

University Proposal #1

**ARTICLE 4  
DISCRIMINATION PROHIBITION**

SECTION 4. NEPOTISM

~~Relatives Employees with a personal relationship, as defined in the Board of Regents Policy on Nepotism and Personal Relationships, may work for the University provided there is no immediate supervisory relationship or substantive administrative relationship. Relatives include: (1) by blood or adoptive relationship: parents, grandparents, children, grandchildren, brothers, sisters; or (2) by marriage relationship: husbands, wives, brothers or sisters-in-law, fathers or mothers-in-law, sons or daughters-in-law, stepparents, stepchildren or (3) by registered domestic partnership: registered same-sex domestic partners, brothers or sisters of registered same-sex domestic partners, fathers or mothers of registered same-sex domestic partners, sons or daughters of registered same-sex domestic partners.~~

The rest of this section remains unchanged.

University Proposal #2

**ARTICLE 4  
DISCRIMINATION PROHIBITION**

SECTION 6. COMPLAINT PROCEDURES Appendix A referred to in this section is amended as follows:

**APPENDIX A  
DISCRIMINATION COMPLAINT INFORMATION**

Complaints of discrimination may be resolved by the ~~Office of Equal Opportunity and Affirmative Action (EO/AA)~~ Office of Equity and Diversity (OED) without using a formal grievance procedure. In the case of employees not located in the Twin Cities area, employees have the right to discuss with or submit a complaint to the local Human Resources Department, ~~the Office of Equal Opportunity OED~~, or Grievance Officer.

The ~~EO/AA Office~~ OED has the responsibility and authority to assist individuals with complaints of discrimination, including sexual harassment. They will help resolve problems ~~primarily~~ through informal channels or investigation; the help is available to faculty, staff, and students with problems related to employment and education. The ~~EO/AA Office~~ OED reserves the right to change its policies and procedures.

The Employer agrees that the complaint procedure for discrimination complaints shall be opened to Union participation at the request of the complaining employee and that EO/AA OED

personnel shall inform a complaining employee of this right. The complaint procedure shall include the following:

1. An employee who believes ~~s/he has~~ they have a discrimination complaint should discuss ~~his/her~~ their situation with an ~~EO/AA-Office~~ OED staff member, who will inform the person of various options.

The equal opportunity officer determines whether or not the complaint warrants investigation. The person may be asked to complete a complaint form. When a complaint is initiated, at the request of the employee, a notice of the complaint in progress will be sent to the Union. If in filing a complaint an employee states that ~~s/he is~~ they are unable to perform in the worksite from which the complaint arose, the ~~EO/AA~~ OED staff member shall conduct a preliminary review in a timely manner concerning the urgency of the situation. If this preliminary review establishes that a reasonable basis for the employee's concern about continuing in the work situation exists, the ~~EO/AA~~ OED shall take intervening action, when appropriate, to defuse the situation which may include temporarily reassigning either party until such time as the complaint is fully investigated, there is a finding, and corrective action, if required, is implemented.

2. If the complaint warrants investigation, an ~~EO/AA-Office~~ OED staff member shall attempt to conduct the investigation within thirty (30) days of the original complaint to determine if University policy has been violated. The staff member shall prepare a written report at the conclusion of the investigation and provide this report to the parties. If there is an ~~EO/AA~~ OED recommended action, that recommendation should be included in the report. If the complaining employee has requested the Union's involvement in the complaint, the union's representative as well as the complainant shall be provided a written summary of the ~~EO/AA's~~ OED's final disposition of the complaint and the recommendation will be provided to the appropriate administrator with the authority to implement the recommendation determine next steps. If ~~EO/AA~~ OED ceases their activities on a complaint in which the Union has been involved, the ~~EO/AA-office~~OED shall notify the employee and the Union in writing that their office is no longer investigating and/or working on mediating the complaint. The Union and the Employer agree that all hearings and records shall be confidential as provided by law and that retaliation against an aggrieved employee or witness is prohibited.

The remainder of #2 is unchanged.

3. Incidents of harassment should be reported as follows:  
Crookston: Grievance Officer, Selvig Hall  
218-281-8365 8345  
Duluth: Office of Equal Opportunity, 255 Darland Adm. Bldg  
218-726-6827  
Twin Cities: Office of Equal Opportunity and Affirmative Action, 274 McNamara  
612-624-9547  
Morris: Office of Human Resources/EO Liaison, 309 201 Behmler Hall  
320-589-6021

2 **The University retains the right to add, delete or modify proposals.**

Victims of harassment often need immediate help in overcoming the fear, trauma and anger caused by such behavior. These resources are available for counseling:

Crookston: Counseling and Career Center, Bede Hall  
218-281-8585

Duluth: ~~UMD Employee Assistance Program~~  
~~218-249-7077~~

~~<https://humanresources.umn.edu/benefits/employee-assistance>~~

Twin Cities: Employee Assistance Program  
612-626-0253

~~[The Aurora Center](#)~~

~~612-626-2929~~

~~Boynton Health Service (fee for service)~~

~~612-625-8400~~

~~University Counseling Service (fee for service)~~

~~612-624-3233~~

Morris: ~~Employee Assistance Program, Stevens Community Medical Center~~  
~~320-589-1313~~

~~<https://humanresources.umn.edu/benefits/employee-assistance>~~

### University Proposal #3

## ARTICLE 5 RECRUITMENT AND EMPLOYMENT

### SECTION 1. VACANCY POSTING

When the Employer determines there is a continuing or temporary vacancy to be filled, the hiring Department shall submit a ~~personnel requisition~~ job opening to the ~~appropriate~~ Human Resources Department.

Announcements of vacancies shall be posted on the official Human Resources Department webpage ~~and shall include cross-campus postings as feasible.~~ The posting shall state the first day of listing, shall remain open for applications from the first day it is officially posted for at least seven (7) calendar days and shall state the date at which bargaining unit consideration ends. ~~The appropriate Human Resources Department shall provide copies of postings to the Union.~~ In addition, the appropriate supervisor(s) shall notify bargaining unit employees in the department, by means of the supervisor's choosing, when a bargaining unit vacancy in the department is to be posted. Disputes regarding supervisory notification may be grieved under Article 21 but remedies shall not require reversal of the hiring decision.

Postings shall include, at least, the classification, campus and work location of the job, salary and/or salary range, shift and hours of work, whether overtime or consecutive Sunday work are conditions of employment, a summary of the duties and essential qualifications of the job, as determined by the Employer. There shall be no essential qualifications which require four-year or greater college degrees for vacancies in the bargaining unit.



## SECTION 2. APPLICATION

Employees shall apply by submitting official application materials ~~to the appropriate Human Resources Department or, when the option is available, by notifying the appropriate Human Resources Department that they wish a current application already on file to be considered for a particular vacancy online.~~ The application, to be considered for the posted position, must be received ~~in the appropriate Human Resources Department,~~ by the close of the business day of the last day of the posting period.

The rest of this section remains unchanged

## SECTION 3. APPLICANT HIRING

Hiring of applicants who apply for vacancies and who have been certified by the Employer as meeting the qualifications for a vacancy and as meeting the measurable job related selection criteria as applied by the Department shall be in the following order:

- A. An employee who has received a layoff notice and has not yet been laid off, who has requested in writing to be placed on the layoff list and has submitted an updated application ~~to the appropriate Human Resources Department~~ online shall have a right to any vacant position ....

The rest of this section remains unchanged.

## University Proposal #4

### **ARTICLE 15 HOLIDAYS**

#### SECTION 1. OBSERVED HOLIDAYS

- B. Coordinate campuses, Minnesota Extension ~~Service~~, CUHCC, and programs where employees work in areas/buildings not under the control of the University, shall establish their own policies for these days.

## University Proposal #5

### **ARTICLE 18 LEAVE OF ABSENCE**

#### Section 2. PAID LEAVE OF ABSENCE

- C. Voting. Voting ~~in any regularly scheduled state primary or general election or in an election to fill a vacancy in the office of U.S. Senator or U.S. Representative, or a presidential primary. This leave may only be taken for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of the election. Any employee who is entitled to vote at any statewide general election or at any election to fill a vacancy in the office of representative to congress shall be entitled, consistent~~

with Minnesota state law, to absent themselves from work for the purpose of voting on election day without penalty or deduction from their salary or wages on account of such absence.

**University Proposal #6**

**ARTICLE 19  
SALARY**

Salary proposals will be provided at a later date.

**University Proposal #7**

**ARTICLE 20  
INSURANCE**

Insurance proposals were provided on May 8, 2017.

**University Proposal #8**

**MEMORANDUM OF UNDERSTANDING  
VACATION DONATION**

1. Remains unchanged.
2. Remains unchanged.
3. DONATIONS

All donations are voluntary and are made to an individual. An employee may donate no less than eight hours, but not more than forty hours of vacation each year, prorated according to their percentage appointment. The donated paid time will be calculated on the hourly rate ~~and fringe benefit rate~~ of the employee donating the time.

Rest of this section remains unchanged.

4. Remains unchanged.
5. Remains unchanged.
6. Most unchanged except delete c.

~~e) If other campuses choose to have campus-wide vacation donation programs, they will be responsible for the administration of the program.~~

**University Proposal #9**

**Delete the following MOU's**

Information Technology Specialists

Respectful Workplace

Step Fix

Lump Sum Payments

**University Proposal #10**

**Update dates for remaining MOU's**