutions.

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

301
 302 The rank of Librarian is indicative of a career which is exemplary in its evidence
 303 of professional competence, achievement, and influence. It manifests a record of
 304 superior achievement in the law librarian’s specific areas of concentration, of
 305 contributions to their user community or the libraries in which they have gained
 306 their experience, and in the practice of and significant contributions to the
 307 profession.
 308

309 2. Expectations for Rank. ~~Appointment at the Librarians rank requires a career-level~~
 310 ~~record of influence, leadership, and professional distinction, including~~
 311 ~~contributions to shaping institution practice or the profession over time. Librarians~~
 312 are accountable and responsible for the development and implementation of
 313 Gallagher Law Library policies, programs, and services. ~~Librarians, regardless of~~
 314 ~~position assignment, exert leadership or influence Gallagher Law Library, the~~
 315 ~~School of Law, the broader UW research and legal information community. To~~
 316 ~~this end, they serve on, and contribute to committees, task forces, or other~~
 317 ~~special projects, within Gallagher Law Library, the School of Law, the broader~~
 318 ~~UW research or legal information community.~~ Librarians, by their sustained
 319 exemplary excellent performance of their position responsibilities, serve as
 320 models of professional excellence ~~for other librarians at Gallagher Law Library,~~
 321 ~~as well as regionally, nationally, or internationally in the profession and.~~ Librarians
 322 must have a substantial record of contributions to the profession and of sustained
 323 professional development. This rank is reserved for those law librarians whose
 324 careers are exemplary in their evidence of professional competence,
 325 achievement, leadership, ~~and~~ influence.
 326

327 3. Appointment Status. Promotion to the rank of Librarian is with permanent status.
 328

329 17.2 Procedural Guidelines for Initial Appointments and Appointment Extensions Due to
 330 Compelling Circumstances, Renewal of Appointments, and Promotions for Gallagher
 331 Law Librarians. Law Librarians at the Gallagher Law Library are appointed, promoted
 332 and granted permanent status solely upon their qualifications consistent with Executive
 333 Order No. ~~3481,~~ and ABA Standards, and Rules of Procedure for Approval of Law
 334 Schools [accreditation standards].
 335

336 Appointment to a part-time (at least .5 FTE) or temporary position and the promotion or
 337 permanent appointment of a part-time law librarian requires the same qualifications as
 338 set forth for full-time appointments.
 339

340 The creative and educational functions of the School of Law require the appointment of
 341 law librarians with outstanding qualifications who are committed fulfilling the ABA
 342 prescribed mission to provide support through expertise, resources, and services
 343 adequate to enable the law school to carry out its program of legal education.
 344

345 ~~Law librarians customarily hold both a Juris Doctor (JD) (or equivalent) and a graduate~~
 346 ~~degree in librarianship accredited by the ALA. In line with the ABA’s definition of law~~
 347 ~~librarian, the JD (or equivalent) is a suitable substitute for a graduate degree in~~
 348 ~~librarianship in the appointment of a law librarian by Gallagher Law Library. When~~
 349 ~~applicable, appointed law librarians not holding an ALA accredited graduate degree in~~

librarianship will be expected to pass the librarian certification exam as required by RCW 27.04.055.

~~A. Procedural Guidelines for Initial Appointments~~

~~A. Temporary Appointment Procedures. When the decision has been made to appoint a law librarian with the status of temporary appointment, the Associate Dean of Information and Technology makes a recommendation to the Dean regarding the appropriate rank for the temporary appointee. In determining the appropriate appointment rank, the Dean refers to and making a recommendation, the Associate Dean of Information and Technology will refer to and carefully considers the qualifications and responsibilities as contained in Article 17.1. If a law librarian holding a temporary appointment is selected to fill a position eligible for determination of rank and status, the procedures in Article 17.2(B) and 17.3(A) will be followed.~~

B. Appointment Procedures for Librarians. If the appointed search committee decides to recommend a candidate for appointment to a position in the Gallagher Law Library at the conclusion of candidate interviews, the search committee will assemble the necessary documentation pertaining to the background, education, experience, and professional activities of all final candidates. The documentation shall include, but not be limited to, the curriculum vitae, cover letter, pertinent background information, evaluations/comments submitted by law faculty and/or law library personnel, and summaries of interviews with recommenders. The search committee will submit this documentation, with the committee's recommendation as to whether the candidate should be offered an appointment and the recommended rank at which the candidate should be appointed, to the Associate Dean of Information and Technology. In making a recommendation, the committee will refer to and carefully consider the qualifications and responsibilities contained in Article 17.1 and Article 14.1(B) Appointments.

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

~~2. Temporary Appointment Procedures. When the decision has been made to appoint a law librarian with the status of temporary appointment, the Associate Dean makes a recommendation to the Dean regarding the appropriate rank for the temporary appointee. In determining the appropriate appointment rank, the Dean refers to and carefully considers the qualifications and responsibilities as contained in Article 17.1. If a law librarian holding a temporary appointment is selected to fill a position eligible for determination of rank and status, the procedures in Article 17.2 and 17.3(A) will be followed.~~

C. Extension of the Appointment Period for Promotion and Permanent Appointment

1. Purpose. The Gallagher Law Library has a critical interest in attracting and retaining law librarians of the highest quality. This interest is enhanced by ensuring that law librarians are reviewed and promoted in ways that are fair and conducive to a healthy work/life balance. To ensure fairness and equity in administering the system of academic permanent appointment, Gallagher Law Library must provide consistent conditions and standards while supporting members in balancing personal and family obligations with professional achievement. For these reasons, extensions of the probationary period for law

librarians seeking promotion and permanent appointment are reserved for compelling circumstances which impair the ability of an individual to establish the stature expected of law librarians at Gallagher Law Library within the normal time frame. Annual evaluations will continue to occur on a regular basis and are unaffected by this policy.

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

3. Probationary Period. The probationary period may not be interrupted for more than one (1) year per event, with a maximum extension of two (2) years. If an extension is granted, no additional requirements for permanent appointment can be imposed on the applicant by virtue of the extension. The applicant continues to be subject to the same requirements that the applicant would have been subject to without the extension.

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

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

17.3 Procedural Guidelines for Renewal of Appointments, Promotions, and Review for Permanent Status for Gallagher Law Librarians. Law librarians may be promoted from Assistant Librarian to Senior Assistant Librarian, from Senior Assistant Librarian to Associate Librarian, and from Associate Librarian to Librarian. In addition, those who are Associate Librarians with provisional status may be reviewed for permanent status, without a change in rank.

Promotion, Renewal of Appointment, and Review for Permanent Status. Promotion, renewal of appointment, and granting of permanent status will be based upon the degree to which the criteria, qualifications and expectations described in Article 17.1 under the appropriate ranks are met. These actions will be taken without regard to position responsibilities.

450 ~~Candidates-Applicants~~ for promotion will be expected to demonstrate that ~~they-the~~
451 ~~applicant have-has~~ met the criteria, qualifications, and expectations for the rank and
452 status for which they are applying.

453
454 ~~Renewal only Available to Senior Assistant Librarian. Candidates-applyingApplicants~~ for
455 renewal of appointment as Senior Assistant Librarian must demonstrate growth and
456 achievement in that rank. ~~Senior Assistant Librarians are eligible for one appointment~~
457 ~~renewal only, after which term's expiration the law librarian will either apply and be~~
458 ~~successfully promoted or end their employment. Renewal of appointment applies only to~~
459 ~~Senior Assistant Librarians as described in Article 17.1(B).~~

460
461 ~~Librarians may be promoted from Assistant Librarian to Senior Assistant Librarian; from~~
462 ~~Senior Assistant Librarian to Associate Librarian; and from Associate Librarian to~~
463 ~~Librarian.~~

464 ~~No Promotions for Temporary Appointments.~~ A person in a temporary appointment is not
465 eligible for promotion.

466
467 ~~Renewal of appointment applies only to Senior Assistant Librarians as described in~~
468 ~~Article 17.1.~~

469
470 ~~Permanent Appointment for Law Librarians Hired at Associate or Librarian Rank.~~
471 Associate Librarians ~~or Librarians~~ who were initially appointed with provisional status
472 may apply for permanent status as defined in Article 14.1-(B) Appointments.

473
474 ~~A. Procedures for Promotion and/or Renewal of Appointment.~~ The calendar for the
475 promotion, renewal of appointment, and permanent status procedures will be
476 established annually prior to the beginning of Summer Quarter by the Associate
477 Dean ~~of Information and Technology~~, within University guidelines and requirements.

478
479 Application Process Steps:

- 480
481 1. ~~Procedures~~Notification of Eligibility by Employer. Prior to the beginning of
482 Summer Quarter, all law librarians eligible for promotion or for renewal of
483 appointment, and those Associate Librarians ~~or Librarians~~ eligible to apply for
484 permanent status, will be notified by School of Law Human Resources or
485 Gallagher Law Library Administration ~~of their eligibility for promotion, renewal, or~~
486 ~~permanent appointment in the coming year, starting July 1 (their Application~~
487 ~~Year).~~ This notification will specify what action is required from the individual and
488 what documentation must be assembled ~~as well as where to submit the~~
489 ~~application materials. Not all librarians notified will choose to apply in a given~~
490 ~~year. While the ultimate responsibility for initiating a promotion request by the~~
491 ~~dates indicated in this policy rests with each individual, supervisors should~~
492 ~~encourage qualified librarians to seek promotion at the appropriate time~~Law
493 ~~librarians may choose to take no action, the result of which is dictated by the~~
494 ~~expiration date of the individual's current appointment term, if any.~~

- 495
496 2. Application Submission. Application materials must be submitted by August 1 of
497 the Application Year in order to be considered. The ~~candidate-applicant~~ will
498 assemble documentation pertaining to their background, education, experience,
499 position expectations, professional development and service activities, as listed

500 below and submit these materials in the manner and method as identified by the
501 Employer in the notification of eligibility step (above). By submitting the
502 application materials, the applicant agrees that all included documents will be
503 shared with any external reviewer, the law librarians of superior rank, UW Law
504 administration, and University Administration.

505
506 ~~For promotions to Associate Librarian or Librarian, or for individuals holding the~~
507 ~~rank of Associate Librarian with provisional status being reviewed for permanent~~
508 ~~status, Gallagher Law Library Administration will identify an external reviewer to~~
509 ~~evaluate the candidate's record. The external reviewer will be an individual who~~
510 ~~works in a comparable position at another ABA-accredited law school identified~~
511 ~~by Gallagher Law Library Administration, e.g., the Associate Dean or the~~
512 ~~Associate Director of the Law Library. This letter, and the identity of the reviewer,~~
513 ~~will be kept confidential from the candidate.~~

514
515 ~~Each member of the Law Library who is superior in rank to the law librarian~~
516 ~~(candidate) under consideration will then review all pertinent documentation~~
517 ~~assembled by the candidate, as well as the letter from the external reviewer~~
518 ~~(where applicable). Based on the review of this documentation, they will decide~~
519 ~~whether to recommend promotion and/or grant of permanent status. In this~~
520 ~~recommendation, they shall consider the qualifications prescribed for the various~~
521 ~~ranks in Section 17.1. Promotion and/or granting of permanent status will be~~
522 ~~based upon the law librarian's attainment of these qualifications and not upon~~
523 ~~position or length of service.~~

- 524
525 3. UW Law Community Letters of Support. During the Autumn Quarter of the
526 Application Year, School of Law Human Resources or Law Library Administration
527 will share the applicant's CV, eligibility for promotion and/or reappointment, and
528 solicit letters of support from the School of Law community specifying how the
529 applicant has: (1) enhanced the effectiveness and standing of the Gallagher Law
530 Library' and the School of Law (2) demonstrated the applicant's ability to meet
531 the responsibilities of the desired rank, and/or (3) enhanced and contributed to
532 the legal information profession.

533
534 All letters received from the UW Law community will be added to the applicant's
535 materials and will be accessible by any external reviewer, the law librarians of
536 superior rank, UW Law Administration, and University Administration. These
537 letters will be kept confidential from the applicant unless the letter-writer explicitly
538 grants permission for the applicant to view the letter.

- 539
540 4. External Review Process for Permanent Appointments. For any application
541 where the applicant holds either a provisional appointment and seeks a
542 permanent appointment or where the applicant is applying for promotion to the
543 rank of Librarian, regardless of whether the applicant holds a permanent
544 appointment at the time of application, the application must be reviewed by an
545 external reviewer to independently evaluate the applicant's record. An
546 appropriate external reviewer must be secured by the end of Autumn Quarter
547 and the letter of evaluation from the reviewer must be received by January 31 of
548 the Application Year.

549 a. Qualifications of External Reviewer. Gallagher Law Library Administration
550 will identify an individual who is a law librarian similar to the applicant in
551 rank and experience. The reviewer shall also be employed by another
552 academic institution outside of the University of Washington. The external
553 reviewer is chosen for the reviewer's familiarity with the type of work
554 performed by the applicant and the reviewer's ability to evaluate the
555 applicant's professional accomplishments, activities, and qualifications.
556 The reviewer must be able to provide an arms-length, non-conflicted
557 review of the applicant.

558 b. Request to External Reviewer and Requested Contents of Reviewer's
559 Response. No later than the end of Autumn Quarter, Gallagher Law
560 Library Administration will request a cover letter from the external
561 reviewer. This cover letter should contain:

562 i. Information about the reviewer's own experience in the area of law
563 librarianship in which the applicant has experience (including, if
564 desired, the reviewer's C.V.);

565 ii. The nature of their relationship (if any) with the applicant; and

566 iii. Candid evaluative comments on whether the applicant has
567 performed in a manner which: (1) enhanced the effectiveness and
568 standing of the Gallagher Law Library, (2) demonstrated the
569 applicant's ability to meet the responsibilities and qualifications of
570 the desired rank, and (3) enhanced and contributed to the legal
571 information profession.

572 c. Documents Shared with External Reviewer. Gallagher Law Library
573 Administration will provide the external reviewer access to the file which
574 consists of the applicant's letter requesting consideration for promotion,
575 supporting documentation, position descriptions, any UW Law community
576 letters of support, and the Gallagher Law Library policies and procedures
577 for promotion.

578 d. Identity of External Reviewer and Confidentiality of Reviewer Letter. This
579 letter, and the identity of the reviewer, will be kept confidential from the
580 applicant.

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

584 5. Recommendation Letters by Gallagher Law Librarians of Superior Rank. For all
585 applications for promotion, renewal, and/or permanent status, law librarians of
586 superior rank to the applicant must review the application materials from steps 2-
587 4 above and make a written recommendation evaluating the applicant's
588 performance and whether the application should be granted. Written
589 recommendations are due to Gallagher Law Library Administration by mid-
590 February.

591 a. Eligibility. Only those law librarians who are of superior rank to the
592 applicant and are also employed in a non-temporary and non-emeritus
593 position are eligible to review the application materials and make a
594 recommendation Law librarians of the same or inferior rank, temporary
595 law librarians, and emeritus law librarians who wish to contribute may,
596 instead, write letters of support as part of the UW Law community
597 outreach in step 3 above.

- 598 b. Materials Considered. In evaluating the applicant’s eligibility for
- 599 reappointment, promotion, and/or permanent status, law librarians of
- 600 superior rank should consider both their own experience working with the
- 601 applicant as well as the materials in the applicant’s application, the UW
- 602 Law community letters of support, and the external reviewer’s letter (if
- 603 applicable).
- 604 c. Recommendation Contents. Each law librarian of superior rank must write
- 605 a written recommendation letter addressed to the Associate Dean of
- 606 Information and Technology, the Dean of the School of Law, and the UW
- 607 Provost. This recommendation should document the law librarian’s
- 608 consideration of the qualifications of the applicant for the new rank or
- 609 appointment as contained in Section 17.1 as evidenced by the writer’s
- 610 experience working with the applicant as well as the contents of the
- 611 application materials. The letter must contain an explicit recommendation
- 612 as to whether the law librarian of superior rank believes that the applicant
- 613 should be granted the promotion or status being sought. The eligible law
- 614 librarians of superior rank will separately transmit their individual
- 615 recommendations to the Associate Dean of Information and Technology,
- 616 along with any additional supporting information the Associate Dean of
- 617 Information and Technology may request.
- 618 d. Confidentiality of Recommendation Letters. These letters from law
- 619 librarians of superior rank will be kept confidential from the applicant.

620

621 5.6. Associate Dean of Information and Technology’s Recommendation to the Dean

622 of the School of Law and Summary of Recommendation Submitted to Applicant. After

623 reviewing the documentation submitted by the candidate, the external reviewer,

624 and each recommendation from the eligible voting librarians the application

625 materials collected in step 2-5 above, the Associate Dean of Information and

626 Technology shall transmit their recommendation to the Dean of the School of

627 Law with supporting documentation. In addition, the Associate Dean of

628 Information and Technology will provide a written summary of their

629 recommendation to the candidate applicant. The candidate applicant may

630 respond in writing within seven (7) calendar days, and the response will be

631 added to the candidate’s documentation application material.

632

633 6.7. Dean’s Decision. In compliance with ABA accreditation standards, the

634 Dean will decide the matter. If the recommendation from the Dean is favorable,

635 or if the promotion or review for permanent status is mandatory, then the Dean

636 shall transmit their recommendation and all documentation to the Provost. If a

637 promotion during a non-mandatory year is denied, the candidate applicant can

638 may apply again in accordance with 17.1 above. Final action in all cases is

639 subject to the approval of the Provost.

640

641 ~~Gallagher Law Library Administration, in accordance with the calendar~~

642 ~~established by the Associate Dean, will:~~

- 643
- 644 *—~~Solicit Letters of Reference. Solicit letters of support from the School of~~
- 645 ~~Law community specifying how the candidate has:~~
- 646

- 647 a. ~~Enhanced the effectiveness and standing of the Gallagher Law~~
- 648 ~~Library,~~
- 649 b. ~~Demonstrated the candidate's ability to meet the responsibilities of~~
- 650 ~~the desired rank,~~
- 651 c. ~~Enhanced and contributed to the legal information profession.~~

652

- 653 ~~▪ Identify an External Reviewer. For promotions to Associate Librarian or~~
- 654 ~~Librarian, or for individuals holding the rank of Associate Librarian without~~
- 655 ~~permanent status who are seeking permanent status, Gallagher Law~~
- 656 ~~Library Administration will identify an individual from outside of the~~
- 657 ~~University of Washington to serve as the external reviewer of the file. The~~
- 658 ~~external reviewer is chosen for the reviewer's ability to evaluate the~~
- 659 ~~candidate's professional accomplishments, activities, and qualifications.~~
- 660 ~~This reviewer needs to be able to provide an arms-length, non-conflicted~~
- 661 ~~review of the candidate. Gallagher Law Library Administration will provide~~
- 662 ~~the external reviewer access to the file which consists of the candidate's~~
- 663 ~~letter requesting consideration for promotion, supporting documentation,~~
- 664 ~~position descriptions, and the Gallagher Law Library policies and~~
- 665 ~~procedures for promotion.~~

666

667 ~~A cover letter from Gallagher Law Library Administration will ask the~~

668 ~~external reviewer to document the nature of their relationship (if any) with~~

669 ~~the candidate, and to provide candid, evaluative comments on whether~~

670 ~~the candidate has performed in a manner which:~~

- 671
- 672 a. ~~Enhanced the effectiveness and standing of the Gallagher Law~~
- 673 ~~Library,~~
- 674 b. ~~Demonstrated the candidate's ability to meet the responsibilities~~
- 675 ~~and qualifications of the desired rank,~~
- 676 c. ~~Enhanced and contributed to the legal information profession.~~

677

- 678 a. ~~Extension of the Appointment Period for Promotion and Permanent Appointment~~
- 679 ~~1. Purpose. The Gallagher Law Library has a critical interest in attracting and~~
- 680 ~~retaining law librarians of the highest quality. This interest is enhanced by~~
- 681 ~~ensuring that law librarians are reviewed and promoted in ways that are fair~~
- 682 ~~and conducive to a healthy work/life balance. To ensure fairness and equity~~
- 683 ~~in administering the system of academic permanent appointment, Gallagher~~
- 684 ~~Law Library must provide consistent conditions and standards while~~
- 685 ~~supporting members in balancing personal and family obligations with~~
- 686 ~~professional achievement. For these reasons, extensions of the probationary~~
- 687 ~~period for librarians seeking promotion and permanent appointment are~~
- 688 ~~reserved for compelling circumstances which impair the ability of an individual~~
- 689 ~~to establish the stature expected of law librarians at Gallagher Law Library~~
- 690 ~~within the normal time frame.~~

691

- 692 ~~2. Conditions. Approvals of extensions of the appointment period are never~~
- 693 ~~automatic but may be granted when circumstances cause substantial~~
- 694 ~~impairment of a candidate's ability to pursue the candidate's professional~~
- 695 ~~activities. Such circumstances may include severe personal illness,~~

~~bereavement, childbirth, adoption of a child, or other significant obligations to a member of the family or household.~~

~~The probationary period may not be interrupted for more than one (1) year per event, with a maximum extension of two (2) years.~~

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

~~3. Procedure. Requests for an extension of the appointment period must be made in writing and submitted to the Gallagher Law Library Administration, who will review the request. Candidates should consult with their supervisors prior to requesting an extension. Any supporting documentation should be included with the request. Requests are not granted automatically, and each will be considered on a case-by-case basis. However, every effort will be made to accommodate a request when it becomes clear that circumstances consistent with this policy will substantially impede the librarian's progress toward achieving promotion, renewal, or permanent appointment. Next steps are as follows:~~

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

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

B. Guidelines-Criteria for Activities Supporting Reappointment, Promotion, and Permanent Appointment. Law librarians at the Gallagher Law Library contribute to the Gallagher Law Library's mission by performing effectively with regards to three (3) criteria – position expectations, professional development, and service. While the primary emphasis for reappointment, promotion, and permanent appointment is placed on impact in regard to a law librarian's job expectations, professional development and service also are essential components of successful academic law librarianship and must be considered when a law librarian applies for reappointment, promotion, or permanent status.

C. Sustained professional performance is the most important criterion for reappointment, promotion, and permanent status.

~~b. Contributions in helping the School of Law carry out its program of legal education and accomplish its mission as required by ABA accreditation standards.~~

~~c. Contributions or influence in advancing the practice or standing of the profession, within or outside the University and the School of Law.~~

- 746 ~~d.—Contributions to research, scholarship, or instruction.~~
- 747 ~~e.—Achievement and growth in professional competence.~~
- 748 ~~f.—Contributions to the work of professional or learned societies.~~
- 749 ~~g.—Contributions to University affairs, School of law affairs, or community service.~~

- 751 1. Position Expectations. ~~Since~~ Because excellence in impact in position
 752 responsibilities weighs more heavily in consideration for reappointment,
 753 promotion, and permanent status, the performance in one’s position must
 754 meet high standards of academic law librarianship. The following examples
 755 provide evidence of effectiveness in performance. Not all will apply to every
 756 position nor is effective performance restricted to these activities.
 757
 758 a. Mastery of the professional knowledge required for the position.
 759 b. Positive interaction with other law librarians, staff, faculty, and students.
 760 c. Creative response to assigned responsibilities and emergent needs.
 761 d. Initiation of new projects, procedures, or functions which improve services
 762 of the Law Library, School of Law, or other user communities.
 763 e. Effective instructional and communication skills.
 764 f. Demonstrated ability in report writing and analytical skills, such as:
 765 i. Preparation of written materials such as staff workflows.
 766 ii. Development of guides that improve the use of law library
 767 resources.
 768 iii. Analysis of data relating to library collections, operations, and
 769 service.
 770 g. Effective participation in policy formulation at the departmental and/or law
 771 ~~libraries~~library-wide level.
 772 h. Performance of managerial duties with demonstrated abilities in:
 773 i. Leadership of the department or area.
 774 ii. Organizational skills, and-
 775 iii. Supervisory skills.
 776 i. Professional growth with an on-going commitment to mastery of new
 777 skills in one’s specialty and knowledge of current developments in the
 778 profession.
 779
- 780 2. Professional Development. Law Librarians are expected to demonstrate a
 781 sustained commitment to professional development throughout their careers.
 782 They show evidence of this commitment in a variety of ways. Depending on
 783 the law librarian’s position, interests, and professional goals, a law librarian
 784 should pursue active participation in professionally-relevant associations,
 785 research, scholarly activities, instruction as appropriate, additional education,
 786 and/or other professionally-relevant, ~~creative or service~~ activities. Such
 787 activities should constitute a substantive contribution to the profession or to
 788 scholarship, or should significantly enhance the individual law librarian’s
 789 ability to carry out their professional responsibilities. A list of sample activities
 790 follows. No individual law librarian is expected to have engaged in every
 791 activity listed, nor is the list exhaustive.
 792
 793 a. Participation in professional associations at the local, state, regional,
 794 national, and/or international levels.

- 795 i. Membership and active participation in professional
- 796 organizations that result in professional development.
- 797 ii. Active participation in or chairing committees of
- 798 professional or scholarly associations.
- 799 iii. Presentations, including symposia, webinars, conference
- 800 sessions, and other professional for ~~iums~~.
- 801 iv. Active participation in governance of professional or
- 802 scholarly associations.
- 803 v. Organization of workshops and meetings at state, regional,
- 804 national and/or international levels.
- 805 vi. Service as a consultant or advisor on professional matters.
- 806 b. Scholarly publications relating to law, law librarianship or other
- 807 academic disciplines (regardless of format).
- 808 i. Books
- 809 ii. Articles published in recognized professional or academic
- 810 journals, ~~and~~ other periodicals.
- 811 iii. Edited works or compilations, ~~indices~~, or translations
- 812 of published works ~~or~~; service on editorial boards ~~or as~~;
- 813 editor of a scholarly journals.
- 814 iv. Bibliographies
- 815 v. Shorter works such as reviews and columns.
- 816 vi. Online content such as blogs, wikis, and web sites.
- 817 c. Contributions to the profession.
- 818 i. Instruction, lectures, workshops, or seminars other than
- 819 those performed as a part of regularly assigned activities.
- 820 ii. Development of innovative procedures, standards, or new
- 821 technologies which improve library service.
- 822 d. ~~Proposals for research submitted and/or funded; G~~grant writing
- 823 ~~activities.~~
- 824 ~~e. Serves as reviewer for library-related grant application.~~
- 825 ~~f.e.~~ Additional education.
- 826 i. Executive or professional education.
- 827 ii. An advanced degree or progress toward a degree ~~in an~~
- 828 ~~academic discipline other than library science/information~~
- 829 ~~studies/archival studies~~ or certification in a professionally-
- 830 related field.
- 831 ~~iii. An advanced degree or progress toward a degree in library~~
- 832 ~~science/information studies/archival studies beyond the~~
- 833 ~~MLS.~~
- 834
- 835 3. Contributions and Service to Gallagher Law Library, the School of Law, the
- 836 University and~~er~~ the Legal Information Community. Service to Gallagher Law
- 837 Library, the School of Law, the University, and~~er~~ the legal information
- 838 community are important aspects of law librarianship. The purpose of the
- 839 service criteria is to provide evidence of contributions which extend beyond
- 840 effective performance in one's position. Such contributions may include, but
- 841 are not ~~be~~ restricted to:
- 842
- 843 a. Productive service on Gallagher Law Library and School of Law
- 844 committees and task forces.

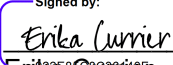
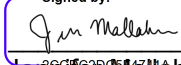
- 845 b. Active participation in School of Law and/or University activities
- 846 including committees, councils, task forces, organizations, or
- 847 instruction. ~~For Examples, might include feedback research related to~~
- 848 about law school curriculum revision, the integration of technology into
- 849 teaching and learning environments, or ways to support faculty who
- 850 might be engaged in interdepartmental teaching or interdisciplinary
- 851 research.
- 852 c. Active participation in or support of law student and faculty activities,
- 853 particularly where opportunities exist to enhance the standing of the
- 854 Gallagher Law Library, or of the profession. ~~Examples For example,~~
- 855 ~~might include~~ serving as an advisor to a law review or journal or
- 856 participating in a formal mentoring program for students interested in
- 857 becoming law librarians.
- 858 d. Service to the scholarly community that enhances the stature of the
- 859 School of Law and the University. ~~Examples For example, might~~
- 860 ~~include~~ speaking at a symposium, presenting a paper, or consulting in
- 861 an area of professional expertise.
- 862 e. Community service that enhances the stature of the School of Law and
- 863 the University. ~~g.~~For example, serving on the board of a non-profit law
- 864 firm or serving on an ABA accreditation team or legal education section
- 865 committee.
- 866

867 D. Application Materials. Applications for reappointment, promotion, or permanent
 868 appointment must contain the following items demonstrating the applicant’s experience,
 869 responsibilities, and eligibility for the applicable change in status:

- 870 1. The applicant’s current curriculum vitae.
- 871 2. Position descriptions applicable to the applicant during the applicant’s most
- 872 recent appointment term and/or at the applicant’s current rank.
- 873 3. Evidence of the applicant’s work. Up to five examples of evidence showing how
- 874 the applicant’s work and performance enhance the effectiveness of the School
- 875 of Law in fulfilling its mission. Examples include:
 - 876 a. Contributions or influence in advancing the practice or standing of the
 - 877 profession, within or outside the University and the School of Law.
 - 878 b. Contributions to research, scholarship, and instruction.
 - 879 c. Achievement and growth in professional competence.
 - 880 d. Contributions to the work of professional societies.
 - 881 e. Contributions to University affairs, School of Law affairs, or
 - 882 professionally relevant community service.
- 883 4. A cover letter explaining:
 - 884 a. The applicant’s eligibility for reappointment, promotion, or change of
 - 885 status according to either the Expectations for Rank as set out in this
 - 886 Article and/or the guidance set forth in Article 14.1(B)(2) regarding
 - 887 permanent appointment and the relevant of any specific items of
 - 888 exemplary work included in the application to this eligibility.
 - 889 b. The ways in which the applicant has contributed to the Gallagher Law
 - 890 Library’s mission by performing effectively with regards to position

891
892
893
894
895
896
897
898
899
900
901
902

expectations, professional development, and service, as explained in 17.3 (E) above and the relevance of any specific items of exemplary work included in the application to this mission.

Tentatively Agreed To:	
For the Union: Signed by:  _____ Erika Currier Date: 2/13/2026	For the Employer: Signed by:  _____ Jennifer Malahan Date: 2/12/2026

ARTICLE 18 – RANK, STATUS, INITIAL APPOINTMENTS, RENEWAL OF APPOINTMENTS AND PROMOTIONS FOR UW LIBRARIES LIBRARIANS

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

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

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

A. Assistant Librarian

1. Criteria for Appointment to Assistant Librarian. This rank is for librarians who have received the appropriate graduate degree from a program accredited by the American Library Association or an equivalent graduate library science, information studies or archival studies degree, and have little or no professional experience in librarianship. Generally, appointment to Assistant Librarian will be made for those individuals with fewer than two years of experience as a librarian.
2. Expectations for Rank. Librarians at this rank are generally at the beginning of their career. They are expected to fulfill at a consistently high level the responsibilities described in the position description. Assistant Librarians develop a strong understanding of the context for their role and demonstrate increasing proficiency in their responsibilities and competencies. They demonstrate an interest in and an ability to contribute to the workings of their individual unit, department or user community. They show evidence of an interest in pursuing their own professional development and in making contributions to the profession beyond the work environment.
3. Appointment Status. The appointment as Assistant Librarian is always with provisional status and is for a period of two years only, exclusive of time granted for extension of appointment in accordance with Article 18.2 and 18.3(A). Assistant Librarians do not hold permanent appointment status. They qualify for promotion to Senior Assistant Librarian after the first completed year of their initial two-year appointment as Assistant Librarian.
4. Promotion to Senior Assistant Librarian. Not later than September 1 of the second year of the provisional appointment, an Assistant Librarian may apply for promotion to Senior Assistant Librarian with provisional status. If the Assistant Librarian does not apply for promotion, the appointment will expire on the following June 30.

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

- 53
- 54 a. Promotion to Senior Assistant Librarian with provisional status effective
- 55 the beginning of the next academic year; or
- 56 b. Nonrenewal of appointment at the end of the next academic year.
- 57

58 **B. Senior Assistant Librarian**

59 1. Criteria for Appointment to Senior Assistant Librarian. This rank is for librarians
 60 who generally have at least two (2) years of demonstrated competence as an
 61 Assistant Librarian in the University of Washington Libraries; or have established
 62 an equivalent record in comparable professional positions at other institutions; or
 63 have established a cumulative equivalent record at the University of Washington
 64 Libraries and other institutions.

65
 66 Librarians promoted to or appointed at the rank of Senior Assistant Librarian
 67 have met the position responsibilities and expectations of Assistant Librarians.
 68 They have demonstrated the ability to master the foundations, theory and
 69 practice of librarianship, to develop an understanding of library operations
 70 beyond their immediate assignment and to recognize the role of the Libraries in
 71 the University, and the role of serving the wider research and learning
 72 community. They have demonstrated the capacity for continued growth and
 73 development in the profession.

74
 75 2. Expectations for Rank. Senior Assistant Librarians achieve a strong
 76 understanding of the context for their role, demonstrate an impact in their
 77 responsibilities and competencies, and seek ways to support community needs
 78 in their domain of responsibility. Senior Assistant Librarians contribute to and/or
 79 initiate projects and programs within their units, and may contribute to projects
 80 outside the assigned units as members of a Library, University or other user
 81 community task force, council or committee. They are accountable for performing
 82 assigned position responsibilities in a consistently excellent manner. They
 83 contribute constructively to recommendations concerning library functions,
 84 operations and policies, and to the implementation and success of policies,
 85 programs, and services of the University Libraries, the University and other user
 86 communities. They show evidence of substantive professional development
 87 which includes participation in professional activities beyond the work
 88 environment.

89
 90 3. Appointment Status. The appointment as Senior Assistant Librarian is always
 91 with provisional status and is for an initial period of three (3) years, exclusive of
 92 time granted for extension of appointment in accordance with Article 18.2 and
 93 18.3(A). Senior Assistant Librarians may apply for a renewal of their appointment
 94 for an additional, and final, three (3)-year period. Senior Assistant Librarians do
 95 not hold permanent status. They qualify for renewal/reappointment or for
 96 promotion to Associate Librarian after the second complete year of their initial
 97 three (3)-year appointment as Senior Assistant Librarian.

