

AGREEMENT BETWEEN  
CORNELL UNIVERSITY  
NEW YORK STATE SCHOOL OF INDUSTRIAL  
AND LABOR RELATIONS,  
NEW YORK CITY OFFICE,  
AND  
THE COMMUNICATION WORKERS OF AMERICA,  
AFL-CIO  
FOR NON-EXEMPT UNIT  
80 PINE STREET, NEW YORK, NY 10005  
APRIL 1, 2023 – MARCH 31, 2026



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**ARTICLE 1  
RECOGNITION**

9 This is an Agreement between Cornell University New York State School of  
10 Industrial and Labor Relations, Extension Division, New York City Office, (herein,  
11 "Employer") and the Communication Workers of America, (AFL/CIO), 80 Pine  
12 Street, New York, NY 10005 (herein, "Union").

13 The Employer recognizes the Union as sole and exclusive collective bargaining  
14 agent with respect to hours, wages, and other terms and conditions of employment  
15 of all regular full-time, regular part-time, support staff employees, administrative  
16 aides, and reproduction employees employed by the Employer at the New York State  
17 School of Industrial and Labor Relations, Extension Division, New York City Office  
18 as certified by the National Labor Relations Board by case 2-RC- 21877. Full-time  
19 employees shall be those defined as regularly scheduled to work a minimum of thirty-  
20 five (35) hours per week. Part-time employees shall be those defined as regularly  
21 scheduled to work twenty (20) hours per week but less than thirty-five (35) hours per  
22 week. Excluded are all temporary, student and other employees, guards, professional  
23 employees and supervisors as defined in the act.

24 A "temporary employee" is one who is hired to fill a vacated permanent position on  
25 a temporary basis, who is hired for a special project or to replace a unit employee  
26 who is on vacation or any contractual leave of absence provided herein and shall be  
27 administered as followed.

28 (i) Temporary employee filling a vacated permanent position on a temporary basis:  
29 A temporary employee shall continue employment with the university for a  
30 period of up to six (6) months and is so informed at the time of hire. The  
31 university shall fill that position on a permanent basis as per Article 10, Filling  
32 Job Vacancies, within a six (6) month period.

33 (ii) Hired for a special project:  
34 When a temporary employee is hired for a special project the term of  
35 employment will start and end with the term of the special project.

36 (iii) To replace a unit employee who is on vacation or on a contractual leave of  
37 absence provided herein:  
38 The university shall have the right to move the temporary employee from  
39 position to position without a break of service. The university shall notify the  
40 union and the shop steward in writing whenever it hires or extends the hire of a  
41 temporary employee.  
42

1 The six (6) month period referred to in (i) above, may be extended at the option of  
2 the university upon advance notice in writing to the union and the shop steward for  
3 the entire length of any contractual leave and the employee shall still be considered a  
4 temporary employee. A temporary employee, as defined above, shall be covered by  
5 the terms and conditions of this agreement during the extended period of temporary  
6 employment.

7  
8 Upon the return of the temporarily replaced unit employee or the expiration of the  
9 temporary employment, the university may either terminate the temporary employee  
10 or retain the temporary employee in a unit classification subject to Article 10, Filling  
11 Job Vacancies. In the event the employee is retained, he/she shall be covered by  
12 the terms of this agreement in the same manner as all newly hired regular full-time  
13 employees including that such employees must successfully complete the mandatory  
14 probationary period which shall begin on the date of the employee's designation as a  
15 regular full-time employee.

16  
17 Bargaining unit employees who are immediately able to satisfactorily perform the  
18 available work shall be offered available overtime hours before such overtime hours  
19 are either outsourced or made available to the temporary employees who are then  
20 working.

21  
22 **ARTICLE 2**  
23 **TERMS OF AGREEMENT**  
24

25 This Agreement constitutes the full, complete and final understanding and agreement  
26 of the parties for the duration hereof. The parties voluntarily and unqualifiedly waive  
27 the right, and each agrees that the other shall not be obligated, to bargain collectively  
28 with respect to any subject or matter whether or not referred to or covered in this  
29 Agreement, even though such subject matter may or may not have been within the  
30 knowledge or contemplation of either or both parties at the time that this Agreement  
31 was negotiated or signed. The execution of this Agreement shall not result in any  
32 abridgment of the rights retained by the University pursuant to Article 3.

33  
34 It is agreed by and between the parties that any provision of this Agreement which  
35 is subject to funding by the State of New York shall not become effective until  
36 appropriate approval by the State.

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4 **ARTICLE 3**  
5 **MANAGEMENT RIGHTS**

6 It is agreed that the University retains all of the rights, powers and authority possessed  
7 by the University prior to the execution of this Agreement and that nothing in this  
8 Agreement shall be construed to limit the University in any way in the exercise  
9 of these rights, except to the extent that these rights are specifically relinquished,  
10 restricted or modified by the express provisions of this Agreement. These rights shall  
11 include, but shall not be limited to the right to:

- 12 1. determine the mission, purposes, objectives, policies, and programs of the  
13 institution;
  - 14 2. determine the facilities, methods, standards, and means of operation, and number  
15 and qualifications of personnel required for the conduct of its program;
  - 16 3. determine and/or alter work schedules, hours of employment, and the duties,  
17 responsibilities, and assignments of employees with respect hereto;
  - 18 4. recruit, hire, approve, train, retain, evaluate, transfer, promote, demote, layoff and  
19 recall employees;
  - 20 5. determine or change job content, classify, or reclassify positions and allocate or  
21 reallocate new or existing positions;
  - 22 6. discipline or discharge employees in accordance with the provisions of this  
23 Agreement and rules and regulations promulgated hereunder;
  - 24 7. promulgate, modify and enforce rules and regulations and qualitative and  
25 quantitative standards of performance;
  - 26 8. although the University retains the right to subcontract unit work, the University  
27 agrees that it will make reasonable effort to avoid employee layoffs where sub-  
28 contracting may eliminate unit jobs; and, no employee who is employed as of  
29 the date of the ratification of our April 1, 2023 – March 31, 2026 agreement  
30 shall be laid off as a result of subcontracting during the term of the aforesaid  
31 Agreement.
  - 32 9. change existing, or introduce new equipment, operations, methods, processes,  
33 means or facilities as determined to be in the best interest of the University.
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1 Nothing contained herein shall constitute a waiver of the right of the University to  
2 exercise other normal functions of management not enumerated above. Furthermore,  
3 the exercise or non-exercise of rights hereby retained by the University shall not be  
4 deemed a waiver of any such right or prevent the University from exercising such  
5 rights in any way in the future.

