SEIU Local 284 - Hamline Adjuncts  
Tentative Agreement Summary  
2018-2022 Contract Term

(Note: Language struck thru is to be removed from the current contract and language bolded and underlined is to be added to the contract.)

ARTICLE 3 - NO STRIKE/NO LOCKOUT

Section 2. In the event that either party or any Unit Member violates the provisions of Section 1 above, the other party may request in writing (including email) delivered to the co-chairs of the Committee an emergency meeting of the Union-University Collaboration Committee to be held within twelve (12) hours of such request. If such meeting is not held within such time, the party aggrieved by such violation or alleged violation may immediately pursue any and all available remedies. In addition, should a Unit Member allegedly violate the provisions of Section 1 above, the Union shall inform the member(s) that such action is prohibited under this Agreement and request the Unit Member to cease such action and return to full, normal, and timely work. In the event of activity believed to be in violation of this Article, the party aggrieved may immediately pursue, in any court of competent jurisdiction, whatever remedies are available to it.

ARTICLE 6 - UNION RIGHTS

Section 1. The Union will notify in writing, the Director of Human Resources, or designee, of the names of the Union Representatives and will notify him/her within five (5) calendar days of any change in the representatives. The Union Representatives shall not exceed six (6) in number and shall not include any individual excluded from the Bargaining Unit as described in Section 2, Article 1, but may include the Bargaining Unit Union Representative identified in Article 8. Only those Union Representatives who have been named on the written notification to the University shall be entitled to adjust grievances, to attend meetings with a grievant or with appropriate representatives of the University regarding grievances, and to attend to other matters related to the administration of this Agreement when authorized by the Union to do so. With prior written notification, which shall include electronic notification, to the Director of Human Resources, or designee, the Designated Union Representatives of the Union shall have reasonable access to the University's academic facilities for the transaction of necessary Union business, as described in this Article 6, relating to this Agreement so long as normal business and classroom activities are not disrupted or attempted to be disrupted.

Section 2. Some Unit Members shall be designated by the Union as "Designated Representatives" to adjust grievances, to attend meetings with a grievant or with appropriate representatives of the University, and to attend to other matters related to the administration of this Agreement when authorized by the Union to do so. The Union will notify the Director of Human Resources, or designee, of the names of the Designated Representatives and will notify him/her within five (5) calendar days of any change in the representatives.

Section 3. Designated The Union Representatives as designated in Section 1, shall be given some time on the agenda of any University-scheduled adjunct faculty orientation meeting involving Unit Members in order to present information about the Union and Union membership.

Section 4. The University shall permit Unit Members and Union Representatives as designated in Section 1, Designated Representatives of the Union to post notices pertaining to legitimate and appropriate Union...
interests related to this Agreement on two University bulletin boards as follows: Giddens Learning Center (GLC) in the entryway to the GLC gallery and the Old Main Manor building in the basement in the hallway outside of the office areas currently housing Human Resources, Development and Payroll/Accounting, but specifically excluding the Human Resources dedicated bulletin board. The Designated Representatives Unit members and the University shall monitor the bulletin boards and either may, and as necessary, shall promptly remove inappropriate or outdated material posted by the Designated Representatives.

ARTICLE 8 – BARGAINING UNIT INFORMATION

Section 2. This list shall include the following information: name, home address, home/ personal email if available, phone number, employee ID number, all courses within the scope of this Agreement course title to be taught by the Unit Member during the term, including course title, the date the course begins and ends, the department(s) in which the course is offered, number of credits offered for the course, and salary for the course.

Section 3. The University shall provide a finalized version of the list described in Section 2 above, along with the total course enrollment for each course on that list, following the closure of the add/drop period for each term.

ARTICLE 9 – UNION-UNIVERSITY COLLABORATION COMMITTEE

Section 1. The University and the Union are committed to a constructive ongoing relationship that fosters effective communication and cooperation. To that end, we agree to the creation of a joint Union-University Collaboration Committee.

Section 2. The Union-University Collaboration Committee shall consist of no more than five (5) Unit Members designated by the Union and no more than five (5) representatives designated by the University. The University and the Union shall each designate one (1) individual to serve as a co-chair of the Union-University Collaboration Committee.