98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147

- 4. Renewal of Appointment Status or Promotion to Associate Librarian. Not later than September 1 of the third complete year of the initial appointment as Senior Assistant Librarian, the librarian must either:
 - a. Apply for renewal of appointment with provisional status; or
 - b. Apply for promotion to Associate Librarian with permanent status. Candidates applying for promotion must document that they meet the criteria stated in Article 18.1.C.1.

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

If the Senior Assistant Librarian applies for renewal of appointment with provisional status for an additional, and final, three (3)-year period, the librarian will be notified not later than June 30 of the third year of one of the following actions:

- a. Renewal of appointment with provisional status for an additional, and final, three (3)-year renewal period effective the beginning of the next academic year; or
- b. Nonrenewal of appointment at the end of the next academic year.

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

- a. Renewal of appointment with provisional status for an additional, and final, three (3)-year period effective the beginning of the next academic year; or
- b. Promotion to Associate Librarian with permanent status effective the beginning of the next academic year; or
- c. Nonrenewal of appointment at the end of the next academic year.

If a Senior Assistant Librarian has had an appointment with provisional status renewed for an additional, and final, three (3)-year period, the Senior Assistant Librarian may apply for promotion to Associate Librarian with permanent status during the first and second years of this renewed three (3)-year appointment. If the Senior Assistant Librarian does not apply for this promotion by the third year of the renewed appointment, the appointment will expire on the following June 30.

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

- a. Promotion to Associate Librarian with permanent status effective the beginning of the next academic year; or
- b. Nonrenewal of appointment at the end of the next academic year.

C. Associate Librarian

- 1. Criteria for Appointment to Associate Librarian. This rank is for librarians who generally have at least five (5) years of demonstrated competence in the

148 University of Washington Libraries; or have established an equivalent record
149 through comparable positions, service, and professional development at other
150 institutions; or have established a cumulative equivalent record at the University
151 of Washington Libraries and other institutions.
152

153 Librarians promoted to or appointed at the rank of Associate Librarian have met
154 the position responsibilities and expectations of Senior Assistant Librarian; have
155 achieved an understanding of the interrelationships of library functions and
156 operations; and have made substantial and sustained contributions to their user
157 communities or to the libraries in which they have gained their experience.
158

159 Librarians promoted to or appointed at the rank of Associate Librarian also
160 demonstrate substantial growth in their profession, and have made sustained
161 and significant contributions in professional activities beyond the work
162 environment. Such activities should enhance the individual's value and
163 contributions to the University Libraries, the University, the research and learning
164 community, user communities or the profession. ~~associate-Associate~~ Librarians
165 also demonstrate excellent potential for a sustained and substantive professional
166 career.
167

168 2. Expectations for Rank. The rank of Associate Librarian is indicative of sustained
169 excellence and demonstrated impact in professional performance and
170 achievement. Associate Librarians contribute significantly toward the
171 development and implementation of projects and programs in their assigned
172 units. They contribute to and/or initiate projects with broad scope outside their
173 assigned units, either individually or as members of a committee or task force.
174 They are accountable for performing assigned responsibilities in a consistently
175 excellent manner, for making thoughtful and innovative recommendations
176 concerning library functions, operations, and policies, and for the implementation
177 and success of new or existing policies, programs, and services. Associate
178 Librarians may contribute to the University, the research and learning community
179 or user community through service on councils, committees or task forces. They
180 show evidence of sustained, substantive professional development, which
181 includes significant participation in professional activities beyond the work
182 environment.
183

184 3. Appointment Status. Promotion to the rank of Associate Librarian is always made
185 with permanent status. Initial appointment in the University of Washington
186 Libraries at the rank of Associate Librarian may be made without permanent
187 status for one three (3)-year period. Associate Librarians appointed with
188 provisional status may apply for permanent status during the first and second
189 years of their three (3)-year appointment. Associate Librarians appointed with
190 provisional status must apply for permanent status no later than September 1 of
191 the third year after the date of initial appointment. If the Associate Librarian does
192 not apply for permanent status by the third year of their appointment, the
193 appointment will expire on the following June 30. The Associate Librarian will be
194 notified of one of the following actions not later than June 30 of the third year of
195 the renewed appointment:
196

197 a. Permanent status effective the beginning of the next academic year; or

198 b. Nonrenewal of appointment at the end of the next academic year.

199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246

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

D. Librarian

- 1. Criteria for Appointment to Librarian. This rank is for librarians who have at least eight (8) years of demonstrated professional competence in the University of Washington Libraries; or have an equivalent record in comparable positions at other institutions; or have a cumulative equivalent record at the University of Washington Libraries and other institutions.

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

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

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

247 3. Appointment Status. Promotion to the rank of Librarian is with permanent status.
 248 Appointment to the rank of Librarian is with permanent status.
 249

250 18.2 Procedural Guidelines for Initial Appointments for UW Libraries Librarians. Librarians at
 251 the University of Washington are appointed, promoted and granted permanent status
 252 solely upon their qualifications consistent with Executive Order No. 31.
 253

254 Appointment to a part-time (at least .5 FTE) permanent, provisional, or temporary
 255 position and the promotion or granting of permanent status to an eligible part-time
 256 librarian requires the same qualifications as set forth for full-time appointments.
 257

258 The creative and educational functions of the University of Washington require the
 259 appointment of librarians with outstanding qualifications who are committed to achieving
 260 the objectives of the University to preserve, increase, and transmit knowledge.
 261

262 A graduate degree from a program accredited by the American Library Association or an
 263 equivalent library science, information studies or archival studies degree constitutes the
 264 primary credential for librarians and is considered the terminal degree. Determination of
 265 the equivalency of a graduate degree from a librarianship program outside the United
 266 States and Canada will be made by the Administrative Officer Responsible for Personnel
 267 in accord with the resources provided by the American Library Association.
 268

269 Procedural Guidelines for Initial Appointments
 270

271 A. Appointment Procedures for Librarians. Once a decision has been made to
 272 recommend a candidate for appointment to a position in the University Libraries, the
 273 Administrative Officer Responsible for Personnel will assemble the necessary
 274 documentation pertaining to the background, education, experience, and
 275 professional activities of the candidate. The documentation shall include, but not be
 276 limited to, the letter of application, curriculum vitae, pertinent background information,
 277 letters of reference and the recommendations for rank and appointment status from
 278 the supervisor, and those in the supervisory line. In making a recommendation, these
 279 individuals refer to and carefully consider the qualifications and responsibilities as
 280 contained in Article 18.1 and Article 14.1.B Appointments.

- 281 ○ The Administrative Officer Responsible for Personnel will forward the
- 282 documentation to the Librarian Personnel Committee on behalf of the Dean of
- 283 University Libraries.
- 284 ○ Ad hoc review committees may be appointed at the discretion of the Librarian
- 285 Personnel Committee when appropriate for an initial appointment. In that
- 286 event, the Librarian Personnel Committee chair will convey the
- 287 documentation to the appropriate ad hoc review committee.
- 288 ○ If established, an ad hoc review committee will review the documentation and
- 289 make a recommendation to the Librarian Personnel Committee regarding the
- 290 rank and status of the appointment. In making its recommendation, the ad
- 291 hoc review committee refers to and carefully considers the qualifications and
- 292 responsibilities as contained in Article 18.1.
- 293 ○ The chair of the respective ad hoc review committee transmits the
- 294 committee's recommendation to the Librarian Personnel Committee,
- 295 specifying a proposed rank and status of appointment for the candidate.

- 296 ○ The Librarian Personnel Committee reviews the recommendation taking into
297 consideration, the material contained in Article 18.1 and Article 14.1.B
298 Appointments, and the rank and status of appointment of recent appointees.
299 The Librarian Personnel Committee may either concur with the ad hoc review
300 committee’s recommendation or make its own recommendation. The chair of
301 the Librarian Personnel Committee will notify the respective ad hoc review
302 committee if its recommendation differs from that of the ad hoc review
303 committee.
- 304 ○ The chair of the Librarian Personnel Committee submits its recommendation
305 and all accompanying documentation to the Dean of University Libraries. The
306 Dean of University Libraries will decide the matter and will determine if an
307 offer of appointment will be extended, and shall determine the terms of the
308 appointment.
- 309 ○ If the Dean’s determination varies from the recommendation of the Librarian
310 Personnel Committee, and after the offer has been accepted, the Dean of
311 University Libraries will inform the Librarian Personnel Committee of the
312 Dean’s action. The chair of the Librarian Personnel Committee will be
313 responsible for notifying the respective ad hoc review committee (when one is
314 appointed) of the Dean’s decision. The Administrative Officer Responsible for
315 Personnel will notify the supervisory line of the Dean of University Libraries’
316 decision.

317

318 B. Temporary Appointment Procedures. When the decision has been made to appoint a
319 librarian with the status of temporary appointment, the immediate supervisor and
320 those in the supervisory line will make a recommendation to the Dean of University
321 Libraries regarding the appropriate rank for the temporary appointee. The Dean of
322 University Libraries will determine the rank of the temporary appointee. In
323 determining the appropriate appointment rank, the Dean of University Libraries refers
324 to and carefully considers the qualifications and responsibilities as contained in
325 Article 18.1. If a librarian holding a temporary appointment is selected to fill a position
326 eligible for determination of rank and status, the procedures in Article 18.2 and
327 18.3.A will be followed.

328

329 The Administrative Officer Responsible for Personnel will notify the supervisory line
330 of the Dean of University Libraries’ decision.

331

332 18.3 Procedural Guidelines for Renewal of Appointments, Promotions, and Review for
333 Permanent Status.

334

335 A. Promotion, Renewal of Appointment, and Review for Permanent Status. Promotion,
336 renewal of appointment, and granting of permanent status will be based upon the
337 degree to which the criteria, qualifications and expectations described in Article 18.1
338 under the appropriate ranks are met. These actions will be taken without regard to
339 position.
340 Candidates for promotion will be expected to demonstrate that they have met the
341 criteria, qualifications and expectations for the rank and status for which they are
342 applying. Candidates applying for renewal of appointment as Senior Assistant
343 Librarian must demonstrate growth and achievement in that rank.

344

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

349
350 A person in a temporary appointment is not eligible for promotion.

351
352 Renewal of appointment applies only to Senior Assistant Librarians as described in
353 Article 18.1.

354
355 Associate Librarians who were initially appointed with provisional status may apply
356 for permanent status as defined in Article 14.1.(B)(2) Appointments.

357
358 The calendar for the promotion, renewal of appointment and permanent status
359 procedures will be established annually in Summer Quarter by the Dean of University
360 Libraries, within University guidelines and requirements.

361
362 B. Procedures. In Summer Quarter, all librarians eligible for promotion or for renewal of
363 appointment, and those Associate Librarians eligible to apply for permanent status,
364 and their supervisors will be notified by the Administrative Officer Responsible for
365 Personnel. This notification will specify what action is required from the individual
366 and what documentation must be assembled. Not all librarians notified will choose to
367 apply in a given year. While the ultimate responsibility for initiating a promotion
368 request by the dates indicated in this policy rests with each individual, supervisors
369 should encourage qualified librarians to seek promotion at the appropriate time.

370
371 In assembling the required documentation, each candidate will be expected to
372 demonstrate that the candidate is pursuing a career which enhances the
373 effectiveness and standing of the University of Washington Libraries, supports the
374 mission of the University Libraries, the University and/or learning community, and
375 enhances and contributes to the profession.

376
377 Complete and accurate documentation is essential to support a request for
378 promotion, permanent status, or renewal of appointment. Candidates for whom an
379 action is not required may withdraw their request any time prior to the submission of
380 all documentation to the Librarian Personnel Committee.

381
382 The candidate must submit documentation to the Administrative Officer Responsible
383 for Personnel in accordance with the calendar established by the Dean of University
384 Libraries (see Appendix C below in the Documentation Checklist for Reappointment,
385 Promotion and Permanent Appointment) for information regarding the contents of the
386 documentation).

387
388 The Administrative Officer Responsible for Personnel, in accordance with the
389 calendar established by the Dean of University Libraries, will:

390
391 ○ Solicit Letters of Reference. Solicit letters of reference from those individuals
392 listed in the candidate's documentation. These individuals will be asked to
393 provide specific documentation that the candidate has performed in a manner
394 which:

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

400

- 401 ○ Identify an External Reviewer. In addition, for promotions to Associate Librarian
- 402 or Librarian, or for individuals holding the rank of Associate Librarian with
- 403 provisional status who are seeking permanent status, the Administrative Officer
- 404 Responsible for Personnel, in consultation with the candidate and supervisors,
- 405 will identify an individual from outside of the University of Washington to serve as
- 406 the external reviewer of the file. The external reviewer is chosen for the
- 407 reviewer’s ability to evaluate the candidate’s professional accomplishments and
- 408 activities. This reviewer needs to be able to provide an arms-length, non-
- 409 conflicted review of the candidate. The Administrative Officer Responsible for
- 410 Personnel will provide the external reviewer access to the file which consists of
- 411 the candidate’s letter requesting consideration for promotion or review for
- 412 permanent status, documentation, position descriptions; and the Libraries
- 413 policies and procedures for promotion; and a copy of the Libraries’ mission
- 414 statement.

415

416 A cover letter from the Administrative Officer Responsible for Personnel will ask

417 the external reviewer to provide evaluative comments on whether the candidate

418 has performed in a manner which:

- 419
- 420 1. Enhances the effectiveness and standing of the University of Washington
- 421 Libraries;
- 422 2. Demonstrates the candidate’s ability to meet the responsibilities of the
- 423 desired rank;
- 424 3. Enhances and contributes to the profession.

425

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

- 436 ○ Forward Evaluation and Recommendations to Candidate. Copies of the
- 437 evaluation and recommendations made by the supervisor, others in the
- 438 supervisory line, and former supervisors, will be added to the candidate’s
- 439 documentation and provided to the candidate seven (7) days prior to the
- 440 submission of the documentation to the Librarian Personnel Committee. Letters
- 441 of reference and the statement of evaluation by the external reviewer solicited by
- 442 the Administrative Officer Responsible for Personnel will not be made available
- 443 to the candidate. Candidates will have seven (7) calendar days to review the
- 444 documentation with evaluations and recommendations. Within those seven (7)

445 days, any candidate who does not concur with the evaluation and
 446 recommendation may submit a statement to the Administrative Officer
 447 Responsible for Personnel explaining the points of dispute accompanied by
 448 supporting details. This statement will become part of the candidate's
 449 documentation. A copy of the candidate's statement also will be made available
 450 to the supervisory line. If a candidate for whom an action is not required decides
 451 to withdraw the candidate's request, it must be done at this time.
 452

- 453 ○ Submit all Documentation to the Librarian Personnel Committee. Submit all
 454 documentation, including a cover letter stating what action is being requested by
 455 the individual and specific alternative actions which are permissible under the
 456 promotion or the granting of permanent status process, to the Librarian
 457 Personnel Committee.
- 458
- 459 ○ Transmit the Documentation to the Appropriate Review Committee. The
 460 Administrative Officer Responsible for Personnel will transmit all documentation
 461 to the appropriate review committee for review.
 462
- 463 ○ Forward any Documentation Comments. After the promotion cycle, the
 464 Administrative Officer Responsible for Personnel will forward any comments
 465 received from the Librarian Personnel Committee regarding future improvements
 466 to the candidate's documentation to the candidate and the candidate's immediate
 467 supervisor and others in the supervisory line as appropriate.
 468

469 The Librarian Personnel Committee will:

- 470
- 471 ○ Review Documentation and any Documentation Comments. The Librarian
 472 Personnel Committee will review the documentation and the review committee's
 473 ~~recommendation report~~ for each candidate. The Librarian Personnel Committee
 474 will also review any review committee comments recommending improvements
 475 to the documentation.
- 476 ○ Submit its ~~Recommendation Report Summary~~ and Supporting Documentation to
 477 the Dean of University Libraries. The Librarian Personnel Committee may either
 478 concur with the review committee's recommendation or make its own
 479 recommendation. The chair of the Librarian Personnel Committee submits its
 480 ~~recommendation written report detailing the qualifications of the candidate for~~
 481 ~~their requested action and their recommendation. The committee will~~
 482 ~~also submit a written summary of their report~~ report summary and all supporting
 483 documentation to the Dean of University Libraries. The report summary should
 484 describe the proceedings, summarizing the discussion, concerns and any related
 485 counterarguments. The report should also include the qualifications of the
 486 candidate for the requested action and committee's recommendation.
 487 For purposes of confidentiality, the summary shall omit specific attributions and
 488 may omit any vote counts. In addition, if the Librarian Personnel Committee has
 489 received review committee recommendations concerning a candidate's
 490 documentation, it will forward this information to the Administrative Officer
 491 Responsible for Personnel. The Librarian Personnel Committee may also choose
 492 to incorporate these recommendations in a separate memo.
 493

494 The Dean will provide the candidate with the written recommendation-report
 495 summary from the Librarian Personnel Committee. The Candidate may respond
 496 in writing within seven (7) calendar days and the letter will be added to the
 497 Candidate’s documentation.
 498

499 The Review Committee will:

- 500
- 501 ○ Review Documentation. The review committee will review the documentation and
- 502 make a recommendation for a specific action to the Librarian Personnel
- 503 Committee. In making its recommendation, a review committee refers to and
- 504 carefully considers the qualifications, responsibilities and other pertinent
- 505 information relating to promotion, renewal of appointment, or granting of
- 506 permanent status as stated in Article 18.1 and Article 14.1(.B) Appointments. The
- 507 chair of each review committee transmits its recommendation-written report
- 508 detailing the qualifications of the candidate for their requested action and their
- 509 recommendation. The committee will also submit a redacted version written
- 510 summary of their report to the Librarian Personnel Committee. For purposes of
- 511 confidentiality, the summary redacted version shall omit specific attributions and
- 512 may omit any vote counts. The review committee may also include a separate
- 513 statement to the Librarian Personnel Committee detailing possible improvements
- 514 for the candidate’s future documentation.
 515

516 The Dean provides the candidate with the written committee recommendation
 517 report summary redacted report from the Review Committee. The Candidate may
 518 respond in writing within seven (7) calendar days and the letter will be added to
 519 the Candidate’s documentation.
 520

521 The Dean of University Libraries will:

- 522
- 523 ○ Make the Final Recommendation. The Dean of University Libraries will make the
- 524 final recommendation and discuss it with the Librarian Personnel Committee if it
- 525 varies from the Librarian Personnel Committee’s recommendation.
- 526 ○ Transmit Recommendations to Provost. The Dean of University Libraries’
- 527 recommendations for promotion or granting of permanent status will then be
- 528 transmitted to the Provost. Recommendations for renewal of appointment do not
- 529 need to be reviewed by the Provost.
- 530 ○ Notify Supervisory Line and Candidate of the Final Decision. After the Provost’s
- 531 decision has been received, the final decision for each individual will be made
- 532 known to the immediate supervisor and others in the supervisory line as well as
- 533 the chair of the Librarian Personnel Committee, prior to the Dean of University
- 534 Libraries notifying the individual. The chair of the Librarian Personnel Committee
- 535 will inform the Committee and the respective review committees, once the
- 536 candidates have been notified. When a librarian has been unsuccessful in
- 537 achieving the requested action, the Dean of University Libraries will work with the
- 538 immediate supervisor, the appropriate Director or Assistant/Associate Dean, and
- 539 others in the supervisory line to assist the librarian in understanding the current
- 540 situation and in planning for future options (assuming the action is not terminal).
- 541 The Librarian Advisory Program may also be utilized.
 542

543 C. Extension of the Appointment Period for Promotion and Permanent Appointment

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

555
556 2. Conditions. Approvals of extensions of the appointment period are never
557 automatic but may be granted when circumstances cause substantial impairment
558 of a candidate's ability to pursue the candidate's professional activities. Such
559 circumstances may include severe personal illness, bereavement, childbirth,
560 adoption of a child, or other significant obligations to a member of the family or
561 household.

562
563 The probationary period may not be interrupted for more than one (1) year per
564 event, with a maximum extension of two (2) years.

565
566 If an extension is granted, no additional requirements for promotion, renewal, or
567 permanent status can be imposed on the candidate by virtue of the extension.
568 The candidate continues to be subject to the same requirements that the
569 candidate would have been subject to without the extension.

570
571 3. Procedure. Requests for an extension of the appointment period must be made
572 in writing and submitted to the Administrative Officer Responsible for Personnel,
573 who will review the request. Candidates should consult with their supervisors
574 prior to requesting an extension. Any supporting documentation should be
575 included with the request. Requests are not granted automatically and each will
576 be considered on a case-by-case basis. Generally, however, every effort will be
577 made to accommodate a request when it becomes clear that circumstances,
578 consistent with this policy, will substantially impede the librarian's progress
579 toward achieving promotion, renewal, or permanent status. Next steps are as
580 follows:

- 581
582
- 583 ▪ Within five (5) working days of receiving the request, the Administrative
584 Officer Responsible for Personnel will forward it to the Librarian
585 Personnel Committee for their review as to whether the request meets the
586 conditions outlined above and a recommendation to extend or not extend
587 the appointment period.
 - 588 ▪ Within ten (10) working days, the Librarian Personnel Committee will
589 forward its recommendation to the Dean of University Libraries for
590 approval or disapproval.
 - 591 ▪ If approved by the Dean, it will be referred to the Office for Academic
592 Personnel and Faculty for final approval.
 - 593 ▪ The Administrative Officer Responsible for Personnel will inform the
candidate of the decision as soon as it is finalized.

594
595 Librarians may approach their unit heads or the Administrative Officer
596 Responsible for Personnel for information concerning the policy or with individual
597 requests for extension.
598

599 Annual evaluations will continue to occur on a regular basis and are unaffected
600 by this policy.
601

602 D. Guidelines for Activities Supporting Renewal of appointment, Promotion, and
603 Permanent status. Librarians at the University of Washington contribute to the
604 Libraries' vision and mission by performing effectively with regards to three (3)
605 criteria- Position Expectations, Professional Development, and Contribution and
606 Service to the University Libraries, the University and the Community. The primary
607 emphasis for reappointment, promotion and permanent status is placed on impact
608 and performance in regard to a librarian's position expectations; professional
609 development and service also are essential components of successful academic
610 librarianship.

611 Position Expectations. Since excellence in position responsibilities weighs more
612 heavily in consideration for reappointment, promotion and permanent status, the
613 performance in one's position must meet high standards of academic librarianship.
614 The following examples provide evidence of effectiveness in performance; not all will
615 apply to every position nor is effective performance restricted to these activities.
616

- 617
- 618 ○ Mastery of the professional knowledge required for the position.
 - 619 ○ Positive interaction with members of the library staff and library users.
 - 620 ○ Creative response to assigned responsibilities and emergent needs.
 - 621 ○ Initiation of new projects, procedures, or functions which improve services
622 of the unit, University Libraries, or other user communities.
 - 623 ○ Effective instructional and communication skills.
 - 624 ○ Demonstrated ability in report writing and analytical skills, such as:
 - 625 ■ Preparation of written materials such as staff manuals.
 - 626 ■ Development of in-house guides, bibliographies, etc., which
627 improve the use of library resources.
 - 628 ■ Analysis of data relating to library collections, functions, and use.
 - 629 ○ Effective participation in policy formulation at the departmental and/or
630 libraries-wide level.
 - 631 ○ Performance of managerial duties with demonstrated abilities in:
 - 632 ■ Leadership of the department or area.
 - 633 ■ Organizational skills.
 - 634 ■ Supervisory skills.
 - 635 ○ Professional growth with an on-going commitment to mastery of new
636 skills in one's specialty and knowledge of current developments in the
637 profession.
638

639 Professional Development. Librarians are expected to demonstrate a sustained
640 commitment to professional development throughout their careers. They show
641 evidence of this commitment in a variety of ways. Depending on the librarian's
642 position, interests, and professional goals, a librarian should pursue active
643 participation in professionally-relevant associations, scholarly associations,

- 644 research, publishing, additional education, and/or other professionally-relevant,
645 creative or service activities. Such activities should constitute a substantive
646 contribution to the profession or to scholarship, or should significantly enhance
647 the individual librarian's ability to carry out the librarian's professional
648 responsibilities. A list of sample activities follows. No individual librarian is
649 expected to have engaged in every activity listed, nor is the list exhaustive.
650
- 651 • Participation in professional associations at the local, state, regional, national,
652 and/or international levels.
 - 653 ○ Membership and active participation in professional organizations that
654 result in professional development.
 - 655 ○ Active participation in or chairing committees of professional or
656 scholarly societies.
 - 657 ○ Presentations, including such things as papers, lectures, displays, and
658 poster sessions and other professional forums.
 - 659 ○ Active participation in governance of professional or scholarly
660 societies.
 - 661 ○ Organization of workshops and meetings at state, regional, national
662 and/or international levels.
 - 663 ○ Service as a consultant or advisor on professional matters.
 - 664 • Scholarly and library-related publications relating to librarianship or other
665 academic disciplines (regardless of format).
 - 666 ○ Books
 - 667 ○ Articles published in formats such as, but not limited to: books,
668 recognized professional journals, and electronic publications.
 - 669 ○ Edited works or compilations, indexes, or translations of published
670 works; service on editorial boards; editor of journals.
 - 671 ○ Bibliographies
 - 672 ○ Software packages, video/interactive programs.
 - 673 ○ Shorter works such as reviews and columns.
 - 674 ○ Online content such as blogs, wikis, and web sites.
 - 675 • Contributions to the profession.
 - 676 ○ Instructions, lectures, workshops, or seminars other than those
677 performed as a part of regularly assigned activities.
 - 678 ○ Development of innovative procedures, standards, or new
679 technologies which improve library service.
 - 680 ○ Moderator of a listserv.
 - 681 • Creative activities.
 - 682 ○ Preparation of scholarly exhibits.
 - 683 ○ Other examples of creative activities relating to librarianship.
 - 684 • Proposals for research submitted and/or funded; grant writing.
 - 685 • Serves as reviewer for library-related grant application.
 - 686 • Additional education.
 - 687 ○ An advanced degree or progress toward a degree in an academic
688 discipline other than library science/information studies/archival
689 studies or certification in a professionally- related field.
 - 690 ○ An advanced degree or progress toward a degree in library
691 science/information studies/archival studies beyond the MLS.
 - 692

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

- 698 ○ Productive service on University Libraries’ committees and task forces, and in
 699 the activities of the Association of Librarians of the University of Washington.
- 700 ○ Active participation in University activities including but not limited to
 701 committees, councils, task forces, organizations, or instruction, particularly
 702 where opportunities exist to enhance the standing of the University Libraries,
 703 or of the profession. Examples might include active involvement in curriculum
 704 revision at the department, college, or University level, or in the integration of
 705 technology into teaching and learning environments, or interdepartmental or
 706 outside teaching as defined in , “Guidelines for Interdepartmental Teaching
 707 and Outside Professional Work.”
- 708 ○ Active participation in or support of student and faculty activities, particularly
 709 where opportunities exist to enhance the standing of the University Libraries,
 710 or of the profession. Examples might include serving as an advisor to a
 711 student or faculty publication, or participating in a formal mentoring program
 712 for students interested in becoming librarians.
- 713 ○ Service to the scholarly community that enhances the stature of the
 714 University Libraries and the University. Examples might include serving on
 715 the board of a museum or historical society, speaking on a topic of
 716 professional interest, or consulting in an area of professional expertise.
- 717 ○ Community service that enhances the stature of the University Libraries and
 718 the University. Examples might include serving on the board of a community
 719 library or as a literacy volunteer.

720
 721 18.4 Committees to Support Initial Appointments, Renewal of Appointments, Status, and
 722 Promotions of UW Libraries Librarians. The following Committees perform essential
 723 duties in support of initial appointments, renewal of appointments, granting of permanent
 724 status, and promotions for UW Libraries Librarians:

- 725 • Librarian Personnel Committee – provides representative-based oversight in the
 726 support and implementation of the promotion process and makes recommendations
 727 to the Dean regarding a librarian’s qualifications for rank, appointment status,
 728 renewal of appointment and promotion.
- 729 • Review Committees – makes recommendations to the Librarian Personnel
 730 Committee regarding a librarian’s qualifications for promotion, appointment status,
 731 renewal of appointment and promotion.
- 732 • Ad Hoc Review Committees – makes recommendations to the Librarian Personnel
 733 Committee on initial rank and appointment, excluding temporary appointments.
- 734 • Librarian Advisory Program Committee – coordinates, monitors, reviews and
 735 evaluates the Librarian Advisory Program, which assists Librarians’ progress through
 736 the procedures outlined in this Article.

737
 738 18.5 Librarian Personnel Committee. The role of the Librarian Personnel Committee is to
 739 make recommendations to the Dean regarding a librarian’s qualifications for rank,
 740 appointment status, renewal of appointment and promotion. The Librarian Personnel
 741 Committee ensures librarian involvement in the review of rank, appointment status,
 742 renewal of appointment and promotion. The Librarian Personnel Committee also

743 contributes to professional development by commenting on, and making
744 recommendations for future improvements of, candidate's documentation materials (e.g.,
745 organization, writing style, addenda, and content).
746

747 The Librarian Personnel Committee is an elected body. All librarians in the bargaining
748 unit serving with permanent status, with twenty-four (24) months experience with the
749 University of Washington Libraries at the time of the election, are eligible to serve on the
750 Librarian Personnel Committee. Elections will be conducted by the Administrative Officer
751 Responsible for Personnel. The Librarian Personnel Committee appoints and receives
752 recommendations from review committees ~~for each personnel group of the University~~
753 ~~Libraries~~ to ensure librarian involvement in all personnel actions for which the Committee
754 is responsible. ~~For the list of personnel groups see Appendix A.~~
755

756 In addition, the Librarian Personnel Committee makes recommendations to the Dean of
757 University Libraries on: rank and appointment status (excluding temporary
758 appointments), promotion, renewal of appointment, and permanent status. The Librarian
759 Personnel Committee appoints and receives recommendations from review committees
760 considering promotion, renewal of appointment, and permanent status.
761

762 The chair of the Librarian Personnel Committee appoints members for each ad hoc
763 review committee when appropriate. Appointment procedures are described in Article
764 18.7. Ad Hoc review committees make recommendations on initial rank and appointment
765 (excluding temporary appointments).
766

767 In its review of supervisory, review committee and other documentation, the Librarian
768 Personnel Committee determines whether there is consistency in the use of criteria
769 ~~within a personnel group and~~ on a University Libraries-wide basis. The Librarian
770 Personnel Committee maintains a record of the membership of review committees and
771 forwards a copy of that record to the Administrative Officer Responsible for Personnel. It
772 questions perceived inequities or discrepancies; recommends appropriate corrective
773 action, and records and forwards its recommendation and all documentation on each
774 individual to the Dean of University Libraries. In arriving at its recommendations, the
775 Committee uses its knowledge to form independent assessments of the case.
776 Recommendations must be based on the documentation presented. If the Librarian
777 Personnel Committee has questions about the review committee recommendation, the
778 Librarian Personnel Committee may ask to meet with the chair of the review committee
779 to ask for clarification. The Dean of University Libraries is responsible for the final
780 decision. The deliberations of the Librarian Personnel Committee as they apply to
781 specific personnel cases are confidential.
782

783 The Librarian Personnel Committee consists of seven (7) members and reports to the
784 Dean of University Libraries. Members are elected for two (2) year terms ~~to represent~~
785 ~~the personnel groups within the University Libraries~~. All members of the Librarian
786 Personnel Committee, regardless of rank and status, may vote on all cases before the
787 Committee, except where precluded. Each year the Librarian Personnel Committee will
788 elect its own chair and additional officers as necessary to conduct its business. A
789 Librarian Personnel Committee member will not be present during consideration of the
790 documentation and recommendations concerning individuals in the Committee
791 member's supervisory line, or for deliberations on the member's own candidacy. Four (4)
792 members of the Librarian Personnel Committee constitute a quorum.

793

794

795

796

797

798

799

800

801

802

803

804

805

806

807

808

809

810

811

812

813

814

815

816

817

818

819

820

821

822

823

824

825

826

827

828

829

830

831

832

833

834

835

836

837

838

839

840

841

842

~~Each personnel group~~The represented librarians will have ~~two-six~~ elected representatives who will serve staggered two (2)-year terms. ~~Each personnel group will elect its own representatives.~~In addition, there will be one (1) representative from outside the bargaining unit elected every two (2) years. Members may serve no more than two (2) succeeding terms at one (1) time on the Librarian Personnel Committee. If a Librarian Personnel Committee member resigns, a special election will be held to select a member from the ~~same personnel group~~bargaining unit, or librarians outside the bargaining unit, as appropriate to complete the term.

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

The vote will be taken by ballot under the direction of the Administrative Officer Responsible for Personnel. All librarians with a .5 FTE or more are eligible to vote, except those librarians holding temporary appointments. Every year they will elect ~~a~~ three (3) representatives ~~from their personnel group~~. Every other year non-bargaining unit librarians will vote for a librarian representative from outside the bargaining unit. The Administrative Officer Responsible for Personnel and continuing members of the Librarian Personnel Committee will be responsible for tallying the ballots.

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

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

- 18.6 Review Committees. Annually, the Librarian Personnel Committee appoints Review Committees for the personnel actions of promotion, renewal of appointment, and for the granting of permanent status to serve for a one (1) year term. These committees are charged to review the documentation and make recommendations to the Librarian Personnel Committee regarding a librarian's qualifications for promotion, renewal of appointment, and permanent status. These committees can also contribute to professional development by commenting on, and making recommendations for future improvements of, candidate's documentation materials (e.g., organization, writing style, addenda, and content).

Each Review Committee reviews the documentation and records (see Article 18.2 and 18.3.A) and forwards its recommendation, in the form of a report, and all documentation

843 on each individual to the Librarian Personnel Committee. Recommendations must be
844 based on the documentation presented. A candidate's documentation should be a
845 complete and accurate reflection of the candidate's career to ensure that any librarian
846 reading it will have a full understanding of the candidate's performance. Committee
847 discussion is documented by summarizing the substantive issues and their resolution.
848 This report becomes a part of the candidate's documentation. If a committee has
849 identified any recommendations concerning the improvement of future documentation,
850 they shall include a separate memo with those comments to the Librarian Personnel
851 Committee detailing these recommendations. As noted in Article 18.3.B, the Librarian
852 Personnel Committee will forward these recommendations to the Administrative Officer
853 Responsible for Personnel. After the promotion cycle, the Administrative Officer
854 Responsible for Personnel will forward any comments received from the Librarian
855 Personnel Committee regarding future improvements to the candidate's documentation
856 to the candidate and the candidate's immediate supervisor and others in the supervisor
857 line, as appropriate. The deliberations of the Review Committees as they apply to
858 specific personnel cases are confidential.

