
Collective Bargaining Agreement

Between the

University of South Florida Board of Trustees

and

Florida Public Employees Council 79

American Federation of State,
County and Municipal Employees

AFL-CIO

2023-2025

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1.2 Exclusions. This Agreement specifically excludes persons in positions designated with managerial, confidential, temporary or emergency status, and all persons paid from Other Personal Services (OPS) funds.

1.3 Positions or Classes -- Unit Designation.

A. When a position is included in a bargaining unit, and the University determines that the position should be excluded from the unit due to its managerial or confidential status, the University shall notify the local AFSCME president of such determination. AFSCME shall notify the University, in writing, within fifteen (15) days of receipt of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following such discussion, AFSCME disagrees with the bargaining unit designation of the position, it may request that the Florida Public Employees Relation Commission resolve the dispute of unit placement.

B. When the University establishes a new Staff classification or revises an existing classification so that its bargaining unit designation is changed, the University shall notify AFSCME regarding the bargaining unit status of the class. AFSCME shall notify the University, in writing, within fifteen (15) days of receipt of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following such discussion, AFSCME disagrees with the bargaining unit designation of the class, it may request that the Florida Public Employees Relations Commission resolve the dispute through unit clarification proceedings.

Article 2

Definitions

The terms used in this Agreement are defined as follows:

2.1 "AFSCME Staff Representative" means an individual employed by AFSCME and designated by AFSCME to represent employees pursuant to this Agreement.

2.2 "Board" means the University of South Florida Board of Trustees as established in Florida Statutes Title XLVIII, Chapter 1001.72.

2.3 "Chief Administrative Officer" means the President of the University of South Florida or her/his representatives.

2.4 "Days" means calendar days, excluding any day observed as a University

holiday. 2.5 "Employee" means a member of a bargaining unit described in Article 1.

Agreement.

Article 4
Nondiscrimination

4.5 Reasonable Accommodation.

A. USF will not unlawfully discriminate against its employees on the basis of disability and will

C. The University shall annually furnish no later than July 1 a list of Step 1 and Step 2 management representatives by name, title, and campus mailing address to the local AFSCME President, unless there have been no changes in the list from the preceding year.

5.3 Representative Access.

A. Representatives of AFSCME shall have access to the premises of the University in accordance with policies regarding public access to State property.

B. Stewards/AFSCME Employee Representatives, Local AFSCME President, and AFSCME Staff Representatives may request access to premises not available to the public under University policies. Such requests shall indicate the premises to be visited, the employees with whom the representative wishes to speak, the grievance being investigated, and the approximate length of time the representative will require such access. Permission for such access for the purpose of investigating an employee's grievance shall not be unreasonably denied and such access and investigation shall not impede University operations.

C. AFSCME shall have the right to use University facilities for meetings on the same basis as they are available to other university-related organizations.

C. The University may establish an account into which AFSCME may deposit funds that would be used to reimburse the University for services provided.

D. At the end of each quarter, the University will provide to AFSCME a list of newly hired bargaining unit employees. The list will include the name of the new employee and the employee's job title, department and mail point.

5.4 Printed Agreements. The University will provide AFSCME a maximum of two hundred fifty (250) copies of the Agreement at no cost to et9(i)6.1(esr)7(t) bsi2utmte name oe Agtrinted Aga

C. Posting must be dated and approved by the local AFSCME President.
5.6 Regulations and Agendas.

negotiations session of the identity of the members to whom Negotiation Leave should be provided and the number of hours to be distributed.

1. Committee members and alternates who are not given the right to paid Negotiation Leave shall have the right to request unpaid leave or use accrued annual leave for the purpose of attending negotiating sessions. Such leave shall not impede the operations of the University or be unreasonably denied.
2. Such Negotiation Leave as described and agreed to herein shall continue until the parties mutually agree in writing on a different arrangement.

5.9 Leave for Negotiating and Other AFSCME Activities.

A. Committee members and alternates shall have the right to request unpaid leave or accrued annual or compensatory leave for the purpose of attending negotiating sessions. Such leave shall not impede the operations of the University or be unreasonably denied.

