

Index

	Article	Section	Page
A			
A-76 Contracts	32	1	86
Accountability	4	3	9
Actions Based on Unacceptable Performance	21	1	49
Administrative Leave/Excused Absence	16, 29	6, 11	39, 74
Advancing sick leave	16	3	36
Adverse Actions	24	8	56
Agency Quarters Committee	11	4	23
Allotments	6	3	11
Allotments, Other	6	6	11
Altering Schedules	13	8	32, 33
Alternate Arbitrators	25	22	62
Alternative Dispute Resolution (ADR)	23		52
Alternative Eight-Hour Schedule (Flexitour)	13	2	29
Alternative Work Schedules (AWS)	13	2	28
Annual Leave	16	2	34
Appeal Options	21	3	49
Appendix			96
Appendix A Weingarten Rights			97
Appendix B Douglas Factors			99
Appendix C Unit Description			99
Applicability of Management Rights	5	2	10
Application of Competitive Procedures	17	2	41
Arbitration	25	1	58
Arbitration, Order of	25	15	61
Arbitration Panel	25	7	59
Arbitration, Scheduling of	25	21	61
Arbitrator Orientation	25	17	61
Arbitrator's Authority	25	3	59
Arbitrator's Fees	25	24	62
Assignment	11	2	22
Attorney's Fees	25	26	63
Authorized Official Time	31	3	84
Availability	11	1	22
Awards	28	7	66
awards committees	18	1	44
Awards Program	18	1	44

B	Article	Section	Page
Back Pay Awards	25	28	63
Bench decision	25	4	59
Benefits	15	4	34
Block Grant	3	7	4
Blood Borne Pathogens Protection	10	14	18

C

Callback Pay	14	4	33
Cancellation	6, 24	5, 18	11, 58
Cancellation Fees	25	14	61
Candidates	17	5	43
Career Seasonal Positions	15	1	33
Charge Card Holders	12	2	25
Charge Card Misuse	12	2	25
Charge Card Program	12	2	25
Chauffeur's license	27	1	65
Classroom Activities	30	1	78
Collective Bargaining Agreement, Coverage	2	3	1
Collective Bargaining Rights	4	1	8
Communicable Disease	10	7	21
Compensatory Leave	16, 29	8, 13	40, 74
Compensatory Time	14	5	33
Conduct, Code of	28	3	66
Contact	3	2	2
Contract Renewal/Non-Renewal	29	4	68
Contracting Out of Work	32	1	86
Counseling	10	5	16
Counselors, Nomination of	9	2	14
Court Appearances	28	5	66
Court Leave	16, 29	9, 14	40, 74
Coverage	16	1	34
Credit Hours	13	3	31
Credited Service Education	29	23	77
Crime Provision and Indefinite Suspension	5	A	52
Critical and Required Results and Perfo	20	6	46

D

Debt Collection	12	1	25
Deciding Official, Action by the	22	4	51
Decisions	25	18	61
Deduction Provisions	6	1	10
Definition of Family Members	16, 29	4, 9	73

	Article	Section	Page
Definition of Immediate Relative	16, 29	11, 16	40, 75
Definitions			96
Designation of Representatives	3	7	4
Disciplinary Grievances	24	8	55
disciplinary/adverse action, proposed	22	3	51
Discipline and Adverse Actions	22	1	50
discipline, purpose of	22	1	50
Distribution	14	2	32
Donations of Annual Leave	16	4	38
Douglas Factors			98
Drug Testing Program	10	15	19
Dues Changes	6	2	11
Duration and Extent of Agreement	35	1	93

E

Education Activities	30	1	78
Education Leave For Status Quo	29	15	75
Education Personnel System	29	1	67
EEO Publications, Distribution of	9	6	15
Effective Date and Term	35	1	93
Effective Date of Amendments	35	2	93
Efficiency of Service	1	1	1
Eligibility	17, 31	4, 7	43, 86
Emergency Aid Procedure	10	4	16
Emergency Conditions	30	10	80
Employee Assignments	14	1	32
Employee Conventions	30	8	80
Employee Rights	4	1	8
employee training	26	1	64
Employees, New	8		13
Employment	15, 29	3, 1	34, 67
Employment Contract	29	2	67
Equal Employment Opportunity (EEO)	9	1	13
Equipment, Use of	26	6	64
Evaluation	20	8	47
exception, filing an	25	27	63
Exclusions	24	3	53
Exclusive Panel	25	12	60
Excusal	14	3	33
Expedited Arbitration Procedures	25	4	59
Expedited Grievance Procedure	24	14	57
Expenses	26	5	64