859
860 All librarians in the bargaining unit with permanent status and with twenty-four (24)
861 months experience in the University of Washington Libraries at the time of the election
862 are eligible to serve on Review Committees. Librarians with the rank of Senior Assistant
863 Librarian or Associate Librarian with Provisional Status and with twenty-four (24) months
864 of experience in the University of Washington Libraries at the time of election are eligible
865 to serve on Review Committees for Assistant Librarians or Senior Assistant Librarians.
866 Since the purpose of the Librarian Personnel Committee is advisory and to provide
867 oversight of the promotion process, current members of the Librarian Personnel
868 Committee may not serve on Review Committees. Any eligible librarian may be
869 appointed and should serve unless extenuating circumstances dictate otherwise.
870 Librarians may not serve on more than two (2) Review Committees at the same time.
871 Librarians may not succeed themselves on the same peer committee, with the exception
872 of a Review Committee for promotion to the rank of Librarian. In the event the above
873 conditions cannot be met ~~to ensure appropriate review group composition~~, the Librarian
874 Personnel Committee will have the responsibility to make the necessary adjustments.

875
876 Review Committees for the Ranks of Senior Assistant and Associate Librarian. The
877 Librarian Personnel Committee will appoint one (1) or more Review Committees, at its
878 discretion, ~~for each personnel group as defined in Appendix A to review the~~
879 ~~documentation~~ and make recommendation on a librarian's promotion or renewal of
880 appointment for the ranks of Senior Assistant and Associate Librarian, and additionally,
881 permanent status for the rank of Associate Librarian, ~~within that personnel group~~. A
882 Review Committee for the ranks of Senior Assistant and Associate Librarians is
883 composed of ~~nine seven (7)~~ librarians, ~~and, whenever possible, will include:~~

884
885 ~~Six (6) librarians from the same personnel group where the candidate has major~~
886 ~~responsibilities and~~
887 ~~Three (3) librarians from other personnel groups.~~

888
889 Whenever possible, two (2) librarians with the rank of Senior Assistant Librarian will
890 serve on a Review Committee that includes Senior Assistant Librarian appointments.
891 They may review the documentation and be present at the consideration of promotion,

892 renewal of appointment, and permanent status at the rank of Associate Librarian, but
 893 they are not allowed to vote on personnel recommendations for Associate Librarians.
 894

895 Review Committees for Promotion to the Rank of Librarian. For consideration of
 896 promotion to the rank of Librarian, the Librarian Personnel Committee will appoint one
 897 (1) or more system-wide Review Committees, at its discretion, consisting of ~~nine~~
 898 ~~(9)seven (7)~~ members at the rank of Librarian. ~~Whenever possible, all personnel groups~~
 899 ~~will be represented on a Review Committee(s) for promotion to the rank of Librarian.~~
 900

901 Conduct of Review Committees. A Review Committee will elect its own chair,
 902 proceedings recorder and additional officers as necessary to conduct its business. Five
 903 (5) ~~voting-eligible~~ members of a committee constitute a quorum and must be present for
 904 all deliberations concerning promotion, renewal of appointment, and permanent status. A
 905 Review Committee member will not be present during consideration of the
 906 documentation and recommendations concerning individuals in the Committee
 907 member’s supervisory line, or for deliberations on the member’s own candidacy. The
 908 Chair of the Committee must be at the rank where the Chair can participate in all of the
 909 discussions, deliberations, and decisions for all of the candidates under review.
 910

911 If a Review Committee determines that additional information would contribute
 912 significantly to more informed deliberations, the committee can request it through the
 913 Librarian Personnel Committee. It is the responsibility of the Librarian Personnel
 914 Committee, in consultation with the Administrative Officer Responsible for Personnel, to
 915 evaluate the request and provide the requested information when appropriate.
 916

917 The chair of a Review Committee, working with the proceedings-recorder, prepares a
 918 separate written recommendation on each librarian under consideration based on the
 919 documentation and discussion. Each committee reviews the proceedings documentation
 920 before the chair forwards it to the Librarian Personnel Comm.
 921

922 18.7 Ad Hoc Review Committees. An ad hoc review committee may be appointed at the
 923 discretion of the Librarian Personnel Committee when appropriate for an initial
 924 appointment recommendation. The responsibility of an ad hoc review committee is to
 925 review the documents pertaining to the background, experience and professional
 926 activities of the candidate proposed for appointment and make a recommendation to the
 927 Librarian Personnel Committee regarding the determinations of rank and status of
 928 appointments, excluding temporary appointments. The ad hoc review committee can
 929 consult with the chair of the search advisory committee for assistance in making its
 930 recommendation.
 931

932 Ad hoc review committees must consist of five (5) librarians selected by the chair of the
 933 Librarian Personnel Committee or the chair’s designate. An ad hoc review committee,
 934 whenever possible, is composed of librarians at the proposed new rank, or higher. ~~It is~~
 935 ~~preferred that an ad hoc review committee will include:~~
 936

937 ~~Three (3) librarians from the same personnel group where the candidate will have major~~
 938 ~~responsibilities and~~
 939 ~~Two (2) librarians from other personnel g.~~
 940

941 18.8 Librarian Advisory Program Committee. The Librarian Advisory Program Committee
 942 coordinates, monitors, reviews and evaluates the Librarian Advisory Program and
 943 reports to the Dean of University Libraries. The Librarian Advisory Program is designed
 944 to assist in the advancement of the University Libraries’ mission to develop a quality staff
 945 and to contribute to the library profession. The program is meant to support librarians
 946 beyond the University Libraries’ general orientation and initial orientations taking place in
 947 individual units. The Librarian Advisory Program is described in Appendix B.
 948

949 Appendix A — Distribution of Personnel Representation on University Libraries Committees
 950

951 ~~Librarians elected to the Librarian Personnel Committee represent personnel groups~~
 952 ~~within the University Libraries. The Librarian Personnel Committee consists of seven (7)~~
 953 ~~members. Cabinet members with librarian appointments and other librarians excluded~~
 954 ~~from the bargaining unit, with the exception of Dean and Administrative Officer~~
 955 ~~Responsible for Personnel, will be members of the Dean’s Representative Personnel~~
 956 ~~Group.~~
 957

Personnel Groups	Representatives
I. Access Services Information Technology Services & Digital Strategies Odegaard Undergraduate Library Reference and Research Services Scholarly Communication & Publishing	2
II. UW Bothell Library UW Tacoma Library Branch Libraries Health Sciences Libraries	2
III. Collections & Content Distinctive Collections Assessment and Planning	2
-Representative from outside the Bargaining Unit	4

958 ~~Librarians with split assignments must choose at time of initial appointment in which~~
 959 ~~personnel group they wish to participate. The personnel group chosen will apply to all~~
 960 ~~subsequent elections while the individual holds that position. If a librarian holding~~
 961 ~~provisional or permanent status (e.g. any status other than a Temporary Appointment or~~
 962 ~~Emeritus) undertakes a temporary assignment or is appointed to a temporary position~~
 963 ~~within the Libraries, the librarian will retain the librarian’s rank, status, personnel group~~
 964 ~~membership, and all other rights and privileges for the duration of the reassignment.~~
 965

966 ~~The Employer may change personnel group membership when necessary to maintain~~
 967 ~~balance. Personnel group makeup is an appropriate topic for Joint Labor Management~~
 968 ~~Meetings.~~
 969

970
 971 Appendix B – Librarian Advisory Program
 972

973 As part of the Libraries’ stated goal to create a workplace of choice, the University of
 974 Washington Libraries seeks to develop and retain a highly knowledgeable and diverse

975 staff. There is a need to provide support and encouragement for all librarians on staff,
976 but particularly for newly-hired permanent track librarians as they progress through the
977 promotion procedures outlined in the Collective Bargaining Agreement.

978
979 As the University Libraries applies the highest professional standards in hiring, newly
980 appointed librarians with provisional status should have every expectation of achieving
981 permanent status. The attainment of permanent status is an ongoing process that begins
982 on the first day of employment and continues for several years.

983
984 The Librarian Advisory Program is designed to assist in the advancement of the
985 University Libraries' mission to develop a quality staff and to contribute to the library
986 profession. The program is meant to support librarians beyond the University Libraries'
987 general orientation and initial orientations taking place in individual units.

988
989 A. Goal. The goal of the Librarian Advisory Program is to support newly appointed and
990 permanent- track librarians as they participate in the promotion process. The program is
991 designed to support an environment within the University Libraries where librarians can
992 achieve success in their careers and contribute to the overall mission of the University
993 Libraries and the University.

994
995 The Librarian Advisory Program provides two (2) advisors to support each newly
996 appointed librarian in achieving permanent status. Librarians at the rank of Associate
997 Librarian with permanent status who wish to pursue promotion may request advisors
998 through the Librarian Advisory Program by contacting the chair of the Librarian Advisory
999 Program Committee. All eligible librarians with permanent status are expected to serve
1000 as advisors when asked. The advisors provide guidance and support in the areas of
1001 performance, professional development and contributions and service to the University
1002 Libraries, the University, and the research and learning community.

1003
1004 B. Librarian Advisory Program Committee. The Librarian Advisory Program Committee
1005 (LAPC) oversees the Librarian Advisory Program (LAP) and reports to the Dean of
1006 University Libraries. Each member of the Committee serves a two (2)-year term. Terms
1007 of office begin on July 1. The Committee consists of five (5) members:

- 1008
1009 ○ Two (2) immediate past members of the Librarian Personnel Committee (LPC).
1010 LPC past members serve staggered two (2)-year terms. LPC representatives are
1011 chosen by a process determined by the LPC. At the beginning of Spring Quarter,
1012 the chair of the LAPC will initiate correspondence with the chair of the LPC to
1013 ensure that a member is identified and ready to serve by July 1. If either position
1014 is vacated before end of term, LPC will choose a replacement by a process to be
1015 determined by LPC.
- 1016 ○ Two (2) elected at-large representatives, one (1) with provisional status and one
1017 (1) with permanent status. The Administrative Officer Responsible for Personnel
1018 conducts elections during Spring Quarter. The slate of candidates is established
1019 by a nominating committee which consists of the Chair, Librarian Advisory
1020 Program Committee; and the Chair, Librarian Personnel Committee. The slate of
1021 at-large librarians consists of twice the number of open positions. The vote will be
1022 taken under the direction of the Administrative Officer Responsible for Personnel.
1023 Voting is open to all librarians except temporary or retired librarians. The
1024 Administrative Officer Responsible for Personnel and continuing members of the

- 1025 LPC will be responsible for tallying the ballots. Ad hoc elections will be conducted
1026 using these same procedures if any at-large positions are vacated before end of
1027 term.
1028 ○ One (1) immediate past elected representative from outside the bargaining unit of
1029 the Librarian Personnel Committee (LPC).

1030

1031 Each year the Librarian Advisory Program Committee will elect its own chair and
1032 additional officers as necessary. The Librarian Advisory Program Committee will decide
1033 when and how often the Committee will meet.

1034

1035 Newly appointed librarians receive information concerning the Librarian Advisory
1036 Program from the Administrative Officer Responsible for Personnel upon employment,
1037 and after a period of three (3) months, they are contacted by the Librarian Advisory
1038 Program Committee regarding their participation in the program. Two (2) advisors are
1039 then assigned by the Librarian Advisory Program Committee for a minimum period of
1040 one (1) year, except in unusual circumstances.

1041

1042 These advisors are chosen from a pool of all bargaining unit librarians in the University
1043 of Washington Libraries with permanent appointments. If possible, one advisor is from
1044 the librarian's area of expertise and the second advisor is chosen from outside of the
1045 librarian's area of expertise. Both the advisors and the advisee must agree to the
1046 arrangement. Librarians in the supervisory line of an advisee may not serve as advisors
1047 for that advisee. At the end of one (1) year the advisory arrangement is reviewed, and
1048 the advisors and/or the advisee can choose to end the advisory arrangement, or, ideally,
1049 the arrangement can continue until the librarian has achieved permanent status with the
1050 University Libraries. The advisee or advisor who wishes to make changes in the advisory
1051 arrangement should consult the chair of the Librarian Advisory Program Committee. The
1052 advisory arrangement review takes into account the needs and preferences of the
1053 advisee.

1054

1055 C. Roles and Responsibilities

1056 1. Librarian Advisory Program Committee

- 1057 a. Coordinates, monitors, reviews and evaluates the Librarian Advisory
1058 Program.
1059 b. Elects its own chair and additional officers as necessary.
1060 c. Notifies the chairs of the LPC and when new representatives are needed
1061 from these groups.
1062 d. Develops a strong knowledge base of the promotion process and the
1063 Librarian Advisory Program.
1064 e. Orients advisors and advisees to the program and expectations of their
1065 roles.
1066 f. Appoints advisors and makes advisor changes and reassignments as
1067 necessary.
1068 g. Receives promotion cycle calendar information from the Administrative
1069 Officer Responsible for Personnel and plans events in coordination with
1070 promotion and tenure cycle.
1071 h. Periodically sends reminders to all librarians promoting the services of the
1072 Librarian Advisory Program (at least annually).
1073 i. Responsible for scheduling and organizing the annual Librarians'
1074 Recognition Ceremony.

- 1075 j. Submits Annual Report to the Dean of University Libraries.
 1076
 1077
 1078 2. Librarian (Advisee). Librarians are responsible for their own success, determining
 1079 their own levels of performance, professional development and contributions and
 1080 service to the University Libraries, the University, and the research and learning
 1081 community as well as for the quality of written documentation.
 1082 Within the Librarian Advisory Program, the advisee shall:
 1083 a. Attend quarterly events sponsored by the Librarian Advisory Program.
 1084 b. Inform advisors of projects, interests and areas of concern or need.
 1085 c. Ask advisors for suggestions and advice or guidance as needed.
 1086 d. Consult with the advisee’s supervisor.
 1087 e. Continue, terminate or request changes of advising arrangement at the
 1088 end of the first year.
 1089
 1090 3. Advisors. All bargaining unit librarians with permanent status are expected to
 1091 participate in the program.
 1092 The number of advisors needed will vary from year to year. It is recommended
 1093 that advisors not advise more than two (2) advisees at one (1) time.
 1094
 1095 a. Encouraged to attend quarterly information sessions presented by the
 1096 LAPC.
 1097 b. Initiate first meeting with advisee within three (3) months of being
 1098 selected to serve as an advisor.
 1099 c. Consult with advisee’s supervisor to assure coordination of advisory and
 1100 supervisory roles.
 1101 d. Offer to advisee suggestions, guidance and/or advice on matters of
 1102 performance, professional development and contributions and service to
 1103 the University Library, the University, and the research and learning
 1104 community.
 1105 e. Offer advice on preparation of promotion documentation.
 1106 f. Serve as a resource and provide referrals as necessary.
 1107 g. Continue, terminate or request reassignment of advising arrangement at
 1108 the end of the first year.
 1109
 1110 4. Supervisor. The librarian’s primary source of guidance in the area of performance
 1111 is the librarian’s supervisor. The supervisor will:
 1112
 1113 a. Work with the librarian to develop a position description and performance
 1114 expectations.
 1115 b. Recommend avenues for professional development, including committee
 1116 involvement.
 1117 c. Consult with advisors to assure coordination of supervisory and advisory
 1118 roles.
 1119 d. Provide ongoing feedback to the librarian on the progress of the
 1120 librarian’s performance, including conducting the annual performance
 1121 evaluation.
 1122 e. Help to create an environment where the librarian will have the
 1123 opportunity to develop in areas of performance, professional

1124 development, and contributions and service to the University Libraries,
 1125 the University, and the research and learning community.
 1126

1127 5. Administrative Officer Responsible for Personnel. The Administrative Officer
 1128 Responsible for Personnel will:

- 1129 a. Be responsible for promotion cycle calendar.
- 1130 b. Refer names of newly appointed librarians and those whose status has
- 1131 changed to permanent to the Librarian Advisory Program Committee.
- 1132 c. Include description of program with documentation given to librarians
- 1133 upon appointment.
- 1134 d. Serve as resource for Librarian Advisory Program Committee.
- 1135 e. Conduct elections for at-large representatives of the Librarian Advisory
- 1136 Program Committee.
- 1137
- 1138

1139 C. Evaluation. Every five (5) years the Librarian Advisory Program Committee will conduct
 1140 a review and evaluation of the program to study its effectiveness and to make
 1141 recommendations for needed changes or improvement.
 1142

1143 D. Communication. The chair of LAPC will ensure effective communication with committee
 1144 members and librarians, as well as the Administrative Officer Responsible for Personnel
 1145 as noted in the Committee Communication Responsibility Guidelines.
 1146

1147 Appendix C – Documentation Checklist for Renewal of Reappointment, Promotion, and Review
 1148 for Permanent Status

1149
 1150 Candidates must submit the following items of documentation in order to be considered
 1151 for renewal of appointment, promotion and permanent status. A candidate's
 1152 documentation should be a complete and accurate reflection of the candidate's career to
 1153 ensure that any librarian reviewing it will have a full understanding of the candidate's
 1154 performance. It is the candidate's responsibility to ensure that all required materials are
 1155 included. Each candidate should use this checklist and read this Article thoroughly
 1156 before submitting documentation. Candidates are strongly advised to share their
 1157 documentation with supervisors, advisors, and other colleagues to obtain comments and
 1158 advice.
 1159

1160 The documentation should be submitted to the Administrative Officer Responsible for
 1161 Personnel (AORP) ~~with documents labeled as follows (documents for 11-13 will be~~
 1162 ~~added by the AORP as necessary)as directed:~~

- 1163 ~~A~~ Table of Contents
- 1164 ~~B~~ Cover letter
- 1165 ~~C~~ Position descriptions
- 1166 ~~D~~ Curriculum vitae
- 1167 ~~E~~ Summary document
- 1168 ~~F~~ Position expectations
- 1169 ~~G~~ Professional development
- 1170 ~~H~~ Service contributions
- 1171 ~~I~~ Additional materials
- 1172 ~~J~~ References
- 1173 ~~K~~ Supervisory line evaluation and recommendations

- 1174 ~~L External reviewer~~
- 1175 ~~M Candidate's statement~~
- 1176 References
- 1177 External reviewer
- 1178

1179 ~~Table of Contents. Include a table of contents which lists the documents and other~~
 1180 ~~materials you have in each section.~~

1181

1182 Cover letter. The cover letter should be addressed to the Administrative Officer
 1183 Responsible for Personnel and state what action is being requested.

1184

1185 Position descriptions. Position descriptions for each position held at the UW Libraries
 1186 should be submitted. The current position description should be dated and signed by the
 1187 candidate and candidate's immediate supervisor.

1188

1189 If the position held is less than full-time, the position description should so indicate. If
 1190 previous position descriptions are not available, a general description of responsibilities
 1191 for each position should be provided.

1192

1193 Curriculum vitae. An up-to-date curriculum vitae should be included.

1194

1195 Summary document. A candidate should use the summary document to write about the
 1196 candidate's entire career in whatever style or manner the candidate chooses. It is
 1197 recommended that the document be at least five hundred (500) words, but no more than
 1198 one thousand (1,000). There are no guidelines or suggestions. This is the unique part of
 1199 the documentation. Candidates are advised to have several colleagues (e.g.,
 1200 supervisors and mentors) read drafts of the summary document. Summary document
 1201 not required for renewal at Senior Assistant Librarian.

1202

1203 Position expectations. Candidates should provide evidence of excellence in position
 1204 responsibilities and effectiveness in performance. Consult Article ~~1718.3.C-D~~ (Guidelines
 1205 for Activities Supporting Reappointment, Promotion, and Permanent/Continuing Status)
 1206 for examples. No more than two (2) pages recommended for renewal at Senior Assistant
 1207 Librarian.

1208

1209 Professional development. Candidates should include copies of scholarly and library-
 1210 related publications, articles, bibliographies, and other writings. Consult ~~(Article~~
 1211 ~~1718.3.CD)~~ (Guidelines for Activities Supporting Reappointment, Promotion, and
 1212 Permanent Status) for a list of sample activities. No more than two (2) pages
 1213 recommended for renewal at Senior Assistant Librarian.

1214

1215 Service contributions. Candidates should list and describe service to the University
 1216 Libraries, the University, and the Community. Candidates should refer to ~~(Article 17.3.C)~~
 1217 ~~(Guidelines for Activities Supporting Reappointment, Promotion, and Permanent Status)~~
 1218 for examples of contributions. No more than two (2) pages recommended for renewal at
 1219 Senior Assistant Librarian.

1220

1221 Additional materials. In this section a candidate may include any other materials that will
 1222 enhance the documentation. Candidates are urged to use good judgment and common

1223 sense as to the types and quantities of material. Additional materials not required for
 1224 renewal at Senior Assistant Librarian.

1225
 1226 References. The candidate seeking promotion must include the names of at least three
 1227 (3) references, and the candidate seeking renewal of appointment must include the
 1228 names of only two (2) references, that are knowledgeable about the candidate’s
 1229 accomplishments. Candidates are responsible for asking individuals to serve as
 1230 references. Candidates may provide the individuals with information (e.g., curriculum
 1231 vitae and copy of the documentation) that will help them to write letters of reference.
 1232 Individuals in the direct supervisory line (those who supervise the candidate or those
 1233 who are supervised by the candidate) should not be included as references. Those who
 1234 supervise the candidate will be asked to write letters by the Administrative Officer
 1235 Responsible for Personnel as part of the process.

1236
 1237 For those individuals requesting promotion to the rank of Associate Librarian or Librarian
 1238 with permanent status, or for those individuals holding the rank of Associate Librarian
 1239 applying for permanent status at the same rank, there must be at least one (1) reference
 1240 not employed by the University Libraries who is knowledgeable about the candidate’s
 1241 contributions to the profession.

1242
 1243 For those individuals requesting promotion to the rank of Librarian, there must be at
 1244 least two (2) references not employed by the University Libraries who are
 1245 knowledgeable about the candidate’s contributions to the profession.

1246
 1247 Names, addresses, phone numbers, and email addresses of references should be
 1248 included.

1249
 1250 No more than five (5) references are recommended. NOTE: When the Administrative
 1251 Officer Responsible for Personnel receives the letters, the letters will be placed in this
 1252 section.

1253
 1254 Supervisory line evaluations. When the Administrative Officer Responsible for Personnel
 1255 receives supervisors’ evaluations, the letters will be placed in this section.

1256
 1257 External reviewer. If appropriate to the rank, candidates should submit three (3) names
 1258 of people outside the Libraries who could serve as the external reviewer. The three (3)
 1259 individuals will be from outside the University of Washington, and need to be able to
 1260 provide a candid, arm’s length (non-conflicted) review of the candidate’s qualifications.

1261
 1262 An external reviewer receives a copy of the documentation and is asked to comment on
 1263 the documentation. Based on the results of consultations with the supervisor and the
 1264 candidate, the Administrative Officer Responsible for Personnel is the decision-maker
 1265 who selects the external reviewer.


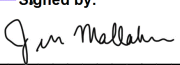
1266
 1267 The external reviewer is chosen for the reviewer’s ability to evaluate the candidate’s
 1268 professional accomplishments and activities. In identifying three (3) proposed external
 1269 reviewers, the candidate should consider these guidelines:

- 1270
- 1271 • The reviewer should be from (or have worked recently at) a comparable institution
- 1272 (e.g., size and scope) in order to understand and evaluate the UW position

- 1273 responsibilities and the appropriateness and value of the candidate's professional
- 1274 activities and
- 1275 • Candidates do not need to know the external reviewer nor is it a concern if they do
- 1276 know the proposed
- 1277 • If the candidate knows the proposed reviewer, they should document for how long
- 1278 they have known the reviewer and the nature of their relationship.
- 1279 • An external reviewer means the individual has the perspective of someone not
- 1280 familiar with the UW Libraries (i.e., not a former UW librarian).
- 1281 • The reviewer should hold a comparable position or formerly held a comparable
- 1282 position or serve as a head of a unit/department that oversees librarians who carry
- 1283 out comparable
- 1284 • If possible, the reviewer is serving or has formerly served at an institution that has a
- 1285 relatively similar personnel system (i.e., academic status).
- 1286

1287 Candidate's statement(s). Initially, this section is empty. If the candidate submits a
 1288 statement explaining points of dispute with the recommendation, it will be added to the
 1289 relevant section during the review process.
 1290

1291 Tentatively Agreed To:

<p>1292</p> <p>1293 For the Union: <small>Signed by:</small></p> <p>1294 </p> <p>1295 _____</p> <p>1296 Anna-Marie Magdalena <small>1C883F2-ND544E4...</small></p> <p>1297 Date: 5/5/2026</p>	<p>1293 For the Employer: <small>Signed by:</small></p> <p>1294 </p> <p>1295 _____</p> <p>1296 Jennifer Malanan <small>2C68183D-1051...</small></p> <p>1297 Date: 3/20/2026</p>
--	---

ARTICLE 19 – DUTIES AND ASSIGNMENTS

19.1 Core Duties and Other Assignments. Except as otherwise provided in this Agreement, duties assigned to an employee shall be consistent with the overall class concept of the employee’s job classification for Professional Libraries and Press employees. Librarian duties may vary based on the librarian’s assigned work, as outlined in Section A below.

A. Job Duties (Librarians). Job duties include both ongoing core responsibilities and temporary responsibilities.

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

Core Duties (approximately eighty percent [80%] of annual workload)

- o Permanent responsibilities
- o Temporary projects and assignments
- o Committee appointments related to position responsibilities
- o Professional development including but not limited to training, conference and professional meeting attendance,
- o Preparing documentation for promotion, reappointment, and performance evaluations

Research and Service (approximately twenty percent [20%] of annual workload)

- o Research, publication and scholarship endeavors in support of the employee’s scholarly agenda
- o Professional service – including but not limited to library, university, community, and association, and related tasks and projects.

While temporary librarians are eligible to participate in research and service activities, the majority of their time should be spent on core duties. Temporary librarians should discuss their participation in research and service with their supervisor. Temporary librarian participation in research and service requires prior supervisor approval. Supervisors may prospectively authorize participation in research and service activities. If a temporary employee’s request for participation in research or service activities is denied, the supervisor will provide the reason for denial in writing. The denial is not subject to the grievance procedure.

B. Job Duties (Libraries and Press Professional Employees). In addition to the overall class concept, Professional Libraries and Press employees’ work will include opportunities for professional development. All other work-related activities approved by their supervisor, including but not limited to committee appointments, research, service, performance-evaluation documentation, and re-classification documentation, will also be considered part of the employee’s regular work.

C. An employee should initiate discussions with their supervisor as soon as they anticipate any workload-related issues. Supervisors will work with employees to provide support by assisting in setting priorities and adjusting workload, when possible. For overtime exempt employees, this may include supervisor approval of offsetting time, per Article 11 Overtime.

51 Core duties are described in the position description. The Employer will review position
52 descriptions at least annually in conjunction with the performance evaluation process to
53 ensure that they accurately reflect the Employer's business needs and the employee's
54 ongoing responsibilities.
55

56 D. Assignment of Additional Duties. Assignment of additional duties that are expected to be
57 ongoing may require a revision to the position description. The addition of core duties
58 may trigger the need for reclassification, regrading, or appointment to a different
59 position, depending on the nature of the responsibilities and whether they are consistent
60 with the assigned librarian work, or overall class concept of the employee's job
61 classification for Professional Libraries and Press employees. The Employer may
62 determine that the addition of temporary short-term duties may result in an interim
63 appointment as described in Article 14 – Appointments.
64

65 Assignment of any additional duties, either core or temporary, require a documented
66 conversation between the employee and their supervisor to articulate: (1) the nature and
67 expectations of the work, (2) the duration of the work; (3) how current work will be
68 adjusted, reassigned, or reprioritized to accommodate the additional activity.
69

70 19.2 Paid Release Time for Internal Job Interviews. Employees shall receive reasonable paid
71 release time for job interviews (which may include sitting for an examination) at the
72 University. Such time must be approved in advance by the supervisor subject to unit
73 staffing needs.
74

Tentatively Agreed To:	
<p>75</p> <p>76</p> <p>77 For the Union:</p> <p>Signed by:</p> <p><i>Anna-Marie Magdalena</i></p> <p>_____ Anna-Marie Magdalena Date: 5/5/2026</p>	<p>77 For the Employer:</p> <p>Signed by:</p> <p><i>Jennifer Mahan</i></p> <p>_____ Jennifer Mahan Date: 3/20/2026</p>

ARTICLE 20 – TELEWORK

Teleworking is a workplace option that allows work to be done at an alternate work site, such as the home, for one (1) 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.

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

The University encourages and allows the use of telework arrangements and flexible scheduling within the bounds of good public practice, business operations, and resource limitations. Telework should be incorporated into the continuity of operations plans for each organizational unit. University policy permits employees in telework eligible positions to telework when the employee's supervisor (or other designated official) evaluates the telework request and approves it. When evaluating the request, the supervisor must determine that the employee can effectively perform the job duties of the position while teleworking. If an eligible employee's teleworking request is denied, the Employer will provide the reason for denial in writing. The denial of a telework request is not subject to Article 5 Grievance Procedure.

~~A. Teleworking is a workplace option that allows work to be done at an alternate work site, such as the home, for one (1) 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.~~

B.A. Employees' work status, job duties, and job description will remain consistent with the on-site employees of the same job classification, except that employee may be required to make periodic trips to an Employer site for meetings and equipment repair. Employees remain obligated to comply with all of Employer's rules, policies, practices and procedures except as designated in this article. Requests to telework as a disability accommodation are handled through the Disability Accommodation process, per Article 35, Reasonable Accommodation of Employees with Disabilities.

B. Regular telework must be supported by a telework agreement that specifies the requirements and details of the arrangement.

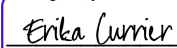
C. Telework agreements are meant to be responsive to the changing needs of the workplace and should be reviewed and updated as needs change.

D. Departmental policies around teleworking will be considered appropriate subjects for Joint Labor Management Meetings.

Tentatively Agreed To:

For the Union:

Signed by:

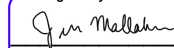


Erika Currier

Date: 2/13/2026

For the Employer:

Signed by:



Jennifer Mallahan

Date: 2/12/2026

ARTICLE 21 – COMPENSATION, WAGES, AND OTHER PAY PROVISIONS

21.1 ~~General Provisions~~ Salary Ranges and Class Specifications. The SEIU 925 UW Libraries, Gallagher Law Library, and UW Press job profiles for the UW Libraries, Gallagher Law Library, and UW Press profiles with their respective market salary ranges and grades are hereby incorporated into this contract as provided in Appendices 1 and 2. Employees must be paid at or above the range minimum for their job profiles. The Employer may provide compensation to individual employees at rates above the maximum for their job profile upon request by Libraries HR or Law School HR and with the approval by the central HR Office. The Libraries-SEIU 925 profiles for these jobs are considered in effect upon the execution of this contract and will be created within one hundred twenty (120) days of execution.

The class specifications for these job profiles can be found on the UWHR Compensation website at: <https://hr.uw.edu/comp/represented-civil-service-exempt-staff/job-profile-list-and-specs/>.

21.2 ~~Implementation of Salary Minimums~~. If ratified on or before January 31, 2023, effective July 1, 2023, employees currently earning less than the established minimums in Appendix 1 and Appendix 2 shall receive a pay increase to bring any employees below the minimum up to the minimum. For Librarians, any adjustments to minimums, effective July 1, 2023, will be implemented before the across the board increase that is effective the same date. For Professional Libraries and Press employees, any adjustments to the minimum, effective July 1, 2023, will be implemented after the across the board increase that is effective the same date. No employee may be hired below the minimum for their job as listed in Appendix 1 or Appendix 2. Salary Range Increases.
 If ratified on or before May 15, 2026:

- A. effective on May 16, 2026, salary ranges in Appendix 1 and 2 will be increased by three percent (3%).
- B. effective on May 1, 2027, salary ranges in Appendix 1 and 2 will be increased by two percent (2%).
- C. effective on November 1, 2027, salary ranges in Appendix 1 and 2 will be increased by one percent (1%).
- D. effective on May 1, 2028, salary ranges in Appendix 1 and 2 will be increased by two percent (2%).
- E. effective on November 1, 2028, salary ranges in Appendix 1 and 2 will be increased by one percent (1%).

21.3 Increases for Promotion for Librarians. At minimum, salaries increase by ten percent (10%) for each rank and grade promotion.

~~21.4 Rotational Roles (Librarians only). For limited duration (rotational) roles, employees will receive a three hundred dollar (\$300) monthly supplement. The supplement will continue only while the employee is performing the additional duties.~~

21.5.4 Across-The-Board Salary Increases.

- ~~A. If ratified on or before January 31, 2023, effective March 1, 2023, Professional Libraries and Press employees will receive a five point two five percent (5.25%)~~

- ~~recruitment and retention increase over their current salary. The increase will be paid on the first available pay period following ratification, as determined by the Employer.~~
- ~~B. If ratified on or before January 31, 2023, effective March 1, 2023, Librarians will receive a five percent (5%) recruitment and retention increase over their current salary. The increase will be paid on the first available pay period following ratification, as determined by the Employer.~~
- ~~C. If ratified on or before January 31, 2023, effective July 1, 2023, Professional Libraries and Press employees will receive a four percent (4%) increase over their current salary. The increase will be paid on the first available pay period following July 1, 2023, as determined by the Employer.~~
- ~~D. If ratified on or before January 31, 2023, effective July 1, 2023, Librarians will receive a three point five percent (3.5%) increase over their current salary. The increase will be paid on the first available pay period following July 1, 2023, as determined by the Employer.~~
- ~~E. If ratified on or before January 31, 2023, effective January 1, 2024, all members of the bargaining unit will receive a three percent (3%) increase over their current salary on December 31, 2023. If ratified on or before May 15, 2026:~~
- ~~A. If ratified on or before January 31, 2023, effective January 1, 2025, all members of the bargaining unit will receive a two percent (2%) increase over their current salary on December 31, 2024. Effective May 16, 2026, all members of the bargaining unit will receive a one percent (1%) two percent (2%) increase over their current salary February 28, 2026.~~
- ~~B. If ratified on or before January 31, 2026, Effective May 1, 2027, all members of the bargaining unit will receive a two percent (2%) increase.~~
- ~~C. If ratified on or before January 31, 2026, Effective May 1, 2028, all members of the bargaining unit will receive a two percent (2%) increase.~~
- ~~F.D. When an across-the-board increase coincides with the effective date of a promotion or reclassification date and/or market or range adjustment, the across-the-board increase will be applied first.~~

21.6.5 Market Rate Wage Adjustments. If market conditions determine that an upward adjustment in one (1) or more economic areas is essential to maintain competitiveness, both the Union and the Employer shall be given the opportunity to raise issues of competitive compensation and propose market adjustments. When the Employer proposes adjustments, the Union shall be given at least thirty (30) days' notice in advance of the implementation date to negotiate the adjustment.