Section 3. The scope and function of the Union-University Collaboration Committee will be to consider and make recommendations, but not to formally bargain, on matters of general importance to the Unit Members and the University.

Section 4. The parties generally expect that the Union-University Collaboration Committee will meet at least once a Term, and less or more often by mutual agreement of the committee co-chairs. Union-University Collaboration Committee members will suggest agenda items to the co-chairs two (2) weeks prior to each meeting. By mutual agreement, the co-chairs will determine the agenda and see to the orderly running of the meetings.

Section 5. The University shall retain the final authority with respect to adopting any recommendation of the Union-University Collaboration Committee.

ARTICLE 9.10- HEALTH AND SAFETY

Section 1. The University and the Union are committed to providing a safe working environment for Unit Members consistent with applicable laws and regulations. Unit Members must cooperate in efforts to
ARTICLE 10 1 – PERSONNEL RECORD

Section 1. A Unit Member may review his/her Personnel Record by appointment with, and in the presence of, the Director of Human Resources Department of the University once every six months or as otherwise provided for by law. Upon his/her written request the Unit Member will be given a copy of such Record.

ARTICLE 15 6 - APPOINTMENT OF COURSES

Section 1. Appointment and Re-Appointment: Appointments to teach a course as a Unit Member may be made only by the Dean of the college or school offering the course. Appointments shall be made by written notification from the University. The listing of a course in the schedule of classes does not constitute an appointment. The University may discuss with Unit Members and prior Unit Members the opportunity to apply for appointments after courses are decided upon. In addition, the following courses: E (expository writing), \( W \) (writing), and \( O \) (oral) affected unit members will be given the opportunity to participate in a discussion (including email discussion) with the Dean or designee regarding any increase in enrollment caps that occur after the Unit Member accepts such an appointment.

Section 2. Appointments Given and Acceptance Dates: Appointments may be made for a Term, part of an academic, calendar or fiscal year, a full academic, calendar or fiscal year, or, in special circumstances, a longer period, all such periods at the University's discretion. Unit Members fulfilling appointments at the time of the Effective Date of the Agreement shall complete their teaching obligation for that Term. Any compensation changes agreed to shall be in effect based on the effective date of the compensation schedule as identified in Article 21 (Compensation). The University shall formally notify the Unit member of any course appointment(s) in writing no later than June 1 for the Fall Term and December 1 for the Spring Term. Nothing in this Article shall preclude Unit Members and prior Unit Members from being offered additional courses after these dates. Notification of appointment(s) shall be done by U.S. mail or, if a University email address or other University system notification is available for the Unit member, notification shall be via that method.

The University may discuss with the Unit Members tentative appointments as soon as courses are decided upon. However, the University shall formally notify the Unit Member of any course appointment(s) in writing no later than June 1 for the Fall Term and December 1 for the Spring Term. Nothing in this Article shall preclude Unit Members from being offered additional courses after June 1 for the Fall Term or after December 1 for the Spring Term. Notification of appointment(s) shall be done by US Mail or, if a University E-mail address is available for the Unit Member, by University E-Mail.

A Unit Member who is provided notice of course appointment(s) shall notify the Dean of the acceptance of the appointment(s) within two (2) weeks of receiving the notice of appointment provided that the requirement for a response within two (2) weeks of receiving said notice is stated within the notice itself. If the Unit Member fails to respond within two (2) weeks of receiving notice of the assignment, unless some other time period is agreed upon, in writing, between the Dean and the Unit Member, the Unit Member shall be deemed to have declined the appointment. Appointment letters shall identify the Unit
Member’s compensation, and if applicable, the factors upon which compensation is based consistent with this Agreement. Should a Unit Member believe that their compensation rates are in error, they shall report their concern to the University's Director of Human Resources immediately. The Unit member must, however, return the signed copy of the appointment letter within two-week timeframe, and despite the error, doing so will not forfeit any right to correct such error.

A Unit Member teaching at the University in or beyond his/her second academic year may provide input to the applicable Administrative Head (for CLA) or Department Chair (for HSB or HSE) on what courses s/he would like to teach and in doing so shall also indicate his/her availability for teaching as to days of the week and times of the day. In such communications, the Unit Member may discuss their qualifications to teach courses offered by the department. Such input or communications do not obligate the University in any respect.