6  
7 **ARTICLE 4**  
8 **UNION SECURITY**  
9

10 Each employee who is member of the Union on the effective date of this Agreement  
11 shall, as a condition of employment, remain a member. Each employee who is not a  
12 member as a condition of employment, shall, no later than thirty (30) days after his/  
13 her employment or the effective date of this Agreement, whichever is later, become  
14 and remain a member of the Union. On written notice from a duly authorized union  
15 official that an employee who has been employed more than thirty (30) days has  
16 failed to tender the periodic dues and initiation fees uniformly required as a condition  
17 of acquiring and retaining membership in the union, the employer will discharge  
18 such employee within fourteen (14) days after receipt of such notice unless within  
19 such fourteen (14) days, such employee's failure to tender such dues and initiation  
20 fees is cured.

21  
22 **ARTICLE 5**  
23 **DUES CHECKOFF**  
24

25 The University agrees to deduct an initiation fee and thereafter bi-weekly the regular  
26 Union membership dues from the wages earned by any member of the Union covered  
27 by this Agreement and to remit such dues monthly to the Union, provided such  
28 employee previously has signed a written authorization and direction to make such  
29 deduction to the appropriate University Payroll Manager.

30  
31 With each remittance, the employer will provide the Union with a list of names of  
32 employees and the dates and amounts of deductions made for each employee. The  
33 University shall remit the Dues Checkoff check to the Union within seven (7) days of  
34 the last payroll date of the month.

35  
36 In the event that an employee who has authorized payroll deductions for dues,  
37 falls into arrears for one (1) month's dues or less as a result of an unpaid leave  
38 of absence or layoff, the University shall deduct that amount, in addition to usual  
39 dues deductions, from the employee's paycheck within one (1) month following  
40 the Union's notification to the University of the employee's name, social security  
41 number, the amount of dues owed and the period for which they are owed. Further,  
42

1 the Union is required to send notice to the employee via first class mail that the Union  
2 has requested that the University take this deduction. The Union shall indemnify the  
3 University against any and all claims, demands, suits, or other forms of liability that  
4 may arise out of action taken or not taken by the University at the Union's request for  
5 the purpose of complying with any of the above provisions.  
6

7 **ARTICLE 6**  
8 **NO STRIKE GUARANTEE**  
9

10 There will be no strike, work stoppage, work interruption, slow down, sympathy  
11 strike, picketing or boycott by the Union or any employee during the life of this  
12 Agreement.  
13

14 In the event of any such action or interference, and on notice from the University, the  
15 Union without any delay shall take whatever affirmative action is necessary to prevent  
16 and bring about the termination of such action or interference. Such affirmative  
17 action shall include immediate disavowal and refusal to recognize any such action  
18 or interference and the Union immediately shall instruct any and all employees to  
19 cease their misconduct and inform them that their misconduct is a violation of the  
20 Agreement subjecting them to disciplinary action.  
21

22 The University agrees that it will not lock out its employees during the term of this  
23 Agreement.  
24

25 **ARTICLE 7**  
26 **FAIR EMPLOYMENT PRACTICES**  
27

28 The University and the Union recognize their mutual obligations that the provisions  
29 of this Agreement be applied to all employees covered by this Agreement without  
30 regard to race, creed, color, religion, age, sex, sexual orientation, citizenship status,  
31 union activity, marital status, disability, national origin, Vietnam era veteran or  
32 disabled veteran status. Any employee claiming he/she was discriminated against  
33 based upon one (1) of the above-noted protected categories may file a grievance at  
34 Step 2 of the Grievance Procedure, Article 11 of the Agreement.  
35

36 The University and Union recognize their mutual obligations under the various  
37 Affirmative Action and Equal Employment Opportunity statutes and regulations,  
38 labor laws and federal, state and local laws.  
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1 **ARTICLE 8**  
2 **UNION STATUS AND RIGHTS**

3 **Stewards**

4 The Union will the notify Employer in writing of the elected officers and stewards  
5 (and their alternates in case of the absence of any union representative authorized to  
6 administer this Agreement on behalf of the union), and the Employer shall recognize  
7 no others.

8  
9 **Access**

10 An authorized non-employee Union representative shall have reasonable access to  
11 Employer's premises to ascertain whether conditions of this Agreement are being  
12 observed, provided there is no interruption of service or the Employer's activities.  
13 As a courtesy the Union shall notify management of any visit.

14  
15 All employees shall have the right to review their personal employee records once  
16 a year upon one (1) week's prior written request for records maintained in the New  
17 York City office and one (1) month's prior written request for records maintained in  
18 Ithaca, New York.

19  
20 **Administration**

21 For purposes of conducting union business (e.g., Steward meetings, pre-grievance  
22 investigations, etc.) during working hours, the University will grant union steward(s)  
23 and or other bargaining unit members a reasonable amount of unpaid union business  
24 leave. Where feasible, employees will be excused for such leaves provided that the  
25 University is given two (2) work days advance notice prior to the date of the leave.  
26 When the Union and the University jointly collaborate on projects, presentations,  
27 investigations, etc., which further both labor and management initiatives, employees  
28 shall sustain no loss of pay when time spent on such initiatives cuts across normal  
29 working hours.

30  
31 The University will grant two (2) union stewards or their designee three (3) days of  
32 paid union business leave within the fiscal year (July 1 – June 30) upon one (1) weeks  
33 advance written notice.