F	Article	Section	Page
Facilities and Equipment	7	5	12
Faculty Lounge and Facilities	30	16	81
Fair Labor Standards Act	14	5	33
Family and Medical Leave Act	16, 29	4, 9	37, 72
Family Friendly Leave Policies	16	4	37
Family Members, Definition of	16, 29	4, 9	37, 73
Final Decision	21	2	49
First Aid Training	10	17	21
Five-Four-Nine Schedule (Compressed)	13	2	30
Flexible Eight-Hour Schedule (Flexitime)	13	2	29
Flexible/Compressed Schedule (Maxi-Flex).....	13	2	30
Food Service Safety	10	17	21
Formula Funding	30	3	79
Funeral Leave	16, 29	11, 16	40, 75
Furlough, Communication During	15	6	34
Furlough Employees, Leave for	15	7	34

G

Governing Authority	5	3	10
Government Furnished Quarters	11	1	22
grading and reporting period	30	13	81
Grievability/Arbitrability	25	2	59
Grievance, Group or Class	24	8	56
Grievance Procedure	24	1	52
Grievances	24	8	57
Grievances, Union	24	16	57
Group Sessions and Training	20	9	49
GSA vehicles	3	8	8
Guard and Reserve personnel	16, 29	5, 10	39, 74

H

Hearing Site	25	6	59
HIV Virus	10	14	18
Holidays	13	7	32
Hours	13	1	28

I

Inclement Weather	16, 29, 30	13, 19, 7	41, 76, 80
Indefinite Suspension	22	5	52
Information and Publications	7	1	12
Interest Based Bargaining	33	2	89
Internal Mail Service	7	4	12

	Article	Section	Page
Internal Union Business	3	9	8
Interruptions	30	9	80
Invoking Arbitration	25	5	59

J

Job Hazard Safety Analysis	10	12	18
judicial review	25	27	63

L

Labor Management Relations Training	3	8	7
Labor-Management Cooperation	31	6	85
Law Enforcement	28	1	65
Leave	16, 29	1, 6	34, 69
Leave restoration for furlough	16	2	35
Leave Sharing	16	4	38
Leave Without Pay	16, 29	7, 12	39, 74
Lists of Employees	7	1	12
LMR Meeting	3	5	3
Local Supplements	33	6	90
Locating Candidates and Publicizing Vacancies	17	3	43
lunch at no charge	30	5	79
Lunch Periods	13, 30	6, 5	32, 79

M

Management Grievances	24	15	57
Management Rights	5	1	9
Maximum Accumulation	16	4	38
Mediation	25	13	60
Medical Emergency	16, 29	4, 9	38, 73
Medical Examinations	10	17	21
Medical Restriction	16, 29	3, 7	36, 70
Merit Promotion	17	1	41
Military Leave	16, 29	5, 10	39, 73
Motor Vehicle Operation	27	1	65

N

National Level Negotiations	33	3	89
Negotiability	33	10	92
Negotiation and Supplementation	33	1	88
Negotiation Limits	5	4	10
Negotiations at the local Worksite	33	5	90
New Employees, Orientation of	8		13

	Article	Section	Page
Notices, Content of	33	7	91
Notification of Selected Arbitrators	25	8	60
Notifications	3	4	3

O

Official Personnel Folder	31	2	83
Official Time	3, 27	7, 2	3, 65
Official Time Form			Last Page
Organ Donation	16, 29	4, 9	38, 73
Outplacement	31	4	85
Overtime	14	2	33
Overtime/Compensatory Time	14	1	32

P

Panel Term	25	9	60
Past Practices	33	9	92
Paternity/Maternity Leave	16, 29	12, 17	40, 75
Pay, Prompt or Supplemental	29	25	78
Payroll Deduction	11	5	24
Payroll Deductions	12	4	27
Performance Improvement Plan (PIP)	20	7	46
Performance Plan	20	2	45
Performance Standards and Evaluation	20	1	45
permitted occupants	11	2	22
Personal Leave	29	6	69
Personnel Files	31	5	85
Planning Time, Instructional	30	12	81
Policy Changes During Furlough	15	5	34
Position Description	19	1	45
Position Description, Change to	19	2	45
Probationary Period	29	3	68
Promotions	17	2	42
Protective Equipment	10	9	17
Provisions and Goals	1	2	1
Publications	7	2	12
Publicity of Criteria and Results	18	2	44