Section 3. Appointments and Course Listings: Unit Members may be notified of their appointments as soon as practicable; such notification may include a preliminary and conditional notification to Unit Members and prior Unit Members after Dean approval but in advance of the appointment letter so that their names may appear tentatively in the course listings.

Unit members may be granted access to other University systems such as email, consistent with Article 19 of this Agreement, in advance of the appointment letter, subject to the Dean’s discretion.

Section 3.4. Appointment for Courses Suggested by Unit Members: Unit Members who have taught at the University at least one (1) course in two (2) consecutive academic years may propose new courses to be taught at the University by making a written proposal to the Dean of the relevant School setting out the design of and syllabus for the course. If the Department or equivalent academic unit offers the course as designed by the Unit Member, the Unit Member will be: i) given the right of first refusal to teach the course the first time that it is offered; or ii) paid a minimum course development fee of $1,000, at the University's discretion. Should the University offer the Unit Member the appointment to teach the course the first time it is offered and the Unit Member not be available to teach said course, the Unit Member shall receive the $1,000 course development fee. The University may request that a Unit Member develop a new course. In such cases, the Unit Member will be given the right of first refusal to teach that course the first time it is offered or, in the alternative, will be paid the course development fee as set forth in this subsection, above. Nothing shall preclude the University from having others, including, but not limited to, full-time faculty, part-time faculty, or other persons, teach the course subject to the provisions of this Article.

Section 4.5. Course Cancellation Fee. For any Unit Member who has received and accepted an appointment to teach a four credit course under this Agreement and if the appointment is subsequently cancelled by the University with less than a 30 days' notice before the first day of the Term for which the appointment was made, the University shall compensate the Unit Member $500 as a cancellation fee \( \text{and if the cancelled course is being taught by two or more Unit Members the $500 cancellation fee shall be divided among the Unit Members appointed for the shared course based on the same pro-rated basis as their salary per the appointment letter}; \) provided that if the University offers the Unit Member another teaching appointment during that Term, and it is accepted, no cancellation fee shall be payable to the Unit Member. Unit Members teaching music courses under this Section with enrollment affected by private lesson auditions and/or first week proficiency placements may agree to waive the cancellation fee so that the course remains open until auditions are completed and class enrollments have been determined. If the University elects to cancel the class even though the minimum enrollment has been met, the course cancellation fee shall be paid. Consistent with the Memorandum of Understanding signed on , affected
Unit Members shall receive written notice from the University setting forth the specific terms of continuing the class with lower enrollment and whether such Unit Member wishes to waive the cancellation fee.

Section 5 6. Academic Curriculum Oversight: The University has the right to exercise sole discretion over all matters related to the academic curriculum of the University, circumscribed only by the principles of academic freedom. Therefore nothing in this Agreement shall prevent the University from modifying the title, description, or content of the course that a Unit Member has been appointed to teach. Unit Members will be notified of changes in course title, description or content of the course to which they have been appointed. Such notification will be made no later than four (4) weeks prior to the first day of the Term for appointments made by June 1 for the Fall Tenn and December 1 for the Spring Tenn. For appointments offered at a later date, such notification will be made as soon as reasonably possible.

Section 6 7. General Teaching Duties and Expectations: Unit Members are required to perform their assigned academic duties well, to maintain high standards of professional ethics, and are encouraged to participate in University or Department-wide training related to the employment relationship.

Teaching shall be guided by the course description and syllabus, requirements of effective teaching, adherence to academic and professional standards, encouragement of the spirit of inquiry among students, and other considerations made by the University in accordance with its inherent authority and/or as set forth in Article 4, Management and Academic Rights. Unit Members shall prepare for their classes and conduct them in an appropriately professional manner; and shall be available to students for course consultation through posted office hours and email communication. Unit Members shall meet classes on time, normally hold classes for the full scheduled period except in the event of an emergency or unless approved by the Administrative Head, Department Chair or equivalent academic unit administrator, and shall evaluate academic performance fairly, reasonably and in a timely fashion. Unit Members shall follow all University guidelines and directives including but not limited to those regarding the submission of syllabi and grades (including mid-term and final grades) and providing prompt feedback on student examinations and other coursework. Unit Members should discuss teaching expectations and related concerns with the Administrative Head, Department Chair or equivalent teaching unit administrator.

