

ARTICLE 1—RECOGNITION

1.1 Exclusive Representative. The College recognizes the Union as the exclusive representative of the Grinnell College Students employed by Grinnell College. The term "student workers" is defined as all degree-seeking individuals who are, during the life of the Agreement, simultaneously (1) enrolled as undergraduate students, full-time or part-time, at Grinnell College and (2) employed by Grinnell College as non-exempt, hourly employees. The term "student workers" does not include (1) students whose sole "employment" relationship with Grinnell College is an internship, research fellowship, Mentored Advanced Project, or an equivalent relationship, such as externally grant-funded positions, (2) students who were formerly, but are not longer, enrolled as undergraduate students at Grinnell College, or (3) students who were formerly, but are no longer, non-exempt hourly employees of Grinnell College.

ARTICLE 2

[Reserved]

ARTICLE 3—COLLEGE AND UNION RIGHTS AND RESPONSIBILITIES

3.1 Mutual Responsibility. The College and Union agree that they will treat each other with mutual respect and dignity. Members of the College Community shall have the right to express their views concerning the terms and conditions of employment consistent with Grinnell College's policies (including but not limited to Grinnell College's Student Handbook, Staff Handbook, and Faculty Handbook), the National Labor Relations Act ("NLRA"), the Family Educational Rights and Privacy Act ("FERPA"), financial aid regulations, privacy regulations, and other state and federal laws and regulations.

3.2 College Rights. Subject only to the terms of this Agreement, the College maintains the absolute right to carry out the educational mission of the institution. The College shall be the sole judge of all matters pertaining to student employment including the location and scheduling of such employment, the assignment and selection process, making and enforcing reasonable rules concerning safety, health, and the preservation of the educational experience, academic freedom and the contracting out of work. The College and Union agree to cooperate to ensure that this Agreement is administered in such a manner as to ensure and safeguard the dignity and safety of the entire Grinnell College community.

3.4 Non-Discrimination. The College and the Union mutually agree they shall not discriminate against any student employee based upon membership or non-membership in the Union or on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation,

gender identity or expression, marital status, veteran status, pregnancy, childbirth, religion, disability, creed or any other protected class. Discrimination and sexual harassment on any of the bases covered by state or federal antidiscrimination statutes is unlawful and a violation of Grinnell College policy.

3.5 Union Communications. The Union shall not engage in public communications that attack, defame (through libel or slander), or otherwise target individual members of the College Community or their reputations. Neither shall the Union engage in public communications that are scandalous, vulgar, demeaning, libelous, scurrilous, prohibited by the Student Handbook or Student Employment Handbook, or detrimental to relationship between the College and its students.

3.6 No Strike, No Lockout. During the terms of this Agreement, the student employees, the Union, and the College agree that there will be no strikes, slow-downs, work stoppages or interruptions, or picketing. There also shall be no lockout by or against the Union, the student employees covered by this Agreement or the College. Any student employee participating in such conduct is subject to discipline and may be discharged from their position for such participation.

3.7 Union Management Committee. Upon the written request of either party, the College and the Union shall convene the Union Management Committee (UMC) to meet to discuss workplace conditions and any other matters that arise in the administration of this Agreement.

ARTICLE 4—JUST CAUSE

4.1 Just Cause. Student workers shall not be disciplined or discharged without just cause.

4.2 Just Cause: Immediate Termination. The following shall constitute just cause for immediate termination without progressive discipline: (1) Falsification of employment application, time card or other College records; (2) Carelessness or lack of attention that results in injury to property, person, or public relations; (3) Theft, assault, or any other criminal act; (4) Harassment of others; (5) Violation of the College's Title IX, non-discrimination, or confidentiality policies; and (6) Refusal to perform assigned duties.

4.3 Just Cause: Progressive Discipline. The following shall constitute just cause for progressive discipline: (1) Violation of this Agreement; (2) Violation of the Student Handbook; (3) Violation of the Student Employment Handbook; (4) Violation of workplace rules; (5) Tardiness or unexcused absenteeism; (6) Excessive personal distractions (e.g. cell phone usage, friends visiting, internet play, etc.); and (7) Safety violations. The College's progressive discipline process will take into account the student worker's work record and the totality of the circumstances concerning any conduct that might lead to discipline and separation from

employment. The College's progressive discipline process will provide a student worker two written warnings before imposing discipline or job separation.