34  
35 **Bulletin Board**

36 A suitable bulletin board or bulletin board space shall be provided at the employer's  
37 premises for the Unions use.

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1 Severance

2 Employees who are laid off under the provisions of the Layoff section of this Article,  
3 will have an option, exercisable in writing within five (5) business days of receipt  
4 of written notice of layoff, to elect instead of displacement (i.e. bumping) and recall  
5 rights to receive severance pay at the rate of one (1) week of pay per year of seniority  
6 service, not to exceed 24 weeks. Severance pay is calculated at the rate of the  
7 employee's regular base pay at the time of written notification of layoff, and would  
8 be issued in a lump sum payment.

9

10 NOTE: If an employee has been laid off previously and received severance pay for  
11 prior seniority service, and then rehired and subsequently laid off, he or she will not  
12 receive severance pay for the same period of seniority service.

13

14 NOTE: The purpose of severance pay is to provide some financial assistance to  
15 employees to help them deal with the initial difficulties that may result from the  
16 loss of employment. It is not intended to be recognition of years of service with  
17 the University. Therefore, employees who accept a regular position with Cornell  
18 University that will begin within two weeks of their effective date of layoff are not  
19 eligible for severance pay as provided above.

20

21 Loss of Seniority

22 All seniority rights and all other rights under this Agreement shall be lost if the  
23 following occurs:

24

- 25 1. The employee resigns employment.
- 26
- 27 2. The employee is discharged for cause.
- 28
- 29 3. The employee retires from Cornell University.
- 30
- 31 4. The employee is absent from active employment for one (1) year.
- 32
- 33 5. The employee is absent from work for three consecutive working days without  
34 directly notifying the supervisor or the departmental administrator, by phone or  
35 email in keeping with departmental procedures and provided the failure to notify  
36 is not due to circumstances beyond the control of the employee.
- 37
- 38 6. The employee fails to return to work for three consecutive working days, provid-  
39 ed the failure to return to work is not due to circumstances beyond the control of  
40 the employee, after:

41

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- 1 - the expiration of an approved leave of absence,  
2 - recall from layoff,  
3 - the expiration of vacation,  
4 - or disciplinary suspension,  
5 - expiration of disability or workers' compensation status  
6

7 Regular Employees Hired for a Specific Term (Term Employees)  
8

- 9 1. Term employees will not acquire rights until the job/position is made regular.  
10 2. Term employees made regular shall have their seniority date made retroactive to  
11 the date of the commencement of their term appointment.  
12 3. Term appointees shall not have any displacement rights over regular employees  
13 unless and until they obtain regular status  
14

15 **ARTICLE 10**  
16 **FILLING JOB VACANCIES**  
17

18 The university will post job openings which may occur in the bargaining unit at the  
19 ILR Extension Office in New York City in accordance with the following procedure:  
20

- 21 1. The University will post via e-mail all job vacancies which occur in the bargain-  
22 ing unit including the job description and grade while concurrently advertising  
23 the position externally. The University will limit consideration to internal  
24 candidates for a minimum of five (5) working days before considering external  
25 applicants.  
26 2. Special effort will be made to contact employees who are absent during the  
27 posting period to notify them of the job vacancy. Employees who are absent for  
28 the duration of the posting period and who return to work within fifteen (15)  
29 calendar days of the initial posting, shall have five (5) days working from their  
30 date of return to apply for the position.  
31 3. The job opening shall be filled by regular members of the bargaining unit by se-  
32 niority provided the employee has the recognized skill and ability to immediately  
33 perform the job, or will be able to perform the job after a reasonable amount of  
34 training, not to exceed twenty (20) working days.  
35 4. The University will provide the union with a list of all bargaining unit members,  
36 their titles and pay grades annually. The union shall provide the University a list  
37 of shop stewards annually.  
38 5. The university agrees to provide unit members who are not offered a job for  
39 which they have applied a general written explanation of why they were not  
40 selected. A copy will also be provided to a unit shop steward.  
41  
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1  
2 **ARTICLE 11**  
3 **GRIEVANCE PROCEDURE AND ARBITRATION**

- 4 1. "Grievance" within the meaning of the Agreement shall be defined as any matter  
5 involving the interpretation or application of this Agreement, which alleges  
6 a violation of the rights of an employee, or the Union under the terms of this  
7 Agreement.  
8
- 9 2. An employee grievant and/or one Union representative participating in the  
10 required meetings of the Grievance Procedure, Steps 1 through 4 inclusive, as  
11 set forth in this Article, during working hours shall suffer no loss of wages for  
12 the time spent in such meetings. Whenever possible grievance meetings shall be  
13 scheduled during the grievant's normal working hours, at a mutually convenient  
14 time.  
15
- 16 3. In no instance shall a grievance be filed after ten (10) working days for discipline  
17 and thirty (30) working days for other grievances from the date of its occurrence  
18 or reoccurrence. Any grievance not processed at each level within the number  
19 of working days specified herein shall be regarded as settled on the basis of the  
20 University's most recent answer. If the University should fail to observe the  
21 time limits in a specific step, the grievance may be appealed to the next step or  
22 the Union may wait for the University's response. "Working Day" within the  
23 meaning of this Article shall be defined as Monday through Friday, excluding all  
24 paid holidays.  
25
- 26 4. Settlements through Step 2 of the Grievance Procedure shall not establish a  
27 precedent or practice for either party. The Union or the University may withdraw  
28 a grievance at any step without prejudice or precedence.  
29
- 30 5. Initial steps and time limits in the Grievance Procedure may be waived by writ-  
31 ten mutual agreement of both the University and a Union representative.  
32
- 33 6. No employee shall be discriminated against for participating in the Grievance  
34 Procedure.  
35
- 36 7. Where an employee's presence as a witness is required during the adjustment of  
37 a grievance or during arbitration, the University shall excuse that employee from  
38 work. Neither party, however, shall be responsible for the expense of witnesses  
39 called by the other, including lost work time. Witnesses called by mutual agree-  
40 ment in advance of the witness appearance shall not lose pay.  
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1 8. At each step of the grievance procedure, each party shall present the facts and  
2 documents known to the party at the time to support its position on the griev-  
3 ance.  
4

