

The Employer will recoup increases in the employee contribution toward the monthly premiums for 2010 and 2011 health insurance coverage on an individual basis from any employee whose increases in those monthly premiums have been paid by the Employer while the employee was a member of any bargaining unit with an unsettled 2009-2011 collective bargaining agreement. The period covered for this recoupment begins with the coverage month of January 2010 (deduction month November 2009) through the current payroll deduction schedule for health insurance premiums in effect as of the effective date of the 2009-2011 Agreement. The total recoupment amount owed individually by an employee will be deducted over two non-consecutive payroll checks beginning with the February "C" payroll check dated February 10, 2011, or, if the Agreement has not taken effect by January 15, 2011, the first administratively feasible payroll check following the effective date of the Agreement. Any employee who had tier two or tier three plan health insurance coverage during this recoupment period may work with her/his payroll office in requesting an alternate recoupment schedule, provided that the total amount owed is recouped by June 30, 2011.

On the last paycheck of the 2009-2011 biennium, the Employer will recoup any amount still owed by an individual employee that has not been previously recovered pursuant to the above paragraph..

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The Employer shall notify each affected employee in writing of the action to be implemented as soon as possible but not less than fourteen (14) calendar days in advance of the layoff effective date. The notice shall contain reference to the options available to the employee pursuant to this MOU. Upon receipt of the written notice from the appointing authority (or designee) that his/her position is to be eliminated or reduced in FTE, the employee will, within five (5) calendar days, elect one option from among the numbered/lettered options identified below. If the employee fails to select an option within the time allotted, the employee shall be deemed to have volunteered to be separated from employment in accordance with 8/2/2/D. The time period for selecting an option may be extended with the agreement of the appointing authority or designee.

1. Reassignment to the position of the least senior employee in the layoff group.

2. If the assigned headquarters of the position of the least senior employee in the layoff group is located more than forty (40) miles from the employee's current residence, the employee may, based on seniority, exercise one of the options below:

- a) Demote in lieu of layoff under the provisions of 8/3/2.
- b) Bump in lieu of layoff under the provisions of 8/3/3.
- c) Transfer in lieu of layoff under the provisions of 8/3/4.

3. Request to be separated from employment in lieu of the layoff of a less senior employee in the layoff group under the provisions of 8/2/2/D.

An employee exercising options 2a, 2b, 2c or 3 above will retain the right of restoration under the provisions of 8/4/2.

**~~This MOU will sunset on June 30, 2009, regardless of contract extension, unless the parties mutually agree to extend.~~**

elect to receive one hundred twenty (120) hours or prorated portion thereof of such benefit under one (1) or more of the following options each year:

- A. Not to exceed forty (40) hours in cash during the year earned.
- B. Annual leave during the year earned.
- C. As credit for termination leave.
- D. As accumulated sabbatical leave.

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**NEGOTIATING NOTE #4**  
~~2007-2009~~ 2009-2011 AGREEMENT

**PROJECT LEADER AND ADD-ON PILOT**

During the life of this Agreement, the Employer (Director of OSER) reserves the right to develop and implement methods of compensating unit employees for project leader responsibilities or other responsibilities as deemed appropriate. Before such a program is implemented, the Employer will meet and confer with two (2) representatives appointed by the Union. ~~Any additional compensation implemented under this paragraph will cease with the expiration of the 2007-2009 Agreement.~~

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**MEMORANDUM OF UNDERSTANDING #4**  
~~2007-2009~~ 2009-2011 AGREEMENT

**AGENCY STATE-WIDE EMPLOYING UNIT LAYOFFS**

The provisions of this Memorandum of Understanding (MOU) apply only to employees in a state-wide employing unit within an agency when a filled position within the bargaining unit in the employing unit is to be eliminated or involuntarily reduced in budgeted full-time equivalency (FTE) through a reduction in the workforce, and the position is held by an employee who is not the least senior employee in the established layoff group.