21.7.6 Rotational Roles (Librarians only). For limited duration (rotational) roles, employees will receive a three hundred dollar (\$300) monthly supplement. The supplement will continue only while the employee is performing the additional duties.

21.7 Temporary Pay/Salary Increases, Temporary Salary Supplements, and Administrative Supplements. A temporary pay/salary increase (TPI/TSI), Temporary Salary Supplement (TPS) or administrative supplement (ADS) may be applied when employees are assigned higher-level or additional responsibilities for a limited time or assume roles that tend to transfer from person to person over time (including interim assignments). Employees assigned temporary additional responsibility on an acting basis for a minimum of ten (10) work days shall receive a TPI/TSI or TPS of at least five percent (5%) over the current salary. The pay increase will be effective the first day of working the additional duties.

- 100
 101 A. Duration. Appointments, projects, duties and responsibilities associated with TPI/TSL
 102 or TPS shall be made in increments of up to six (6) months and be renewed for up to
 103 twelve (12) months. Extensions beyond twelve months may be requested based on
 104 business need, in increments of no more than twelve (12) months. The duration for
 105 an ADS varies and is based on the work assigned that necessitates the supplement.
 106 1. At the end of the appointment term, the TPI/TSL, TPS or ADS and
 107 corresponding duties will end.
 108 2. If at the end of the appointment term, the corresponding duties are made
 109 permanent, the Employer will evaluate whether a salary increase is
 110 appropriate.
 111 B. TPI/TSL, TPS and ADS compensation may end early if the employee chooses to stop
 112 assuming the corresponding role or responsibilities, or if the Employer determines
 113 the additional duties no longer need to be performed.
 114

115 **21.8 Salary Setting**

- 116
 117 A. Upon Promotion or Reclassification to a Job Class with a Higher Market Salary
 118 Range – Professional Libraries and Press Employees. Upon promotion or
 119 reclassification from one bargaining unit Libraries-SEIU 925 position to another
 120 Libraries-SEIU 925 bargaining unit position with a higher market salary range
 121 maximum (except head or director positions), the ~~affected~~ employee shall receive
 122 ~~a salary no less than the minimum of the new job class and no higher than the~~
 123 ~~maximum. The affected employee shall receive~~ at least a seven-eight percent
 124 (78%) salary increase not to exceed the range maximum.
 125
 126 B. 21.9—Salary Setting Upon Lateral Movement – Professional Libraries and Press
 127 Employees. Movement to a different bargaining unit Libraries-SEIU 925 position
 128 in the same ~~compensation grades~~ salary range by transfer, reclassification, rehire
 129 or through a recruitment process does not require or preclude a salary
 130 adjustment. ~~In no case will the employee’s salary be lower than the minimum of~~
 131 ~~the job they laterally move to.~~
 132
 133 C. 21.10—Salary Setting Upon Voluntary Movement or Reclassification to a Job
 134 Class with a Lower Market Salary Range – Professional Libraries and Press
 135 Employees. An employee who voluntarily moves ~~into a position~~ or is reclassified
 136 to a bargaining unit Libraries-SEIU 925 job class with a lower market salary
 137 range shall be paid a salary ~~no less than the market range minimum of the new~~
 138 ~~job class and~~ no higher than the market salary range maximum of the new job
 139 class, unless Libraries HR, Press, or Law School HR ~~requests a salary higher~~
 140 ~~than the market range maximum and UW HR Compensation approves this~~
 141 ~~request and with the approval by the central HR Office.~~ The Employer will
 142 consider equity and years of UW service in salary placement. If applicable, in the
 143 event of a reclassification to a lower market salary range, no employee will
 144 receive a lower salary than they had previously held in that range.
 145 ~~D.—~~
 146 E.D. 21.11—Salary Setting fFor Head or Director Positions. An employee who
 147 moves into a head or director position will have their salary increased by at least
 148 five percent (5%) for responsibilities at the head level and by at least ten percent
 149 (10%) for responsibilities at the director level.

150
 151 F.E. An employee who is initially hired into a head or director position will have
 152 a minimum salary of the designated rank or classification plus at least five
 153 percent (5%) at the head level and at least ten percent (10%) at the director
 154 level.
 155

156 G.F. 21.12 Salary Setting for Librarian Movement Between
 157 Positions. Movement of a Librarian into a new position through a recruitment
 158 process does not require or preclude a salary adjustment (except as in 21.11). ~~In~~
 159 ~~no case will the employee's salary be lower than the minimum of the job they~~
 160 ~~move to.~~
 161

162 21.13 Pay Increases

163 A. In-grade Salary Adjustments. The Employer, at its discretion, may approve additional
 164 ~~in-grade-range~~ salary increases for any employee in the bargaining unit at any time,
 165 for reasons of retention, ~~or~~ market competitiveness, internal equity ~~(such as to~~
 166 ~~address problematic salary compression or inversion),~~ job growth ~~(such as changes~~
 167 ~~in supervisory duties) change in responsibilities, or for merit/serious performance~~
 168 ~~resulting in an increased level of functioning, or employment offer or active~~
 169 ~~recruitment from outside of the University.~~

170 ~~B. Pay Over Market Maximum.~~ The Employer may provide compensation to individual
 171 employees at rates above the maximum for their job profile upon request by Libraries
 172 Human Resources or Law School Human Resources and with the approval by the
 173 appropriate Central HR Office.

174 C.B. Increases for Entire Job Profiles to Salary Ranges for Recruitment/Retention. The
 175 Employer may increase the ~~salaries~~ salary ranges of job profiles that are
 176 experiencing recruitment/retention problems, upon thirty (30) days' notice to the
 177 Union and the opportunity for the Union to bargain.
 178

179 21.14 Pay for Teaching. In its sole discretion, the Employer may approve payment for teaching
 180 a for-credit course when the teaching is clearly in addition to the employee's regular
 181 bargaining unit duties. Teaching for-credit courses always requires a faculty appointment
 182 and should never be included as part of an employee's regular job duties. An employee
 183 who wishes to teach a for-credit course may do so, but only through a concurrent faculty
 184 appointment. Depending upon the duration and frequency of the teaching assignment,
 185 associated compensation will occur through additional compensation or a shift of FTE
 186 from the employee's job classification to a separate and distinct faculty position.
 187

188 In addition, teaching for-credit courses requires the ~~Office for~~ Academic ~~Personnel and~~
 189 ~~Faculty~~ Human Resources approval in advance. The decision to permit teaching for-
 190 credit courses is a management right and not subject to the grievance process. This
 191 provision does not apply to Law Librarians; they are subject to the MOU – Gallagher Law
 192 Libraries Teaching.
 193

194 21.15 Excess Compensation for Exceptional Circumstances. Employees are expected to
 195 devote their entire efforts to the work of their position during their regular work schedule,
 196 and all University-related work should be included as part of an employee's normal
 197 duties. Under exceptional circumstances overtime exempt positions may qualify for
 198 "excess compensation" or "additional compensation" as determined by the Employer.
 199 Excess compensation to employees for all University work that is not part of the

200 position's regular duties may not exceed twenty-five percent (25%) of the employee's
201 regular annual salary.

202
203 All requests for excess compensation must be approved by the unit administrative officer
204 or designee and the central HR office.

205
206 Tentatively Agreed To:
207
208 For the Union: Signed by: *Anna-Maria Magdalena*
209 Anna-Maria Magdalena
210 Anna-Maria Magdalena
211 Date: 5/13/2026
212

For the Employer: Signed by: *Jennifer Malahan*
Jennifer Malahan
Jennifer Malahan
Date: 5/13/2026

ARTICLE 22 – PERFORMANCE EVALUATIONS

22.1 Purpose. The purpose of a performance evaluation is to establish an ongoing shared dialogue between employees and supervisors. It is also a means to assist individuals in improving their performance and thereby improving the quality of their work. The evaluation helps to reinforce mutual awareness between employees and their supervisors regarding performance expectations, position requirements, and UW Libraries, Gallagher Law Library, and UW Press unit priorities.

Performance evaluations shall be performed annually, ~~with two (2) exceptions. First, in the years Librarians are undergoing will submit their documentation promotion/reappointment/status review, no annual evaluation is required that year. Second, Librarians with permanent status are only required to have written performance evaluations at least every third year.~~ During years when they are not scheduled for a written evaluation, librarians may receive one on request or supervisors may also elect to perform a written evaluation of a librarian in unscheduled years. During years when there is not a formal evaluation, these librarians will meet with their supervisors to discuss the previous year’s accomplishments and goals for the coming year.

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

In addition to the formal performance evaluation, supervisors will routinely meet with employees to discuss informally employee progress to date, communicate what the employee is doing well, and provide guidance to help the employee improve their performance, as needed. Support for employee development may include both employee and supervisor actions, and may consist of, but not be limited to, internal or external training, mentoring, and additional supervisory support.

For the purposes of the article, the evaluator typically refers to the employee’s supervisor; however, there may be instances where the evaluator is, or may include someone, other than the employees direct or current supervisor.

22.2 Evaluation Forms

- A. Written performance evaluations will at a minimum include the following:
 - 1. A current position description.
 - 2. A description of the job-related factors upon which the evaluation is based.
 - These may include:
 - a. Quality of work (e.g., competence, accuracy, neatness, thoroughness),
 - b. Quantity of work (e.g., use of time, volume of work accomplished, ability to meet schedules, productivity levels),
 - c. Progress toward written goals,
 - d. Position knowledge (e.g., degree of technical knowledge, understanding implementation and impact of work-related policies, procedures and outcomes),

- 51 e. Achievements and contributions to your unit, section and the
- 52 University Libraries, ~~or~~ Gallagher Law Library or UW Press (e.g.
- 53 research, teaching, and professional contributions as appropriate)
- 54 f. Professional development related to position and skills (e.g.,
- 55 communications, leadership, supervision, organization, subject fields,
- 56 library technology and/or others as appropriate)
- 57 g. Working relationships (e.g. collaboration and ability to work with
- 58 supervisor, colleagues within and beyond departments, students, and
- 59 clients served).
- 60 h. Supervisory duties (if applicable)
- 61 3. Provision for identifying specific achievements of the employee, goals for the
- 62 next evaluation period, training, development plans, and supervision support
- 63 needed to meet these goals.
- 64 4. Provision for career and development opportunities for the employee that
- 65 may include learning experiences, experimentation, and service
- 66 commitments.
- 67 5. Provision for employee comments.
- 68 6. Provision for employee signature accompanied by a statement that,
- 69 "Employee signature means that the employee has seen and is aware of the
- 70 content of the evaluation, but does not necessarily mean that the employee
- 71 agrees with the evaluation content."
- 72 7. Provision for the evaluator and reviewer signatures, and reviewer comments.
- 73 B. The performance evaluation form may be supplemented with other forms and/or
- 74 information used to support the employee's evaluation. Upon request, an employee
- 75 may review any written materials used by supervisors to prepare the evaluation.
- 76 C. Implementation of alternative performance evaluation models is an appropriate topic
- 77 for Joint Union/Management Committee Meetings.

78
 79 **22.3 Employee Evaluation Information**

- 80 A. Upon appointment to a position, the employee's supervisor will provide the employee
- 81 with a copy of:
 - 82 1. The class specification for the employee's current position (when applicable)
 - 83 2. The position's job ~~description~~.
- 84 B. Written performance expectations shall be provided to the employee in sufficient time
- 85 to allow the employee to meet the work expectations. The Employer will provide at
- 86 least sixty (60) calendar days' notice to employees prior to the evaluation when
- 87 modifications that substantively alter performance expectations are made. Minor
- 88 modifications that do not substantively alter performance expectations require no
- 89 notice.

90
 91 **22.4 Evaluation Process**

- 92 A. Responsibilities of the Employee. Employees are active participants in shaping their
- 93 goals, development plans, and career goals. Employees are responsible for reporting
- 94 on their activities to their supervisor on an ongoing basis and for documenting their
- 95 accomplishments and goals for the performance evaluation process.
- 96 B. Responsibilities of the Supervisor. Supervisors must be knowledgeable of the job
- 97 duties and performance of the employees they supervise. In particular, they need to
- 98 be knowledgeable about the employee's contributions to teams, committees and
- 99 activities within the UW Libraries, Gallagher Law Library, and UW Press. Supervisors
- 100 will actively include employees in goal setting and plans for development, and

- 101 encourage and guide their professional growth, when necessary, to help improve
- 102 performance.
- 103 C. The evaluator shall communicate regularly with the employee about performance
- 104 problems as they occur and subsequently develop and document a plan for
- 105 performance improvement.
- 106 D. The purpose of the evaluation meeting is to review, discuss, and if appropriate,
- 107 modify the evaluation. The employee shall have an opportunity to discuss the
- 108 proposed evaluation with the evaluator and to provide a written response.
- 109 E. The final evaluation, with employee comments attached, will be signed by the
- 110 evaluator and the employee. The employee will be provided a copy.
- 111 F. Performance evaluations will be retained in the employee's personnel file according
- 112 to UW records retention policies.

114 22.5 Evaluator Training. The Employer shall make available training opportunities for
 115 evaluators regarding the Employer's performance evaluation process. Upon request, the
 116 Employer will share and discuss the contents of such training programs with the Union.
 117 ~~Evaluators will be required to complete implicit bias training.~~

119 22.6 Grievability. Employee performance evaluations are grievable only through Step Two of
 120 the grievance procedure, as outlined in Article 5, Grievance Procedure.

122 Tentatively Agreed To:

<p>123 For the Union:</p> <p>124 Signed by: <i>Anna-Marie Magdalena</i></p> <p>125 _____</p> <p>126 Anna-Marie Magdalena</p> <p>127 Date: 5/5/2026</p>	<p>124 For the Employer:</p> <p>125 Signed by: <i>Jennifer Malanan</i></p> <p>126 _____</p> <p>127 Jennifer Malanan</p> <p>128 Date: 3/20/2026</p>
--	--

ARTICLE 23 – HOLIDAYS

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

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

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

23.2 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 (1-1/2) times the employee’s hourly rate.
2. When the holiday falls on the full-time employee’s regularly scheduled work day and is not worked, the employee will be paid eight (8) hours at the employee’s regular rate of pay.
3. When the holiday falls on the employee’s regularly scheduled day off, the employee will receive eight (8) hours of holiday credit.

B. Part-Time Employee:

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

23.3 Holiday Credit


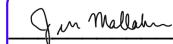
A. Scheduling. Holiday credit will be used and scheduled by the employee in the same manner as vacation time off in Article 24. Holiday credit must be used before other paid time off in the following order: holiday credit, compensatory time off, vacation time off.

51 B. Unused Holiday Credit Cash Out. The balance of unused holiday credit should be
52 used up or paid when an employee is moving from one staff position to another
53 within the University. The balance must be used up or paid when the employee
54 separates from University employment.
55

56 23.4 Personal Holiday

- 57 A. Each employee may select one (1) personal holiday each calendar year in
- 58 accordance with the following:
 - 59 1. The employee has been continuously employed by the University for more
 - 60 than four (4) months;
 - 61 2. The employee has requested and been approved to take the personal holiday
 - 62 in accordance with Article 24 Vacation Time Off.
- 63 B. It is the employee's responsibility to schedule the Personal Holiday before December
- 64 31. If not requested, it is forfeited.
- 65 C. Entitlement to the holiday will not lapse when it is canceled by the Employer and
- 66 cannot be rescheduled before December 31.
- 67 D. Full-time employees shall receive eight (8) hours of regular pay for the personal
- 68 holiday.
- 69 E. Part-time employees shall be entitled to a pro-rated number of paid hours on a
- 70 Personal Holiday based on their FTE.
- 71 F.

72 Tentatively Agreed To:

<p>74 For the Union:</p> <p>75 Signed by:</p> <p>76 </p> <p>77 Erika Currier</p> <p>78 Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p></p> <p>Jennifer Malahan</p> <p>Date: 2/12/2026</p>
---	--

ARTICLE 24 – VACATION TIME OFF

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

24.2 Accrual.

Professional Libraries and Press Employees – 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

Librarians – Librarians accrue twenty-six (26) days of vacation time off per year regardless of years of service. This time off accrues monthly at a rate of seventeen point-three-four (17.34) hours per month.

- A. Part-Time Accrual Rates. Part-time Professional Libraries and Press employees accrue vacation time off on a prorated basis based on their full-time equivalent (FTE). Part-time librarians accrue vacation time off hours on a pro-rated basis based on monthly FTE.
- B. Vacation Accrual for a Newly Hired Employees. Newly hired employees who start work before the sixteenth of the month, accrue vacation time off during the first calendar month of employment. Newly hired employees who start work on or after the sixteenth of the month, begin accruing vacation time off at the end of the second calendar month of employment.
- C. Time Off Accrual: –Effect of Unpaid Time Off. An employee does not accrue vacation hours during a calendar month in which they have taken more than ten (10) equivalent days of their FTE as unpaid time off. For 1.0 FTE, that would be eighty (80) hours; for 0.5 FTE, that would be forty (40) hours. The ten (10) days includes any holidays that an employee took without pay.

In addition, Professional Libraries and Press employees do not earn a month of service toward a higher vacation accrual rate for every month in which they have

36 taken more than ten (10) days of time off without pay. This does not apply to
 37 Librarians.

38 D. Time off accrual during an employee's final month of work. Employees who terminate
 39 from UW employment on or after the sixteenth of the month accrue time off for the
 40 month of termination. Employees who separate from UW employment prior to the
 41 sixteenth of the month do not accrue any time off for the month of termination.

42
 43 24.3. Scheduling. The annual vacation schedule for use of vacation time off in each
 44 department shall be established in the existing departmental manner:

- 45
 46 A. Either the Union or employees may suggest new departmental procedures and/or
 47 changes to existing departmental procedures. These may also be appropriate
 48 agenda items for Joint Labor Management meetings. The Employer will not create a
 49 new departmental procedure nor change an existing departmental procedure
 50 (include the schedule listed above) without following Article 62 Mandatory Subjects.
- 51 B. Any bargaining unit employee who may transfer into a department shall alter their
 52 preferred vacation period for that year if in conflict with a previously established
 53 vacation schedule for that department and the affected employees and department
 54 are unable to mutually resolve the conflict.
- 55 C. Vacation Denial. When an employee's vacation cannot be approved, the supervisor
 56 shall schedule the employee's vacation at the next earliest date requested by the
 57 employee and deemed possible by the supervisor. If an employee's request for
 58 vacation time off is denied, the Employer, upon request, must provide the reason for
 59 denying vacation time off electronically or in writing.

60
 61 The Employer may implement reoccurring blackout periods only when there is a
 62 demonstrable business or operational need.

63
 64 24.4 Vacation Time Off Balances

65
 66 Professional Libraries and Press employees – While employees are encouraged to keep
 67 vacation time-off balances below two hundred and ~~forty-eighty~~ (240280) hours, they are
 68 allowed to carry larger balances when work obligations prevent them from using
 69 vacation time. Employees do not need extension approvals from HR ~~in order~~ to exceed a
 70 balance of two hundred and ~~forty-eighty~~ (240280) hours.

71
 72 Librarians – Employees will continue to accrue vacation time off until they reach the two
 73 hundred and eighty-eight (288) hour limit. Hours that exceed the two hundred and
 74 eighty-eight (288) hour limit are not accrued and will be forfeited.

75
 76 24.5 Vacation Time Off Cash Payment. Professional Libraries and Press employees: Any
 77 employee who has been employed for at least six (6) continuous months, who either
 78 resigns or retires, is ~~laid-off~~ laid off or is terminated by the University shall be entitled to
 79 accrued vacation pay up to two hundred and ~~forty-eighty~~ (240280) hours.

80
 81 Librarians – Upon termination of employment, librarians who have completed at least six
 82 (6) months of continuous service are paid for their unused vacation time off up to the
 83 maximum balance of two hundred and eighty-eight (288) hours. Payout is based on the
 84 rate at the time of termination. Payment is based on the regular salary at the time of

85 termination. Librarians who have not completed six (6) months of employment are not
86 eligible for annual-vacation time off compensation.
87

88 Tentatively Agreed To:	
89	
90	
91	
92	
93	
94	

For the Union: Signed by: <i>Anna-Marie Magdalena</i> _____ Anna-Marie Magdalena Date: 5/11/2026	For the Employer: Signed by: <i>Jennifer Malahan</i> _____ Jennifer Malahan Date: 5/11/2026
---	--

ARTICLE 25 – SICK TIME OFF

25.1 Sick Time Off

A. Accrual. Full-time employees (prorated for part-time) accrue eight (8) hours of sick time off for each month of completed ~~regular monthly~~ service. Employees with unpaid time off exceeding eighty (80) hours in a month (prorated for part-time) will earn a monthly accrual proportionate to the number of hours in pay status. Sick ~~leave-time off~~ accruals must not exceed eight (8) hours in a month.

B. Sick Time off – Use. Sick ~~leave-time off~~ shall be allowed for an employee under the following conditions.

1. Because of and during any physical or mental illness, disability or injury which has incapacitated the employee from performing required duties.
2. By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.
3. When an employee’s child’s school or place of care has been closed for a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.
4. Because of a health condition of a family member that requires treatment or supervision, or that requires the presence of the employee to make arrangements for extended care.
5. For domestic violence, sexual assault, stalking or hate crime covered absences.
6. During furlough for benefits maintenance only if the employee has previously exhausted all other paid time off balances.
7. Sick time off may also be used to provide emergency child care (as defined in Article 38 and the Employer’s Family Care Emergencies Absence Policy) or because of condolence or bereavement (as in Article 31).
8. For personal medical, dental, or optical appointments or for family members’ appointments when the presence of the employee is required, if arranged in advance with the Employer.
9. To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee’s family member.

The Union and Employer acknowledge that “family” may be defined in many different ways. For the purposes of this article, eligible family members includes biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or a person who stood in loco parentis when the employee was a minor child; sibling, spouse, ~~state-registered~~ domestic partner, grandparent, grandchild, or child, regardless of age or dependency status, including a biological, adopted or foster child, stepchild, child’s spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent. Family members include those persons in a “step” relationship. Family members also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent (as defined above), grandparent, or grandchild. Family member includes any individual who regularly resides in the

49 employee's home or where the relationship creates an expectation that the
50 employee care for the person, and that individual depends on the employee for
51 care. This does not include an individual who simply resides in the same home
52 with no expectation that the employee care for the individual.
53

54 ~~4.1. Sick time off may also be used to provide emergency child care (as~~
55 ~~defined in the Employer's Family Care Emergencies Absence Policy) or because~~
56 ~~of condolence or bereavement (as in Article 31)~~

57 ~~5.1. For personal medical, dental, or optical appointments or for family~~
58 ~~members' appointments when the presence of the employee is required, if~~
59 ~~arranged in advance with the Employer.~~

60 ~~6.1. To allow the employee to prepare for, or participate in, any judicial or~~
61 ~~administrative immigration proceeding involving the employee or employee's~~
62 ~~family member.~~
63

- 64 C. Use of Vacation Time Off or Compensatory Time Off for Sick Time Off Purposes. An
65 employee who has used all accrued sick time off may be allowed to use accrued
66 vacation time off and/or compensatory time off for sick time off purposes when
67 authorized by the departmental supervisor. All available compensatory time must be
68 used prior to accrued vacation time off, unless this will result in the loss of vacation time.
- 69 D. Restoration of Vacation Time Off. In the event of an incapacitating illness or injury during
70 vacation time off, the employee's supervisor may authorize the use of sick time off and
71 the equivalent restoration of any vacation time off otherwise charged. Such requests
72 shall be in writing, and a medical certificate may be requested.
- 73 E. No Abuse of Sick Time Off. Both parties agree that neither the abuse nor the arbitrary
74 denial of sick time off will be condoned. The Employer and the Union agree to work
75 cooperatively toward the resolution of mutually identified problems regarding the use of
76 sick time off.
- 77 F. Sick Time Off Verification. The Employer will not require verification for absences of
78 three (3) consecutive work days or fewer. Such verification or proof may be given to the
79 supervisor/manager or Human Resources according to departmental policy. The
80 Employer will not make unreasonable requests for sick time off verification.

81
82 25.2 Sick Time Off Cash Out. Eligible employees may elect to receive monetary
83 compensation for accrued sick time off as follows: in accordance with the sick time off –
84 Attendance Incentive Program, RCW 41.04.340: In January of each year an employee
85 whose sick time off balance at the end of the previous year exceeds four hundred and
86 eighty (480) hours may elect to convert the sick time off hours earned in the previous
87 calendar year, minus those hours used during the year, to monetary compensation. No
88 sick time off hours may be converted which would reduce the calendar year end balance
89 below four hundred and eighty (480) hours. Monetary compensation shall be paid at the
90 rate of twenty-five percent (25%) and shall be based on the employee's current salary.
91 All converted hours will be deducted from the sick time off balance.
92

93 Employees who separate from University service due to retirement or death shall be
94 compensated for the unused sick time off accumulation from the date of most recent hire
95 in a leave eligible position with the State of Washington at the rate of twenty-five percent
96 (25%). Compensation shall be based upon the employee's wage at the time of
97 separation. For the purpose of this section, retirement shall not include vested out of
98 service employees who leave funds on deposit with the retirement system.

99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116

In accordance with state law, former eligible employees who are re-employed shall be granted all unused sick time off credits, if any, to which they are entitled at time of separation, if they return to state employment within five (5) years of termination.

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



Tentatively Agreed To:	
For the Union: <small>Signed by:</small> <i>Anna-Marie Magdalena</i> _____ Anna-Marie Magdalena Date: 5/11/2026	For the Employer: <small>Signed by:</small> <i>Jennifer Malahan</i> _____ Jennifer Malahan Date: 5/11/2026

1 **ARTICLE 26 – WASHINGTON PAID FAMILY AND MEDICAL LEAVE PROGRAM**

2 Washington Paid Family and Medical Leave Program (PFML) **became** effective January 1,
3 2020. The parties recognize that the Washington State Family and Medical Leave Program
4 (RCW 50A.04) is in effect beginning January 1, 2020 and eligibility for and approval of leave for
5 purposes as described under that Program shall be in accordance with RCW 50A.04. In the
6 event that the legislature amends all or part of RCW 50A.04, those amendments are considered
7 by the parties to be incorporated herein. In the event that the legislature repeals all of part of
8 RCW 50A.04, those provisions that are repealed are considered by the parties to be expired
9 and no longer in effect upon the effective date of their repeal.

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

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

18	Tentatively Agreed To:	
19		
20	For the Union:	For the Employer:
21	Signed by:	Signed by:
22		
23	_____ Anna-Marie Magdalena	_____ Jennifer Malahan
24	Date: 5/12/2026	Date: 5/12/2026

ARTICLE 27 – FEDERAL FAMILY MEDICAL LEAVE ACT

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

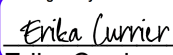
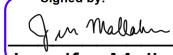
- A. parental leave to care for a newborn or newly placed adopted or foster child; or
- B. personal medical leave due to the employee’s own serious medical condition that requires the employee’s absence from work; or
- C. family medical leave to care for a family member who suffers from a serious medical condition that requires care or supervision by the employee.

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

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

27.3. The University will continue the employee’s existing Employer-paid health insurance benefits during the period of leave covered by FMLA. If necessary, due to continued approved personal medical or parental leave approved beyond the FMLA period, or if the employee is not eligible for FMLA or PFML, the employee may elect to use eight (8) hours of accrued applicable paid leave-time off for continuation of Employer paid health insurance benefits for the duration of the approved leave of absence. The interspersed paid leave-time off will be applied to the first working day of the month.

27.4. FMLA leave may be taken intermittently or as part of a reduced work schedule when medically necessary, as determined by the Employer.

Tentatively Agreed To:	
For the Union: Signed by:  Erika Currier Date: 2/13/2026	For the Employer: Signed by:  Jennifer Mallahan Date: 2/12/2026

ARTICLE 28 – PARENTAL LEAVE

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 or PFML may only be denied by the Employer due to operational necessity. The Employer will provide the employee reasons for denial in writing. Extensions beyond six (6) months may be approved by the Employer. For birth parents, temporary disability leave for pregnancy is in addition to parental leave.

Parental leave may be taken as continuous leave of absence or, if it meets business needs and has the approval of the unit, can be granted as intermittent leave or a modified work schedule (in accordance with article 10.3.D). To be paid during Parental leave the employee must use accrued vacation time off, sick time off up to seven hundred and twenty (720) hours, personal holiday, holiday credit, or compensatory time, discretionary time off, the combination of which may be determined by the employee. Employees must use all applicable accrued leave prior to going on leave without pay, with the following exception: the Employer will not require the employee to use paid time off such that it would result in the employee having fewer than forty (40) hours of accrued sick time off upon return to work.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p> <p><i>Anna-Marie Magdalena</i></p> <p>Anna-Marie Magdalena</p> <p>Date: 3/3/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p><i>Jennifer Mallahan</i></p> <p>Jennifer Mallahan</p> <p>Date: 3/3/2026</p>

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE 29 – SHARED LEAVE

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

29.1 The purpose of this article is to inform employees of the basic provision of the leave-sharing program established by RCW 41.04.650- 41.04-670, as now or hereafter amended. In the event that there is any question as to leave sharing eligibility, entitlement or definition of terms, the language of the Revised Code of Washington is definitive.

The leave sharing program permits eligible state employees to donate a portion of their time off to financially aid other state employees who will need to take unpaid time off or separate from employment because of:

- Having a severe or extraordinary illness; or
- Having caregiver responsibilities for a relative or household member with a severe or extraordinary illness; or,
- The employee is serving as an approved emergency worker; or,
- When voluntarily or involuntarily serving in one of the uniformed services; of the United States, or,
- Being a victim of domestic violence, sexual assault, ~~or~~ stalking, or hate crime or assisting a family member who is a victim of domestic violence, sexual assault or stalkingsuch acts, or
- Sickness or temporary disability due to a pregnancy-related medical condition or miscarriage; or
- Taking parental leave to bond with and care for their newborn, adoptive or foster child, for a period of up to sixteen (16) weeks after birth or placement.

29.2 Shared Leave Program. The shared leave program is administered consistent with state law and University policy. Employees seeking to request shared leave or to donate shared leave to another employee will follow the request procedures outlined on the UW Human Resources Operations website

29.3 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:

- Uniformed Services Shared Leave Pool Program
- Foster Parent Shared Leave Pool Program
- Veterans’ In-State Service Shared Leave Pool Program

29.4 University of Washington Organ Donor Share Leave Program: The University of Washington Organ Donor Shared Leave Program is separate from the state-authorized shared leave program. It is open to all time off-eligible University employees, either as organ donors requesting leave from other UW employees or as employees gifting time off to an organ donor.

51
52
53
54
55
56
57

Tentatively Agreed To:

For the Union:

Signed by:

Erika Currier

Erika Currier

Date: 2/13/2026

For the Employer:

Signed by:

Jennifer Mathan

Jennifer Mathan

Date: 2/12/2026

ARTICLE 30 – UNPAID HOLIDAYS FOR A REASON OF FAITH OR CONSCIENCE

30.1 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 compensatory time, personal holiday, holiday credit or vacation time off in lieu of unpaid time off. Requests to use compensatory time, personal holiday or vacation time off that indicate that the leave is being used in lieu of unpaid time off for reasons of faith or conscience may only be denied if the employee’s absence would impose an undue hardship on the Employer as defined by Chapter 82-56 WAC or the employee is necessary to maintain public safety. An employee’s personal holiday must be used in full workday increments.
- C. An employee’s seniority date, probationary period or trial service period will not be affected by 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 or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by: <u>Erika Currier</u></p> <p>Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by: <u>Jennifer Malahan</u></p> <p>Jennifer Malahan</p> <p>Date: 2/12/2026</p>

ARTICLE 31 – CIVIL/~~JURY~~ DUTY TIME OFF AND BEREAVEMENT TIME OFF

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

31.1 Civil Duty time off. Time off with pay will be granted for jury duty, to serve as trial witnesses, or to exercise other subpoenaed civil duties such as testifying at depositions. Employees are not entitled to civil leave for civil legal actions that they initiate or when named as a defendant in a private legal action that is unrelated to their University employment. The employee will notify the Employer as soon as they become aware of the need for a civil duty time off.

31.2 Bereavement Time Off. An employee shall be granted up to ~~three-five (35)~~ continuous or non-continuous days of bereavement time off, as requested by the employee, for each death of a family member or loss of pregnancy. Bereavement time off beyond ~~three-five (35)~~ days may be approved based on individual circumstances, such as relationship of the employee to the deceased family member, employee responsibility for making funeral arrangements, religious reasons and/or distance of travel out of the area. Upon the Employer’s approval, the employee may choose to use the following types of time off for beyond the ~~three-five (35)~~ days: sick, vacation, holiday credit, compensatory time, personal holiday, or ~~leave without pay/unpaid time off~~.

The Union and Employer acknowledge that “family” may be defined in many different ways. For the purposes of this article, eligible family members includes biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or a person who stood in loco parentis when the employee was a minor child; sibling, spouse, state registered domestic partner, grandparent, grandchild, or child, regardless of age or dependency status, including a biological, adopted or foster child, stepchild, child’s spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent. Family members include those persons in a “step” relationship. Family members also include individuals in the following relationships with the employee’s spouse or domestic partner: child, parent (as defined above), grandparent, or grandchild. Family member includes any individual who regularly resides in the employee’s home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. This does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

~~The Union and Employer acknowledge that “family” may be defined in many different ways. For the purposes of this article, eligible family members include biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child; sibling, spouse, domestic partner, grandparent, grandchild, or child, regardless of age or dependency status, including a biological, adopted or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent. Family members include those persons in a “step” relationship. Family member also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent (as defined above), or grandparent.~~

50 Sick time off may be requested to be used for bereavement or condolence for a family
51 member or friend when bereavement time off is not available.
52

53 The University has elected to offer supplemental benefits in the form of bereavement
54 time off when the employee is qualified for Washington Paid Family and Medical Leave
55 (PFML) per RCW 50A.05.010 10(d), as outlined in Article 26.
56

Tentatively Agreed To:	
<p>57</p> <p>58</p> <p>59 For the Union:</p> <p>Signed by:</p> <p><i>Anna-Marie Magdalena</i></p> <p>60</p> <p>61</p> <p>62 Anna-Marie Magdalena</p> <p>63 Date: 5/11/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p><i>Jennifer Malahan</i></p> <p>Jennifer Malahan</p> <p>Date: 5/11/2026</p>

**ARTICLE 32 – ~~TIME OFF FOR LEAVE RELATED TO DOMESTIC VIOLENCE,~~
~~SEXUAL ASSAULT, OR STALKING OR HATE CRIME~~**

As required by state law, and in accordance with APS 46.8 University policy, the University will grant time off and/or reasonable safety accommodations to an employee who is a victim of domestic violence, sexual assault, ~~or stalking,~~ or hate crime or to assist a family member who has been a victim of such acts.

