MEMORANDUM OF UNDERSTANDING

SSU/CWA Collective Bargaining Agreement 2016-2019

Re: Crew Leads for Custodial Services

WHEREAS: ARTICLE 13 PAY PLAN / WAGES states the bargaining unit members who have roles as mentors receive an additional $.50 per hour, and there is no provision in the CBA for crew lead pay supporting custodial services;

WHEREAS: both parties agree there is value in having an individual coordinating assignments and quality of custodial services on all shifts; and in lieu of a university supervisor, will agree to a 6-month pilot program for the development and implementation of a crew lead role.

THEREFORE, BE IT RESOLVED that the parties agree to establish a non-recurring, non-precedent setting crew lead pilot program to be implemented by March 31, 2018.

The following framework will apply:

1. The University will provide an additional $2,080 annual stipend to bargaining unit members filling the role of crew lead. Since this is a 6-month pilot, it will be prorated to $1,040 for the 6-month pilot period
2. Ninety per cent (90%) of the role will be custodial; 10% of the role will consist of administrative coordinating and quality review duties.
3. For the pilot, there will be 3 crew lead supplemental assignments – a) one lead for early morning/ afternoon, b) an afternoon/evening lead, and c) a flexibly scheduled floor crew and training lead. During the pilot period, SSU and Union officials will review and discuss whether there is a need for more coverage through a lead / shift.
4. Once the crew lead structure is in place and the pilot operational, the University will review whether there is a need for assistants to cover leave times of crew leads. If needed, the assistant crew lead would receive a $1,040 annual stipend. Since this is a 6-month pilot, it will be prorated to $520 for the 6-month pilot period
5. Information sessions will be conducted on all shifts for bargaining unit members who are interested in crew lead assignments. The contractual selection process described in Article 11 will be followed to fill available crew lead assignments. The notification of the available crew lead roles will specify the qualifications (both common and unique), required demonstrations, and the shift commitments required for each supplemental role.
6. Any member's performance in a supplemental crew lead role or assistant crew lead (if implemented) will not be factored into his/her annual evaluation as a custodian. There

will be training for the role and a bargaining unit member can move / be moved out of the crew lead supplemental assignment with no impact on the contractual custodial pay.

Rick S. Kurtz (date) 3/2/18

For the University:
Rick Kurtz, Ph.D.
President, Shawnee State University

(date) 2-28-18

For the Union:
Aaron Carpenter, President Local 4372
Communications Workers of America