4.4 Union Presence. Student workers may request the presence of a union steward during any formal investigative interview that may result in discipline or discharge. The College agrees to remind student workers of this right before any such formal disciplinary meeting. Student workers have the right to not have a union steward present, but may instead have a support person who is a current Grinnell College employee or student be present.

4.5 Notice of Discipline. Student workers retain the right to provide or withhold notice to the Union of any progressive disciplinary action taken against them pursuant to Article 4.3. Student workers retain the right to provide or withhold notice to the Union of any disciplinary action taken against them pursuant to Article 4.2, subject to the limitations provided in Article 5.2 and Article 5.3.

4.6 Academic Freedom. Based upon fundamentals of academic freedom, Article 4.3 and Article 7 shall not apply to the following positions: (1) Course Assistants, (2) Lab Assistants, (3) Teaching Assistant, (4) Mentors and (5) Research Assistants. All provisions of this Agreement other than Article 4 and Article 7 shall apply to these positions. In the event that a student in any of the academic positions cited above is removed for reasons of academic freedom, they shall be offered an alternative work assignment at the same rate of pay and equivalent hours to the original assignment.

4.7 Service Learning Work Study.

[Reserved]

4.8 SGA & SPARC.

[Reserved]

ARTICLE 5—UNION SECURITY

5.1 Student Worker Roster. The parties recognize that to fulfill its obligation to represent student workers under this Agreement, the Union should have access to the names and contact information of student workers covered by this Agreement. The parties recognize and agree that student workers may choose to keep their contact information confidential pursuant to FERPA and Section 5.3 of this Agreement.

5.2 Notifications. Each week, the College shall provide a spreadsheet report of all new hires and terminations. Such report shall include the student workers' names, e-mail addresses, phone numbers, and dates of hire or termination. Each semester, the College shall provide a spreadsheet report listing all student workers covered under the Agreement. Such report shall include the workers' names, e-mail addresses, phone numbers, and job classifications (including whether or not the student worker is a Student Leader). The parties recognize and agree that student workers may choose to keep their contact information confidential pursuant to FERPA and Section 5.3 of this Agreement.

5.3 FERPA Waiver. All new student workers shall be required to complete a FERPA Waiver request form as a part of their employment onboarding affirming or denying the Union access to their educational records. Student workers retain the right to rescind the waiver at any time through formal written notice to the College's Office of the Registrar.

5.4 Employee Orientation. All new student workers shall be provided electronically with a copy of this Agreement. The Union will be solely responsible for organizing their own recruiting efforts.

5.5 Early Return. The College shall allow up to two (2) Union representatives to return to campus at the beginning of New Student Orientation. Union members returning early will be assessed a pro-rated room and board charge based upon the date of their arrival if services are required. The Union will be solely responsible for organizing their own recruiting efforts.

5.6 Bulletin Boards. The College shall furnish one bulletin board in each of the following buildings: Grinnell College Golf Course; Field House; Bear Recreation and Athletic Center; Osgood Natatorium; Darby Gym; Black Cultural Center; Harris Center; Center for Religion Spirituality and Social Justice; Rosenfield Center; Humanities & Social Studies Center; Admission and Student Financial Services; Macy House; Center for Careers, Life and Service; Bucksbaum Arts Center; Burling Library; Forum; Noyce Science Center; Mears Cottage; Herrick Chapel; Steiner Hall; Goodnow Hall; Old Glove Factory; Grinnell House; Preschool Lab; and 821 5th Ave. These bulletin boards shall be placed in a prominent location.

Bulletin board notices shall be restricted to the following: a) notices of union recreational and social affairs; b) notices of union elections; c) notices of union appointments and results of union elections; d) notices of union meetings; e) other notices concerning union affairs which are not political or individually demeaning in nature. The Union shall remove from the bulletin board, upon the written request of the College, any material which in the College's judgment is libelous, scurrilous or detrimental to relationship between the College and its students. The Union agrees it will not engage in general distribution, or posting by employees, of pamphlets, advertising or political matters.

5.7 Mailbox. The Union will be provided with a mailbox in the College mail room.

5.8 Scheduled Meetings. The Union may reserve space to meet on campus in accordance with the College’s policies for outside organizations and groups.