15+ yrs. to 20 yrs.	184 hrs.
20+ yrs. to 25 yrs.	200 hrs.
25 yrs. or more	216 hrs.

**B. FLSA Exempt Employees**

<b>Seniority</b>	<b>Hours</b>
0 yr. to 5 yrs.	120 hrs.
5+ yrs. to 10 yrs.	160 hrs.
10+ yrs. to 15 yrs.	176 hrs.
15+ yrs. to 20 yrs.	200 hrs.
20 yrs. or more	216 hrs.

**C. Seasonal, School Year or Part-Time Employees**

Employees who are in pay status for less than eighty (80) hours during any biweekly pay period during the calendar year shall be granted pro rata annual leave consistent with A. or B., above.

**D. Part-time employees whose positions are in FLSA exempt or mixed classifications who meet the FLSA duties test for exempt status, but do not meet the salary test due to their part-time status, will qualify for the annual leave schedule for FLSA exempt employees identified under 12/5/2 B. of the Agreement. Such annual leave will be pro-rated in accordance with 12/5/2 C. of the Agreement. The FLSA status of such employees will continue to be determined by federal and state law.**

**12/5/6** Employees eligible for two hundred (200) ~~or two hundred sixteen (216)~~ hours annual leave each year may, at their option, elect to receive eighty (80) hours or prorated portion thereof of such benefit under one (1) or more of the following options each year:

- A. Not to exceed forty (40) hours in cash during the year earned
- B. Annual leave during the year earned.
- C. As credit for termination leave
- D. As accumulated sabbatical leave.

**12/5/7** ~~Effective January 2004, e~~Employees eligible for two hundred sixteen (216) hours annual leave each year ~~under 12/5/2/B.~~, may, at their option,

arrangements. Use of sick leave for the purposes of this Section is limited to five (5) workdays for any one illness or injury, however, the use of sick leave may be extended to cover unusual circumstances, provided prior approval is obtained. An employee may use sick leave for the care of his wife and/or children immediately prior to and/or during the ten (10) day period following the birth of a child.

#### **Section 4 — Sick Leave**

**12/4/4**The Employer agrees to continue in effect the provisions of s. 40.05(4)(b), Wis. Stats., which provide that at the time of retirement or in the event of death, accumulated unused sick leave shall be converted at current value and credited to the employee's account. The conversion credits once recorded shall be used on behalf of the employee or surviving spouse, or for the surviving insured dependents to offset the cost of the monthly health insurance premiums as provided under the provisions of s. 40.05(4)(b), Wis. Stats.

#### **Section 4 Sick Leave**

**12/4/9** Under this Agreement, an employee who is eligible for benefits under s. 40.65 or s. 40.63, Wis. Stats., as a result of a work-related injury or disease shall be eligible to convert accumulated unused sick leave at the employee's ~~then~~ **current base rate** highest base pay rate to credit for payment for health insurance premiums.

#### **Section 5 Paid Annual Leave of Absence**

**12/5/2** Employees shall begin earning annual leave on their first day in pay status. After completion of the first six (6) months in a permanent or seasonal position pursuant to s. 230.28, Wis. Stats., or as a trainee unless covered under the Wis. Adm. Code Rules of the Division of Merit Recruitment and Selection, employees are eligible for and shall be granted non-cumulative annual leave based on their seniority date as follows:

##### **A. FLSA Non-Exempt Employees**

<b>Seniority</b>	<b>Hours</b>
0 yr. to 5 yrs.	104 hrs.
5+ yrs. to 10 yrs.	144 hrs.
10+ yrs. to 15 yrs.	160 hrs.