B. Employees shall have the right to request leave for the purpose of attending AFSCME conventions, conferences, meetings, and negotiating sessions. When such requests are denied, the supervisor shall provide such denial in writing.

5.10 Release Time for President

The University agrees to provide two (2) hours per week of paid release time to the President of AFSCME for the purpose of on-campus direct union representational duties for employees in the bargaining unit. The President shall provide his/her supervisor with written justification for the need and purpose of the release time, and sufficient advance notice where practical to facilitate the securing of a replacement employee or to accommodate the release time. Such release time shall not impede the operations of the University or be unreasonably denied.

B. "Grievance" means a dispute filed with the University's Division of Human Resources ("Step 1"), using Appendix C of this Agreement concerning the interpretation or application of a specific provision of this Agreement, except as exclusions are noted. The filing or pendency of any grievance under the provisions of this Article shall in no way impede or delay the right of the University to take the action complained of; subject, however, to the final disposition of the grievance.

C. "Grievant" means an employee or group of employees who has/have filed a grievance in a dispute over a provision of this Agreement which confers rights upon the employee. AFSCME may file a grievance in a dispute over a provision of this Agreement which confers rights upon AFSCME.

D. The resolution of a grievance prior to its appeal in writing to Step 3 shall not establish a precedent binding on the University or AFSCME.

E. All grievances must be filed within thirty (30) days following the act or omission giving rise to the grievance or the date on which the employee knew or reasonably should have known of the act or omission. If later than 30 days, the grievance shall be filed within 60 days of the date on which the employee knew or reasonably should have known of the act or omission.

a. The arbitrator shall endeavor to issue his/her decision not later than sixty (60) days from the date of the closing of the hearing or the submission of briefs, whichever is later.

b. The arbitrator's decision shall be in writing, and shall set forth the arbitrator's opinion and conclusions on the precise issue(s) submitted.

c. The arbitrator shall have no authority to determine any other issue, and the arbitrator shall refrain from issuing any statement of opinion or conclusion not essential to the determination of the issues submitted.

d. The arbitrator shall limit his/her decision strictly to the application and interpretation of the specific provisions of this Agreement.

8. The arbitrator shall be without power or authority to make any decisions:

a. Contrary to or inconsistent with, adding to, subtracting from, or modifying, altering, or ignoring in any way the terms of this Agreement or the provisions of applicable law or rules or regulations having the force and effect of law; or

b. Limiting or interfering in any way with the powers, duties, and responsibilities of the State under its Constitution, applicable law, and rules and regulations having the force and effect of law, except as such powers, duties, and responsibilities have been abridged, delegated, or modified by the expressed provisions of this Agreement; or

c. Which have the effect of restricting the discretion of a Chief Administrative Officer as otherwise granted by law or the University Regulations unless such authority is modified by this Agreement; or

d. That are based solely upon a university past practice or policy unless such university practice or policy is contrary to law, the University Regulations or this Agreement.

9. The arbitrator's award may include a monetary award to the grievant(s); however, the following limitations shall apply to such monetary awards:

a. The award shall not exceed the amount of pay the employee would have earned at his/her regular rate of pay and shall not include overtime, on-call, or any other speculative compensation which might have been earned;

b. The award shall not exceed the actual loss to the grievant, and shall be reduced by replacement compensation received by the employee during the period of time affected by the award; and

subject of an

B. The sole instance in which only one (1) employee will constitute a layoff unit

ii. One point is granted for each month of employment when the employee was meeting performance standards (e.g., Satisfactory, Meets Performance Standards, Effective, or Achieves), 1 1/2 points are granted for each month of employment when the employee had an overall rating of Above Satisfactory or Commendable, and two points are granted for each month of employment when the employee had overall performance ratings at the exemplary level (e.g., Exemplary, Outstanding, Exceeds).

iii.

Article 9

Reassignment and Transfer

9.1 Voluntary Reassignment.

A. An employee with regular (permanent) status in the current class who meets all of the University eligibility requirements may apply for a change in assignment to a different position in the same class or in a different class having the same pay range maximum, different work unit, or different shift at the University according to University procedures. Prior to filling a vacancy, except by demotion or internal promotion, the University shall consider all applicable reassignment requests. When making a decision regarding the granting of a request for a reassignment, the University shall consider appropriate factors, including, but not limited to, the applicant's length of continuous University service, performance evaluations, work-related awards and achievements, relevant work experience, and education/training.

