

**University of Washington – AFT – UWELF 6486**

**02/13/23 – 01/31/26 Collective Bargaining Agreement Summary**

*This summary is provided by the Employer in accordance with RCW 43.88.583. Please note that this is a summary only, and is not intended to be a substitute for reviewing the complete contract. This summary was drafted upon ratification, so please consult the main PDF contract on the LR website for the most up to date contract version.*

<b>Information Requested</b>	<b>Responsive Information</b>
The term of the agreement	February 13, 2023 – January 31, 2026
The bargaining units covered by the agreement by state agency	American Federation of Teachers – UW English Language Faculty Local 6486
Base compensation	Article 21 - Compensation
Provisions for and rate of overtime pay	N/A
Provisions for and rate of compensatory time	N/A
Provisions for and rate of any other compensation including, but not limited to, shift premium pay, on-call pay, stand-by pay, assignment pay, special pay, or employer-provided housing or meals	<ul style="list-style-type: none"><li>• Article 9 – Work Assignment Roster</li><li>• Article 21 – Compensation</li><li>• MOU A– Retention Increase</li></ul>
Provisions for and rate of pay for each paid leave provision	<ul style="list-style-type: none"><li>• Article 11 - Reassigned Time, Lead Teacher and Specialist Positions</li><li>• Article 15 – Leaves of Absence</li></ul>
Provisions for and rate of pay for any cash out provisions for compensatory time or paid leave	N/A
Temporary layoff provision	N/A
Any impasse procedure subject to bargaining	N/A
Health care benefits provisions expressed as a percentage of cost or as a dollar amount, or in the case of contributions to a third-party benefit fund, the hourly contribution rate to the fund	Article 17 - Benefits

<b>Information Requested</b>	<b>Responsive Information</b>
Any retirement benefit subject to bargaining, or in the case of contributions to a third-party benefit fund, the hourly contribution rate to the fund	Article 17 – Benefits
For compensation or fringe benefits with an anticipated cost of fifty thousand dollars or more, a brief description of each component and its cost that comprises the amount funded by the legislature to implement in accordance with RCW 41.80.010(3)	N/A  This collective bargaining agreement was not submitted to the legislature for funding.
Number of bargaining unit members covered by the agreement as of the date submitted to the office of financial management	10
Content of any agency-specific supplemental agreements affecting (a) through (m) of this subsection	N/A
Any contract provisions that allow the contract to be reopened during the contract term	N/A

**Preamble**

This agreement, hereinafter referred to as the “Agreement”, is made by and between the University of Washington, hereinafter referred to as the “University” or the “Employer”, and the American Federation of Teachers University of Washington English Language Faculty Local 6486, hereinafter referred to as the “AFT-UWELF” or the “Union”. The intent and purpose of this collective bargaining agreement, is to provide a harmonious and cooperative relationship between both parties.

Tentatively Agreed To:

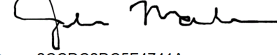
For the Union:



Richard Moore

Date: 5/20/2022

For the Employer:



Jennifer Mallahan

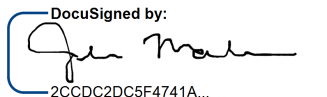
Date: 5/19/2022

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**Article 1: Recognition**

The University of Washington hereby recognizes the AFT-UWELF, Local 6486 as the exclusive bargaining representative for all full-time and regular part-time Continuum College International & English Language Programs (IELP) Extension Lecturers employed by the University of Washington, excluding other employees such as hourly extension lecturers, supervisors, and confidential employees.

Tentatively Agreed To:

For the Union:	For the Employer:
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Date: 5/4/2022	Date: 5/2/2022

## Article 2: Definitions

1  
2 **2.1. Full-time Load.** A full-time load (i.e., 100 percent FTE) is defined as a maximum of 150  
3 contact hours per quarter in any IELP program or combination of programs and fulfilling  
4 teaching-related duties as defined in Article 16.1.2 or equivalent duties as assigned. Part-time  
5 loads will be defined as a percentage of the full-time load.

6 **2.2. Teaching Appointments.** The term Appointment is defined as the type of contract an  
7 Extension Lecturer receives as listed in Article 9.

8 **2.3. Extension Lecturer.** The term Extension Lecturer is defined as University of Washington  
9 Continuum College (hereinafter referred to as UWC<sup>2</sup>), International & English Language  
10 Programs Extension Lecturer who teaches full-time or part-time under annual or quarterly  
11 contracts. It does not include Extension Lecturers teaching in areas other than the International  
12 & English Language Programs in Washington State or those teaching hourly under 33%.

13 **2.4. Director.** The term Director is a working title used to describe a professional staff  
14 administrator who manages IELP programs.

15 **2.5. Supervising Director.** The term Supervising Director is a working title used to describe  
16 the IELP director in whose programs an Extension Lecturer currently teaches the majority of  
17 ~~her/his~~their time.

18 **2.6. Senior Director.** The term Senior Director is a working title used to describe the most  
19 senior managerial position in UWC<sup>2</sup> IELP.

20 **2.7. Executive Council.** The term Executive Council is an advisory body of UWC<sup>2</sup> to the Vice  
21 Provost of UWC<sup>2</sup>, which consists of the Vice Provost, Assistant Vice Provosts, and Senior  
22 Director-level professional staff appointed by the Vice Provost for Continuum College.

23 **2.8. Preference ~~Sheet~~Survey.** The term Preference ~~Sheet~~Survey references a form IELP  
24 Extension Lecturers submit to IELP administration, indicating the courses and hours they prefer  
25 to teach in the subsequent quarter.

26 ~~**2.9. Week 0.** The term Week 0 refers to the period before the quarter begins, which normally~~  
27 ~~includes such start-up activities as testing, advising, registration, orientation and opening~~  
28 ~~receptions.~~

1 **2.109. Family Member.** The employee's spouse or same or opposite sex domestic partner,  
2 child, parent or person who acted as a parent, grandparent, grandchild, sister, or brother. Family  
3 member also includes individuals in the following relationships with the employee's spouse or  
4 same or opposite sex domestic partner: child, parent, or grandparent. In addition, it includes  
5 those persons in a "step" relationship.


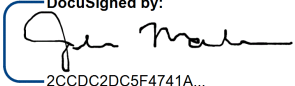
6 **2.140. Academic Human Resources.** Academic Human Resources is a central UW resource  
7 for the recruitment, hiring, retention and promotion of academic personnel.

8 **2.1211. Academic Staff.** Academic Personnel is defined in [Administrative Policy Statement](#)  
9 [\(APS\) 40.1](#). Extension Lecturers are Academic Staff, which is part of Academic Personnel.

10 **2.1314. Anniversary Date:** Anniversary Date is defined as the date on which an Extension  
11 Lecturer's first contract/appointment was awarded. If an Extension Lecturer has separated from  
12 employment for more than two (2) years, the Anniversary Date shall be the date the  
13 employment begins upon ~~his/her~~their return.

14 ~~2.14. Designated Sub: The Designated Sub's main responsibility is to provide coverage for~~  
15 ~~classes when a regularly assigned teacher is absent. The FTE amount of the Designated Sub~~  
16 ~~will remain at 50% each quarter of the academic year and 33% in summer quarter unless~~  
17 ~~determined by Management prior to any given quarter that there is insufficient enrollment to~~  
18 ~~support this FTE. If the work of the designated sub is reduced, management will notify the union~~  
19 ~~prior to the release of the preliminary teaching schedule.~~

20 **2.15. Teaching Pool:** The Teaching Pool is calculated annually in spring quarter by adding the  
21 total number of hours assigned to Extension Lecturers from spring, winter, and autumn quarters  
22 of the current academic year divided by nine (9).

Tentatively Agreed To:	
For the Union:	For the Employer:
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Alex Jones	Jennifer Mallahan
Date: 2/1/2023	Date: 2/1/2023

**Article 3: Union Security**

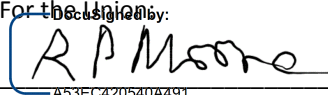
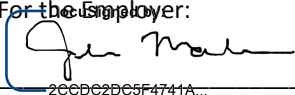
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**3.1. Dues Deduction.** Upon authorization to the Union by an individual employee to become a member of the Union and pay membership dues, the University shall provide payroll deduction of dues. The University will honor the terms and conditions of each employee’s signed membership card upon authorization by the union.

The Union shall transmit to the Employer by the cut-off date for each payroll period, the name and Employee ID number of employees who have, since the previous payroll cut-off date, provided authorization for deduction of dues, or have changed their authorization for deduction.

**3.2. Indemnification.** The Union and each Extension Lecturer in the bargaining unit authorizing the assignment of wages for the payment of Union dues hereby undertakes to indemnify and hold the University and its employees and agents harmless from all claims, demands, suits or other forms of liability that may arise against the University for or on account of any deductions made from the wages of such Extension Lecturers or for any action taken under this Article.

**3.3. Revocation.** An employee may revoke their authorization for payroll deduction of payments to the Union by written notice to the Union in accordance with the terms and conditions of their signed membership card. Every effort will be made to end the deduction effective on the first payroll, and not later than the second payroll, after receipt by the Employer of confirmation from the Union that the terms of the employee’s signed membership card regarding dues deduction revocation have been met.

Tentatively Agreed To:	
<p>For the Union:</p>  <p><small>A53EC420540A491...</small> Richard Moore Date: 5/20/2022</p>	<p>For the Employer:</p>  <p><small>2CCDC2DC5F4741A...</small> Jennifer Mallahan Date: 5/19/2022</p>

## Article 4: Union Rights

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2 **4.1. Quarterly Roster.** The University will provide the Union with a quarterly roster of both full-  
3 and part-time Extension Lecturers. The roster will be provided on the first final payroll  
4 calculation date after classes start each quarter. The roster will include each Extension  
5 Lecturer's name, start date, FTE percent time, mail stop, and home address. The University will  
6 provide these lists in an electronic file when practicable. These lists will be provided at no cost  
7 to the Union.

8 **4.2. Use of University Bulletin Boards and Facilities.** The Union shall have the right to use  
9 reasonable bulletin board space in each geographic location where Extension Lecturers work.  
10 The University has meeting space available, some of which is free and some of which is  
11 charged at a fee; if the Union rents meeting space for a fee, the fee will be paid for by the Union.  
12 The Union shall have the right to reasonable use of University meeting rooms for official Union  
13 meetings, provided that such usage does not interfere with the regular activities of the  
14 University; Extension Lecturers will not be released from teaching to attend Union meetings.

15 **4.3. Minutes.** The University shall continue to publish minutes of all UWC<sup>2</sup> Executive Council  
16 Meetings.

17 **4.4. Use of Internal Communication System.** The Union shall have the right to use the  
18 University phone, email, and Extension Lecturer's mailboxes for communication to Extension  
19 Lecturers, including mass distributions, provided that the material clearly indicates that the  
20 Union is the distributor of the material, and that the material is related to the administration of  
21 this Agreement.

22 **4.5. Distribution of this Agreement.** The University shall publish this Agreement on a  
23 designated website within thirty (30) days after ratification. Extension Lecturers may print a copy  
24 of the Agreement at the UW's expense if a hard copy is preferred.

25 **4.6. De Minimis Use and Compliance with State Ethics Laws.** Extension Lecturers shall  
26 comply with University policy and state ethics laws, including the de minimis use of University  
27 and State resources as described in [APS 47.2](#).

28 **4.7. Reassigned Time.** In recognition of the responsibilities of the Union regarding  
29 representation of Extension Lecturers and matters related to management of this Agreement,  
30 the University agrees that the reassigned time position will reduce to 5% beginning March 16.