Q

Qualified Substitutes	30	22	80
Quarters Committees	11	6	24

R	Article	Section	Page
Re-promotion	17	2	42
Reassignment	17	2	42
Recognition	2	1	1
Recognition and Unit Description	2	1	1
Records	26	4	64
Recruiting Program	9	5	15
Redress, Avenues of	9	4	14
Reduction-in-Force (RIF)/Outplacement	31	1	82
Reemployment Priority Lists	31	4	85
Regional Level Negotiations	33	4	90
Regulations	27	4	65
Religious Leave	16, 29	14, 20	41, 76
Remittance and Listings	6	4	11
Removal, Conditions for	21	1	49
Removal of Arbitrators	25	10	60
Reporting Accidents	10	3	16
Reporting Periods	30	13	81
Reporting Unsafe Conditions	10	7	17
Representation	22, 24	2, 5	50, 54
Representation Rights and Responsibilities	3	6	3
required occupancy position	11	2	22
Resolution	24	6	55
Rest Breaks	13	5	32
Restoration of sick leave	16	3	36
Retained Rights	5	1	9
Review of Reports	10	6	17

S

Safety and Health	10	1	15
Safety and Restraint Devices	27	27	65
Safety Awareness	10	18	22
Safety Committees	10	11	18
Safety Inspections	10	8	17
Scheduling	26	3	64
Scheduling of Arbitrators	25	21	61
School Board Meetings	29	22	76
School Boards	30	4	79
School Calendar	30	2	79
School Vacation Leave	29	6	69
Secretary	3	7	4
Selection	17	6	44
Self-Development	26	7	64
Sexual Harassment	9	3	14

	Article	Section	Page
Shift Assignments	13	4	31
Sick Leave	16, 29	1, 7	35, 70
Sick Leave Donor Bank	29	8	71
Sick Leave for Adoption	16, 29	4, 9	38, 73
Sick Leave, Re-credit of	29	7	71
Sick Leave to Care For a Family Member	16, 29	4, 9	37, 73
Sick Leave, Unused	16, 29	3, 7	36, 71
Sick Leave use	29	7	70
SIPI	16	1	34
Smoking at Work Areas	10	16	20
Special License	27	1	65
Staffing Differential	30	15	81
Standard Eight Hour Schedule	13	2	28
Step 1 Grievances	24	8	55
Step 1 Response	24	9	56
Step 2 Grievances	24	10	56
Step 2 Response	24	11	56
Step 3 Response	24	12	57
Stewards	3	7	4
Stipends	29	24	77
Strikes and Picketing	34		94
student conduct, code of	30	1	79
Student/Teacher Ratios	30	14	81
Supervision Period	20	5	46
Supplemental Agreements, Approval of	33	8	91
Supplemental Employee Performance Folder	20	8	48
Surveys	11, 28	3, 8	23, 67

T

Telephone/Telefax Service	7	3	12
Temporary Position	29	5	69
Ten-Hour Schedule (Compressed)	13	2	29
Tenure	29	3	68
Terminal Leave	29	18	75
Time Limits	24, 33	17, 12	58, 93
Training	16, 26, 28, 29	15, 2, 6, 21	41, 63, 66, 76
Training Program	26	2	63
Transfers	29	2	68
Travel Advances	12	3	26
Travel Charge Card	12	2	25
Travel Vouchers	12	3	26
Treasurer	3	7	4
Tribal Contracts and Grants	32	2	87

U	Article	Section	Page
Uniforms, Weapons and Safety Equipment	28	4	66
Union Contact	31	2	82
Union Notification	31	2	82
Union Rights, Representation and Official	3	1	2
Unit Description			99
Unsafe Situations	10	2	15
Unusual Conditions	10	13	18

V

Vacancies	15, 25	2, 11	33, 60
Vacancy Announcement Requirements	17	7	44
Vacation Leave	29	6	69
VDT	10	12	18
Vehicles, Use of Government Owned or Leased	7	6	13
Violence in the Workplace	10	10	17
Visitations	3	3	2
Visitors	25	19	61
Visual Display Terminals	10	12	18
Voluntary Allotment of Union Dues	6	1	10
Voluntary Dues	4	2	9

W

Wage Bargaining, Exclusions for Current	33	11	93
Weingarten Rights			97
Withdrawal	25	23	62
Witness Work Schedules	25	20	61
Witnesses and Representatives	25	25	62
Workplace Grievances	24	8	55
Workweek and Hours of Work	13	1	28
written grievance format	24	7	55