<b>Employee Monthly Contribution</b>				
	<u>Effective January 2010 Through December 2010</u>		<u>Effective January 2011 Through December 2011</u>	
	<u>Single</u>	<u>Family</u>	<u>Single</u>	<u>Family</u>
<b>Tier 1</b>	<u>\$34.00</u>	<u>\$85.00</u>	<u>\$36.00</u>	<u>\$89.00</u>
<b>Tier 2</b>	<u>\$75.00</u>	<u>\$188.00</u>	<u>\$79.00</u>	<u>\$198.00</u>
<b>Tier 3</b>	<u>\$179.00</u>	<u>\$448.00</u>	<u>\$188.00</u>	<u>\$471.00</u>

## Section 4 Sick Leave

**12/4/2** The Employer agrees to provide the following:

A. Employees may use accrued sick leave for personal illnesses, bodily injuries, maternity, or exposure to contagious disease: (a) which require the employee's confinement; or (b) which render the employee unable to perform assigned duties; or (c) where performance of assigned duties would jeopardize the employee's health or recovery. In the event the Employer has reason to believe that an employee is abusing the sick leave privilege or may not be physically fit to return to work, the Employer may require a medical certificate or other appropriate verification for absences covered by this Section. When the Employer requires such a certificate or verification, if requested by the employee, the Employer will provide the reason behind its belief that the employee is abusing the sick leave privilege or may not be physically fit to return to work. The Employer will provide this information within twenty-four (24) hours of receipt of the employee's request. The Employer will pay the cost of the medical certificate if it is not covered by the employee's present health insurance program. When an employee must obtain such medical certificate during his/her regularly scheduled hours of employment, he/she shall be allowed time off without loss of pay or sick leave credits to obtain the certificate. ~~With the approval of the Employer, e~~Employees will be permitted to use personal holidays, earned compensatory time credits, or earned vacation credits in lieu of sick leave when they so request. Such time is subject to the same requirements for sick leave as set forth above.

E. Employees may use accrued sick leave for temporary emergency care of ill, disabled or injured members of the immediate family (as defined in C, above.) for a limited period of time to permit the employee to make other

sunset on June 30, 2011, regardless of contract extension, unless the parties mutually agree to extend.

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Section 26 Process for Alleged Complaints under Sections 24 and 25

9/26/1 An employee who believes a violation of Section 24 or Section 25 has occurred, prior to filing a grievance, must first bring the issue to the attention of the appropriate agency office(s) (e.g., Affirmative Action, Human Resources, Equity & Diversity, etc.) in an attempt to resolve the concern. If no response from the agency is received within ninety (90) days of the appropriate agency office being notified of the issue or if dissatisfied with the agency's response to the concern a grievance may be filed. To be considered timely, a grievance must be filed within one hundred and twenty (120) days of the date the agency is informed of the issue or within thirty (30) days of the date of the agency's response, whichever is sooner, unless the parties mutually agree to extend. This Section will sunset on June 30, 2011, regardless of contract extension, unless the parties mutually agree to extend.

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**ARTICLE XII**

**Employee Benefits**

**Section 1 Health Insurance**

**12/1/3** Effective with premiums due for coverage beginning January 1, 2004, a three-tier health insurance model will be implemented. The employee monthly contributions toward health insurance premiums will be based on the specific tier to which their qualifying health insurance plan has been assigned for employees appointed to work one thousand and forty four (1044) hours or more per year. Employee contributions under this three-tier approach are as follows:

<b>Employee Monthly Contribution</b>				
	<b>2008 Coverage Months</b>		<b>2009 Coverage Months</b>	
	<b>Single</b>	<b>Family</b>	<b>Single</b>	<b>Family</b>
<b>Tier 1</b>	<b>\$27.00</b>	<b>\$68.00</b>	<b>\$31.00</b>	<b>\$78.00</b>
<b>Tier 2</b>	<b>\$60.00</b>	<b>\$150.00</b>	<b>\$69.00</b>	<b>\$173.00</b>
<b>Tier 3</b>	<b>\$143.00</b>	<b>\$358.00</b>	<b>\$164.00</b>	<b>\$412.00</b>

request. If an employee is denied permission, he/she may challenge the reasonableness of such denial through the grievance procedure.