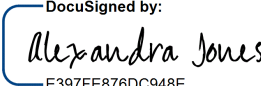
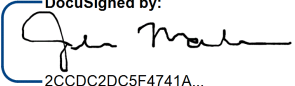
1 2023, and increase to 33% on September 16, 2025, and until January 30, 2026. As of January  
2 31, 2026, this position will revert to 5%, however, the position will be paid at 33% while a  
3 successor agreement is still being bargained. The parties agree that this will be a subject of  
4 discussion during successor bargaining. during Summer, Autumn, Winter, and Spring Quarters,  
5 one (1) Union representative will receive 33% paid reassigned time.

6 **4.8. Union-Related Activities.** Extension Lecturers who intend to absent themselves from  
7 work for the purpose of attending and participating in Union business functions or programs  
8 such as meetings, conventions, seminars, or to work for the Union on a temporary basis, may  
9 do so under the following conditions:

- 10 • Receive pre-approval from the IELP Senior Director, or designee, as far in advance as  
11 possible prior to the planned absence;
- 12 • Request leave of absence without pay to reflect hours out of class.

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Tentatively Agreed To:

For the Union:	DocuSigned by:  E397FE876DC948E...	For the Employer:	DocuSigned by:  2CCDC2DC5F4741A...
Alex Jones		Jennifer Mallahan	
Date: 2/1/2023		Date: 2/1/2023	

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**Article 5: Non-Discrimination**

**5.1. Non-Discrimination.** In accordance with Executive Order 31 on Nondiscrimination and Affirmative Action, Neither-neither the Employer nor the Union shall discriminate against any employee on the basis of race, creed, color, religion, sexual orientation, national origin, citizenship, sex, pregnancy status, gender identity or expression, genetic information, disability, marital status, age, or covered veteran status; this includes discrimination in the form of sexual harassment. Bona fide occupational qualifications are not to be considered a violation of this section.

In addition, no employee shall be subjected to discrimination or harassment based on union activities or union membership status.

**5.2. Complaints.** A discrimination complaint may be ~~filed-submitted with to~~ the University Complaint Investigation and Resolution Office. Employees may also file discrimination complaints with appropriate federal or state agencies. The parties agree to encourage the filing of discrimination complaints through the University Complaint Investigation and Resolution Office.

Tentatively Agreed To:

For the Union:

For the Employer:

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*Alexandra Jones*  
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DocuSigned by:  
*Jim Mah*  
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Date: 1/31/2023

Date: 1/31/2023

## Article 6: Probationary Period

**6.1. Probationary Period Duration.** The Probationary Period begins the first quarter an Extension Lecturer is hired with at least a .33% FTE appointment. Subject to approval to exit the Probationary Period (Article 6.2), the Extension Lecturer will remain in the Probationary Period until s/he has taught two (2) quarters at 100% FTE, or six (6) courses, or the equivalent thereof, whichever is sooner.

Courses taught as a Teaching Assistant, as a summer-only instructor, or as an hourly instructor do not count toward the Probationary Period.

### 6.2. Completion of the Probationary Period.

**6.2.1.** During the quarter after the Extension Lecturer has taught the last class of the Probationary Period the Supervising Director shall call a Probation Completion Meeting to discuss the Extension Lecturer's movement out of the Probationary Period.

**6.2.2.** The Probation Completion Meeting shall include all applicable supervising directors and the [Senior-IELP](#) Director. The [Senior-IELP](#) Director will determine whether the Extension Lecturer will move out of the Probationary Period by examining the following:

- Student evaluation reports from all classes
- Supervisors' observation reports from two classes
- Extension Lecturer's Self Report (see Extension Lecturer Responsibilities Article 6.3)
- Supervising directors' input
- Written peer support

**6.2.3.** Management shall make a good faith effort to deliver notification regarding the Probationary Period to the Extension Lecturer as soon as possible but no later than one week before the publication of the preliminary teaching schedule for the quarter following the Probation Completion Meeting in Section 2.1.

If the recommendation is to move the Extension Lecturer out of the Probationary Period, the [Senior-IELP](#) Director shall inform the Extension Lecturer in writing (email acceptable). If the recommendation is to extend the Probationary Period, the [Senior IELP](#) Director shall inform the Extension Lecturer about the extension and its length, the reasons for the extension, and any further requirements. The extension of the Probationary Period shall be from one (1) to three (3) quarters. The Extension Lecturer

1 shall have the right to submit a statement in response/rebuttal in writing to the  
2 Supervising Director and the [Senior IELP](#) Director.

3 **6.2.4.** Decisions regarding non-renewal made by the Employer during the Probationary  
4 Period are not subject to grievance and arbitration.

### 5 **6.3. Extension Lecturer Responsibilities.**

6 **6.3.1.** In addition to regular teaching-related responsibilities, Extension Lecturers in the  
7 Probationary Period shall:

- 8 • administer student evaluations for each class taught;
- 9 • observe one peer Extension Lecturer each quarter;
- 10 • submit a Self Report to the Supervising Director. This Report shall be submitted  
11 during the quarter the Extension Lecturer is teaching her/his last class of the  
12 Probationary Period but not later than the first week of the following quarter. The  
13 Report shall include the dates, classes and names of the Extension Lecturers  
14 observed and any other information the Extension Lecturer wants to include that  
15 indicates her/his accomplishments and contributions to the program.

16 **6.3.2.** Extension Lecturers will be dropped from the Probationary Period if they choose  
17 not to submit a preference [sheet survey](#) or if they do not accept a teaching assignment  
18 from the preliminary teaching schedule in two (2) consecutive quarters; if dropped  
19 Extension Lecturers are rehired at a future date, they will return to the beginning of the  
20 Probationary Period.

### 21 **6.4. Administration Responsibilities.**

22 **6.4.1.** Management may guide Extension Lecturers in the Probationary Period by  
23 providing peer mentors, if available, and periodic feedback and advice regarding their  
24 performance.

25 **6.4.2.** Management may observe Extension Lecturers as appropriate.

26 **6.4.3.** Directors will meet each quarter to determine the ranking of Extension Lecturers in  
27 the Probationary Period based on, among other things, observation reports, student  
28 course evaluations, contributions to IELP, professional development, and past  
29 experience in other programs. This ranking will determine the order by which classes are  
30 assigned.

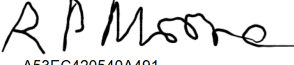
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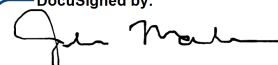
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Tentatively Agreed To:

For the Union:

For the Employer:

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Date: 5/4/2022

Date: 5/2/2022

1 **Article 7: Grievance & Arbitration Procedures**

2 **7.1. Purpose.** The parties recognize that disputes may occasionally arise concerning the terms  
3 and conditions of this Agreement and those disputes shall be resolved through this grievance  
4 procedure.

5 **7.2. Definition.** A grievance is a claim by an Extension Lecturer, group of Extension Lecturers  
6 or the Union of an alleged violation or incorrect interpretation or application of a specific  
7 provision of this Agreement.

8 **7.3. Timelines.**

9 **7.3.1.** "Days" for purposes of this Article shall mean calendar days, excluding Saturdays,  
10 Sundays, University holidays, and University closure.

11 **7.3.2.** A grievance must be filed within twenty-one (21) days from the time of the  
12 occurrence of the events giving rise to the grievance or from the time the grievant should  
13 reasonably have become aware of the grievance. Nothing in the procedure outlined  
14 below will preclude the settlement of differences in an informal manner.

15 **7.3.3.** Failure by the University to comply with the grievance time limit at Step 1 or Step 2  
16 shall automatically advance the grievance to the next step. Failure by the grievant or the  
17 Union to comply within the time limit at any step shall constitute acceptance of the  
18 University's last written response.

19 **7.3.4.** If the grievance has not been satisfactorily resolved at any step, either party may,  
20 within five (5) days, request mediation as provided for in this Article.

21 **7.3.5.** Time limits may be waived or extended by written mutual agreement of both  
22 parties.

23 **7.3.6. Grievance Withdrawal.** A grievance may be withdrawn in writing at any time by  
24 the Union.

25 **7.4. Grievance Steps.**

26 **7.4.1. Informal Discussion.** The parties support the resolution of problems at the lowest  
27 possible level and to that end encourage informal discussions to reach resolution as  
28 soon as possible after becoming aware of a problem. Prior to filing a grievance, the  
29 aggrieved party may meet with her/his immediate supervisor to attempt to understand  
30 and resolve the issue. If requested by the Extension Lecturer(s), a Union representative  
31 may be invited to attend the discussion by the aggrieved party. An Extension Lecturer

1 can enter into a discussion regarding resolution of a problem without intervention of the  
2 Union provided that the resolution reached is not inconsistent with the terms of this  
3 Agreement and that the Union is notified and given the opportunity to be present at the  
4 settlement. During the time such discussions are taking place, the twenty-one (21) day  
5 limitation for filing a grievance shall be in effect unless an extension is agreed to in  
6 writing or extended verbally and confirmed in writing. These discussions shall *not*  
7 constitute a Step 1 grievance.

8 **7.4.2. Step 1.** If a grievance cannot be remedied informally, it will be handled as follows:

- 9 • A grievance must be filed in writing by the Union via email, including all  
10 attachments, with same-day mailing/hand delivery of the original documents,  
11 including all attachments with the Senior Director of IELP, with a copy to the  
12 University's Director of Labor Relations and UWC<sup>2</sup> Human Resources. The  
13 grievance will state the specific and pertinent facts of the case, including the  
14 section(s) of the Agreement allegedly violated and the remedy or desired  
15 outcome that is requested. The date of filing is the date the grievance is received  
16 by the Senior Director of IELP.
- 17 • The grievant and the Union shall meet with the Senior Director (or designee) and  
18 any appropriate University representatives within fourteen (14) days to discuss  
19 the grievance. The Union will be notified in advance of the meeting who the  
20 University anticipates will be in attendance.
- 21 • The Senior Director (or designee) shall provide the grievant and the Union with a  
22 written response to the grievance within seven (7) days of the Step 1 meeting.  
23 The response shall include the reasons upon which the decision was based.

24 **7.4.3. Step 2.** If no settlement is reached at Step 1, the Union may advance the  
25 grievance to Step 2 by submitting a written statement of the grievance via email,  
26 including all attachments, with same-day mailing/hand delivery of the original  
27 documents, including all attachments to the Vice Provost of Continuum College with a  
28 copy sent to the [Director Assistant Vice President of Labor Relations](#), [Labor Relations](#)  
29 [laborrel@uw.edu](mailto:laborrel@uw.edu), the Senior Director of IELP, and UWC<sup>2</sup> Human Resources within  
30 seven (7) days after receipt of the written Step 1 response. The Union recognizes that  
31 the University may choose to designate other appropriate University personnel to  
32 represent the University for a Step 2 appeal. The Vice Provost of Continuum College or  
33 designee and the [Director Assistant Vice President of Labor Relations](#) or designee shall

1 meet with the Union and the grievant within fourteen (14) days of receiving the Step 2  
2 appeal, and respond in writing to the grievance within seven (7) days of the meeting.

3 The requirement of a meeting may be waived by mutual agreement.

4 **7.4.4. Grievance Mediation (Optional Step).** Grievance mediation is an optional and  
5 voluntary part of the grievance resolution process. It is a supplement to, not a substitute  
6 for, grievance arbitration. When both parties have agreed to grievance mediation, the  
7 contractual time limit for moving the grievance to arbitration shall be suspended for the  
8 period of mediation.