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9.3 Transfer.

A. A transfer is the appointment of an employee from one geographic work location of the University to a different geographic work location of the University in excess of 50 miles from the employee's current work location.

B. Prior to a transfer, the position shall be offered to a voluntary transfer. If no one volunteers, the position shall be filled by an employee who meets the necessary

C. If an employee applied for the position but was not selected, that employee may file a grievance under Article 6. The only issue to be addressed by such grievance is whether the University exercised its judgment in an arbitrary and capricious manner.

Article 11

B. An employee has the right to review his/her official personnel file at reasonable times under the supervision of the designated records custodian and may attach a concise statement in response to any items therein. A copy of all performance-evaluative material placed in the employee's official personnel file shall be provided to the employee upon request.

12.2 Contents of Personnel Files.

A. Information in an employee's official personnel file shall refer only to matters concerning or affecting the employee's job or related to his/her University employment.

B. Where the Chief Administrative Officer, the courts, an arbitrator, or other statutory authority determines that a document has been placed in an employee's personnel file in error, such document will be removed from the official personnel file and duplicate personnel files. Should a document be determined to no longer be valid by the Chief Administrative Officer, the courts, an arbitrator, or other statutory authority, such document of the determination and a statement that it shall have no further consideration

13.3 Employee Health and Safety.

A. When the University requires an employee to use or wear health or safety equipment, such equipment will be provided by the University.

B. Employees shall perform their duties in a safe manner and shall comply with the University's safety guidelines/procedures. Any employee becoming aware of a work related accident shall immediately notify the supervisor or the supervisor's designee of the area where the incident occurred.

C. When an employee believes an unsafe or unhealthy working condition exists in the employee's work area or another area on campus outside of the employee's normal work area, the employee shall immediately report the condition to the employee's supervisor. An employee may also report the condition to a university administrator at the next highest level or directly to the Division of Environmental Health and Safety. The University shall investigate the report and respond to the employee in a timely manner. Where the employee's report was in writing, the response shall be in writing. An employee acting in good faith may refuse to accept an assignment when the employee has reasonable grounds to believe an unsafe or unhealthy working condition exists in the work area which poses an immediate threat to the employee's well-being. Employees shall not suffer retaliation for reporting an unsafe or unhealthy working condition.

D. The University will not ordinarily require employees to continuously perform repetitive keyboard motions at a video display terminal for a period in excess of two (2) consecutive hours without an alternative work assignment or fifteen (15) minute rest period.

E. The University shall provide safety training as appropriate.

Article 14

Performance Evaluations

14.1 Procedure.

A. An employee shall ordinarily be evaluated by his/her immediate supervisor who shall be held accountable for such evaluation. The evaluation may be reviewed but shall

B. The employee shall be provided with information regarding the basis of the evaluation and shall, upon written request, be provided a copy of any documents which were considered in completing the evaluation.

C. The evaluation shall be discussed with the employee, who shall be given the opportunity to respond.

D. The University will make a good faith effort to provide employees and supervisors with training in performance evaluation techniques.

E. Signing the performance evaluation indicates only that the employee has received a copy of the document and does not indicate that the employee agrees to it.

14.2 Failure to Meet Performance Standards.

A. Where an employee who has attained regular (permanent) status in the class does not meet performance standards, the University shall develop a performance plan intended to correct performance deficiencies.

B. Such employee shall be granted, upon written request, an opportunity to discuss with an administrator at the next higher level concerns regarding the evaluation which rates the employee as not meeting performance standards.

C. The employee may be removed from his/her class no sooner than sixty (60) days after receipt of the improvement plan if adequate improvement in performance is not made. The University will not dismiss an employee with regular (permanent) status without first considering change in assignment or demotion options, typically within the employee's college/division.

