ARTICLE 10 — ADMINISTRATIVE FACULTY RANKS, JOB DESCRIPTIONS, AND INTERNAL POSTINGS

10.1 A job description for every bargaining unit position shall be on file in the Personnel Office. An individual's job description shall be available to him or to SUOAF-AFSCME upon request.

10.2 All positions within the bargaining unit shall be classified as Administrator I through Administrator VII. The Administrator I rank is comprised of two separate classifications: trainee or working level. This system of administrative faculty ranks shall remain in effect for the Contract term or until changed by mutual agreement.

10.2.1 Administrator I/Trainee Appointees to the trainee class will perform a variety of duties of increasing difficulty as skills are acquired during the course of the training program. Appointees shall be accountable for mastering the skills necessary to satisfactorily perform at a professional working level of a higher rank.

Appointment to this class is for a period not to exceed two (2) years. Individuals with the previous relevant experience may be advanced to the higher rank any time during the two-year period, as recommended by the appropriate supervisor.

10.2.2 Administrator I/ Working Level Appointees to the working-level class perform at a professional working level with duties confined to one functional area.

10.3 In cases where: (1) Management creates a new bargaining unit position; or (2) Management makes a major change to an existing job description, the Board will fulfill its statutory obligations by negotiating the impact of the new job description on wages, hours, and other conditions of employment where such are not already prescribed by this Agreement.

10.4 For purposes of this Article, "promotion" shall mean a change of a member from one bargaining unit rank to a higher rank. "Reclassification" shall mean any major change in duties responsibilities, and/or rank affecting an incumbent in his position.

10.4.1 As opportunities occur in the bargaining unit, the Chief Personnel Officer shall provide electronic notice to all SUOAF Chapter Presidents and
designees and send an electronic notice to the Vice President of Personnel and the other Chief Personnel Officers. Each Chapter President shall be provided current mailing labels upon request and shall be responsible for campus distribution of electronic or written notice. Failure to receive written or electronic notice shall not be grievable if the Chief Personnel Officer has distributed the original notice as described above. Local member expressions of interest must be communicated to the designated Management Official within ten (10) work days of notification distributed by the Chief Personnel Officer. Any bargaining unit member may participate in this process who has obtained employment within the bargaining unit through an affirmative action search. Such members may apply during an advertised, affirmative action search.

At the close of this period, the designated Management Official shall review and consider any and all requests from members interested in promotional opportunity. He shall then notify members in writing as to the disposition of their requests.

10.4.2 Failure to promote a bargaining unit member is not grievable.

10.5 When Management establishes a new position or reclassifies a filled bargaining unit position, the parties shall negotiate the appropriate rank. The parties shall have ten (10) working days from receipt of the job description by SUOAF to negotiate. Unresolved disputes shall be subject to the Grievance Procedure.

10.5.1 When Management promotes a bargaining unit member or reclassifies the member’s position to a higher rank, Management, after consultation with the Union, shall increase the member’s salary not less than six (6) percent and said member must be paid at least the minimum of the new rank.

10.5.2 Management may, after consultation with the Union, assign a position to a higher rank or implement an in-rank salary adjustment in order to address disparities reflected in the marketplace.

10.5.3 Management may offer a retention bonus to members whose skills bring special value to the University and when such skills are in high demand in the marketplace. The Chancellor or designee, after consultation with the Union, shall determine the amount of the bonus and when the bonus will be awarded to the eligible employee. Such bonus shall not be added to the employee’s salary base.
10.6 If the President/Chancellor of the University or his designee appoints or assigns a member to a temporarily vacated position or to another position while simultaneously covering his own duties, such appointment or assignment shall be made in advance in writing. Members not receiving advance written notice are not expected to assume additional duties. The following salary adjustment shall be made for the duration of the appointment or assignment. When such appointments or assignments exceed thirty (30) calendar days, the salary shall be at the beginning step of the higher rank (if applicable) or increased by 7.5%, whichever is greater, commencing on the thirty–first (31st) day of the appointment or assignment and shall be retroactive to the first day of such temporary appointment or assignment. On the anniversary date of such temporary appointment or assignment, the member shall have his temporary salary increased by an additional 5%.

No appointment or temporary assignment under this Article shall exceed two (2) years in duration, nor be followed by a succeeding temporary appointment until at least six (6) months have passed.

This article shall not be applicable as stated for situations where a member of the bargaining unit is required to cover the duties of a position at a lower rank that exists within the scope of a member’s department. Such assignments will not exceed one year in duration but may be extended by mutual agreement.

Service in a higher rank under this Article shall not constitute permanent status in such rank.
ARTICLE 12 — ADMINISTRATIVE FACULTY APPOINTMENTS

12.1 The President/Chancellor shall appoint members of the administrative faculty and report such appointments to the Board of Trustees. Before making such appointments, the President/Chancellor or designee shall consult appropriate administrative faculty member(s), designated by the Union, provide the Union with an opportunity to receive information and offer input regarding salary and prior system service credit, and notify the Union when such appointments are made.

The letter of appointment shall contain:

- beginning and ending dates of appointment;
- class (full-time, part-time);
- rank and salary;
- special conditions of employment;
- title of immediate supervisor/evaluator;
- a statement of the nature of the appointment (temporary, term, etc.) and appropriate notice provisions.

In addition, a copy of the position description shall be enclosed.

Provisions of this Section are not grievable.

12.2 Various educational and experiential qualifications are listed in the official job description for each position. When Management establishes or modifies a bargaining unit position, it shall list on the official job description required qualifications. The parties shall continue to strive for agreement in the development of job description contents. These qualifications are not designed to bar appointment of persons who have demonstrated unusual ability and promise. In such cases, the President/Chancellor may waive listed qualifications.