

## TENTATIVE AGREEMENT

### Article VII.F - Position Evaluation/Salary Adjustment Requests

#### F. Position Evaluation/Salary Adjustment Requests

1. A Unit Member may request that their position be evaluated if at least one of the following criteria is met:
  - a. There has been a material change in one or more of the primary responsibilities of the position, either on a temporary or permanent basis, since the time the position was last evaluated;
  - b. There has been a significant increase in the workload of the position since the time the position was last evaluated;
  - c. The Unit Member has assumed a new position in the Bargaining Unit (provided that the new position was not evaluated during the previous 12 months); or
  - d. The Unit Member believes that their salary is not equitable when compared with the salary of other Unit Members who hold the same or a substantially similar position (provided that the Unit Member's position was not evaluated during the previous 12 months).
  - ~~d.e.~~ A Unit Member is given either increased workload or scope of work due to the elimination or vacancy of a position that directly impacts the Unit Member's work.
2. The person requesting that a position be evaluated must complete a Position Evaluation/Salary Adjustment Request Form ("Request Form").
  - a. A Unit Member may initiate the process by sending an email to their manager and Human Resources (at hrcomp@colum.edu) describing the change and providing as much detail as possible ("Summary Notification Email").
  - b. A Unit Member must also complete sections 1, 2, 3, and 5 of the Request Form and email it to their manager and Human Resources (at hrcomp@colum.edu) for review (and ~~may~~ must also send a copy to the Union). If Human Resources determines that section 4 of the form is relevant, it will request that the Unit Member also complete that section (in this case, the submission will not be processed until section 4 is received).
  - c. The effective date of any increase will be the (1) the date the Unit Member began performing the new duties; (2) the date the Summary Notification Email is submitted; or (3) the date the

Request Form is submitted, whichever date is most recent. If back pay is warranted prior to a Unit Member's submission, it is limited as follows:

- i. If the Unit Member submits the Request Form within 15 calendar days of the Summary Notification Email, then any back pay is capped at ~~36~~0 days from the date the Summary Notification Email is submitted.
    - ii. If the Unit Member submits the Request Form more than 15 calendar days from the date of the Summary Notification Email, then any back pay is capped at ~~36~~0 days from the date the Request Form is submitted.
    - ~~iii.~~ iii. Provided, however, that if the Request Form is submitted in December, the effective date of any pay adjustment will be no sooner than January 1 of the following year. If the Request Form is submitted in August, the effective date of any pay adjustment will be no sooner than September 1 of the following month.
    - ~~iii.~~ iv. Any exception to the requirements listed above must be approved in writing by Human Resources.
  - d. Upon receiving the Unit Member's Request Form, the manager will complete the manager's section within 15 business days (or 30 days for group requests) and return it to Human Resources (at hrcomp@colum.edu) with a copy to the Unit Member. The Unit Member ~~should~~ must also send the completed Request Form to the Union (at usofcc@yahoo.com).
3. The manager must submit the following documentation with each Request Form:
- a. ~~(a)~~ the current job description (if available) and
  - ~~e.b.~~ (b) any updated or new job description created by the manager.
4. Any time Human Resources receives a request for position evaluation, it will notify the Union via email within three business days unless the Union was already copied on the submission by the Unit Member or the Unit Member's manager.
- ~~3.~~ 5. Labor-Management meetings may be used to discuss Position Evaluation/Salary Adjustment requests made under this provision, and the Union may continue to raise pay issues with the College in Labor-Management. Labor-Management discussions do not, however, serve as formal requests (or notification of requests) by a

Unit Member under this provision and will not delay the processing of Unit Member or manager requests.

6. The College will communicate the result of a Position Evaluation/Salary Adjustment request to the Unit Member, the manager, and the Union at the same time. If the College otherwise adjusts a Unit Member's compensation, it will also notify the Union.
7. The Union may call for a position evaluation for groups of positions with the same title, in addition to individual bargaining unit positions. This timeline for group evaluations will follow the process outlined in Article VII.F, section 2.
8. Position evaluations initiated by anyone other than the impacted Unit Member will be subject to the same process outlined in this section.
- 4-9. If the Union disagrees with the result of a Position Evaluation/Salary Adjustment, or any other Unit Member salary adjustment, it may raise the issue for discussion in a Labor-Management meeting and provide any additional relevant information. Decisions regarding Position Evaluation/Salary Adjustment requests, including any approved pay adjustments, shall not be subject to the grievance procedure.

FOR THE UNION:



Craig Sigele, Union President

Date: 07-26-2024



Allison Geller, Bargaining Co-Chair

Date: 07-26-2024



Matthew Rillie, Bargaining Co-Chair

Date: 07-26-2024

FOR THE COLLEGE:

Patricia Olalde, AVP Human Resources

Date:

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FOR THE COLLEGE:



Patricia Olalde, AVP Human Resources

Date: 07/30/24