Where a Unit Member's course enrolls a student(s) with a documented disability for which accommodations may be required, the Unit Member will work with the University Office of Disability Services to provide approved accommodations.

Unit Members shall report promptly to their Dean, Administrative Head, Department Chair, or equivalent teaching unit academic administrator on matters that require potential academic or non-academic disciplinary action against or with respect to students under applicable University policies and procedures relating to academic integrity, grade appeals and codes of conduct. Unit Members shall participate or cooperate, as appropriate, in any resulting disciplinary or other proceedings in accordance with those policies and procedures.

ARTICLE 17 8 - PROFESSIONAL DEVELOPMENT

Preamble: Notice of University-provided training opportunities shall be delivered to Unit Members and the Union consistent with the announcement of such opportunities to other University employees. All Unit Members and Eligible individuals, as defined in Section 1 below, may attend such trainings.
Section 1. The University shall create a Professional Development Fund through which an eligible *adjuncts* faculty member (hereinafter an “Eligible Individual”) may apply for reimbursement for professional development opportunities or resources related to excellence in teaching not provided by the University. For purposes of this Article 18, an “Eligible Individual” must have taught for the University under appointment under this Agreement for two years prior to the beginning of the fiscal year for which funds are sought and either: (i) be currently teaching a course under an appointment under this Agreement, or (ii) have taught such a course in the twelve months prior to the opening date established for requesting a professional development opportunity.

Section 2. The University shall provide the Union for posting on bulletin boards otherwise designated for Union use information regarding Professional Development funds available to Unit members. Such communications shall include information regarding the criteria for and application process associated with applying for such funds. The Union may then share such information with its members by any means of its choosing.

Section 3. The University shall contribute up to fifteen thousand dollars ($15,000.00) each fiscal year to such a fund.

Section 4. To be eligible for Professional Development funds, in order to receive funding, an Eligible Individual Unit Member must have taught for the University for two years prior to the beginning of the fiscal year for which funds are sought and either: (i) be currently teaching a course under an appointment under this Agreement, or (ii) have taught such a course in the twelve months prior to the opening date established for requesting a professional development opportunity. In order to receive funding, an eligible Unit Member shall submit a request in writing to the Dean of the college or school, identifying the professional development opportunity or resource and the requested amount for the same and describe how the opportunity or resource will enhance their teaching of courses at the University. Funds will be awarded twice a year on or about May 15th for the following fiscal year ("Spring Award") and November 15th for the concurrent fiscal year ("Fall Award"). Applications for the Spring Award cycle shall begin April 1st and for the Fall Award cycle on October 1st. Applications made by May 1 and November 1 in each cycle shall be eligible for funds available in that cycle, provided nothing shall prevent the University from awarding cycle funds before such date should an applicant’s professional development opportunity deadline be before May 1 or November 1, as applicable. Regardless of when an approval is communicated, reimbursement will be paid consistent with University policies and practices.

No more than ten thousand dollars ($10,000) shall be awarded as part of the Spring Award; and all of the funds remaining to be awarded for the fiscal year following the Spring Award shall then be available and may potentially be awarded as part of the Fall Award. Funds are drawn on the account in the fiscal year during which the professional development opportunity actually occurs. Funds not used in one fiscal year do not carry over to any other fiscal year. At least thirty (30) days prior to the opening of applications, notice of the application opportunity shall be provided to the Union for posting on its webpage and/or sharing with members in other ways, the bulletin board(s) otherwise designated for Union use. The granting of Professional Development funds to Eligible Individuals shall be at the sole discretion of the Dean of the college or school. Eligible Individuals Unit Members awarded Professional Development funds shall be notified of their award and amount via their University email account used to apply for the award of their award and amount. The names of all Eligible Individuals receiving the funds and amount awarded shall be provided to the Union on or about May 30 and November 30 in each cycle of awards. Posted on bulletin boards otherwise designated for Union use. Additionally, the University shall announce these awards on the Inside Hamline by the end of the month in which awards are.
An Eligible Individual Unit Member may be approved to receive up to six hundred dollars ($600.00) in a fiscal year. All such funds must be expended by the Eligible Individual Unit Member by the end of the fiscal year for which the funds were granted. Reimbursement will in all cases be contingent on the Eligible Individual Unit Member providing original receipts for expenses incurred and following the University's reimbursement policy. In the event that such a request is denied, and solely in circumstances where the professional development funds set aside for the fiscal year in accordance with this Article have not been exhausted following the occurrence of both the Spring and Fall Awards for the fiscal year, the Eligible Individual Unit Member whose request is denied may seek review of the denial by submitting an appeal to the Dean for a recommendation on review to the Union-University Collaboration Committee together with an explanation of why the Eligible Individual believes the request should be reconsidered and granted. Upon receipt of such an appeal, the Union-University Collaboration Committee shall have the discretion to review the Eligible Individual's request for funds and to make a recommendation to the Dean. Upon receipt of a response to such appeal from the Union-University Collaboration Committee, the Eligible Individual may thereafter submit a request for review of the appeal to the Dean along with the Committee's recommendation. The University through the Dean or his or her designee shall have sole discretion with respect to approval of professional development fund awards and such decision shall not be subject to the Grievance/Arbitration procedure of this Agreement.