5 All matters coming under this Article may first be discussed between the aggrieved  
6 employee, a unit shop steward and his/her supervisor. If a resolution is reached it  
7 shall not establish a precedent or practice for either party.  
8

9 All grievances shall be processed and settled in conformity with the following  
10 procedure:  
11

12 Step 1. The aggrieved employee and his/her steward will write out the grievance  
13 indicating the nature of the grievance, the facts upon which it is based, the  
14 contractual provisions that the grievant believes has been violated, and the  
15 remedy sought. The grievance shall be heard by the grievant's supervisor who  
16 shall render his/her answer in writing within ten (10) working days from the  
17 date the grievance was discussed. Such discussion shall take place within ten  
18 (10) working days of the submission of the grievance. In the event a satisfactory  
19 settlement is arrived at, the parties will execute the appropriate grievance  
20 forms. In the event no satisfactory settlement is arrived at, the procedure will  
21 then go to Step 2.  
22

23 Step 2. If the immediate supervisor's written response does not resolve the  
24 grievance and the union chooses to pursue the matter further, the immediate  
25 supervisor's answer shall be appealed within ten working days to the Assistant  
26 Dean for Human Resources or his/her designee. The Assistant Dean for Human  
27 Resources or his/her designee shall within twenty (20) working days from  
28 the date the grievance is appealed, meet and discuss the grievance with the  
29 employee, the steward and a union representative. A written answer to the  
30 grievance shall be provided to the employee and the union representative within  
31 fifteen (15) working days of the step 2 meeting.  
32

33 Step 3. If the grievance has not been satisfactorily resolved, the union, within  
34 ten (10) working days of receipt of the step two answer may appeal the  
35 grievance to the Director of Labor Relations. The union's representative, and  
36 the Assistant Dean for Human Resources for the School of ILR or the Director  
37 of Labor Relations will consult with each other within twenty (20) working  
38 days of receipt of the Step 2 response in an effort to resolve the grievance. The  
39 employer will provide a Step 3 answer within ten (10) working days following  
40 the step 3 consultation.  
41  
42

1 Grievance Mediation  
2 Upon mutual agreement, the University and the Union will request a Federal  
3 Mediator from the Federal Mediation and Conciliation Service for the purpose  
4 of grievance mediation. This process may be implemented with mutual  
5 agreement prior to filing for Arbitration, or in the time frame between the  
6 filing for Arbitration and the Arbitration proceedings. In the event Grievance  
7 Mediation is chosen prior to filing for Arbitration, the time limits for filing  
8 for Arbitration will be extended to accommodate the Grievance Mediation  
9 process. The decision/ recommendations of the Federal Mediator shall not be  
10 binding on either party and may not be introduced in any subsequent arbitration  
11 proceedings.  
12

13 Step 4 - Election to Arbitrate. If the grievance remains unresolved after the  
14 Step 3 answer from the University, the designated Union Representative may  
15 appeal the grievance to arbitration within forty-five (45) days from the Step 3  
16 answer by written notice to the American Arbitration Association requesting  
17 that agency to provide panels from which the arbitrator shall be selected.  
18

19 The jurisdictional authority of the arbitrator is defined and limited to the  
20 determination as to whether there have been violations of the provision or  
21 provisions of the Agreement as set forth in the written grievance; the arbitrator  
22 shall have no power to add to, subtract from, or modify any of the terms of  
23 this Agreement. The decision of the arbitrator shall be based exclusively on  
24 evidence presented at the arbitration hearings and shall be final and binding on  
25 all involved parties.  
26

27 Where the decision of the arbitrator includes an award for back pay, back wages  
28 shall be limited to the amount of wages that the employee otherwise would  
29 have earned less any unemployment compensation or other additional interim  
30 payments or compensation.

31 The parties shall bear their own expenses and share in the arbitrator's fee  
32 and expenses equally. Each party shall be responsible for the expenses of its  
33 witnesses and representatives, except as provided in Section 7 of this Article.  
34 Either party may be represented by counsel.  
35

36 Except as otherwise provided for in this Agreement, the University may temporarily  
37 fill any position pending the resolution of the grievance.  
38

39 Grievances involving suspension or discharge may be submitted directly to Step 2 if  
40 mutually agreed upon. In order to be timely filed, such grievance must be submitted  
41 in writing to the Assistant Dean for Human Resources within thirty (30) calendar  
42 days.

1 The time periods and limits provided in this Article shall not include Saturdays,  
2 Sundays or contractual holidays. Such time periods may be extended only by mutual  
3 agreement of the university and the union. In the absence of such agreement, the time  
4 limits shall be mandatory.

5  
6 It is agreed that the use of the grievance procedure set forth herein shall be mandatory  
7 and shall be regarded as the sole and exclusive machinery for the adjustment of  
8 claims or grievances. The union may not at any time resort to economic action in  
9 support of grievances while they are being processed or thereafter.

10  
11 All grievance forms shall be printed and supplied by the union.

12  
13 **ARTICLE 12**  
14 **DISCIPLINE AND DISCHARGE**

15  
16 The University and the Union agree to a procedure of progressive discipline. The  
17 parties adhere to the principle that discipline has the objective of improving the future  
18 performance of the employee.

19  
20 The University and the Union recognize the sensitive nature of the disciplinary  
21 process and to that end, will strive whenever possible, to handle all disciplinary  
22 matters in a private setting with relevant personnel only.

23  
24 An employee may be disciplined only for cause. Employees have the right to  
25 union representation during any meeting that might lead to discipline or during a  
26 disciplinary meeting.