D. The employee may apply for other positions at the University during the performance improvement plan period.

14.3 Grievability. Performance evaluations shall be subject to Article 6, Grievance Procedure, to the extent provided in this Section:

A. An employee with regular (permanent) status in the class who receives a performance evaluation of not meeting performance standards may grieve the evaluation but only through Step 2. The review of the grievance shall be solely to determine whether the performance evaluation was done in an arbitrary or capricious manner. Grievance reviewers shall not substitute their judgments regarding an employee's performance for that of the evaluator.

B. An employee with regular (permanent) status in the class who is demoted or dismissed for an evaluation of not meeting performance standards may grieve the demotion or dismissal pursuant to the provisions of Section 7.3A.

14.4 Performance Standards.

A. Performance standards and expectations should be clearly communicated to an

. When an employee is not assigned to a rotating shift and the employee's regular shift assignment is being changed, the employee shall be given a minimum of twelve (12) working day notice, in writing, of the proposed change. Additionally, when the change occurs, the employee shall receive a minimum of two (2) shifts off between the end of the current shift assignment and the beginning of the new shift assignment.

. When making changes in shift assignments, the University may take into consideration appropriate fa0 Tdsignmice11zAgnmd()TjEMC /LB(s)18AMCID 6 BDC -3P-2.31 Tds

16.2 On-Call Payment.

A. On-call time is not compensable for purposes of computing overtime; however, travel time to and from work when called back is compensable time.

B. When approved as provided herein, an employee who is required to be on-call shall be compensated by payment of a fee in an amount of one dollar (\$1.00) per hour for each hour such employee is required to be on-call.

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C. An employee who is required to be on-call on a Saturday, Sunday, or University holiday will be compensated by payment of a fee in an amount equal to one-fourth (1/4) of the University's hourly minimum for the employee's classification for each hour such employee is required to be available.

D. If an on-call period is less than one (1) hour, the employee shall be paid for one hour.

16.3 Call-Back. If an employee is called back to perform work beyond the employee's scheduled hours of work for that day, the employee shall be credited with the greater of the actual time worked, including time to and from the employee's home to the assigned work location, or two (2) hours.

Article 17

18.4 Grievability. The University and AFSCME understand that nothing in this Article precludes or in any way limits or restricts the University's right to develop, implement, or

otherwise manage training or apprenticeship of its employees. Therefore, any claim by an employee or AFSCME concerning this Article shall not be subject to the Grievance Procedure of this Agreement.

18.5 The University agrees to appoint a system wide committee to explore the subject of tuition assistance for spouses and children of bargaining unit members. AFSCME Local 3342 shall be given membership on this committee.

Article 19

Contracting Out

19.1 Prior to issuing a request for proposal or bid (such as, but not limited to RFP or ITN) for contracting-out work which will result in the layoff of employees, the University will notify the local AFSCME president. The local AFSCME president may then discuss the impact of the proposed contracting-out on affected employees by scheduling a consultation with the Chief Administrative Officer within ten (10) days of receiving the notice.

19.2 The University shall include in the request for proposals for contracting-out such work, in addition to any other requirements to be considered, provisions which:

A. require the proposers to offer to employ affected employee(s) having regular (permanent) status for a period of 120 days after the start of the contract with equivalent pay and health-care insurance, subject to termination during this period only for just cause, and provide reasonable training during this period to increase the employee's opportunity for employment beyond the 120 days; and,

B. require the proposers to provide information regarding the coverage and cost of any health-care insurance which will be provided to any affected employee employed by the proposer.

19.3 The University shall not ordinarily contract-out work which will result in the layoff of employees where the results of a request for proposal or bid do not indicate a cost savings to the University during the term of the proposed contract.

19.4 The affected employees, in consultation with the local AFSCME president, may submit a proposal in response to the University's request for proposals or bid. Such proposal shall be submitted in the form and manner as required for all proposers.

20.4 Indemnification. AFSCME shall indemnify, defend, and hold the Board, University, the State of Florida, and their officers, officials, agents, and employees harmless against any claim, demand, suit, or liability (monetary or otherwise) and for all legal costs arising from any action taken or not taken by the Board, University, the State, or their officers, officials, agents, and employees in complying with this Article. AFSCME shall promptly

refund to the University any funds received in accordance with this Article which are in excess of the amount of deductions which the University has agreed to deduct, provided

that the University has not received any other funds from the State of Florida or any other source.

