

ARTICLE 5 – UNION EMPLOYEE REPRESENTATIVES

- 5.1 Representative Designation. The University recognizes the Union’s right to designate bargaining unit members, who shall be known as Union Representatives, to assist Employees in Agreement administration matters, including the processing and investigation of grievances. The Union will provide the Labor Relations Officer (or designee) with a written list of the current Union Representatives and the Union Staff Representative on July 1 of each year or within ten (10) days as changes in designation occur. The University shall not recognize any individual as an official Union Representative whose name does not appear on the afore mentioned list nor shall the University recognize any individual as an official Union Representative unless he/she works in a position covered by this Contract. Only one Union Representative may be working on a single grievance or Employee dispute at a time. Each Bargaining Unit shall have no more than one (1) Union Representative per first line supervisor; however, the Union may designate one or more alternates to act in the place and stead of the Union Representative in the event that the original Union Representative is unavailable.
- 5.2 Representative Release Time. Union Representatives who are processing or investigating grievances in accordance with the grievance procedure of this Agreement, or otherwise assisting or consulting with bargaining unit members or University officials in legitimate matters of contract administration, shall be released from work for reasonable periods of time without loss in pay to undertake such activities on the University’s property. Union Representatives are expected to request release time from their supervisors prior to taking the time. Time off for investigating and processing grievances shall be granted to Union Representatives by their supervisor following a request, but in consideration of job responsibilities. If permission for time off cannot be immediately granted, the supervisor shall arrange for time off at the earliest possible time thereafter.
- 5.3 Unreasonable Use of Time. In the event the University determines that the amount of work time used by any Union Representative on grievances or other authorized Union activities is unreasonable, or is preventing the employee or unit from completing his/her assigned duties in a timely manner, the University will deny the release time for that Union Representative. The parties will meet to discuss a resolution for the excess use of time before any disciplinary action is taken in accordance with Article 31.
- 5.4 Release Time for Union Activities. Union Representatives may be allowed time off without pay for the purpose of attending Union administrative/educational training. The time off shall not interfere with the University’s operating needs as determined by management. If the absence is approved, the employees may use accumulated compensatory time or accrued annual leave instead of leave without pay.