27  
28 The university agrees to honor the employees' Weingarten rights including:

- 29  
30 a. notifying the employee if a discussion may lead to disciplinary action;  
31 b. stopping all discussion with an employee when the university or employee  
32 determines that the discussion may lead to discipline of the employee, in order  
33 to provide the employee with the opportunity to meet with and have the shop  
34 steward or other union representative present before continuing the discussion;  
35 c. violations of (a) and (b) above shall be subject to Article 11, Grievance Proce-  
36 dure and Arbitration in this Agreement.

37  
38 The steps in the procedure of progressive discipline shall include oral warnings,  
39 written warnings, suspensions and discharges.

40  
41 Referral to the Employee Assistance Program (EAP) is not a required step of the  
42 disciplinary procedure.



1 Situations involving major infractions or offenses shall be exempted from progressive  
2 discipline and may subject an employee to discipline, including discharge, regardless  
3 of the employee's prior record.

4  
5 Management shall in appropriate cases give the Union advanced notice of suspensions  
6 and discharges. Failure to give notice shall not be an issue in any grievance relating  
7 to the suspension or discharge.

8  
9 Probationary employees shall be exempt from the provisions of this Article.

10  
11 **ARTICLE 13**  
12 **FLEXIBLE WORKING HOURS**

13  
14 The University shall consider employee requests for flexible working arrangements.  
15 NYC ILR Outreach shall review such requests based upon the office's business needs  
16 and ability to achieve workplace goals.

17  
18 **ARTICLE 14**  
19 **LEAVE OF ABSENCE WITHOUT PAY**

20  
21 Short-Term Position Leave

22 All regular full-time and part-time employees may be eligible for a short-term  
23 position unpaid leave after completion of their probationary period. Short-term  
24 position leaves may be requested for up to six (6) months. The employee's position  
25 will be held open for the duration of the short-term leave. The request must state the  
26 reason for the leave and the length of leave.

27  
28 Requests for short-term position leaves are granted solely at the discretion of the  
29 NYSSILR, New York City Office. Any request for a short-term position leave which  
30 is denied may be grieved directly to Step 3 of the Grievance Procedure, but shall not  
31 be arbitrable.

32  
33 Long-Term Personal Leave

34 All regular full-time and part-time employees with at least one year of continuous  
35 service prior to the date of leave are eligible for a long-term personal unpaid leave of  
36 up to a maximum length of one year. The employee's position will not be held open,  
37 and there shall be no guarantee of re-employment. However, employees on unpaid  
38 long-term leaves of absence may use their seniority to apply for vacant bargaining  
39 unit positions in keeping with Article 10.

40  
41  
42

1 Eligible employees may be authorized to take a long-term unpaid personal leave for  
2 the following reasons:

- 3
- 4 • Government service (elective office)
  - 5 • Educational purposes
  - 6 • Extended vacation (following five (5) years of University service)
  - 7 • Sickness and disability
  - 8 • Settlement of an estate
  - 9 • Travel to accompany spouse on sabbatical
  - 10 • Domestic responsibilities
  - 11 • Other reasons deemed appropriate by the University

12

13 The employee is required to submit a written request for a long-term unpaid personal  
14 leave through the Assistant Dean for Human Resources stating the reason for the  
15 leave and length of leave. The request for a long-term unpaid personal leave must be  
16 made at least two (2) weeks in advance of the first day of leave. Whenever employees  
17 exhaust their Short-Term Disability Plan benefits and application for Long-Term  
18 Disability Plan benefits is still pending, the employee shall be automatically placed  
19 on a Long-Term Personal Leave for the interim period up to a maximum of one (1)  
20 year.

21

22 Cornell Children's Tuition Scholarship will be continued until the end of the term  
23 in which a leave begins, then discontinued until the employee returns to regular  
24 University service.

25

26 Requests for unpaid long-term personal leave are granted entirely at the discretion  
27 of Office of Human Resources. Denials shall not be unreasonable but shall not be  
28 grievable.

29

30 General Provisions For Short-Term And Long-Term Unpaid Personal Leaves

31

32 Accrued vacation must be exhausted before a long term unpaid personal leave begins.  
33 An employee shall not be eligible for health and personal leave or disability benefits  
34 while on an approved unpaid leave. Health and personal leave and vacation will  
35 not accrue while an employee is on unpaid leave. If the employee returns to active  
36 employment at the University within the limits specified by the unpaid leave of  
37 absence agreement, health and personal leave shall be restored to its former level.

38

39 Acceptance of any employment inconsistent with the unpaid leave will result in  
40 termination.

41  
42

1  
2 **ARTICLE 15**  
3 **JURY DUTY LEAVE**

4 An employee called for jury duty will be paid his/her regular rate of pay upon  
5 submission of the summons. An employee subpoenaed to appear in court as a  
6 witness by the employer or for an employment related matter will be paid his/her  
7 regular rate of pay upon submission of the subpoena. The employee should notify  
8 his/her supervisor immediately.

9  
10 **ARTICLE 16**  
11 **BEREAVEMENT LEAVE**

12  
13 An employee will be entitled to a leave of absence, as actually needed and used  
14 by him/her, for funeral arrangements, or attendance due to death of grandparents,  
15 brother, sister, spouse, mother, father, sister or brother-in-law, child, grandchild,  
16 step-child, step-parent, father-in-law, mother-in-law, son-in-law, daughter-in-law or  
17 domestic partner. The employer will reimburse the employee for scheduled work  
18 time he/she actually lost during this leave to a maximum of three (3) seven (7) hour  
19 days at his/her regular wage rate.

20  
21 For the funeral of other relatives, a fellow employee in the bargaining unit, or when  
22 serving as a pallbearer, a maximum of one-half (1/2) day for a local funeral, and one  
23 (1) day for an out-of-town funeral, will be granted with pay.