9 **7.4.4.1.** If the grievance has not been satisfactorily resolved at any step prior to  
10 arbitration, either party may, within five (5) days of the written decision, request  
11 mediation. Both parties must agree to the mediation and then submit a joint  
12 request to Public Employment Relations Commission (PERC) for the assignment  
13 of a mediator. Grievance mediation must be completed within twenty-five (25)  
14 days of the request. The twenty-five (25) day timeline may only be extended by  
15 mutual consent. If the parties do not agree to a time extension, the mediation  
16 request shall be withdrawn and the grievance process shall be resumed.

17 **7.4.4.2.** The grievance mediation process shall be informal. No formal record  
18 shall be made of the proceeding. Both sides shall be provided ample opportunity  
19 to present evidence and arguments to support their cases. The mediator may  
20 meet with the parties in joint or separate caucuses.

21 **7.4.4.3.** At the request of both parties, the mediator shall issue a  
22 recommendation for settlement. Either party may request that the mediator  
23 assess how an arbitrator might rule in this case.

24 **7.4.4.4.** The grievant shall be present at the grievance mediation proceeding. If  
25 the grievance is resolved, the parties shall sign an agreement indicating the  
26 terms of the settlement.

27 **7.4.4.5.** If the grievance is not resolved and is subsequently moved to arbitration,  
28 the mediation shall be *de novo*. Nothing said or done by the parties or the  
29 mediator during grievance mediation with respect to their positions concerning  
30 resolution or offers of settlement may be used or referred to during arbitration.

31 **7.4.5. Step 3 (Arbitration).** If Step 2 fails to resolve the grievance, the Union may, within  
32 fourteen (14) days of receiving the written Step 2 response, submit the grievance to the  
33 American Arbitration Association for arbitration under their voluntary labor arbitration



- 1 rules and within the following guidelines:
- 2 • The arbitrator shall have no power to modify, add to, subtract from, or
  - 3 disregard any of the terms and conditions of this Agreement.
  - 4 • The arbitrator's decision shall be final and binding on all parties.
  - 5 • The expenses and fees of the arbitrator will be shared equally by the Union
  - 6 and the University. However, if the arbitration hearing or conference is
  - 7 canceled or postponed because of one party, that party shall bear the cost of
  - 8 the cancellation or postponement. Each party will pay its own fees and
  - 9 expenses in presenting its case, including the costs of legal representation.

10 **7.5. Information.**

- 11 **7.5.1.** All data, records, and information necessary to the processing of a grievance shall
- 12 be made available in a timely and expeditious manner.
- 13 **7.5.2.** Grievance documents shall be maintained separately from employee personnel
- 14 files. To the extent possible, employee personnel files will reflect the final outcome of a
- 15 grievance and any actions taken as a result thereof.

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17 Tentatively Agreed To:

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19 For the Union:

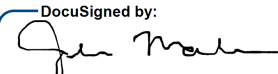
For the Employer:

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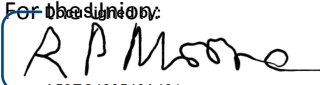
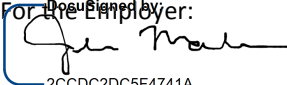
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**Article 8: Management Rights**

**8.1.** Management of the University is vested exclusively in the University. Except as otherwise provided in this Agreement, the management rights of the University include, but are not limited to, the right to the following:

- To establish, plan, direct and control the University’s missions, programs, objectives, activities, resources and priorities
- To establish, revise and administer procedures, reasonable rules and regulations, and direct and control University operations
- To alter, extend, or discontinue existing equipment, facilities, programs and location of operations
- To determine the allocation of all financial and other resources
- To determine or modify the number, qualifications, scheduling, responsibilities and assignment of Extension Lecturers
- To evaluate the performance of Extension Lecturers
- To work with Extension Lecturers to define criteria for performance expectations
- To establish, maintain, modify or enforce standards of performance, conduct, order, and safety
- To apply corrective or disciplinary action or dismiss for just cause
- To establish or modify the academic calendars, including holidays and holiday scheduling, to assign work locations, and schedule teaching assignments
- To recruit, select, hire, transfer; lay-off, promote, reassign, train and further to determine qualifications of Extension Lecturers

**8.2.** Management has the authority to make final decisions to ensure that courses are taught in such a way as to retain the integrity of the curriculum and program standards.

Tentatively Agreed To:	
<p style="margin: 0;">For the Union:</p>  <p style="margin: 0; font-size: small;">A53EC420540A491...</p> <p style="margin: 0;">Richard Moore</p> <p style="margin: 0;">Date: 5/20/2022</p>	<p style="margin: 0;">For the Employer:</p>  <p style="margin: 0; font-size: small;">2CCDC2DC5E4741A</p> <p style="margin: 0;">Jennifer Mallahan</p> <p style="margin: 0;">Date: 5/19/2022</p>

## Article 9: Work Assignment Roster

**9.1. Definition.** The Work Assignment Roster is a list of Extension Lecturers in good standing, to include annual contract holders and quarterly contract holders. See Article 6 for Extension Lecturers in the Probationary Period.

**9.1.1.** Annual contract holders have a ~~minimum of 50%33% FTE 100% FTE~~ 9-month academic year contract, the option to work in Summer ~~Quarter Sessions~~ (2.5 month contract), and may accept an additional teaching assignment (not to exceed a total teaching assignment of 20 contact hours per week) if available and offered by Management, and approved by Academic HR. ~~Retirees are ineligible for annual contracts. Starting June 16, 2025, annual contact holders have a minimum of 50% FTE 9-month academic year contract, the option to work in Summer Sessions (2.5 month contract), and may accept an additional teaching assignment (not to exceed a total teaching assignment of 20 contact hours per week) if available and offered by Management, and approved by Academic HR.~~

**9.1.2.** Quarterly contract holders have a 3-month contract period and have the option to work in Summer ~~Quarter Sessions~~ (2.5 month contract).

**9.1.3.** All Summer ~~Quarter Sessions~~ Appointments are 2.5 month quarterly contracts and placement is determined by the Preference ~~Sheet~~Survey, required experience, and the Work Assignment Roster.

**9.2. Initial Placement.** Extension Lecturers shall be placed on the Work Assignment Roster based on their position on the Hiring List as of May 1, 2017. Placement shall be ordered first 1) by the date the Extension Lecturer's first Annual Contract was awarded and then 2) by the Anniversary Date. Extension Lecturers added to the Work Assignment Roster after May 1, 2017 will be by order of date of joining the Roster after successful completion of the probationary period.

### 9.3. Annual contracts.

**9.3.1** ~~Annual contracts will be awarded to 75% of the pool of IELP Extension Lecturers, provided they are eligible.~~ The Teaching Pool is calculated annually in spring quarter by adding the total number of hours assigned to Extension Lecturers from spring, winter, and autumn quarters of the current academic year divided by nine (9). Efforts will be made to award annual contracts to 75% of the pool of IELP Extension Lecturers, provided they are eligible. Logistics and number of anticipated course offerings in the

1 upcoming academic year are considerations for determining the number of annual  
2 contracts to be awarded. Management will make the final determination on the number  
3 of annual contracts awarded and their associated FTE.

4 **9.3.2.** A selection committee of three (3) Extension Lecturers and two (2) directors will  
5 meet to make recommendations first time for annual appointments for those who ~~are not~~  
6 ~~already have never previously had an~~ annual contract ~~holders~~ from applications of  
7 interested teachers, based on the following criteria:

- 8 • Agree to work 100% FTE per quarter, except by agreement with the Senior  
9 Director
- 10 • Have passed the Probationary Period
- 11 • Have more than four (4) years of IELP teaching experience. (The Senior  
12 Director, with recommendation from a hiring committee, may accept teaching  
13 equivalency outside IELP for this criterion.)
- 14 • Have fulfilled the Core Job Responsibilities of Article 16.1.2
- 15 • Have the recommendation of one of their program's directors

16 **9.3.3.** Removal from the Annual Contract List, except for reasons in Article 10, shall be  
17 for just cause, which may include not performing Core Job Responsibilities as outlined in  
18 Article 16.1.2, unsuccessful completion of a formal performance improvement plan, or  
19 lack of service to the program.

20 **9.3.4.** If the selection committee for annual appointments recommends a new hire from  
21 outside the bargaining unit, that individual is subject to Article 6: Probationary Period.

22 **9.4. Quarterly Appointments.** Quarterly appointments will be awarded after annual contracts  
23 have been awarded. Awarding of quarterly contracts will be made by the Senior Director of  
24 IELP.

25 **9.5. Breaks in Service.** If an Extension Lecturer is on an approved Leave of Absence without  
26 Pay for not more than two (2) years, the Extension Lecturer shall retain their position on the  
27 Work Assignment Roster. Extension Lecturers in unpaid status with IELP for more than  
28 twothreefive (235) years- shall be removed from the Work Assignment Roster. Starting June 16,  
29 2025, Extension Lecturers in unpaid status with IELP for more than three (3) years shall be  
30 removed from the Work Assignment Roster.

31 **9.6. Return Rights.**

1 **9.6.1** If an Extension Lecturer on the Work Assignment Roster takes an administrative position  
2 within IELP or UWC<sup>2</sup>, ~~s/he~~they has-have the right to return to the same position on the Work  
3 Assignment Roster in the event of a return to teaching.

- 4 • **9.6.2** An Extension Lecturer who has successfully completed the Probationary Period  
5 and has been away from IELP employment for a period of ~~three-five~~ (35) years or less is  
6 not required to repeat the Probationary Period upon ~~his/her~~their return. Starting June 16,  
7 2025, Extension Lecturers who are no longer on the Work Assignment Roster, shall be  
8 added to the bottom of the Work Assignment Roster.

### 10 **9.78. Extension Lecturer Status.**

11 **9.78.1. Advanced Extension Lecturer Status.** An Extension Lecturer who has been  
12 employed for a minimum of seven (7) academic years (21 quarters) and met  
13 expectations during the past three-year period may request to become an Advanced  
14 Extension Lecturer.

15 When an Extension Lecturer is eligible for Advanced Extension Lecturer status in the  
16 upcoming academic year, the Extension Lecturer shall inform the Senior Director by the  
17 end of spring quarter of their intention to become an Advanced Extension Lecturer. A  
18 maximum of twenty (20) Advanced Extension Lecturer positions may exist concurrently.  
19 Candidates may be selected as Advanced Extension Lecturers by a committee of two  
20 (2) Extension Lecturers and two (2) representatives from management. The committee  
21 will then notify the Senior Director of the selected individuals on or before July 31 prior to  
22 the coming year. A successful candidate shall assume the new status and additional  
23 responsibilities at the beginning of the next academic year. Current employees, if  
24 eligible, may request to become an Advanced Extension Lecturer within 30 days after  
25 ratification to be effective immediately upon approval.

26 **9.78.2. Advanced Extension Lecturer Responsibilities.** Advanced Extension  
27 Lecturers agree to perform at least one of the following activities during the academic  
28 year: serve as mentors, train practicum teachers, conduct professional development  
29 sessions during annual in-service meetings, review Canvas course pages,  
30 archive/organize materials in course folders on SharePoint and/or serve on IELP hiring  
31 and curriculum committees. Management will assign these tasks to Advanced Extension  
32 Lecturers as needed.

1        **9.78.3. Advanced Extension Lecturer Duration.** Advanced Extension Lecturer status  
2        is renewed annually unless the Advanced Extension Lecturer has not fulfilled their  
3        responsibilities or opts out. To maintain Advanced Extension Lecturer status, the lecturer  
4        must have at least a **5033**% teaching assignment each quarter, except summer.  
5        Advanced Extension Lecturers who no longer wish to have Advanced Extension  
6        Lecturer status, or who are not fulfilling responsibilities, will revert to the status of  
7        Extension lecturer; the Extension Lecturer may later again request Advanced Extension  
8        Lecturer status.