ARTICLE 18 9 - ACCESS TO SERVICES – DEPARTMENTAL SUPPORT

Section 1. Unit Members who have not previously worked for the University shall be invited to participate in an orientation, which shall be offered at the beginning of each Fall Term and Spring Term annual academic year. Participation of the Unit Member in the orientation shall be voluntary.

Section 5. Unit Member shall be provided access to, although not on a basis allowing for dedicated individual access, an identified computer with Internet access on campus, printer, photocopier, and the technical and clerical/administrative support reasonably necessary in order to prepare for and conduct classes, reasonably serve student needs and protect student confidentiality. Unit Members who teach after 5p.m. and/or on weekends will be provided access to office facilities (although not necessarily an individual or dedicated space), in addition to the items above in this Section 5.

Section 7. Each Unit Member shall be provided access to a University email account and Canvas or the University’s then-current enterprise learning management system (“LMS”). Once University email is provided to an individual it Unit Members shall have their email and LMS access stay available for 365 days from the start of the most recent Term in which the Unit Member has teaching assignments that have been offered and accepted and not rescinded. At the start before the end of their appointment, Unit Members shall be notified of their eligibility to apply in writing (or by email) to the relevant academic Dean for an extension of their University email account, which application shall not be unreasonably denied at the discretion of the Dean may be extended for a maximum of an additional 365 days for reasons related to serving the needs of University students. Unit Members who do not opt in for such continued access shall have their email access terminate 90 calendar days from the end of the most recent Term in which the Unit Member had an active teaching assignment. The University Member shall not lose access between consecutive Terms in which the Unit Member has teaching assignments that have been offered and accepted and not rescinded. At the start before the end of their appointment, Unit Members shall be notified of their eligibility to apply in writing (or by email) to the relevant academic Dean for an extension of their University email account, which application shall not be unreasonably denied at the discretion of the Dean may be extended for a maximum of an additional 365 days for reasons related to serving the needs of University students. Unit Members who do not opt in for such continued access shall have their email access terminate 90 calendar days from the end of the most recent Term in which the Unit Member had an active teaching assignment. Each Unit Member shall be provided free access to the internet in accordance with Section 5 during the term of his or her active assignment. If the duration of the appointment; and will not lose such access between Terms in which the Unit Member has teaching assignments that have been offered and accepted and not rescinded. When communicating with students or the University, each Unit Member shall exclusively use the University email system and is expected
to monitor the account regularly to receive and respond to student and University communications.

Section 8. Each Unit Member shall have full access to library services during the term of his or her active assignment; and shall not lose such access between consecutive Terms in which the Unit Member has teaching assignments that have been offered and accepted and not rescinded.

ARTICLE 21 - COMPENSATION

Section 1. Compensation Schedule: Commencing after the effective date of this Agreement and as expressly provided in this Article, effective from the first day of the Spring Term in AY 2015-16, Unit Members shall be compensated at the minimum rates per academic year shown in the chart below for teaching undergraduate courses or labs for which the Unit Member is the instructor of record ("Base Compensation Rate"). The Base Compensation Rate covers all work involved with teaching an undergraduate course as described in Article 16 ("Appointments").