- a. They do not have an overall rating of “Needs Improvement” or “Unsatisfactory” on their most recent performance evaluation of record; and
- b. They do not have an open Performance Improvement Plan (PIP); 3(hei)1e.ng

C. Effective Date of Increases/Adjustments.

1. The Tier 1 Wage Increase and the Tier 2 Wage Adjustments reflected in Article 21.1A will be effective on the first pay period following the date of ratification by the Board of Trustees.
2. The wage increases reflected in Articles 21.1B and C will be effective on the first pay period following October 1, 2023 and October 1, 2024, respectively.

D. Proration.

Eligible employees appointed less than full time will receive a prorated amount based on their FTE.

E. Additional Adjustments

1. The University shall retain the authority to make wage adjustments for employees for market competitiveness, compression/inversion or other reasons. If the University makes wage adjustments under this subsection, it will provide AFSCME notice by providing AFSCME's local President a list that identifies the employee(s), position(s)/title(s) and wage adjustment(s). The list will be provided by Central Human Resources to AFSCME within 30 days of the effective date of such adjustment.
2. The University shall retain the authority to enter into financial settlements with employees in the settlement of

B. Employee Assistance Programs. The following guidelines are applicable to the University's Employee Assistance Programs (EAP):

1. When an employee's EAP participation is designated in conjunction with the employer to improve job performance, then some limited time for participation, as described in University policy, shall be counted as time worked.

2. In requesting and being granted leave to participate in a University EAP, an employee, for the purpose of maintaining confidentiality, need reveal to their supervisor only the fact of such EAP participation.

3. Neither the fact of an employee's participation in an EAP, nor information generated by participation in the program, shall be used as a reason for discipline under Article 7, or as evidence of a performance deficiency within the evaluation process referenced in Article 14, except for information relating to an employee's failure to participate in the EAP consistent with the terms to which the employee and the University have agreed.

C. Child Care Programs. The University will make available information to employees about University child care programs.

22.2 Retired Employees.

A. Employees who retire under the Florida Retirement System shall be eligible, upon request, to receive on the same basis as other employees the following benefits at the University from which they retired, subject to University regulations and policies.

1. Retired employee identification card;
2. Use of the University Library (i.e., public rooms, lending and research service); and
3. Placement on designated University mailing lists.

B. In addition, fees may be charged retired employees for the following, and/or access granted to them on a space available basis:

1. Use of University recreational facilities;
2. A University parking decal; and
3. Course enrollment of retired employees sixty (60) years or older who meet Florida residency requirements, without payment of fees, on a space available basis, in accordance with Section 1009.26(4), Florida Statutes.

Article 23

No Strike

23.1 No Strike.

A. During the term of this Agreement, neither AFSCME nor its officers or agents or any employee, for any reason, will authorize, institute, aid, condone, or engage in a slowdown, work stoppage, or strike; interfere with the work and statutory functions or obligations of the State; or engage in any other activities which are prohibited in Section 447.505, Florida Statutes.

B. AFSCME agrees to notify all of its local offices and representatives of their obligation and responsibility under this Article and for maintaining compliance with the constitutional and statutory prohibition against strikes. AFSCME further agrees to notify employees of these responsibilities, including their responsibility to remain at work during any interruption which may be caused or initiated by others.

23.2 Remedies.

A.

Article 24

Prevailing Rights

All pay and benefits provisions published in the University's Employment Regulations which are not specifically provided for or modified by this Agreement or by the Legislature shall be in effect during the term of this Agreement.

Any claim by an employee concerning the application of such provisions shall not be subject to the Grievance Procedure of this Agreement, but shall be subject to the method of review prescribed by the University's Employment Regulations or other appropriate administrative or judicial remedy.

Article 25

Totality of Agreement

25.1 Limitation. The University and AFSCME acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to present demands and proposals with respect at any and all matters lawfully subject to collective bargaining, and that all of the understandings and agreements arrived at by the University and AFSCME thereby are set forth in this Agreement and that it shall constitute the entire and sole Agreement between the parties for its duration. t&rachall45 Td(w)h ent.