## **Section 21 Permanent Reassignment**

**9/21/1** When an employee is to be permanently reassigned to another position, he/she shall receive in writing the following information about the new position: wages, hours of work, work site location, a position description, what bargaining unit represents the position, and if applicable, what moving expenses will be paid. **A copy of the same information shall be sent to the union via email at [membership@wspunion.org](mailto:membership@wspunion.org).**

## **Section 24 Harassment Free Work Place**

**9/24/1 The Employer and the Union agree that all state employees should be able to work in an environment free of harassment and that no employee should be subject to harassment. If an incident of alleged harassment not otherwise provided for occurs, the employee should consult hi/her agency's policies and procedures for instructions on how to proceed. If work place harassment is alleged by an employee or the Employer, at the discretion of the employee, a union representative will work with the appropriate agency office (e.g., Affirmative Action, Human Resources, Equity & Diversity, Employee Assistance Program, etc.) representative in an attempt to resolve the issue. This Section will sunset on June 30, 2011, regardless of contract extension, unless the parties mutually agree to extend.**

## **Section 25 Violence in the Work Place**

**9/25/1 The Employer and the Union agree that no employee should ever be subjected to violence or the threat of violence in the course of employment or as a consequence of said employment. It is the mutual obligation of the parties to counsel and educate employees and supervisors in methods of reducing and eliminating such violence. In the event an employee perceives that s/he has been subjected to violence or the threat of violence in the course of, or as a consequence of their employment, s/he shall report the incident promptly in writing to the designated agency representative. This Section will**



## Section 10 Layoff Assistance

**8/10/1** ~~With the approval of the Appointing Authority, a~~ An employee who has received written notice from the Appointing Authority of being at risk or who has received a notice of layoff shall be granted ~~one or more of~~ the following until the effective date of the layoff or until the employee accepts one of the options under Section 3 above:

- A. Up to ~~forty (40)~~ eighty (80) hours time without loss of pay for:
  - 1. job search activities, including interviews and examinations in addition to the time specified in 12/6/1; and/or
  - 2. attendance at job training;
- B. Unpaid leave of absence for interviews, examinations, and other job search activities or attendance at job training;
- C. Assistance or training in the preparation of a resume;
- D. Use of office equipment and supplies where available.

For job search activities which require the employee to be absent from the work site, the employee shall give the Employer at least ~~five (5)~~ one (1) workday's notice, where possible.

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## Article IX

### Health, Safety and Miscellaneous

#### Section 7 Outside Employment

**9/7/1** Any department may require employees to obtain approval to engage in outside employment. In such case, employees must request, in writing, permission to engage in outside employment. Whenever practicable the employee shall receive a decision within 30 calendar days of making the

Administrative Code, to a vacant position for which he/she is qualified. The Employer will inform the employee in writing of the reason(s) for the denial of his/her request for a voluntary demotion.

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## Article VIII – Layoff Procedure

### Section 4 – Restoration

#### 8/4/8 Restoration Between Agencies/University-Campuses

The employee who is laid off may file a request, during a five (5) year period from the date of layoff, with any other agency/university-campus and shall be appointed to any permanent vacancy in the same classification from which he/she was laid off if he/she is qualified and capable of performing the duties as determined by the Employer, providing no other employee has restoration rights under 8/4/2 and 8/4/7 to such vacancy. ~~**This paragraph will sunset on June 30, 2009, regardless of contract extension, unless both parties mutually agree to extend.**~~

### Section 7 Relocation Expenses

8/7/1 When the Employer determines that it would be necessary for the employee to change the location of his/her residence because the employee is voluntarily demoting or bumping as a result of a layoff or is transferring in lieu of layoff, the Employer shall pay only those expenses of the type and amounts, and subject to the limitations, set forth in s. 20.917, Wis. Stats.