5.9 Union Access to Campus. Where in the opinion of the College, it is reasonable and necessary for a union agent to be given access to a portion of the campus not generally accessible to students to investigate a previously filed grievance, such union agent or representatives shall first secure written permission from the College and then shall obtain a mutually satisfactory date and time for the visit. A representative of the College will accompany the union agent on any such visit.

ARTICLE 6—WAGES

6.1 Pay Categories. Pay categories shall be assigned to each student-union position on campus to provide consistency and equity for similar work across similarly situated campus jobs. Grinnell College’s starting student worker wages are Level I \$10.75 and Level II \$12.50.

	Year 1	Year 2	Year 3	Year 4
Level I	\$10.75	\$10.97	\$11.18	\$11.41
Level II	\$12.50	\$12.75	\$13.01	\$13.27

At the commencement of the finalized bargaining contract all students will be migrated to the appropriate base wage. Each academic year following the initial contract period, student workers in good standing (were not suspended or terminated from a position within the current or prior academic year) will receive a 2% wage increase, contingent upon an equal or higher across the board wage increase being awarded to non-student employees. In the case of a less than 2% wage increase to non-student employees, student workers will be awarded the equivalent increase, not to exceed 2% per academic year.

Level I

Positions that require minimal training normally provided by department (i.e., filing, answering telephones, providing service to others). Duties are often of a routine nature, requires more direct supervision, and minimal training or experience is required.

Basic skills may be acquired through on the job training. Responsibilities may require basic organizational or technical knowledge, operation of simple equipment or performing repeating tasks.

Level II

Positions that require a combination of comprehensive training, acquired basic scientific or technical knowledge, and analytical, and/or significant physical demands. Duties are varied and less routine and involve a moderate degree of responsibility and judgement. Requires previous knowledge or skill and/or equivalent experience or training.

Positions considered by the college to be hard to fill, that are deemed hard to fill and/or supervisory. May perform specialized work. Also requires some developed skills such as operation of more technical knowledge, operation, and accountability for more complex office equipment, composition, , or significant interaction with the public. May require minimal supervision. Examples include academic programs, registrar, bookstore, admission tour guide, athletic trainer, craft workshop, library specialty coordinator, community assistant, computer user consultant, and annual giving specialist. All dining positions are assigned to Level II.

6.2 Community Assistants. Community Assistants may choose to be compensated through the Level II hourly wages outlined above, or through the receipt of a room grant equaling the total cost of room for the academic year.

6.2 Rest Periods. Fifteen (15) minutes paid rest periods for each four hours of consecutive hours worked within a single workday will be scheduled for all employees.

6.3 Maximum Hours. During the academic year, student workers may work no more than 20 hours per week. A cap of 40 hours per week exists during break and summer periods.

ARTICLE 7—GRIEVANCES

7.1 Grievance definition. A grievance is a written dispute, claim or complaint arising under this Agreement and is filed by either an authorized representative of or a student worker in the bargaining unit. Grievances are limited to matters of interpretation or application of the express provisions of this Agreement.

7.2 Grievance timing. No grievance shall be filed or processed based on facts or events that have occurred prior to three (3) calendar days before the grievance is filed.

7.3 Grievance filing. Grievances shall be filed with the student employment office.

7.4 Arbitration. Either the Union or the College may request arbitration of a grievance unsettled at the last step of the grievance procedure.

7.5 Arbitrator Authority. The arbitrator shall have no power to add to or subtract from or modify any of the terms of this Agreement. The arbitrator shall have no power to establish wage rates or to rule on the proper assignment of work by the College.

7.6 Arbitrator Costs. The expenses of the arbitrator shall be shared equally by the College and the Union. Each party shall make arrangements for and pay the expenses of witnesses which are called by them. No student worker shall be paid for time spent participating in the arbitration process. It shall be the obligation of the arbitrator to issue a written ruling within 20 days after an arbitration hearing. There shall be no appeal from an arbitrator's decision. It shall be final and binding on the union, on all bargaining union student workers and on the College.

ARTICLE 9—TERM

9.1 Term. This Agreement shall commence xxxxxx and shall continue in full force and effect until midnight June 30, 2023 when it shall terminate. If either party desires to renegotiate this Agreement, they shall give the other party written notice to that effect not less than 105 nor more than 135 days prior to xxxxxx. In any event, this Agreement shall not be extended beyond xxxxxx except by written consent of the parties.