24  
25  
26 **ARTICLE 17**  
27 **MILITARY LEAVE**

28  
29 Employees who are members of the National Guard, Coast Guard, or Military  
30 Reserve Units shall be granted leave with pay or training periods of more than seven  
31 (7) days on no more than two (2) occasions in a twelve (12) month period, up to a  
32 maximum of thirty (30) in total in a twelve (12) month period. Vacation or Health  
33 and Personal Leave (HAP) may be used for military training in excess of thirty (30)  
34 days subject to the approval of the Assistant Dean for Human Resources.

35  
36 Whenever possible, the employee shall provide written documentation to the  
37 University at least two weeks in advance of the scheduled training, specifying the  
38 reason and duration of the military leave.

1 **ARTICLE 18**  
2 **VACATION**  
3

4 Vacation shall accrue for each straight time hour worked, including paid health and  
5 personal leave, sick leave, holidays, and vacation, according to the following rates.  
6

7 Employees are entitled to earn vacation under the following schedule.  
8

9 Years of Service	Vacation Earned	Vacation
10 <u>Completed</u>	<u>Per Year</u>	<u>Factor</u>
11 Up to 10 years	3 weeks	.05769
12 10 years	3 weeks	.06153
13	plus 1 day	.06538
14	per year	.06923
15	up to 4 weeks	.07307
16		.07692

17  
18 Paid vacation accrual begins on the date of last hire. Changes in accrual rates  
19 shall be effective on the anniversary date of last hire. Paid vacation may accrue to  
20 a maximum of three hundred and twenty (320) hours or two (2) times the annual  
21 accrual rate, whichever is less.  
22

23 Each year, as of December 31, leave balances that exceed the maximum will be  
24 automatically adjusted to the appropriate maximum.  
25

26 If a scheduled University holiday falls within an employee's vacation period, the  
27 employee shall be given the holiday pay and shall not have to use vacation time for  
28 that day. If an employee is on vacation when the University declares an unscheduled  
29 day off (e.g., inclement weather) the employee shall continue to use vacation time for  
30 that day and will not be given an additional day off.  
31

32 Upon termination, including retirement, an employee shall have a right to receive  
33 payment for all unused vacation time up to a maximum of 30 days, provided the  
34 employee has completed at least one year of continuous service. The payment will be  
35 made in a lump sum in the pay period following the last day of employment.  
36

37 The University will work with employees who have more than 30 days of vacation  
38 to schedule those vacation days in excess of 30 prior to the employee's last day  
39 at the University. In addition, employees will receive holiday pay for all holidays  
40 covered under Article 20 of this Agreement which fall within this period before the  
41 employee's last day at the University.  
42

1  
2 Except as provided in Short-Term Disability, vacation time cannot be substituted for  
3 sick leave. The supervisor has sole discretion to approve the use of vacation time  
4 when employees have exhausted their accrued sick leave.  
5

6 Written requests for vacation time off shall be submitted as soon as reasonably  
7 possible to the employee's supervisor. The employee shall receive a copy of the  
8 approval or rejection within a reasonable period of time. Once approved, the vacation  
9 time off cannot be canceled or changed without the agreement of the employee.  
10

11 When an employee has accrued vacation leave and dies, the corresponding payment  
12 for such shall be paid to the employee's beneficiaries or estate.  
13

14 **ARTICLE 19**  
15 **HOLIDAYS**  
16

17 Number and Identity

18 There will be thirteen (13) holidays. These include New Year's Day, Martin Luther  
19 King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving  
20 Day, the day after Thanksgiving, Christmas Day and recess days between Christmas  
21 and New Year's day.

22 In addition, there are two floating paid holidays which the employee shall select in  
23 January of each year. The floating holidays will be chosen among the following  
24 days: Indigenous People's (Columbus) Day, Good Friday, Veteran's Day, Lincoln's  
25 Birthday and President's Day, Yom Kippur, Rosh Hashanah, Eid al Fitr or Eid ul  
26 Adha. Effective January 2024, employees will choose their floating holidays for  
27 the calendar year by January 31. Changes to the requested floating holidays will only  
28 be made after January 31 with the approval of the unit director and administrative  
29 director. Employees hired after January 1 will have their floating holidays pro-rated  
30 for the calendar year.  
31

32 Each year Office of Human Resources shall announce the specific calendar days on  
33 which the holidays shall be observed. Holidays which fall on Saturdays or Sundays  
34 shall be designated by the University for observance on a weekday.  
35

36 Holiday Pay

37 Regular full-time employees who are not scheduled to work on the holiday will be  
38 paid for holidays at their regular rate of pay.  
39

40 Regular part-time employees will receive prorated pay at their usual rate, provided  
41 the holiday falls on a regularly scheduled work-day.  
42

1 Pay For Holiday Work

2  
3 Employees who are required to work on a University holiday will receive pay at two-  
4 and-one-half times their normal rate for hours actually worked on that holiday. The  
5 employee will receive regular pay for the balance of the hours, if any, not worked on  
6 the holiday.

7  
8 Although university holidays are designated Monday through Friday, when July 4,  
9 December 25 and/ or January 1 fall on a Saturday or Sunday, employees required  
10 to work will be paid one-and-one-half times their regular rate of pay for all hours  
11 worked on any of these dates.

12  
13 Eligibility

14 To be eligible to receive holiday pay the employee must work the employee's last  
15 scheduled work day prior to and the employee's next scheduled workday after a  
16 holiday, unless the employee is able to substantiate, in management's sole judgment,  
17 a reasonable cause for absence.

18  
19 For each holiday period the employee must work the last scheduled workday prior  
20 to each holiday period and the next scheduled workday after each holiday period.  
21 Failure to do so shall disqualify the employee for pay for one holiday in the holiday  
22 period, unless the employee is able to substantiate, in management's judgment, a  
23 reasonable cause for absence.

24  
25 Any employee who is scheduled to work on a holiday and fails to report to work shall  
26 forfeit holiday pay and be subject to disciplinary action, unless the employee is able  
27 to substantiate a reasonable cause for absence.