**8/7/2 Agencies will designate employees as “at-risk” if those employees positions have been identified for relocation to another geographic location. For changes to the geographical area, the newly assigned headquarters must be 40 miles or greater from the employee’s home except in cases where the new work site is at a shorter distance than the current work site is from his/her home. Employees shall be placed at risk as soon as the relocation is announced but no later than thirty (30) days prior to the relocation.**

**For additional informational purposes only, see Wisconsin Human Resources Handbook Chapter 236 on the Designation of Employees as At-Risk and Use of the Employee Referral Service for more detailed information on the at-risk process.**

in the same salary range and determines that the vacated position is to be filled, such position shall be subject to the provisions of Section 1 of this Article;

D. Transfers within the bargaining unit resulting from either A., B., or C. above.

## **Section 5 Transfer Limitations**

**7/5/1** The applications of the procedures in this Article shall be limited to a maximum of three (3) transfers resulting from any given original vacancy.

**7/5/2** Employees may not transfer ~~under the provisions of Section 1 of this Article~~ within the same classification more often than once every twelve (12) months. This restriction shall be waived for any employee who has transferred into a position while in at-risk or layoff status or whose position is subsequently put at risk.

**7/5/3** Employees transferring under the provisions of this Article may be eligible for payment of any expenses related to the move by the Employer.

**7/5/4** The provisions of this Article are superseded by those of Article VIII.

## **Section 6 Permissive Probation-At Risk/Layoff**

**7/6/1** An employee who transfers between agencies or university-campuses as a result of receiving a written notice of being placed at-risk of layoff or a written notice of layoff and is placed on permissive probation will have the right to return to his/her original position, if available, or one of like nature for which the employee is qualified, if the employee's permissive probation is terminated by the Employer prior to completion for performance reasons. If no vacancy exists, the provisions of Article VIII, Section 4 (Restoration) under this agreement shall be invoked.

## **Section 7 Voluntary Demotion**

**7/7/1** For purposes of this Article, Voluntary Demotion is the movement of an employee with permanent status to a vacant permanent position in a class in a lower pay range. With the approval of the Employer, the employee may voluntarily demote, consistent with the provisions of the Wisconsin

seniority shall govern and the more senior employee will be offered the position. Nonselection under this paragraph is not subject to the Grievance Procedure under Article IV.

~~7/2/6~~ 7/2/8 Any employee who is selected for transfer shall have three (3) workdays in which to decline the offer. The Employer may extend the deadline.

Any employee who is selected for transfer requiring a change of headquarters location shall have five (5) workdays to decline the offer.

~~7/2/7~~ 7/2/9 In the event no employee is offered a transfer under provisions of 7/2/1 through ~~7/2/5~~, 7/2/7 the Employer may fill the vacancy in accordance with Wisconsin Statutes.

7/2/10 An employee who has transferred within the employing unit may be permitted to return to his or her previous position if the employee makes a written request to the Employer before the previous position has been filled. This provision supersedes any other conflicting provision of the contract.

### **Section 3 Notice of Non-Selection**

**7/3/1** In the event no employee is selected from the transfer applicants, upon written request from an employee who requested a transfer but was not selected, the Employer will inform that employee in writing of the reasons for his/her non-selection. An employee who requested a transfer but was not selected may file a grievance under this Article only if no employee is selected from the transfer applicants.

### **Section 4 Definition of Permanent Vacancy**

**7/4/1** For purposes of this Article, a permanent vacancy is created:

A. When the Employer has approval to increase the work force and decides to fill the new positions;

B. When any of the following personnel transactions take place and the Employer decides to replace the previous incumbent: terminations, transfers out of the bargaining unit, promotion or demotion;

C. If no employee has indicated a desire to transfer to a vacancy and the Employer fills such vacancy by transfer of an employee from another classification

change in subtitle, a change from part-time to full-time (or vice versa) or a change from seasonal to permanent (or vice versa), the Employer will announce the vacancy in the agency or university-campus in which the vacancy exists. The announcement distribution shall be in the same manner as for promotional exams. A period of five (5) workdays shall be allowed for interested employees within the classification to file a written request and be included in the group of applicants to be considered for that vacancy.