Article 26

Savings Clause

26.1 If any provision of this Agreement is in conflict with State or federal laws or regulations by reason of any court action or existing or subsequently enacted legislation, or if the appropriate governmental body having amendatory power to change a law, rule, or regulation which is in conflict with a provision of this Agreement fails to enact or adopt an enabling amendment to make the provision effective in accordance with Section 447.309(3), Florida Statutes, then such provision shall not be applicable, performed, or enforced, but the remaining parts or provisions of this Agreement shall remain in full force and effect for the term of this Agreement.

26.2 If any provision of this Agreement is found to have the effect of causing the University to be denied funds otherwise available through federal funding, such provision shall not be applicable, performed, or enforced.

26.3 If a provision of this Agreement is rendered invalid, as specified above, the parties shall meet and bargain for the purpose of renegotiating that provision.

Article 27

Duration

27.1 The Agreement shall be effective on the date ratified by the University Board of Trustees and shall remain in effect until midnight September 30, 2025. Unless otherwise provided in this Agreement, no Article shall be subject to renegotiation unless both parties mutually agree to do so. Moreover, should the Florida law regarding the State's Performance Salary Systems be amended by the Legislature during the term of this Agreement, or should the University's budget be negatively impacted by an unforeseen emergency, such as another pandemic/lock down, the parties may reopen this Agreement as set forth in Article 21. This Agreement supersedes the parties' 2021-2023 Agreement.

27.2 Renegotiations for a successor Agreement shall begin no later than July 1, 2025. In the event that the parties fail to secure a successor Agreement prior to the expiration date of this Agreement, the parties may agree in writing to extend this Agreement for any period of time.

27.3 Emergencies. If the Governor determines that civil emergency conditions exist, including but not limited to, riots, civil disorders, hurricane conditions, or similar catastrophes, the provisions of this Agreement may be suspended by the CAO during the time of the declared emergency, provided that wages and benefits shall not be suspended.

30.5 Required uniforms will be replaced at no cost to the employee, except as noted in Section 30.4 of this article, in accordance with a regular schedule determined by the University. When the University determines that uniforms need repair or replacement, such repair or replacement will be at no cost to the employee, except as noted in this article, as long as there is no evidence of negligence or misuse. Requests for replacement or repair of uniforms should be addressed in a timely fashion and not unreasonably denied.

30.6 The particular style of the uniform will be determined by the University in accordance with the specific functions, safety considerations, and customer service requirements of the position. The employee's safety, comfort, and Florida climate will be taken into consideration during the selection process. When appropriate to the function, practicable and safe, employees may choose between long pants, skirts, or shorts (if available from the vendor). Any cost differential from the standard uniform selected by the University will be assumed by the employee.

30.7 University-issued uniforms will be worn only when performing University-approved services and when executing assigned job duties. Employees are allowed to wear uniforms during normal commute to and from work, rest periods and lunch breaks. Employees may also wear uniforms while attending sanctioned on-campus events/classes.

Appendix A

Classifications and Positions in the Bargaining Unit

CLASS CODE	CLASS TITLE
2200	Academic Program Specialist
3212	Accounting Assistant
3230	Accounting Specialist
2202	Administrative Clerk
2204	Administrative Specialist
1104	Admissions Evaluator
4764	Alumni Program Specialist
2105	Associate Application Developer
1419	Benefits Representative
5033	Biological Scientist
3708	Biomedical Illustrator
3642	Biomedical Photographer
4601	Broadcast Engineering Technologist
3790	Broadcast Production/P4601