Tentatively Agreed To:

<p>For the Union: <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">DocuSigned by: <i>Alexandra Jones</i> E397FE876DC948E...</span></p> <p>_____ Alex Jones Date: 2/1/2023</p>	<p>For the Employer: <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">DocuSigned by: <i>Jennifer Mallahan</i> 266DC2DC5F4741A...</span></p> <p>_____ Jennifer Mallahan Date: 2/1/2023</p>
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**Article 10: Separations**

**10.1. Layoffs.** ~~Extension Lecturers are assigned teaching hours based on their position on the Work Assignment Roster. Layoff is the elimination of a position due to lack of work, a lack of funds and/or because of a reorganization. Layoffs will only apply to extension lecturers holding annual contracts.~~

**10.1.1.** The Employer, with copy to the Union, will notify impacted Extension Lecturers of layoff. Extension Lecturers subject to layoff shall be paid through the end of the current quarter.

**10.1.2.** If ~~the need for layoffs is anticipated~~~~a downturn in employment of more than 15% is anticipated~~ in an upcoming quarter, resulting in a reduction in the bargaining unit of more than 25%, the IELP Senior Director (or ~~her/his~~their designee) will meet with the Union no later than forty-five (45) days prior to the start of the upcoming quarter to discuss supporting reasons for the layoffs and whether or not those layoffs can be mitigated with other options such as job sharing, voluntary reduced work hours or voluntary leaves without pay.

**10.1.3.** ~~Extension Lecturers are assigned teaching hours based on their position on the Work Assignment Roster. Layoffs are made in reverse seniority order as determined by the Work Assignment Roster.~~

**10.1.34.** Decisions made by the Employer regarding the number of layoffs are not subject to grievance and arbitration.

**10.1.45.** Management will consider an alternative proposal to a layoff plan if submitted by the Union with enough time before the layoff for Management to reasonably review and implement the proposal.

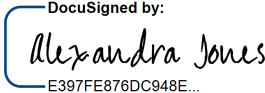
**10.1.56. Recall.** Extension Lecturers laid off will be placed in a recall pool for a period of ~~three (3)~~~~four (4)~~five (5) years. The recall pool will be based on the "last-in-first-out" principle order of the Work Assignment Roster (Article 9). If an Extension Lecturer is made two consecutive offers of full-time work on the Preliminary Schedule in the academic year and declines, ~~s/he~~they shall forfeit their position in the recall pool. It is the responsibility of the Extension Lecturer to keep the Union and UWC<sup>2</sup> informed of changes in personal contact information.

**10.1.6. Designated Sub and Layoffs.** ~~If an Extension Lecturer is subject to layoff but has an earlier Anniversary Date than the Designated Sub, the work of the Designated Sub would be offered to that person, and the Designated Sub would be subject to layoff.~~

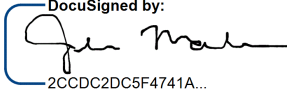
1           ~~The Designated Sub would not be subject to layoff if all Extension Lecturers with an~~  
2           ~~earlier Anniversary Date who are subject to layoff have declined the offer of that work.~~

3   **10.2. Resignations.** Resignations, including retirement, must be submitted in writing with  
4 original signature to the IELP Senior Director. The Senior Director may permit withdrawal of a  
5 resignation within seven (7) calendar days. If a resignation is conveyed orally, the IELP Senior  
6 Director may confirm same in writing; the Extension Lecturer then has ten (10) calendar days to  
7 rescind the oral resignation. After ten (10) calendar days, the Extension Lecturer shall be  
8 deemed to have resigned.

Tentatively Agreed To:

For the Union:  E397FE876DC948E...

Alex Jones  
Date: 2/1/2023

For the Employer:  2CCDC2DC5F4741A...

Jennifer Mallahan  
Date: 2/1/2023



## 1           **Article 11: Reassigned Time, Lead Teacher and Specialist Positions**

2   **11.1. Reassigned Time.** Extension Lecturers may be appointed to reassigned time projects in  
3 lieu of classroom teaching (e.g., materials development, research projects related to teaching,  
4 or curriculum development). Management-directed reassignment positions will be advertised,  
5 including the requirements of the position and the period of the assignment. As requested by the  
6 Union, the employer shall provide documentation outlining the duties assigned.

7           **11.1.1.** At the sole discretion of the Senior Director, reassigned positions may be  
8 revoked at the end of any quarter of the fixed or ongoing appointment.

9           **11.1.2. Ongoing Reassigned Time Positions.** In order to provide growth opportunities  
10 beyond the classroom for Extension Lecturers, when an ongoing, reassigned non-  
11 teaching position within the bargaining unit is vacated, the following shall apply:

- 12           • The reassigned appointment to the position shall be for a defined period of time.
- 13           • The current employee in the position is eligible to reapply for the position.
- 14           • Preference will be given to other qualified candidates.

15   **11.2. Lead Teachers.** Based on program needs, the Employer may establish a number of Lead  
16 Teacher positions. Generally, the role of a Lead Teacher is to maintain consistent course  
17 outcomes, provide instructional support, and contribute to development of the curriculum. A  
18 Lead Teacher may be responsible for a single course or a set of courses. The appointment is  
19 for a fixed term. A Lead Teacher may re-apply for the same or another Lead Teacher position  
20 at the end of their appointment.

21   **11.3. Specialist Positions.** Specialist Positions fill special needs within the department.  
22 Examples of special needs include the following:

- 23           • Specialized knowledge, skills, or abilities
- 24           • Long-term commitment to a program or course to ensure consistency
- 25           • Teaching at a remote site
- 26           • Teaching in a program with a schedule different from the regular quarterly schedule
- 27           • Client-driven programs

28 Specialist Positions have a fixed duration. Holders of a Specialist Position may re-apply for the  
29 position at the end of their term.

30 In the event of a downturn in enrollment in a program where there is more than one Specialist  
31 Position holder, the holders will be removed from the assignment in reverse order of initial  
32 assignment date to the position. If more than one holder has the same assignment date, the

1 removal will be based on their date listed on the Work Assignment Roster (Article 9). If  
2 enrollments increase, the Specialist Position holders will be brought back to complete their initial  
3 assignments in reverse order of removal.

4 **11.4. Selection.** When a Reassigned Time, Lead Teacher, or Specialist Position becomes  
5 available, it will be advertised to the Department via the established communication channels  
6 such as the Department listservs. The announcement will include the description, the term of  
7 the appointment, and the process for application. Selection for a position will be made by the  
8 hiring manager with input from a committee composed of both administrators and Extension  
9 Lecturer(s). The call for volunteers to serve on the selection committee may be made before the  
10 application deadline for the position. If a call for volunteers to serve on a committee has no  
11 response within five work days—and the Union representative or designee is not available—the  
12 hiring manager may form the committee without an Extension Lecturer representative.

13 **11.4.1.** Lead Teacher, Specialist Positions, or other Reassigned Time positions are  
14 intended for Annual Contract holders. In the event no current Annual Contract holder  
15 applies for such positions, Management may expand eligibility to include anyone on the  
16 current Work Assignment Roster.

17 For Specialist Positions including any International Specialized Programs (ISP) positions  
18 that are advertised, position on the Work Assignment Roster will be the determining  
19 factor used to select any quarterly contract holder who is interested in the position. In the  
20 event no one on the current Work Assignment Roster applies for or shows interest in a  
21 position, Management may expand eligibility beyond the Roster. In such cases, the  
22 person will be selected by committee.

23 **11.4.2.** When an Extension Lecturer takes leave during a Reassigned Time, Lead  
24 Teacher, or Specialist Position, the leave will not extend the term of the appointment,  
25 and the Supervising Director may reassign the position to another Extension Lecturer for  
26 the remainder of the appointment.

27 **11.5.** A Lead Teacher shall receive additional compensation as determined in Article 21.2, for  
28 the duration of ~~her/his~~their term. At the discretion of the Senior Director and UW Academic  
29 Human Resources, a Reassigned Time or Specialist Position holder may also receive Excess  
30 Compensation.

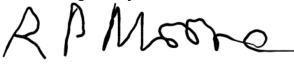
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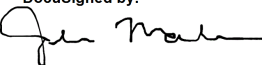
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For the Employer:

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Date: 5/4/2022

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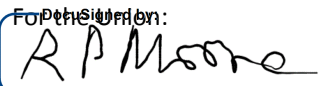
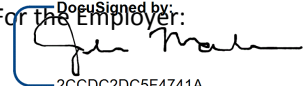
**Article 12: University Suspended Operations**

**12.1. Class Cancellation.** In the event that the University temporarily cancels classes due to inclement weather or for other reasons, Extension Lecturers will not be required to make up classes but will cover the missed material in other ways.

**12.2. Exceptions.** If client contract language requires the University to perform a defined number of hours or days, these programs are an exception to Article 12.1. Extension Lecturers will not be asked to make up in-person work on weekends, evenings, or holidays unless the individual program impacted holds class during those times.

**12.3. Force Majeure.** In the event that the University suspends operations due to an extraordinary occurrence or circumstance that is beyond the control of the parties, such as a natural disaster or an act of war, the parties will jointly discuss the appropriate course of action with regard to this Article.

Tentatively Agreed To:

<p>For the Union:  A63EC420540A401... Richard Moore Date: 5/20/2022</p>	<p>For the Employer:  2CCDC2DC5F4741A... Jennifer Mallahan Date: 5/19/2022</p>
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## Article 13: Personnel Files

1  
2 **13.1. Content.** The UWC<sup>2</sup> personnel file includes a Head File and an Annual File. The Head  
3 File includes such documents as leave records including Leave Without Pay requests, the  
4 original application materials, appointment letters, and notice letters from Management to the  
5 Extension Lecturer. The Head file may also include copies of verifications of employment. The  
6 Annual File includes such documents as instructor/course evaluations, the PAS report,  
7 commendation letters, and related documentation regarding annual performance. Adverse  
8 material, including complaints, warnings, disciplinary letters and performance expectation  
9 letters, will be placed in the Annual File; a copy will be forwarded to the Extension Lecturer at  
10 the time the material is included in the file.

11 **13.2. Right to Access.** Extension Lecturers have the right to examine all materials in their files  
12 that are not non-disclosable pursuant to state and/or federal laws, and, upon written request to  
13 UWC<sup>2</sup> HR, will be provided a copy of any materials in those files. The personnel file will be  
14 made available for review by the Extension Lecturer and/or the Extension Lecturer's designated  
15 person upon written request to UWC<sup>2</sup> HR within three (3) workdays of the request.

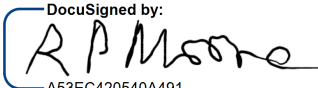
16 **13.3. Confidentiality.** Subject to legitimate business purposes and state and/or federal laws,  
17 the Employer will maintain the confidentiality of all materials in an individual's personnel file.