~~Time off under this policy may be taken as sick time off, vacation time off, personal holiday, holiday credit time off, discretionary time off, unpaid time off. Employees may choose whether to take leave as paid, unpaid, or a combination of paid and unpaid time. For a paid leave of absence, employees may use sick time, other paid time off, compensatory time or holiday credit.~~ Employees may qualify for shared leave.

~~Time off may also be granted to an employee who has to assist a family member who is a victim of domestic violence, sexual assault or stalking.~~ For the purpose of this leave time off, family member is defined as:

- Your spouse or domestic partner, child, parent, grandparent, grandchild, sister, or brother
- The child, parent, or grandparent of your spouse or domestic partner
- A person with whom you have a dating relationship

The Employer will inform employees of the right annually.

A reasonable safety accommodation may include, but is not limited to, a transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, ~~or stalking,~~ or hate crime. A reasonable safety accommodation will be determined by the Employer, and will be informed by the needs of the employee.

Consistent with APS 2.2. University Privacy policy, the University will treat information the employee provides confidentially. Information will be disclosed only if requested or consented to by the employee, as ordered by the court or administrative agency, or as otherwise required by applicable federal or state law.

Tentatively Agreed To:

For the Union:

Signed by:

Anna-Marie Magdalena

Anna-Marie Magdalena

Date: 5/11/2026

For the Employer:

Signed by:

Jennifer Malanan

Jennifer Malanan

Date: 5/11/2026

ARTICLE 33 – MILITARY DUTY TIME OFF AND MILITARY LEAVE

33.1 Military Leave will be approved in accordance with University of Washington Administrative Policy Statement 45.4, which is subordinate to the Uniformed Services Employment and Reemployment Rights Act, RCW 38.40, and RCW 49.77. Employees who are called to active duty in any of the uniformed services or their reserves shall receive twenty-one (21) work days of paid military ~~leave-duty time off~~ annually from October 1 through September 30. Such paid military ~~leave- duty time off~~ shall be in addition to any compensatory time, holiday credit, vacation or sick 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 ~~leave duty time off~~, the employee shall receive their normal pay. If the employee is scheduled to work a shift that begins on one calendar day and ends on the next calendar day, the employee is charged military leave only for the first calendar day.

33.2 Employees required to appear during working hours for a physical examination to determine physical fitness for military service shall receive full pay for the time required to complete the examination.

33.3 Military Leave. Employees who are called to active duty in one of the uniformed services of the United States or the State of Washington shall be granted a military leave of absence without pay for absence from work for up to five (5) years in addition to any time covered by the provisions of 33.1. During an unpaid military leave of absence, an employee is entitled to receive:

- A. retirement benefits and service credit in accord with the provisions of the applicable retirement system;
- B. paid medical and dental insurance if in pay status at least 8 hours per month.
- C. Other health plan coverage at the employee’s request and expense for a limited period of time as determined by the Health Care Authority;
- D. other length-of-service credits related to employment that would have been granted had the employee not been absent; provided that the employee returns to University service at the conclusion of the leave in accord with applicable Federal and State laws related to military leave; and
- E. any additional benefit required by then-applicable state or federal law.

33.4 The employee should follow the military leave of absence request process, as outlined on the UW HR website ~~(Professional Libraries and Press employees) or the Office for Academic Personnel and Faculty website (Librarians)~~.

Unless prohibited by military necessity, the University shall be provided with a copy of an employee’s orders at the time the employee requests a military-related absence-leave. Such request shall be made as soon as reasonably practical after the employee learns of the need ~~for such-leave to be absent~~.

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

50 33.6 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 For the Union:

Signed by:

Erika Currier

Erika Currier

Date: 2/13/2026

56 For the Employer:

Signed by:

Jennifer Mallahan

Jennifer Mallahan

Date: 2/12/2026

61

ARTICLE 34 – WORK RELATED INJURY LEAVE

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

34.1 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.

34.2 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.

34.3 Employees who suffer a work-related injury or illness that is compensable under the state worker’s compensation law may select time loss compensation exclusively or a combination of leave payment and time loss compensation.

34.4 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:</p> <p><i>Erika Currier</i></p> <hr/> <p>Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p><i>Jennifer Malahan</i></p> <hr/> <p>Jennifer Malahan</p> <p>Date: 2/12/2026</p>

ARTICLE 35 – REASONABLE ACCOMMODATION OF EMPLOYEES WITH DISABILITIES

- 1
2
3
4 35.1 Disability Accommodation. The Employer and Union will comply with all relevant federal
5 and state laws, regulations, executive orders and the provisions of [University of](#)
6 [Washington Administrative Policy Statement 46.5 on Reasonable Accommodation of](#)
7 [Employees With Disabilities](#). The ~~University Employer~~ and the Union are committed to
8 providing reasonable accommodation to employees with disabilities.
9
- 10 35.2 An employee who ~~believes that they suffer a disability and~~ requires a reasonable
11 accommodation to perform the essential functions of their position may request such an
12 accommodation through their ~~Disability Services Office~~ [Leave and Accommodation](#)
13 [Specialist: https://hr.uw.edu/contact-us/](#). ~~The Employer will endeavor to address all~~
14 ~~requests in a timely manner and inform employees of the status of their request.~~
15
- 16 35.3 Employees requesting accommodation must cooperate with the University in discussing
17 the need for and possible form of any accommodation. The Employer may require
18 supporting medical documentation and may require the employee to obtain a second
19 medical opinion at the Employer's expense. Medical information disclosed to the
20 Employer will be kept confidential. ~~The Employer will provide employees with information~~
21 ~~about their rights in the disability accommodation process. The Employer will make~~
22 ~~available training on best practices in regards to disability accommodations.~~
23
- 24 35.4 The Employer will determine whether an employee is eligible for a reasonable
25 accommodation and the final form of any accommodation to be provided. ~~Reasonable~~
26 ~~accommodation(s) will be determined through a documented interactive process~~
27 ~~between the employee and Employer. Upon the completion of the interactive process, if~~
28 ~~an accommodation request is denied, the Employer will provide a written explanation to~~
29 ~~the Employee. Employees may file a complaint based on failure to reasonably~~
30 ~~accommodate a disability with the University of Washington Civil Rights Compliance~~
31 ~~Office.~~
32
- 33 35.5 An employee who is unable to perform the essential functions of their position due to
34 disability may be separated from service after the Employer has made good faith efforts
35 to reasonably accommodate the employee's disability in accordance with applicable
36 state and federal law. Disability separation is not a corrective action. ~~Before a disability~~
37 ~~separation is final, the Employer must formally document all attempted accommodations~~
38 ~~and provide that documentation to the employee.~~
39
- 40 35.6 Disability Leave. Disability leave may be a combination of the employee's accrued sick
41 time off, vacation time off, personal holiday, compensatory time, and/or unpaid time off,
42 the combination of which may be determined by the employee. If disability leave is taken
43 as an unpaid absence, the employee may apply eight (8) hours of accrued paid time off
44 per month during at least the first four (4) months of disability leave to provide for
45 continuation of Employer paid health benefits. The interspersed paid time off will be
46 applied to the first working day of the month. ~~If return to work accommodations or an~~
47 ~~extension of leave is needed, employees must submit a new accommodation request~~
48 ~~with supporting medical certification prior to the expiration of their leave.~~
49

50 35.7 Pregnancy Accommodation. The Employer and the Union will comply with all relevant
 51 federal and state laws, regulations, and executive orders and with the provisions of
 52 Washington Administration Policy Statement APS 46.7 – Reasonable Accommodation of
 53 Employee Pregnancy and Related Conditions
 54

55 35.7-8 Reasonable Accommodation of Pregnant or Lactating Employees. The University and
 56 the Union are committed to providing reasonable accommodation to pregnant or
 57 lactating employees.
 58

59 A. The following pregnancy-related accommodations shall not require health care
 60 provider certification and are not subject to an Employer’s claim of undue hardship
 61 when requested by a pregnant employee.

- 62 1. Providing more frequent, longer, or flexible restroom breaks;
- 63 2. Modifying a no food or drink policy;
- 64 3. Providing seating or allowing the employee to sit more frequently if their job
 65 requires them to stand; and
- 66 4. Restricting lifting to seventeen pounds (17lbs.) or less.

67
 68 B. The following accommodations related to lactation do not require health care
 69 provider certification and are not subject to an employer’s claim of undue hardship
 70 when requested by an employee:

- 71 1. Providing reasonable break time for an employee to express breast milk after
 72 the child’s birth each time the employee has need to express milk;
- 73 2. Providing a lactation space, which may be used by the employee to express
 74 breast milk; and
- 75 3. Accommodations related to nursing during work hours where the regular
 76 location of the employee’s workplace makes nursing during work hours a
 77 possibility because the child is in close proximity.

78
 79 B-C. An employee’s pregnancy or pregnancy-related health condition may also be
 80 accommodated as follows:

- 81 1. Job restructuring, part-time or modified work schedules, reassignment to
 82 vacant position, or acquiring or modifying equipment, devices, or an
 83 employee’s work station;
- 84 2. Providing for a temporary transfer to a less strenuous or less hazardous
 85 position;
- 86 3. Providing assistance with manual labor and limits on lifting;
- 87 4. Scheduling flexibility for prenatal visits; and
- 88 5. Any further pregnancy accommodation an employee may request

89
 90 With respect to these accommodations, the University may request an employee
 91 provide written certification from their treating health care provider regarding the
 92 need for reasonable accommodation and may deny an employee’s request for
 93 reasons of significant difficulty or expense.
 94
 95
 96
 97
 98
 99

100
101
102
103
104
105
106
107

Tentatively Agreed To:	
For the Union:	For the Employer:
<small>Signed by:</small> <i>Anna-Marie Magdalena</i>	<small>Signed by:</small> <i>Jennifer Malanan</i>
_____ Anna-Marie Magdalena	_____ Jennifer Malanan
Date: 5/5/2026	Date: 3/19/2026

ARTICLE 36 – MISCELLANEOUS LEAVE

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

36.1 Unpaid Time Off. In addition to the circumstances specified elsewhere in this Agreement, the Employer, in its discretion may approve ~~an~~ unpaid time off for the following reasons specified below. Unpaid time offs 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.

- 36.2 Unpaid time off may be granted for the following reasons:
- A. Child or elder care emergencies
 - B. Governmental service
 - C. Citizen volunteer or community service
 - D. Conditions applicable for paid time off
 - E. Education
 - F. Formal collective bargaining that is not otherwise provided for in this Agreement or contained within agreed upon ground rules
 - G. Time off taken voluntarily to reduce the effect of a layoff
 - H. Union project activities that are not otherwise provided for in this Agreement
 - I. To accommodate annual work schedules of employees occupying cyclic year positions
 - J. As otherwise provided for in this Agreement

- 36.3 ~~An Unpaid unpaid time off~~ leave of absence for the following reasons is not covered by this Article:
- A. Compensable work-related injury or illness, (Article 34)
 - B. Military service (Article 33)
 - C. Time off for serious health condition taken under the provisions of the Family and Medical Leave article (Article 27)
 - D. Time off authorized by the Employer as part of a plan to reasonably accommodate a person with a disability (Article 35)
 - E. Pregnancy, childbirth, and pregnancy related conditions (Article 35)
 - F. Bereavement (Article 31)
 - G. Parental leave (Article 28)
 - H. Union activities (Article 50)

- 36.4 Conditions Applicable to Unpaid time off. Employees must submit any request for an unpaid time off in writing when feasible prior to the time off being used. Except as required by law, a request for unpaid time off must meet the following conditions:
- A. The employee must be a permanent employee
 - B. The employee must have a bona fide intention of returning to work following the unpaid time off
 - C. The unpaid time off must not, in the discretion of the University, interfere with operational needs.

36.5 Cancellation of Unpaid time off. The Employer may cancel an unpaid time off upon finding that the employee is using the time off for purposes other than those specified at the time of approval, or where there are extreme circumstances requiring the employee’s

51 return to work. The Employer will provide written notice to the employee that an unpaid
52 time off has been cancelled. The notice will set a date for the employee's return to work.
53 The Employer will consider an employee's individual circumstances and operational
54 needs when determining a return to work date. Unless mutually agreed, the employee's
55 failure to return to work on the date prescribed will be considered job abandonment.
56

57 36.6 Benefits During Unpaid Time Off. Employees are encouraged to contact the ~~ISC (phone~~
58 ~~# 206-543-8000, ischelp@uw.edu)~~ Benefits Office prior to any unpaid time off to
59 understand impact on benefits and learn about other points to consider.
60

61 36.7 Returning Employee Rights. Employees returning to work following an approved unpaid
62 time off will be returned to the position they held prior to the unpaid time off or to another
63 position in the same classification in the same geographical area unit and organizational
64 unit. In the event the employee's position is substantially impacted during the time the
65 employee is on unpaid time off, the employee will be notified in writing and provided a
66 time in which to exercise any rights available pursuant to this Agreement.
67

68 36.8 Educational Leave. After applicable accrued time off has been exhausted, unpaid time
69 off may be granted for the duration of actual attendance in an educational program.
70

71 36.9 Government Service Leave. After applicable accrued time off has been exhausted,
72 unpaid time off may be granted for government service in the public interest, including
73 but not limited to the U.S. Public Health Service or Peace Corps.
74

75 36.10 Volunteer or Community Service Leave. After applicable accrued time off has been
76 exhausted, unpaid time off may be granted for community volunteerism or service.
77

78 36.11 Formal Collective Bargaining Leave. Unpaid time off may be granted to participate in
79 formal collective bargaining sessions authorized by RCW 41.56 as mutually agreed by
80 the parties.
81

82 36.12 The use of time off for certain emergency services personnel will be granted in
83 accordance with RCW 49.12.460.
84

85 36.13 Time off for organ donors will be granted in accordance with UW APS 45.9.
86

87 Tentatively Agreed To:
88
89 For the Union: Signed by: Anna-Marie Magdalena
90 *Anna-Marie Magdalena*
91 _____
92 Anna-Marie Magdalena
93 Date: 5/11/2026

For the Employer: Signed by: Jennifer Malahan
Jennifer Malahan

Jennifer Malahan
Date: 5/11/2026

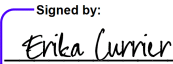
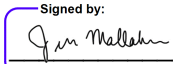
ARTICLE 37 – INCLEMENT WEATHER AND SUSPENDED OPERATIONS

37.1 Inclement Weather. When the University is in operation, but an employee is faced with unanticipated problems related to natural disasters or severe weather conditions, the Employer will allow the employee to telework and may make adjustments to the employee’s job duties and/or deadlines as appropriate. Employees who are unable to telework may use compensatory time, holiday credit, personal holiday, vacation time off, or leave without pay. Employees designated as essential must make all reasonable efforts to report to work as scheduled.

37.2 Suspended Operations. If the University determines it is advisable due to emergency conditions to suspend the operation of all or any portion of the institution, requiring only employees performing essential services to report to work the following will govern: Any employee who can successfully accomplish their work away from the worksite has the option to telework. Requests will not be unreasonably denied.

Employees who perform nonessential services are not required to report to work, but may telework if approved by the manager. Employees who perform nonessential services who cannot telework during an operational suspension may request to use compensatory time, holiday credit, personal holiday, or vacation time off, if available. Employees who cannot telework and do not have available time off balances may use unpaid time off.

UW parking in unrestricted spaces shall be provided at no cost to the employee at each campus for which suspended operations have been declared for any staff member designated by their supervisor as essential. Restricted spaces include but are not limited to: disability stalls, time limited stalls, load/unload stalls, pay by space stalls (restricted to pay station parking), university vehicle stalls, metered stalls (restricted to pay meter parking) carpool stalls, UCAR Only stalls, electric vehicle charging stalls, motorcycle stalls, and department reserved stalls. Employees qualified to use a restricted space (for example disabled stalls) shall be able to use the appropriate space.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p>  <p>_____ Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p>  <p>_____ Jennifer Malahan</p> <p>Date: 2/12/2026</p>

ARTICLE 38 – TIME OFF DUE TO FAMILY CARE EMERGENCIES

- A. There are two (2) types of family care emergencies:
 - 1. A child care emergency is defined as a situation causing an employee’s inability to report for or continue scheduled work because of emergency child care requirements such as unexpected absence of regular care provider, unexpected closure of the child’s school, or unexpected need to pick up child at school earlier than normal.
 - 2. An elder care emergency is defined as a situation causing an employee’s inability to report for or continue scheduled work because of emergency elder care requirements.

- B. An employee who is unable to report for or remain at work, whether that workstation be designated onsite or telework location, due to a family care emergency may use vacation time off, sick time off, compensatory time, holiday credit, discretionary time off, or unpaid time off up to a maximum of three (3) days of each type of time off per calendar year, and their personal holiday. Use of any of the above time off categories is dependent upon the employee’s eligibility to use such time off. The employee upon returning from such time off shall designate to which time off category the absence will be charged.

- C. 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 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:

<p>For the Union: Signed by: <u>Anna-Marie Magdalena</u> Anna-Marie Magdalena Date: 5/11/2026</p>	<p>For the Employer: Signed by: <u>Jennifer Malahan</u> Jennifer Malahan Date: 5/11/2026</p>
---	--

ARTICLE 39 – HEALTH AND SAFETY

1
2
3 39.1 Health and Safety. It is the policy of the University of Washington to create and maintain
4 a safe and healthful workplace free from recognized hazards that may cause harm to
5 employees, consistent with and in compliance with applicable state and federal laws.
6 Employees will play an active role in creating a safe and healthy workplace and will
7 comply with all applicable health and safety rules. The Union and the Employer are
8 jointly committed to the goal of implementing an effective health and safety program and
9 accident prevention program that meets or exceeds Washington State Department of
10 Labor and Industries, Division of Occupational Safety and Health (DOSH) requirements.

11
12 39.2 Safety. All work shall be performed in conformity with applicable health and safety
13 standards. If an employee is assigned to work during an anticipated event at the
14 University and has concerns regarding their personal safety, they may discuss their
15 concerns with their supervisor, who may approve a temporary alternative assignment
16 during the event. If a request for a temporary alternative assignment is denied, the
17 employee's supervisor will provide the reason for denial in writing. If an employee
18 experiences an unanticipated situation in which individuals or groups create a hostile or
19 unsafe work environment, the employee may remove themselves from the situation.
20 Employees are encouraged to immediately report any unsafe working conditions to their
21 supervisor. If the matter is not resolved satisfactorily between the supervisor and
22 employee, either may involve the Union Steward and request a decision from a medical
23 center's Safety Officer, and/or the University's ~~Department of Environmental Health &~~
24 ~~Safety Department~~ (EH&S) ~~or the Department of Labor & Industries (L&I)~~. No other
25 employee may do the work believed to present an imminent risk to life and safety until a
26 risk assessment has been done by the Safety Officer and/or the University's Department
27 of EH&S, ~~or the L&I~~, and it is confirmed that there is no imminent hazard. Once a risk
28 assessment is completed and it is confirmed that there is no imminent hazard and
29 conditions meet DOSH standards, the employee will be expected to perform the work.

30
31 Employees are encouraged to attempt to resolve the matter first with the supervisor,
32 then the Safety Officer and/or EH&S prior to going outside the University. Safety
33 concerns can also be submitted anonymously to UW EH&S via the Report a Concern
34 Form.

35
36 No employee shall be disciplined or retaliated against for reporting any such condition.

37
38 Employees with concerns about air quality standards should escalate the issue through
39 their supervisor. Staff shall not be discouraged from contacting Building Coordinators,
40 Safety Officers, or EH&S with questions or concerns. Indoor air quality concerns are
41 evaluated by Facilities and EH&S.

42
43 ~~Facilities and EH&S will continue to evaluate reports of individual room air circulation~~
44 ~~problems and building-Building~~ issues can be reported to Facilities through an online
45 work order request. Building issues, including building security issues shall be
46 considered appropriate subjects for the Joint Union-Management Committee.

47
48 39.3 Reporting. Employees in the bargaining units are encouraged to report immediately to
49 their supervisor and/or designated safety official any apparent unsafe working condition.
50 Employees shall use required safety devices and perform work according to required

safety procedures. All workplace-related injuries and illnesses are required to be reported in the workplace accident reporting system. Near miss reporting is encouraged.

If a supervisor, the Employer-designated safety official, Labor and Industries or Environmental Health and Safety (telephone 206-543-7262) declare a University work site to be hazardous and unfit for work, affected employees may be assigned to alternative work sites, including telework work sites, until the hazardous condition is rectified. If assignment to an alternative work site is not possible and it is not possible to telework and the supervisor decides to send the employee(s) home, those employees sent home will receive their regular pay for all time the employee(s) is scheduled to work on the day of the incident or the day the condition was identified. For all subsequent days the employee(s) may use accrued leave as appropriate or request make up time as follows:

- A. Employees must request make up time within three (3) working days after operations resume.
- B. Reasonable work must exist and the supervisor must approve the request to work. The time must be made up within ninety (90) calendar days after operations resume.

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

39.5 Personal Protective Equipment (PPE). UW EH&S Policy and The-the Washington State Department of Labor and Industries (L&I) in WAC 296-800-160 Personal Protective Equipment (PPE) requires all employers to assess their workplace for hazards that might require the use of personal protective equipment. If a PPE hazard assessment for a task or process determines that PPE is necessary, has to be used, the supervisor must require its use provide appropriate PPE at no cost to the employee and enforce employee usage.

After the assessment and selection, employees required to use PPE must be trained before they are required to use the PPE. All ~~of~~ the following must be covered:

- A. What PPE to use and when to use it
- B. Limitations of the PPE
- C. How to put it on, take it off and adjust it
- D. Inspection and maintenance
- E. Any manufacturer instructions and warnings
- F. Make sure the PPE fits well
- G. How to obtain PPE
- H. How to dispose of PPE

Bargaining unit employees will not be disciplined for refusing to work ~~in the event that if~~ Employer required PPE is not provided by the Employer.

39.6 Safety Committees. Joint employee-elected and Employer appointed safety committees shall be formed in accordance with DOSH requirements and following University of Washington policy. The Union is entitled to representation on the University-wide Health and Safety Advisory Committee and/or specific organizational or divisional committees where bargaining unit employees are working. Any department or unit committee also

101 dealing with health and safety issues in work areas shall appropriately involve bargaining
102 unit employees. Participation in safety and health committees, including meeting time,
103 health and safety research, work on committee assignments, seminars, and classes will
104 be considered time worked for all employees in accordance with University policy.
105 Release time must be arranged with supervisors in advance.

106
107 When the committee makes a recommendation that requires action or approval beyond
108 its scope of authority, the Employer will communicate its disposition of the formal written
109 recommendation within thirty (30) days.

110
111 39.7 Ergonomics. The supervisor/manager will provide training and equipment for staff to
112 safely perform job functions and avoid injury. Employees should contact their supervisor
113 if job procedures, equipment or workstations lead to risk of injury or work-related
114 musculoskeletal disorders. Further ergonomic guidelines shall be referenced on the
115 University's EH&S website www.ehs.washington.edu. UW Libraries and Press
116 employees have the option to contact Libraries HR to request an ergonomic
117 assessment. Gallagher Law Library employees have the option to request ~~the University~~
118 ~~of Washington EH&S to perform~~ an ergonomic assessment of their ~~work~~
119 ~~station~~workstation via EH&S. Based on the ergonomic assessment, adjustments may be
120 needed or requested by the employee.

121
122 39.8 Workplace Review. Supervisors will periodically inspect the worksite for the identification
123 of recognized hazards, including ergonomic conditions, and put in place appropriate and
124 feasible mitigations for any identified conditions that may be hazardous to health and
125 safety. Such mitigations may include the use of engineering controls, administrative
126 controls, the use of personal protective equipment, and/or increased training. The
127 organizational unit will determine the appropriate frequency of the inspections and such
128 frequency shall be an appropriate topic for Union Management meetings.

129
130 ~~In response to a DOSH inspection initiated by a bargaining unit employee complaint, the~~
131 ~~Employer will contact the designated Union representative to participate in the worksite~~
132 ~~inspection.~~ Employees may ~~also~~ request a workplace review by UW EH&S via the
133 employing department and employees shall be given the results of the review.

134
135 39.9 DOSH Inspections. The University of Washington EH&S should be contacted to facilitate
136 all L&I inspections for the employer. Each time there is a DOSH L&I opening inspection
137 of the Employer's property in an area where Union employees perform their duties, the
138 Employer and/or DOSH L&I will shall contact the Union Office to find out whom the
139 Union designates as the employee representative and allow them the opportunity to
140 participate in the inspection. If the Union's representative ~~is not present for the~~
141 ~~inspection cannot be present, the Union representative will still be informed of the~~
142 outcome of the opening inspection by the employer and/or DOSH L&I. ~~t~~The Employer
143 shall request that the Compliance Safety and Health Officer (CSHO) delay the inspection
144 until the Union's representative can arrive.

145
146 39.10 Wellness. The Employer and the Union will encourage and support employee
147 participation in appropriate programs including the Washington State Employee
148 Assistance Program (WA EAP) through which employees may seek confidential
149 assistance in the resolution of chemical dependency or other problems that may affect
150 job performance. WA EAP may presently be reached at eap.wa.gov or 877.313.4455.

151 No employee’s job security will be placed in jeopardy as a result of seeking and following
152 through with corrective treatment, counseling or advice providing that the employee’s job
153 performance meets supervisory expectations. Wellness room access will be provided
154 per Article 7 Employee Facilities.
155

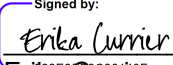
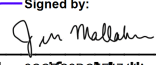
156 39.11 Tools and Equipment. The Employer will furnish and maintain in safe working condition
157 all tools and equipment required to carry out the duties of each position, and will provide,
158 during working hours, training on the safe operation and use of tools/equipment/supplies
159 required to perform the employee’s duties. The Employer agrees to provide transport for
160 necessary equipment and supplies which cannot safely be transported by hand. The
161 employees will properly use and maintain all required tools/equipment/supplies and
162 immediately report any defects or malfunctions to the supervisor.
163

164 39.12 Joint Union/Management Committee. It shall be appropriate for either the Union or the
165 University to request that a Joint Union/Management committee be convened, with
166 EH&S as a participating member, to discuss health and safety concerns and to explore
167 options for addressing those concerns through appropriate training or other approaches.
168

169 39.13 Training. Training that is relevant to the business operations and hazards involved in the
170 work activities will be provided in the workplace by qualified trained individuals to
171 employees. EH&S offers tools to assist with identifying training requirements and offers
172 many safety training courses.
173

174 Training needs will be an appropriate topic at Joint Union/Management committee
175 meetings. Assistance with interpretation may be requested by staff.
176

177 39.14 Safety and Health Grievances. Grievances arising out of violations of this Article will
178 start at Step Two of the grievance procedure.
179

180 Tentatively Agreed To:
181
182 For the Union: For the Employer:
183 Signed by: Signed by:
184  
185 Enka Currier Jennifer Malahan
186 Date: 2/13/2026 Date: 2/12/2026

ARTICLE 40 – HEALTH CARE BENEFITS AMOUNTS

~~40.1 For the 2021-2023 biennium, the Employer will contribute an amount equal to eighty five percent (85%) of the total weighted average of the projected medical premium for each bargaining unit employee eligible for insurance each month as determined by the Public Employees Benefits Board (PEBB). The projected medical premium is the weighted average across all plans, across all tiers.~~

~~40.2 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.~~

- ~~A. In ways to support value-based benefits designs; and~~
- ~~B. To comply with or manage the impacts of federal mandates.~~

~~Value-based benefits designs will:~~

- ~~A. Be designed to achieve higher quality, lower aggregate health care services cost (as opposed to plan costs);~~
- ~~B. Use clinical evidence; and~~
- ~~C. Be the decision of the PEBB Board~~

~~Article 40.1 and 2 will expire June 30, 2023.~~

40.13

A. For the ~~2023-2025~~2025-2027 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 Uniform 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.

C. 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.

D. ~~Article 40.3-1~~ (B) and (C) will expire June 30, ~~2025~~2027.

51 40.42

- 52 A. The Employer will pay the entire premium costs for each bargaining unit employee for
 53 dental, stand-alone vision, basic life, and any offered basic long-term disability insurance
 54 coverage. If changes to the long-term disability benefit structure occur during the life of
 55 this agreement, the Employer recognizes its obligation to bargain with the Coalition over
 56 the impacts of those changes within the scope of bargaining.
 57 ~~B. If the PEB Board authorizes stand-alone vision insurance coverage, then the Employer
 58 will pay the entire premium costs for each bargaining unit employee.~~

59
 60 40.5-3 Wellness

- 61 A. To support the statewide goal for a healthy and productive workforce, employees are
 62 encouraged to participate in a Well-Being Assessment survey. Employees will be
 63 granted work time and may use a state computer to complete the survey.
 64 B. The Coalition of Unions agrees to partner with the Employer to educate their
 65 members on the wellness program and encourage participation. Eligible, enrolled
 66 subscribers shall have the option to earn an annual one hundred and twenty-five
 67 dollars (\$125.00) or more wellness incentive in the form of reduction in deductible or
 68 deposit into the Health Savings Account upon successful completion of required
 69 Smart Health Program activities. During the term of this Agreement, the Steering
 70 Committee created by Executive Order 13-06 shall make recommendations to the
 71 PEBB regarding changes to the wellness incentive or the elements of the Smart
 72 Health Program.
 73

74 40.6-4 The PEB Program shall provide information on the Employer sponsored Insurance
 75 Premium Payment Program on its website and in an open enrollment publication
 76 annually.
 77

78 40.5 Flexible Spending Arrangement

- 79 A. During January 2026 and again in January 2027, the Employer will make available
 80 three hundred dollars (\$300) in a Flexible Spending Arrangement (FSA) account for
 81 each bargaining unit member represented by a Union in the Coalition described in RCW
 82 41.80.020(3), who meets the criteria in Subsection 40.5 B below.
 83 B. In accordance with IRS regulations and guidance, the Employer FSA funds will be
 84 made available for a Coalition bargaining unit employee who:
 85 1. Is occupying a position that has an annual full-time equivalent base salary of
 86 sixty-eight thousand and four dollars (\$68,004.00) or less on November 1 of the
 87 year prior to the year the Employer FSA funds are being made available; and
 88 2. Meets PEBB program eligibility requirements to receive the Employer
 89 contribution for PEBB medical benefits on January 1 of the plan year in which the
 90 Employer FSA funds are made available, is not enrolled in a PEBB medical plan
 91 except to be covered as a dependent on another PEBB non-high deductible
 92 health plan.
 93 3. Hourly employees' annual base salary shall be the base hourly rate multiplied
 94 by two thousand, eight-eight (2,088).
 95 4. Base salary excludes overtime, shift differential and all other premiums or
 96 payments.
 97 C. An FSA will be established for all employees eligible under this Section who do not
 98 otherwise have one. An employee who is eligible for Employer FSA funds may decline
 99 this benefit but cannot receive cash in lieu of this benefit.

100
101
102
103
104
105
106
107
108
109
110
111

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 an 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.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p> <p><i>Erika Currier</i></p> <p>_____ Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p><i>Jennifer Malahan</i></p> <p>_____ Jennifer Malahan</p> <p>Date: 2/12/2026</p>

ARTICLE 41 – TRANSPORTATION, TRAVEL, AND COMMUTE REDUCTION

41.1 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.

41.2 Parking. The Union agrees that during the life of this Agreement, the University may apply changes in transportation policy, including adjusting parking fees and criteria for assigning parking spots, to the bargaining unit without the obligation to bargain with the Union. The Union may raise issues and concerns about the University’s parking program at Joint Labor/Management Committee meetings or at ad hoc Labor Management Committee meetings.

41.3 Flexible schedules to assist in commute trip reduction. The Employer is encouraged to give serious consideration to employee requests for flexible schedules for commute trip reduction purposes. Individual requests for flexible scheduling may be approved by the employing official, provided that such scheduling does not interfere with the effective operation of the team and shall be dependent upon operating, business, and customer needs. Upon request, the Employer will provide the reason for denial in writing. The denial of a flexible schedule request is not subject to Article 5 Grievance Procedure.

41.4 Telework. Bargaining unit employees may be eligible to telework in accordance with the University’s Telework Policy: <https://hr.uw.edu/hybridwork/telework-policies-and-agreements/> ~~<https://hr.uw.edu/policies/telework/telework-remote-work-and-out-of-state-work/>~~ and Article 20 Telework.

41.5 Travel. Any employee required to travel to a place of work other than their regular official duty station shall be reimbursed for travel costs if eligible, in accordance with University of Washington Administrative Policy Statements, Section 70. All provisions in Article 11 Overtime will apply to travel.

41.6 Employees will have access to Husky SafeTrip and UW NightRide services in accordance with University policy.

Tentatively Agreed To:	
<p>For the Union: Signed by: <i>Anna-Marie Magdalena</i> _____ Anna-Marie Magdalena Date: 5/11/2026</p>	<p>For the Employer: Signed by: <i>Jennifer Mahan</i> _____ Jennifer Mahan Date: 5/11/2026</p>

ARTICLE 42 – PAID PROFESSIONAL LEAVE

42.1 Purpose. The purpose of paid professional leave (PPL; otherwise known as sabbatical) is to afford eligible employees at the University Libraries the opportunity to increase their knowledge, further their scholarship, expand their skills, and enhance their professional development. The overall objective is to enhance the ~~employee's~~ employees' capacity for and value of service to the University.