7/2/3 When the Employer conducts transfer interviews, necessary and reasonable time for such interviews within the headquarters city, same agency, and same classification shall be without loss of pay. The Employer may choose to exceed these standards.

7/2/4 If the employer conducts an interview related to the transfer procedure and the interview is conducted outside the employee's assigned headquarters city, the employee will be granted up to four (4) hours without loss of pay to participate in the interview. The Employer will grant one such request per calendar year.

~~7/2/3~~ 7/2/5 In screening the requests, the Employer will take into consideration ability, training, experience, job requirements, and seniority. If the Employer determines that two (2) or more employees are equally qualified and the vacancy will be filled, seniority shall govern and the more senior employee shall be offered the position.

~~7/2/4~~ 7/2/6 In the event no employee is offered a transfer under the provisions above, the Employer will review those requests ~~on file~~ from any employees in the bargaining unit in the agency or university-campus who are in the same pay range as the vacancy. The Employer will take into consideration ability, training, experience, job requirements and seniority. If the Employer determines that two (2) or more employees are equally qualified and the vacancy will be filled, seniority shall govern and the more senior employee shall be offered the position.

~~7/2/5~~ 7/2/7 In the event the vacancy is not filled by transfer of an employee under provisions of 7/2/1 through ~~7/2/4~~ 7/2/6, the Employer will review written requests ~~currently on file requesting consideration~~ for that vacancy, on a permissive basis, from any employee in the bargaining unit in a classification in the same or higher pay range as the vacancy. The Employer will take into consideration ability, training, experience, job requirements and seniority. If the Employer determines that two (2) or more employees are equally qualified and the vacancy will be filled,

## Transfer

### Section 1 Transfer Notification

~~7/1/1 An employee who has permanent status in the employee's current classification and desires to transfer within the employee's classification and agency or university-campus, shall file a written request as prescribed by the agency or the university-campus with the appropriate personnel office, indicating that interest.~~ When a permanent vacancy occurs, or when a permanent vacancy is created and involves a different geographic location, a change from part-time to full time (or vice versa) or a change from seasonal to permanent (or vice versa), the agency or university campus will announce the permanent vacancy for a period of five (5) work days within the agency or university campus. Employees who apply and who are within the same classification as the vacancy will be considered in accordance with Section 2 of this Article.

~~7/1/2 If an agency or university-campus chooses not to use the transfer register, the agency or university-campus will announce the permanent vacancy for a period of five (5) workdays within the agency or university-campus. Each agency or university-campus that chooses not to use the transfer register shall notify the Union that they will be announcing vacancies by posting. The method of notification chosen by the agency or university-campus will be for the duration of this Agreement.~~

### Section 2 Screening Process

7/2/1 When a permanent vacancy occurs, in a permanent position, and the Employer decides to fill that vacancy, the Employer will review those requests ~~on~~ file-received from any employees in the same agency or university-campus who are in the same classification as the vacancy and have indicated an interest in the specific subtitle, shift and/or location of the vacancy. If the Employer determines two (2) or more employees are equally qualified and the vacancy will be filled, seniority shall govern and the more senior employee will be offered the position.

7/2/2 Whenever a permanent vacancy is created involving a new position and the duties are substantially different, the Employer will announce the vacancy in the agency or university-campus in which the vacancy exists. Also, when a permanent vacancy is created and involves a different geographic location, a change in shift, a

**4/11/5A.** Except as provided in B. and C., below, upon request of the employee, the Employer will remove written reprimands and suspensions from the employee's personnel file twelve (12) months after being issued, ~~and suspensions two (2) years after being issued~~, provided the employee has received no discipline since the written reprimand or suspension.

B. Written reprimands or suspensions involving criminal violations shall remain in the employee's personnel file for four (4) years following issuance, unless the charges against the employee are dropped or the employee is found not guilty of the act giving rise to the discipline by a court of law or competent tribunal, and the employee has received no discipline since the written reprimand or suspension.