Base Compensation Rate (For Teaching Without Applicable Terminal Degree):

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<tr>
<td>Per Credit hour Per Term for Undergraduate Course</td>
<td>$1,221 (1.75%) [+21]</td>
<td>$1,242 (1.75%) [+21]</td>
<td>$1,264 (1.75%) [+22]</td>
<td>$1,302 (3.0%) [+38]</td>
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<tr>
<td>Per Four Credit Undergraduate Course</td>
<td>$4,884 [+84]</td>
<td>$4,968 [+84]</td>
<td>$5,056 [+88]</td>
<td>$5,208 [+152]</td>
</tr>
<tr>
<td>3 Hour (0 Credit) Lab – Per Term</td>
<td>$3,256 [+56]</td>
<td>$3,312 [+56]</td>
<td>$3,371 [+58]</td>
<td>$3,472 [+101]</td>
</tr>
<tr>
<td>2 Hour (0 Credit) Lab – Per Term</td>
<td>$2,442 [+42]</td>
<td>$2,484 [+42]</td>
<td>$2,528 [+44]</td>
<td>$2,604 [+76]</td>
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Unit Members that are offered a partial Term appointment for a course in the event another faculty member is not able to complete a teaching appointment shall be compensated prorated based on the appropriate above course compensation rates (e.g. 50% of the Term remains results in 50% of the appropriate course compensation rate paid).

The above rates also apply to J-Term and Summer Term.

Unit Members who taught courses within the scope of the Recognition clause of this Agreement during the 2018-19 Academic Year whose base compensation rate was below the base compensation rate above for AY 2018-19 shall receive the equivalent of the new base compensation rates above for AY2018-19 by receiving the difference (if any) between the base compensation rate they were paid and the new rate no later than 12/31/2019.

At the Dean’s discretion, J-Term and Summer Term courses with low enrollment may be offered. If such enrollment courses are offered in J-Term and Summer Term, Unit Members who teach such low enrollment courses will be offered pro-rata courses compensation consistent with University practices for compensating full-time faculty for such courses.
Section 2. Terminal Degree Compensation. Commencing after the effective date of this Agreement and as expressly provided in this Article, effective from the first day of the Spring Term in AY 2015-16, Unit Members shall receive an additional $52.50 per credit hour above the Base Compensation Rate set forth above for teaching a course for which the Unit Member is the sole instructor of record and has the terminal degree for the discipline in which the course is taught. Accordingly, the total compensation rate (including the Base Compensation Rate) for such Unit Members for teaching such course(s) ("Terminal Degree Compensation Rate") shall be as shown in the chart below.

Section 3. Team Instructor. When there is more than one instructor of record, the course compensation rate shall be divided pro rata according to percentage effort, as agreed to in advance by the instructors and the Dean.

Section 4. Miscellaneous Additional Opportunities and Compensation. Additional opportunities may be offered to Unit Members to serve on University-wide committee or to serve as a formal, appointed academic advisor to a student or students. Unit members interested in such roles may negotiate compensation for the role with subject to approval by the Dean in the Dean's discretion (who shall have the discretion in setting such compensation) and the University shall reduce any such agreement to writing, providing a signed copy to the Unit Member. Any additional opportunities approved by the Dean are limited to independent studies, supervision of student research, or supervision of teaching assistants, and shall be compensated at the rate of $100 per credit for any credit-bearing work with students.

Section 5 Compensation Above Base Rate. Notwithstanding anything else in this Article, "Compensation," no Unit Member or prior Unit Member who is teaching in the Bargaining-Unit shall have any course fee rate for which they are contracted reduced as a result, or during the Term, of this Agreement. Effective AY 2019-2020 Unit members who have been compensated at a rate above $4,968 but below $5,125 will have their compensation raised to $5,125.

