

GLOSSARY OF TERMS

Except as otherwise specified in the text, when used in this Agreement, the following terms shall have the meanings set forth below.

Active Pay Status

Employees are considered to be in “active pay status” when actually performing work activities, or when using accrued sick leave and/or vacation or comp time.

Calendar Day

Any day of the week, Sunday through Saturday.

Calendar Year

A period of 365 consecutive days, commencing January 1 to which period one additional day shall be added when such year encompasses February 29.

Casual, Temporary, or Intermittent Employee

An individual employed by the University whose regularly scheduled work week hours or whose months per Employment Year fail to meet the relevant minimum standard for classification as a “regular part-time” or “full-time” employee as hereinafter defined.

Contract Year

Begins on November 7 of the current year and ends on November 6 of the succeeding year.

Employee

An individual employed by the University who is included in the bargaining unit encompassed by the Agreement. Only such individuals are covered by the Agreement. This definition excludes employees who are considered seasonal, casual, intermittent, or temporary.

Employment Year

A period of 365 consecutive calendar days commencing on the date the employee reports for work in a bargaining unit position, and to which period one additional day shall be added when the subject Employment Year encompasses February 29.

Fiscal Year

Begins on July 1 of the current year and ends on June 30 of the succeeding year.

Full-time Employee

An employee who has completed his/her probationary period who is regularly scheduled to work forty (40) or more hours per work week in active pay status.

Job Classification

The title of the employee job as shown on such employee’s job description.

Leave of Absence

An employee may be on a paid or unpaid leave of absence approved by the University for a specified period of time and in accordance with the provisions for the leave type (see Article 16, Leaves of Absence).

Local Union Official

The individual employed by the University who holds the highest ranking elected CWA Office limited to one of the following: Local Union President, Local Union Vice President, Local Union Secretary/Treasurer, or Local Unit Vice President, or Executive Officer.

Regular Part-time Employee

An employee who has completed his/her probationary period who is regularly scheduled to work less than forty (40) hours per workweek.

Regular Rate of Pay

The rate of pay of an employee as stated in Appendix B of this Agreement.

Self-Directed Work Team (SDWT)

A group of bargaining unit members who, with approval of CWA and SSU, function as a team in which they pool their skills, talents, and knowledge and, with proper training, come up with effective and permanent solutions according to approved SDWT Operating Guidelines.

Self-Directed Work Team (SDWT) Operating Guidelines

A document which has been developed and approved by the SDWT team members and the University outlining SDWT vision and mission, goals, objectives, roles of coach, team and point person, rules, and operating guidelines, which are subject to change.