18 **13.4. Retention.** In accordance with the current records retention schedule, materials in the  
19 Annual File will be returned to the individual after the file is disposed of after three (3) years  
20 old. During the 3-year cycle, Extension Lecturers have the right to request the removal or  
21 correction of materials from their Annual File, and may provide a written rebuttal to any  
22 information in the files that they consider objectionable. Management will attach the rebuttal to  
23 the relevant document. Thirty (30) days prior Prior to the expiration of the three-year period,  
24 management will contact the Extension Lectures by email with a reminder informing the  
25 Extension Lecturer of the approaching annual file expiration and offering the Extension Lecturer  
26 instructors who the option to request a copy of the expiring file by the indicated date, will be  
27 provided with one, a copy will be provided to the employee upon request. Materials removed  
28 from an Extension Lecturer's UWC<sup>2</sup> personnel file may be archived outside of the UWC<sup>2</sup>  
29 personnel file for a longer period of time in accordance with applicable records retention  
30 schedules. Materials archived may be subject to public records requests and may be subject to  
31 use in any legal action. During the 3-year cycle, Extension Lecturers have the right to request

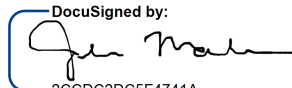
- 1 ~~the removal or correction of materials from their Annual File, and may provide a written rebuttal~~
- 2 ~~to any information in the files that s/hethey considers objectionable. Management will attach the~~
- 3 ~~rebuttal to the relevant document.~~

Tentatively Agreed To:

For the Union:

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6/8/2022  
Date:

For the Employer:

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6/7/2022  
Date:

## Article 14: Corrective Action/Formal Discipline

**14.1. Just Cause.** Disciplinary measures, up to and including dismissal, shall only be administered for “just cause.” The corrective action process will be considered to incorporate the concept of progressive action while providing a positive method for improvement rather than punitive action. The University will determine the specific step at which the process begins based on the nature and severity of the problem.

**14.2. Representation / Weingarten Rights.** Employees shall have the right to have a Union representative present at any meeting or conference with a supervisor or administrator when they have a reasonable belief that they 1) may be subject to disciplinary action or 2) the results of the meeting/conference may adversely affect their conditions of employment. When an employee requests a representative, it shall be the employee’s responsibility to contact a representative of their choosing. The role of the representative will be to assist and counsel the employee; the decision to secure a representative by an employee shall not unduly delay any meeting, conference or investigation. The representative will not interfere with the Employer’s ability to conduct an investigation. Nothing herein shall be construed to preclude the supervisor or administrator from formally meeting, counseling, and consulting with an employee.

### **14.3. Corrective Measures and Formal Disciplinary Actions.**

**14.3.1 Informal Counseling.** Informal counseling is defined as counsel or guidance provided by the supervisor to the employee in an effort to avert disciplinary action. Informal counseling may include in order of usual progression: 1) Verbal Warning and 2) Written Warning. Informal counseling is not grievable and will be documented in the Annual File (see Article 13.1). The warning may be removed from the Annual File provided that in the supervisor’s sole discretion the reason for the informal counseling has been resolved.

**14.3.2. Formal Discipline.** Formal disciplinary actions shall be administered for just cause and include written reprimands, suspension, or dismissal.

**14.3.3. Records of Discipline.** An Extension Lecturer may request the early removal of disciplinary materials from [her/his/their](#) department Annual File. If the request is denied, the Extension Lecturer will be given a written reason for the denial. Once disciplinary materials are removed from an Extension Lecturer’s annual file, they will not be used in any subsequent adverse action against the Extension Lecturer.

1 **14.4. Job Performance.** An Extension Lecturer's less than satisfactory job performance may be  
2 just cause for discipline, up to and including dismissal, without necessarily involving any act of  
3 wrongful misconduct. Formal discipline based on job performance shall be preceded by a  
4 performance improvement plan or similar documented effort to help the Extension Lecturer  
5 improve performance.

6 **14.5. Notice of Investigation.** Management may require an Extension Lecturer's attendance at  
7 a meeting for the purposes of 1) notifying the Extension Lecturer of an investigation; and 2)  
8 investigating alleged actions or inactions that may be subject to discipline. Notification of any  
9 such meeting to the Extension Lecturer shall be in writing and shall contain at a minimum the  
10 reason for the meeting, including the time, date, and location of the meeting and notification of  
11 the Extension Lecturer's right to representation. Such meetings will be held on paid time, and  
12 the Extension Lecturer shall be given an opportunity to retain a representative prior to the  
13 meeting being held.

14 **14.6. Timely Investigations.** If an allegation of misconduct or a complaint made against an  
15 Extension Lecturer will result in an investigation by Management, the investigation will be  
16 conducted in a timely manner.  
17 The Extension Lecturer will be informed of the investigation within thirty (30) calendar days from  
18 the date Management became aware of the incident giving rise to an investigation. If  
19 investigations are not initiated within sixty (60) days of Management becoming aware of an  
20 incident, the incident shall be dismissed. The Extension Lecturer shall be notified within thirty  
21 (30) calendar days of the results of the investigation and Management's intent to take further  
22 action, if any.

23 **14.7. Grievance of Formal Disciplinary Action.** The Union shall have the right to grieve any  
24 formal disciplinary action. Any such grievance shall be presented to Management in writing  
25 within thirty (30) calendar days of the date discipline was imposed and if not presented within  
26 such period, the right to file a grievance shall be waived. Should the Union decide to grieve a  
27 formal disciplinary action, it shall be filed at Step 2 of the grievance procedure.

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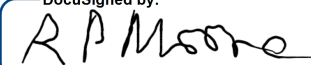


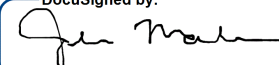
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Tentatively Agreed To:

For the Union:

For the Employer:

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Date: 5/4/2022

Date: 5/2/2022

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**Article 15: Leaves of Absence**

**15.1. Sick Time Off.**

**15.1.1.** Extension Lecturers are eligible to use up to ninety (90) calendar days of paid sick time off per academic year (July 1 – June 30). Extension Lecturers must complete the required application form and provide requested documentation from their health care provider. Sick time off is not accruable and is counted in whole day increments only and not hours. If the Extension Lecturer is eligible for FMLA, and if it has not been exhausted, FMLA will run concurrently with paid sick time off.

**15.1.2.** If an Extension Lecturer is absent from work due to a medically-related emergency for themselves or a family member as defined in Article 2 or bereavement time off for a family member as defined in Article 2 for a period not to exceed five (5) days, this is not considered sick time off and therefore not deducted as such. Substitutes will be provided whenever possible and the Extension Lecturer must notify Management at the earliest possible time in case of absence.

**15.2. Family Medical Leave.**

**15.2.1. Family Medical Leave Act (FMLA).** The Employer agrees to comply with the provisions of the Family Medical Leave Act. FMLA entitlement is calculated on a rolling backward 12-month period basis. Extension Lecturers may use available sick time off during FMLA. To apply for FMLA and/or sick time off, the Extension Lecturer must follow the request process as referenced on the Academic Human Resources website.

**15.2.2. Washington Paid Family and Medical Leave Program (PFML).** Effective January 1, 2020. The parties recognize that the Washington State Family and Medical Leave Program (RCW 50A.04) is in effect beginning January 1, 2020 and eligibility for and approval of leave for purposes as described under that Program shall be in accordance with RCW 50A.04. In the event that the legislature amends all or part of RCW 50A.04, those amendments are considered by the parties to be incorporated herein. In the event that the legislature repeals all or part of RCW 50A.04, those provisions that are repealed are considered by the parties to be expired and no longer in effect upon the effective date of their repeal.

Under RCW 50A, employer provided healthcare benefits must be maintained during a PFML leave, so interspersing time off is not required provided the employee qualifies for

1 a reason under the federal FMLA. Under RCW 50A.15.060(2), the University has  
2 elected to offer supplemental benefits in the form of sick time off. During approved  
3 FMLA, if the employee is receiving PFML benefits, the employee is not required to use  
4 paid sick time off to maintain healthcare benefits.

5  
6 Employees requesting PFML benefits through the Employment Security Department  
7 must provide notice to the University as outlined under RCW 50A.04.030.

8 Information on PFML can be found at:

9 <https://ap.washington.edu/ahr/working/leaves/federal-state-leave-policies/washington->  
10 [state-paid-family-and-medical-leave-pfml/](https://ap.washington.edu/ahr/working/leaves/federal-state-leave-policies/washington-state-paid-family-and-medical-leave-pfml/).

11 **15.3. Family Care Leave (FCL).** Extension Lecturers may use available sick time off to care for  
12 a family member, subject to providing the requisite documentation.

13 If the Extension Lecturer is eligible for FMLA, and if it has not been exhausted, FMLA will run  
14 concurrently with Family Care Leave.

15  
16 **15.4. Emergency Childcare.** Emergency child care is not recorded or deducted by the  
17 University as long as the frequency is not in excess of one day per month. Substitutes will be  
18 provided whenever possible and the Extension Lecturer must notify Management at the earliest  
19 possible time in case of absence. A child care emergency is defined as a situation causing an  
20 employee's inability to report for or continue scheduled work because of emergency child care  
21 requirements such as unexpected absence of regular care provider, unexpected closure of the  
22 child's school, or unexpected need to pick up child at school earlier than normal.

23 **15.45. Leave of Absence Without Pay.**


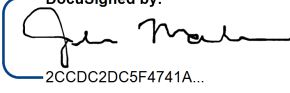
24 **15.45.1.** Extension Lecturers after the Probationary Period may be eligible for an unpaid  
25 leave, e.g., State Department fellowships. Such leaves are limited to a maximum of one  
26 (1) year. University approved unpaid leave will not affect an Extension Lecturer's status  
27 on the Work Assignment Roster. Extension Lecturers should follow the leave request  
28 process as referenced on the Academic Human Resources website.

29 **15.45.2.** Exceptions to the one-year limit may be made at the discretion of the Senior  
30 Director of IELP and Academic Human Resources.

1           **15.45.3.** Extension Lecturers need to advise the Senior Director of IELP by the end of  
2           week five (5) of the last quarter of their leave, regarding plans to return or not return the  
3           following quarter.

4           **15.56. Absences during Registration.** A maximum of two Extension Lecturers will be given  
5           permission to be absent with pay from Week 0 duties for non-emergency reasons during each  
6           academic quarter. Priority is given to those who are first to make the request. Extension  
7           Lecturers who are absent during Week 0 may be asked to account for their time in lieu of Week  
8           0 duties by evaluating tests or performing other duties as assigned. This does not preclude  
9           additional Extension Lecturers from being granted pre-approval to be absent without pay.

10          **15.67. Civil Duty Time Off.** Extension Lecturers are eligible for paid leave-time off to serve on a  
11          jury or to exercise other subpoenaed civil duties. In order to be approved, Extension Lecturers  
12          must submit their request for Civil Duty Time Off to the Senior Director of IELP via email as  
13          soon as they receive notice from the court and then provide documentation from the court that  
14          they served during the period requested.

Tentatively Agreed To:	
For the Union:	For the Employer:
 DocuSigned by: Alexandra Jones E397FE876DC948E...	 DocuSigned by: Joe Malin 2CCDC2DC5F4741A...
Date: 1/31/2023	Date: 1/31/2023

## Article 16: Job Descriptions/Workload

### 16.1. Job Description.

**16.1.1. Responsibilities.** The scope of Extension Lecturer teaching is broader than conventional classroom instruction; it comprises a variety of teaching formats and media.