Section 6. Length of Service Compensation. Length of Service: For purposes of this Section, "Length of Service Compensation," "Length of Service" shall be defined as the total number of academic years undergraduate credit hours that during which a Unit Member has taught at least one undergraduate course under this Agreement --- or, with respect to service before the Effective Date, during which undergraduate credit hours that the Unit Member has taught at least one credit-bearing undergraduate course on its St. Paul campus. Any Unit Member who qualified for a Length of Service Compensation under the prior collective bargaining agreement, but does not qualify for the Length of Service Compensation under this Agreement, shall retain that prior Length of Service Compensation until that Unit Member has taught sufficient total undergraduate credit hours to qualify for a Length of Service Compensation under this Agreement. Beginning with Academic Year 2019-20, the Length of Service Compensation shall be:

1. Four Years 24 Credit Hours Length of Service Stipend. A Unit Member with four or more, but less than eight, years Length of Service 24 to 47 undergraduate credit hours shall receive a one hundred fifty dollars ($100 150) stipend per four credit course taught under this Agreement in addition to the course compensation fee otherwise called for by this Agreement. Courses of less than four credits (other than labs) shall receive such stipend on a pro rata basis. For a three hour lab such four year Length of Service stipend shall be one hundred sixty-seven dollars ($100 67) per lab taught per term. For a two hour lab such four year Length of Service stipend shall be seventy-five fifty dollars ($75 50) per lab taught per Term.

2. 48 Credit Hours Length of Service Stipend. A Unit Member with four 48 or more undergraduate credit hours but less than eight, years Length of Service shall receive a one two hundred and twenty-five ($225 00) stipend per four credit course taught under this Agreement in addition to the course compensation fee otherwise called for by this Agreement. Courses of less than four credits (other than labs) shall receive such stipend on a pro rata basis. For a three hour lab such four year Length of Service stipend
shall be **one hundred fifty** thirty-three dollars ($150.33) per lab taught per term. For a two hour lab such four years-Length of Service stipend shall be one hundred and **thirteen** dollars ($113.99) per lab taught per Term.

**Section 7.** **Lump Sum Payment.** All Unit Members who taught a course within the scope of the Recognition clause of this Agreement in Fall Term 2015 shall receive a one-time lump sum payment of $250, to be made within 60 days of the Effective Date of this Agreement.

**Article 22** **BENEFITS**

**Section 1.** **Short-Term Leaves of Absence Sick/Safe Time.** It is understood that at times a Unit Member may be absent due to illness, injury or the death of a spouse, parent or child (including adult child) family member as defined by the applicable local sick/safe ordinance. A "Short Term Leave" is one necessitated by an absence during a Term in which a Unit Member is teaching that is day to day for such reasons in terms of returning to work. A Unit Member shall immediately notify the Dean of the need for an absence under this Section under applicable local sick/safe ordinances “Short Term Leave” and the expected length of the absence. Should the absence result in the cancelation of two (2) class session hours during the Term, the Unit Member has the discretion to determine how the missed material will be incorporated into remaining classes. Should the absence result in the cancelation of three (3) or more class session hours during the Term, the Department Chair or Administrative Head in consultation with the Dean will determine how the Unit Member will make-up the session hours within the Term for the third and any subsequent missed classes hours or how and by whom the class will be taught for the remainder of the Term. If a decision is made to replace the Unit Member with another instructor, the Unit Member shall receive pro-rated salary up through the day he/she is replaced (including pay for the 3+ class hours that may be covered by the short term leave days applicable local sick/safe ordinance and, for courses in the Fall and Spring Terms only, a $350 payment if the Unit Member is replaced within the first seven weeks of the first day of classes for the course. No such Short Term Leave may extend beyond the Term in which the Unit Member is appointed to teach.

**Section 6.** **Retirement Account.** The University shall provide the Union a referral to its external benefits broker for the purpose of permitting the Union and Unit Members to explore setting up tax advantaged retirement accounts for Unit Members. The University agrees that if the Union elects to set up such retirement accounts, it will administer voluntary deductions to such accounts through its payroll administration system, to be made solely from Unit Members’ compensation. Unit Members are eligible to set up voluntary payroll deductions from their compensation solely for courses taught at the University under this Agreement; and beginning with their first pay date for such compensation, to be placed in a University administered voluntary contribution retirement account, provided that Unit Members are responsible for their own enrollment in the account and further provided that the Union Unit Members must timely supply the University with information sufficient to permit such payroll administration to be reasonably and lawfully accomplished. Unit Members currently contributing to a University retirement account through payroll deduction shall be eligible to continue such voluntary pre-tax contribution from their compensation for courses taught at the University under this Agreement.