



This AGREEMENT is effective as of July 1, 2021 by and between Grinnell College

2.4 No Strikes or Lockouts. During the term of this Agreement the Union agrees not to engage in any strike or stoppage of work and the College agrees not to engage in any lockout. It will not be a cause for discharge or discipline and it will not be a violation of this Agreement for an employee to refuse to cross a primary labor union picket line at the College's premises that has been established to support a legal strike, provided the picket line is approved by the Union.

2.5 Labor Management Cooperation. Upon the written request of either party, the College and the Union shall meet to discuss workplace conditions and any other matters that arise in the administration of this Agreement.

### ARTICLE III: Union Security

3.1 Employee Roster. The parties recognize that to fulfill its obligation to represent employees under this Agreement, the Union should have access to the names and contact information of employees covered by this Agreement. The parties recognize and agree that Employee students may choose to keep their contact information confidential.

3.2 Notifications. Each week, the College shall provide a spreadsheet report of all new hires and terminations. S he new

a) notices of union recreational and social affairs b) notices of union elections c) notices of union appointments and results of union elections d) notices of union meetings e) other notices concerning union affairs which are not political or controversial in nature  
The Union shall remove from the bulletin board, upon the written request of the College, any material which in the College's judgment is libelous, scurrilous or detrimental to relationship between the College and its students. The Union agrees it will not engage in general distribution, or posting by employees, of pamphlets, advertising or political matters.

3.6 Union Office and Mailbox. The Union shall be provided with a reasonably furnished office in a location on campus determined by the College. The office will be accessible by Union staff at any time the building is open, and its use shall be limited to official Union business. The Union shall also be provided access to a mailbox in the College mail room.

3.7 Dues Check- Off. Each month the College agrees to deduct uniform dues from the paycheck of those covered employees whose individual written unrevoked authorizations are on file with the College. Dues deducted shall be remitted to the Union by the twentieth of each month. Accompanying each remittance shall be a spreadsheet report of employees from whose wages deductions were made.

#### ARTICLE IV: Wages

4.1 Initial Base Wage. Employees covered by this Agreement shall be paid a base hourly wage of \$10.40 per hour in the first year of this agreement, and \$10.75 per hour in the second year of this agreement.

4.2 Student Leader Pay "Student Leader" pay, a \$1 per hour bonus, is available at the commencement of a semester if such student completes an application and is accepted, commits to assuming and maintaining leadership responsibilities, and has worked a minimum of 180 hours in one academic year. All employees wnuss t(,)-3.1 ( i).sit oftw8 >>B

currently earning experience pay at higher rates than the additional \$1.00 an hour will continue earning the higher rate until they are no longer employed with Dining Services.

4.4 Special Designated Shifts. Those employees who work a Special Designated Shift shall be paid an additional \$0.75 per hour. Special Designated Shifts shall be clearly designated in the schedule.

#### ARTICLE V: Health, Safety, and Breaks

5.1 Training. All new employees shall be given at least two (2) hours of paid training at the applicable minimum wage before they begin regular employment. This training will include basic food safety practices and procedures as well as specific procedures and skills r

Discrimination and Harassment Grievance/Complaint Procedure, and in cases of alleged sexual harassment or misconduct may elect to have a union representative act as their support person.

6.2 Accessibility. The College will provide reasonable accommodations to any employee with a temporary or long-term disability which prevents them from performing the essential functions of their normal assigned duties.

6.3 Diversity and Inclusion Training. The College shall provide mandatory diversity and inclusion training for all non-unit employees of Dining Services, except for supported employees.

#### ARTICLE VII: Discipline

7.1 Just Cause. No employee shall be disciplined or terminated except for just cause.

7.2 Point System. The attendance and discipline policy shall follow a point system. If an employee is absent from a scheduled working period and fails to trade for another shift, have coverage for that shift, or provide a doctor's note, they shall accrue one (1) point. If an employee is absent for more than ten (10) minutes during a scheduled working period without securing a replacement they will accrue .5 points.

An employee will not be permitted to clock in or work without a proper uniform. If an employee is missing components of the uniform, they should not clock in. Points will be assessed based on time missed (if any). If an employee misses more than ten (10) minutes of a scheduled shift due to correcting a uniform, they will accrue .5 points. If an employee does not return in proper uniform, the missed shift will be treated as an absence and the student will accrue one (1) point. If an employee is able to return in proper uniform within the 10 minute grace period allowed for lateness, they will not accrue points.

If an employee violates any other work rule which does not merit immediate dismissal and has received one (1) verbal or written warning regarding the same rule, they shall accrue one and a half (1.5) points.

If an employee accrues three (3) or more points in a semester, the employee shall be terminated. A student employee shall be notified in writing for each instance of point accrual; the notification shall also inform the student employee in question of the grievance procedure in this Agreement, and their right to union representation. Point accruals for work rule violations must be for just cause. Point totals will reset every academic period.

7.3 Union Representatives. When an employee's supervisor wishes to question an employee or discuss with them any matter in order to obtain information which could be used as a basis for discipline or termination, or asks an employee to defend their conduct, the supervisor must offer the employee the option of waiting until a union representative arrives. The College agrees that no employee shall be disciplined or retaliated against for exercising their right to union representation. Alleged violations of this Section 7.3 shall not be subject to the grievance provision in this Agreement. Each semester, the Union shall provide the College with a list of union representatives and their contact information.

7.4 Consistent Discipline. Individual exceptions shall not be given to student employees for any disciplinary issues. The College shall ensure that all new employees are given a copy of the Student Employee Handbook, containing all workplace rules and expectations

#### ARTICLE VIII: Grievances

8.1 General Policy. The College and the Union both aim to provide a simple, efficient and cost-effective mechanism

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If the grievance involves a termination, the grievance process may begin at Step Two. In such a case, the matter must be presented to the director of Dining Services within ten (10) working days after knowledge of the action that allegedly violated the contract. Back pay may only be awarded as a remedy for an unfair termination grievance for shifts missed between the date the grievance is filed and the date the grievance is resolved.

8.3 Arbitration. If the grievance is not resolved at Step Three the Union may request arbitration on behalf of the aggrieved employee by submitting a written request to the Vice President of Human Resources within three (3) working days of receiving the Step Three response.

The Dean of Student Services (Tob83tThrboe/30 (i)1 (ev)-ndu( onl)1 (y(ev)-1 heat)-3 (i)1