#### 16.1.2. Core Job Responsibilities.

- Teach assigned classes at the times and places scheduled by Management
- Provide administration and students with a syllabus, consistent with the Course Description, for each course assigned
- Prepare lesson plans and materials
- Collaborate in the creation of exams or assessment materials as appropriate
- Conduct exams
- Correct homework and exams and evaluate student progress
- Conduct instructor/course evaluations
- Read and respond to work-related correspondence sent to @uw.edu email address
- Hold office hours
- Attend required meetings (e.g., program meetings and in-service) and events (e.g., opening and closing ceremonies)
- Observe all program dates for reports
- Provide information for administrative reports (e.g., attendance, student transfers, curriculum surveys, and grades)
- Submit student grades in compliance with program requirements and within established timelines
- Participate in program start-up duties (e.g., registration, orientation and placement)
- Complete UW and UWC<sup>2</sup> required training (e.g., FERPA online training, Violence Prevention and Response training, ~~and~~ Sexual Harassment Prevention training and Title IX training)
- Comply with University and UWC<sup>2</sup> policies

### 16.2. Workload.

#### 16.2.1. Schedules.

1           **16.2.1.1. Quarterly Start-up Schedules.** Participation in program startup duties  
2 shall be pro-rated based on the number of teaching or reassigned hours, up to a  
3 maximum of six (6) hours. Exceptions to the number of hours may be made by  
4 mutual agreement by Management and the Extension Lecturer.

5           **16.2.1.2. Daily Schedules.** Class assignments shall be given so that not more  
6 than eight (8) hours per day shall elapse between the beginning of the first class  
7 and the end of the last class taught by an Extension Lecturer.

8           These hours plus the number of courses taught per day may be extended per  
9 mutual agreement of the Extension Lecturer and Management. Notification to the  
10 Union will be sent in the form of a quarterly report.

11           **16.2.1.3.** Each quarter, Extension Lecturers willing to teach as a substitute will  
12 notify the ~~substitute coordinator~~ELP Director. Classes taught as a substitute are  
13 paid at the substitute rate of pay. (See Article 21.2.1.)

14           **16.2.2. Calendar.** The ~~Senior~~ELP Director or designee will meet with Union  
15 representatives at a Joint Labor Management meeting during the time the calendar is  
16 being developed to discuss options. The dates for ~~all ongoing programs such as IEP, the~~  
17 Academic English Program (AEP), ~~Downtown programs and A-IEP shall be published at~~  
18 ~~least one (1) year in advance and shall be based on the~~will adhere to the University's  
19 academic calendar. The dates for new or International Specialized Programs shall be  
20 communicated as far in advance as possible.

21           **16.2.2.1. Program Date Changes.** Changes in program dates ~~for the IEP, AEP,~~  
22 ~~Downtown programs and A-IEP~~ shall be communicated to the impacted  
23 Extension Lecturers with at least two (2) weeks of advance notice prior to the  
24 change and after the Supervising Director has met with Union representatives to  
25 work on the changed dates. Management will consider an alternative proposal to  
26 a calendar change if submitted in a timely manner.

27           **16.2.2.2. Class Schedules.** If scheduling of classes within a program needs to  
28 be altered for reasons other than a change in enrollment or availability of  
29 classroom space, such changes shall be communicated to the impacted  
30 Extension Lecturers with at least two (2) weeks of advanced notice prior to the  
31 change.

1 **16.3. Class Size.** IELP is committed to maintaining appropriate class sizes while maintaining  
2 financial self-sustainability. Supervising Directors will endeavor to keep class size at 18 or fewer  
3 students. Acceptable reasons for an overload are:

- 4 • A split into two (2) sections is not possible due to lack of classroom space or a qualified  
5 teacher.
- 6 • The anticipated student attrition rate is predicted to drop final enrollment back to 18 or  
7 fewer students.

8 Any such overload shall be mutually agreed between the Supervising Director and the affected  
9 Extension Lecturers with notice to the Union. In exceptional cases, there may be a need to  
10 exceed 18 students in a class for other reasons. Such exceptions may be made after  
11 discussions with the Union.

12 **16.4. Voluntary Change in Workload.** With the exception of summer quartersessions,  
13 Extension Lecturers with an annual contract need to request pre-approval from the Senior  
14 Director to work less than the assigned FTE 400% FTE (100% FTE is equal to or 150 contact  
15 hours per quarter) or to work for other UW departments. The approval decision will be based  
16 primarily on factors of enrollment and availability of instructors.

17 **16.5. Workload in International Specialized Programs (ISP) Including Customized or**  
18 **Special Programs.** In order to determine a workload equivalency for ISP with established  
19 programscourses in the IEP and AEP, the following formula shall be used by Management in  
20 determining the workload FTE for ISP classes:

21 **16.5.1. Calculation.** Raw FTE =  $n / 7080$ , where n = the number of actual contact  
22 minutes in the program. For the purposes of this calculation, contact minutes includes  
23 instruction time, educational field trips, and attending lectures as part of a support model  
24 in order to plan subsequent lesson(s) and field trips. The Raw FTE shall be used to  
25 determine the Workload FTE according to the table below.

Raw FTE Range	Workload FTE	Contact Teaching Hours
31% – 35%	33%	44-50
62% – 71%	67%	88-100
93% – 106%	100%	132-150

26 Workload FTE includes a variety of non-teaching duties as described above in this  
27 Article in Core Job Responsibilities.

1 A Raw FTE amount not within the ranges above will be advertised as a specialist  
2 position. An Extension Lecturer shall have the option to work a reduced workload in  
3 order to teach in this position. If the Raw FTE range is less than 25% and cannot be  
4 combined with other work as part of a full-time load, the work may be paid as Excess  
5 Compensation only after any Extension Lecturer who is waiting for hours declines the  
6 work.

7 Prior to posting a new position, Management will give the Union reasonable notice to  
8 allow the Union the opportunity to discuss workload concerns about the posting.

9 **16.5.2.** When a University holiday falls within the scheduled dates of an ISP Program and the  
10 resulting missed teacher/student contact minutes/hours account for 1/15<sup>th</sup> (6.67%) or more of  
11 the total contact minutes/hours in that program, those contact minutes/hours can be added  
12 elsewhere into the program schedule.

Tentatively Agreed To:

For the Union:

DocuSigned by:  
*Alexandra Jones*  
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Alex Jones

Date: 2/1/2023

For the Employer:

DocuSigned by:  
*Jennifer Mallahan*  
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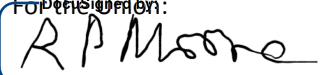
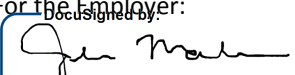
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Date: 2/1/2023



- 1 **Article 17: Benefits**
- 2 Health care benefits shall be in accordance with the Health Care Authority as currently available
- 3 or as modified in the future. Health care benefits, retirement benefits, and eligibility information
- 4 for Academic Staff are maintained on the UW Benefits website.

Tentatively Agreed To:

<p>For the Union:</p>  <p><small>A63EC420540A401...</small></p> <p>Richard Moore</p> <p>Date: 5/20/2022</p>	<p>For the Employer:</p>  <p><small>2CCDC2DC5F4741A...</small></p> <p>Jennifer Mallahan</p> <p>Date: 5/19/2022</p>
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## Article 18: Professional Development

### 18.1. Tuition Waivers.

Extension Lecturers are state employees and are eligible to participate in tuition waivers in accordance with RCW28B.25 as now or hereafter amended. Tuitions waivers are provided on a “space available” basis and with the approval of the Supervising Director if the classes are held during work hours. The Extension Lecturer is responsible for paying the registration fee. Self-sustaining courses are exempt from tuition waiver.

When an Extension Lecturer takes a UW or UWC<sup>2</sup> course related to her/his/their work, costs beyond the registration fee may be covered with funds provided by UWC<sup>2</sup> for professional development (Article 18.2).

### 18.2. UWC<sup>2</sup> Professional Development.

As employees of UWC<sup>2</sup>, Extension Lecturers who have completed the probationary period may use UWC<sup>2</sup> professional development funds subject to UWC<sup>2</sup>'s policy, including use and amount. UWC<sup>2</sup> professional development funding may be adjusted on an annual or as-needed basis as determined by the Executive Council.

### 18.3. Use of Funds.

UWC<sup>2</sup> will fund professional development that helps an Extension Lecturer perform a current job better and grow professionally. Professional development should be rooted in the need rather than the cost of training. Rather than limit the cost of the activity, professional development will be funded at the rate necessary for approved training.

**18.3.1.** All use of professional development funds must be consistent with state regulations and guidelines. Extension Lecturers are not eligible for UWC<sup>2</sup>-sponsored professional development funds while on a leave of absence.

**18.3.2.** All use of funds must be pre-approved by the Senior Director. Without pre-approval, reimbursement may be denied.

**18.3.3.** The Request for Professional Staff Development form allows the Extension Lecturer to request funds for either coursework or conferences.

~~**18.3.4.** If funds are available, the Senior Director will need to obtain budget approval for Professional Development requests exceeding \$1,000 per fiscal year (subject to change) from the Vice Provost of Continuum College.~~

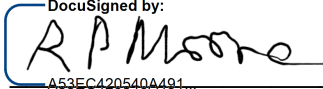
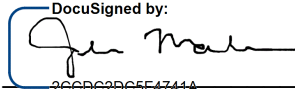
1           **18.3.5.** Funds can be used toward the coursework and conferences sponsored by any  
2           reputable organization providing training content applicable to the development as an  
3           Extension Lecturer, including the University of Washington.

4   **18.4. Process.**

- 5           • Discuss professional development goals with the Extension Lecturer’s Supervising
- 6           Director.
- 7           • Identify professional development needs that are related to the Extension Lecturer’s
- 8           current job responsibilities.
- 9           • Return a completed copy of the Request for Staff Development Form for processing
- 10          according to the delivery instructions located on the request form.
- 11          • Extension Lecturers will receive an email confirming approval/denial and
- 12          reimbursement/payment instructions.

13   **18.5. In-Service.** During Autumn and Spring Quarters, one day of classes will be canceled **is**  
14   **needed** to allow all Extension Lecturers to attend a professional in-service program. The date **is**  
15   of this professional in-service program shall be determined by Management.

16   **18.6. University Affiliation.** An Extension Lecturer may use **his or her** **their** work email and  
17   affiliation to the University of Washington in association with professional publications, subject to  
18   UW policies and state ethics laws.

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## Article 19: Performance Appraisal

**19.1. Purpose.** The primary goal of performance appraisal is to provide Extension Lecturers with feedback that will allow them to perform at their best in support of the IELP mission of providing exemplary instruction.

### 19.2. Performance Appraisal.

**19.2.1.** Extension Lecturers who have completed the Probationary Period will engage in an annual documented discussion with the Senior Director or designee based upon the factors described below and will be appraised using the following:

- **Student Evaluations.** Extension Lecturers must conduct the *L-form Instructor and Course Evaluation* in every course they teach, except those courses with fewer than 15 classroom instructional hours or with groups of students under age 18. Other evaluation forms may be substituted by an instructor with the approval of the Senior Director if the L-form is not the most appropriate.
- **Teaching Observations.** Teaching observation materials, including lesson plan and observation report, are placed in the Annual File. Observations shall be conducted every three (3) years by a program director. Teaching observations shall be conducted every four (4) years for Extension Lecturers with more than ten (10) years of teaching experience in IELP. Teaching observations are not required in fully asynchronous online courses. Teaching observations are conducted in classroom-based, in-person classes, as well as synchronous online courses. If an Extension Lecturer does not teach such an "observable" class in the observation year period, the observation requirement is postponed for one (1) year. If changes to the Observation Report Form are necessary, the changes will be agreed to in a Labor Management Committee meeting.
- **Core Job Responsibilities.** (See *Core Job Responsibilities*, Article 16.1.2.)
- **Performance Appraisal Reports.** Extension Lecturers who have completed the Probationary Period and who have taught 67% FTE or more in three (3) quarters shall submit a *Performance Appraisal System (PAS) Annual Report*. Extension Lecturers who have completed the Probationary Period but teach less than 67% FTE may submit a *PAS Annual Report*.