42.2 Eligibility. The character of the employee's PPL plan as well as the individual's ability to carry out these plans are important considerations in the granting of a PPL. The Employer will also consider whether an employee's performance warrants the privilege of a leave. Ordinarily, PPL will not be granted for the purpose of working toward an advanced degree. Under unusual circumstances, however, eligible employees may be granted this privilege upon recommendation by the appropriate Dean to the President. The authority to grant paid professional leave rests with the appropriate Dean, followed by the final approval by the Provost (Librarians) or ~~Campus HR Operation~~ UWHR (Professional Libraries and Press employees) in their sole discretion.

It is expected that the appropriate dean's office will verify eligibility before considering the PPL request and will not consider requests from ineligible librarians or Professional Libraries and Press employees.

Librarians – A librarian with a full-time appointment and permanent status becomes eligible for PPL no earlier than their seventh academic year of University service or their seventh academic year of service after their return from a previous PPL. Eligibility is calculated in academic years commensurate with the unit's standard service period. The year in which a PPL takes place is considered the 'PPL year', even if the PPL was only one or two (1-2) quarters in duration.

After returning from PPL, a librarian can begin accruing time toward their next PPL in the academic year immediately following the 'PPL year.'

Law Librarians - A law librarian with a full-time librarian appointment with permanent status or with a dual appointment as a .5 FTE librarian with permanent status and a .5 FTE teaching-track law professor becomes eligible for PPL no earlier than their seventh academic year of University service or their seventh academic year of service after their return from a previous PPL. Eligibility is calculated in academic years commensurate with the unit's standard service period. The year in which a PPL takes place is considered the 'PPL year,' even if the PPL was only one or two (1-2) quarters in duration.

After returning from PPL, a librarian can begin accruing time toward their next PPL in the academic year immediately following the 'PPL year.'

Professional Libraries and Press Employees: A professional-staff PLE employee is eligible to apply for a professional leave not earlier than their seventh year of service or not earlier than in the seventh year after return from a previous University of Washington professional leave with pay.

51 42.3 Application Process

52

53 Librarians – Librarians must submit their applications by the submission date established
54 annually by the Office for Academic Personnel and Faculty. UW Libraries will determine
55 an internal deadline for applications and will inform librarians of this internal deadline at
56 least one month in advance. PPL may be granted for up to twelve (12) months (i.e.,
57 occurring within 3 or 4 academic quarters).

58

59 The process for submission of PPL applications is prescribed on the Office for Academic
60 Personnel and Faculty's website and includes, among other things, instructions for
61 completing the application and their deadlines. The leave application should be
62 submitted through the applicant's supervisor to the appropriate Dean, who will review the
63 application for eligibility, merit, programmatic feasibility, and affordability to the unit at
64 their sole discretion. The dean will then forward supported applications to the Office for
65 Academic Personnel and Faculty for Provost approval.

66

67 A librarian's eligibility for PPL may be impacted by other leaves taken during the service
68 accrual period.

69

70 PPL decisions are in the sole discretion of the Dean and Provost and therefore any
71 issues arising therefrom are not subject to the grievance procedure (Article 5).

72

73 Law Librarians – Law librarians must submit their applications in accordance with the
74 School of Law's internal submission policy, which ensures compliance with the
75 submission date established annually by the Office for Academic Personnel and Faculty.
76 PPL may be granted for up to twelve (12) months (i.e., occurring within 3 or 4 academic
77 quarters).

78

79 The process for submission of PPL applications is prescribed on the Office for Academic
80 Personnel and Faculty's website and informed by the School of Law's internal sabbatical
81 guidelines, including instructions for completing the application and their deadlines. The
82 leave application should be submitted through the Academic Dean of the School of Law,
83 who, in consultation with the Dean and the Associate Dean of Information and
84 Technology, will review the application for eligibility, merit, programmatic feasibility, and
85 affordability to the unit at their sole discretion. The Dean will then forward supported
86 applications to the Office for Academic Personnel and Faculty for Provost approval.

87

88 A librarian's eligibility for PPL may be impacted by other leaves taken during the service
89 accrual period.

90

91 PPL decisions are in the sole discretion of the Dean and Provost and therefore any
92 issues arising therefrom are not subject to the grievance procedure (Article 5).

93

94 Professional Libraries and Press Employees – Eligible employees must complete an
95 application form according to the forms instructions and file the application at least six
96 (6) months before the date of the requested leave is to begin. PPL may be granted for
97 up to nine (9) months.

98

99 The immediate supervisor reviews the application and decides whether to endorse it.
100 The manager transmits the application to the appropriate dean for concurrence, and
101 then to ~~Campus HR Operations~~UWHR for final approval.
102

103 Evaluation of a professional leave with pay request takes into consideration how
104 fulfillment of the plan is anticipated to enhance the value of the individual's service to
105 their employing unit and the University as well as the employing unit's and employee's
106 ability to fulfill the plan as described.
107

108
109 42.4 Salary Support During Paid Professional Leave. State law requires that the aggregate
110 cost of remunerated professional leaves awarded at the institution during any year,
111 including the cost of replacement personnel, shall not exceed the cost of salaries that
112 otherwise would have been paid to personnel on leave (RCW 28B.10.650).
113

114 While the number of PPL allocations will be determined centrally, the Employer will
115 provide salary support during PPL as noted below. The percentage of salary support will
116 be commensurate with the number of academic quarters impacted by the leave:

- 117 • Full salary for a leave not exceeding three (3) months (occurring within one quarter
118 for Librarians);
- 119 • Three-fourths (3/4) salary for a leave greater than three (3) months up to six (6)
120 months (occurring within two (2) quarters for Librarians);
- 121 • Two-thirds (2/3) salary for a leave greater than six (6) months (occurring within three
122 or up to four (4) quarters for Librarians; and no more than nine (9) months for
123 Professional Libraries and Press employees).
124

125 Other employment – If an employee secures outside grant support that is designated for
126 salary, such funds may be applied to increase the employee's pay during ~~sabbatical~~
127 ~~professional leave~~ to no more than their regularly established full salary, and any funds
128 in excess of those necessary to achieve full salary payment are used to reduce the UW's
129 contribution. The employee's pay while on ~~professional leaves~~~~sabbatical~~ may not exceed
130 the regularly established full salary. In addition, the employee on ~~professional~~
131 ~~leaves~~~~sabbatical~~ may not accept remunerative employment during the period of the leave
132 except when the purpose of the leave is for gaining experience which cannot be
133 obtained otherwise. Supplemental employment should not carry with it responsibilities
134 that interfere with the purpose for which the leave is granted. Salary from other
135 employment while on professional leave will be applied in the same manner as grant
136 support.
137

138 Such requests for librarians must be approved for Outside Professional Work for
139 Compensation Outside Professional Work for Compensation form (Form 1460) prior to
140 submitting the ~~professional leaves~~~~sabbatical~~ application. As part of the PPL, librarians
141 shall highlight the difference between outside work and the proposed PPL activities. A
142 copy of the approved form must be attached to the PPL application. Professional
143 Libraries and Press employees must complete the Outside Work – Request for
144 Approval (Form 1555) if outside work as described above is requested.
145

146 State law limits the actual dollar amount of general state and local funds the UW may
147 pay to those on ~~professional leaves~~~~sabbatical~~. The maximum monthly salary limit for

148 librarians on PPL are referenced on the Office for Academic Personnel and Faculty's
149 website. Use of external sources must be consistent with funding agency requirements.
150


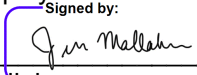
151 42.5 Timing of Paid Professional Leave Quarters for Librarians. Requested PPL should fall
152 within a single academic year (7/1 – 6/30, annually) and start dates must align with UW's
153 payroll academic quarter payroll start dates.

- 154 • Summer quarter (06/16 to 09/15)
- 155 • Autumn quarter (09/16 to 12/15)
- 156 • Winter quarter (12/16 to 03/15)
- 157 • Spring quarter (03/16 to 06/15)
- 158

159 42.6 Return to Work Service Obligation. ~~In order to~~To be granted paid professional leave, the
160 employee must agree in writing to return to their University position for a period
161 equivalent to the length of the leave (Professional Libraries and Press employees) or
162 one (1) academic year following the PPL year (Librarians). Pursuant to
163 RCW 28B.10.650, if the employee does not comply with this agreement, the employee is
164 obligated to repay all remuneration received from the UW during the period of the leave.
165

166 42.7 Report of Leave. A written report of the principal accomplishments and summary of
167 activities during the PPL must be submitted to the appropriate dean within one (1) month
168 after the conclusion of the leave. The report must state how and where the leave was
169 spent and what the principal accomplishments were, including the leave's value to the
170 University and to the employee's professional development.
171

172 Tentatively Agreed To:

<p>173 For the Union:</p> <p>Signed by:</p> <p></p> <p>_____ Anna-Marie Magdalena Date: 3/2/2026</p>	<p>174 For the Employer:</p> <p>Signed by:</p> <p></p> <p>_____ Jennifer Malahan Date: 3/2/2026</p>
---	---

ARTICLE 43 – PERSONNEL FILES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

43.1 Files Relating to Employment. The Employer shall maintain files relating to employment in accordance with the applicable University policy and/or state or federal law. The official personnel file for each employee will be maintained by Campus Human Resources (for Professional Libraries and Press employees) or the Office for Academic Personnel and Faculty (for Librarians). These offices will be responsible for identifying the location of and process for accessing the file. The official personnel file will accompany the employee throughout their service career at the University of Washington. The departmental file will be maintained by the department.

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

43.2 Employee Access to Files. Upon written request to the file custodian, employees have the right to examine all materials in their official personnel files that are not non-disclosable pursuant to state and/or federal laws. Information about accessing Professional Libraries and Press employees' official personnel files is provided here: <https://hr.uw.edu/policies/official-personnel-file-access/>.

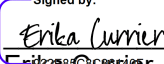
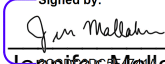
Employees also have the right to access their departmental file. Upon written request by the employee to their local HR (Libraries HR or Law School HR), the employee and/or representative may examine the employee's departmental file. Review of departmental files will be in the presence of the Employer representative during business hours. The employee and/or representative may request copies, which may be provided at no cost if the size of the request is reasonable. If the request is approved, a copy of the written authorization will be retained in the employee's departmental file.

43.3 Employee Response. A copy of any correspondence, adverse material, or letters issued and intended to be included in an employee's official personnel file, except materials that are non-disclosable pursuant to state and/or federal laws, shall be mailed or given to the employee prior to becoming a part of the file. An employee may insert a reasonable amount of job-related materials in their official personnel or departmental files that reflects favorably on their performance. Employees shall have the right to attach a concise statement in response to any item in the files and/or request removal of inappropriate material from the files. Removal of records is subject to the University's records retention policies.

43.4 Confidentiality. Access to personnel files will be in accordance with UW Policy and/or State Law. The parties authorized to access an employee's official personnel or departmental file are the employee, the employee's representative, the employee's direct supervisors, Libraries HR, Campus HR, Office for Academic Personnel and Faculty, and Law HR. Unauthorized parties shall not have access to any employee's official personnel or departmental file. Any unauthorized party requesting access to personnel files will be directed to Public Records.

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

51
52 43.6 Adverse material or information related to alleged misconduct that is unsubstantiated,
53 and all such information in situations where the employee has been fully exonerated of
54 wrongdoing, and/or any documents removed pursuant to Article 44 Corrective Action,
55 will be promptly removed from the employee's official personnel file and departmental
56 files. The Employer may retain this information in a legal defense file in accordance with
57 the prevailing Washington State law. Subject to the records retention schedule, the
58 Employer may retain information relating to employee misconduct or alleged misconduct
59 if the employee requests that the information be retained.
60

61 Tentatively Agreed To:
62
63 For the Union: For the Employer:
64 Signed by: Signed by:
65  
66 Erika Currier Jennifer Malahan
67 Date: 2/13/2026 Date: 2/12/2026

ARTICLE 44 – CORRECTIVE ACTION/DISMISSAL

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

44.1 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.

44.2 Representation

- A. Employees shall be notified in writing that upon request they shall be entitled to have a representative present when formal counseling, final counseling or dismissal is occurring. Employees have a right to a meeting with management whenever corrective action is issued. Attendance of a representative shall not delay the disciplinary process unduly as determined by the Employer. All parties shall make every effort possible to allow for Union representation without unduly delaying the process.
- B. Upon request, an employee has the right to a Union representative at an investigatory interview called by the Employer, if the employee reasonably believes corrective action could result. The Employer will provide reasonable time to allow an employee to secure a representative.
- C. 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 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.
- E. An interpreter can be requested by either party and will be provided.

44.3 Coaching. Coaching is defined as an informal discussion or instruction between employee and their immediate supervisor. When appropriate, supervisors are encouraged to attempt to resolve issue(s) through coaching; this may include follow up in writing which may include a simple action plan in writing. This is not a form of corrective action.

44.4 Corrective Action/Dismissal Process. The Employer will make clear when formal or final counseling is being conducted and will inform the employee about their right to representation under the CBA. When counseling or dismissing an employee, the Employer will make every effort to protect the privacy of the employee. Translators may be requested by any party.

44.5 Formal Counseling. Formal counseling (may involve administrative personnel other than the employee’s immediate supervisor) includes the development of a written action plan. The action plan will identify specific problem areas, performance objectives, suggestions for remedying, and a timeframe for improvement. Prior to issuance of formal counseling, a meeting may be scheduled by the Employer or requested by the employee to give the employee an opportunity to make their case before the final decision is made. Employee

51 requests for such a meeting will be granted. An employee is entitled to representation at
52 this meeting.
53

54 44.6 Final Counseling. Final counseling (may involve administrative personnel other than the
55 employee's immediate supervisor) includes action plan discussion and revision, where
56 appropriate. A decision-making period of one (1) day of paid time away from the work
57 site for the employee to consider the consequences of failure to follow the action plan
58 may be used at this step. If the Employer decides to provide a decision-making day, the
59 employee will be given a list of expectations and problem statements prior to the day
60 taking place.
61

62 44.7 Dismissal. Prior to dismissal, a pre-determination meeting will be scheduled to give an
63 employee an opportunity to make their case before the final decision is made. The
64 employee has the right to have a Union representative present at the pre-determination
65 meeting. At least five (5) days prior to the meeting, the employee will be informed in
66 writing of the reasons for the contemplated dismissal and given referenced
67 documentation. The employee will be furnished with written notification of the outcome of
68 the pre-determination hearing.
69

70 44.8 Demotion. Demotions may be initiated by the Employer at any step of the Corrective
71 Action process.
72

73 44.9 Removal of Records. Upon written request by the employee, any formal or final
74 counseling, excluding those for workplace violence or University policies against
75 harassment, discrimination, or retaliation, will be removed from an employee's personnel
76 file after three (3) years if the following criteria have been met:
77

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

81
82 Nothing in this Article prevents the Employer from agreeing to an earlier removal date.
83

84 Once a corrective action has been removed from the employee's file as outlined above,
85 the information removed will not be used in subsequent corrective action, unless
86 mutually agreed otherwise.
87

88 44.10 Grievability/Arbitrability. Formal counseling may be grieved beginning at Step One or
89 Step Two of the grievance procedure and up to Step Three Mediation only.
90

91 Final counseling, demotion, and dismissal may be grieved through every step of the
92 grievance procedure beginning at Step Two.
93
94
95
96
97
98
99
100

101
102
103
104
105
106
107

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by: <i>Erika Currier</i>	Signed by: <i>Jennifer Malahan</i>
<hr/>	<hr/>
Erika Currier	Jennifer Malahan
Date: 2/13/2026	Date: 2/12/2026

ARTICLE 45 – EMPLOYEE ASSISTANCE PROGRAM

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17

The Employer will continue to offer an Employer-supported Employee Assistance Program for all employees covered by this Agreement. Employees can request, and the Employer will consider, adjustments in schedule to allow access to the services of the Employee Assistance Program.

The Employee Assistance Program will protect the confidentiality of those employees using their services.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p> <p><i>Erika Currier</i></p> <p>_____ Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p><i>Jennifer Malahan</i></p> <p>_____ Jennifer Malahan</p> <p>Date: 2/12/2026</p>

ARTICLE 46 – LAYOFF, SENIORITY, REHIRE

46.1

A. Temporary Layoff. Federal, State, or University funding shortages may require employees to be placed on temporary layoff, in accordance with the University’s Temporary Layoff Policy. Temporary layoffs do not require the same notice period outlined in Article 46.1 B.

A-B. Layoff. Whenever it becomes necessary for the Employer to reduce its workforce due to lack of work, loss of funds, or good faith reorganization, the Employer shall use the following procedure. The Employer shall identify the positions to be abolished and the employee(s) affected and shall notify employees and the Union in writing so that reasonable alternative proposals can be considered. For Librarians with permanent status, layoff notice will be at least six (6) months in advance of implementation, unless the Employer determines that a loss of funds makes that notice length not feasible, in which case at least forty-five (45) calendar days’ advance notice will given. For all other employees, layoff notice will be at least forty-five (45) calendar days in advance of implementation. The notice will include the employee’s formal employment option. When possible, the Employer will provide more than the minimum notice. Affected employees will receive a written summary of employee benefits during layoff, including eligibility for maintaining health insurance.

1. The Employer shall not lay off bargaining unit employees in lieu of disciplinary action.
2. Librarians will be laid off in accordance with Article 46.2
3. Professional Libraries and Press employees will be laid off in accordance with Article 46.2.

These notice periods do not apply to temporary layoffs as defined in University Policy.

B. Formal Employment Option. The employee affected by the reduction in force shall be considered first and offered the following employment options in descending order, provided they meet the essential skills (defined as the minimum qualifications listed in the job description for the position and any specific position requirements or credentialing) of the offered position:

Professional Libraries and Press Employees

1. A funded vacant position in the same job profile in their current gradelevel, as determined by the Employer.
2. A funded vacant position within the same job profile series in a lower gradelevel, as determined by the Employer.
3. Employees with no formal employment option will be placed on the rehire list upon request. Employees who reject their formal employment option can elect to be placed on the rehire list.

When more than one employee from the same seniority group are laid off, eligibility for placement in vacant positions will be made in seniority order (calendar days), most senior person first.

Librarians

1. A funded vacant librarian position, as determined by the Employer

51 2. Employees with no formal employment option will be placed on the rehire list
 52 upon request. Employees who reject their formal employment option can elect to
 53 be placed on the rehire list.
 54

55 Employment Option Trial Period. Employees placed into vacant positions as an
 56 employment option will serve a three (3) month employment option trial period. During
 57 the employment option trial period either party may, at its sole discretion and without
 58 resort to the grievance procedure, initiate placement on the rehire list. Time spent in an
 59 employment option trial period will not count toward the twenty-four (24) month rehire list
 60 period. The three (3) month employment option trial period will be adjusted to reflect any
 61 paid or unpaid leave taken during the period.
 62

63 C. Layoff units are defined as:

- 64 1. UW Libraries – Seattle Campus
- 65 2. UW Libraries – Bothell Campus
- 66 3. UW Libraries – Tacoma Campus
- 67 4. UW Libraries – Network of the National Library of Medicine (NNLM)
- 68 5. Gallagher Law Library
- 69 6. UW Press

70 D. FTE Increase or Reduction. An employee in a position that is not abolished but is
 71 increased or reduced in FTE status and who will remain benefit eligible after the
 72 reduction or increase will have the choice between 1) staying in the reduced or
 73 increased position and going on the rehire list for the position and FTE status held by the
 74 employee immediately prior to the increase or reduction, or 2) exercising available layoff
 75 rights under 46.4. The employee must exercise this choice within three (3) working days
 76 of the increase or reduction notice.

77 E. Voluntary Layoff. Appointing authorities will allow a Professional Libraries and Press
 78 employee in the same job profile, or a librarian (excluding temporary librarians) in the
 79 layoff unit where layoffs will occur, to volunteer to be laid off provided that the employee
 80 is in a position requiring the same skills and abilities, as a position subject to layoff. Any
 81 volunteer for layoff shall have no formal employment options. If the appointing authority
 82 accepts the employee’s voluntary request for layoff, the employee will submit a letter
 83 stating they are accepting a voluntary layoff from the University. A written letter may be
 84 withdrawn within twenty-four (24) hours after submission, excluding the employee’s
 85 scheduled days off and holidays off. The employee can elect to be placed on all
 86 applicable rehire lists.

87 E.F. Voluntary Temporary Layoff, FTE reduction only. Appointing authorities will allow
 88 a Professional Libraries and Press employee in the same job profile, or a librarian
 89 (excluding temporary librarians) in the layoff unit where temporary layoffs (FTE
 90 reductions only) will occur, to volunteer for temporary layoff in the form of an FTE
 91 reduction, in accordance with the University’s policy, provided that the employee is in a
 92 position requiring the same skills and abilities, as a position subject to temporary layoff.
 93 If the appointing authority accepts the employee’s voluntary request for temporary layoff,
 94 the employee will submit a letter stating they are accepting a voluntary temporary layoff
 95 from the University. A written letter may be withdrawn within twenty-four (24) hours after
 96 submission, excluding the employee’s scheduled days off and holidays off.
 97

98 46.2 Layoffs. When a layoff is required, the Employer may consider the following when
 99 determining which position(s) will be impacted. If possible, the Employer will end

100 temporary appointments, including retiree rehire positions, prior to impacting regular
 101 positions.
 102

- 103 • Position specific specialized skills, duties and/or responsibilities
- 104 • Employee specific specialized skills
- 105 • Librarian rank (Librarians only)
- 106 • Appointment status (Librarians only)
- 107 • Funding source
- 108

109 When deciding between two employees using the criteria above, all other things being
 110 equal, use layoff seniority described below.
 111

112 46.3 Layoff Seniority

- 113 A. Layoff seniority is defined as the length of service in calendar days with UW
 114 Libraries, UW Press or Gallagher Law Library. Service of less than full time shall be
 115 considered full time. Calendar days spent on the layoff rehire list shall not be
 116 included in computing seniority, but does not constitute a break in service.
 117 Permanent employees who are veterans or their unmarried widows/widowers shall
 118 have added to their seniority the veteran’s active military service to a maximum of
 119 five (5) years (1825 days) credit. Time spent on military duty leave, paid or unpaid, or
 120 time spent on leave without pay to work for the Union in accordance with Article 50.3
 121 is included in seniority calculation. Probationary employees are not vested with
 122 seniority credits until successfully completing the probationary period.
- 123 B. Layoff Seniority shall be lost following a break in service including resignation,
 124 termination for cause, failure to return from a leave of absence, expiration of rehire
 125 rights.
- 126 C. The Employer will provide all employees notice when a new position has been
 127 posted internally.
 128

129 46.4 Rehire

- 130 A. Rehire List. The Employer shall make a concerted effort to re-employ bargaining unit
 131 members on the rehire list. Professional Libraries and Press employees without
 132 employment options may be placed on the rehire list for the same job profile or lower
 133 grade-level in the series from which the employee was laid off. Professional Libraries
 134 and Press employees may also be placed on the rehire list for a job profile similar to
 135 which they were laid off, as determined by the employer. Rehire list options provided
 136 to the employee are not grievable. Librarians without employment options may be
 137 placed on the librarian rehire list. Rehire list options are determined by the Employer.
 138 Employees are eligible for the rehire list for twenty-four (24) months. Employees may
 139 provide the Employer with an updated copy of their resume/CV within five (5)
 140 business days of notification of layoff and can submit an updated resume/CV at any
 141 time during their twenty-four (24) months on the rehire list. Temporary librarians are
 142 not eligible for placement on the rehire list.
- 143 B. Placement from the Rehire List. The Employer will refer Professional Libraries and
 144 Press employees in order of length of time on rehire list followed by seniority order
 145 from the designated rehire list(s) for any open positions in the bargaining unit for
 146 which the laid off employee possesses the essential skills. Employees referred from
 147 the rehire list(s) who possess the essential skills needed for a vacant position will be
 148 offered the position prior to the Employer posting for competitive recruitment. From
 149 among these employees, offers will be made to the employees with the longest

150 duration on the rehire list first. If multiple employees have the same duration of time
151 on the rehire list, offers will be made in seniority order, most senior person first.
152 Recruitments for positions for which there are employees on rehire list(s) may not be
153 withdrawn solely to avoid hiring laid off employees.
154

155 The Employer will refer librarians from the designated rehire list for any open
156 positions in the bargaining unit for which the laid off employee possesses the
157 essential skills. Employees referred from the rehire list who possess the essential
158 skills needed for a vacant position will be offered the position prior to the Employer
159 posting for competitive recruitment. From among these employees, offers will be
160 made based on the length of time on the rehire list, longest duration first; followed by
161 rank held at the time of the layoff, Librarian rank first; followed by seniority, most
162 senior person first. Recruitments for positions for which there are employees on
163 rehire list(s) may not be withdrawn solely to avoid hiring laid off employees.
164

165 C. Rehire Trial Period. Employees placed into vacant positions from the rehire list will
166 serve a three (3) month rehire trial period. During the rehire trial period either party
167 may, at its sole discretion and without resort to the grievance procedure, initiate
168 return to the rehire list. Time spent in a rehire trial period will not count toward the
169 twenty-four (24) month rehire list period. The three (3) month rehire trial period will
170 be adjusted to reflect any paid or unpaid leave ~~taking~~ taken during the period.

171 D. Removal from Rehire List(s). Removal from the rehire list(s) will occur for any of the
172 following circumstances:
173

- 174 1. If placement does not occur within twenty-four (24) months,
- 175 2. If the employee accepts or rejects two (2) offers of placement from any rehire list
176 for a position with the same FTE status and pay as the position from which the
177 employee was laid off.
- 178 3. Employees who notify the ~~UW~~ employer they want to be removed from the rehire
179 list.
180

181 Tentatively Agreed To:
182
183 For the Union: Signed by: Anna-Maria Magdalena
184 *Anna-Maria Magdalena*
185 _____
186 Anna-Maria Magdalena
187 Date: 5/11/2026

For the Employer: Signed by: Jennifer Mallahan
Jennifer Mallahan

Jennifer Mallahan
Date: 5/11/2026

ARTICLE 47 – RESIGNATION, ABANDONMENT, AND RE-EMPLOYMENT

47.1 Resignation. Employees are encouraged to provide at least two (2) weeks’ written notice of resignation. A written 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.

47.2 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, may be deemed to have resigned.

A.B. The Employer will make reasonable attempts to contact the employee, which may include through telephone and/or emergency contact numbers listed in Workday, before the third (3rd) consecutive day of absence. Notice of separation will be sent to the employee’s last known address on record with the UW Payroll Office via certified mail after the third (3rd) consecutive day of absence. Prior to sending the notice, the Employer will attempt to contact the employee through current home telephone and emergency contact numbers on record in Employee Self-Service and departmental records.

B.C. 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 5.

47.3 Separated employees have the right to compensation for accrued vacation leave and compensation time according to University policy.

47.4 Exit Interviews. Exit interviews can provide valuable feedback for the UW Libraries, UW Press, Gallagher Law Library, and the Union about what conditions drive turnover and how we can continue to build a more sustainable work culture. Exit interviews are also an opportunity to evaluate the climate of Diversity, Equity, and Inclusion (DEI). The Employer will offer exit interviews to all resigning or retiring employees. Upon request, the Union will be provided with the Employer’s exit interview questions.

A. Joint Union/Management Committee: Exit interview questions are an appropriate topic for Joint Union/Management Committee meetings. The Employer and the Union may at any time initiate discussion of exit interview trends in Joint/Labor Management Committee meetings.


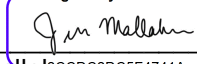
B. Confidentiality: Both the Employer and the Union will keep individual responses from their respective exit interviews anonymous and discuss only common themes and aggregated statistics.

C. Notice: When an employee in the bargaining unit gives notice of resignation, when possible, the Union will be notified within five (5) business days.

47.5 Re-Employment Upon Retirement

- 50 A. UW Libraries, Gallagher Law Library, and UW Press employees who meet the
- 51 eligibility requirements for retirement may be selected by the dean to be considered
- 52 for re-employment on an annual calendar-year basis (or as articulated in the
- 53 appropriate retirement plan) by the UW Libraries, Gallagher Law Library, and UW
- 54 Press for not more than forty (40) percent of their appointment status at the time of
- 55 retirement.. Also, if an employee is interested in being considered for re-employment
- 56 after retirement, they may apply at least 90 days in advance of the first year of their
- 57 retirement. All decisions regarding re-employment are determined by the dean on an
- 58 annual basis.
- 59 B. All decisions regarding re-employment after retirement are at the sole discretion of
- 60 the University, including, but not limited to, decisions to re-hire and termination of re-
- 61 employment prior to its originally intended expiration date, and will not be subject to
- 62 Articles 5 (Grievance Procedure) and 46 (Layoff, Seniority, Rehire) of the contract.
- 63 C. UW Libraries Librarians who have been re-employed upon retirement are not eligible
- 64 to serve on librarian review and personnel committees and are not eligible to vote for
- 65 representatives to the Librarian Personnel Committee. Other committee participation
- 66 is at the discretion of the Employer.
- 67

68 Tentatively Agreed To:

<p>69 For the Union:</p> <p>70 Signed by:</p> <p>71 </p> <p>72 _____</p> <p>73 Anna-Marie Magdalena</p> <p>74 Date: 3/2/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p></p> <p>_____</p> <p>Jennifer Mahan</p> <p>Date: 3/2/2026</p>
---	---

**ARTICLE 48 – ~~DIVERSITY, EQUITY, AND INCLUSION (DEI) AND ANTI-RACISM~~
INCLUSION AND BELONGING**

48.1 ~~DEI and Anti-Racism Values.~~ The parties are committed to Diversity, Equity, and Inclusion, and accessibility (DEIA), and acknowledges the value of a diverse workforce. ~~The Employer will promote initiatives dedicated to DEI.~~ Employees of all employment types (faculty, professional, classified, contract, etc.) will be able to contribute ideas and, where appropriate, participate in planning and executing activities intended to promote diversity, equity, inclusion and belongingDEI. Any time spent formally contributing to such activities will be considered work time. Among other initiatives, the Employer may solicit feedback on the UW Libraries, UW Press and the Gallagher Law Library’s systems and policies with the goal of fostering a more inclusive environment.

48.2 UW Libraries, UW Press, and Gallagher Law Library are committed to using gender-inclusive language as outlined in the University Editorial Guide (<https://www.washington.edu/brand/guides/editorial-guide/>) and the Equitable Language Guide (<https://www.washington.edu/brand/guides/equitable-language-guide/>) in their employee communications.

48.23 Workshops and Trainings


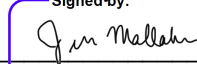
- A. The Union shares the Employer’s commitment to providing staff workshops and trainings in diversity, equity, inclusion and belonging~~implicit bias, anti-racism, and other topics related to DEI.~~ The Union and UW Libraries, UW Press, and Gallagher Law Library may discuss workshops, including the frequency of already established workshops as well as the updating or development of workshops, in Joint Union/Management Committees.
- B. The University will provide training for employees about diversity, equity, inclusion and belonging ~~with the purpose of eliminating structural racism and promoting DEI~~ as required by law. ~~Once completed, a report containing a summary of the training results and progress towards the University’s goals will be provided to the Union upon request.~~
- ~~C.~~ As part of the University’s Strategic Leadership Program (SLP), the Employer shall provide all managers and supervisors of bargaining unit employees information regarding inclusion and belonging~~the University’s existing programs and tools that elevate DEI in the recruitment and hiring process, including, but not limited to, the Inclusive Hiring page and the Staff Diversity Hiring Toolkit.~~ Additionally, ~~the Employer will include a content module on implicit bias, privilege, micro-aggressions, and diversity in the hiring process during the SLP workshop for managers and supervisors with at least one direct report.~~
- ~~D.~~ The Employer shall distribute annually an electronic copy of the Staff Diversity Hiring Toolkit to all managers and supervisors of bargaining unit employees.

48.3 Reports

~~On an annual basis, the Employer will provide the Union with a list of UW Libraries, UW Press, and Gallagher Law Library trainings offered to bargaining unit employees in the prior year centered on aspects of diversity, equity, inclusion, and anti-racism.~~
~~The parties acknowledge that the Washington’s Diversity Blueprint 2022 – 2026: Actions toward Access, Inclusion, and Equity articulates the tri-campus community’s aspirations for becoming an inclusive and equitable environment. On an annual basis, the Office of Minority Affairs and Diversity (OMA&D) will prepare an assessment report on University-wide diversity metrics for~~

51 ~~the Board of Regent's Diversity, Equity, and Inclusion subcommittee. An electronic copy of the~~
52 ~~report will be made available to the Union.~~
53 ~~The Employer will continue the work of developing, and administering DEI initiatives with regard~~
54 ~~to recruitment, retention, advancement, and organization wide training. Upon request, the~~
55 ~~parties will meet quarterly to discuss the Employer's progress toward goals in the Diversity~~
56 ~~Blueprint.~~

57
58
59
60
61
62
63
64

Tentatively Agreed To:	
For the Union: Signed by:  _____ Anna-Marie Magdalena Date: 5/11/2026	For the Employer: Signed by:  _____ Jennifer Malahan Date: 5/11/2026

ARTICLE 49 – CONTRACTING

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

The University will not contract out work which results in the layoff or reduced FTE status of bargaining unit employees.

The University will provide the Union thirty (30) calendar days' notice prior to the implementation of any contract allowed under this Article.

The University shall, upon request, meet and bargain with the Union over the effects of contracting on the bargaining unit. Contracting is also an appropriate agenda item for Joint Union Management Committee meetings.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by: <i>Anna-Marie Magdalena</i></p> <p>_____ Anna-Marie Magdalena Date: 3/2/2026</p>	<p>For the Employer:</p> <p>Signed by: <i>Jennifer Malahan</i></p> <p>_____ Jennifer Malahan Date: 3/2/2026</p>

ARTICLE 50 – UNION ACTIVITIES, RIGHTS, AND STEWARDS

50.1 Staff Representatives

- A. Within thirty (30) calendar days from the effective date of this Agreement, the Union shall provide the Office of Labor Relations a list of Union staff representatives. The Union shall provide written notice to the Employer of any changes within thirty (30) calendar days of the change.
- B. Staff representatives may access University premises to carry out representational activities. The representative shall notify local management prior to their arrival and shall not interrupt the normal operations of the institution. The staff representative also may meet with bargaining unit employees in non-work areas during non-work times.

It is understood that any such visits which require a meeting with an employee will be restricted to the non-working time of the employee unless otherwise authorized by management or provided for elsewhere in this Agreement, and that there will be no interference with an employee’s work assignment.