6444	Electrician
5009	Electron Microscope Manager
4362	FMLA Coordinator
4326	Employment Specialist
1111	Enrollment Management Assistant
4274	Enrollment Management Specialist
1414	Environ Health & Safety Specialist
2205	Executive Administrative Specialist
1109	Financial Aid Assistant
1106	Financial Aid Specialist
2814	Fine Arts Production Specialist
3211	Fiscal & Business Assistant
3213	Fiscal & Business Specialist
4391	Geographic Info System Spec
4457	Graduate Admissions Coord
6394	Groundskeeper
3210	Head Cashier
5125	Health Physicist
6368	Heavy Equipment Operator
2051	(Desktop Support Technician II)
6445	High Voltage Electrician
1112	Human Resources Assistant
4359	Senior Human Resources Specialist
1006	Human Resources (Human Resources Specialist)
5875	Human Services Program Specialist
3227	HVAC Controls Specialist
3208	HVAC Refrigeration Mechanic
2050	Information Technology Support Specialist
2209	Insurance Specialist
4762	Intellectual Property Specialist
6399	Irrigation Technician
4433	Lab Animal Research Technician
1426	Laboratory Animal Supervisor
4712	Laboratory Animal Technician
6390	Laborer Supervisor
4275	Lead Enrollment Management Specialist
3238	Lead Media Resources Specialist
2036	Lead Telecom Technology Specialist
4339	Learning & Development Production Specialist
4303	Library Assistant
4304	Library Specialist
5599	Licensed Practical Nurse
3209	Mail Clerk
6374	Maintenance & Repair Worker
6466	Maintenance Technician
6561	Marine Cook/Deckhand

6556	Marine (Marine Chief Engineer)
6552	Marine Mechanic
2206	Media Publishing Specialist
3726	Media Resources Specialist
3727	Media Technologist
5518	Medical Assistant
2198	Medical Education Program Specialist
5666	Medical Records Specialist
5032	Medical Technician
5602	Medical Technologist
3202	Mover
2053	Network & Server Support Specialist
4300	Office Equipment Technician
0716	Office Manager
4753	Operations Technician
5576	Ophthalmic Photographer
6426	Painter
8401	Parking Enforcement Specialist
4358	Payroll Assistant
3236	Payroll Specialist
4368	Pharmacy Technician
3201	Plant Maintenance Mechanic
3203	Plant Operator
6441	Plumber
8412	Police Communication Specialist
8413	Police Supervisor (Police Services Supervisor)
8411	Police Services Assistant
6554	(Marine Vessel Services Coordinator)
3232	Postal Services Representative
1306	Preschool Teaching Assistant
4356	Production Sales Associate
1423	Property Control Specialist
5578	Pulmonary Technician
0809	Purchasing (Purchasing Agent)
8700	Radiation Control Technician
3207	Receptionist
6405	Recreational/Facility Specialist
1429	Recycling Specialist
4608	Rehabilitation Engineering Technician
4705	Research Engineering Technologist
3199	Research Machinist
4706	Research Support Specialist
4715	Research Technician
4374	Retail Team Lead
4373	Senior Academic Program Specialist
3725	Senior Audio-Visual Equipment Operator

Appendix B

**American Federation of State, County, and
Municipal Employees AFSCME Dues Authorization Form**

I authorize the University to deduct from my pay, starting with the first full pay period commencing not earlier than seven days from the date this authorization is received by the University membership dues and other authorized deductions of the American Federation of State, County and Municipal Employees (AFSCME) as established from time to time by AFSCME in accordance with its Constitution, and as certified to the University by AFSCME. Furthermore, I understand that such dues will be paid to AFSCME.

This authorization shall continue until either (1) revoked by me at any time upon thirty days written notice to the University Human Resources Office; (2) my transfer or promotion out of an AFSCME represented bargaining unit; (3) termination of employment; or (4) revoked pursuant to Section 447.507, F.S.

Signature _____ Date _____

Printed Last Name

Middle Initial

First Name

University

Department or Work Location

Job Title/Classification

Home Address - Street

Home Phone

City, State Zip

Ded. Code County Class Local
For AFSCME Use Only

APPENDIX B (Continued)

I authorize the University to deduct from my pay, starting with the first full pay period commencing not earlier than seven days from the date this authorization is received by the University contributions to the AFSCME political action fund (PEOPLE) in the amount of _____, and I direct that the sum so deducted be paid over to AFSCME. Such deductions are voluntary and do not represent Board or University support of the objectives or actions of the fund.