**19.2.2. Appraisal Timeline.** Performance appraisals will be conducted once a year and will follow the timeline below:

- 1           • By October 15th: The Extension Lecturer will submit a PAS Annual Report for the  
2           period of Autumn Quarter of the previous year through Summer Quarter of the  
3           current year.
- 4           • By the end of Autumn Quarter: The Senior Director or designee will ~~meet~~  
5           ~~with contact~~ the Extension Lecturer to acknowledge submission, clarify details,  
6           ~~and~~ provide initial feedback to the Extension Lecturer ~~and offer a face-to-face~~  
7           ~~meeting. If requested, the Senior Director or designee will meet with the~~  
8           ~~Extension Lecturer.~~
- 9           • By the end of Winter Quarter: The Senior Director or designee will provide a  
10          written performance appraisal to the Extension Lecturer. The Extension Lecturer  
11          will have an opportunity to discuss the appraisal with the Senior Director or other  
12          Director which the Extension Lecturer chooses, and submit a written response to  
13          the appraisal.

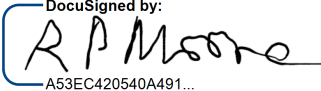
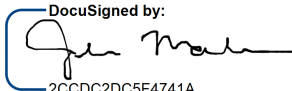
14   **19.3. Changes to the PAS Form.** If any changes to the PAS Form are necessary, they will be  
15   discussed in a Labor Management Committee meeting, and if agreement is reached on the  
16   changes by September 15, then they will be implemented for the subsequent academic year.

17   **19.4. Performance Outcome.** Based upon the items listed above in Article 19.2.1, Extension  
18   Lecturers shall be evaluated in three categories: (1) Instructor and Course Evaluations; (2)  
19   Professional Development; (3) Department Contributions.

Areas	Exceeds Expectations	Meets Expectations	Needs Improvement
L-form Instructor and Course Evaluations (two-year rolling average)			3.6 or below
Professional Development	Examples include but are not limited to: relevant regional, national, international conferences, webinars, workshops, seminars, symposia, self-study and classroom or online	Attends in-service sessions and conduct two peer observations.	Does not meet minimum expectations, including attending in-service requirements

	courses; relevant certifications		
Department Contributions	Examples include but are not limited to: committee work, in-service presentations or organization; Master-Teacher teacher training support for MATE501 students; course mentor; course development; curriculum development	Meets expectations of Core Job Responsibilities in Article 16.	Does not meet expectations of Core Job responsibilities in Article 16, excluding attending in-service requirements

- 1 If an Extension Lecturer is not performing to standard, a performance improvement plan can be
- 2 developed. The purpose of an improvement plan is to be corrective, not punitive, and is to help
- 3 the Extension Lecturer improve their performance. When needed, a performance improvement
- 4 plan will be developed by the Supervising Director with input from the Employee by the end of
- 5 Spring Quarter. The plan will be for a specified time, not to be more than one (1) year, and will
- 6 include clear measurable goals and recommended training where applicable. Unsatisfactory
- 7 completion of a performance review may result in disciplinary action up to and including
- 8 dismissal.
- 9 The contents of performance appraisals are not subject to grievance and arbitration.

Tentatively Agreed To:	
For the Union:	For the Employer:
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Date: 6/8/2022	Date: 6/7/2022

1 **Article 20: Labor Management Committee**

2 A Labor Management Committee (LMC) shall be formed to address issues that are not the  
3 subject of an active grievance. This Committee will consist of up to three (3) individuals  
4 designated by the Union and up to three (3) individuals designated by Management. Meetings  
5 will be held once each quarter at mutually agreed upon times. The committee may meet more or  
6 less frequently as mutually agreed between the parties. Agendas shall be agreed upon at least  
7 five (5) business days prior to the meeting.

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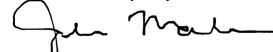


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Richard Moore

Date: 5/20/2022

For the Employer:



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Jennifer Mallahan

Date: 5/19/2022

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32**Article 21: Compensation**

**21.1. Salary.** Full-time and regular part-time Extension Lecturers shall be paid a monthly salary on the published payroll dates corresponding to the defined contract period. For Extension Lecturers who work more or less than a full-time load as defined in Article 2, monthly salaries shall be pro-rated accordingly.

**21.2. Additional Compensation.** Additional compensation may be given to full-time Extension Lecturers who occasionally assume additional teaching assignments and/or other duties at the request of Management. The rates below are only for additional work; nothing in this section affects IELP Extension Lecturers' status as salaried employees. Management will decide who is assigned any additional work and the limits as to each assignment.

**21.2.1.** Although the rates below indicate that some activities are paid at an hourly rate, those activities will be advertised for a lump-sum amount set at a competitive rate of pay and will be paid across the corresponding pay periods as advertised. The lump-sum amount will not be adjusted if it takes more or less time for the individual to accomplish the desired outcomes or complete the task.

- Substitute Teaching: \$70 per hour. ~~Autumn, Winter, and Spring Quarter classes are based on a 60-minute reported time period on the timesheet (50-minute class period, plus 10 minutes pre-class preparation or post-class Q&A). Summer Quarter classes are based on a 70-minute reported time period on the timesheet (60-minute class period, plus 10 minutes pre-class preparation or post-class Q&A).~~
- Test Proctoring: \$35 per hour (for placement test proctoring that is not performed as part of registration duties).
- Test Rating: ~~\$70-75~~ per hour
  - ITA appeals sessions are paid in increments of 3, ~~\$70-75~~ for 1-3 appeals, ~~\$140-150~~ for 4-6 appeals, ~~\$210-225~~ for 7-9 appeals, etc.
  - ~~○ AEP placement exam ratings are paid in increments of 4: \$35 for 1-4 exams, \$70 for 5-8 exams, \$105 for 9-12 exams, \$140 for 13-16 exams, \$175 for 17-20 exams, \$210 for 21-24 exams, \$245 for 25-28 exams, \$280 for 29-32 exams, etc.~~
  - ~~○ IEP placement exam ratings are paid in increments of 5: \$35 for 1-5 exams, \$70 for 6-10 exams, \$105 for 11-15 exams, \$140 for 16-20~~



~~exams, \$175 for 21-25 exams, \$210 for 26-30 exams, \$245 for 31-35 exams, \$280 for 36-40 exams, etc.~~

- ENGL 105 Final Exam rating: ~~\$140~~\$150 per class session.

- ~~BEIC Interviews: \$35 per interview when performed by an IELP Extension Lecturer.~~

- A lecture or presentation given in ~~Campus IEP, AEP, Specialized Programs, A-IEP and Downtown Programs classes~~an IELP course is based on the hourly teaching rate as follows:

- A lecture or presentation prepared in advance for one class period (or hour): \$140.
- A videotaped exam lecture prepared in advance: \$140.
- A lecture or presentation prepared in advance for half a class period (or 30 minutes): \$70.
- A non-prepared Q&A session for one class period (or hour): \$70.

- A lecture or presentation prepared in advance and including Q&A given in I-TEFL or any other English Language Teacher training program: \$195 for 60 minutes; \$260 for 90 minutes; \$390 for 120 minutes.

- Non-curricular projects: \$35 per hour (e.g., taking an inventory and re-shelving IELP library materials, ~~contributing to CEA reports~~, additional registration duties, manual revision, and program reports).

- Curriculum Development: individual's own hourly rate equivalent, not to exceed a combined 125% FTE.

For curriculum development projects, an individual's hourly rate of pay equivalent is calculated by dividing the regular monthly salary by 50 (e.g., \$3600 ÷ 50 = \$72).

- ENGL 105 rater training/calibration: \$75 per training cycle for those raters who successfully complete and pass the training. The IELP Director will determine the number of extension lecturers that can participate per training cycle.

~~The UW Management~~ will consult with the Union if future project work does not fit into one of the categories above.

**21.2.2.** Lead Teacher Pay is ~~\$1300~~\$1350/quarter.

1 **21.3. Performance-Based Base Salary Increases.** UWC<sup>2</sup> has tied the allocation and effective  
2 date for performance-based base salary increases for Extension Lecturers to professional staff  
3 each year of the contract period. Base salary increases will be awarded only when the  
4 University has approved salary increases for professional staff with appropriate approvals and  
5 authorization from the University of Washington Board of Regents.

6 The Employer will assign performance-based pay by placing individual Extension Lecturers in  
7 one (1) of two (2) tiers: Extension Lecturers who are determined to be meritorious will receive a  
8 higher merit increase than those who have been determined to not be meritorious. Decisions  
9 regarding specific salary increases for Extension Lecturers will be made by the Employer and  
10 are not subject to grievance.

11 **21.4. Salary Increase Eligibility.** In addition to the conditions outlined in Section 43, beginning  
12 with the 2023 performance-based base salary increases/merit, Extension Lecturers with letters  
13 of appointment are eligible for performance-based consideration if they have successfully  
14 performed all of the following:

- 15 • Completed the Probationary Period
- 16 • Worked 5033% or more per quarter for ~~three (3)~~one (1) of four (4) quarters during the  
17 annual review cycle (autumn of the previous year through summer of current year) in  
18 English language-related programs within UWC<sup>2</sup> or in programs outside IELP that were  
19 approved in advance for performance-based consideration by the Employer
- 20 • Submitted a (PAS) annual report
- 21 • Met minimum performance-based standards as defined in Article 16, 1.2 and Article 19
- 22 • Conducted the L-form Instructor and Course Evaluation in every applicable course,  
23 except those with fewer than 15 total classroom instructional hours or with groups of  
24 students under the age of 18.

25 Fellowship and Fulbright-type programs do not count towards the requirement to work a 5033%  
26 or more FTE per quarter in three (3) of four (4) quarters during the same annual review cycle.  
27 Approved medical and parental leaves of absence do not adversely impact an Extension  
28 Lecturer's eligibility or salary tier.

29

30 Retired Extension Lecturers are eligible to receive performance-based base salary  
31 increases/merit increases in accordance with the requirements above starting with 2023  
32 performance-based base salary increases/merit.

1 **21.5. Initial Base Salary Determination upon Hire.** The appropriate base salary for a new  
2 Extension Lecturer will be based on the new instructor's training and experience and will be  
3 determined by the Employer. The minimum base salary for full-time and regular part-time  
4 Extension Lecturers is ~~\$3,900~~\$4,158/month.

#### IELP Pay Tiers

Years of Experience	Minimum Monthly Salary	Effective <del>June 16,</del> <u>2020</u> Minimum Monthly Salary
15+ years	\$3,900	\$ <del>4,290</del> <u>4,505</u>
10-15 years	\$3,700	\$ <del>4,070</del> <u>4,274</u>
0-10 years	\$3,600	\$ <del>3,960</del> <u>4,158</u>

5 **21.6 Advance Extension Lecturer Premium.** Advanced Extension Lecturers receive a 1%  
6 premium pay for each quarter in which they work with the status of Advanced Extension  
7 Lecturer. See Article 9.7.3.

8 **21.67. Retention Salary Adjustments.** At the sole discretion of the Employer, salary  
9 adjustments for the bargaining unit may be made to address issues related to retention.

10 **21.78. Salary Freeze.** If no funds have been allocated for salary increases, the first  
11 performance-based salary increase following the salary freeze will reflect up to three (3) years  
12 of performance evaluations, if applicable, and prior year eligibility (defined in Article 21.5), if  
13 applicable. An Extension Lecturer who does not meet current eligibility (defined in Article 21.5)  
14 may still be eligible for a performance-based salary increase due to prior year eligibility and  
15 performance during the salary freeze.