While inspecting the workplace, the Union may engage in *de minimis* conversations with employees, so long as an employee does not object and such conversation does not interfere or disturb the operation of the facility or compromise the security of institutional information.

50.2 Steward Release Time. A steward who is processing a grievance in accordance with the grievance procedure of any SEIU Local 925 Agreement between the Employer and the Union shall be permitted reasonable time to assist in the resolution of legitimate employee grievances on the Employer’s property without loss of pay or recorded work time. Time off for processing grievances shall be granted to a steward by supervision following a request, but in consideration of job responsibilities. If permission for time off cannot be immediately granted, the supervisor shall arrange for time off at the earliest possible time thereafter.

A record of a steward’s work time spent on grievances or other authorized activity on behalf of the Union shall be maintained on a basis mutually agreeable between the Union and the department involved.

In the event the Employer determines that the amount of work time used by any steward on grievances or other authorized Union activities is unreasonable, it may become a topic for mutual discussion between the parties.

- A. The Union shall prevail upon all employees in the bargaining unit and especially Union stewards, to make a diligent and serious attempt to resolve complaints at the lowest possible level. The Employer, likewise, shall prevail upon its supervisory personnel to cooperate fully with the Union stewards and other Union representatives in the speedy resolution of any grievance that may arise.
- B. Union stewards shall primarily conduct representational duties only within their designated area of jurisdiction. Stewards may represent members in another jurisdiction if the steward designated for that other jurisdiction is unavailable (e.g., away on approved leave), has a conflict, or if there is no steward in that area. In the

51 event that a steward is unavailable, the steward of the next geographically or
 52 organizationally, closest designated jurisdiction will be contacted to represent the
 53 employee. The number of stewards in a particular area and the jurisdiction they
 54 serve shall be an appropriate subject of discussion between the Union and the
 55 Employer.

56 C. The Union agrees to submit an up-to-date list to the Office of Labor Relations once
 57 per month indicating the name of all Union stewards, their work locations, team and
 58 designation as Lead, Chief, or Officer. In any event, said list shall be submitted at
 59 least annually with changes noted as they occur. Union stewards shall be recognized
 60 when the Office of Labor Relations is informed of their appointment. Stewards shall
 61 be assigned by the Union. Lead Stewards, Chief Stewards, and Local/Chapter
 62 officers shall be recognized to have broader jurisdictions.

63 D. Whereas it benefits the University to have Union stewards and elected chapter
 64 officers who understand the contract and are trained in administration of the contract,
 65 each of the Union’s stewards and elected chapter officers shall be allowed a total of
 66 eight (8) working hours annually without loss of pay to participate in the Union’s
 67 stewards training program. Said time off shall be approved in advance by the
 68 employee’s supervisor and shall be contingent upon the ability to provide coverage
 69 during the time off.

70 E. The Union shall submit to the Office of Labor Relations at least fifteen (15) days in
 71 advance the names of the employees (with their respective supervisors) that are
 72 scheduled to participate in the training. The Union will confirm the employee’s
 73 participation in the training upon completion.

74 F. New Steward Training. When the Union requests, in advance of an investigatory
 75 meeting or grievance hearing, a second steward may be present to be trained, or to
 76 provide steward training. This release will be approved without loss of pay or
 77 recorded work time subject to the operational needs of the second steward’s
 78 department. No overtime or compensatory time will be earned for participation and
 79 no steward shall attend as a second steward more than once.

80
 81 **50.3 Union Business Activities**

- 82
 83 A. Employees who intend to absent themselves from work for the purpose of attending and
 84 participating in Union business functions or programs, such as meetings, conventions,
 85 seminars, or other authorized meetings or to work for the Union on a temporary basis at
 86 the Union’s request, may do so with supervisory approval. The employee may use paid
 87 or unpaid time off consistent with applicable University policy, including, holiday credit,
 88 personal holiday, accrued vacation time, or unpaid time off.
 89 B. The Union and/or the employee shall request leave from the employee’s immediate
 90 supervisor at least two (2) weeks prior to the planned absence.

91
 92 **50.4 Use of State Facilities, Resources, and Equipment**

- 93
 94 A. Meeting Space and Facilities. The Employer’s campuses and facilities may be used
 95 by the Union to hold meetings subject to the University’s policy and availability of the
 96 space. The Employer may provide private space for stewards and/or Union
 97 representatives to meet in confidence with those they represent on a space available
 98 basis, this meeting may be virtual (Zoom, Teams, etc.) or in person in accordance
 99 with University Policy. Staff representatives may reserve and utilize meeting rooms in

100 accordance with University policy and procedure. Such requests will be subject to
 101 availability and all applicable fees.
 102

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

- 107 1. Result in little or no cost to the Employer;
- 108 2. Be brief in duration and frequency;
- 109 3. Not interfere with the performance of their official duties;
- 110 4. Not distract from the conduct of state business;
- 111 5. Not disrupt other state employees and will not obligate other employees to
 112 make a personal use of state resources; and
- 113 6. Not compromise the security or integrity of state information or software.
 114

115 The Union and its Union delegates will not use the above referenced state
 116 equipment in a manner that is prohibited by the Executive Ethics Board.
 117 Communication that occurs when using state-owned equipment is the property of the
 118 Employer.
 119

120 C. Bulletin Boards and Distribution of Union Material. Upon request, space will be made
 121 available to the Union on bulletin boards in those areas where bargaining unit
 122 employees work or frequent, for the posting of notices and information pertaining to
 123 official business of the Union. Materials posted on the Union bulletin boards without
 124 the signature of a recognized Union officer or representative may be removed.
 125

126 Employees shall have the right to distribute official Union information materials. Such
 127 distribution of official material shall not interfere with the work assignments of employees
 128 who are on duty. Further, such distribution activities must be held in locations which
 129 cause no interference with the normal operations or with any employees who may not be
 130 involved or interested.
 131

132 50.5 Temporary Employment with the Union. With thirty (30) calendar days' notice, unless
 133 agreed otherwise, employees may be granted leave without pay if the employee is
 134 elected or appointed to serve as an officer or staff member of a specified duration, not to
 135 exceed six (6) months, provided the employee's time off will not interfere with the
 136 operating needs of the Employer as determined by management. Upon request, the
 137 department may agree to an extension of leave without pay up to an additional six (6)
 138 months. The returning employee will be employed in a position in the same job
 139 classification, in the same layoff unit, and in the same geographic or organizational area,
 140 as determined by the Employer.
 141

142 50.6 Information Requests

- 143 A. Upon written request of the Union to the Office of Labor Relations
 144 (laborrel@uw.edu), the Employer will provide relevant information necessary for
 145 conducting representational duties.
- 146 B. The Employer will acknowledge receipt of the information request and will provide
 147 the Union with a date by which the information is anticipated to be provided.
- 148 C. When the Union submits a request for information that the Employer believes is
 149 unclear or unreasonable, the Employer will contact the Union and the parties will

150 discuss the relevance and necessity of the request. The costs associated with the
151 request and the amount the Union may pay for receipt of the information may also be
152 discussed.
153

154 Tentatively Agreed To:

155 For the Union:

Signed by:

Erika Currier

~~Erika Currier~~

Date: 2/13/2026

156 For the Employer:

Signed by:

Jennifer Malahan

~~Jennifer Malahan~~

Date: 2/12/2026

155
156
157
158
159
160

ARTICLE 51 – JOINT UNION MANAGEMENT COMMITTEE

1
2
3 51.1 Committee Purpose and Membership. A Joint Union-Management Committee is
4 established to provide a forum for communications between the two (2) parties and to
5 deal with matters of general Union/Employer concern. The committee’s function will be
6 limited to an advisory capacity and shall not include any decision-making or collective
7 bargaining authority.

8
9 Committee membership for employees in the UW Libraries bargaining units shall consist
10 of three (3) representatives from the Union and three (3) representatives from the
11 Employer. Additional employees may be granted release time from work to attend
12 meetings or speak to specific topics.

13
14 The Employer will discuss with representatives of the Union significant changes affecting
15 institutional conditions of employment generally affecting bargaining unit employees
16 sufficiently in advance of the targeted implementation date of said changes so that
17 reasonable alternative proposals can be adequately considered by the Joint Union-
18 Management Committee.

19
20 51.2 Meetings. Committee meetings may be requested by an authorized representative of
21 either party. Requests for a quarterly meeting shall be honored; however, once
22 convened, the committee may meet more or less frequently as mutually agreed between
23 the parties.

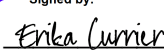
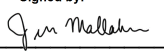
24
25 At least one (1) weeks’ notice shall be given to members of any agreed upon meetings
26 and the agenda. Committee meetings shall normally be held during University business
27 hours and at a mutually agreeable time and date. Employee members shall experience
28 no loss in salary for meeting participation. Time spent in meetings will be considered
29 time worked by employees. Supervisors will make accommodation so that employees
30 can attend joint union management committee meetings.

31
32 51.3 Limitations. Committee meeting topics shall be limited to subjects of group rather than
33 individual concern, and the committee shall not discuss grievances properly processed
34 under Article 5 of the Agreement. Further, it is not intended that this Article obligate in
35 any way either party to negotiate on personnel matters covered in this Agreement or to
36 alter, limit, restrict, or reduce prerogatives of either party otherwise provided in this
37 Agreement.

38
39 51.4 Team Labor Management. In an effort to resolve workplace problems collaboratively and
40 at the lowest level, staff are strongly encouraged to bring concerns about staffing and
41 other working conditions to the attention of UW Libraries, Gallagher Law Library, and
42 UW Press. SEIU Local 925 can request that the Office of Labor Relations set up a Joint
43 Labor Management meeting for the involved parties. The Union can also place on the
44 agenda any issues of staffing and/or other working conditions in particular teams/units.
45
46
47
48
49
50

51
52
53
54
55
56
57

Tentatively Agreed To:

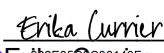
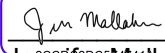
For the Union:	For the Employer:
Signed by:  _____ Erika Currier	Signed by:  _____ Jennifer Malahan
Date: 2/13/2026	Date: 2/12/2026

ARTICLE 52 - PRIVACY

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19

52.1 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.

52.2 The Employer will notify the Union of public records requests for information received by the UW Office of Public Records that directly concern and encompass SEIU 925's members. Notification will be provided in order to allow for a ten (10) day protest period during which the Union may attempt to seek a legal remedy in accordance with the Public Records Act (RCW 42.56).

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p>  <p>_____ Erika Currier Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p>  <p>_____ Jennifer Malahan Date: 2/12/2026</p>

ARTICLE 53 – SALARY OVERPAYMENT RECOVERY

Salary Overpayment Recovery

- A. When an Employer has determined that an employee has been overpaid wages, the Employer may recoup the overpayment. The Employer will provide written notice to the employee that will include the following items:
 - 1. The amount of the overpayment,
 - 2. The basis for the claim,
 - 3. A demand for payment, and
 - 4. The rights of the employee under the terms of this Agreement.

Employees may request a meeting with the Employer and an interpreter to have the overpayment notification explained.

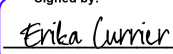
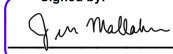
B. Method of Payback

- 1. The employee must choose one (1) of the following options for paying back the overpayment:
 - a. Voluntary wage deduction,
 - b. Cash, or
 - c. Check (separated employee).
 - d. Vacation (if balance is under two hundred and ~~forty-eighty~~ [240280] hours or two hundred and eighty-eight [288] hours only) or Compensatory time balances if appropriate ~~and with prior approval from Integrated Services Center Payroll. This option is only intended to be used when unreported unpaid time off occurs and requires prior approval from Payroll.~~
- 2. The employee may propose a payment schedule to repay the overpayment to the Employer. If the employee’s proposal is accepted by the Employer, the deductions shall continue until the overpayment is fully recouped. Nothing in the section prevents the Employer and employee from agreeing to a different overpayment amount than specified in the overpayment notice or to a method other than a deduction from wages for repayment of the overpayment amount.
- 3. If the employee fails to choose one (1) of the four (4) options described above, within twenty (20) days of written notice of overpayment, the Employer will deduct the overpayment owed from the ~~employee’s~~ employees’ wages or the amount due may be placed with a collection agency. This overpayment recovery will not be more than five percent (5%) of the employee’s disposable earnings in a pay period. Disposable earnings will be calculated in accordance with the Attorney General of Washington’s guidelines for Wage Assignments.
- 4. Any overpayment amount still outstanding at separation of employment will be deducted from their final pay.

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

D. Appeal Rights: Any dispute concerning the occurrence or amount of the overpayment will be resolved through the grievance procedure in Article 5 of this Agreement. The Employer will suspend attempts to collect an alleged overpayment until the grievance process has concluded.

51
52
53
54
55
56
57

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by:  Erika Currier	Signed by:  Jennifer Malahan
Date: 2/13/2026	Date: 2/12/2026

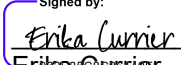
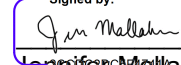
ARTICLE 54 – TUITION EXEMPTION PROGRAM

54.1 Eligible employees who wish to take a course in addition to their regular work responsibilities may participate in the University’s tuition exemption program as authorized by applicable state law and University policy set forth in the Administrative Policy Statement 22.1.

54.2 Release Time and Fees. Subject to operational needs and management discretion, supervisors will make a good faith effort to allow the use of flextime for employees who wish to take a class during their regular work hours. The Employer will notify the employee of the operational needs preventing the allowance of flextime. Upon request, this notification will be provided in writing. The course is not required to benefit UW Libraries, Gallagher Law Library, or UW Press.

When an employee is required to take a tuition exempt class by the Employer, all fees and related costs will be paid by the Employer. Required attendance outside of regular working hours will be considered time worked.

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

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p>  <p>_____ Erika Currier Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p>  <p>_____ Jennifer Mallahan Date: 2/12/2026</p>

ARTICLE 55 – PERSONAL SERVICES

1
2
3
4
5
6
7
8
9
10
11
12
13

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:	
<p>For the Union:</p> <p>Signed by: <u>Erika Currier</u></p> <p>Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by: <u>Jennifer Malahan</u></p> <p>Jennifer Malahan</p> <p>Date: 2/12/2026</p>

ARTICLE 56 – REPRESENTED ~~LIMITED TERM TEMPORARY~~ HOURLY EMPLOYEES

Only the following language in this Article applies to the Professional Libraries and Press Represented ~~Limited Term Temporary~~ Hourly Employees and shall constitute the whole agreement between the Union and the University regarding these employees. See Article 14.2(A) for language regarding temporary librarians.

The following Articles in this Agreement apply to Professional Libraries and Press Represented ~~Limited Term Temporary~~ Hourly employees, except as modified below:

- Article 1 – Preamble and Purpose
- Article 2 – Non-Discrimination
- Article 3 – Workplace Behavior
- Article 4 – Affirmative Action
- Article 5 – Grievance Procedure
- Article 6 – Employee Rights
- Article 7 – Employee Facilities
- Article 8.1E – New Employee Orientation
- Article 8.2 – New Employee Training
- Article 20 – Telework
- Article 26 – Washington Paid Family and Medical Leave Program
- Article 30 – Unpaid Holidays for a Reason of Faith or Conscience
- Article 32 – Leave Time off for Related to Domestic Violence, Sexual Assault, ~~or~~ Stalking or Hate Crime
- Article 34 – Work Related Injury Leave (except 34.2)
- Article 35 – Reasonable Accommodation of Employees with Disabilities
- Article 36.11 – Formal Collective Bargaining Leave
- Article 37 – Inclement Weather and Suspended Operations
- Article 38 – Time off Due to Family Care Emergencies
- Article 39 – Health and Safety
- Article 40 – Health Care Benefits Amounts (if qualified for PEBB)
- Article 41 – Transportation, Travel, and Commute Reduction
- Article 43 – Personnel Files
- Article 45 – Employee Assistance Program (if qualified for PEBB)
- Article 48 – Placeholder for Article Title
- Article 50 – Union Activities, Rights, and Stewards
- Article 51 – Joint Union Management Committee
- Article 52 – Privacy
- Article 55 – Personal Services
- Article 57 – Contract Distribution
- Article 58 – Union Membership, Dues Deduction, and Status Reports
- Article 59 – Management Rights and Responsibilities
- Article 60 – Subordination of Agreement and Savings Clause
- Article 61 – Intellectual Freedom
- Article 62 – Mandatory Subjects
- Article 63 – Union Recognition
- Article 64 – Duration

56.1 Definition. The term Represented ~~Limited Term Temporary~~ Hourly Employee shall mean an hourly paid employee doing bargaining unit work on an hourly basis for no longer

51 than ~~six-twelve (612)~~ months. This is an hourly position and has no FTE percentage.
 52 Represented ~~Limited Term Temporary~~ Hourly positions may be extended upon request
 53 by UW Libraries or Law School Human Resources and approval by HR Compensation.
 54

55 56.2 Hours of Work and Overtime. Hours of work for Represented ~~Limited Term Temporary~~
 56 Hourly Employees shall be established by the employing official. Work hours assigned in
 57 excess of forty (40) hours in a seven (7) day work week constitutes overtime. Overtime
 58 hours will be compensated at a rate of one-and-one-half (1-1/2) times the employee's
 59 regular rate.
 60

61 56.3 Probationary Period. ~~Represented Limited Term Hourly Employees are subject to all~~
 62 ~~terms of the Agreement at such time as a Represented Limited Term Hourly Employee~~
 63 ~~is appointed to a salaried bargaining unit position. This includes the requirements to~~
 64 ~~serve a probationary period.~~
 65

66 A Represented ~~Limited Term Temporary~~ Hourly Employee who is hired into the same job
 67 without a break in service, in the same unit through open recruitment will have their
 68 ~~Limited Term Temporary~~ hours of service apply toward their probationary period for that
 69 position up to a maximum of three (3) months of the six (6) month probationary period.
 70

71 56.4 Professional Development. ~~At the discretion of the Employer, Represented Temporary~~
 72 ~~Hourly Employees can receive funding and release time for professional development.~~
 73

74 56.5 Duties and Assignments. ~~In addition to the overall class concept, Represented~~
 75 ~~Temporary Hourly Employee work may include opportunities for professional~~
 76 ~~development. When directed by their supervisor, committee appointments will be~~
 77 ~~considered part of the employee's regular work.~~
 78

79 56.4.6 Compensation. The ~~wage schedule~~ salary ranges for Represented ~~Limited~~
 80 ~~Term Temporary~~ Hourly Employees shall be incorporated into this Agreement as
 81 Appendix 1.
 82

83 The hourly rate for a Represented ~~Limited Term Temporary~~ Hourly Employee under this
 84 Appendix will not be below the market salary range minimum for the ~~title that best fits the~~
 85 ~~work assigned job profile.~~
 86

87 56.5.7 Holidays
 88

89 A. Holiday Premium. If an employee works one of the following holidays, they will
 90 receive time and one half (1-1/2) for all hours work on that holiday: New Year's Day,
 91 Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth,
 92 Independence Day, Labor Day, Veteran's Day, Thanksgiving, Native American
 93 Heritage Day, and Christmas.

94 B. Holidays and Holiday Credit

- 95 1. Employees will be paid for holidays and receive holiday credit per Article 23
- 96 Holidays.
- 97 2. Holiday credit is a balance of time off that is received in lieu of holiday
- 98 compensation for represented ~~limited term temporary~~ hourly employees.
- 99 Holiday credit accrual is proportionate to the number of hours in pay status
- 100 (excluding overtime hours) in the same month of the holiday to that required

for full-time (1.0 FTE) employment, excluding all holiday hours. Holiday credit accrual will be calculated at the end of the month. Employees hired during the month of the holiday will not receive credit for holidays that occur prior to their hire date.

C. Personal Holiday

1. Employees will receive a personal holiday per Article 23.4 Personal Holiday.
2. Employees will earn a personal holiday at a rate proportionate to the number of hours in pay status (excluding overtime hours) in the same month when the personal holiday is requested to that required for full-time (1.0 FTE) employment, excluding all holiday hours. The value of the Personal Holiday cannot exceed eight (8) hours.

56.6-8 Sick Time Off

- A. Employees will earn a monthly sick time off accrual proportionate to the number of hours in pay status (excluding overtime hours) in the month to that required for full-time (1.0 FTE) employment. Sick time off accruals cannot exceed eight (8) hours in a month.
- B. Sick time off accrues at the end of the month and is available for use the following month.
- C. Accrued sick time off may be used:
 1. in accordance with Article 25 Sick Time Off
 2. for the suspension of operations when the employee’s workplace has been closed by a public official for any health related reason; and
 - ~~3. when the employee’s child’s school or day care has been closed by a public official for any health related reason.~~
- D. Carryover and Separation. Accrued sick time off is not paid at separation.

56.7-9 Vacation Time Off

- A. Article 24 Vacation Time Off applies to employees except as follows: employees will earn a monthly vacation time off accrual proportionate to the number of hours in pay status (excluding overtime hours) in the month to that required for full-time (1.0 FTE) employment.


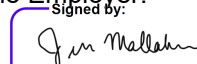
~~56.8 Personal Holiday~~

- ~~A. Employees will receive a personal holiday per Article 23.4 Personal Holiday.~~
- ~~B. Employees will earn a personal holiday at a rate proportionate to the number of hours in pay status (excluding overtime hours) in the same month when the personal holiday is requested to that required for full-time (1.0 FTE) employment, excluding all holiday hours. The value of the Personal Holiday cannot exceed eight (8) hours.~~

56.9-10 Miscellaneous Additional Leave. If eligible, the Employer will continue to provide Family and Medical Leave, Shared Leave, ~~Domestic Violence Leave~~, Civil Duty Leave (as unpaid release time), ~~Leave Without Pay for Reason of Faith or Conscience~~, and paid Military Leave in accordance with University Policy. Unpaid release time may be granted for bereavement/condolences purposes.

151
152
153
154
155
156
157

Tentatively Agreed To:

For the Union: <small>Signed by:</small>  _____ Anna-Marie Magdalena Date: 5/11/2026	For the Employer: <small>Signed by:</small>  _____ Jennifer Malahan Date: 5/11/2026
--	--

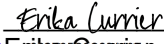
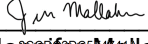
ARTICLE 57 – CONTRACT DISTRIBUTION

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19

57.1 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.

57.2 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:	
<p>For the Union:</p> <p style="font-size: small;">Signed by:</p> <p> _____ Erika Currier Date: 2/13/2026</p>	<p>For the Employer:</p> <p style="font-size: small;">Signed by:</p> <p> _____ Jennifer Malahan Date: 2/12/2026</p>

ARTICLE 58 – UNION MEMBERSHIP, DUES DEDUCTION, AND STATUS REPORTS

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

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

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

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

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

58.5 Listing of Employees

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

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

Each pay period UW shall provide the following four (4) reports electronically in EXCEL format

- 50 A. Total Compensation and deductions
- 51 Name
- 52 Home Address
- 53 Home phone
- 54 Cell phone
- 55 Work phone
- 56 Work location (building)
- 57 Work location (address)
- 58 Work station or office (suite and/or number)
- 59 Employee ID number
- 60 Personal Email
- 61 UW email
- 62 UW mailbox
- 63 Employment status
- 64 Employment status effective date
- 65 Job classification
- 66 Department
- 67 Pay grade
- 68 Pay step
- 69 Pay rate salary
- 70 Hourly rate
- 71 Supervisor
- 72 Supervisor email
- 73 Race
- 74 Gender
- 75 DOB
- 76 Date of hire
- 77 Job title
- 78 Job class code
- 79 Shift
- 80 Deduction amount dues
- 81 Deduction amount other
- 82 Deduction amount COPE
- 83 Total wages for the pay period
- 84 Total base pay for pay period
- 85 Total overtime pay for pay period
- 86 Total overtime hours per pay period
- 87 Total hours worked in the pay period
- 88 Days in the pay period
- 89 Total hours for each class/type of differential and or/ premium pay for the pay period
- 90 Total wages for each class/type of differential and or/ premium pay for the pay period
- 91 Total wages year to date.
- 92 Pension plan enrollment (which plan)
- 93 Position number
- 94 Medical plan enrollment (which plan)
- 95 Bargaining Unit
- 96 Total FTE
- 97 Anniversary date (step date)
- 98 Employment status (regular full time, regular part time, hourly, Project Appointment
- 99 part time, Project Appointment full time)

- 100 B. All appointment list
- 101 All information above with wages and codes organized by appointment including:
- 102 a. Id by each worker.
- 103 b. Appointment budget number(s)
- 104 c. Beginning date
- 105 d. End date
- 106 e. Department and /or hiring unit
- 107 f. College/Org name
- 108 g. Job Classification
- 109 h. Job Classification Code
- 110 i. Full time salary or hourly rate
- 111 j. Appointment/FTE Percentage
- 112 k. Appointment status
- 113 l. Appointment term
- 114 m. Distribution line information.
- 115 n. Position number
- 116 o. Earnings in last pay cycle
- 117 p. Hours worked in last pay cycle
- 118 q. FTE in last pay cycle

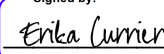
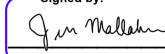
- 119 C. Change Report
- 120 Name
- 121 Job classification
- 122 Job classification code
- 123 Department
- 124 Employee ID
- 125 Original hire date
- 126 Status change date
- 127 Termination/separation date if any
- 128 Reason for status change, nature of status change
- 129 Reason for termination/separation
- 130 LOA effective date
- 131 Nature of LOA
- 132 New hire date
- 133 New Hire

- 134 D. Vacancy Report
- 135 Position Number
- 136 Job Classification
- 137 Date of vacancy
- 138 Elimination date of vacancy
- 139 Reason for elimination (filled, deleted, transferred to a different classification/status)
- 140

141 58.6 Privacy Rights of Union Members. In recognition of the privacy interests of all persons
 142 covered under this Agreement, the Employer will not disclose any personally identifiable
 143 wage or deduction information, or membership status, concerning persons covered by
 144 this Agreement to any members of the public or to nongovernmental organizations
 145 except to the extent required by law, including the Public Disclosure Act and the
 146 Freedom of Information Act.

147
 148
 149

150
151
152
153
154
155
156

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by: 	Signed by: 
Erika Currier	Jennifer Malahan
Date: 2/13/2026	Date: 2/12/2026

ARTICLE 59 – MANAGEMENT RIGHTS AND RESPONSIBILITIES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

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

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

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p> <p><i>Erika Currier</i></p> <hr/> <p>Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p><i>Jennifer Malahan</i></p> <hr/> <p>Jennifer Malahan</p> <p>Date: 2/12/2026</p>

ARTICLE 60 – 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:
Erika Currier

Erika Currier
Date: 2/13/2026

For the Employer:

Signed by:
Jennifer Malahan

Jennifer Malahan
Date: 2/12/2026

ARTICLE 61 – INTELLECTUAL FREEDOM


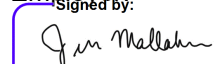
The University depends upon-and routinely requires-professional and scholarly contributions by Librarians, law Librarians, and Professional Libraries and Press employees.

61.1 Freedom of Association, Assembly and Expression. As the University’s major information resource, the University Libraries, Gallagher Law Library, and UW Press enhances and extends students’ classroom and laboratory experience, and facilitates their scholarly inquiry, as well as that of faculty, staff and students. The University Libraries and Press are an integral part of the University’s mission to sustain an atmosphere in which information and ideas are readily accessible and freely exchanged.

Academic freedom is the freedom to teach or communicate ideas or facts, to explore all avenues of scholarship, research, and creative expression, and to speak or write without institution discipline or restraint on matters of public concern as well as on matters related to the general welfare of the University.

The University of Washington recognizes Librarians’ and Libraries and Press professionals’ right to academic freedom and the right to examine and communicate ideas by any lawful means, even if such activities should generate hostility or pressure against the Librarians, Professional Libraries and Press employees, or the University. Employees’ lawful exercise of their constitutionally protected freedom of association, assembly, and expression, including participation in political activities, is not a violation of duties to the University. Such lawful exercise may not result in disciplinary action, ~~or~~ adverse evaluation or retaliation of the employee.

A Librarian, law Librarian, and Professional Libraries and Press employees’ academic responsibility requires that when they speak or write as a citizen, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. These obligations include an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. Librarians, law Librarians, and Professional Libraries and Press employees should remember that the public may judge their profession and their institution by their utterances. As such, they should at all times strive to be accurate, exercise appropriate restraint, and make every effort to clarify that when they are speaking on matters of public interest, they are not speaking for the institution. The expression of dissent and the attempt to produce change may not be carried out in ways that injure individuals and damage institutional facilities or disrupt the work of other University personnel. Those who seek to call attention to grievances must not do so in ways that clearly and significantly impede the functions of the University.

Tentatively Agreed To:	
For the Union: Signed by:  _____ Anna-Marie Magdalena Date: 3/10/2026	For the Employer: Signed by:  _____ Jennifer Maloney Date: 3/9/2026

ARTICLE 62 – MANDATORY SUBJECTS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

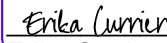
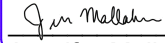
The Employer shall satisfy its collective bargaining obligation before changing a matter that is a mandatory subject. The Employer will notify the Union staff representative in writing, with a copy to the Executive Director of the Union, of these changes. The Union may request discussions about and/or negotiations on the impact of these changes on employee’s working conditions. The Union will notify the Vice President of Labor Relations of any demands to bargain. In the event the Union does not request discussions and/or negotiations within thirty (30) calendar days, the Employer may implement the changes without further discussions and/or negotiations. There may be emergency or mandated conditions that are outside of the Employer’s control requiring immediate implementation, in which case the Employer shall notify the Union as soon as possible.

Prior to making any change in written agency policy that is a mandatory subject of bargaining; the Employer shall notify the Union and satisfy its collective bargaining obligations per this Article.

Unless agreed otherwise, the parties agree to begin bargaining within thirty (30) calendar days of receipt of the request to bargain. A valid request to bargain must include at least three (3) available dates and times to meet. If the Union makes a request for information at the same time as the request to bargain, the thirty (30) calendar days will not begin until the information request has been fulfilled. Information requests made after the request to bargain will not delay the scheduling of discussion and/or negotiations. The parties shall agree to the location and time for the discussions and/or negotiations. Each party is responsible for choosing its own representatives for these activities. The Union will provide the Employer with the names of its employee representatives at least seven (7) calendar days in advance of the meeting date unless the meeting is scheduled sooner, in which case the Union will notify the Employer as soon as possible.

Release Time

- A. The Employer shall approve paid release time for up to 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 use personal holiday, vacation time off, holiday credit, or compensatory leave instead of leave without pay.
- B. No overtime will be incurred as a result of bargaining and/or preparation for bargaining.
- C. The Union is responsible for paying any travel or per diem of employee representatives. Employee representatives may not use a state vehicle to travel to and from a bargaining session, unless authorized by the Employer for Business Purposes.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by: </p> <p><u>Erika Currier</u></p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by: </p> <p><u>Jennifer Malahan</u></p> <p>Date: 2/12/2026</p>

ARTICLE 63 – UNION RECOGNITION

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

- 63.1 The Employer recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages and salaries, hours, and working conditions for all employees of the University of Washington in bargaining units certified by and under the Public Employment Relations Commission under the RCW 41.56. The composition of these units is as set forth in Appendix I of this Agreement (UW Libraries, UW Press and the Gallagher Law Library) – Bargaining Units Represented by the Service Employees International Union, Local 925, hereinafter referred to as the Union.
- 63.2 The Employer recognizes the exclusivity of the Union as bargaining representative for employees in the bargaining units. The Employer agrees not to enter into any agreement or contract with bargaining unit employees, individually or collectively, which conflicts with the terms of this Agreement unless the employee(s), Union and Employer specifically agree to such Agreement.

Tentatively Agreed To:	
<p>For the Union:</p> <p style="font-size: small;">Signed by:</p> <p><i>Erika Currier</i></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p style="font-size: small;">Signed by:</p> <p><i>Jennifer Malahan</i></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Jennifer Malahan</p> <p>Date: 2/12/2026</p>

ARTICLE 64 – DURATION

This Agreement shall become effective upon ratification and remain in force through **January May 31, 20262029***; 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 **August-December 1, 20252028***, and no later than **August-December 31, 20252028***, to negotiate a new Agreement. Should such notice be served, bargaining shall commence at a time agreed upon by the parties.