This authorization shall continue until either (1) revoked by me at any time upon thirty (30) days written notice to the University Human Resources Office, and AFSCME; (2) my transfer or promotion out of an AFSCME bargaining unit; (3) termination of employment; or (4) revoked pursuant to Section 447.507, F.S.

By signing this form, I authorize the University to release my Social Security number to AFSCME in reporting deductions.

Date

Employee's Signature

Printed Name (Last)

(MI)

(First)

Department

University

This grievance was received and filed with the University by (CHECK ONE):
_____ Mail (CIRCLE ONE: certified, registered, restricted delivery, return receipt
requested); OR
_____ PERSONAL DELIVERY.

Received by _____ Date _____

(APPENDIX C continued)

III. AUTHORIZATION



**University of South Florida
Board of Trustees - AFSCME**

Appendix D

Request for Review of Step 1 Decision

GRIEVANT

NAME: _____

CAMPUS: _____

DEPT/DIV: _____

OFFICE PHONE: _____

AFSCME STAFF

REPRESENTATIVE NAME:

CAMPUS: _____

DEPT/ DIV: _____

OFFICE PHONE: _____

OFFICE ADDRESS: _____

All university communications should go to the grievant's AFSCME Staff Representative at the above address.

DATE OF STEP 1 DECISION: _____

APPENDIX D (Continued)

DATE STEP 1 DECISION WAS RECEIVED BY GRIEVANT'S STEWARD/AFSCME
EMPLOYEE REPRESENTATIVE: _____

Provisions of Agreement allegedly violated as specified at Step 1:

I hereby request that the Director of Employee and Labor Relations or representative review the decision made in connection with the attached grievance for the following reason(s):

REMEDY SOUGHT:

Signature of Grievant(s) or AFSCME Representative and Date

I am represented in this grievance by (check one - representative should sign on appropriate line):

_____AFSCME

_____Myself

Other

A copy of the following documents must be attached to this Request at the time of its filing with the Director of Employee and Labor Relations or representative:

1. Appendix C - Original grievance form filed with the University.
2. Step 1 Decision, if issued by University.
3. All attachments to Step 1 Decision, as required in Section 6.3.

This request should be sent to:

HUMAN RESOURCES
BOARD OF TRUSTEES, UNIVERSITY OF SOUTH FLORIDA
4202 E. Fowler Avenue, SVC 2172
Tampa, Florida 33620-6980

The Step 2 decision shall be transmitted to grievant's AFSCME Staff Representative by personal delivery with written documentation of receipt or by certified mail, return receipt requested, or by another method mutually agreed upon in writing.

University of South Florida
Board of Trustees - AFSCME

Appendix E

Notice of Arbitration

The American Federation of State, County, and Municipal Employees (AFSCME) or Grievant (if not represented by AFSCME) hereby gives notice of intent to proceed to arbitration in connection with the decision of the Director of Employee and Labor Relations dated _____ and received by the President of Council 79/Grievant on _____ in this grievance of:

NAME:

BOT FILE NO:

(This request for arbitration will not be processed unless signed by grievant.)

This notice should be sent to:

OFFICE OF GENERAL COUNSEL
UNIVERSITY OF SOUTH FLORIDA
4202 E. Fowler Avenue, CGS 301
Tampa, FL 33620-4301

00000045473 Office Manager	3.11%	Wellness Center USFSP
00000069122 Office Manager	5.89%	Center for Entrepreneurship
0000011621 Office Manager	4.99%	Family Studies Center
0000012810 Plant Operator	3.26%	Physical Plant
0000013165 Plant Operator	3.26%	Physical Plant
0000003994 Plant Operator	4.29%	Physical Plant
0000015804 Plant Operator	5.85%	Physical Plant
0000001018 Property Control Specialist	6.29%	University Controller's Office
0000014491 Property Control Specialist	6.29%	University Controller's Office
0000014864 Research Scientist	3.96%	Molecular Pharmacology & Physi
0000015101 Research Scientist	3.96%	Molecular Pharmacology & Physi
0000015483 Research Support Specialist	14.21%	Dept Of Pediatrics
0000016043 Research Support Specialist	15.35%	Dept Of Pediatrics
0000014490 Research Support Specialist	15.35%	Dept Of Pediatrics
0000016234		