### **PREFACE**

THIS A GREEMENT, resulting from collective bargaining between REED COLLEGE and the SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL NO. 49, is for the purpose of promoting good relations between the College and the Union, and of making clear the basic provisions upon which such relations depend. It is the intent of both the College and the Union to work together to establish and to maintain

- 2. Reed College students. It is understood that a regular employee dismissed by the Employer will not be replaced by student labor.
- 3. All donated work of any kind whatsoever.
- 4. On call, temporary, limited duration, and contract employees.

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## ARTICLE II - UNION SECURITY

<u>Section 2.1</u> - It shall be a condition of employment that all employees of the Employer currently covered by this Agreement shall pay, in accordance with the constitution and by-laws of the Union, the initiation fee and periodic dues or fees customarily required by the Union.

prohibited in laboratories, classrooms, offices, meeting rooms or other like areas when in active use.

<u>Section 4.2</u> - At no time shall representatives or the Union interrupt the work of Reed College employees. Should it be necessary for a Union representative to speak with an employee at the work site, the employee may move his/ her break time in order to meet with the representative. Should a Union representative interrupt the work of employees, the Employer reserves the right to ask the representative to leave the campus.

<u>Section 4.3</u> - The Union shall notify the Director of Human Resources in advance of any and all Union representatives assigned to perform Union duties at Reed College. Should a Union representative who has not been properly identified as indicated above seek access to the campus, the Employer reserves the right to refuse access.

### ARTICLE V - SUBCONTRACTING

It is understood that Reed College shall not contract out any work done by regular employees unless the Employer informs the Union at least thirty (30) days prior to the contracting, and that all present employees shall be offered employment and the Company will maintain at least the present wages and comparable benefits.

### ARTICLE VI - NON-DISCRIMINATION

No employee or applicant for employment covered by this Agreement shall be discriminated against because of Union membership or Union activities. The Union agrees that employees covered herein shall be admitted to membership without discrimination because of race, sex, religion, age, national origin, disability, marital 0.05000Tmstaftus,rsex969.27(ef(it)) 902(e) 90b2(a) 002(fs92.1934 4cm BT 5000500Tm / TTT33Tm [(N) -0.1 (o) 0.1

The Employer will maintain three lists: 1-the overtime priority list for those who desire to work overtime; 2-the overtime deferred list; and 3—the emergency overtime list for those willing and able to respond to emergency overtime needs. Employees who wish to work overtime will sign up on the overtime priority list(s). Overtime opportunities are assigned to the first name on the top of the overtime priority list (if the need for overtime is known in advance) or emergency overtime list (if the need for the overtime is not known in advance). Names were initially arranged by seniority and all new names will be added to the bottom of the list. After working overtime, the top listed person's name goes to the bottom of the list. When a priority list employee is excused by the Employer from working overtime, the next person on the list will be assigned the overtime. The excused employee's name stays at the top of the list.

Employees who do not wish to work any overtime will sign up on the overtime deferred list. This list will be the basis for staffing overtime only if there are no volunteers available. Names will initially be arranged in reverse order by seniority after which all new names will be added to the top of the list. After working overtime, the top listed person's name goes to the bottom of the list.

Employees may request to have their names removed from one list and added to the bottom of the other at any time, but not more than once per pay period.

Overtime staffing procedures recognize three different occasions when overtime is required: 1-scheduled overtime; 2-extended overtime, and 3-emergencies. In the case of scheduled overtime and emergencies, the Employer will use the procedures described above. In the case of extended overtime, the Employer may extend the hours of a person on the shift.

<u>Section 11.6</u> - Employees shall attend all safety and training meetings scheduled during their assigned shift.

Section 11.7 - Employees sick or needing to report late or absent for Tf[(t) -0.2 (h0 0 Tm / TT1 08l 13/

# MLK holiday (as observed by Reed College)

<u>Section 12.2</u> - If other official College holiday time is granted to non-academic employees generally by the Employer, it shall apply also to employees covered by and under this Agreement.

<u>Section 12.3</u> – If required, because of business needs, employees working on an official College holiday shall be granted, at their option, either another day off during the week preceding or following the holiday, for which they will receive their full regular pay, or extra pay, at the rate of time and one-half (1-1/2), for the time worked on such a holiday.

<u>Section 12.4</u> - If a holiday occurs during an employee's vacation, the employee will receive pay for the day of the holiday and the time will not be charged to vacation time.

<u>Section 12.5</u> - If a holiday occurs on an employee's regularly scheduled day off, any employee not working on the holiday may choose to take another day off during the week proceeding or following the holiday, or shall be paid for the holiday.

### **ARTICLE XIII - VACATIONS**

<u>Section 13.1</u> - All employees who have been continuously employed shall, on their anniversary date with the College, be eligible for the following vacation accrual:

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Vacation will be accrued as follows:

Days:	Accrual per pay period:
10	3.07 hours
11	3.39 hours
12	3.69 hours
13	4.00 hours
16	4.92 hours

### ARTICLE XV - BEREAVEMENT LEAVE

<u>Section 15.1</u> - When a death occurs to a member of an employee's immediate family, the employee, at his/ her request, will be granted reasonable and necessary time off as bereavement leave and will be compensated at his/ her regular straight hourly rate for hours lost from his/ her regular schedule for a maximum of three (3) days compensation.

<u>Section 15.2</u> - Members of an employee's immediate family shall be limited to the employee's father, mother, step-parents, brothers, sisters, wife, husband, children, step-

No employee shall receive a reduction in pay by reason of the adoption of this Agreement.

# **ARTICLE XX - WAGE RATES**

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DATED at Portland, Oregon, as of this_	day of	, 2014.
FOR THE EMPLOYER: REED COLLEGE	FOR THE UNION: SERVICE EMPLOYE INTERNATIONAL U	_
Lorraine Arvin Vice President/ Treasurer	Meg Niemi SEIU Local 49 Presid	ent ent