Tentatively Agreed To:

For the Union:
Signed by:

Anna-Marie Magdalena

Anna-Marie Magdalena

Date: 5/11/2026

For the Employer:
Signed by:

Jennifer Mallahan

Jennifer Mallahan

Date: 5/11/2026

APPENDIX 1: LIBRARIANS JOB GROUPS AND PAY RANGES

Job Code	Job Profile	Current Minimum		Minimum effective 5/16/2026	
		Librarian (including Law MLIS-only)	Law Librarian (dual degreed JD and MLIS)	Librarian (including Law MLIS-only)	Law Librarian (dual degreed JD and MLIS)
23463	Assistant Librarian - Temporary (E S SEIU 925 Libraries Non-Supv)	\$5,500	\$6,167	\$5,665	\$6,352
23465	Assistant Librarian - Temporary (E S SEIU 925 Libraries Supv)	\$5,500	\$6,167	\$5,665	\$6,352
23464	Assistant Librarian - Temporary (NE S SEIU 925 Libraries Non-Supv)	\$5,500	\$6,167	\$5,665	\$6,352
23466	Assistant Librarian - Temporary (NE S SEIU 925 Libraries Supv)	\$5,500	\$6,167	\$5,665	\$6,352
23447	Assistant Librarian (E S SEIU 925 Libraries Non-Supv)	\$5,500	\$6,167	\$5,665	\$6,352
23449	Assistant Librarian (E S SEIU 925 Libraries Supv)	\$5,500	\$6,167	\$5,665	\$6,352
23448	Assistant Librarian (NE S SEIU 925 Libraries Non-Supv)	\$5,500	\$6,167	\$5,665	\$6,352
23450	Assistant Librarian (NE S SEIU 925 Libraries Supv)	\$5,500	\$6,167	\$5,665	\$6,352
23459	Senior Assistant Librarian - Temporary (E S SEIU 925 Libraries Non-Supv)	\$6,050	\$6,784	\$6,232	\$6,988
23461	Senior Assistant Librarian - Temporary (E S SEIU 925 Libraries Supv)	\$6,050	\$6,784	\$6,232	\$6,988
23460	Senior Assistant Librarian - Temporary (NE S SEIU 925 Libraries Non-Supv)	\$6,050	\$6,784	\$6,232	\$6,988
23462	Senior Assistant Librarian - Temporary (NE S SEIU 925 Libraries Supv)	\$6,050	\$6,784	\$6,232	\$6,988
23443	Senior Assistant Librarian (E S SEIU 925 Libraries Non-Supv)	\$6,050	\$6,784	\$6,232	\$6,988
23445	Senior Assistant Librarian (E S SEIU 925 Libraries Supv)	\$6,050	\$6,784	\$6,232	\$6,988
23444	Senior Assistant Librarian (NE S SEIU 925 Libraries Non-Supv)	\$6,050	\$6,784	\$6,232	\$6,988
23446	Senior Assistant Librarian (NE S SEIU 925 Libraries Supv)	\$6,050	\$6,784	\$6,232	\$6,988
23473	Associate Librarian - Emeritus (E S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23474	Associate Librarian - Emeritus (NE S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23439	Associate Librarian - Provisional (E S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23441	Associate Librarian - Provisional (E S SEIU 925 Libraries Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23440	Associate Librarian - Provisional (NE S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23442	Associate Librarian - Provisional (NE S SEIU 925 Libraries Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23469	Associate Librarian - Retired (E S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23470	Associate Librarian - Retired (NE S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23455	Associate Librarian - Temporary (E S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23457	Associate Librarian - Temporary (E S SEIU 925 Libraries Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23456	Associate Librarian - Temporary (NE S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23458	Associate Librarian - Temporary (NE S SEIU 925 Libraries Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23435	Associate Librarian (E S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23437	Associate Librarian (E S SEIU 925 Libraries Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23436	Associate Librarian (NE S SEIU 925 Libraries Non-Supv)	\$6,655	\$7,462	\$6,855	\$7,686

23438	Associate Librarian (NE S SEIU 925 Libraries Supv)	\$6,655	\$7,462	\$6,855	\$7,686
23471	Librarian - Emeritus (E S SEIU 925 Libraries Non-Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23472	Librarian - Emeritus (NE S SEIU 925 Libraries Non-Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23467	Librarian - Retired (E S SEIU 925 Libraries Non-Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23468	Librarian - Retired (NE S SEIU 925 Libraries Non-Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23451	Librarian - Temporary (E S SEIU 925 Libraries Non-Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23453	Librarian - Temporary (E S SEIU 925 Libraries Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23452	Librarian - Temporary (NE S SEIU 925 Libraries Non-Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23454	Librarian - Temporary (NE S SEIU 925 Libraries Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23431	Librarian (E S SEIU 925 Libraries Non-Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23433	Librarian (E S SEIU 925 Libraries Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23432	Librarian (NE S SEIU 925 Libraries Non-Supv)	\$7,321	\$8,208	\$7,541	\$8,454
23434	Librarian (NE S SEIU 925 Libraries Supv)	\$7,321	\$8,208	\$7,541	\$8,454

Tentatively Agreed To:

For the Union:

Signed by:

Anna-Marie Magdalena

Anna-Marie Magdalena

Date: 5/11/2026

For the Employer:

Signed by:

Jennifer Mallahan

Jennifer Mallahan

Date: 5/11/2026

APPENDIX 2: PROFESSIONAL LIBRARIES AND PRESS

Job Code	Job Profile	Current Minimum	Current Maximum	Minimum effective 5/16/2026	Maximum effective 5/16/2026
23478	Libraries Access Services Manager 1 (E S SEIU 925 Libraries Non-Supv)	\$5,371	\$8,056	\$5,801	\$8,700
23477	Libraries Access Services Manager 1 (NE S SEIU 925 Libraries Non-Supv)	\$5,371	\$8,056	\$5,801	\$8,700
23480	Libraries Access Services Manager 2 (E S SEIU 925 Libraries Non-Supv)	\$6,106	\$9,158	\$6,472	\$9,707
23479	Libraries Access Services Manager 2 (NE S SEIU 925 Libraries Non-Supv)	\$6,106	\$9,158	\$6,472	\$9,707
23482	Libraries Access Services Manager 3 (E S SEIU 925 Libraries Non-Supv)	\$6,942	\$10,412	\$7,359	\$11,037
23481	Libraries Access Services Manager 3 (NE S SEIU 925 Libraries Non-Supv)	\$6,942	\$10,412	\$7,359	\$11,037
23476	Libraries Archivist (E S SEIU 925 Libraries Non-Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23475	Libraries Archivist (NE S SEIU 925 Libraries Non-Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23496	Libraries Computer Specialist - UX Designer (E S SEIU 925 Libraries Non-Supv)	\$6,022	\$9,033	\$6,383	\$9,575
23495	Libraries Computer Specialist - UX Designer (NE S SEIU 925 Libraries Non-Supv)	\$6,022	\$9,033	\$6,383	\$9,575
23492	Libraries Computer Specialist 1 (E S SEIU 925 Libraries Non-Supv)	\$6,626	\$10,768	\$7,024	\$11,414
23494	Libraries Computer Specialist 1 (E S SEIU 925 Libraries Supv)	\$6,626	\$10,768	\$7,024	\$11,414
23491	Libraries Computer Specialist 1 (NE S SEIU 925 Libraries Non-Supv)	\$6,626	\$10,768	\$7,024	\$11,414
23493	Libraries Computer Specialist 1 (NE S SEIU 925 Libraries Supv)	\$6,626	\$10,768	\$7,024	\$11,414
23498	Libraries Computer Specialist 2 (E S SEIU 925 Libraries Non-Supv)	\$7,374	\$11,983	\$7,816	\$12,702
23500	Libraries Computer Specialist 2 (E S SEIU 925 Libraries Supv)	\$7,374	\$11,983	\$7,816	\$12,702
23497	Libraries Computer Specialist 2 (NE S SEIU 925 Libraries Non-Supv)	\$7,374	\$11,983	\$7,816	\$12,702
23499	Libraries Computer Specialist 2 (NE S SEIU 925 Libraries Supv)	\$7,374	\$11,983	\$7,816	\$12,702
23484	Libraries Conservation Specialist 1 (E S SEIU 925 Libraries Non-Supv)	\$5,308	\$7,962	\$5,733	\$8,599
23483	Libraries Conservation Specialist 1 (NE S SEIU 925 Libraries Non-Supv)	\$5,308	\$7,962	\$5,733	\$8,599
23486	Libraries Conservation Specialist 2 (E S SEIU 925 Libraries Non-Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23485	Libraries Conservation Specialist 2 (NE S SEIU 925 Libraries Non-Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23488	Libraries Curator 1 (E S SEIU 925 Libraries Non-Supv)	\$6,176	\$9,263	\$6,547	\$9,819
23487	Libraries Curator 1 (NE S SEIU 925 Libraries Non-Supv)	\$6,176	\$9,263	\$6,547	\$9,819
23490	Libraries Curator 2 (E S SEIU 925 Libraries Non-Supv)	\$6,942	\$10,412	\$7,359	\$11,037
23489	Libraries Curator 2 (NE S SEIU 925 Libraries Non-Supv)	\$6,942	\$10,412	\$7,359	\$11,037
23504	Libraries Outreach Specialist 1 (E S SEIU 925 Libraries Non-Supv)	\$5,267	\$7,900	\$5,688	\$8,532
23503	Libraries Outreach Specialist 1 (NE S SEIU 925 Libraries Non-Supv)	\$5,267	\$7,900	\$5,688	\$8,532
23502	Libraries Outreach Specialist 2 (E S SEIU 925 Libraries Non-Supv)	\$6,913	\$10,370	\$7,328	\$10,992
23501	Libraries Outreach Specialist 2 (NE S SEIU 925 Libraries Non-Supv)	\$6,913	\$10,370	\$7,328	\$10,992

23506	Libraries Program Operations Specialist 1 (E S SEIU 925 Libraries Non-Supv)	\$5,371	\$8,056	\$5,801	\$8,700
23505	Libraries Program Operations Specialist 1 (NE S SEIU 925 Libraries Non-Supv)	\$5,371	\$8,056	\$5,801	\$8,700
23508	Libraries Program Operations Specialist 2 (E S SEIU 925 Libraries Non-Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23510	Libraries Program Operations Specialist 2 (E S SEIU 925 Libraries Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23507	Libraries Program Operations Specialist 2 (NE S SEIU 925 Libraries Non-Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23509	Libraries Program Operations Specialist 2 (NE S SEIU 925 Libraries Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23512	Libraries Program Operations Specialist 3 (E S SEIU 925 Libraries Non-Supv)	\$6,859	\$10,287	\$7,271	\$10,904
23514	Libraries Program Operations Specialist 3 (E S SEIU 925 Libraries Supv)	\$6,859	\$10,287	\$7,271	\$10,904
23511	Libraries Program Operations Specialist 3 (NE S SEIU 925 Libraries Non-Supv)	\$6,859	\$10,287	\$7,271	\$10,904
23513	Libraries Program Operations Specialist 3 (NE S SEIU 925 Libraries Supv)	\$6,859	\$10,287	\$7,271	\$10,904
23515	UW Press Acquisitions Fellow (NE S SEIU 925 Libraries Non-Supv)	\$4,584	\$6,147	\$4,951	\$6,639
23516	UW Press Acquisitions Specialist 1 (NE S SEIU 925 Libraries Non-Supv)	\$4,584	\$6,147	\$4,951	\$6,639
XXXXX	UW Press Acquisitions Specialist 2 (NE S SEIU 925 Libraries Non-Supv)	-	-	\$5,400	\$7,483
23517	UW Press Acquisitions Specialist 3 (NE S SEIU 925 Libraries Non-Supv)	\$5,298	\$7,947	\$5,722	\$8,583
23519	UW Press Acquisitions Specialist 4 (E S SEIU 925 Libraries Non-Supv)	\$5,910	\$8,867	\$6,265	\$9,399
23518	UW Press Acquisitions Specialist 4 (NE S SEIU 925 Libraries Non-Supv)	\$5,910	\$8,867	\$6,265	\$9,399
23523	UW Press EDP Specialist - Art Director (E S SEIU 925 Libraries Non-Supv)	\$5,980	\$8,972	\$6,339	\$9,510
23525	UW Press EDP Specialist - Art Director (E S SEIU 925 Libraries Supv)	\$5,980	\$8,972	\$6,339	\$9,510
23522	UW Press EDP Specialist - Art Director (NE S SEIU 925 Libraries Non-Supv)	\$5,980	\$8,972	\$6,339	\$9,510
23524	UW Press EDP Specialist - Art Director (NE S SEIU 925 Libraries Supv)	\$5,980	\$8,972	\$6,339	\$9,510
23520	UW Press EDP Specialist - Design Assistant (NE S SEIU 925 Libraries Non-Supv)	\$5,245	\$7,868	\$5,665	\$8,497
23521	UW Press EDP Specialist - Reprints Coordinator (NE S SEIU 925 Libraries Non-Supv)	\$5,151	\$7,726	\$5,563	\$8,344
23530	UW Press EDP Specialist - Senior Project Editor (E S SEIU 925 Libraries Non-Supv)	\$5,910	\$8,867	\$6,265	\$9,399
23529	UW Press EDP Specialist - Senior Project Editor (NE S SEIU 925 Libraries Non-Supv)	\$5,910	\$8,867	\$6,265	\$9,399
23527	UW Press Grants and Digital Projects Specialist (E S SEIU 925 Libraries Non-Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23526	UW Press Grants and Digital Projects Specialist (NE S SEIU 925 Libraries Non-Supv)	\$5,953	\$8,929	\$6,310	\$9,465
23528	UW Press Marketing Specialist (NE S SEIU 925 Libraries Non-Supv)	\$5,000	\$6,929	\$5,400	\$7,483
XXXXX	UW Press Publicity Specialist (NE S SEIU 925 Libraries Non-Supv)	-	-	\$6,339	\$9,510
XXXXX	Libraries Access Services Manager 1 (NE H SEIU 925 Libraries Non-Supv)	\$30.99	\$46.48	\$33.47	\$50.19
XXXXX	Libraries Access Services Manager 2 (NE H SEIU 925 Libraries Non-Supv)	\$35.23	\$52.83	\$37.34	\$56.00
XXXXX	Libraries Access Services Manager 3 (NE H SEIU 925 Libraries Non-Supv)	\$40.05	\$60.07	\$42.46	\$63.68
XXXXX	Libraries Archivist (NE H SEIU 925 Libraries Non-Supv)	\$34.34	\$51.51	\$36.40	\$54.61
XXXXX	Libraries Computer Specialist - UX Designer (NE H SEIU 925 Libraries Non-Supv)	\$34.74	\$52.11	\$36.83	\$55.24

XXXXX	Libraries Computer Specialist 1 (NE H SEIU 925 Libraries Non-Supv)	\$38.23	\$62.12	\$40.52	\$65.85
XXXXX	Libraries Computer Specialist 1 (NE H SEIU 925 Libraries Supv)	\$38.23	\$62.12	\$40.52	\$65.85
XXXXX	Libraries Computer Specialist 2 (NE H SEIU 925 Libraries Non-Supv)	\$42.54	\$69.13	\$45.09	\$73.28
XXXXX	Libraries Computer Specialist 2 (NE H SEIU 925 Libraries Supv)	\$42.54	\$69.13	\$45.09	\$73.28
XXXXX	Libraries Conservation Specialist 1 (NE H SEIU 925 Libraries Non-Supv)	\$30.62	\$45.93	\$33.08	\$49.61
XXXXX	Libraries Conservation Specialist 2 (NE H SEIU 925 Libraries Non-Supv)	\$34.34	\$51.51	\$36.40	\$54.61
XXXXX	Libraries Curator 1 (NE H SEIU 925 Libraries Non-Supv)	\$35.63	\$53.44	\$37.77	\$56.65
XXXXX	Libraries Curator 2 (NE H SEIU 925 Libraries Non-Supv)	\$40.05	\$60.07	\$42.46	\$63.68
XXXXX	Libraries Outreach Specialist 1 (NE H SEIU 925 Libraries Non-Supv)	\$30.39	\$45.58	\$32.82	\$49.22
XXXXX	Libraries Outreach Specialist 2 (NE H SEIU 925 Libraries Non-Supv)	\$39.88	\$59.83	\$42.28	\$63.42
XXXXX	Libraries Program Operations Specialist 1 (NE H SEIU 925 Libraries Non-Supv)	\$30.99	\$46.48	\$33.47	\$50.19
XXXXX	Libraries Program Operations Specialist 2 (NE H SEIU 925 Libraries Non-Supv)	\$34.34	\$51.51	\$36.40	\$54.61
XXXXX	Libraries Program Operations Specialist 2 (NE H SEIU 925 Libraries Supv)	\$34.34	\$51.51	\$36.40	\$54.61
XXXXX	Libraries Program Operations Specialist 3 (NE H SEIU 925 Libraries Non-Supv)	\$39.57	\$59.35	\$41.95	\$62.91
XXXXX	Libraries Program Operations Specialist 3 (NE H SEIU 925 Libraries Supv)	\$39.57	\$59.35	\$41.95	\$62.91
XXXXX	UW Press Acquisitions Fellow (NE H SEIU 925 Libraries Non-Supv)	\$26.45	\$35.46	\$28.56	\$38.30
XXXXX	UW Press Acquisitions Specialist 1 (NE H SEIU 925 Libraries Non-Supv)	\$26.45	\$35.46	\$28.56	\$38.30
XXXXX	UW Press Acquisitions Specialist 2 (NE H SEIU 925 Libraries Non-Supv)	-	-	\$31.15	\$43.17
XXXXX	UW Press Acquisitions Specialist 3 (NE H SEIU 925 Libraries Non-Supv)	\$30.57	\$45.85	\$33.01	\$49.52
XXXXX	UW Press Acquisitions Specialist 4 (NE H SEIU 925 Libraries Non-Supv)	\$34.10	\$51.16	\$36.14	\$54.23
XXXXX	UW Press EDP Specialist - Art Director (NE H SEIU 925 Libraries Non-Supv)	\$34.50	\$51.76	\$36.57	\$54.87
XXXXX	UW Press EDP Specialist - Art Director (NE H SEIU 925 Libraries Supv)	\$34.50	\$51.76	\$36.57	\$54.87
XXXXX	UW Press EDP Specialist - Design Assistant (NE H SEIU 925 Libraries Non-Supv)	\$30.26	\$45.39	\$32.68	\$49.02
XXXXX	UW Press EDP Specialist - Reprints Coordinator (NE H SEIU 925 Libraries Non-Supv)	\$29.72	\$44.57	\$32.09	\$48.14
XXXXX	UW Press EDP Specialist - Senior Project Editor (NE H SEIU 925 Libraries Non-Supv)	\$34.10	\$51.16	\$36.14	\$54.23
XXXXX	UW Press Grants and Digital Projects Specialist (NE H SEIU 925 Libraries Non-Supv)	\$34.34	\$51.51	\$36.40	\$54.61
XXXXX	UW Press Marketing Specialist (NE H SEIU 925 Libraries Non-Supv)	\$28.85	\$39.98	\$31.15	\$43.17
XXXXX	UW Press Publicity Specialist (NE H SEIU 925 Libraries Non-Supv)	-	-	\$36.57	\$54.87

Tentatively Agreed To:

For the Union:

Signed by:

Anna-Marie Magdalena

11C303F2ADE44E4
Anna-Marie Magdalena

Date: 5/11/2026

For the Employer:

Signed by:

Jennifer Maffan

28C8C2DC5F4741A...
Jennifer Maffan

Date: 5/11/2026

MOU ARTICLE XX – NO STRIKE/NO LOCKOUT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

The Employer and the Union acknowledge that this Agreement provides, through the grievance procedure and through other administrative remedies, for an orderly settlement of grievances or disputes which may arise between the parties. Accordingly, the parties agree that the public interest requires the uninterrupted performance of all University services and to this end pledge to prevent or eliminate any conduct contrary to that objective. Therefore, during the life of the Agreement the Employer shall not lockout any of the employees as a result of a labor dispute or grievance or disputes on personnel matters nor shall the Union condone or authorize a work stoppage, work slowdown, or any other curtailment of work in the bargaining units.

Should the employees engage in any unauthorized concerted action, a Joint Union/Management Committee shall immediately convene and shall continue to meet until the dispute is settled, and the employees involved shall immediately return to work and continue working. Any employee who refuses to perform their work may be subject to disciplinary action.

There will be no strike or lockout regarding any matters pertaining to the contents of this Agreement.

Any action of the Employer in closing the University during a general strike, riot, or civil disturbance for the protection of the institution, its property, or its employees shall not be deemed a lockout.

Any action of an employee in refusing to cross, for their own personal safety, a picket line at the Employer's premises in case of an officially declared strike by some other employee organization or union representing employees working for the Employer shall not constitute a violation of this clause of the Agreement, provided, however, that such a decision shall be made freely by the employee without coercion by either the Employer or the Union and provided further that nothing herein shall preclude the Employer from continuing to operate the University with or without temporary replacement personnel.

Tentatively Agreed To:	
<p>For the Union: Signed by: <i>Anna-Marie Magdalena</i> _____ Anna-Marie Magdalena Date: 5/11/2026</p>	<p>For the Employer: Signed by: <i>Jennifer Mallahan</i> _____ Jennifer Mallahan Date: 5/11/2026</p>

MOU – COMPRESSION AND INVERSION STUDY

~~Between January 1, 2025 and May 1, 2025, the Employer will conduct a compression and inversion analysis of bargaining unit employees. The Employer will provide the Union the results of this salary survey.~~

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by: <i>Anna-Marie Magdalena</i></p> <p>_____ Anna-Marie Magdalena Date: 3/2/2026</p>	<p>For the Employer:</p> <p>Signed by: <i>Jennifer Malahan</i></p> <p>_____ Jennifer Malahan Date: 3/2/2026</p>

1
2
3
4
5
6
7
8
9
10
11
12
13

MOU – DISCRETIONARY TIME OFF

Professional Libraries and Press Employees (PLEs) may be eligible to receive discretionary time off (DTO) in accordance with university policy and as determined by the Employer. Neither the decision to award DTO nor the number of DTO days awarded will be subject to Article 5 Grievance Procedure. Additionally, changes to the university policy on DTO are not subject to Article 62 Mandatory Subjects.

This MOU expires ~~January 31, 2026~~placeholder for expiration of contract.

Tentatively Agreed To:	
<p>For the Union: Signed by: <i>Anna-Marie Magdalena</i> _____ Anna-Marie Magdalena Date: 5/11/2026</p>	<p>For the Employer: Signed by: <i>Jennifer Malahan</i> _____ Jennifer Malahan Date: 5/11/2026</p>

MOU – GALLAGHER LAW LIBRARIES TEACHING

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

The parties agree that a limited exception shall be made for law librarians in the Gallagher Law Library. The parties agree that law librarians will be members of the bargaining unit and may be hired into a librarian bargaining unit position on a 0.5 FTE, with another 0.5 FTE appointment ~~to an instructional faculty appointment in the teaching-track law faculty~~ that is outside (and excluded from) the bargaining unit. These appointments in librarian titles will reflect only the portion of their job responsibilities that is not related to teaching. Consistent with the above, future dual appointments as law librarians and ~~instructional teaching-track professors faculty~~ in the ~~Gallagher Law Library~~School of Law will be necessary if the allocation of responsibilities consists of both teaching as instructor of record for credit courses in the School of Law ~~School~~ and/or law librarianship.

This MOU does not impact current law librarian positions, unless they apply to and are hired into a ~~new~~ position as described above.

~~The leave and time off provisions of the CBA shall supersede any other leave and time off benefits that apply to law librarians with a dual faculty appointment. For law librarians holding a dual appointment (50% librarian track / 50% teaching-track law faculty), the primary appointment will be in the librarian track with the CBA's applicable leave and time-off provisions governing the employee's full 1.0 FTE, superseding any conflicting faculty leave or time-off policies.~~

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by:</p> <p><i>Erika Currier</i></p> <p>_____ Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by:</p> <p><i>Jennifer Malahan</i></p> <p>_____ Jennifer Malahan</p> <p>Date: 2/12/2026</p>

MOU – LIBRARIES IT EMPLOYEE RECRUITMENT AND RETENTION INCREASES

- ~~A. Effective July 1, 2023, Libraries employees in job code XXXXX Libraries Computing Specialist 8 (formerly job code 11568, Senior Computer Specialist 8), and job code XXXXX Libraries Computing Specialist 9 (formerly job code 11569, Senior Computing Specialist 9) will receive a four percent (4%) recruitment and retention increase over their current salary. The increase will be applied directly following the contractual July 1, 2023, across the board increases.~~
- ~~B. All increases will be paid on the first available pay date following July 1, 2023, as determined by the Employer.~~
- ~~C. This MOU will expire upon implementation.~~

Tentatively Agreed To:

For the Union:

Signed by:

Anna-Marie Magdalena

Anna-Marie Magdalena

Date: 3/2/2026

For the Employer:

Signed by:

Jennifer Malahan

Jennifer Malahan

Date: 3/2/2026

~~MOU – LUMP SUM PAYMENT FOR PROFESSIONAL LIBRARIES AND PRESS EMPLOYEES~~

~~During negotiations for an initial CBA, the parties reached agreement on the following lump sum payments, if the agreement is ratified on or before January 31, 2023:~~

~~A. Professional Libraries and Press employees in an active position with a UW compensation plan, and with an FTE on January 31, 2023, are eligible for the lump sum as defined below:~~

~~1. Employees with .6 FTE and above on the date specified above will receive a single one (1) time lump sum payment of one thousand two hundred dollars (\$1,200).~~

~~2. Employees with below .6 FTE on the date specified above will receive a single one (1) time lump sum payment of six hundred dollars (\$600).~~

~~B. The payment will be paid within ninety (90) days of January 31, 2023.~~

~~C. In order to receive the lump sum payment, the employee must have an active position in Workday on the last day of the pay period in which the lump sum payment is distributed. For example, if the lump sum is paid on tenth of the month, the employee must be in an active position on the last day previous month. If the lump sum is paid on 25th of the month, the employee must have an active position on the fifteenth of the month.~~

~~D. This MOU will expire upon implementation.~~

Tentatively Agreed To:

For the Union:

Signed by:

Anna-Marie Magdalena

Anna-Marie Magdalena

Date: 5/5/2026

For the Employer:

Signed by:

Jennifer Mallahan



Jennifer Mallahan

Date: 3/19/2026

1 **MOU – PAY FOR BARGAINING UNIT MEMBERS WITH A CURRENT ANNUAL**
2 **SALARY ABOVE \$150,000**

3
4 To address issues of pay equity for bargaining unit members, any employee earning an annual
5 salary of one hundred-and-fifty-thousand dollars (\$150,000) or more as of January ~~2431,~~
6 ~~2023~~2026, will be excluded from ~~the any 2023-2026~~ contractual pay increases.
7

8 This MOU expires ~~January 31, 2026~~placeholder for end of CBA.
9

10 Tentatively Agreed To:	
11	
12 For the Union:	For the Employer:
Signed by:	Signed by:
	
_____ 14 Anna-Marie Magdalena	_____ 14 Jennifer Mallahan
15 Date: 2/18/2026	15 Date: 2/17/2026
16	

MOU – PROFESSIONAL DEVELOPMENT ALLOCATIONS

~~The parties agree that the amounts remaining for individual employee professional development allocations prior to contract ratification will remain post-ratification through June 30, 2023.~~

~~This MOU expires upon notification on July 1, 2023.~~

Tentatively Agreed To:

For the Union:

Signed by:

Anna-Marie Magdalena

Anna-Marie Magdalena...

Date: 5/5/2026

For the Employer:

Signed by:

Jennifer Malahan

Jennifer Malahan...
H40C062DC5F4741A...

Date: 3/19/2026

1
2
3
4
5
6
7
8
9
10
11
12
13
14

~~MOU – PROFESSIONAL LIBRARIES AND PRESS EMPLOYEE POSITION REVIEWS~~

~~The parties agree to the following regarding a position review for the following employees:~~

~~Within one hundred and twenty (120) days post ratification,~~

- ~~A. The following employees will submit a position description on the required HR form to their supervisor for supervisory review and input.~~
- ~~B. The supervisor will then submit the description to Libraries HR for central review.~~
- ~~C. Libraries HR will then send the form to HR Compensation for a position review in accordance with Article 16 Classification and Reclassification of PLEs.~~

~~If the position review results in a classification change to a position with a higher salary minimum, the classification change and associated salary increase will be retroactive to the earlier of the date on which the employee or the employer's supervisor signed the position review document.~~

~~The MOU expires upon completion of the position review.~~

- ~~• 858007442~~
- ~~• 866009312~~
- ~~• 872008470~~
- ~~• 859007088~~
- ~~• 868008206~~
- ~~• 821006080~~
- ~~• 859001791~~
- ~~• 847000795~~
- 850001242

Tentatively Agreed To:

For the Union:

Signed by:

Anna-Marie Magdalena

Anna-Marie Magdalena...

Date: 5/5/2026

For the Employer:

Signed by:

Jennifer Malahan

Jennifer Malahan...2DC5F4741A...

Date: 3/19/2026

MOU – SUPPLEMENTS

1
2
3
4
5
6
7

~~Effective in the first available pay period as determined by the employer following the creation of the Union job profiles, the employees listed below will receive a salary increase to their monthly base pay equal to the amount of their current supplement, and the related supplement will be ended.~~



Employee	Current Monthly Supplement
870004127	\$500
876003974	\$500
875006612	\$500
857000209	\$250
876007188	\$200
868003564	\$250
866001109	\$300
854005943	\$125
881009660	\$250
821007494	\$500
878009306	\$500
862004843	\$250
868005965	\$200
873006559	\$300
881004654	\$300
878000116	\$250
867001729	\$200
862007926	\$300
873003245	\$500
879003505	\$500
856009209	\$350
821006080	\$250
861008111	\$200
865007796	\$500
867009786	\$250
876002503	\$500
863004859	\$500
873003391	\$250
873006673	\$300
851004551	\$350
875003852	\$250
866006511	\$250
859005191	\$500
854004168	\$600
861000045	\$200

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

~~Within ninety (90) days of ratification, the Employer will evaluate the following employees and provide a salary increase to their monthly base pay, if appropriate, as determined by the Employer: The Employer will notify the Union of the results of the evaluation upon completion and provide a copy of the rationale for the decision.~~

- ~~1. 866009936~~
- ~~2. 881006690~~
- ~~3. 856008625~~
- ~~4. 819002879~~
- ~~5. 872008470~~
- ~~6. 859007088~~
- ~~7. 859003503~~
- ~~8. 847001822~~
- ~~9. 871003291~~
- ~~10. 859001791~~
- ~~11. 868005854~~
- ~~12. 864007441~~

~~The provisions of this MOU shall expire ninety (90) days after ratification.~~

Tentatively Agreed To:	
For the Union:	For the Employer:
Signed by:	Signed by:
	
Anna-Marie Magdalena	Jennifer Maffran
Date: 5/5/2026	Date: 3/19/2026

MOU – TIME GRANTS

UW Libraries will continue to offer a Time Grant Program for UW Libraries employees in the bargaining unit, in accordance with their Time Grant Program Guidelines, last revised and approved August 1, 2019.

This MOU expires ~~January 31, 2026~~ placeholder for contract expiration date.

Tentatively Agreed To:

For the Union:

Signed by:

Erika Currier

Erika Currier

Date: 2/13/2026

For the Employer:

Signed by:

Jen Malahan

Jennifer Malahan

Date: 2/12/2026

MOU – ADDITIONAL BASE PAY INCREASE

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

If ratified on or before May 15, effective May 16, 2026, all members of the bargaining unit will receive a one percent (1%) base pay increase.

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

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

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

This MOU expires upon implementation.

Tentatively Agreed To:

For the Union:

Signed by:

Anna-Marie Magdalena

Anna-Marie Magdalena

Date: 5/11/2026

For the Employer:

Signed by:

Jennifer Malahan

Jennifer Malahan

Date: 5/11/2026

MOU – GALLAGHER LAW LIBRARIAN RANK AND COMPENSATION ALIGNMENT

The parties agree to the following regarding correcting the effects of hiring a dual degreed law librarian under the terms of the 2023-2026 SEIU 925 collective bargaining agreement. This rank realignment is appropriate to ensure equity, proper alignment of years of service, and a fair promotion pathway consistent with the intent of the 2026 CBA.

The parties agree as follows:

1. Christine Park agrees to renew her appointment at the rank of Senior Assistant Law Librarian, effective July 1, 2026. This renewal reflects the promotion timeline Ms. Park would have followed had she been hired at the rank of Assistant Librarian. For purposes of promotion review and evaluation, Ms. Park’s years of service shall be aligned as if she had originally been hired into her regular appointment at the Assistant Librarian rank. Ms. Park will be eligible for promotion to Associate Librarian on July 1, 2028, which, if successful, will go into effect July 1, 2029.
2. Effective July 1, 2026, or upon the effective date of this CBA following ratification if that date occurs after July 1, 2026, the School of Law shall implement a ten percent (10%) equity adjustment to Christine Park’s base salary. This equity adjustment is intended to remedy the inequity created by the initial hiring rank and to align compensation with the corrected promotion timeline and rank structure described in the 2026 CBA.
3. This MOU applies solely to Christine Park and does not establish precedent for any other employee, appointment, rank determination, promotion timeline, or compensation decision.
4. Except as expressly modified by this MOU, all terms and conditions of the 2026 CBA remain unchanged and in full force and effect as ratified.

This MOU shall become effective upon full execution by the parties and shall remain in effect until the actions described herein have been fully implemented, at which time the MOU shall be considered satisfied and will expire.

This MOU constitutes the entire agreement between the parties with respect to the subject matter addressed herein. Any modification must be in writing and signed by both parties.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by: <u>Erika Currier</u></p> <p>Erika Currier</p> <p>Date: 2/13/2026</p>	<p>For the Employer:</p> <p>Signed by: <u>Jennifer Malahan</u></p> <p>Jennifer Malahan</p> <p>Date: 2/12/2026</p>

MOU – PLE SALARY RANGE MINIMUMS

During negotiations, the parties reached agreement on the following regarding Salary Range Minimums

A. The Employer will implement additional increases to the salary range minimums for the Professional Libraries and Press job classifications with a current salary range minimum of less than \$5,500/month as of ratification as follows:

a. ~~Two-Five~~ percent (~~24~~%) effective ~~April 1~~ May 16, 2026

B. The Employer will implement additional increases to the salary range minimums for the Professional Libraries and Press job classifications with a current salary range minimum between \$5,500/month and \$7,375/month as of ratification as follows:

a. Three percent (3%) effective May 16, 2026

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

Tentatively Agreed To:

For the Union:

Signed by:

Anna-Marie Magdalena

Anna-Marie Magdalena

Date: 5/11/2026

For the Employer:

Signed by:

Jennifer Mallahan

Jennifer Mallahan

Date: 5/11/2026

MOU – UW PRESS PUBLICITY SPECIALIST JOB PROFILE

The parties agree to the following regarding a new job profile:

Within sixty (60) days post ratification and with an effective date the beginning of the pay period after ratification, the employer will create a new profile titled UW Press Publicity Specialist.

Employees may follow 16.8 Position Review Process if they believe the new job profile is the best fit for the permanent duties of their position. The employer supports a position review with an effective date aligning with the effective date of the job profile for a position review submitted within ninety (90) days of ratification.

The MOU expires ninety (90) days after ratification.

Tentatively Agreed To:	
<p>For the Union: Signed by: <i>Anna-Marie Magdalena</i> _____ Anna-Marie Magdalena Date: 5/11/2026</p>	<p>For the Employer: Signed by: <i>Jennifer Malahan</i> _____ Jennifer Malahan Date: 5/11/2026</p>

MOU – UW LIBRARIES AND PRESS WORKING TITLES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

In situations where informal working titles are tied to industry standards, the Employer may assign a working title as appropriate. Working titles must be approved by UW Libraries HR prior to the employee using the working title. Appropriate uses may include correspondence signatures (i.e. email). Article 21.8D does not apply to the assignment of working titles. The working title may be unassigned or removed at the discretion of the Employer. The removal of this working title is not grievable.

Tentatively Agreed To:	
<p>For the Union:</p> <p>Signed by: <i>Anna-Marie Magdalena</i></p> <hr/> <p>Anna-Marie Magdalena</p> <p>Date: 5/11/2026</p>	<p>For the Employer:</p> <p>Signed by: <i>Jennifer Malahan</i></p> <hr/> <p>Jennifer Malahan</p> <p>Date: 5/11/2026</p>