28  
29 **ARTICLE 20**  
30 **OTHER BENEFITS**

31  
32 The University and the Union agree that, during the term of this Agreement, the  
33 University will automatically extend to Statutory employees covered by this  
34 Agreement any adjustments made by the University in the current benefit programs  
35 listed below in this paragraph which the University might make for employees not  
36 covered by a collective bargaining agreement. In the event of such changes, the  
37 University will notify the Union of such changes prior to their implementation.

- 38  
39 • Group Life Insurance  
40 • Accidental Death and Dismemberment Plan  
41 • New York State Employees Retirement System Benefits  
42

- 1 • Tax Deferred Annuity Plan (Voluntary)
- 2 • Cornell Children's Tuition Scholarship Plan
- 3 • Long-Term Disability Plan (non-vested employees only)
- 4 • Workers' Compensation
- 5 • Cornell's Short-Term Disability Plan
- 6 • Group Health Insurance:
- 7     The Statewide Plan or Group Health Incorporated
- 8 • Employee Tuition and Training Program
- 9 • Direct Deposit
- 10 • Cornell Break in Service Policy
- 11 • Employee Assistance Program (EAP)
- 12 • Family and Medical Leave Act
- 13 • Vacation
- 14 • Inclement Weather
- 15 • Health and Personal Leave

16

17

**ARTICLE 21**

18

**HOURS OF WORK AND OVERTIME**

19

20 The University reserves the right to determine and/or amend daily hours of work,  
21 weekly work schedules and pay days.

22

23 While the University will make every effort to accommodate an employee's request  
24 to be excused, the University reserves the right to require employees to work overtime  
25 or report on their scheduled hours or days off.

26

27 When feasible departments shall give employees at least one (1) week notice prior to  
28 weekly work schedule changes or long-term changes in work location.

29

30 Irrespective of the days worked or the number of hours worked in any one day,  
31 employees shall be paid for all hours worked in excess of forty (40) hours in any given  
32 work week at one and one-half times their regular rate of pay. All hours paid in the  
33 work-week as defined below shall be counted for the purpose of computing overtime  
34 in any work week. There shall be no pyramiding of overtime and/or premium pay.

35

36 Other than during emergency situations, seniority shall be respected when scheduling  
37 overtime provided the employee can do the available work.

38

39 The work-week begins at 12:00 a.m. Thursday and ends at 11:59 p.m. Wednesday.  
40 Nothing contained in this Agreement shall be construed as a guarantee of hours of  
41 work per day or per week or as a limitation on the right of the University to require  
42 overtime.

1 Any indefinite transfer to another ILR Extension Office shall require thirty (30) days  
2 advance written notice to the employee, shop steward and the union.

3  
4 An employee who is required or authorized to work on a Saturday or Sunday who  
5 is not regularly scheduled to work on a Saturday or Sunday, shall be paid at the rate  
6 of time and one-half (1 ½) their regular rate for the hours worked on the Saturday  
7 or Sunday.

8  
9 Unless regularly scheduled to work, an employee who is required to work past 9pm at  
10 the request of their supervisor will be entitled to take a taxi or ride share (e.g., Uber,  
11 Lyft) to their home (within 50 miles.)

12  
13 Shift Differential  
14 Employees who are regularly scheduled to work a shift which ends after 7.00pm  
15 shall be paid one dollar and twenty-five cents (\$1.25) per hour for all hours worked in  
16 that scheduled shift. Such shift differential shall be paid for the following paid leave  
17 situations: vacation, holiday, sick, personal, family health care, and bereavement  
18 leave.

19  
20 Any other employee who is temporarily assigned to such a shift shall receive a wage  
21 adjustment of 10% of the employee's basic hourly rate payable for all hours worked  
22 in that shift.

23  
24 Call-Back Pay  
25 Employees required to return to work after leaving the University's premises  
26 following their work shift shall be paid a minimum of four (4) hours at rate of one  
27 and one half (1 ½) times their regular rate of pay.

28  
29 **ARTICLE 22**  
30 **WAGES**

31  
32 Hire Rate  
33 All new employees in the bargaining unit shall be paid at the Hire Rate. Employees  
34 will move from the Hire Rate to the Job Rate upon completion of two (2) years of  
35 service.

36  
37 Job Rate  
38 All employees who are currently in the Job Rate or move into the Job Rate from the  
39 Hire Rate will remain at the Job Rate for the duration of this Agreement.

40  
41  
42



1 Effective on the date set forth below, employees shall receive the following increases  
2 to their base rates of pay:

	C03		C04		C05	
5 Effective						
6 Date	Hire	Job	Hire	Job	Hire	Job
7 4/1/2023	\$28.95	\$30.63	\$32.83	\$34.72	\$37.55	\$38.96
8 4/1/2024	\$30.18	\$31.93	\$34.22	\$36.20	\$39.15	\$40.61
9 4/1/2025	\$31.09	\$32.89	\$35.25	\$37.29	\$40.32	\$41.83

10  
11 Employees in the unit as of the date of ratification of the 2023-2026 contract will  
12 receive a ratification bonus of \$1500 (gross).

13  
14 Longevity Pay

15 Current employees who reach their anniversary date as outlined below will receive a  
16 one-time longevity payment, which shall be applied to their base pay. Such longevity  
17 payment will be paid at the beginning of the pay period following their anniversary  
18 date. No employee shall receive more than one longevity adjustment during the life  
19 of this Agreement.

21	Five (5) Years of Service	\$700.00
22	Ten (10) Years of Service	\$950.00
23	Fifteen (15) Years of Service	\$1200.00
24	Twenty (20) Years of Service	\$1450.00
25	Twenty-Five (25) Years of Service	\$1700.00

26  
27 After twenty-five (25) years of service, and each fifth (5th) year of service following  
28 the twenty-fifth (25th) year, employees will receive the 25th year longevity.