~~C. Employees may request a review with the Employer to consider removing the letter of suspension from the file twelve (12) months after issuance, provided the employee has received no intervening discipline.~~ The twelve (12) month, ~~two (2)~~ and four (4) year time periods are defined as time in pay status, excluding approved leaves of absence and any paid leave time used during an approved leave of absence.

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## Article VI

### Hours of Work

#### Section 9 — Standby

**6/9/1** When the Employer requires that an employee must be available for work and be able to report in less than one hour, the employee shall be compensated on the basis of a fee of twenty dollars (\$20.00) for each eight (8) hour period for which the employee is in standby status. The Employer shall make a reasonable effort to notify those affected employees of their release from standby status. If an increase in this benefit is negotiated in any State of Wisconsin labor contract for the 2003-2005 2009 - 2011 contract period, the same increase will be granted to this bargaining unit under the same terms and conditions.

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## Article VII

B. Attendees of the AFT Public Employee Conference may substitute one (1) unpaid work day, provided under A. above with professional development time under Article X Section 2., of this Agreement, if the majority of the time on that day of the conference is related to educational programs related to employment with the State of Wisconsin. The Union will provide a copy of the convention agenda to OSER as soon as administratively feasible. The Union and OSER will meet and discuss concerns regarding agenda items.B.

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## **Section 12 — Leave for Union Business**

**2/12/1** A total of ~~thirty (30)~~ thirty five (35) days leave without pay is granted each year of this Agreement for use by employees designated by the Union President for the conduct of Union business, subject to the following conditions:

**2/12/3** Annually on July 1<sup>st</sup> a total of ~~eighty (80)~~ one hundred twenty (120) hours without loss of pay shall be granted to the WSP President or designee for his/her use to conduct Union business subject to the following conditions:

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## **ARTICLE IV**

### **Grievance Procedure**

#### **Section 1 General**

**4/1/5** Except as provided in 9/24/1, all grievances must be presented promptly and no later than thirty (30) calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of such grievance.

#### **Section 4 Representation**

**4/4/2** The Union shall be notified of an investigatory meeting immediately following the employees notice. The union notice will be sent to the official WSP mailbox: [wspmail@wspunion.org](mailto:wspmail@wspunion.org).

#### **Section 11 Discipline**



## Article II

### Union Recognition and Security

#### Section 3 — Personnel Lists

**2/3/2** When an employee new to the Wisconsin Science Professionals is hired, the Union will be sent ~~a hard copy or an~~ electronic copy of the appointment letter at the same time that such a letter is provided to the employee. ~~If electronic copies are sent,~~ They are to be sent to [membership@wspunion.org](mailto:membership@wspunion.org) and [president@wspunion.org](mailto:president@wspunion.org).

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#### Section 11 — Conventions

**2/11/1 A** Once annually no more than twenty-five (25) employees who are duly credentialed delegates or alternates to the AFT-Wisconsin annual convention shall be granted time off without pay not to exceed two (2) days to attend said convention provided the staffing and scheduling requirements permit an employee's absence. The employees must give the employing unit fourteen (14) calendar days advance notice of their attending this convention.

**B.** Attendees of the AFT Wisconsin annual convention may substitute two (2) of the unpaid work days, provided under A. above with professional development time under Article X Section 2., of this Agreement, if the majority of the time on that day(s) of the convention is related to educational programs related to employment with the State of Wisconsin. The Union will provide a copy of the convention agenda to OSER as soon as administratively feasible. The Union and OSER will meet and discuss concerns regarding agenda items.

**2/11/5** Once during the term of this Agreement no more than five (5) employees who are duly credentialed delegates or alternates to the Wisconsin AFL-CIO Public Employees Conference shall be granted time off without pay not to exceed one (1) day to attend said conference provided the staffing and scheduling requirements permit an employee's absence. The employees must give the employing unit fourteen (14) calendar days advance notice of their attending this conference.