16 **21.89. Summer Quarter Sessions.** Consistent with Article 21.1, gross quarterly pay shall be  
17 distributed across the applicable number of pay periods in a quarter. Although there are five (5)

- 1 pay periods in Summer ~~Quarter~~ Session and six (6) pay periods in Autumn, Winter, and Spring
- 2 Quarters, the number of pay periods will not impact gross quarterly pay.

Tentatively Agreed To:

For the Union:

DocuSigned by:

*Alexandra Jones*

E397FE876DC948E...

Alex Jones

Date: 2/1/2023

For the Employer:

DocuSigned by:

*Jennifer Mallahan*

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Jennifer Mallahan

Date: 2/1/2023

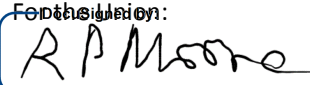
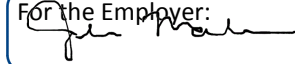
1 **Article 22: Complete Agreement and Conformity to Law**

2 **22.1. Complete Agreement.** Except as required in Article 22.2 and Article 22.3 below, or as  
3 mandated by PERC, neither party shall be required to bargain during the term of this Agreement  
4 with respect to any subject or matter that is referred to or covered in this Agreement.

5 **22.2. Modification.** Any extension or other modification of this Agreement must be in writing,  
6 signed by both parties.

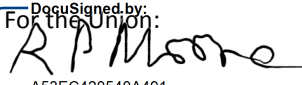
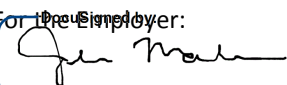
7 **22.3. Non-Waiver of Rights.** This Agreement does not waive the rights of the Union to compel  
8 the University to bargain mandatory subjects of bargaining or to demand to bargain the impact  
9 of permissive subjects of bargaining.

10 **22.4. Conformity to Law.** Both parties believe that all provisions of this Agreement are lawful.  
11 However, if any provision, or any application of this Agreement to any employee or group of  
12 employees, is found to be unlawful in a final decision of a court of competent jurisdiction, the  
13 parties shall commence negotiations within thirty (30) days on replacement language. All other  
14 provisions or applications of the Agreement shall continue in full force and effect.

Tentatively Agreed To:	
<p>For the Union:</p>  <p>A53EC420546A491...</p> <p>Richard Moore</p> <p>Date: 5/20/2022</p>	<p>DocuSigned by:</p> <p>For the Employer:</p>  <p>2CCDC2DC5F4741A...</p> <p>Jennifer Mallahan</p> <p>Date: 5/19/2022</p>

- 1 **Article 23: Successor Agreement**
- 2 Either party may notify the other, in writing, of their intent to open bargaining on a successor
- 3 agreement not less than sixty (60) days prior to the expiration date of the current Agreement.

Tentatively Agreed To:

<p>DocuSigned by: For the Union:  A53EC420540A491...</p> <hr/> <p>Richard Moore Date: 5/20/2022</p>	<p>DocuSigned by: For the Employer:  2CCDC2DC6F4744A...</p> <hr/> <p>Jennifer Mallahan Date: 5/19/2022</p>
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1 **Article 24: Duration**

2 **Term:** This Agreement shall be effective the ~~5th-XX~~ day of ~~MarchXX~~, ~~2019-2022~~2023

3 [placeholder for date of ratification] and shall remain in full force and effect through the ~~30th day~~

4 of June31st day of January, 2022~~2025~~2026. Items in this agreement will not be back dated to

5 precede the effective date.

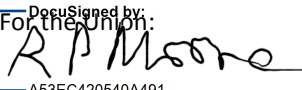
Tentatively Agreed To:

<p>For the Union:</p> <p>DocuSigned by: <i>Alexandra Jones</i></p> <hr/> <p>Alex Jones</p> <p>Date: 2/1/2023</p>	<p>For the Employer:</p> <p>DocuSigned by: <i>Jennifer Mallahan</i></p> <hr/> <p>Jennifer Mallahan</p> <p>Date: 2/1/2023</p>
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- 1 **Article 25: Academic Freedom**
- 2 The University supports academic freedom, within the law. Academic Freedom implies freedom
- 3 of discussion and teaching methods in the classroom. The content of Extension Lecturers'
- 4 courses and the manner in which they conduct them should be appropriate and respectful to the
- 5 needs of international students and clients.

Tentatively Agreed To:

DocuSigned by:  
For the Union:

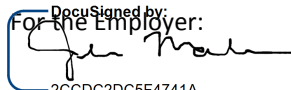


A53EC420540A491...

Richard Moore

Date: 5/20/2022

DocuSigned by:  
For the Employer:



2CCDC2DC5F4741A...

Jennifer Mallahan

Date: 5/19/2022



**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE UNIVERSITY OF WASHINGTON (UNIVERSITY)**  
**AND**  
**AFT-UWELF (UNION)**  
  
**MOU A: WAGES**

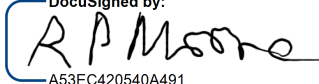
~~1. The University shall provide an across the board wage increase to all current members of the bargaining unit of 2%. This increase will be applied as of September 1, 2018.~~

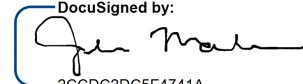
~~2.1. \_\_\_\_\_ On or before July 15, 2019, the parties will meet to bargain possible changes to base salary tiers.~~

Tentatively Agreed To:

For the Union:

For the Employer:

DocuSigned by:  
  
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DocuSigned by:  
  
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Date: 5/4/2022

Date: 5/2/2022

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**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE UNIVERSITY OF WASHINGTON (UNIVERSITY)**  
**AND**  
**AFT-UWELF (UNION)**

**MOU B: LUMP SUM PAYMENT**

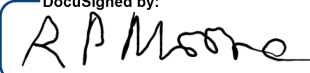
~~During negotiations for the 2019-2021 successor agreement, the parties reached agreement on the following lump sum upon ratification:~~

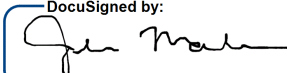
~~Employees with an active appointment at or above .33 FTE and in pay status during Autumn Quarter, 2018 shall receive a single one time lump sum payment of three hundred dollars (\$300). This amount is income subject to applicable withholdings.~~

Tentatively Agreed To:

For the Union:

For the Employer:

DocuSigned by:  
  
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DocuSigned by:  
  
2CCDC2DC5F4741A...

Date: 5/4/2022

Date: 5/2/2022

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~~MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)  
AND  
AFT-UWELF (UNION)~~

MOU C: CONTRACT EXTENSION

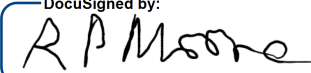
~~During negotiations for the 2021-2022 successor agreement, the parties reached agreement on the following contract extension:~~

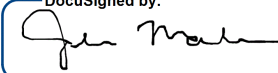
~~The terms and conditions of the 2019-2021 will remain in effect through June 30, 2022.~~

Tentatively Agreed To:

For the Union:

For the Employer:

DocuSigned by:  
  
A53EC420540A491...

DocuSigned by:  
  
2CCDC2DC5F4741A...

Date: 5/4/2022

Date: 5/2/2022

1 **MEMORANDUM OF UNDERSTANDING**  
2 **BETWEEN**  
3 **THE UNIVERSITY OF WASHINGTON – INTERNATIONAL & ENGLISH LANGUAGE**  
4 **PROGRAMS**  
5 **AND**  
6 **AFT-UW ENGLISH LANGUAGE FACULTY LOCAL 6486**  
7

8 **MOU: WORK ASSIGNMENT ROSTER**  
9

10 The parties to this agreement are the University of Washington, International & English  
11 Language Programs (“IELP”) and AFT-UW English Language Faculty, Local 6486 (“The  
12 Union”). The parties agree as follows:  
13

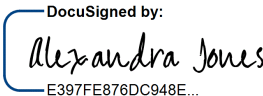
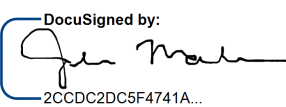
14 I. Extension Lecturers who submitted a retirement application between July 1, 2020 and  
15 August 31, 2021 may request that their position on the Work Assignment Roster (WAR)  
16 be maintained under the following conditions:  
17

- 18 i. Inform management and the union of a wish to maintain their position on the WAR by  
19 September 22, 2021.
- 20 ii. Submit course preferences each quarter they would like to have a class assigned.
- 21 iii. Inform management when they no longer wish to be considered for work in IELP.  
22

23 II. The position on the WAR will be used to assign a maximum of one 33% FTE class or  
24 equivalent per quarter if available. Additional classes/work may be assigned if no-one  
25 else on the WAR/~~Rehire Pool~~ is available or willing to teach. Retirees can continue to do  
26 hourly work within the relevant retirement plan limitations.  
27

28 III. Retirees are not eligible for Advanced Extension Lecturer status.  
29

30 Tentatively Agreed To:

31		
32	For the Union:	For the Employer:
33		
34		
35	_____	_____
36		
37	Date: 1/31/2023	Date: 1/31/2023

**SIDE LETTER – U-PASS**

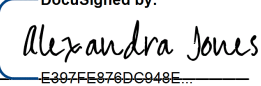
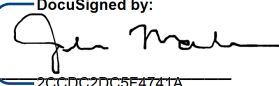
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~~March 5, 2019~~ [placeholder for date of ratification]

The parties agree to the following regarding U-PASS:

~~Effective July 1, 2019 or thereafter, bargaining unit employees who work .5 FTE or more will not be charged a fee for a U-PASS if the SEIU 925 bargaining unit is not required to pay a U-PASS fee. The parties agree that if any changes to the FTE eligibility requirements for a U-Pass are afforded to other bargaining units, these changes will apply to this agreement, provided an employee is working with an active appointment of at least 33% FTE will not be charged a fee for a U-PASS. Bargaining unit employees are responsible for ending payroll deductions. Payroll deductions will continue until bargaining unit employees notify Transportation Services via email or visit the office to stop deductions. No refunds will be processed.~~

This Side Letter expires on ~~June 30, 2022~~ January 31, 2026.

Agreed To:	
For the Union: <small>DocuSigned by:</small>  <small>E307FE876DC948E...</small>	For the Employer: <small>DocuSigned by:</small>  <small>2CCDC2DC5F4741A...</small>
Date: 2/1/2023	Date: 2/1/2023

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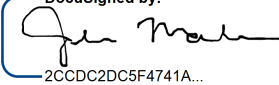
**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE UNIVERSITY OF WASHINGTON (UNIVERSITY)**  
**AND**  
**AFT-UWELF (UNION)**

**MOU X: RETENTION INCREASE**

8 Effective February 16, 2023, a retention increase of 4% will be provided to the base salaries of  
9 the AFT employees listed below who are teaching or have an FTE assignment as of Feb 16,  
10 2023. Instructors who received merit in Sept 2022 are not eligible for this increase.

Altman, Jennifer
Gruen, Peter
Haywood, Jennifer
Hommer, Dirk
Jones, Alex
Lenz-Hackett, Cherie
Martone, Jean
Schaeffer, Donna
Seales, Mary Kay
Smolker, Michael

11 This MOU will expire upon implementation.

Tentatively Agreed To:	
<p>For the Union: <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">DocuSigned by:</span>    <small>E397EE876DC948E</small></p> <p>Alex Jones Date: 2/1/2023</p>	<p>For the Employer: <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">DocuSigned by:</span>    <small>2CCDC2DC5F4741A...</small></p> <p>Jennifer Mallahan Date: 2/1/2023</p>