29  
30 **ARTICLE 23**  
31 **SEPARABILITY**

32  
33 If any provision or part thereof of this Agreement is found to be invalid or  
34 unenforceable by a final decision of a court of law or is in conflict with any applicable  
35 federal or state law or regulation, such provision, or part thereof shall be deemed to  
36 be deleted from this Agreement. In the event that any provision, or part thereof, of  
37 this Agreement is thus rendered inoperative and of no force and effect, the remaining  
38 provisions shall, nevertheless, remain in full force and effect.



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**ARTICLE 26  
PROFESSIONAL DEVELOPMENT**

A non-bargaining unit supervisor will work with employees wishing to pursue educational goals while employed at the university. The employee's educational goals shall not be limited to work-related responsibilities only, and include: technical training workshops, attainment of certificates, associates, undergraduate and graduate degree programs, etc.

**ARTICLE 27  
SUCCESSORSHIP**

This Agreement shall be binding upon the successors and assignees of the parties hereto.

**ARTICLE 28  
DURATION OF AGREEMENT**

This Agreement shall remain in full force and effect until 11:59 p.m., March 31, 2026 and, thereafter, shall be renewed from year to year unless any party hereto shall notify the other party, in writing, at least sixty (60) days prior to the termination date of this Agreement of its desire to change or modify in any way or terminate this Agreement. Such written notice shall be sent by registered or certified mail to the other party.

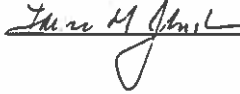
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**ARTICLE 29  
AGREEMENT**

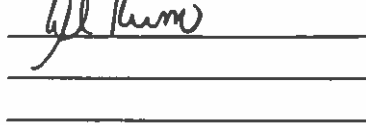
This Agreement is entered into as of this 14<sup>th</sup> day of April, 2023 for the period April 1, 2023 through March 31, 2026 by the between Cornell University, New York State School of Industrial and Labor Relations, Extension Division, New York City Office, (herein, "Employer") and the Communication Workers of America, (AFL/CIO), 80 Pine Street, New York, NY 10005 (herein, "Union").

In witness whereof, the parties hereto have executed this Agreement as of this 14<sup>th</sup> day of April 2023.

Cornell University



Communication Workers of America, Local 1101



1  
2  
3  
4 **ARTICLE 30**  
5 **RECLASSIFICATIONS**

6 When an employee submits a job reclassification request, the employee shall  
7 complete and submit a Position Classification Review Request Form to the Assistant  
8 Dean for Human Resources. The Union may assist the employee in any stage of this  
9 process. The Assistant Dean for Human Resources shall consider such request and  
10 develop in conjunction with the employee an updated and accurate job description  
11 if appropriate. Reasonable effort will be made to complete this process within thirty  
12 (30) calendar days.

13 The Assistant Dean for Human Resources shall then forward the request to the  
14 college human resources office. The college human resources office will conduct  
15 a fair and objective review. Employee and supervisor input shall be sought when  
16 appropriate. The college human resources office will make a reasonable effort to  
17 complete the review and notify the employee and supervisor of the results within  
18 thirty (30) calendar days. The college human resources office may extend the review  
19 for up to an additional thirty (30) calendar days if necessary to make comparisons or  
20 gain input from outside the department and college.

21 If the employee wishes to appeal the results of the decision, the employee may  
22 forward an appeal of the decision with written justification directly to Step 3 of the  
23 Grievance Procedure. This Article is not Arbitrable. It is understood that when an  
24 existing job is upgraded or reclassified, the employee holding that position shall  
25 remain in that revised position. Reclassification reviews may not be requested more  
26 than once per year unless job duties or responsibilities have materially changed.

27  
28 If the employee's position is upgraded, they will receive retroactive pay back to the  
29 beginning of the pay period following receipt of the request by the college human  
30 resources office.

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1 **Letters of Understanding**  
2

- 3 1. Employees employed in the unit before April 1, 2018 shall receive the following  
4 allowance separate from their regular wage and payable over 26 paychecks :  
5 Effective 04/01/2023: \$4,800  
6 Effective 04/01/2024: \$4,800  
7 Effective 04/01/2025: \$4,800  
8
- 9 Paragraphs 2 – 4 below will be extended for the life of the contract; paragraph 5 is  
10 new as part of the 2023-2026 contract.  
11
- 12 2. Employees who successfully complete accredited course work through the  
13 CUNY system shall be reimbursed at the CUNY tuition rate up to 12 credits per  
14 calendar year.  
15
- 16 3. Cornell University shall continue in effect the Neutrality Agreement signed and  
17 dated May 27, 1999.  
18
- 19 4. Joint Labor-Management Committee. The parties agree to the formation of a  
20 joint labor-management committee consisting of two members of the union, and  
21 two members from management from the Metropolitan office. The committee  
22 will meet at least quarterly with the intent to improve communications, problem  
23 solve, and openly discuss issues of concern to both parties. An agenda will be set  
24 prior to each meeting. Guests may be invited depending on topics of the agenda.  
25 The outcome of each meeting will be publicly communicated to all employees in  
26 the Metropolitan office.  
27
- 28 5. Safety and health is a mutual concern of the Company and the Union. It benefits  
29 all parties to have employees work in safety and healthful environments and for  
30 employees to perform their work safely and in the interests of their own health.  
31 The Company agrees to maintain a safe and healthy workplace for all employ-  
32 ees. It is also necessary to promote a better understanding and acceptance of the  
33 principles of safety and health on the part of all employees, in order to provide  
34 for their own safety and health and that of their fellow employees, customers and  
35 the general public.  
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**Appendix: List of CWA Unit Job Titles**

- 1
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- 3
- 4 CWA Job Title
- 5 Accounts Rep C03
- 6 Accounts Rep C04
- 7 Administrative Assistant C03
- 8 Administrative Assistant C04
- 9 Administrative Assistant C05
- 10 Building Coordinator C03
- 11 Building Coordinator C04
- 12 Building Coordinator C05
- 13 Event/Conference Coord C04
- 14 IT Support Assistant C05
- 15 Media Assistant C03
- 16 Research Aide C04
- 17 Program Assistant II C05
- 18
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